

ORDERS
OF THE
MADRAS POLICE.

VOLUME IV.
OFFICE MANUAL.

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ORDERS

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MADRAS POLICE.

VOLUME IV.

CHAPTER I.—ORGANIZATION.

1. The orders in this Office Manual have been written with particular reference to the conditions prevailing in district police offices. They shall, however, apply, when relevant, to all other offices in the Police Department.

Relevancy of orders to all offices.

2. Members of police office establishments are not enrolled under Act XXIV of 1859.

Not enrolled police officers. Manager.

3. The chief ministerial officer of a district police office is the Manager. He has the control and supervision of all branches of the office. He shall check, and be responsible for the correctness of all accounts. He shall examine the cash balance daily and certify to its correctness.

4. The Accountant is responsible, under the Manager, for all branches of account work in the office.

Accountant.

5. A district office is divided into the following departments :—

Branches of offices.

- (1) account department ;
- (2) store department ;
- (3) general department ;
- (4) intelligence department ;
- (5) statistical department.

6. (1) Candidates for appointments as clerks on over Rs. 20 must possess the following minimum general educational qualification, viz.—

Qualifications for appointments as clerks.

(i) a Secondary School Leaving Certificate showing that the candidate possesses sufficient knowledge in the ordinary subjects and two optional subjects other than Shorthand and Type-writing, or

(ii) have passed the Matriculation Examination of the University of Madras prior to 1910 or the Madras Upper Secondary Examination with English as their first language.

(2) The following Special Test Examinations are required to be passed by clerks in the Police Department :—

- | | | |
|--|---|--|
| (1) The Managers in the offices of the Inspector-General of Police and the Commissioner of Police, Madras. | { | Précis-writing Test.
Criminal Judicial Test, Higher Grade.
Account Test, Higher Grade.
Departmental Test in Police Orders and Practice. |
|--|---|--|

- (2) Head Clerk in the office of the Inspector-General of Police. { Précis-writing Test.
Account Test, ~~Higher Grade~~.
Departmental Test in Police Orders and Practice.
- (3) All Clerks and others on Rs. 50 and upwards in the offices of the Inspector-General of Police, the Commissioner of Police, Madras, and the Deputy Inspector-General of Police for Criminal Intelligence and Railways, ~~including the Finger Print Bureau~~, except the Storekeeper in the office of the Inspector-General of Police. { Account Test, ~~Higher Grade~~.
Departmental Test in Police Orders and Practice.
- (4) Managers and Accountants in district police offices. ~~the~~ { Criminal Judicial Test, Lower Grade.
Account Test, ~~Higher Grade~~.
Departmental Test in Police Orders and Practice.
- Manager of the Finger Print Bureau* (5) The Manager in the office of the Deputy Inspector-General of Police for Criminal Intelligence and Railways, including the Finger Print Bureau. { Criminal Judicial Test, Higher Grade.
Account Test, ~~Higher Grade~~.
Departmental Test in Police Orders and Practice.

Inspector-General may exempt.

7. The Inspector-General is empowered to sanction the temporary exemption from Special Tests of unqualified clerks in the Police Department for a period not exceeding twelve months, provided that the exemption shall remain in force only until the publication of the results of the next examination.

Departmental Test.

8. (1) The Departmental Test will consist of one question paper of not less than ten questions in Police Orders, all four volumes being included. Fifty per cent. of the maximum number of marks will be required to secure a pass.

(2) The examination will be held annually on the third Monday in January at the head-quarters of each district, under the supervision of the District Superintendent of Police, and also in the Chief Office, under the supervision of the Assistant Inspector-General of Police.

Age limit.

9. The sanction of the Inspector-General is required for exemption from the age limit of any candidate, whose age exceeds 25, for appointment as clerk or mudi in the office of a Deputy Inspector-General, District Superintendent of Police or Assistant Superintendent of Police.

Arrangements and allowances when clerks take leave.

10. (1) The grant of leave allowances to members of an office establishment is regulated by Articles 98, 140, 144, 147, 335 and 340 of the Civil Service Regulations.

(2) A member of an office establishment is entitled to his full salary whilst on privilege leave. An outsider may be brought in to act and will get the full pay of the lowest appointment in the acting arrangement. Acting promotions may be made in all the grades intervening between the grade of the absentee and the lowest grade of the chain of arrangements. The acting allowance will amount to one-fifth of the pay of the grade in which each man acts, provided that the limit of the pay of the appointment acted in is not exceeded.

(3) In long leave vacancies the absentee allowance must not exceed the difference between the absentee's pay and the sum of the acting allowances paid in consequence of his absence, except when, in the resultant acting arrangements, an outsider, who is brought in to act, is given more than half the pay of the appointment in which he acts, in which case the excess over half pay granted to him may be paid with the sanction of the Inspector-General of Police.

11. (1) Managers and Accountants must furnish a security of Rs. 200 in each case immediately they take up office and execute a security bond in Form O.M. 1 or 2 or 2-A. or 2-B. Security must be taken from acting incumbents when the duration of the vacancy in which they act exceeds three months. Security.

(2) Security will be accepted in Government of India promissory notes, Bank of Madras deposit receipts, or cash.

(3) Government promissory notes deposited for more than one year must be entrusted to the Accountant-General. Otherwise promissory notes should not ordinarily be accepted unless enfaced for payment of interest at the Treasuries in which they are to be deposited.

(4) Cash must be lodged in the Post Office Savings' Bank in the official's name in accordance with the rules and the Pass Book kept in the office cash chest.

(5) Security bonds are in Form O.M. 1 or 2 or 2-A or 2-B. They are exempt from stamp duty under Act II of 1899. Accountants must furnish bonds in Form O.M. 1 or 2A which will be binding upon them when they are promoted to the rank of Manager and as long as they remain in service. Managers who furnish security bonds as such should do so in Form O.M. 2A or 2B. The security bond provides for two sureties, each of whom as well as the Principal should give a personal surety for a sum of Rs. 2,000 in all cases. A security bond executed while the official is serving in one district will hold good after his transfer to another district.

(6) Security money shall be returned after six months from the date of vacation of office, but the security bond shall be retained permanently, or until it is certain that there is no further necessity for keeping it.

12. Readers to the Superintendent and sub-divisional police officer will be selected from among Sub-Inspectors. They should be changed at frequent intervals. The reader will accompany the officer on tour and perform the office work allotted to him. In particular, the duty of going through such Case Diaries as are not ordinarily perused by the officer, is imposed upon him by Police Order No. 118. Readers will keep the account of Secret Service money sanctioned by the Superintendent and the officer's Travelling Diary (Form O.M. 141). Readers.

13. (1) Members of clerical establishments may be punished by dismissal, reduction, stoppage of promotion, reprimand or extra work. Fines shall not be imposed. Reduction should be for a minimum period of two months. Punishment of members of clerical establishments.

(2) Punishments and reprimands, with the exception of the award of extra work, shall be entered in the Defaulter Book, which will be kept for all members of the office establishment.

14. The Superintendent shall keep Confidential Sheets (Form 6) for the Manager and Accountant and the Confidential Register (Form 6) for clerks and shall submit an annual confidential report upon the Manager and Accountant in Form 9 when forwarding the similar reports prescribed for Inspectors. Confidential Register.

CHAPTER II.—THE PAY SYSTEM OF THE SUBORDINATE FORCE.

Preparation
of pay bill.

15. Each station-house officer shall prepare a monthly pay bill in Form O.M. 3 for the staff of his station and forward it so as to reach the Circle Inspector by the 15th of the month, for which pay is claimed. The Inspector will put together all the pay bills of his circle, attach an outside sheet (Form O.M. 4) and forward them so as to reach the district office on the 20th. The abstract on the back of the consolidated bill will be filled up in the district office.

Instructions
for preparing
pay bills.

16. (1) Names will be entered in pay bills, firstly according to rank, and secondly according to district numbers. Men employed as private guards must be shown separately.

(2) Alterations from the preceding month and casualties will be shown in ink in the remarks column in the following manner:—

Enlisted	} date		
Dismissed			
Promoted			
Transferred to			P.N.D.
Received from			
Suspended from		..	P.N.D.
Absent without leave			
On leave on pay			
from, etc.			

(3) Inspectors and Sub-Inspectors, who draw horse allowance, will certify on the pay bills that they have kept a horse or pony during the whole month.

(4) In the "Rate of Pay" column the pay of the appointment actually held, even if acting or sub. *pro tem.*, and not of the substantive appointment, should be given.

(5) Each deduction will be shown separately, one below the other.

In district
office.

17. The following instructions as regards pay bills will be attended to in the district office:—

(1) When pay of men is retrenched, on account of loss or damage to Government property, the date of the Recovery List will be noted.

(2) Below the total of the amount claimed in a bill will be entered deductions on account of undischarged pay refunded, specifying names and periods, and any other deductions.

Check of pay
bills.
Long Roll.

18. For the purpose of checking pay bills the Long Roll in Form O.M. 5 shall be maintained, in which will be noted the circle in which pay is drawn for a man and all changes in his circumstances affecting his pay. All orders should be entered up from the District Order Book, and from leave and punishment orders, as soon as issued.

Signature by
Superinten-
dent.

19. The net amount passed for payment will be entered in figures, as well as words, at the foot of the pay bill, which shall be signed by the Superintendent. If any alteration is necessary after the district Pay Abstract has been passed at the Treasury, the alteration must be attested by the Superintendent.

20. The pay bill of the Reserve and men of the executive force, attached to the head-quarter establishment, will be made out by the Reserve Inspector. Pay bill of Reserve.

21. The pay of office establishments will be drawn on separate pay bills. Pay of offices.

22. After all pay bills have been checked, an abstract of them for the whole district force will be prepared in duplicate, in Form 6 of the Civil Account Code. Pay Abstracts.

~~Separate forms will be used for Inspectors, Sub-Inspectors, Sergeants, head constables drawing over Rs. 20, officers drawing Rs. 20 and under, private guards (whether included in the permanent strength of the district or not), Managers and Accountants, and the remaining members of office establishments, and for temporary establishments. Officers drawing over Rs. 20, including head constables on Rs. 20 drawing personal allowances, and all clerks on office establishments must be shown individually by name with full details. In the case of officers drawing Rs. 20 or under, the total number of each class in the district will be shown.~~

23. (1) In the first Pay Abstract, in which any new or increased establishment is charged for, the Government Order sanctioning it must be quoted. Instructions for preparing Pay Abstracts.

(2) The Government Order sanctioning temporary establishments must always be quoted.

(3) The date of promotion to, or reduction from, a rank of the service must be shown in the first abstract.

(4) Pay remaining undischarged, sums retrenched, deductions on account of articles damaged, grain, etc., will be shown separately at the foot of the last page and deducted from the total of the abstract. Details will be given for undischarged pay and overpayments recovered, but not for other deductions.

(5) Sums, which go to meet advances from the cash chest, will be included in the abstract, and drawn from the Treasury, and brought to account in the Cash Book.

(6) The following classification will be adopted in the Pay Abstract relating to head constables, constables, drill instructors, taliahs and whole-time sweepers :—

- (i) rural executive force,
- (ii) hackney carriage,
- (iii) drill instructors,
- (iv) police taliahs,
- (v) sweepers,
- (vi) private guards,
- (vii) charge allowance for stations,
- (viii) local allowance.

24. The original of Pay Abstracts will be sent to the Treasury to be cashed together with the following documents :— Original Pay Abstracts.

(1) Absentee Statement, in Form 7 of the Civil Account Code.

(2) Memo. of details of undischarged pay and overdrawn sums refunded by deduction, in Form O.M. 6.

Note.—Details of other recoveries need not be given.

(3) Physical fitness certificates of newly entertained officers drawing over Rs. 20 and of all newly entertained clerks.

(4) Increment statement, in Form O.M. 7.

(5) Memo. of recovery of rent for public quarters, in Form O.M. 8.

(6) The Treasury Bills Book in Form O.M. 9, showing the amount to be paid to each Inspector and the Treasury of payment.

(7) Memo. of remittance to the Treasury of cost of private guards, in Form O.M. 10.

Absentee
Statement.

25. (1) The Absentee Statement is Form 7 of the Civil Account Code. It is prepared in respect of all police officers whose pay exceeds Rs. 20 a month and all clerks in offices.

(2) In the case of office establishments, the entire chain of arrangement should be entered in the Absentee Statement accompanying the bill in which the original vacancy occurred. When the chain of arrangement runs through more districts than one, the Superintendent of the district, in which the original vacancy occurred, must obtain from the Superintendents of the other districts concerned the parts of the chain, which concern their districts, and must show the complete arrangement in the Absentee Statement accompanying the particular bill.

Disburse-
ment.

26. The district Treasury will issue cash orders on Sub-treasuries in favour of Circle Inspectors, to whom the cash orders and pay bills will be forwarded by the district office. The Circle Inspector will cash the order and send the sheets of the pay bill, relating to a station, and the requisite sum of money, to the Sub-Inspector, who will pay the men of the station.

Return of pay
bills.

27. The Sub-Inspector will return the pay bills, signed by the recipients, and any undisbursed sum of money, together with a memo. giving its details, to the Inspector by the 15th of the month.

The Inspector will fasten the pay bills together, and make out a consolidated memo. of undisbursed pay for his circle, in Form O.M. 6, and forward them so as to reach the district office by the 20th of the month. The undisbursed pay will be retained by the Inspector and deducted from the amount of the remittance forwarded on account of the next pay bill. Entries in Form O.M. 6 should be made chronologically by months and, within the months, according to classes of officers.

Disburse-
ment in
particular
cases.

28. (1) Pay and allowances of men of out-circles in hospital, or present at headquarters, may be paid from the cash chest and retained by the Inspector. It will be adjusted by shortdrawal in the remittance accompanying the next month's pay bill.

(2) Men who have been in-patients in hospital are not entitled to be paid, until after their discharge from hospital.

(3) Remittances within the district, on account of pay and allowances of men absent from their circles on duty, otherwise than at headquarters, will be made by cash orders issued by the Huzur Treasury on Sub-treasuries.

(4) When a man, whose pay has been drawn in one circle, is meanwhile transferred to another circle, the Inspector may pay the amount into the sub-treasury and forward the receipt to the district police office, where a cash order will be obtained in favour of the Inspector of the circle, to which the man has been transferred.

(5) Pay and allowances of a police officer, absent on duty in another district, may be remitted by Remittance Transfer Receipt.

(6) Subordinate officers on leave can draw their leave allowances only in their own districts.

(7) Remittances made for the convenience of payees should be at their own cost.

Supple-
mental pay
bills.

29. Supplemental bills (Form O.M. 11) are used for drawing :—

(1) arrears of salary or allowances;

(2) pay and allowances of an officer, borne on the strength of one district, doing duty in another district.

30. (1) Small sums required for arrears or advances of salary may be advanced from the cash chest and drawn on a consolidated supplemental bill by the 25th of the month.

Instructions for preparing supplemental pay bills.

(2) When drawing arrears of pay, a note of the abstract, in which the pay was short drawn, should be given, and an entry of the drawal made in the original list of pay refunded and in the Long Roll.

(3) Items will be arranged in chronological order by months and under each month according to the rank of the individuals.

31. A supplemental bill will be sent to the Treasury for cash orders in favour of Inspectors with the Treasury Bilis Book in Form O.M. 9. On receipt of the cash orders they will be sent to Inspectors with an acquittance roll in Form O.M. 12 for each station. These acquittance rolls shall be signed by the Superintendent and no alteration shall be permitted without his attestation.

Encashment of supplemental pay bills.

32. (1) The Inspector will remit the money to the stations concerned and receive back the acquittance rolls with the payees' signatures and return them to the district office.

Disbursement.

(2) When an amount drawn on a supplemental pay bill remains undisbursed for more than a month, it should be refunded, as undisbursed pay, on the next regular pay bill.

33. Subsistence allowance, once drawn and refunded as undisbursed, cannot be re-drawn and paid.

Subsistence allowance cannot be re-drawn. Refund of fines.

34. Fines deducted from pay and credited to Government can only be re-drawn on the sanction of the appellate authority.

Advances.

35. (1) Superintendents may grant the advances of pay authorised by Article 137 (b) of the Civil Account Code.

(2) An advance of one month's pay is admissible in certain cases to Government servants proceeding to the Pasteur Institute at Coonoor. The rules are printed in Volume II.

(3) ~~Sub-Inspectors, after joining their districts,~~ may be granted an advance of two months' pay under Article 137 (a), Civil Account Code, to buy a horse and uniform. The advance shall be recovered in six instalments.

(4) Military pensioners may be granted advances of pay sufficient to enable them to join their first appointment in the civil department.

36. A register of all pay bills, regular and supplemental, shall be maintained in Form O.M. 13. This register should be checked by the Superintendent with the Pay Abstracts sent to the Treasury, to see whether the totals of the pay bills received from Inspectors, as passed for payment, correspond with the totals of the Pay Abstracts, and at the same time the amounts of the remittances made to Inspectors should be examined, to see whether the sums withheld from Inspectors, to recoup advances from the cash chest, have been brought on to the Cash Book.

Register of pay bills.

(17)

37. (1) Private guards shall be charged for at the following rates:—

Head Constables	..	..	..	at full rate of pay.
Constables	..	..	..	{ Rs. 9-8-0 in the mufassal.
				{ Rs. 10-8-0 in Madras City.

Pay of private Police Guards,

12-9-0

Local allowances shall be charged for, in respect of men serving in localities carrying such an allowance.

(2) In addition to the above, a charge of 10 per cent. on pay alone is made on account of clothing and supervision, also a pensionary charge of two annas eight pies per rupee of pay, in the case of police officers whose pay is not less than Rs. 100 *per mensem*, and one anna four pies, in the case of those drawing less than Rs. 100.

(3) In charging the additional 10 per cent. the demand should be made in whole rupees, charging a rupee when the fraction is half, or over half a rupee and omitting the fraction when it is under half a rupee.

(4) The cost of private guards must be paid monthly in advance.

(5) Employers of private guards shall be liable to pay for the travelling allowance of the guard for journeys performed on their account.

Bill and
memo. of
payment for
private
guard.

38. A bill for the cost of each private guard will be made out in Form O.M. 14 and a memo. in Form O.M. 10 showing the recovery and remittance to the Treasury of the cost of each private guard separately will be attached to the Pay Abstracts. The Treasury officer's receipts for these sums will be attached to the memo. of sums remitted into the Treasury (Form O.M. 20).

Procedure
with the
Chief Office.
Pay
Abstracts.

39. The duplicate of the Pay Abstracts will be forwarded so as to reach the Chief Office by the 5th of the month. It will be accompanied by the Absentee Statement, the memo. of details of undisbursed pay refunded by shortdrawal, in Form O.M. 6, the memo. of the cost of private guards, in Form O.M. 10 and the Monthly Return in Form O.M. 15.

Pay bills.

40. Pay bills, after receipt back from Inspectors, shall be audited and initialled by the Manager and Accountant and forwarded so as to reach the Chief Office by the 5th of the following month.

Supplemen-
tal bills.

41. Copies of supplemental bills will be sent to the Chief Office, as soon as they are cashed at the Treasury, the date of encashment being noted upon them. The acquittance rolls will be forwarded together after signature by the payees.

The Monthly
Return.

42. The Monthly Return is a record of the variations, which occur in the personnel of the subordinate ranks of the department, including office establishments and full-time sweepers. The office copy of the return will be submitted to the Deputy Inspector-General for perusal.

Instructions
for Monthly
Returns.

43. (1) The Monthly Return will show the strength of the force on the last day of the month. Variations and casualties which take effect after the close of the month will not be shown.

(2) Only such private guards as are employed for the whole month will be shown. Details of private guards employed for only a portion of a month will be given on a separate memo.

(3) The departure and return of men temporarily transferred to other districts should be shown.

(4) Under enlistments will be included men received from other districts.

(5) The date of the order of the Inspector-General or the Deputy Inspector-General sanctioning the entertainment of an officer over 25 years of age should be given.

(6) The previous numbers and names of men re-enlisted must be given. If their former service was in a district other than that in which re-enlisted, it should be noted.

(7) Sub. *pro tem.* promotions in permanent vacancies will be shown on page 1. Other sub. *pro tem.* and acting promotions will not appear on it. All sub. *pro tem.* and acting promotions will be shown under the heading "Promotions", but sub. *pro tem.* promotions, which are not in permanent vacancies, and acting promotions, will be shown separately after permanent promotions.

(8) Promotions of permanent men to appointments in a temporary establishment should be noted.

(9) When a man is kept for a long time under suspension an explanation should be given. When a man is released from suspension, the pay passed under Article 193 (b), Civil Service Regulations, should be stated. Men released from suspension should be shown separately from those still under suspension.

(10) The cause for resignation, reduction or dismissal will be entered in the remarks column of the casualty roll.

(11) Men, whose probation is terminated, or who are discharged on abolition of appointment or reduction of establishment, or who are permanently transferred to other departments, should be shown as "discharged on other grounds."

(12) Fines need only be entered in the office copy of the Monthly Return, for the Deputy Inspector-General's information.

CHAPTER III.—RULES REGARDING PAY AND ALLOWANCES.

Signature and payment of salary bills.

44. Salary bills may be signed on the last working day of the month, by the labour of which the salary is earned, and are due for payment next working day.

Last-pay certificate.

45. Subordinate police officers transferred from one district to another shall be furnished by the Superintendent with a last-pay certificate in Form O.M. 16.

Last salary.

46. The last salary due to a deceased officer or an officer quitting the service, should not be paid, until it has been ascertained that no demands are outstanding against him, and until his full kit has been accounted for and deductions made for deficiencies.

Salary for day of death.

47. Salary or pension can be drawn for the day of a man's death, irrespective of the time at which it took place.

Salary due to deceased officer.

48. The salary due to a deceased officer shall be paid to his registered legal heirs, after such inquiry into the right and title of the claimants as the officer responsible for the payment may deem sufficient. In the absence of such claimants, or if there is any reasonable doubt regarding the legality of the claims preferred, the sanction of the Inspector-General must be obtained before any disbursement is made. But all such claims should be reported for the orders of Government when the amount involved exceeds Rs. 200. *500*

Claims to be preferred promptly.

49. ~~Claims for pay should be preferred promptly. Claims, more than six months old, require the sanction of the Accountant-General and those, over~~ *five* ~~two years old, of the Government.~~

Recovery of overpayments.

50. When overpayments cannot be recovered from the payees, the disbursing officers shall be liable to refund the amount, in the absence of a satisfactory explanation for the overpayment. *50. A. And Sergeants T.*

Report of casualty of Inspector.

51. The Superintendent shall report to the Inspector-General, on their occurrence, casualties among Inspectors ~~caused by discharge or death.~~

Report of death of European officers.

52. The death of all European superior and subordinate police officers shall be reported to the Inspector-General for communication to Government. The following particulars should be given:—(1) ~~probable age,~~ (2) ~~date and place of death,~~ (3) ~~occupation at time of death,~~ (4) ~~native village and country, if known,~~ (5) ~~particulars of family, as far as known,~~ (6) ~~names of any relatives left in the country,~~ (7) ~~if property left, in whose custody,~~ (8) ~~remarks.~~

Acting promotions of non-gazetted officers.

53. (1) Acting promotions of Inspectors, Sub-Inspectors and Sergeants shall be made in accordance with the conditions of the Civil Service Regulations.

Head Constables.

(2) No acting promotions shall be made in the grades of head constables.

54. (1) Constables may be promoted to act in the lowest grade of head constable provided—

Constables acting as head constables.

(i) ~~that the vacancy is for not less than three months and is caused by the absence of a head constable on long leave or under suspension; and~~

(ii) that the constable is appointed to do the duty of a head constable.

(2) The constable so acting will draw the acting allowance admissible under the rules, provided that, in the case of a head constable on long leave, the absentee allowance together with acting allowances drawn in the arrangement, must not exceed the pay of the absentee, and that, when a suspension lasts for more than six months, no acting allowance for the seventh and succeeding months can be drawn, until the case is disposed of, as such acting allowance is inadmissible for more than six months, if the suspended officer is acquitted of blame and given full pay.

55. To ensure that constables should obtain their increments upon the proper date, the Defaulter Book shall be gone through at the beginning of the year and a note made of those men, who would ordinarily obtain their increment, in a note-book to be kept for the purpose in Form O.M. 17.

Grant of increment.

56. For the rules regarding Approved Service and the grant of increments to constables—*vide* Police Orders 83 and 84 in Vol. I.

Approved Service Rules.

57. A list of local allowances is given at page 102.

Local allowances.

58. (1) A horse allowance of Rs. 15 is allowed to Inspectors in charge of purely town circles, and Reserve Inspectors. They must certify that a horse or pony is maintained.

Horse allowance. To Inspectors.

(2) In the case of Reserve Inspectors the keeping of a horse is optional and the grant of horse allowance is contingent upon their keeping a horse or pony well up to their weight.

(3) All Sub-Inspectors, employed on district work, are granted a horse allowance of Rs. 15 and must certify that a horse or pony is maintained. The certificate may not be given in respect of a hired animal without the Deputy Inspector-General's special sanction.

To Sub-Inspectors.

(4) Sub-Inspectors, employed as readers, may draw the allowance without giving any such certificate.

59. A conveyance allowance of Rs. 15 is allowed to Prosecuting Inspectors and Sub-Inspectors, and Inspectors and Sub-Inspectors of the Railway Police.

Conveyance allowance.

60. Horse and conveyance allowances are in addition to any other travelling allowance admissible under the regulations. They are, however, inadmissible ~~during joining time or during leave of~~ any description, except privilege leave, during which they may be drawn, provided they are not claimed by the *locum tenens*.

Conditions of the allowances.

61. Totis, scavengers, and sweepers on less than Rs. 4 *per mensem* are not whole-time servants and are, therefore, not eligible for grain compensation allowance.

Grain Compensation Allowance.

62. The pay of subordinate police officers under training in Police Training Schools will be drawn on Pay Abstracts submitted from the school. Recruits will be struck off the strength of their districts while at Recruits' Schools.

Pay of men under training in schools.

Pay and allowances of men interchanged between frontier stations.

63. (1) Constables transferred between frontier stations of districts shall be treated as remaining attached to their permanent districts but "doing duty" in the districts to which transferred. Their pay will be remitted to them from their permanent districts.

(2) These constables will be entitled to the travelling allowance ordinarily admissible for the journey on transfer but not to daily allowance for the period of service in the foreign station.

(3) Constables who draw local allowances in one district, when exchanged for constables of an adjoining district, where men either draw no such allowances or draw smaller allowances, will be permitted to draw the local allowances drawn by them before the exchange. In the contrary case when constables, who ordinarily do not draw local allowances, do duty temporarily in a district where constables are entitled to these allowances, or, when constables who draw local allowances, do duty in a district where a higher rate of allowances prevails, special local allowances, equal to those granted in the districts to which such constables are transferred, will be attached to their permanent districts. They should be drawn only by those men who actually do duty in the neighbouring districts concerned.

(4) Railway police constables, exchanged with district police constables, will be paid from their own districts.

Deputation of Inspector or Sub-Inspector to another department.

64. The services of an Inspector or Sub-Inspector may be placed at the disposal of another department (with the sanction of the Inspector-General) for employment in an acting appointment during the absence of the permanent incumbent without any particular limit as to time, and his police pay should be drawn by the department to which he is temporarily transferred. In respect of permanent or temporary appointments in other departments, however, an Inspector or Sub-Inspector may be appointed on probation for six months only. This limit must not be exceeded without the special sanction of Government.

CHAPTER IV.--CASH ACCOUNT AND CONTINGENT EXPENDITURE.

65. Each Superintendent is furnished with a permanent advance, from which he makes permanent advances to sub-division offices and medical officers in charge of police hospitals.

Permanent advance.

66. (1) Every officer, on first taking charge of his appointment, and on the 15th of April each year, shall send an acknowledgment of the receipt of the full amount of the permanent advance to the Accountant-General through the Chief Office. This form is Madras Treasury Form No. 16.

Acknowledgment of permanent advance.

(2) In the event of an officer's not handing over charge to his successor, he will hand over the permanent advance to the *locum tenens*, if any, or to the Manager of the office. In such circumstances also the acknowledgment shall be sent to the Accountant-General.

67. (1) Every district office shall be provided with a cash chest which shall be built into a wall of the office or embedded in the floor. The cash shall be secured behind two locks. The key of one lock shall be kept by the Manager and that of the other by the Accountant.

Cash Chest.

(2) All public money whether in negotiable bills, cheques or cash shall be kept in the cash chest. A bill is not money until it is passed for payment by the Treasury Officer.

(3) No money which does not belong to Government may be permitted to be deposited in the cash chest.

68. In district and sub-division offices a Cash Book in Form O.M. 18 shall be maintained. It will be a record of all cash transactions. All public money received, whether in cheques, cash orders, remittance transfer receipts, directly negotiable bills or cash, shall be brought to account in it. Travelling allowance bills, countersigned by the controlling authority but not passed for payment by the Treasury Officer, contingent bills, not passed for payment by the Treasury Officer, and any other bills, which are not directly convertible into cash on presentation, cannot be regarded as cash and will not be brought to account in the Cash Book.

Cash Book.

69. (1) The Cash Book shall be closed daily and signed by the Manager and Accountant and also by the Superintendent, if present at head-quarters. On his return from an absence from head-quarters the Superintendent shall examine the Cash Book and initial the transactions for each day of his absence.

Instructions for keeping the Cash Book.

(2) On the last working day of the week the Superintendent, or, in his absence, the Manager shall check the cash balance.

(3) A column is provided on the receipt side of the Cash Book for the date of disposal of sums received. This should be carefully checked by the Superintendent.

(4) All corrections must be made in red ink and initialled by the Manager and Superintendent.

70. At the end of the month a detailed balance sheet in Form O.M. 19 shall be made out in the Cash Book. ~~A copy of this balance sheet shall be forwarded so as to reach the Chief Office by the 10th of the following month.~~ In this balance sheet on the Dr. side the permanent advance and all sums, received and undisposed of, will be entered, and on the Cr. side all expenditure, paid in advance and not recovered, and the cash balance in hand

Monthly balance sheet.

(15)

will be shown. Items of sums in hand, in addition to the permanent advance, shall be given in detail. The totals, and not the details, of contingent bills, submitted to the Treasury, but not cashed, and of items of contingent expenditure, not yet billed for, will be given. All other sums paid in advance shall, however, be shown in detail.

Sub-division
office.
Detailed
balance
sheet.
Receipts.

71. A similar detailed balance sheet will be made out monthly in the sub-division office and a copy submitted to the Superintendent by the fifth of the month.

72. Sums received in out-stations for the credit of Government shall be remitted to the head-quarter office or paid into the nearest Treasury, and the treasury receipt forwarded, as may be most convenient.

Memo. of
sums paid
into the
Treasury.

73. A memo. of sums paid into the Treasury, in Form O.M. 20, shall be submitted monthly so as to reach the Chief Office by the 15th through the Treasury Officer who will endeavour to reconcile it with the Treasury accounts before forwarding it. Deductions from pay bills on account of rent and articles paid for, provided that the recovery is credited into the Treasury, as a receipt and not in abatement of charges, will be entered, as such items are shown as receipts in the Treasury accounts.

Treasury
Credit Book.

74. All remittances to the Treasury shall be detailed in a book in Form O.M. 21 to be sent with the remittance. This book shall be signed by the Superintendent, unless he is absent, when the Manager may sign it, in which case it should be afterwards checked by the Superintendent with the Cash Book. The foil will be retained in the Treasury and the counterfoil signed and returned. If the remittance is Rs. 500 or over the Treasury Officer will sign the receipt himself.

Treasury
Bills Book.

75. (1) The Treasury Bills Book in Form O.M. 9 should accompany every bill sent to the treasury for payment and without this book no bill can be cashed. Particulars of the bill should be entered in columns 1 to 6 and attested in column 7 by the Superintendent or, in his absence, by the Manager, only when the bill is about to be sent to the Treasury. Columns 9 and 10 are important and show the actual amount for which the bill has been passed by the Treasury Officer under his signature. It is this amount which should be brought on the Cash Book and accounted for. Column 11 should show under the Manager's initials the date on which payment has been received from the Treasury and brought on the Cash Book. The most important duty of the Superintendent in regard to the Treasury Bills Book is to check it with the Cash Book and see that every payment made by the Treasury as shown in column 9 has been brought on the cash book and accounted for.

(2) The Treasury Bills Book shall always be in the head-quarter office and shall never be left at the Treasury. It is never to be sent to the Superintendent in camp. When the Treasury Officer does not pass a bill for payment on the same day on which it is presented, the Treasury Bills Book will be sent again the next day or the day after, as the case may be, through the constable who is deputed to receive the money.

(3) Ordinarily there will be no need for the use of more than one book at a time. In districts where the head-quarter office is stationed at a different place from the Treasury, a second book may, however, be used and the Superintendent should take care to insist on the production of both the books in use when checking the Cash Book.

(4) The main object of the Treasury Bills Book is to prevent money being drawn from the Treasury without the knowledge of the Superintendent

or Manager. No Treasury Officer may pass a bill for payment or disburse money without giving warning to the Superintendent by means of his signature in the Treasury Bills Book.

5th 76. A memo. of sums drawn from the Treasury, in Form O.M. 22, shall be submitted on the 1st of the following month to the Treasury Officer, to be forwarded to the Chief Office after verification. This memo. will include every item of expenditure, whether drawn by a police officer or not, debitable to the Police Department and also all sums drawn by a police officer and debitable to other departments. To this memo. will be attached statements showing the expenditure incurred during the month on pay and allowances and under each head of contingent charges and a copy of the monthly statement of hospital charges furnished by medical officers in charge of police hospitals.

Memo. of sums drawn from the Treasury.

77. Inspectors shall furnish to the Superintendent, in Form O.M. 23, a monthly statement of all bills cashed by them during the month with dates of encashment. The monthly statements of sums drawn from the Treasury must cover the same period as the monthly Treasury accounts. Inspectors will, therefore, forward the statement on the date on which the Treasury or Sub-treasury, at which they transact business, closes its accounts. These statements should reach the Superintendent by the last day of the month.

Inspectors to furnish return of bills cashed.

78. Medical officers in charge of police hospitals will adopt a similar procedure.

Medical Officers' return of bills cashed. Issue of Cheques to Inspectors.

79. All cheques or cash orders sent to Inspectors shall be forwarded with a memo. in Form O.M. 24.

80. At the beginning of each year Superintendents are furnished with a statement showing the budget allotment sanctioned under each head of contingent charges during the year. The expenditure of this money is subject to the provisions of Chapter VI of the Civil Account Code and Volume I, Chapter VI, and Volume II, Appendices E and F, of the Madras Treasury Manual.

Contingent expenditure Budget.

81. The sanction of the Chief Office is required for the following charges :—

Sanction.

- (1) remuneration to sweepers who are not whole-time servants;
- (2) purchase of country-made furniture costing over Rs. 25; 100
- (3) purchase of furniture of European manufacture costing over Rs. 10; 50
- (4) rewards and secret service expenditure beyond the powers delegated to officers;
- (5) hospital bedding and furniture costing over Rs. 25; 100
- (6) rent for a building not hitherto rented;
- (7) all charges of an unusual nature.

82. Contingent charges, unless of a large amount, are met in the first instance from the permanent advance, and are subsequently drawn from the Treasury on a bill in Civil Account Code Form 12, to which the vouchers are attached. When it is impossible to obtain a voucher in time to attach it to the original bill, it will, on receipt, be sent to the Accountant-General through the Treasury with Civil Account Code Form 11. Contingent charges, too large to be met from the permanent advance, must be drawn on bills in the first instance.

Contingent charges; how paid.

Contingent
Register.

83. A register of contingent expenditure in Civil Account Code Form 10, shall be kept in which each item of expenditure shall be entered. This register shall be initialled daily by the Manager and by the Superintendent, if present, otherwise, on his return from absence. Some pages will be set apart for contingent bills drawn for expenditure on buildings.

Contingent
expenditure.

84. The following instructions concern particular items of contingent expenditure:—

Relief of sick
constables or
burial of
constables.

(1) The Inspector-General is empowered to sanction expenditure, up to a limit of Rs. 5 in each case, for the relief of constables, who fall ill, when on duty away from their homes or stations, or for the burial of constables who die in similar circumstances.

Tappal
window
delivery
tickets.

(2) All heads of departments and heads of offices are authorised to incur the recurring contingent charge of Rs. 12 per annum for the purchase of tappal window delivery tickets obtainable from the post office under paragraph 27 (2) of the Indian Postal Guide, subject to the existence of budget provision.

Law charges
to be debited
to 19-A.

(3) All charges incurred in defending police officers in criminal prosecutions should be debited to "19-A. Law and Justice."

Cost of
taking
records on
tour.

(4) The cost of conveyance on tour of such office records, as are absolutely necessary, and of a chair and table for the reader may be met from the contingent allotment, but the cost of a conveyance for the reader may not be so charged.

Telegrams.

85. (1) Telegrams sent from Government ^{or Railway} Telegraph offices shall be paid for by means of service stamps. If an officer is compelled to send a telegram when he is temporarily out of service stamps, ~~or if a telegram is despatched from a railway telegraph office,~~ the cost of the telegram will be paid for in cash and a receipt showing its value obtained. The money will then be recovered from the contingent allotment, the receipt being submitted as a voucher, together with a certificate, signed by the head of the office, that the telegram was sent on State Service and that cash payment was unavoidable. Receipts for telegrams should be endorsed "State" in the telegraph office, if the receiving officer is willing to do so, but this is not an indispensable requirement.

(2) Telegram requisitions in Form 142 may be used in the Railway Police.

Supply of
service
stamps.

86. Inspectors shall submit a monthly statement of expenditure of service stamps with an indent for stamps in Form O.M. 25 to the district office by the 5th of the month. They will distribute stamps to their station-house officers. At their inspections of stations Inspectors shall very carefully check the expenditure of service stamps.

Secret
Service
expenditure.

87. A monthly account of expenditure of Secret Service money sanctioned by the Superintendent shall be sent in Form O.M. 26 through the Deputy Inspector-General so as to reach the Chief Office by the 10th of the following month. ^{under special vouchers} The Superintendent's reader should keep a note-book in which the details of all Secret Service expenditure will be entered and the account should be compiled from this book. Whenever possible vouchers for Secret Service money should be obtained and filed.

Sub-division
office
contingent
account.

88. The sub-divisional police officer shall send in an account of his contingent expenditure, supported by vouchers, to the Superintendent by the 5th of the month following that in which the expenditure was incurred.

After the account has been audited in the office, and passed by the Superintendent, a remittance will be made to reimburse the permanent advance of the sub-division office.

89. (1) Each station-house officer shall submit on the 15th of the previous month a bill in Form O.M. 27 for the contingent charges of his station for the coming month, and claiming the refund of expenditure incurred by him on service bearing postage, attaching the covers as vouchers. The Inspector shall make out a separate contingent bill for charges incurred by himself and forward it, together with those of his stations, so as to reach the head-quarter office by the 20th of the month.

Station-house
officers
to send
contingent
bills.

(2) These bills will be audited in the district office and passed by the Superintendent. The money will be remitted to Inspectors and the bills will be returned signed by the payees, with the returned pay bills of the month.

90. The budget allotment for contingencies on account of police hospitals will be expended under the authority of the District Surgeon, who will forward a copy of each contingent bill to the district police office.

Hospital
contingencies.

Application for sanction of such hospital contingent charges, as require the Chief Office sanction, will be made by the District Surgeon through the Superintendent and the Chief Office order communicated to him through the Superintendent.

CHAPTER V.—ACCOUNT DEPARTMENT RETURNS.

List of title-holders.

91. A list of title-holders is due annually in the Chief Office on January 15th.

List of police men attaining age of 55.

92. A list of all police officers, from the rank of Inspector downwards, who will attain the age of 55 during the coming official year, shall be sent to the Chief Office by the 1st March.

Annual returns of establishments.

93. (1) The annual returns of establishment shall be sent direct to the Accountant-General on forms supplied by him. They are due by the 15th May.

(2) The returns consist of the following statements :—

- (a) Detailed Statement of Permanent Establishments.
- (b) Statement of New Names, Leave, etc.
- (c) Abstract of Sanctioned Scale.
- (d) List of Muhammadans in the Superior Service.

List of Muhammadans.

94. A list of Muhammadans employed in the department, from the rank of first grade head constable downwards, is due in the Chief Office on the 1st of April each year.

Quarterly list of subordinate officers.

95. A quarterly list of these officers whose names appear in the "Quarterly List of Subordinate Officers" is due in the Chief Office on the 5th of the first month of each quarter in Form O.M. 31.

CHAPTER VI.—BUILDINGS.

96. Funds for works costing over Rs. 2,500 are, as a general rule, provided for in the Public Works Department budget and for works costing Rs. 2,500 and less, in the Police budget.

97. Works in the Public Works Department budget shall be executed by that department and works in the Police budget by the Police Department. In the event, however, of a work, originally entered in the Police budget being held by the Superintending Engineer, on a reference from the Superintendent of Police, to require special professional supervision, it shall be carried out by the Public Works Department and funds provided in the budget of that department.

98. A programme of works to be undertaken during the next five years shall be maintained in every district office in Form O.M. 32. This will be revised annually and forwarded to the Inspector-General through the Deputy Inspector-General on 1st June. Orders will be passed on the programme by the Inspector-General. The Superintendent will take the necessary preliminary steps towards obtaining administrative sanction and detailed estimates for all works on the programme to be executed by the Public Works Department. Estimates for works to be constructed departmentally will be submitted as occasion arises.

99. All works costing over Rs. 2,500 require—

- (1) the administrative sanction of Government
- (2) the sanction of detailed plans and estimates, either by Government or the Superintending Engineer; and
- (3) financial provision by Government.

100. (1) The administrative sanction of Government must be obtained by means of a report explaining the project and, in the case of works likely to exceed Rs. 5,000 in cost, an approximate estimate, accompanied by such plans as are necessary to elucidate the proposal, must be obtained from the Executive Engineer and added to the report.

(2) Reports on projects submitted by Superintendents must contain sufficient detail to enable the Inspector-General to address Government. Such reports will be sent through the Deputy Inspector-General.

(3) In cases where the work consists of buildings on a standard plan, for which a standard specification exists, and where the labour of preparing detailed plans and estimates in the first instance is little more than that of preparing an approximate estimate, detailed plans and estimates may be submitted in the first instance.

101. In cases, other than those mentioned in O.M. Order No. 100 (3), the Public Works Department will, on the receipt of the administrative sanction of Government, make out the detailed plans and estimates and forward them to the Inspector-General for countersignature. They will ordinarily be forwarded from the Chief Office to the Superintendent for remarks and countersignature.

Provision of
Funds.

102. Before July 15th the Inspector-General shall forward to each Executive Engineer, through the Superintendent, a list of works for which he desires allotment to be made in the Public Works Department budget for the ensuing year. This list will include works for which estimates have been sanctioned, or administrative approval obtained.

Application
to Public
Works
Department
for
Estimates.

103. Superintendents are not permitted to call upon Executive Engineers for plans and estimates for new works, nor for additions, alterations or extraordinary repairs to public buildings, used as residences or offices, without the Inspector-General's sanction. They may, however, consult the Executive Engineers beforehand as to the feasibility of any project.

Completion
certificates.

104. On completion of a work by the Public Works Department the Executive Engineer will send a completion certificate to the Superintendent for countersignature. This countersignature merely implies that he has satisfied himself to the best of his ability that the work has been done properly in accordance with the sanctioned design. If the countersigning officer objects to any of the statements in the paper presented to him by the Public Works Department he will sign it adding any remarks which he thinks proper.

Alterations
to type-
design
buildings.
Departmental
Works.
Original
Works.
Allotment
of Funds.
Powers of
sanction.

105. No alterations nor additions should be made to buildings constructed on type-designs without a reference to the Public Works Department.

106. Allotment of funds for original departmental works will be made at the beginning of the official year from Chief Office. A statement in Form O.M. 33 of original departmental works for which estimates have been sanctioned, but funds not allotted, should reach the Chief Office by the 15th April each year.

107. (1) Superintendents may sanction estimates for original works costing up to Rs. 100. All estimates costing over Rs. 100 must be sanctioned by the Inspector-General. They will be prepared on Forms O.M. 34 and O.M. 35.

(2) The general powers of sanction of the Inspector-General extend to works costing not more than Rs. 2,500.

(3) The Inspector-General may sanction the cost of a block of huts up to Rs. 2,500, provided that the cost of a constable's hut does not exceed Rs. 305, and that of a head constable's hut, Rs. 575. 75

(4) He is also empowered to sanction supplemental estimates, not exceeding five per cent. of the original outlay, even if the total cost of the work thereby exceeds Rs. 2,500.

(5) The Inspector-General is authorised to give administrative sanction to the construction of buildings by railway companies, to be rented by Government for the use of the Railway Police, up to the limit of Rs. 2,500 on the following conditions:--

(i) The buildings proposed should conform generally to the sanctioned type-designs.

(ii) The designs and estimates of the buildings should be technically sanctioned by the railway engineers.

(iii) The Inspector-General should see that the capital cost and therefore the rent chargeable are not excessive.

Specification.

108. (1) The standard specification must be followed. Local Fund rates should be adopted and foundations provided to suit the site. The Executive Engineer may be consulted on this matter.

(2) There is no maximum cost prescribed for buildings as the figure varies with the local rates.

109. (1) In forwarding estimates it should be stated whether a site is already in possession or has to be acquired. In the latter instance a site plan and a statement of the cost of acquisition, as estimated by the Revenue authorities, must be attached.

Information to accompany estimates.

(2) A plan of the cross section of the foundations and a statement of the nature and depth of the soil and subsoil, as ascertained by sinking trial pits must be forwarded.

110. Departmental works should be executed through contractors, as a rule, but for special reasons may be carried out by daily labour.

Execution of departmental works.

111. A statement in Form O.M. 36 of incomplete original departmental works of the year ending on the 31st March shall be submitted to the Chief Office by the 15th April each year in order that funds may be provided.

Annual statement of incomplete original works.

112. (1) Forms of agreement are given as Forms O.M. 37 and 38. Agreements must be on stamp paper. A brief agreement reciting the essential terms of the contract should therefore be made out on stamp paper of the proper value and the detailed printed agreement attached to it.

Agreements.

(2) When the contractor does not deposit security, the stamp on the contract will be eight annas.

When security is deposited, the stamp will be one rupee for every one hundred rupees of the value of the security.

113. The following repairs shall be undertaken by the Public Works Department:—

Repairs by Public Works Department.

(1) repairs costing over Rs. 2,500; 5000

(2) repairs to official residences and to buildings, in charge of the Public Works Department in Madras or on the Nilgiris; and

(3) repairs to buildings specially placed in charge of the Public Works Department for maintenance and repair.

114. (1) Ordinary repairs to buildings in charge of the Public Works Department may be carried out by the Police Department up to the limit of Rs. 2,500, provided that—

Departmental repair of Public Works Department buildings.

(i) such works involve no structural alterations, and

(ii) the repairs of roofs are confined to trifling items.

(2) When it is considered that the repairs require professional supervision, the assistance of the Public Works Department should be obtained.

115. (1) The allotment for departmental repairs will be made at the beginning of the official year from Chief Office.

Departmental repairs. Allotment.

(2) By the 15th April the Superintendent will submit an application to the Chief Office for the repair grant required for the year. In this application should be noted the amount spent on repairs in the three preceding years and any considerable variation in the current demand from the average of these three years should be explained.

116. Superintendents are empowered to sanction repair estimates up to Rs. 100. Estimates beyond that figure must be sanctioned in the Chief Office. Superintendents may sanction estimates of higher cost than Rs. 100 in the case of blocks of lines, provided that the cost of repair of no single constituent building exceeds Rs. 100 and that the total cost does not exceed Rs. 2,500.

Powers of Superintendents to sanction repairs.

Lines—
residential
buildings.

117. Police lines are residential buildings and no alterations nor additions to them may be carried out without the sanction of Government. Estimates for such works must therefore be sent to the Inspector-General for transmission to Government. This would include estimates for wells for lines.

Information
to accom-
pany repair
estimates.

118. In submitting estimates for repairs, additions or alterations, the date of construction, the original cost of the building, and the date, nature and cost of subsequent additions or alterations, and of the last repairs, should be stated. The details concerning foundations prescribed in O M. Order No. 109 (2) must also be given.

Advice
from the
P.W.D.
officers.

119. Officers are entitled to, and should avail themselves of, the advice of the Public Works Department officers with regard to works.

Execution of
repairs.

120. The instructions given for the execution of new works apply to repairs also.

Deviation
from
sanctioned
plans and
estimates.

121. Police officers are prohibited from deviating from sanctioned plans and estimates. If alterations in the design or in the materials used are found necessary, the work must be stopped and a revised estimate submitted for sanction. Minor deviations may, however, be carried out and the subsequent sanction of the Inspector-General applied for.

Progress
report.

122. A form of progress report in Form O.M. 39 will be forwarded to an Inspector at the time of the sanction of a work and he will submit the form with his Diary of the 1st of the month for the Superintendent's information. After perusal it will be returned to him.

Completion
of works.

123. Upon the completion of a work a completion certificate in Form O.M. 40 will be signed. A superior officer should examine new buildings, which have cost over Rs. 500, and sign the certificate. Completion certificates signed by Inspectors will be countersigned by the Superintendent. The final bill to complete payment should not be made out until the work has been finally examined.

Drawing
money.

124. (1) Money for construction and repair of buildings will be drawn from the Treasury on contingent bills (Civil Account Code, Form 12).

(2) Advances should not be made unless absolutely necessary. An amount required as an advance may be drawn without a voucher being attached. Vouchers will be forwarded to the Accountant-General as soon as procured with a contingent bill in Civil Account Code Form 11, giving details. The submission of this bill and vouchers should never be delayed for over a month. A further advance should never be given until work, up to the value of the previous advance, has been completed. When the money required for a work is drawn in instalments, each bill, after the first should contain a reference to the previous bills on account of the same work. A completion certificate should accompany the last batch of vouchers.—*Vide Madras Treasury Manual, Volume I, Article 109.*

(3) On the completion of a work a final contingent bill should be submitted. If it is impossible to forward vouchers with this bill they should be submitted as soon afterwards as possible.

(4) Unspent balances must be refunded promptly and the Treasury receipt forwarded to the Accountant-General.

(5) Money not actually spent by the 31st March lapses. Money should not be drawn and kept in hand to avoid lapsing.

125. A page should be set apart in the Contingent Register for the entry of bills drawn on account of works. Contingent Register.

126. A yearly abstract of works shall be kept in Form O.M. 41. Yearly abstract of works.

127. A ledger of buildings, showing the original cost of construction or the cost and manner of acquisition, and subsequent expenditure shall be maintained in Form O.M. 42. Buildings Ledger.

128. (1) When lands are required for public purposes, they should invariably be acquired under Act I of 1894. Acquisition of sites.

(2) Steps may not be taken for acquisition of a site until the work has been sanctioned by the authority competent to sanction it.

(3) The Collector should be asked to give an estimate of the cost of acquisition. After the estimate has been sanctioned, the Collector will be requested to acquire the land. He will then submit the necessary draft declaration to Government direct.

129. Materials obtained from the dismantlement of buildings, when undergoing repairs will ordinarily be disposed of by the officer who carries out the work. Their value will be credited to the Public Works Department, if the building from which they are obtained is borne on the Public Works Department register. In other cases the amount realised will be credited to the Police Department. The amount so realised will be entered in the Buildings Ledger. It may be taken to account in the diminution of capital cost. Disposal of materials.

130. (1) Where lines exist head constables and constables shall be bound to occupy them. Occupation and petty repairs of huts.

(2) Men must be required to execute trifling repairs to lines, such as they would not neglect in case of their own houses. A man who fails to carry out such repairs shall be liable to have them executed at his cost.

131. When buildings are temporarily vacant, the Superintendent shall arrange for their being looked after by the nearest Police. Custody of vacant buildings.

132. Buildings, which it has been decided to permanently abandon, should be handed over to the Public Works Department, if Public Works Department buildings, or, otherwise, to the Revenue Department. Disposal of abandoned buildings.

133. Compounds of public buildings may be leased out for grazing and the usufruct of trees and the right to cut grass may be sold. Money thus realised, and by the sale of trees felled, will be credited to the department to which the cost of maintenance of the compound is charged. In the case of trees felled by the Public Works Department in the execution of works the sale-proceeds will be credited to that department. Compounds of Public Buildings.

134. (1) The following instructions have been laid down for the protection of office buildings from fire :-- Protection from fire of offices.

(i) Before closing the office for the night, the Head Clerk shall go round each room and see that everything is safe, his special attention being directed to the receptacle for waste paper.

(ii) None but safety matches are to be used in the office.

(iii) The matches used for official purposes should be in the custody of one person in the office whose name should be registered.

(iv) The person named in paragraph (iii) should keep the matches during the day under lock and key, and should invariably take them away with him at night.

Note.—The construction of pandals round public buildings will be left to the discretion of the parties concerned.

(v) No naked lights should be used in any office. All candles or wicks must be protected by glass.

(vi) Fire places for the preparation of paste should not be allowed near any building.

(vii) Any temporary sheds built of combustible materials required for any purpose should not be erected without the permission of the Executive Engineer in charge of the division.

(viii) Waste paper is not to be allowed to accumulate in large quantities in any office. Every evening the waste paper of the day is to be collected and put into a special place, the key of which should be in charge of the Head Clerk.

(2) Superintendents should issue instructions on the lines indicated above for the protection of police offices.

These instructions should be printed in English and vernacular and pasted up in several places in every public office building, and the attention of all occupants of the building should be called to them.

Protection
from fire
of stations
and lines.

135. Galvanized iron buckets, numbering from three to six, according to the size of the station, should be kept full of water at each station for use in case of fire. For tiled lines one bucket should be similarly kept for each six huts, and for thatched lines one bucket for each hut.

Rent.

136. (1) The rent payable by superior officers for residences provided by Government shall not exceed ten per cent. of their salary and local allowance, and that payable by Inspectors and members of office establishments for whom quarters are provided, shall not exceed five per cent. of their salary and local allowance.

(2) Rent due by subordinate police officers will be deducted from the Pay Abstract. A separate memo. of rent recovered, in Form O.M.8, will be attached to the Pay Abstract for the information of the Treasury Officer, who will credit the amount due to the Public Works Department to that department.

Rules as to
residences.

137. (1) An officer occupying public quarters shall give timely notice in writing to the Executive Engineer of his intention to vacate them; otherwise he shall be liable to be called upon to pay rent up to the date of receipt by the Executive Engineer of such notice or of the re-occupation of the quarters.

(2) An in-coming tenant should have a list of all fixtures given to him by the Executive Engineer and should grant a receipt for them. He shall be responsible for all loss or damage to such fixtures not due to fair wear and tear and shall be liable to pay compensation at a rate fixed by the Executive Engineer subject to the Superintending Engineer's approval.

(3) When a native of India is appointed to a post to which is attached a residence, built for Europeans, he shall not occupy, nor pay rent for, such residence, unless the Government, or the Collector and the Superintending Engineer jointly, decide that he may do so.

Certain
officers not
to pay rent.

138. No rent shall be charged to Sergeants, Sub-Inspectors, head constables and constables for Government quarters occupied by them.

CHAPTER VII.—TRAVELLING ALLOWANCE.

139. The grant of travelling allowance is regulated by Part XI of the Civil Service Regulations. Travelling allowance regulated by Civil Service Regulations.

140. (1) The rule permitting the cost of the transport by rail of motor-cars, horses or camp equipment is intended to meet the case of an officer who requires, for the discharge of his official duties, to make use of his motor-cars, horses or camp equipment in one place immediately or very shortly after having had to use them in the public service in another place. Special Rules. Article 1000, Civil Service Regulations.

(2) In cases of transfer the necessity contemplated in Article 1000, Civil Service Regulations, for the conveyance of horses or camp equipment by rail in the interests of the public service is the necessity for an officer to proceed at once into camp on joining his new appointment. That an officer would require his horses and carriage for attending office is not considered to justify a claim for the cost of their transport.

(3) The maximum limit fixed by Government under Article 1001, Civil Service Regulations, is :—

Deputy Inspectors-General	..	4 horses.	55 maunds of camp equipment.
District and Assistant Superintendents	..	3 do.	55 do.
Deputy Superintendents	..	2 do.	30 do.
Inspectors	..	1 horse.	700 lb. do.

(4) An officer who is entitled to convey two or more horses at public expense shall be permitted to charge for the transport of a motor-car by railway in place of two of the horses allowed to him. This concession is subject to the condition that the charge for the transport of the motor-car and any horses taken shall in no case, exceed the amount that would have been admissible if the maximum number of horses, prescribed for the officer in the above scale, were taken.

(5) An officer who is entitled to convey horses at public expense may be permitted to charge for a bicycle, but a bicycle shall, in the case of those officers who are permitted to recover charges for more than two horses, be taken as equivalent to one horse and in no case shall the charge for the conveyance of more than one bicycle be admitted.

(6) In the case of an officer on transfer, charges for the conveyance of camp equipment will usually be allowed up to a limit of 15 maunds in the case of a Superintendent and 10 maunds in the case of an Assistant or Deputy Superintendent, provided that the claim for such charges is supported by a certificate signed by the officer to the effect that the camp equipment consisted of only such articles of camp furniture as are required to furnish tents and did not include any other articles.

141. Charges for the conveyance of Government tents, by road or, in cases where only half the cost of conveyance is claimed, by rail, will be drawn on special bills supplied by the Accountant-General. Carriage of tents.

Travelling
allowance of
Circle
Inspectors.

142. (1) Circle Inspectors are entitled to a daily allowance of one rupee for journeys, within their circles, exceeding five miles from their head-quarters, and halts within their circles at a distance of over five miles from their head-quarters. In the case of journeys this allowance will be increased in the special localities, mentioned in Appendix 29 of the Civil Service Regulations, proportionately to the extent permitted in those localities with respect to ordinary daily allowances.

(2) In the case of journeys by rail or steamer within their jurisdiction, Inspectors may exchange their daily allowance for the railway or steamer fare admissible under the Civil Service Regulations.

(3) Inspectors and Sub-Inspectors of Police in charge of circles are entitled for journeys by rail or steamer within jurisdiction to double the fare of the class to which they are entitled to accommodation, and by road to conveyance allowance.

(4) When outside their circles they will draw travelling allowance in accordance with the Civil Service Regulations.

Travelling
allowance of
other subor-
dinate
officers.

143. (1) The jurisdiction of subordinate police officers for the purpose of Article 1039, Civil Service Regulations, is the Inspector's circle.

(2) When a station of a taluk circle is situated in the limits of purely town circle, men of the taluk circle are not entitled to travelling allowance for a journey to, or halt in the town circle. Men of the town circle are entitled to travelling allowance for journeys in the taluk circle provided that the travelling allowance is otherwise admissible under the rules.

Journeys
within
jurisdiction.

144. (1) For journeys by road on escort duty within their circle subordinate police officers may draw actual expenses for the conveyance of their baggage at the following rates:—

Inspectors and Sergeants	..	One rupee	} For every ten miles
Sub-Inspectors	..	Twelve annas	
Head Constables	..	Eight annas	
Constables	..	Four annas	

double (2) Sub-Inspectors and Sergeants when travelling within their jurisdiction, are entitled to ~~single~~ second-class fare, for journeys by rail or steamer. ~~This fare they should draw by using railway warrants for these journeys.~~

(3) Head constables and constables will receive railway warrants for journeys by rail and the fare for journeys by steamer within their jurisdiction.

Transfer
within the
district.

145. Subordinate police officers are not entitled to any travelling allowance, ~~except actual~~ railway or steamer fare, for journeys on transfer, within the district, but may draw the actual cost of conveyance of luggage at the rates specified in O.M. Order No. 144 (1).

Transfer to
another
district.
Claims
under
Article 1098,
C.S.R.
Head
constables
and
constables.

146. Claims under Article 1098, Civil Service Regulations, must be accompanied by a detailed statement explanatory of the charges incurred. The officer to whose district the individual is transferred shall satisfy himself that the claim is reasonable and sign a written order, to be attached to the travelling allowance bill, passing it.

147. ~~Head constables and constables on transfer to another district are entitled to a single fare by rail (on railway warrant) or by steamer and to mileage for a road journey.~~

If travelling with their families they are entitled to double the lowest class fare for journeys by rail and steamer, and to mileage at two annas a mile by road and one anna by boat.

148. (1) A day is from midnight to midnight. Hours of journeys for which mileage is claimed must be given. Superintendents should see that Inspectors and Sub-Inspectors do not perform rapid marches unnecessarily. If their actual expenses can be met by the grant of twice or three times their daily allowance this should be passed in preference to mileage.

Mileage.
Inspectors
and Sub-
Inspectors.

Under Article 68 of the Civil Account Code the nature of actual expenses claimed must be specified; thus, it should be stated whether the expenditure was incurred for the conveyance in which the officer travelled or for the transport of his baggage.

(2) ~~Head constables and constables, who travel more than 20 miles by road, will be allowed mileage up to the limit of twice their daily allowance. In special cases the Inspector-General will, on the recommendation of Superintendents, extend this limit.~~

Head
constables
and
constables.

149. (1) Police officers, travelling by steamer, who are not provided with meals, or, owing to religious scruples, are unable to avail themselves of the meals provided, are entitled to table money, for each day upon which they take meals on board, at the rate of their daily allowance, subject to a minimum of four annas. A certificate should be attached to the travelling allowance bill in which the allowance is claimed.

Journeys by
steamer.

(2) Police officers are entitled to recover actual expenses, incurred between the shore and the vessel, in embarking and disembarking. This does not apply to expenses incurred on shore.

150. (1) Constables, who travel distances of 20 miles or less by boat beyond their jurisdiction, are allowed actual expenses at the rate of five pies a mile provided that the amount drawn shall not exceed actual boat hire *plus* daily allowance.

Journeys by
boat not
exceeding
20 miles.

(2) This does not apply to head constables.

(3) This allowance is granted under Article 1066, Civil Service Regulations, and it, therefore, follows that a constable, drawing actual expenses under this order, is precluded from drawing daily allowance during the whole period of his absence from his head-quarters. Care should, therefore, be taken to see whether it is advantageous to the constable to claim actual expenses or not.

151. For journeys, by rail, outside their circle, head constables and constables are given railway warrants. In addition to this, head constables may draw a single railway fare, up to the limit of their daily allowance. When the double fare is less than a head constable's daily allowance, he may draw daily allowance less the cost of a single fare, in which case he will have to refund the value of the railway warrant, if any, used. Constables may draw daily allowance in addition to using a railway warrant.

Journeys
by rail.
Head
constables
and
constables

152. For journeys, partly by road and partly by rail, beyond their circle, head constables and constables are entitled to the allowances specified in the foregoing orders for the rail or steamer journey, *plus* mileage for the road journey, up to the limit of their daily allowance, or, if the journey by road exceeds 20 miles, mileage up to the limit of twice their daily allowance, or, in special cases, mileage up to a limit sanctioned by the Inspector-General.

Journeys
partly by
road and
partly by
rail or
steamer.

Special
conveyances.

153. (1) When ordered by a superior officer to travel by a special means of conveyance, the cost of which exceeds daily allowance, when admissible, or mileage, when admissible, police officers, of and below the rank of Deputy Superintendent, who make road journeys, may draw the actual cost under Article 1(37) of the Civil Service Regulations. The claim must be supported by a certificate signed by the superior officer and countersigned by the controlling officer that the use of special means of conveyance was necessary.

(2) Under Article 1065 (ii) of the Civil Service Regulations non-gazetted ministerial and menial officers may draw the mileage, due to them under Article 1034 of the Civil Service Regulations, for travelling by a public or hired conveyance. They should ordinarily obtain sanction beforehand in the prescribed form, which will be found on pages 160 and 161 of the Madras Supplement to the Civil Service Regulations.

Special
tracts.

154. The following table gives the special rates allowed in special tracts:—

Tracts	Increased rate.	To what officers.
Agency tracts of the Northern Circars.	50 per cent. of daily allowance and mileage.	All officers.
Kollegal taluk		
Satyamangalam taluk, above the ghauts.		
Anamalai hills		
Nilgiris		
Javadi hills		
Upper and Lower Palnis ..	66½ per cent. of daily allowance and mileage.	All officers.
Coorg		
Malabar-Wynaad and Nilgiri-Wynaad.	50 per cent. of daily allowance and mileage.	Superior officers and first and second class Inspectors.
	Three times ordinary daily allowance subject to a maximum of Rs. 1-8-0.	
Malabar	Twice daily allowance subject to a maximum of one rupee.	All subordinate officers.
South Canara		

Anamalai
hills.

155. Sub-Inspectors, drawing less than Rs. 70, head constables and constables, employed within the Pollachi circle in the Coimbatore district, are entitled to daily allowance, increased by 50 per cent. when travelling in that portion of the Anamalai hills, which is included in the limits of Kottur Police Station.

The Sub-
Inspector in
charge of
Cochin.

156. The Sub-Inspector in charge of Cochin station is exempted from the operation of Article 1039, Civil Service Regulations, and permitted to draw travelling allowance under Articles 1033 and 1034 of the Civil Service Regulations for journeys by boat to outlying villages, up to a limit of Rs. 15 a month.

157. The following table gives the rates of daily allowance sanctioned for certain places outside India:—

Burma,
Ceylon
Straits
Settlements.

Country.	Rate.	To what officers.
Burma	8 annas	Head Constables.
	6 „	Constables.
Ceylon	Rs. 4	Inspectors.
	„ 2	Sergeants.
	„ 1-8	Sub-Inspectors.
	8 annas	Head Constables.
Ceylon—Central Province or Uva.	8 annas	Constables.
Ceylon—other Provinces ..	6 „	Do.
Straits Settlements .. {	12 annas	Head Constables.
	8 „	Constables.

158. A police officer summoned to give evidence of facts which have come to his knowledge or of matters with which he has had to deal, in his public capacity, either in a criminal case, or in a civil case to which Government is a party, shall obtain a certificate of attendance from the Court and shall draw departmentally the travelling allowance to which he is entitled under the Civil Service Regulations, provided that, if he is paid any travelling or subsistence allowance by the Court, the amount of such allowance is deducted from his claim.

Attendance
at Courts as
witnesses.

159. (1) ~~A~~ A police officer summoned to give evidence before Courts of Law in Native States and Foreign Territory, of facts which have come to his knowledge in the discharge of his public duties, shall, for the journey to and from the Court, and for the period of his halt, be granted the travelling allowance to which he would be entitled under the Civil Service Regulations and he shall credit to Government any allowances paid to him by the Court. ~~During this period the officer will be considered to have been on duty.~~

Attendance
at Courts
outside
British
India.

(9)

(2) When an officer is summoned to such a Court, otherwise than in his official capacity, he must take leave and, before drawing his full pay, must credit to Government any subsistence allowance, apart from travelling allowance, paid to him by the Court.

160. The following examinations have been declared by Government to be obligatory for the purposes of Article 1116 of the Civil Service Regulations:—

Travelling
allowance
for examina-
tions.

(1) the Departmental Test for Inspectors and Sub-Inspectors held in the Provincial Training School, Vellore;

(2) the Station-house Officers' Test for Uriya candidates held in the Training School at Párvatipuram;

(3) the Vernacular Test in Uriya for Sub-Inspectors and head constables;

(4) the Signalling Test for head constables and constables in Malabar;

(5) the Departmental Test in Police Orders and Practice for Managers and Accountants; and

(6) the Type-writing Examination, Advanced and Intermediate grades, in the case of persons who are permanent typists in the service of Government.

Journeys to hospital.

161. Police officers, on pay not exceeding Rs. 20 a month, in addition to receiving a railway warrant, may draw travelling allowance for journeys to and from hospital, and on transfer from one hospital to another. Conditionally upon a medical officer's certifying that a conveyance was necessary, they may draw the actual cost of conveyance for such journeys in lieu of any other travelling allowance or batta.

Journeys for medical certificate prior to retirement.

162. The Inspector-General is empowered to grant under Article 1138, Civil Service Regulations, travelling allowance for a journey undertaken in order to procure a medical certificate by an officer voluntarily applying for an invalid pension.

Journeys to Pasteur Institute, Coonoor.

163. Police officers drawing not more than Rs. 100 a month may be granted actual travelling expenses to and from Coonoor for journeys to the Pasteur Institute for treatment, and those who draw not more than Rs. 25 a month may also be granted a maintenance allowance at the rate of their daily allowance—*vide* the rules at page 16 of Volume II.

Journeys in attendance upon a sick officer.

164. When a police officer is deputed by a medical officer to attend on a journey a Government servant, who is so ill as to make it inadvisable for him to travel without attendance, he shall be deemed to have been travelling on duty and shall be entitled to travelling allowance for the journey both ways.

Festivals.

165. When policemen, who are brought in from other stations for duty at festivals and large assemblies, are provided with temporary sheds, constructed at the expense of the State, their daily allowance shall be reduced by one-half. It should be noted in the travelling allowance bills whether temporary sheds were provided or not.

Daily allowance for over 10 days.

166. When daily allowance for a halt of over ten days' duration is claimed for attendance at a fair, darbar, or agricultural exhibition a certificate from the District Magistrate must be obtained.

Exemption from tolls.

167. (1) Police officers employed on outdoor duties, travelling on duty, are exempted from payment of tolls for the vehicle or animals by which such officers are actually conveyed, and the exemption extends also to the property in their custody, such as stolen goods or the private property of the criminal, but not to carts, carrying Government treasure, or the private property of police officers. They should be in uniform or ~~produce proof of their identity~~ *produce*. This rule applies to police officers on transfer.

(2) Police officers, under the grade of Assistant Superintendent, and prisoners and property in the custody of the Police, Government stores and remittances, and the animals and conveyances, used in conveying such persons and property, are exempt from the payment of fees or toll at ferries in Malabar and South Canara.

Exemption from licenses.

168. (1) Under section 78 of the District Municipalities Act IV of 1884, one vehicle and two animals, kept within the municipality for the discharge of their outdoor duties therein by members of the police force, are exempt from tax.

(2) All boats, which are the property of Government, provided for the use of officers of the Police Department, are exempt from the payment of tolls or license or registration fees.

their issued of appointment

169. Bicycles, which are the property of Government, kept for the use of police officers, are not exempt from municipal tax.

Government bicycles not exempted. Rate of travelling allowance on retrospective promotion or reversion.

170. An officer, whose promotion to a higher grade is sanctioned with retrospective effect, should not be allowed to draw travelling allowance at the rate, attached to the office to which he is promoted, for journeys performed by him between the date of the order of promotion and the date from which effect is given to the promotion.

An officer, who reverts to a lower grade with retrospective effect, should be permitted to retain any travelling allowance, already drawn by him under the rules, when attached to the office from which he has reverted.

171. (1) Travelling allowance bills of subordinate officers are in Civil Account Code Form 9.

Travelling allowance bills.

(2) A bill for travelling allowance of an officer on tour will not be paid unless countersigned by a Controlling officer.

The officer specified in column 2 of the following statement will exercise the power of Controlling officers in respect of those mentioned in column 1:—

Officers.	Controlling authority.
Gazetted officers (other than Deputy Inspectors-General).	Deputy Inspectors-General and Commissioner of Police in the case of officers in the Madras City.
Non-gazetted officers including clerical establishments.	District Superintendents of Police and Commissioner of Police in the case of men in the Madras City.
Non-gazetted subordinates in the Provincial Training School, and the Central Recruits' School at Vellore.	Principal, Provincial Training School, Vellore.
Non-gazetted subordinates in other Police Schools.	District Superintendents of Police of the district in which the school is located.
Non-gazetted subordinates in the Criminal Investigation Department.	Personal Assistant to the Deputy Inspector-General of Police, Criminal Investigation Department.

In cases in which an officer who draws bills is himself the controlling authority a second signature of the same officer is unnecessary.

172. (1) Travelling allowance bills will be prepared by the station-house officer and forwarded through the Circle Inspector, who will countersign them, so as to reach the district office by the 5th of the month.

Preparation of travelling allowance bills.

(2) Claims for travelling allowance must be supported by the passports of the men who travelled. These passports must therefore be retained by the station-house officer and attached to the travelling allowance bill. They will be filed in the district office with the office copy of the bills.

(3) Superintendents are responsible for passing travelling allowance bills and seeing that improper claims to travelling allowance are not included in them.

(4) ~~To the travelling allowance bills of Prosecuting Inspectors and Sub-Inspectors should be attached a statement of the courts attended and cases prosecuted.~~

173. (1) In order to see that every Inspector in charge of a circle or division submits a batta bill for his men every month regularly and that the bills are punctually submitted by him within a prescribed date, that the

Check register of batta bills.

bills are quickly dealt with and disposed of in the Superintendent's office and that the men get their batta without unnecessary delay, a check register of travelling allowance bills is maintained in the Audit department of every Head-quarter office (*vide* Form O.M. 43), which the Superintendent will inspect once every month. The Deputy Inspector-General of Police also inspects this register at his inspections of the office.

(2) Superintendents are directed to see that Inspectors submit the consolidated travelling allowance bill for their division immediately after the close of the month and that the bill reaches the Head-quarter Office not later than the 5th of the month following that to which it relates.

Ten days
(3) A week at the most must suffice for check in the Head-quarter office and preparing the bills to be presented at the Treasury. When this is done, immediate steps will be taken to obtain and despatch cash orders to Inspectors.

Disbursement of batta.

174. (1) No delay will be permitted in the distribution of batta by Inspectors and the return of acquittances (Form O.M. 44). For any amounts subsequently disbursed, separate receipts should be obtained and forwarded to the District office. After the amount drawn from the Treasury is completely vouched for, the Head-quarter office will certify on the acquittance roll, that it has been audited, noting the date of audit in column 14 of the Travelling Allowance Bills Check Register against the entry concerned and the Superintendent will initial both.

(2) Superintendents are directed to take immediate and severe notice of delay made by Inspectors or by their own offices.

Railway Warrants.

175. Railway Warrants are in Form 87. They will be clearly stamped in stores with the Superintendent's seal and with the name of the police station and circle to which issued and date of issue.

Instructions regarding railway warrants.

176. (1) Railway warrants shall not be issued for distances of less than five miles. This rule does not apply to Sub-Inspectors of Police, and to head constables and constables of the Railway Police and the Criminal Investigation Department, when required in the *bonâ fide* execution of their duties to travel over distances below this limit.

(2) Railway warrants shall be used by police officers below the rank of Inspector and by Circle Inspectors of Railway Police.

(3) Whenever possible, railway warrants should be issued at the starting station for the return journey also.

(4) Railway warrants should be made out in English as far as possible.

(5) Railway warrants should be issued to police officers, on Rs. 20 and under, for journeys to, and from, hospital and on transfer from one hospital to another and also for journeys to seek medical advice, coming under Article 1136, Civil Service Regulations.

(6) Railway warrants should not be issued to men who proceed to the district office to hand over their kits on retirement. Such men should travel at their own cost.

(7) Railway warrants should not be unnecessarily used for the conveyance of tappal to officers in camp.

Railway warrants for prisoners.

177. When prisoners are taken by rail a railway warrant shall be issued for both the prisoners and the policemen who escort them, any recoveries which it may be necessary to make from other departments on account of such warrants being effected by the Chief Office.

178. (1) Reserved accommodation should be obtained for the conveyance by rail of (i) all parties conveying prisoners who number over three, including the prisoners, (ii) of military prisoners and (iii) of persons in Police custody who are insane, violent and dangerous. Reserved accommodation is not required for parties numbering three, or under, provided that the prisoner is not a military prisoner nor insane, violent nor dangerous.

Reserved accommodation for prisoners.

(2) The following table shows the accommodation required for parties of Police and prisoners on the broad and metre gauge lines. The accommodation required should always be entered in column 3 of the railway warrant. If the party has to travel on both the broad and metre gauge lines the accommodation required on each line should be specified.

If the reserved accommodation asked for in the warrant is not provided by the railway company, the officer in charge of the escort should make a note of it in his note-book and report it, on his return, by special report or in the General Diary.

179. The following is the scale of reserved railway accommodation to be obtained for parties of Police and prisoners:—

Reserved accommodation.

Number of prisoners.	Strength of escort.		Total strength of prisoners and escorts.	Accommodation required on the broad gauge lines of all railways.	Accommodation required on the metre gauge lines of all railways.
	Head constables.	Constables.			
1	...	2	3	Three seats	Three seats.
2	...	2	4	One reserved compartment.	One reserved compartment.
3	...	2	5	Do.	Do.
4	...	2	6	Do.	Do.
5	...	3	8	Do.	Do.
6	...	3	9	Do.	Two reserved compartments.
7	1	4	12	One reserved compartment (for 1 head constable, 2 constables and 6 prisoners) and 3 unreserved seats (for 2 constables and 1 prisoner).	Do.
8	1	4	13	Two reserved compartments.	Do.
9	1	4	14	Do.	Do.
10	1	4	15	Do.	Do.

180. On railway warrants issued for treasure escorts the following information should be given:—

Railway warrants for treasure escorts.

- (1) weight of treasure;
- (2) kind of treasure, whether gold, silver, copper or bronze;
- (3) whether any free passes, and if so, how many were issued;
- (4) the number and date of luggage tickets upon which the treasure is booked. This should be entered on the railway warrants of both the forward and return journeys and
- (5) on the railway warrant for the return journey the number and date of the troop ticket issued by the railway company for the forward journey should be noted.

Checking
railway
warrants.

181. (1) Counterfoils of railway warrants issued will be attached to the General Diary and, after scrutiny, be filed by stations in the district or sub-division office. On receipt of the originals from Chief Office they will be compared with the counterfoils and any irregularity brought to notice.

(2) Replies to Chief Office objections on railway warrants should be written in English on the reverse of the warrant and signed by the Superintendent himself, who should at once order any necessary recoveries to be made and make a note on the railway warrant of the order passed.

Railway
Ticket
Requisitions.

182. In the Railway Police railway Ticket Requisitions in Form 141 are used. The instructions regarding railway warrants should, as far as they are applicable, be observed in respect of Ticket Requisitions.

Chief office
instructions
to be
furnished.

183. Each station-house officer and Inspector should be furnished for his guidance with a copy of the Chief Office printed memorandum of objectionable points in connection with the issue of railway warrants.

Points to be
noted on
railway
warrants.

184. Information on the following points is often omitted :—

- (1) entry of name and number of police officer and nature of duty ;
- (2) reason for travelling by mail train ;
- (3) whether a man transferred was transferred on public grounds or at his own request or for misconduct ;
- (4) why a constable was sent for getting an extract of previous convictions instead of obtaining it by post and
- (5) why the Superintendent's or sub-divisional police officer's tappal was sent by special constable.

Steamer
passages.

185. The following are the rules relating to the engagement of passages by Government officers :—

(1) Passages will be obtained direct from the agents of the British India Steam Navigation Company, in the case of gazetted officers and their servants, by the officers themselves, and in the case of non-gazetted officers and establishment, by the immediate head of the department, on a requisition which should specify—

- (i) number of passengers,
- (ii) names of passengers (age of children should always be given),
- (iii) port of disembarkation,
- (iv) name of steamer by which passage is required,
- (v) class of passage, whether with or without diet,
- (vi) nature of the duty on which the officer or individual proceeds, and
- (vii) the officer to whom the passage bill should be presented for payment, and such other information as may be required by the agent.

N.B.—Strict attention to these instructions will obviate delay in the payment of the agents' bills.

(2) The agents of the company will present for payment the bill or bills, for passage provided, to the paying officer named in the requisition, and these bills should be supported by (i) a copy of the requisition for the passage and (ii) a certificate of embarkation obtained from the officers themselves, except only in the case of an inferior servant, in which case a certificate from the officer with whom he travels should be accepted, and, when this is not practicable, by a certificate from the agents themselves or commanders of vessels that the person or persons for whom passage money is claimed has or have actually embarked.

(3) When passage bills are presented for payment to the officers named in the requisition, the paying officer will check the rates charged with reference to the contract rates published in the agreement in force with the

British India Steam Navigation Company where the line of passage is under contract, or, if not, with reference to the hand-book or other sources published by the agents for the guidance of passengers; and, when these two latter are not available, admit the bills as they are on the responsibility of the agents, and, if found correct, pay the bills.

(4) The scrutiny of the paying officers over the agents' bills will extend only so far as the rates of passages are concerned, and they should not therefore delay the payment of the bill when the officers or establishment to whom passage was provided seem to them not to be entitled, under the rules, to the travelling allowance claimed, any such disallowance or recovery on account of table money being recovered from the individuals concerned in their salary or travelling allowance bill as the case may be.

(5) Expenses on account of boat-hire for embarking and disembarking should be defrayed by the officers themselves and recovered by them on their travelling allowance bills in the usual course.

186. (1) Travelling allowance is admissible to witnesses, both official and non-official, who are summoned to attend a departmental inquiry held by a properly constituted authority.

Travelling allowance to witnesses at departmental inquiries.

(2) In the case of an official witness, attending in his official capacity, the officer presiding at the inquiry should give him a certificate stating that he appeared to give evidence of what had come to his knowledge, or of matters with which he had to deal, in his official capacity, the dates on which he appeared and the period for which detained, so as to enable him to draw travelling allowance and halting allowance, as for an ordinary journey under Article 1133, Civil Service Regulations.

(3) In the case of non-official witnesses the power of sanctioning travelling allowance is delegated to heads of departments under Article 1004, Civil Service Regulations. The allowances granted to these witnesses should be restricted to the actual travelling, hotel, and carriage expenses incurred by them, subject to the condition that the amounts so paid do not exceed what would be admissible under the prescribed rules for similar attendance in Criminal Courts and that they should be passed on bills presented by the parties concerned. After sanction the allowances may be paid by the officer who presided at the inquiry.

CHAPTER VIII.—LEAVE.

Grant of leave regulated by Civil Service Regulations. Constables' service is superior.

Absence to be accounted for by leave.

Leave on medical certificate.

Leave without allowances.

Casual leave.

187. The grant of leave to officers of the Indian Police is regulated by Chapters XII and XIII of the Civil Service Regulations and that to all other police officers by Chapters XII and XIV.

188. The service of constables of all classes is treated as superior for the purposes of leave.

189. The absence of an officer must invariably be accounted for by the grant of some kind of leave, irrespective of any punishment awarded.

190. A medical certificate for leave is a recommendation for leave, but, unless the officer to whom it is granted is incapacitated from doing duty, it does not entitle him to proceed on leave without the sanction of the departmental authority, competent to permit him to do so.

191. Leave without allowances may only be granted when no other leave is admissible. This restriction may be relaxed by the authority empowered to grant the leave in cases where its strict enforcement is likely to cause undue hardship and where the duration of the leave without allowances granted does not exceed two months.

192. (1) Casual leave is not recognized as leave under the Civil Service Regulations.

(2) Casual leave cannot be taken in combination with any other leave nor with joining time.

(3) Police officers of, and below, the rank of Inspector may be granted casual leave for a period, not exceeding ten days at a time, up to a maximum of fifteen days in a calendar year. Sundays and gazetted holidays will be included as part of the leave.

(4) Gazetted officers may be granted casual leave up to seven days at a time, subject to a maximum of fifteen days in a calendar year, and may combine with it in any manner Sundays and gazetted holidays, provided that no period of absence from duty shall exceed ten days.

~~(5) Gazetted officers must submit their applications for casual leave to the Assistant Inspector-General through the Deputy Inspector-General.~~

(6) Superintendents will invariably inform the District Magistrate that they have been granted casual leave and state the date from which they intend availing of it. This should be done in time to permit of the District Magistrate's objecting, if he should wish to do so.

(7) Superintendents and sub-divisional police officers are authorised to grant, under the casual leave rules, a holiday on the anniversary of the birth of their Prophet to Muhammadan public servants, who desire it, and a similar holiday on Maundy Thursday to Roman Catholics.

(8) The period of absence of a subordinate, directed by the head of his office to absent himself from his duties in consequence of the prevalence of infectious disease in his house, shall be reckoned as casual leave, but shall not be counted against casual leave that may be due.

(9) Extra casual leave up to one month may, in certain cases, be granted to officers proceeding to the Pasteur Institute at Coonoor—*vide* the rules in Volume II.

(10) Casual leave will be recorded in the Long Roll.

193. (1) There is no limit as to the amount of service which a man should put in before he can be granted hospital leave. The only factor to be considered is the amount of hospital leave already availed of during that immediately preceding portion of his service, which, with the leave about to be granted, does not exceed three years. In determining the eligibility of a police officer to hospital leave, the period of three years, referred to in Article 283, Civil Service Regulations, should be calculated backwards from the date of the expiry of the leave about to be granted.

Hospital leave.

(2) Hospital leave can be prefixed or affixed to any other kind of leave, but privilege leave cannot both be prefixed and affixed to hospital leave.

(3) Short periods spent in hospital may be treated as hospital leave to avoid consuming a man's allowance of casual leave.

(4) Dieting charges shall be recovered from men dieted in hospital, at the rate of Rs. 5 per mensem for head constables and Rs. 4 for constables, irrespective of the amount of their pay. The deduction will be made in the pay bill.

Cancelled
(21)

(5) Hospital leave is reckoned from the time when the officer leaves his station to go to hospital, until he rejoins his station for duty.

194. All subordinate police officers on salaries of Rs. 20 and under, throughout the Agency tracts of Ganjām, are eligible for special leave on full pay for two months in the year.

Special leave in Ganjām Agency.

195. The period spent on training, including the journeys to and fro, by Reservists of the Indian army, employed in the Police Department, may be treated as duty qualifying for leave.

Period of training of Army Reservists. Leave allowances of a man holding a temporary post on higher pay.

196. When a member of the permanent establishment is promoted to a more highly paid post in a temporary establishment, he cannot be granted the extra pay of his temporary appointment during privilege leave, nor can the extra pay drawn by him in the temporary appointment be included in the calculation of average salary for furlough allowances.

Application for leave.

197. (1) Superior officers should submit their applications for leave to the Inspector-General through the Deputy Inspector-General.

(2) Requisitions to medical officers for examining officers with a view to recommending leave on medical grounds will be in Form O.M. 45. The medical officer will take the left thumb impression of the applicant on the medical certificate and this impression will afterwards be verified.

(3) When the particulars of an officer's illness are required in the interest of Government by his official superiors they should ordinarily be demanded from the subordinate himself, who can obtain them from his medical attendant.

(4) In the case of non-gazetted officers, the authority sanctioning the leave may, at his discretion, accept a certificate from the applicant's medical attendant, provided the medical attendant possesses one or other of the following qualifications:—

(a) Any medical qualification registrable in Great Britain or Ireland.

Note.—A list of medical qualifications which are at present registrable in Great Britain and Ireland is given on page 175 of Part I of the Madras Police Gazette, dated 8th October 1910.

(b) The M.B. & C.M. or L.M. & S. degree of Indian Universities, provided that the holder thereof, whether a Government servant or a private practitioner, has a standing of not less than three years as a medical practitioner.

Note.—Officers are forbidden to apply for medical certificates recommending the grant of leave without first obtaining the permission of the superior officer who has authority to sanction the leave.

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~~Sub-Inspector or head constable in charge of the station~~

Grant of
leave.
Emergent
cases.

198. In cases of emergency, the Inspector, and, in the absence of the Inspector, the station-house officer, may permit a man to avail himself of casual leave up to five days, reporting the matter for the confirmation of the Superintendent or sub-divisional police officer.

Grant of
leave to
Inspectors
and
Sergeants.

199. (1) Leave to Inspectors and Sergeants will be sanctioned by the Deputy Inspector-General who should forward a copy of his leave orders to the Chief Office for publication in the Police Gazette. The leave roll is Form O.M. 46.

(2) The district police office will be held entirely responsible for checking the admissibility of the leave recommended.

(3) Arrangements in the vacancies will be made by the Deputy Inspector-General, up to three months, and for longer periods by the Inspector-General.

(4) ~~The Inspector-General has been empowered to exempt Sub-Inspectors and head constables from the Criminal Lower Test to permit of their acting as Inspectors, and Deputy Inspectors-General have been similarly empowered up to a limit of three months.~~

(5) Superintendents may grant leave to Inspectors and Sergeants, in anticipation of sanction, for one month in emergent cases.

Grant of
leave to
Managers
and
Accountants.

200. The Deputy Inspector-General shall grant leave to Managers and Accountants and make the necessary acting appointments in the vacancies, when the period of leave does not exceed six weeks and the acting promotion does not involve the transfer of an officer from another station nor exemption from the Special Test Examinations.

Grant of
leave to
subordi-
nates.

201. Leave to Sub-Inspectors, head constables, constables, and clerks shall be granted by the Superintendent or sub-divisional police officer, if specially authorised by the Superintendent. The leave roll form is Form O.M. 47.

Hospital
leave.

202. For the grant of hospital leave the Circle Inspector will, on the constable's return to duty from hospital, submit a leave roll with the man's passport attached.

Cancellation
of leave.

203. Leave not availed of within 35 days of the date upon which it is granted will be considered cancelled.

Departure
on leave.

204. (1) Superior officers before proceeding on leave should communicate their address while on leave, to the Assistant Inspector-General.

(2) All subordinate police officers, before proceeding on leave, should communicate their address to their immediate superior and keep him informed of any change of address.

(3) No subordinate police officer may proceed on leave without sanction.

(4) Head constables and constables proceeding on leave shall invariably be furnished with passports. A man who has obtained a medical certificate recommending him for leave should be given a passport, before proceeding on leave, in token that the leave has been sanctioned. If the medical certificate is given at the district head-quarters the passport may be granted by the Superintendent or, in his absence, by the Manager. In circles it should be given by the Inspector or station-house officer.

Return from
leave.

205. (1) Officers on long leave in Europe, other than on medical grounds, shall, before the termination of their leave, give intimation to the Inspector-General of the date of their return to India. An officer desiring to return to duty within the period of his leave shall communicate his

intention to the Inspector-General of Police in time for the latter to disapprove of the officer's return if necessary.

(2) No officer granted long leave to Europe on account of ill-health, whether the leave be technically leave on medical certificate or not, shall be allowed to return to duty unless he first obtains a certificate of fitness for duty in India.

(3) A non-gazetted officer, who is granted leave on medical certificate, shall not be permitted to return to duty on the expiry of his leave without the previous sanction of the Superintendent or sub-divisional police officer as the case may be. This officer may, if he considers such a course necessary, send the subordinate before a medical officer for examination before granting sanction. To avoid delay and possible overstay of leave, an officer is at liberty to enter on the leave order, at the time of sanctioning the leave, permission to return on the expiry of the leave. This course may, with advantage, be followed in all cases in which the Superintendent sees no reason to believe that there will be any objection to the subordinate's return to duty. In cases in which an officer is sent before a medical officer after the expiry of his leave on medical certificate he will be considered to be on duty only from the date of the medical certificate declaring him fit to return to duty, any period intervening between the date of the expiry of the leave and the date of the medical certificate being treated as an extension of leave. He should therefore return in sufficient time to enable him to be placed before a doctor before the expiry of his leave.

(4) A transfer of charge certificate shall be sent to the Inspector-General through the Deputy Inspector-General when an Inspector, Manager or Accountant returns from leave.

206. It is unnecessary to inform the Accountant-General of cancellation of leave as he sees the transfer certificates and Absentee Statements. Cancellation of leave.

CHAPTER IX.—RELIEF OF CHARGE.

Relief of
gazetted
officers.

207. (1) No gazetted officer shall give over charge of his appointment without receiving orders, either through the *Fort St. George Gazette* or in writing from a duly authorised officer.

(2) The sanction of the Inspector-General must be obtained to any deviation from Article 53 of the Civil Service Regulations as to the place of transfer of charge.

Reports of
relief of
gazetted
officers.

208. (1) A report of transfer of charge shall be submitted by gazetted officers in Madras Treasury Form No. 7. One copy will be sent to the Accountant-General direct and another, with the acknowledgment of the permanent advance, to the Assistant Inspector-General who will countersign them and forward them to the Accountant-General.

(2) All gazetted officers shall inform the Assistant Inspector-General, by wire, of their assumption of charge of office.

(3) A report of transfer of charge shall be made to the Deputy Inspector-General.

Transfer of
charge by
subordinate
officers.

209. When a transfer of charge of the appointment of Inspector, Manager or Accountant takes place a certificate in Form O.M. 48 shall be sent to the Inspector-General through the Deputy Inspector-General.

CHAPTER X.—RECORD OF SERVICE.

210. The record of service of police non-gazetted officers drawing over Rs. 20 a month and of all members of office establishments is kept by means of the Service Book and Defaulter Book.

Record of service of police non-gazetted officers drawing over Rs. 20.

211. Service Books in Form 23 of the Civil Service Regulations shall be maintained in the district office for Inspectors, Sub-Inspectors, Sergeants, other police officers drawing over Rs. 20, all members of office establishments and employes who do not come under the special rules of pension and gratuity provided for police officers of the regular establishment, such as whole-time sweepers, and other menials, whose service is pensionable. Service Books are not kept for ghaut taliairis as their service is not pensionable.

Service Books.

212. (1) A Service Book is supplied at his own cost to every officer, on his first appointment. It will be kept in the office in which he is serving and transferred with him from office to office.

Rules regarding Service Books.

(2) When an officer is transferred to another district, the entry of his transfer should be made in the office from which he is transferred, the book should be verified to date, attested by the Superintendent and forwarded to the Superintendent of the other district.

(3) Finger prints must be taken. Entries on the first page will be renewed and re-attested every five years.

(4) Entries in column 13 of the second page will only be made under orders of the authority competent to appoint or dismiss the subordinate concerned.

(5) Service Books should be verified in January each year and a certificate to that effect signed by the Superintendent.

(6) The fact of their having been correctly maintained will be stated in the annual administration report.

213. (1) When three months have elapsed from the date of an officer's service terminating by dismissal, discharge or resignation, his Service Book will be sent to the Chief Office for safe custody and for disposal as hereinafter provided :—

Disposal of Service Books.

(i) If the officer has resigned or has been discharged for no fault, the Service Book may, on his application, be handed over to him, an entry being first made therein to that effect.

(ii) If the Service Book be required for the disposal of any current papers, it shall not be sent to the office until the need for it is at an end.

(2) A Service Book shall be retained at the Chief Office for a period of ten years or until the officer's decease, whichever occurs first, after which it shall be destroyed. The Service Book of an officer, who has been dismissed and who is afterwards reinstated, should, on requisition, be returned to the head of the office in which he is re-employed. A similar course should be adopted when the officer has been discharged without fault, or resigns, and is subsequently re-employed.

(3) In the case of an officer's service terminating by his death, his Service Book may, on application, be handed over to his relatives: should no application be made within six months of the officer's decease, the Service Book may be destroyed.

Service Book of promoted Inspector.

214. When an Inspector is promoted to the rank of Deputy Superintendent, an entry to that effect will be made in his Service Book, which will be forwarded through the Chief Office to the Accountant-General for record.

On transfer to foreign service.

215. When a non-gazetted officer is transferred to foreign service, his Service Book shall be forwarded to the Accountant-General through the Chief Office as is provided in Article 822, Civil Service Regulations.

Defaulter Book for non-gazetted officers and office hands. Constabulary Verification Roll.

216. All punishments ~~severe reprimands~~ ^{and warnings} and reprimands ordered in the case of Inspectors, Sub-Inspectors, Sergeants and all members of office establishments, shall be entered in the Defaulter Book.

217. After enlistment a Verification Roll in Form O.M. 50 shall be made out for head constables and constables. When a man is transferred the roll will be forwarded to his new district. *After verification it will be filed with Service Book*

Record of service of constabulary.

218. The Constabulary Register in Form O.M. 54, the Leave Register in Form O.M. 55, and the Defaulter Book in Form O.M. 57, are the registers in which the record of the service of police officers, drawing Rs. 20 and under, is maintained. When a man is transferred, extracts from these registers will be sent to his new district.

Rules for the Constabulary Register.

219. (1) The numbers of the pages of the Leave Register and Defaulter Book which concern a man will be entered in the Constabulary Register.

(2) All entries in the Constabulary Register will be checked by the Manager and verified by the Superintendent. This should be done at least once a month.

(3) When a man becomes a casualty, an entry of the nature of the casualty, and the date, will be made and signed by the Superintendent. In case of discharge, the character entered in the discharge certificate should be entered.

(4) The reasons for transfer to another district should be briefly given.

(5) The Constabulary Register will be verified yearly and a certificate to that effect on the last page signed by the Superintendent.

Points to be observed in checking Service Books and Constabulary Registers.

220. The following points should be observed in checking and verifying Service Books and Constabulary Registers:— *from 22 C.S.R. and form 2*

(1) The correct entry of dates of commencement and termination of service in an appointment and the rate of pay. The date of commencement of service is the date from which the officer draws the pay of the appointment and the date of termination, the last date for which he drew it. Periods of transit will be reckoned as service in the appointment of which the pay was drawn during transit.

(2) The entry of the cause of termination of service in an appointment, i.e., by promotion, reduction, etc.

(3) The entry of, and the causes for, suspension, reduction, dismissal or removal from the service.

- (4) The entry of a temporary deprivation.
- (5) The entry of all leave, except casual leave.
- (6) The entry of rewards and good service entries.
- (7) That no unauthorised entries are made in column 13 of the second page.
- (8) The entry of examinations passed.
- (9) The obtaining of the necessary signatures.
- (10) The performance of re-attestation of Service Books.

221. Each station-house officer shall send in an annual return in Form O.M. 63 of the heirs, attainments in reading and writing, examinations passed and debts of all his subordinates, so as to reach the district office, through the Inspector, by the 10th of January. From this return columns 12, 14 and 15 of the Constabulary Register dealing with qualifications in reading and writing, examinations passed and registered heirs will be kept up to date.

Annual return of heirs, debts, etc.

222. (1) The annual statement of immovable property submitted under Police Order No. 263 by subordinate police officers, for whom Service Books are maintained, will be filed with their Service Books. The statements submitted by head constables not drawing over Rs. 20, will be copied into a register in Form O.M. 64 and filed separately.

Register of immovable property.

(2) Returns of immovable property should include all immovable property acquired, or registered, in the name of, or held or managed, by the wife of the officer making the statement or by any member of his family living with, or in any other way dependent upon, him. In the case of officials who follow the Marumakkatayam law the statement should include landed property acquired by their consorts.

223. A Current Register of leave applications shall be kept in Form O.M. 121.

Current Register of leave applications.

224. (1) A statement of leave availed of in the main range, in Form O.M. 56, shall be compiled daily in the head-quarter office by the General Diary checker and given to the clerk in charge of the Leave Register for entry.

Leave Register.

(2) To enable entries to be made in the *Service Book* Leave Register in respect of men in the sub-division, the sub-division office shall submit a similar daily statement.

(3) All forfeiture of leave awarded as a punishment shall be recorded in the Leave Register. In the case of the main range, the clerk in charge of the Current Register of punishment rolls will communicate the order to the Leave Register clerk and obtain his initials upon the Current Register of punishment rolls.

In the case of the sub-division, the orders will be entered by the sub-division head clerk on the daily Leave Statement in Form O.M. 56.

225. (1) ~~All punishments, affecting the constabulary, except forfeiture of leave unaccompanied by a black mark, punishment drill, extra guard and fatigue duty, shall be entered in the Defaulter Book. Reprimands to head constables and constables shall not be entered.~~

Defaulter Book.

~~(2) The working of the Approved Service rules shall be shown in the Defaulter Book.~~

(2) All entries shall be verified by the Superintendent. This should be done at least once a month.

Entry of
date of effect.

226. The date from which punishments by suspension, reduction or dismissal take effect should be specifically entered in the Defaulter Book.

227. Cancelled.

Defaulter
Sheets.

228. (1) The Defaulter Sheet is a personal record, maintained for each police officer below the rank of Inspector, and kept in charge of the station-house officer. It contains all punishment orders entered in the Defaulter Book ~~and the award, or deprivation of increment.~~ Entries shall be made by Inspectors and Sub-Inspectors.

(2) Defaulter Sheets shall be sent into the district office once a year to be checked with the Defaulter Book.

Current
Register of
punishment
rolls.

229. A Current Register of punishment rolls in Form O.M. 61 shall be maintained. When a police officer is punished on a current, which was originally registered in the General Current Register, the current will be transferred to the Punishment Roll Current Register.

Communi-
cation of
punishment
order.

230. Orders on punishment rolls, awarding punishments, shall be communicated to the individual concerned through the Circle Inspector in Form O.M. 62. His acknowledgment shall be taken on the trifoil and filed with the punishment roll.

Punishment
rolls from
the sub-
division
office.

231. A Punishment Roll Current Register shall be maintained in the sub-division office.

Rolls on which a punishment, requiring the Superintendent's confirmation, has been awarded by the sub-divisional police officer, will be forwarded to the Superintendent. The order, as finally approved of by the Superintendent, will be communicated to the delinquent through the sub-divisional police officer and the Circle Inspector. When the Superintendent modifies the sub-divisional police officer's order the punishment roll should be sent to the latter for information and return. All sub-division office punishment rolls, on which punishments have been inflicted, shall be entered in the district office current register and filed in the district office.

Communi-
cating orders
on appeals.

232. A copy of the order on an appeal shall be communicated to the appellant. A form in Form O.M. 62 will accompany the copy of the order and the acknowledgment will be filed with the original order retained in the district office.

Information
to be for-
warded with
appeal
petitions.

233. In forwarding appeal petitions the following information will be given upon a separate sheet:—

- (1) Date of Superintendent's order.
- (2) Date of receipt of order by appellant.
- (3) Date of application for copy of minute.
- (4) Date of delivery of copy of minute to appellant.
- (5) Date of presentation of appeal.

In the case of a second appeal the following additional information will be given:—

- (6) Date of delivery of order on first appeal to appellant.
- (7) Date of presentation of second appeal.

Small
Service
Books.

234. Small Service Books in Form O.M. 51 shall be supplied to all police officers below the rank of Inspector on enlistment.

They will be kept in the possession of the officers themselves.

Entries in the Small Service Books of Sub-Inspectors and Sergeants will be made by Inspectors and in those of the constabulary by Inspectors or Sub-Inspectors.

235. Every police officer, enrolled under Act XXIV of 1859, shall be given a Sannad in Form O.M. 52 on enlistment. Sannads.

236. All police officers below the rank of Inspector shall be given a Defaulter Sheet and Small Service Book on enlistment. Defaulter Sheets. Small Service Books.

237. In addition to the records prescribed in the last two preceding orders all head constables and constables shall be given a Medical History Sheet on enlistment. Medical History Sheets.

Medical History Sheets will be kept by the station-house officer and given to men on their going to hospital. Entries of attendance at hospital will be made by medical officers alone. Remarks on a man's habits will be made by a superior officer after the man has put in some years' service.

238. A Discharge Certificate in Form O.M. 65 shall be given to every police officer on leaving the force. His character should be described from a consideration of his conduct throughout his service, and, in case he has been dismissed or removed for misconduct, it should not necessarily be defined from the particular misconduct that necessitated removal or dismissal. Discharge Certificate.

CHAPTER XI.—PENSIONS AND GRATUITIES.

Pensions regulated by the Civil Service Regulations.

Menials ineligible for pension.

Refusal to undergo operation.

Effect of resignation and removal.

Service prior to re-enlistment.

Invaliding may be postponed.

Fifty-five years' rule.

239. The grant of ordinary pension is regulated by Part IV of the Civil Service Regulations.

240. The following menials are ineligible for pension :—

- (1) totis.
- (2) scavengers.
- (3) sweepers, on less than Rs. 4 per mensem.
- (4) punkah-pullers.
- (5) watchmen, watermen, cooks and ward attendants in police hospitals.

Totis in service on 17th October 1898, whose claims for pension have been held admissible under the rules of the Civil Service Regulations, will be eligible for pension.

241. No retiring allowance shall be granted to an officer, who refuses to submit himself to operation, when incapacitated from further service by a disease curable by an operation.

242. Under Article 418, Civil Service Regulations, the premature resignation of the public service entails forfeiture of past service and of any retiring allowance to which the officer who prematurely resigns would otherwise have been eligible. The attention of every Government officer who applies to retire before he is entitled to any pension or gratuity should be drawn by the head of his office or department to this consequence of premature retirement. The head of the office or department should explain clearly to such officer the effect of such retirement, and before the resignation is accepted a written statement should be taken from the officer to the effect that he understands what will be the consequence of his resignation.

243. The service, prior to discharge, of a police officer, on pay not exceeding Rs. 20, who re-enlists within one year after discharge, may with the sanction of the Inspector-General count for pension.

244. (a) The invaliding rule should not be enforced in cases where, without prejudice to the interest of Government, the retention of an individual in the Government service for a brief period will confer a title to a pension, in lieu of a gratuity, or to an increased rate of pension.

(b) The brief period of retention allowed in the above rule should not, as a rule, exceed three months.

245. Under Article 462 (a) of the Civil Service Regulations, the Government have delegated to the Inspector-General the following powers :—

(1) To declare any non-gazetted subordinate to be efficient, and permit him to remain in the service, provided he continues to be efficient, for a definite period up to, but not beyond, the age of sixty years.

(2) To declare any non-gazetted subordinate to be inefficient, and compel him to retire at the age of fifty-five years or on the expiry of any further period up to which his service has been extended, or before the expiry of such further period if he ceases to be efficient.

(3) Retirement under the 55 years' rule takes effect from the 55th birthday.

246. (1) Medical officers should not grant a certificate of unfitness for further service to a police officer, except on the requisition and with the cognizance of the Superintendent. Invalidating certificates.

(2) Applications for medical examination will be made on Form O.M. 45. The medical officer will take the applicant's left thumb impression on the certificate. This impression will afterwards be verified.

(3) The countersignature of the Surgeon-General on an invalidating certificate may, in exceptional cases, such as that of an applicant who dies before the medical certificate is sent for countersignature, be dispensed with under the sanction of the Inspector-General.

(4) Invalidating certificates, granted by a medical officer in the city of Madras, must be countersigned by the Surgeon-General (Article 442 (b), Civil Service Regulations) and, accordingly, the date of his countersignature will be taken as the date of the medical certificate.

247. (1) Service, qualifying for pension or gratuity, extends up to, and includes, the date of the medical certificate. Discharge on medical certificate.

(2) When any period intervenes between the date of the medical certificate and the date of discharge, such period is governed by Articles 455 and 456, Civil Service Regulations, and should be excluded from service qualifying for pension, and shown in the column "Period not reckoned as service" in the pension application.

(3) Officers are entitled to salary up to the date of discharge.

(4) Officers, who have been invalidated, should be discharged at once on receipt of the medical certificate, subject to the concession granted to police officers, on Rs. 20 and under, by Article 456, Civil Service Regulations.

(5) For the purpose of calculating average emoluments, under Article 487, Civil Service Regulations, the last three years of service should be calculated backwards from the actual date of retirement. When, however, an officer is retained on light duty under Article 456, Civil Service Regulations, and the date of retirement cannot be ascertained at the time of submitting the pension application, the last three years of service should be counted backwards from the date of the medical certificate.

248. An officer certified to be suffering from incipient leprosy should be immediately retired from Government service. Officer suffering from leprosy.

249. (1) When a subordinate police officer applies for permission to retire on pension, or to be sent for medical examination, with a view to discharge on medical certificate, his service should be calculated in the account department, verified by the Accountant and Manager, and reported to the Superintendent. If it appears that the man's service for optional retirement is not complete, or that a short additional period of service would entitle him to a higher rate of pension or gratuity, he should be informed of the fact, and given the option of continuing his service. Applications for pension.

(2) Officers on retirement should furnish their address in case additional information is required.

250. (1) The application for pension or gratuity will be made in Civil Service Regulations Form No. 25 (Pension) given at page 76 of the Appendix to the Civil Service Regulations. Application form.

(2) This form should be despatched to the Chief Office within a week of the officer's retirement. Any further delay should be explained.

251. (1) Finger prints need not be taken on the form in cases of gratuity. Application form, first page.

(2) If attendance at the district office for the purpose of taking finger impressions be attended with difficulty, or undue expense, the Superintendent may authorise the taking of the impressions before a magistrate, who will record a certificate that he has satisfied himself of the identity of the individual.

252. (1) Service in any other department, prior to entering the Police Department, should be detailed on the second page of the application form, even if it confers no advantage in the matter of pension.

(2) The entries on the second page should correspond with those on page 2 of the Service Book.

(3) The period of service in each grade should be entered separately. The date of the end of service in one grade should be that immediately preceding the date of commencement of service in another grade.

(4) For the purpose of calculating broken periods a month is reckoned as 30 days.

(5) Breaks in service must be accounted for.

(6) Dates of enlistment, promotion and reduction should be verified by reference to the pay bills themselves.

(7) Whenever the year of an applicant's birth, or entertainment in Government service, is known, but not the exact date in that year, the 1st July shall be considered to be the date of his birth, or the date from which service commenced, as the case may be. In the case of the year and month, but not the day of the month, being known the 16th shall be taken as the date.

(8) Service below the limit of minimum age, periods spent on long leave and under suspension, as a specific punishment, and periods of absence without leave should be entered in the column "Period not reckoned as service."

(9) In the column "How verified" the documents referred to should be mentioned.

253. (1) A man's character should be judged from his Defaulter Sheet. The following expressions alone may be used :—

"Very good," "Good," "Fair," "Indifferent," "Bad," "Very Bad."

If a man's character has recently changed and cannot be properly described without qualification, the word "Latterly" may be used as a prefix to any of the above terms.

(2) If any previous gratuity has been refunded the Treasury Officer's receipt should be forwarded.

254. The following documents should accompany the application form :—

(1) Last-pay certificate, in the case of pension only. The last-pay certificates of persons retained in the service under Article 456, Civil Service Regulations, should be forwarded as soon as the sanction of Government is received in the district.

(2) The memo. of calculation of pension.

(3) A copy of the first page of the form with a set of finger impressions upon it.

(4) Defaulter Sheet.

(5) Office copies of minutes ordering reduction, suspension or dismissal; if the minute is not forthcoming a statement of the circumstances.

(6) Copies of orders by competent authorities cancelling suspension, reinstating with acquittal of blame or sanctioning re-enlistment with benefit of previous service.

*including a
Defaulter Sheet*

Application
form, second
page.

Third page
of applica-
tion form.

Documents
to accompany
the applica-
tion form.

(7) Service Book in the case of officers drawing over Rs. 20 a month.

(8) An extract from the Constabulary and Leave Registers.

(9) A statement of previous numbers and names, if any, borne by applicant.

(10) A statement of service in other districts furnished by those districts.

(11) A full record of service in other departments, duly verified by the heads of those departments, in the case of officers on Rs. 20 or under.

(12) Original medical certificate in cases of invaliding.

255. No question about the pension of an officer should be submitted for orders until he retires or is about to retire. This does not apply to the question of condoning a break of service. Question as of pensions.

256. (1) If, during the last three years of his service, an officer has been absent from duty on leave with allowances, his emoluments, for the purpose of ascertaining the average, should be taken at what they would have been, had he not been absent from duty. Calculation of pension.

(2) If, during the last three years of his service, an officer has absented himself without leave or has overstayed his leave or has been absent from duty on leave without allowances or has been suspended under such circumstances that the period of suspension does not count as service, the periods so passed should be disregarded in the calculation of the average, an equal period before the three years being included. Fractions of a pie should be struck out from the result of calculations of pensions.

CHAPTER XII.—STORES—TRANSACTIONS WITH CHIEF OFFICE.

Assistant
Inspector-
General to
control
stores.

257. The stores in the Chief Office are under the control of the Assistant Inspector-General. When a Superintendent is not satisfied with the decision of the Assistant Inspector-General with regard to compliance with an indent, it is open to him to take the orders of the Inspector-General.

Supply.

258. The following are the fixed dates of supply to districts of certain articles :—

Article.	Date of supply.	From where.
Clothing	By 1st January and 1st July.	Chief Office.
Printed forms and books.	By 1st January ...	Do.
Printed covers ...	By 1st June ...	Do.
Stationery	By 1st July ...	Do.
Practice ammuni- tion.	January and July ...	Arsenal.

All arms, components, special tools for armourers and ammunition are supplied from the Arsenal.

Indents.

259. (1) Articles are requisitioned by Superintendents on indents. Special forms of annual indents for clothing (Form O.M. 66), printed forms, ~~books and sheets~~ (Form O.M. 67), stationery (Stationery Manual, Appendix D) and stamping ink (Form O.M. 68), are supplied. There is a special form (Form O.M. 69), of indent for rubber stamps and arms and ammunition (Form O.M. 70). Other indents and occasional indents are made in Form O.M. 71. Occasional indents for stationery should be in Form O.M. 72.

(2) In submitting indents in Form O.M. 71 a separate form must be used for (i) clothing, (ii) accoutrements, (iii) printed forms, books, (iv) ~~printed forms, sheets~~, and (v) ⁽ⁱⁱⁱ⁾ books of instruction.

Clothing
allocation
list.

260. An allocation list of clothing is printed at page 103.

Clothing
indent.

261. On the 1st of September each year the Superintendent shall forward an indent in Form O.M. 66 for clothing for the following year. Clothing will be requisitioned for the full establishment of the district according to the budget, plus the percentage allowed for articles required on payment.

262. The following surplus of clothing is sanctioned for inclusion in the annual indent :—

	Per cent. of Scale.	Sanctioned surplus of clothing for annual indents.
Boots	4	
Chevrons, head constables	2	
Chevrons, constables	5	
Coats, blue cloth	2	
Coats, cotton drill, white and khaki	4	
Cumblies	2	
Jerseys, blue	2	
Lace for turbans	2	
Putties	2	
Sashes	2	
Sandals	4	
Shumlas with fringe	4	
Trousers, woollen	2	
Trousers, cotton, white and khaki	4	
Turbans	4	

263. (1) The sizes of clothing are adapted for men of the following heights :—

First size, for men	5' 8" and upwards.
Second size do.	5' 6" to under 5' 8".
Third size do.	Under 5' 6".

Clothing
indent.
Sizes.

(2) Care must be taken to specify the sizes of boots and sandals required. The standard sizes are :—

	First size. INCHES.	Second size. INCHES.	Third size. INCHES.
Boots	12	11½	11
Sandals	11½	11	10½

(3) Exact measurements and a sketch of the foot should be forwarded for boots for Sergeants.

(4) Measurements and a sketch of the foot should be given for extra size boots and sandals.

(in Form No. O.M. 72-A)

(5) The Store Inspector will keep a list of all men in the district by their general numbers showing the size required for each man in suits and boots or sandals.

264. The following surplus of articles of clothing, not included in the annual indent, is permitted to be maintained, to obviate constant indents upon Chief Office :—

Surplus of
other articles
of clothing.

Badges, beat, silk	10
Batons	20
Belts, waist	100
Buckles, aluminium for sashes	3
Figures, German silver	10 of each.
Frogs, bayonet	100
Leather squares for button	25
Rings, brass, for buttons	50
Stars, German silver	10
Tongues for belts	100

265. An estimate of the requirements of sandals, boots and cumblies for the second following year will be forwarded in Form O.M. 73, so as to reach the Chief Office on the 10th December.

Annual
indent for
printed
forms.

266. All annual indents in Form O.M. 67 for printed forms, books and sheets, will be forwarded to reach the Chief Office by the 1st September. Demands should be strictly based upon former average consumption.

Annual
supply of
printed
covers.

267. An annual supply of printed covers, according to the scale laid down in Chapter XIII, will be made to districts in May, to last from 1st June to 31st May. No indent is required. Supplemental indents will be in Form O.M. 71.

Annual
Stationery
indent.

268. For the purposes of the supply of articles of stationery the year will be reckoned from the 1st July to 30th June. An annual indent for stationery will be forwarded by Superintendents and Deputy Inspectors-General so as to reach the Chief Office by the 1st March.

Instructions
for station-
ery indent.

269. (1) The indent will be in duplicate and an office copy will be retained.

(2) Stationery required for police hospitals should be included, medical officers forwarding their indents to Superintendents.

(3) Whenever articles are required in excess of the sanctioned scale (column 6) the necessity must be explained in a covering letter.

(4) Columns 13 and 14 will be left blank.

(5) In column 1 of the distribution statement on the last page the number and class of different officers for whom the supply of articles is requisitioned should be entered.

(6) When articles supplied periodically are indented for, the date of the last supply must be given. Such articles cannot be obtained within the prescribed minimum period, except on payment, or when they have been destroyed by excusable accident. The Superintendent of Stationery will decide whether an article should be supplied on the last-mentioned grounds.

Stamping
ink. (6)

270. Indents for stamping ink should be forwarded in Form O.M. 68 annually so as to reach the Chief Office by the 1st March.

Rubber
stamps.

271. Rubber stamps are indented for in Form O.M. 69. ~~All repairs to rubber stamps must be carried out through the Superintendent of Stationery. Rubber stamps will be returned through the Chief Office with an indent for the purpose.~~

Indents for
maps.

272. Indents for maps should be in Form O.M. 71 on the Chief Office, which will obtain them from the Survey Department.

Arms and
ammunition.

273. Indents for arms and ammunition are in Form O.M. 70. Indents for service and practice ammunition, spare component parts of arms and stripping tools will be forwarded to the Deputy Inspector-General, who will check, and countersign them and forward them direct to the Arsenal. Indents for arms will be sent through the Chief Office. All indents upon the Arsenal will have a separate serial number of their own in each district.

Indent for
practice
ammunition.

274. Practice ammunition will be indented for half-yearly in January and July, the indents reaching the Deputy Inspector-General by the 20th of the month. Fired cases equivalent to the number of rounds indented for must have been previously returned to the Arsenal and the number and date of the Arsenal Receipt Voucher (Form O.M. 74) noted in the indent. The Arsenal Receipt Voucher (Form O.M. 74) in original for the fired cases will be attached for the Deputy Inspector-General's inspection. The paper cases of blank ammunition will be burnt.

275. When cases are deficient the procedure shown in the following table will be adopted :—

Cases loaded or fired.	Loss how dealt with.	Procedure on indent.
Loaded ...	Paid for	Attach proceedings of Committee and Form O M. 75.
Do. ...	Cost borne by Government	Do. do.
Fired ..	Paid for	Attach certificate of number of cases paid for and quote recovery list wherein the recovery is shown.
Do. ...	Cost borne by Government.	Number and date of Chief Office memo. of sanction to be quoted.

276. The following are the instructions for indents on the Arsenal :—

(1) Indents must ordinarily be in triplicate, but indents to replace articles lost and paid for must, in the case of indents which the Deputy Inspector-General is empowered to pass, be in quadruplicate, the fourth copy being sent to Chief Office by the Deputy Inspector-General.

Instructions for indents on the Arsenal.

(2) Columns 2 and 3 must invariably be filed up.

(3) Arms and ammunition should be indented for on separate indents.

(4) Requisitions for Ball should be submitted for full boxes and that of Pistol and Blank in multiples of complete packets.

The following are the various descriptions of ammunition issued to Police, with the number of rounds in complete boxes and packets.

Cartridges, S. A. Ball—	No. in a box.	
M.H. Rifle rolled case. ..	600	} Up to complete boxes only to be demanded.
M.H. Carbine rolled case ..	630	
B.L. .476 bore	360	

	No. in a packet.	
(1) Pistol, Webley, Cordite, Mark II.	12	} Demands should be in multiples of complete packets up to any quantity.
(2) Cartridges, S.A. Blank, M.H. Rifle, rolled cases	10	
(3) Cartridges, S.A. Ruckshot, B.L. .476 bore	10	
(4) M.H., I.P.	10	

(1) For use with Pistols, Webley and Enfield.

(2) For use with M.H. Rifles and Carbines, also B.L. .476 bore, Muskets and Carbines.

(3) For use with B.L. .476 bore, Muskets and Carbines.

(4) For use with M.H. Rifles and Carbines.

(5) The above nomenclature should be used.

(6) Demands for a new supply of arms or ammunition, not in replacement, should be accompanied by a copy of, or extract from, the authority.

(7) Demands to replace loss or breakages of ammunition or of complete arms must be supported by the proceedings of a Committee (Form O.M. 76) and accompanied by Form O.M. 75, on the back of which in the cage entitled "Report of the Investigating Officer and his Orders thereon" should be entered a brief summary of the Committee's proceedings.

(8) Demands to replace unserviceable articles must be accompanied by Form O.M. 77 in duplicate.

(9) Demands for the replacement of articles returned to the Arsenal must be accompanied by the Arsenal Receipt Voucher (Form O.M. 74) in original for the Deputy Inspector-General's inspection.

Instructions
for the
Deputy
Inspector-
General.

277. (1) The Deputy Inspector-General will return to the Superintendent after perusal the proceedings of the Committee, which inquired into the loss of ammunition.

(2) The Deputy Inspector-General will check indents for the replacement of stores returned to the Arsenal with the original Arsenal Receipt Voucher and then return the Receipt Voucher to the Superintendent.

(3) In the case of indents to replace articles, the value of which has been or is to be recovered, the Deputy Inspector-General will forward the fourth copy of the indent to the Chief Office.

Supply of
stores pass-
ed by Deputy
Inspector-
General.

278. Stores supplied on indents countersigned by the Deputy Inspector-General will be despatched by the Ordnance Officer direct to the districts concerned. The Superintendent will return the Arsenal Receipt Vouchers for such stores through the Deputy Inspector-General.

Surplus of
accoutre-
ments.

279. The following surplus of accoutrements is sanctioned, to be retained in district stores for compliance with indents :—

Articles.	Number of surplus.
Buckets, zinc	20
Dark lanterns	10
Dark lantern air tubes	20
Do. burners	20
Do. lamps complete for	10
Handcuffs with keys, pairs	10
Lamps, R.P. <i>Dark</i>	5-15
Lanterns, S.H.O.	5
Do. lamps for	10
Padlocks, iron	10
Pouches, ammunition	20
Scabbards, bayonet	20
Do. sword	10
Whistles with chains	20

System of
surpluses.

280. Surpluses are sanctioned to avoid the multiplication of petty indents and supplies. Surpluses will not be replenished every quarter but only when approaching depletion. Care must be taken not to send indents for replenishing surpluses before the necessity arises. Indents for articles to replenish surpluses must invariably account for the expenditure of the surplus by quoting the number and date of the Chief Office sanction for striking off articles and of the Recovery List for articles paid for.

Indents to be
quarterly.

281. Districts are divided into three groups as under :—

A.	B.	C.
Ganjám.	Anantapur.	Madura.
Vizagapatam.	Cuddapah.	Ramnád.
Jeypore.	Chittoor.	Tinnevely.
Górávari.	Vellore.	Coimbatore.
Kistna.	Chingleput.	The Nilgiris.
Guntúr.	South Arcot.	South Malabar.
Nellore.	Salem.	North Malabar.
Kurnool.	Tanjore.	South Canara.
Bellary.	Trichinopoly.	Ry. Police, Madras.
		Do. Trichinopoly.
		P.T. School, Vellore.
		Recruits' Schools.

A.	B.	C.
January.	February.	March.
April.	May.	June.
July.	August.	September.
October.	November.	December.

Indents upon Chief Office will be sent quarterly from each district, those from group A in January, April, July and October; those from group B in February, May, August and November and those from group C in March, June, September and December. Indents should be received in Chief Office by the 5th of the month. The necessity for sending an urgent indent in any month, other than that prescribed, should be explained.

282. The sanction of Chief Office to strike off condemned articles or write off articles will be sought in Form O.M. 78 once a quarter, in the month before the quarterly indent is due from the district. Striking off articles. (21)

283. Unserviceable articles returned to Chief Office will be sent in once a quarter, in the same month as the quarterly indent is due from the district, with Form O.M. 79. Return of articles.

284. (1) Articles will be returned to the Arsenal direct from districts. Return of articles to the Arsenal.
 (2) All articles returned to the Arsenal, whether for repair or to stock, should be sent with Form O.M. 74. Four copies of the form will be sent to the Arsenal. (Fine)

(3) A copy of the Delivery Voucher (Form O.M. 74) will be sent at the same time to Chief Office.

(4) In the case of articles for repair, or returned to stock, permission to return them should first be sought on Form O.M. 77, which will be returned with orders endorsed upon it.

(5) In cases of repair the Form O.M. 77 received back from the Arsenal, together with a duplicate copy of it, will be attached to the Form O.M. 74 and the Form O.M. 74 will be marked "Deposit". (29)
 Instruction No. 1 at the back of Form O.M. 77 should be carefully complied with. It should be noted that two copies of Form O.M. 77 must always be attached to Delivery Vouchers (Form O.M. 74) which require that form. by inspection (29)

(6) Items sent for inspection will be marked "Deposit" and the authority for sending them quoted.

(7) A packing note showing the contents should be placed in each case.

(8) The gross weight and the consignor's name should be clearly marked on the outside.

(9) Each package should be effectively sealed.

285. The following returns will be submitted by Superintendents to the Chief Office: Returns from districts.

(1) Annual Stock Return of Government Property;

(2) Quarterly Current Account of Store Transactions.

286. The Annual Stock Return of Government Property in Form O.M. 80 will be forwarded to the Chief Office by the 15th of April each year with column 2 filled up. The entries in columns 3 to 6 will be made in Chief Office each quarter from the Quarterly Current Account. A copy of this form will be maintained in the district office. It will include all Government property in the district, except clothing, forms and stationery. Annual Stock Return.

287. The Quarterly Current Account of Store Transactions in Form O.M. 81 will be submitted to Chief Office by the 15th of the month following the close of the quarter. It will contain an account of all receipts. Quarterly Current Account.

and expenditure during the quarter of such articles as are included in the Annual Stock Return.

Instructions
for the
Quarterly
Current
Account,

288. (1) Entries will be made of only those articles in connection with which transactions have occurred. They will be mentioned in the order in which they occur in the Annual Stock Return.

(2) Vouchers will be numbered from 1 upwards beginning with receipt and ending with expenditure vouchers.

(3) Receipt Vouchers will be the invoices received from the Chief Office or the Arsenal, and, in the case of articles made up locally, a statement signed by the Superintendent.

(4) Expenditure vouchers will be receipts from the Arsenal or Chief Office for articles returned, and, in the case of articles condemned or expended locally, a statement signed by the Superintendent.

(5) The account will include articles despatched from Chief Office before the close of the quarter, even if not received in the district until after its close, and articles made up in the district, charged for in a contingent bill of the quarter.

(6) When articles are received to replace articles paid for, the date of the Recovery List in which their value was recovered should be given.

(7) Articles, for which recovery of cost is to be made, may not be shown as expended until the recovery has been made. The date of the Recovery List will be entered in the voucher.

Strength and
Armament
Statements.
Tents.

289. A statement in Form O.M. 82 showing the strength and armament of the force is due in the Chief Office on the 5th January.

290. (1) On April 1st each year Deputy Inspectors-General and Superintendents will submit to Chief Office, (the latter through the Deputy Inspector-General) a report on all Government tents in the district in Form O.M. 83.

(2) Whenever a change of officers takes place, even though of a temporary nature, a report in Form O.M. 84 on the condition of tents will be forwarded in duplicate to the Deputy Inspector-General, who will forward one copy to the Chief Office and retain the other.

Forecast of
Tents.

291. Deputy Inspectors-General will forward to the Chief Office a forecast of tents, required in their ranges during the ensuing year, by the 1st June.

Passing Jail
supplies.

292. Superintendents, who attend Jail Committees for passing supplies, should see that all articles accepted are marked with the stamp or stencil plate supplied. District Superintendents receiving supplies should see that they are so marked.

Examination
of Chief office
stores.

293. A committee, consisting of a Deputy Inspector-General and a Superintendent, or two Superintendents, will be appointed at the beginning of a financial year to audit the Chief Office store accounts. The accounts will be sent to each member for verification every quarter, and, as soon as possible after the close of the year, the members of the committee will meet in the Chief Office and check the stock.

CHAPTER XIII.—STORES—SANCTIONED SCALES.

294. The following is the sanctioned allotment of stationery :—

Allotment of stationery.

Officers and stations.	Monthly.			Annual.					Biennial.	
	Cream laid and country paper.	Blotting paper.	Steel nibs.	Penic carbon paper.	Pencils, black-lead.	Pencils, blue.	Pencils, red.	Kohinoor copying ink pencils.	Penholders.	Pencil, eraser.
Inspector-General of Police.	...	4	12	...	4	3	3	...	2	1
Deputy Inspector-General of Police.	..	3	12	...	4	2	2	...	2	1
Superintendent of Police ...	...	3	12	1½ quires	4	2	2	1	2	1
Assistant or Deputy Superintendent of Police.	...	3	12	1 quire.	4	2	2	1	2	1
Manager	...	2	6	...	4	2	2	...	2	½
Accountant	...	½	5	...	4	2	2	...	2	½
Clerk	...	1	6	...	2	..	...	...	2	½
Muchi	...	½	3	...	2	..	...	...	2	½
Store Inspector	...	½	5	...	2	2	2	...	2	½
Prosecuting Inspector or Sub-Inspector.	...	½	6	...	2	...	...	...	2	...
Court Head Constable ...	..	½	4	...	2	...	...	...	2	½
Inspector of a large town or circle.	3 quires.	½	6	2 quires.	2	...	...	2	2	½
Inspector of a small town or circle.	2 "	½	5	2 "	2	...	...	2	2	½
Town station-house in large towns or rural cusbah stations.	6 "	½	6	* 2 "	2	...	...	6	2	½
Ordinary stations <i>cont. next</i>	5 "	½	5	1½ "	2	...	...	4	2	½
Police hospital	...	½	3	...	2	...	...	...	2	½
Recruit class teacher	...	½	3	..	2	...	...	...	2	½
Reserve Sergeant	1 quire.	½	4	...	2	...	...	...	2	½
Treasury guards	...	½	3	...	2	...	...	...	2	...
Sub-jail guards	...	½	3	...	2	...	...	...	2	...
Hackney carriage establishment.	...	½	3	...	2	..	...	...	2	½
District Police office	...	...	...	3 quires.	...	...	...	6	...	...
Sub-division office	...	...	...	1 "	...	...	...	2	...	...

* 1 quire extra per annum for very large stations.

Scale of
printed
covers.

295. The following is the sanctioned scale of printed covers for a year :—

Serial No.	Address on the cover.	Size.	By whom to be franked.	Kind of paper.	1st class district.	2nd class district.	3rd class district.	Deputy Inspectors-General.	Training schools.
1	Inspector-General of Police	Large.	Superintendent of Police	Cartridge.	100	100	100	...	...
2	Do. do.	"	Deputy Inspector-General of Police.	Do.	...	...	...	750	...
3	Assistant Inspector-General of Police.	"	Manager, Office of the Superintendent of Police.	Do.	750	600	650	...	...
4	Do. do.	"	Clerk, Office of the Deputy Inspector-General.	Do.	...	...	...	600	...
5	Deputy Inspector-General of Police.	"	Manager, Office of the Superintendent of Police.	Do.	600	500	450	...	...
6	Superintendent of Police	"	Do. do.	Do.	1,200	1,100	1,100	...	...
7	Do. do.	"	Head Clerk in charge of Sub-Division Office.	Do.	1,000	500	...	...	...
8	Do. do.	"	Clerk, Office of the Deputy Inspector-General.	Do.	...	...	...	750	...
9	Assistant Superintendent of Police.	"	Head Clerk in charge of Sub-Division Office.	Do.	1,000	500	...	...	...
10	Do. do.	"	Manager, Office of the Superintendent of Police.	Do.	1,000	500	...	...	...
11	Manager, Office of the Superintendent of Police.	"	Superintendent of Police	Do.	1,200	1,100	1,000	...	...
12	Head Clerk in charge of Sub-Division Office.	"	Assistant Superintendent of Police.	Do.	1,000	500	...	...	...

Serial No.	Address on the cover.	Size.	By whom to be franked.	Kind of paper.	1st class district.	2nd class district.	3rd class district.	Deputy Inspector-General.	Training schools.
13	District Magistrate	Large.	Superintendent of Police	Cartridge.	300	300	300	...	...
14	Do.	"	Deputy Inspector-General of Police.	Do.	...	...	...	200	...
15	Magistrate	"	Manager, Office of the Superintendent of Police.	Do.	500	500	400	...	...
16	Personal Assistant to the Deputy Inspector-General of Police, Criminal Investigation Department and Railways.	"	Superintendent of Police	Do.	300	250	200	...	...
17	Do.	"	Inspector of Police	Do.	125 to each Inspector. 200	125 to each Inspector. 200	125 to each Inspector. 150	...	...
18	Confidential—blank	"	Superintendent of Police	Do.	...	...	...	...	...
19	Do.	"	Assistant Superintendent of Police.	Do.	200	100	...	...	...
20	Blank	"	Manager, Office of the Superintendent of Police.	Do.	600	500	400	...	...
21	Do.	Small.	Do.	Do.	300	250	200	...	...
22	Do.	Large.	Clerk, Office of the Deputy Inspector-General.	Do.	...	...	...	500	...
23	Superintendent of Police	"	Inspector of Police	Do.	300 to each Inspector. 200	300 to each Inspector. 200	300 to each Inspector. 200	...	...
24	Assistant Superintendent of Police.	"	Do.	Do.	...	...	...	...	...

Serial No.	Address on the cover.	Size.	By whom to be franked.	Kind of paper.	1st class district.	2nd class district.	3rd class district.	Deputy Inspectors-General.	Training schools.
25	Inspector of Police ...	Large.	Manager, Office of the Superintendent of Police.	Cartridge.	300 to each Inspector.	300 to each Inspector.	500 to each Inspector.	...	...
26	Do. ...	"	Head Clerk in charge of Sub-Division Office.	Do.	400 to each Inspector.	400 to each Inspector.	...	...	...
27	Superintendent of Police ...	"	Deputy Inspector-General of Police.	Do.	...	...	...	800	...
28	Blank ...	"	Do.	Do.	...	...	...	600	...
29	Superintendent of Police—District.	"	Clerk, Office of the Deputy Inspector-General of Police.	Do.	...	...	...	500	...
30	Personal Assistant to the Deputy Inspector-General of Police, Criminal Investigation Department and Railways.	"	Deputy Inspector-General of Police—Range.	Do.	...	...	...	200	...
31	Superintendent of Police—District.	"	Principal, Provincial Training School, Vellore.	Do.	...	...	...	...	500
32	Deputy Inspector-General of Police—Range.	"	Do.	Do.	...	...	...	...	500
33	Assistant Inspector-General of Police.	"	Do.	Do.	...	...	...	...	1,000
34	Blank ...	"	Assistant Superintendent of Police.	Do.	400	200	...	...	...
35	Inspector of Police ...	Small.	Principal, Provincial Training School, Vellore.	Do.	...	...	...	...	500

Serial No.	Address on the cover.	Size.	By whom to be franked.	Kind of paper.	1st class district.	2nd class district.	3rd class district.	Deputy Inspectors-General.	Training schools.
36	Head Clerk in charge of the Sub-Division Office.	Large.	Manager, Office of the Superintendent of Police.	Cartridge.	400	200	...	...	...
37	Manager, Office of the Superintendent of Police.	"	Head Clerk in charge of the Sub-Division Office.	Do.	400	200	...	...	...
38	Superintendent of Police—District.	"	Principal, Central Recruits' School.	Do.	...	...	...	...	500
39	Deputy Inspector-General of Police—Range.	"	Do.	Do.	...	...	...	...	500
40	Assistant Inspector-General of Police.	"	Do.	Do.	...	...	...	...	1,000
41	Inspector of Police ...	Small.	Do.	Do.	...	...	...	...	500
42	Principal, Provincial Training School, Vellore.	Large.	Deputy Inspector-General of Police.	Do.	...	...	...	250 500	...
43	Principal, Central Recruits' School.	"	Do.	Do.	...	...	...	250 500	...

Note.—1st class districts have two sub-divisions.
 2nd class districts have one sub-division.
 3rd class districts have no sub-division.

Ammunition. 296. The following is the sanctioned scale of ammunition:—

Establishment.	Service.		Practice.	
	Ball per weapon.	Buckshot per weapon.	Ball per man per annum.	Blank per man per annum.
Reserves armed with M.H. rifles ...	100	5 Mark II. M.H.	100	100
Reserves armed with muskets, '476 bore ...	40	5	30	20
Town and Taluk Police ...	10	2	20	20
Hill Police in Ganjám, Vizagapatam, Jeypore and Gódvári ...	100	...	20	20
Revolvers ...	48	...	30	...
At district head-quarters ...	3,000 rounds, ball musket, B.L., '476 bore ; 300 rounds, buckshot, B.L., '476 bore.			

Arms.

297. (1) All constables of Reserves in Ganjám, Vizagapatam, Jeypore, Gódvári, Malabar and South Canara are armed with M.H. rifles. In the Reserves at Malappuram, Gudem, Rampa and Jeypore M.H. rifles are supplied to the head constables also.

(2) All constables in other Reserves are armed with muskets, B.L., '476 bore.

(3) Each head constable and constable attached to stations in the hill tracts of the Northern Range is armed with a musket, B.L., '476 bore.

(4) Station Police are armed according to the requirements of the localities.

Small Arm Components.

298. The following is the sanctioned scale of components of small arms:—

Components.	Per 100 arms.		
	Rifles, M.H., Mark IV.	Muskets, B.L., '476" converted from rifles, M.H.	
		Mark II.	Mark III.
Bands—			
Lower, M.H.—			
Rifle, Mark II ...	2	2	2
Carbine, artillery ...	...	...	...
Upper, M.H.—			
Rifle ...	2	2	2
Mark IV ...	2	...	...
Carbine, cavalry ...	...	...	...
Blocks—			
Breach, M.H. rifle—			
Mark II ...	2	2	...
Mark III ...	...	...	2
Mark IV ...	2	...	...
Catch lever, M.H. rifle ...	4	4	4
Bolts—			
Stock, M.H. rifle—			
Mark II ...	2	2	2
Mark IV ...	2	...	...

and South Malabar Sp. and of the Siva Kari reserve in the Rannam to.

Components.	Per 100 arms.		
	Rifles, M.H., Mark IV.	Muskets, B.L., '476" converted from rifles, M.H.	
		Mark II.	Mark III.
Extractors, M.H. rifle—			
" C "	2	2	2
" D "	2	2	2
Guards, trigger, M.H.	2	6	6
Holders, rod, M.H.	4	4	4
Indicators, M.H. rifle, Mark III	4	4	4
Levers, breech, M.H. rifle—			
Mark II	4	4	4
Mark IV	4	4	4
Nuts, screw band, upper, M.L.M. rifle	6	6	6
Pins—			
Axis, block, M.H.	2	2	2
Block, catch lever, M.H.	6	6	6
Extractor, M.H.	2	2	2
Stop band—			
Lower, M.L.M. rifle	2	2	2
Upper, M.H. rifle	2	2	2
Stud barrel	2	2	2
Rods, cleaning, M.H.—			
Carbine, cavalry	2	2	2
Rifle, Mark II	2	2	2
Rifle, Mark IV	2	2	2
Screws—			
Band, lower, M.L.M. rifle	4	4	4
Band, upper, M.H. carbine	2	2	2
Band, upper, M.H. rifle	2	2	2
Hook, fore-end, M.H.	4	4	4
Keeper, indicator, M.H.	2	2	2
Keeper, stop nut, M.H.	4	4	4
Spring, trigger, M.H.	8	8	8
Swivel, trigger, M.H.	4	4	4
Trigger, M.H.	2	2	2
Block, catch lever, M.H.	20	20	20
Main, M.H.	10	10	10
Trigger, M.H.	4	4	4
Stocks—			
Butt, M.H. rifle, long	4	4	4
Fore-end, M.H.—			
Carbine, cavalry	2	2	2
Rifle—			
Mark II	2	2	2
Mark III	2	2	2
Mark IV	2	2	2
Strikers, M.H. rifle—			
Mark II	40	40	40
Mark III	40	40	40
Swivels—			
Band, M.H.	2	2	2
Guard, trigger, M.H.	4	4	4
Triggers, M.H.	6	6	6
Tumblers, M.H.	8	8	8
Washers, bolt stock, M.L.M. rifle	2	2	2
Bayonets—			
Rings, locking	4	4	4
Screws	4	4	4

Scale of tools. **299.** The following is the scale of ordinary tools supplied to armourers :—

- | | |
|------------------------|--------------------------|
| (1) 1 pair of bellows. | 1 iron wood-cutter saw. |
| 1 hand vice. | 1 set of punches. |
| 1 bench vice. | 2 chisels. |
| 1 screw plate. | 1 sledge hammer. |
| 2 turn screws. | 1 small hammer. |
| 1 big anvil. | 1 breast. |
| 1 small anvil. | 1 set of brace and bits. |
| 1 set of 12 files. | 2 pairs of tongs. |
| 1 wood-cutter saw. | 1 pair of pincers. |

(2) Tools according to the following allotment are sanctioned for stripping and repairing muskets and carbines :—

Tools and materials.	Muskets, B.L., '476-inch bore.	Rifles, M.H., Mark IV.	Remarks.
WEEDON SECTION.			
C.—SMALL ARM, TOOLS AND MATERIALS.			
Blocks, depressing lever No.	1	1	
Braces, armourers—Mark II or III "	1	1	
Bits, screw driver—			
Butt plate, screw "	1	1	
Stick, cleaning chamber "	1	1	
Stock bolt, M.H. "	1	1	
Stop nut "	1	1	
Cans, oil, lubricating, armourers "	1	1	
Clans, regimental, armourers' parallel vice—			
Wood { Buff lined Prs.	1	1	
{ Cork lined "	1	1	
Drifts—			
Fore-end, M.H. Rifle, Mark II No.	1	...	For muskets converted from M. H. Rifles, Mark II only.
Wire { Large "	1	1	
{ Small "	1	1	
Drivers, screw—			
Armourer's { Large "	1	1	
{ Small "	1	1	
Extractor, Axis, M.L.M. "	...	1	
Gauges, armourers' Dummy, M.H. "	1	1	Or cap, sight. Loading not firing position.
Horses, armourers' "	2	2	
Screws "	2	2	
Mandrills—			
Sight protector, M.H. rifle No.	1	1	Also bayonet socket.
Scabbard, and sword-bayonet, pattern '87—			
Locket "	...	1	
Tip "	...	1	

Tools and materials.		Muskets, B.L., ·476-inch bore.	Rifles, M.H., Mark IV.	Remarks.
WEEDON SECTION—cont.				
C.—SMALL ARM, TOOLS AND MATERIALS—cont.				
Pincers, armourers'	Prs.	1	1	} For repair of stocks.
Pots, glue, $\frac{1}{2}$ pint	No.	1	1	
Rasps second cut, half round, 9-inch	"	1	1	
Rods, armourers' cleaning, M.H.—				
Carbine	"	...	...	
Rifle	"	1	1	
Saws, slitting, $7\frac{1}{2}$ -inch	"	1	1	
Scribers, tool sight line, rifle, short M.L.E.	"	...	1	
Stakes, armourers'—				
Horns of lever	"	1	1	
Lever, for tumbler	"	1	1	
Sticks, cleaning, chamber, M.H.	"	1	1	
Stones, oil, slips arkansas, small	"	1	1	
Testers, trigger pull, Mark II	"	1	1	
Tools, repairing, bayonet scabbards—				
Blocks, rivetting	"	1	...	For scabbards, bayonet M.H., converted and M.H., long.
Mandrills, snider	Set.	1	...	Set of 2 tip and locket for scab- bard, bayonet, M.H., converted.
Long	No.	1	...	} For scabbards, bayonet, M.H., long.
Short	"	1	...	
Panches, rivetting—				
Large	"	1	...	For scabbards, M.H., converted and M.H., long.
Small	"	1	...	
Tools, sight line—				
Carbine	"	...	...	
Rifle	"	...	1	
Vices, parallel, regimental, armourers'	"	1	1	
SECTION No. 7.				
TOOLS, ARTIFICERS'.				
Chisels—				
Firmer—				
1-inch	No.	1	1	} For repair of stocks.
$\frac{1}{2}$ "	"	1	1	
$\frac{1}{4}$ "	"	1	1	
Files, bastard—				
Half round, 8-inch	"	1	1	
Hand, safe edge, 8-inch	"	1	1	
Pillar, 6-inch	"	2	2	
Three square, 6-inch	"	1	1	

Tools and materials.	Muskets, B.L., -479 inch bore.	Rifles, M.H., Mark IV.	Remarks.
SECTION No. 7—cont.			
TOOLS, ARTIFICERS'—cont.			
Files, smooth—			
Flat, 6-inch No.	1	1	
Half round, 6-inch "	1	1	
Hand, safe edge, 6-inch "	2	2	
Pillar, 6-inch "	1	1	
Three square, 6-inch "	1	1	
Hammers, rivetting, 4 oz. "	1	1	
Handles, file, small "	4	4	
Pliers, flat nose Prs.	1	1	
Saws, Dovetail, brass back No.	1	1	For repair of stocks.
Vices, hand, 16 oz. "	1	1	
OIL, PAINT AND CHEMICALS, ETC.			
Cloth—			
Emery ... { No. O Sheets	1	1	
... { No. F "	1	1	
... { No. 1 "	3	3	
Class ... { No. 1½ "	3	3	} For repair of stocks.
... { No. 2½ "	3	3	
Gluc, Cawnpore or best town made Lbs.	½	½	

(3) The following is the annual sanctioned amount of lubricants:—

(i) Rangoon oil, 1½ gallons .. } per 100 arms on charge.
Jute, dressed, 1 lb. .. }

(ii) Rangoon oil, ½ gallon .. { in addition to (i) per 100 arms, to all
Wax, bees, 2 lbs. .. { those to whom small arm components
have been or are likely to be issued.

300. The following is the scale of Railway Police pattern lanterns, dark lanterns and handcuffs to be supplied to districts:—

Scale of
Railway
Police
lanterns, dark
lanterns and
handcuffs.

Article.	Reserve.	Town stations.	Cusbah stations.	Other class stations.	Small stations.
Railway Police pattern lanterns.		One for each night beat or patrol.			
Dark lanterns	20	One for each beat and six for section officers.	3	2	
Handcuffs	20	10	10	6	

Handcuffs.

301. Five per cent. of the handcuffs sanctioned will be allowed for retention in the district stores to meet sudden demands.

302. The following is the allotment of furniture for station-houses. If, however, there is insufficient room for so much furniture, it must be reduced:—

Furniture
for station-
houses.

2 Tables. (*Exception.*—In large stations, where there is room, one table for each Sub-Inspector and one for all head constables.)

2 Chairs. (*Exception.*—In large stations, where there is room, one chair for each Sub-Inspector and two for all head constables.)

1 Bench.

1 Record box.

1 Record rack.

2 D.P.W. lanterns, or one hanging lantern and one D.P.W. lantern.

303. The following is the allotment of furniture for Inspectors:—

For Inspec-
tors.

1 Table.

1 Almirah.

1 Chair.

1 Record rack.

1 Bench.

1 D.P.W. lantern.

1 Record box.

304. The following arms and handcuffs are allowed for railway police stations:—

Arms and
handcuffs
for railway
police
stations.

In Madras Central and Trichinopoly railway police stations *Eight* ~~8~~ carbines.

In railway police stations at circle head-quarters

Four swords—four handcuffs.

In other railway police stations .. One sword for each Sub-Inspector and head constable and two handcuffs.

305. The following is the allotment of tents:—

Scale of
tents.

Inspector-General and Deputy Inspectors-General of Police.

1 Swiss cottage tent (14' × 14').

1 Hill tent with bath-room (14' × 14').

1 Shooting-pal (10' × 10') except that the Deputy Inspector-General, Northern Range, will be supplied with a shooting-pal (12' × 12') instead of (10' × 10').

1 Servants' tent (12' × 12').

1 Necessary tent (4' × 4').

Superintendents of Police.

1 Hill tent with bath-room (14' × 14').

1 Shooting-pal (12' × 12').

1 Servants' tent (12' × 12').

1 Necessary tent (4' × 4').

Assistant Superintendents and Deputy Superintendents of Police.

1 Hill tent with bath-room (12' × 12').

1 Shooting-pal (10' × 10').

1 Servants' tent (12' × 12').

1 Necessary tent (4' × 4').

Special scale applicable to Superintendents and Assistant Superintendents stationed in Malabar, South Canara or hill tracts:—

1 Miniature Swiss cottage, bamboo poles, three folds cloth (10' × 10').

1 Shooting-pal, bamboo poles (10' × 10').

1 Servants' tent (10' × 10').

1 Necessary tent (4' × 4').

Iron pegs are supplied only for shooting-pals and miniature Swiss cottage tents. Wooden pegs can be supplied on special requisition for other tents at extra cost. A wooden mallet is supplied with each set of tents.

Minimum
periods for
furniture.

306. The following table shows the minimum period for which articles of furniture should last :—

Articles.							Minimum period for which to last.
							YRS.
Almirahs	..	..	..	..	..	..	30
Benches	..	..	..	..	..	..	20
Blinds	..	..	..	..	..	..	10
Chairs	..	..	..	..	..	..	10
Chairs for Circuit Use	..	..	..	..	..	..	5
Clocks, English	..	..	..	..	..	..	30
Do. American	..	..	..	..	..	..	10
Letter Scales	..	..	..	..	..	..	10
Pigeon-holes	..	..	..	..	..	..	30
Punkahs	..	..	..	..	..	..	20
Punkah Wheels	..	..	..	..	..	..	8
Rattan Mats	..	..	..	..	..	..	10
Record Racks	..	..	..	..	..	..	30
Scales, large and small, for Parcels	..	..	..	..	..	..	20
Tables	..	..	..	..	..	..	30
Tables for Circuit	..	..	..	..	..	..	10
Table Cloths	..	..	..	..	..	..	8
Wooden Stands for Godown Use	..	..	..	..	..	..	20

CHAPTER XIV.—STORES—IN DISTRICTS.

307. The stores in a district office are in charge of the Reserve Inspector. He is responsible for the articles in stores and for the correctness of the books and returns of the department. The Manager shall exercise a general supervision over the accounts, records and correspondence of the store department.

Store
Inspector.

308. The Store Inspector shall keep the following account books in ~~Forms O.M. 85 to 92~~ showing receipts and issues:—

Accounts of
receipts and
issues.

- (1) Receipt and Issue Book of New Clothing.
- (2) Receipt and Issue Book of Part-worn Clothing.
- (3) Receipt and Issue Book of Arms, Ammunition and Accoutrement.
- (4) Receipt and Issue Book of Printed Forms—Books.
- (5) Do. do. — Sheets.
- (6) Receipt and Issue Book of Stationery.
- (7) Receipt and Issue Book of Books of Instruction, Furniture and other Property.
- (8) Receipt and Issue Book of Packing Materials.

309. Each Circle Inspector and the district and sub-division offices shall submit a quarterly return in Form O.M. 93, due in the district office on the 20th of the last month of the quarter, showing the transactions with stores and the final state at the end of the quarter of all Government property, except forms and stationery, in their possession. This return is in the same form as, and in fact a copy of, the Circle Inspector's Register of Government Property, Form 30, Volume III, which constitutes the record of Government property in the circle.

Circle In-
spector's and
Office Quar-
terly Return
of Stores.

*will be prepared
from*

310. A Distribution List of all Government property in the district, other than clothing, forms and stationery, shall be maintained by the Store Inspector in Form O.M. 94. This ledger shall be written up at the end of every quarter, after the quarterly returns from Inspectors and offices have been checked and reconciled with the store accounts, and must correspond with the figures, showing articles remaining in hand, given in Inspectors' and office returns. Articles in the police hospital at headquarters will be included in the district office quarterly return. The figures shown each quarter in the office copy of the annual return in Form O.M. 80 to Chief Office must correspond with the figures in the Distribution List.

District
Distribution
List.

311. (1) At the close of every quarter a committee, consisting of two Inspectors, shall be appointed to check the store accounts.

Quarterly
Store Com-
mittee.

(2) In respect of articles borne on the Annual Stock Return they shall compare the Receipt and Issue Books with the vouchers, and with the Quarterly Current Account to Chief Office and shall check the stock in stores with the Receipt and Issue Books. They shall also compare the Distribution List with the Annual Stock Return. They shall sign a certificate on the

Quarterly Current Account certifying to the correctness or otherwise of the articles shown to be remaining in stores. With regard to articles in circles they shall give the following certificate *printed on Form No. O.M. 81 in page 224*

"We hereby certify that we have examined the returns of all Circle Inspectors and offices and find that they have been correctly kept, and that the property of various kinds said to be with Inspectors and in the stations under their charge and in offices is correct according to the receipts and issues of the previous quarter which we have checked."

printed on Form No. O.M. 81 in page 224 (3) In respect of clothing, forms, stationery and packing materials they shall compare the Receipt and Issue Books with the vouchers and sign the following certificate for each of the above four classes of stores.

"We hereby certify that we have examined the accounts of . . . for the quarter ending . . . and find them to be correctly kept (or otherwise, in which case a short statement of the inaccuracy should be given). All issues are supported by indents issued during the quarter, countersigned by the Superintendent or Assistant, or Deputy Superintendent (as the case may be) and the remains as shown in the Receipt and Issue Books correspond with the stock found by us in stores (or with the following exceptions)."

(4) Members of the store committee will be held responsible for articles, the deficiency of which they have failed to bring to light.

Stationery.

312. The Book of Receipts and Issues of stationery shall be balanced every quarter. In addition to the quarterly check by the store committee a stock-taking of stationery shall be made every year on February 25th by the Store Inspector and the result recorded in a statement accompanying the annual stationery indent.

Receipt of articles.

313. (1) All bales and packages containing stores should be examined before delivery is taken from the railway or other carrier, to see whether they bear any signs of having been tampered with, in which case they should be weighed.

(2) All packages containing stores of any description, including stationery, should be opened and the contents counted in the presence of the Superintendent or of a superior officer. In the absence of any such officer the Manager should be present. Stationery from the Stationery office must, however, be invariably opened in the presence of a gazetted officer as the Stationery Manual lays down this rule. Any departure from this order will render the Store Inspector liable to pay for any articles found deficient. If articles are found incorrect, the discrepancies should be noted on the bale ticket at once.

Receipt and Issue book of packing materials.

314. (1) A Receipt and Issue Book in Form O.M. 92 of packing materials, such as cases, gunnies, rope, etc., received into stores shall be maintained. Articles not required for issue should be sold by auction.

(2) Packing cases received from the Stationery office should, in the case of Madras, be returned there, and, in the case of the mufassal, be sold by auction and the proceeds credited to "XXV. Miscellaneous."

(3) Packing cases and materials received from the Jail Department, if not returned, should be sold and the proceeds credited to the Jail Department.

Indents by Inspectors.

315. (1) Inspectors will requisition articles by means of indents in Form O.M. 95.

(2) Separate indents are required for (i) clothing, (ii) accoutrements, (iii) forms, (iv) books of instruction, (v) furniture, (vi) arms and ammunition. *iv stationery*

(3) As a rule only one indent should be submitted by an Inspector for each class of stores in a month. Indents should reach the district office within the 10th of the month.

316. The supply of clothing and stationery will be made half-yearly from the stores, according to scale, without indents from Inspectors.

Supply of stationery and clothing to circles.

317. The Store Inspector will keep a Check Register of indents in Form O.M. 96. Each indent will bear the district serial number as well as the Inspector's number. Indents will be filed by the district serial number.

Check Register of indents.

318. All indents will be passed for supply by the Superintendent. If an indent is not passed, it will be returned to the Inspector.

Passing indents.

319. Articles will be issued to Inspectors on the 18th of the month when a constable from each circle will come into stores bringing in articles to be returned.

Issue of articles.

320. The invoice accompanying articles issued to Inspectors or offices is the trifoil of the indent (Form O.M. 95) and the receipt to be given to the stores is the quadrifoil of the same form.

Invoices and receipts.

In instances where no indent is received from an Inspector the Store Inspector will make one out himself and despatch the article with the trifoil and quadrifoil of the indent.

321. The Circle Inspector shall bring articles, received, to account in his Register of Government Property, immediately on receipt.

To be brought to account in Form 30, Vol. III.

322. Articles of clothing may not be sold, otherwise than being issued on payment to men authorised to receive them.

Clothing not to be sold.

323. Clothing will be marked in stores before being sent out.

Clothing to be marked.

324. The half-yearly issue of clothing will be accompanied by an Acquittance Roll of Clothing, in Form O.M. 97, upon which the signature of the recipient with date of receipt will be entered. This will be returned to the district office, when complete, which should not be later than 1st February or 1st August, and will be carefully checked there.

Acquittance Roll of clothing.

325. A recruit shall receive a complete kit on enlistment. His clothing should consist of two part-worn suits and one new suit. He will receive six buttons of No. II size and two small ones.

Issue of clothing to recruits.

326. New clothing supplied within the last two months of the year will be considered an advance for the following year.

Issue of clothing in the last two months of the year.

327. Men on leave for six months or more are not entitled to clothing for the period.

Clothing of men on long leave.

328. Belts *from* and batons *and leather squares for buttons* will be marked with the initial letter of the district and the number of the man to whom issued. Belts are to last for seven years.

Issue of belts and batons.

Batons, belts and numerals to be given up on transfer.

329. Batons, belts and numerals will be returned to stores on a man's transfer to another district.

Sergeant's belts.

330. Each Sergeant, except those employed in the *Nilgris* Railway Police, will be supplied with a Sam Brown belt and held responsible for its care.

Whistles, stars and beat badges.

331. Whistles, stars and beat badges issued to the Town and Taluk Police are borne on the Register of Government Property of the circle to which issued and the station-house officer must be held responsible for their correctness. Whistles issued to reserve men form part of their personal kit.

Havresacks.

332. Havresacks form part of the clothing of reserve men.

Part-worn clothing.

333. A book of Receipts and Issues of part-worn clothing in Form O.M. 86 shall be maintained.

Sale of part-worn articles.

334. Part-worn clothing, blankets, and articles of equipment may only be sold for the full value of new articles, except in the case of a head constable or constable required to make good deficiencies in his kit.

Part-worn articles may be issued in such a case at half or one-fourth value, according to the circumstances.

Numbering arms.

335. (1) Arms and accoutrements, such as sword and bayonet scabbards and handcuffs, shall be numbered, the date of issue being given when possible. The numbering should run consecutively through the circles from A onwards in alphabetical order.

(2) Keys of handcuffs should be numbered to correspond with the handcuffs to which they belong.

Date of issue of furniture.

336. Articles of furniture should be marked with date of issue and the letter of the circle to which issued.

Stamping books.

337. The pages of books of forms issued from stores shall be numbered on the foil and counterfoil and stamped with the Superintendent's seal. In the case of forms with foils the stamp will be on the divisions between the foils. The Store Inspector shall certify to the number of pages and the circle to which issued and date of issue.

Return of articles to stores.

338. Inspectors will return articles to stores with Form O.M. 98 and will receive back the trifoil receipted by the Store Inspector. Articles will be sent in by a constable so as to reach the stores on the 18th of the month.

Return of kit of casualties.

339. (1) The kit of all men, who receive free kit, must be returned to stores upon their becoming casualties by death or quitting the force.

(2) A copy of every district order striking a man off as a casualty shall be communicated to the Store Inspector, who will keep a Register of Casualties in Form O.M. 99, and see that their kit is duly returned to stores.

(3) The clothing of men who die of an infectious disease, such as cholera, small-pox or plague, should be burnt.

Condemnation of stores.

340. Unserviceable articles shall be entered in a book in Form O.M. 100 to be kept in the stores and shall be condemned by the Superintendent *if they last for the prescribed period.*

Striking off by Chief Office.

341. The sanction of the Chief Office to strike off condemned articles shall be sought once a quarter in Form O.M. 78 in the month previous to the quarterly indent on Chief Office.

All Condemned articles with the exception of those which should, under the rules, be returned to the Chief Office or to the mawras Arsenal will

342. After receipt of the Chief Office order, unserviceable articles will be sold by public auction and the amount realised credited to Government. Articles must be sold at auction for cash only. The auction shall be held in the presence of a superior officer or of the Manager. ~~A list of the bidding shall be made out and the price realised entered against each item in the Condemned Register.~~

Sale of articles.

343. Worn-out buttons, numerals and stars shall be returned to Chief Office and not sold in districts.

Worn-out buttons, numerals, and stars

344. Condemned accoutrements should be torn up before sale so as to be available as material only. Brass on belts, scabbards, etc., should be returned to Chief Office once a quarter.

Disposal of condemned articles.

345. Articles, condemned or lost or damaged, and ordered to be supplied on payment should be replaced with the least possible delay in order to avoid confusion in the store accounts.

Replacement of articles.

346. Every head constable and constable is responsible for keeping his kit in good condition.

Men responsible for kit.

347. No officer may cause men to pay for any unauthorised article of clothing or equipment.

Men not to pay for unauthorized articles.

348. (1) The full cost of articles of clothing carelessly lost or damaged shall be recovered up to the expiry of the period for which the article was issued. In cases where that period has expired but the article has to be shown at kit inspection one-fourth of the cost should be recovered.

Recoveries for losses of clothing.

(2) Superintendents have power to relax this rule in the case of woollen articles issued at long intervals.

349. Losses of complete arms, including swords and bayonets, and ammunition shall be investigated by a committee of three members including a superior officer of Police, a magistrate and another officer, who may be an Inspector. The report will be drawn up in Form O.M. 76. The District or Divisional Magistrate should be asked to nominate a magistrate to sit on the committee. The committee will always state in the proceedings by whom the loss should be borne. Charges for the loss of arms can only be admitted against Government in cases of field service or accident, proved to be beyond control.

Committee on losses of arms and ammunition.

350. The full cost of arms and ammunition carelessly or wilfully lost or damaged shall be recovered. If damaged articles can be repaired, the full cost of repair will be recovered. In the case of loss of ammunition punishment may be awarded in addition to recovery of cost, at the Superintendent's discretion. Cases of theft of ammunition should be prosecuted.

Recovery of cost of arms and ammunition.

351. The cost of accoutrements, articles of equipment, books, furniture and other Government property carelessly or wilfully lost or damaged shall be recovered.

Recovery of cost of accoutrements, etc.

352. All recoveries on account of articles lost or damaged and the sale proceeds of condemned articles paid into the treasury will be shown in Form O.M. 101 and included in Form O.M. 20.

Recovery List.

Crediting
recoveries.

353. Recoveries made on account of clothing, and other articles, lost or damaged, which have to be replaced, should be credited into the Treasury as in abatement of charges under P.C. Police—Clothing. A note to the effect that the recovery should be so credited will be made on the Pay Abstract in which the amount is short drawn. The Recovery List in Form O.M. 101 should be forwarded so as to reach Chief Office by the 15th of the following month.

District order
to issue.

354. A district order will be issued when any recovery is ordered.

State of
ammuni-
tion.

355. (1) Ammunition must be issued from the magazine in the order of the date of receipt of consignments.

(2) Buckshot ammunition should be tested ^{annually} periodically by firing some rounds and, if found to have deteriorated, a report should be made to the Ordnance Officer in charge of the Madras Arsenal through the ~~Chief Office~~.

(3) Officers supplied with revolvers will note the number of misfires on the return of revolver practice. The misfired cartridges will be returned to stores and tested in a good revolver. If the ammunition is found defective, a report will be made to the ~~Chief Office~~. If the fault appears to be with the revolver, it will be called in for being returned to the Arsenal.

Reporting
upon defec-
tive ammuni-
tion.

356. The following information should be given in reporting to the Arsenal upon defective ammunition :—

- (1) description of ammunition using the nomenclature of the Priced Vocabulary.
- (2) place and date of manufacture,
- (3) number of rounds fired at the time the defects were discovered,
- (4) number of defective rounds and nature of defect, and
- (5) number of rounds of same place and date of manufacture on charge.

Defective ammunition reported upon should be retained until orders are received upon the report.

Stripping of
arms.

357. All rifles and muskets should be stripped and lubricated by the armourer once in six months. Circle Inspectors will draw up a scheme of rotation whereby firearms are forwarded to stores for the purpose every month, the circle being completed in six months.

Securing
rifles and
muskets.

358. Rifles and muskets belonging to Reserves will be secured to the arms rack by means of a chain running through the trigger guards and fastened on to the stand by staples and padlocks.

Inspectors to
keep descrip-
tion of arms.

359. In order that a proper description may be available in case of loss, the general description and district number of each firearm and sword in the circle shall be recorded on the fly leaf of the Inspector's Register of Government Property. Entries should be made in the following manner :—

"The muskets at Vellore station are muskets, B.L., .476 bore, numbers 20 to 35," "Inspector's revolver is Enfield Mark II," as the case may be.

Repair to
Government
Property.

360. A book in Form O.M. 102 shall be maintained in stores for articles sent in for repair. Such articles will not be struck off the Inspector's Register of Government Property. If it is found impossible to repair any article, it will be transferred from the Inspectors' account in the Distribution List and taken on to the Store Inspector's, Receipt and Issue Book and disposed of through the Store Accounts.

361. Consignor's Credit Notes (Form O.M. 103) should be used when sending stores by rail.

Sending stores by rail.

362. Circle Inspectors shall maintain a register of receipts and issues of printed forms and stationery in Form O.M. 104. *C.A. 296*

Inspectors account of forms.

363. All arms, ammunition or military stores which may be forfeited or confiscated, under the Sea Customs Act or under other legal enactments, should be forwarded in the Presidency town to the Commissioner of Police, and in the mufassal to the Magistrate of the district, for disposal in accordance with the rules published on page 22 of Part I of the Madras Police Gazette, dated 13th February 1909. Such of these arms as are intended for destruction locally will be forwarded to the District Police Head-quarter office for destruction by the Police Armourer in the presence of the Reserve Inspector who should certify to the Magistrate that the arms have been properly broken up.

Disposal of confiscated arms.

364. (1) When not in use, tents should generally be kept in a dry place on stands about 18 inches high so as not to be damaged by rats or white-ants. But during the monsoon, when they are not in use, they should also be spread out in the sun to dry not less than once a month.

Tents—Storage of.

(2) When a sub-division is left without an officer, the officer vacating it will hand the tents over to the Superintendent who will give them into the charge of the Store Inspector for safe custody.

365. The following instructions are laid down for pitching and striking tents. Attention to these will make them last much longer than they would do otherwise. The failure on the part of any officer to comply with these instructions should, therefore, be promptly reported to the Inspector-General of Police for orders :—

Instructions for pitching and striking tents.

(1) Tents should on no account be pitched under tamarind trees.

(2) When tents are being pitched or struck and the ground is at all muddy, the tent bags or some straw should always be spread below them to keep them clean.

(3) Great care must be taken in pitching tents that the pegs for the ropes are placed in a straight line with the seams in the fly, so that the strain may be direct and equal, and not crosswise. Ropes should not, therefore, be tied to trees unless they happen to be exactly in the true line, which will seldom happen. It is the safest plan never to allow them to be tied to trees. If tents bag at the corners, the ropes, which pass up inside the fly round the pole, must be pulled moderately tight, and tied to the corner ropes so as to make the strain come on them and not on the canvas.

(4) In stormy weather, the corner and storm ropes of tents should invariably be "bushed." If bushes cannot be procured, as in sandy tracts, a hole should be dug and a tent peg be buried at right angles to the direction of the rope at a depth of a couple of feet, the rope tied to it and the hole filled in and the sand firmly rammed down. It will be found that ropes so secured will hold in sandy soil far better than if tied to pegs driven in in the ordinary way.

(5) When rain comes on, all tent ropes should be slightly slackened off, so as to allow for the shrinkage of the ropes and canvas when wet. Ropes are otherwise liable to be broken and canvas to be torn, and it often happens that their shrinking pulls the pegs out of the ground, especially in the dry weather when the ground is hard, and the pegs have probably not been driven in deep. If this should happen at night, as it frequently does,

the fact that the pegs have drawn is likely to pass unnoticed and the tents will be liable to be blown down if the wind should rise.

(6) Care should be taken not to strike and pack tents when damp from rain or dew. A march had better be a little delayed than a tent be spoilt from mildew, which is the certain consequence of packing tents when damp.

Repair of
tents.

366. (1) No allowance will be made for the repair of tents for twelve months after their original issue, save under special circumstances to be reported for orders. In subsequent years, the Deputy Inspectors-General of Police may authorise annual expenditure for petty repairs, not exceeding an average for their ranges of Rs. 20 per set of tents for the first three years, Rs. 25 for the next two years and Rs. 30 per annum for any further period. If larger sums are required for the repair of tents, an estimate must be submitted to the Inspector-General of Police for orders with a full explanation of the necessity.

(2) These allotments are made merely to meet fair wear and tear. Damage due to negligence must be paid for by the officers causing it. It should be understood that Government have no intention of supplying lascars for the care and pitching of tents. Officers must make their own arrangements in this respect.

(3) Repairs found to be required should be completed as early as possible, so that all tents may be in perfect order. For repairs required in excess of the scale sanctioned in paragraph (1) above, and which cannot be done locally application should be made to the Chief Office for necessary orders.

Boats.

367. Boats given on rent to police officers in the Górávari and Kistna districts will be returned to the Public Works Workshops for repair and maintenance when the canals are closed.

Keep of
elephants.

368. (1) The allowance of raw rice per diem for each elephant is 12 seers. With it should be mixed 2 to 3 tolas of salt. The rice should be rolled up in small bundles of paddy straw or green grass and be given in two instalments morning and evening in the presence of some responsible officer, who should be careful to see the rice measured and the proper allowance of salt mixed with it.

(2) 350 lb. or 180 seers is the minimum daily allowance of freshly cut green fodder. The true criterion as to quantity is, however, not to be sought in any fixed standard, but in the animal's ability to dispose of it in the twenty-four hours, presupposing always that the fodder is to his taste, clean, succulent, fresh and free from insects; in respect of grass, when procurable, he should have no stint. When on the march it is important to note what fodder the mahout brings in on the animal's back; it often appears a large quantity, but on inspection it is sometimes found to be worthless stuff, dirty or insect eaten, which the elephant will not touch.

(3) Artificial shelter is required only where good natural shelter fails; the best shelter is a tope of evergreen trees standing on a slight slope and sufficiently spacious to allow of the stabling being changed from time to time. In the absence of such shelter a shed should be erected on a sheltered, but well drained, site.

(4) Sore back arises from inflammation caused by the unequal pressure of the animal's load, by overloading, or by the chafing of some part of the harness. Officers should pay the most careful attention to the very important matter of loading, in order to avoid any such injuries. The inflammation,

which is shown to exist by more or less swelling of the injured part, may frequently be subdued by the simple treatment of fomentation; but if neglected, suppuration follows and an abscess, more or less extensive, is the result. It is an injury very apt to occur, if strict supervision be not exercised, when the animal is being loaded. The best prevention of sore back is the establishment of a rule that the attendants be invariably reduced to half pay until the animal is fully recovered. The injured parts ought, as soon as possible, to be well fomented; this operation alone may cause the inflammation to subside; but in cases where the formation of matter has taken place, an exit should be given to it externally by a free incision, the cut being made lengthwise and *not across* the back; after the escape of the pus, the abscess should be dressed with carbolic acid liniment; but when this is not at hand, the following native application has been found efficacious in expediting the filling up of the abscess with healthy flesh:—

							TOLAS.
Datura and leaves	..	..	..	..	..	..	40
Neem leaves	..	..	..	..	..	..	40
Turmeric	..	..	..	..	..	..	5
Salt	..	..	..	..	..	..	10

Grind all together with a little water and introduce a portion of it into the opened abscess, remove it every second day, wash the sore, apply any lotion that may be necessary and restop with the mixture.

(5) The feet of the elephant are liable to become tender when marching continuously for some days over stony ground, especially during hot weather; the cure is rest, but the following ointment has been found useful as a preventive of tenderness:—

						TOLAS.	
Aloes	..	..	..	..	..	24	} Melt together and apply as an ointment.
Wax	..	..	..	..	..	24	
Dammer	..	..	..	..	..	24	
Grease	..	..	..	..	..	24	
Catechu	..	..	..	..	..	96	

(6) Elephants, 8 feet high, will carry seven bullocks' loads, equal to 861 lb., under 8 feet to 7 feet 3 inches, six bullocks' loads or 738 lb. With a careful mahout and with loads not exceeding the above in weight, an elephant can travel for many days and for moderately long distances, the maximum of which however should not exceed 25 miles.

369. The Reserve Inspector shall have charge of the Enlistment Book (Form 2) and Hospital Book (Form O.M. 195).

Enlistment
and Hospital
Books.

CHAPTER XV.—STATISTICAL DEPARTMENT.

Crime
ledgers.

370. Three crime ledgers shall be maintained for—

- (1) Cognizable cases taken by magistrates on complaint or *suo motu*, Form O.M. 106.
- (2) Cognizable cases taken up by the Police during the year, Form O.M. 107.
- (3) Non-cognizable cases, Form O.M. 108.

Magistrate's
returns.

371. Magistrates will send in the following monthly returns from which Ledgers (1) and (3) will be written up:— ✕ ✕ ✕ ✕

- (1) Statement of cognizable cases taken up on complaint or *suo motu*;
- (2) Statement of non-cognizable cases.

Police
returns.

372. The ledger of police cases [Ledger No. (2)] will be entered up from First Information Reports and Station-house officers' extracts of crime and shall be carefully compared with station Quarterly Crime Abstracts.

Rules for
ledgering
in Ledger
No. (2).

373. The following instructions are given for entering cases in Ledger No. (2):—

(1) Cases in which investigation is refused are ledgered as true cases, but property alleged to have been lost in them will not be entered in the ledger.

(2) A case will be ledgered, as regards section and disposal, according to the finding of the Court, which finally disposed of it, and will be transferred accordingly, if originally otherwise entered.

(3) Notwithstanding the above order, cases treated by the Police as cognizable, but in which the Court finds that the offence committed was non-cognizable, will be retained upon the ledger of police cases, in order that the manner of disposal by the Magistracy of each police case may be shown.

(4) No case can be called "detected" unless some person is convicted of it by a competent Court. Cases in which the conviction is reversed on appeal will be classed as "acquitted" and will be shown as true cases unless the appellate Court declares them false.

(5) When a person is convicted of several offences, with which he is charged at one trial, the case will be ledgered under the head of the most serious of the offences of which he is convicted.

(6) Similarly, in the case of an acquittal, or of a case being undetected, the case will be ledgered under the head of the most serious offence, with which a person is charged before a Court, or of which he is accused to the Police.

(7) When several persons are tried jointly and convicted of different offences, the case will be shown under the head of the gravest offence, of which one of the accused persons has been convicted, but each individual person will be shown under the head of the offence for which he has been convicted, a note of the transfer being made in the remarks column.

(8) When a person is charged with obtaining possession of property by an offence, other than receiving stolen property, but is convicted of

receiving or being in possession of stolen property, a fresh case will be registered and ledgered for the offence of which he was convicted, the original case being shown as undetected.

(9) Each instance of murder will be ledgered as a separate case, even though several persons are murdered by the same person on the same occasion.

(10) A connected series of occurrences attributable to the same person or set of persons should be ledgered as separate cases, if each occurrence forms an independent transaction. Thus, if a man proceeding along a road murders A, and a little further on robs B, two separate cases, one of murder and one of robbery, should be entered.

(11) Dacoities and robberies should be registered, with regard to the number of occurrences at different times and places, and not with reference to the number of persons attacked at the same time and place.

(12) A note will be made against dacoities and robberies as to whether the case is one of highway, field, or house dacoity. Highway includes a path in common use.

(13) Each person charged under the bad livelihood sections will be shown as a separate case.

(14) When a case is committed in one district, but tried in another, it will be ledgered in the district of commission only.

(15) When a case has occurred in foreign territory, but been tried in British territory, the case will not be brought on the ledger but the person will be shown as convicted under the particular head, a note of the circumstances being made.

(16) Cognizable cases, referred by magistrates to the Police for investigation, will be entered in Ledger No. (1) unless previously registered by the Police, when they appear in Ledger No. (2).

(17) Cases of theft of property, not exceeding one rupee in value, dealt with under Regulation IV of 1821, will be ledgered in serial No. 42 (Offences under Special and Local Laws declared to be Cognizable) and entered in column 6 (Not-investigated).

(18) In serial No. 42 (Offences under Special and Local Laws declared to be Cognizable) will be included cases in which the Police are specially empowered to act as though the offence were cognizable, *i.e.*, cases in which police officers above the rank of constable have power to arrest of their own motion. Such a case would be one under section 9 of Act I of 1878 in which a station-house officer exercised the powers conferred upon him by section 14 of the Act. A note must be made in the remarks column against such cases.

~~C (19) Cases of attempt and abetment should be shown separately under the offences attempted.~~

P (20) Persons appearing before Courts, otherwise than by arrest, will ~~sh~~ be entered in Ledgers (1) and (2) until, and unless, they are convicted, acquitted or discharged, when they will be entered in the appropriate column.

(21) Property recovered will be shown under the head of the offence by which it was lost, except in the instance of cases against receivers in which the occurrence, occasioning the change of possession of the property, cannot be traced.

(22) Only property in true cases reported *during the year* will be entered in the ledger.

(23) Cases pending at the end of the year are considered true cases. Property lost and recovered in such cases will therefore be entered in the ledger for the year in which they were reported.

(24) Property recovered in a year, subsequent to that of the commission of an offence, will be entered in the ledger for the year of recovery with a note in the remarks column.

Ledger No. 1.

374. Several of the instructions in the preceding order and in particular (18), (20), (21), (22) and (23) apply equally to Ledger No. (1).

All magistrate's cognizable cases undisposed of at the end of the year will be shown as true cases in column 6 of Ledger No. (1).

Pending Cases.

375. All cases on the Police Ledger, at the end of the year, in which the magistrate's proceedings have not been received, shall be brought forward to the next year. The Superintendent has power to remove from the ledger charged cases, long outstanding on account of the non-arrest of the offender, provided that the magistrate has transferred them to his "long pending" list. The Superintendent will pass orders in each individual case. A note of such removal will be made in the Remarks column of the ledger and of Statement A.

Grouped Cases.

376. Offences falling under each of the following heads will be grouped and totals only entered in the ledger against each head in one line for the district:—

Indian Penal Code.

Section 160, Affray.

„ 323, Voluntarily causing hurt.

„ 334, Hurt on grave or sudden provocation.

Sections 352, 355 and 358, Criminal force.

„ 426, 427 and 431, Mischief (simple).

„ 504, 506, 507, 508, 509 and 510, Intimidation and insult.

Special and Local Laws.

Petty Assault, Regulation XI of 1816.

Petty Thefts, Regulation IV of 1821.

Offences under sections 3 and 4 of Act III of 1889.

Offences under Municipal Acts.

Non-cognizable offences against any other Special or Local Laws.

Ledger of Suicides and Accidental Deaths.

377. A Ledger of Suicides and Accidental Deaths shall be kept in Form O.M. 109. Cases in which the opinion arrived at by the panchayatdars was that death occurred from natural causes, and in which further inquiry resulted in no alteration of this view, will not be ledgered as accidental deaths.

Monthly crime statement for Inspector-General.

378. A monthly statement of crime in Form O.M. 110 shall be sent to the Inspector-General, addressed by name, by the 7th of every month.

A.D. 1067. At Maṇimangalam, Chingleput District, is an important inscription of the 5th year of Vīra-Rājendra Chōla, of which the latest possible date is September 10, 1068. After mentioning the events of his reign summarized above it states that, burning with rage at his defeat at Kūḍalsangamam, the W. Chālukya king sent a letter to Vīra Rājendra challenging him to meet him once more at the same place. Vīra Rājendra proceeded to Kāndai (or Karandai?)—probably a village near Kūḍal, and was there on the appointed day; but though he waited there a full month the enemy never appeared. Wherefore the Chōla king burned many places in the Raṭṭapāḍi (Sōmēśvara's dominions) and set up a pillar of victory on the Tungabhadra river bank. [Another inscription says that he burnt Kamplī].

Then he summoned to his court Sōmēśvara's son, Vikramāditya VI, and appointed him W. Chālukya king (claiming thereby that he had dethroned Sōmēśvara.) In doing so he, while at the same time branding him as a 'liar', decorated him with a rich necklace. [As I read this account and compare it with others the truth seems to be somewhat as follows—we know from other sources that Sōmēśvara I of the W. Chālukyas drowned himself in the Tungabhadra river on March 30, 1068. It was probably Vikramāditya VI who had challenged Vīra-Rājendra, and, equally probably, he was prevented from meeting the Chōla forces at Kūḍalsangamam owing to his having heard of his father's suicide. The father being dead prince Vikramāditya, being only the second son and his elder brother Sōmēśvara II succeeding to the throne, was induced to enter into friendly relations with the Chōla king, perhaps with an eye to some subsequent political assistance to suit his own ends, and journeyed to the Chōla camp or capital. There he was received sympathetically, and Vīra Rājendra proclaimed Vikramāditya king, with the object of first ousting Sōmēśvara II and next of strengthening his own position by becoming an ally of Vikramāditya's. He decorated the latter and, so says the *Vikramāṅkadēva-charita*, gave him his daughter in marriage].

(*V. R. i. Chingleput 787* ; 2 of 1892 ; *S. I. I. iii, p. 64, No. 30*).

The inscription mentions a number of chiefs who opposed Vīra-Rājendra and states that he cut off their heads; amongst these we note the names of a Ganga, a Noḷamba, a Pa ('Kāḍava') and a Vaiḍumba chief. It continues the story by saying that after his investiture Vikramāditya VI, Vīra-Rājendra marched to the Vengi country, fought a battle at Kāḍa, advanced to the Godāvari river, entered Kalinga and attacked Chakrakōṭṭa. He conquered Vengi and bestowed it on the East Chālukya Vijayāditya VII. Then he returned hastily to his country, where, says the inscription, there had been trouble—'the goddess of victory had shewn hostility in the interval.' This trouble was probably caused by the intrigues of the East Chālukya king Rājendra II. [The capture of Vengi is unlikely].

(*S. I. I. ii, 234* ; *E. I. x. 26*).

A record of this year shews the W. Chālukya Sōmēśvara I reigning in N. W. Mysore.

(*E. C. vii. Sk. 169*).

An inscription at Kulpak, anciently Koḷlipāka, 45 miles N. E. of Hyderabad of date October 22, 1067 shews that the sovereign over that country was the W. Chālukya Sōmēśvara I.

(*Hyderabad Archaeol. Soc., January 1916, p. 28*).

A.D. 1068. Two records of Vīra Rājendra Chōla at Tinḍivanam in South Arcot and at Tiruvallam in North Arcot imply that Sōmēśvara II., now W. Chālukya king, was furious when he heard that Vīra-Rājendra Chōla had attempted to oust him from the throne in favour of Vikramāditya VI, but before he could take any action Vīra Rājendra burnt the city of Kamplī and set up a pillar of victory, the site of which is named as Karaḍikal.

(*S. I. I. iii. 200* ; 16 of 1890 ; 207 of 1902).

On March 30, 1068, the W. Chālukya king, suffering greatly from an attack of malignant fever, drowned himself in the Tungabhadra river at Kuruvatti. His son 'Bhuvanēkamalla' Sōmēśvara II succeeded and was crowned on April 11. His younger brother Jayasimha IV, had been made viceroy over the Nōḷambavāḍi province with, apparently, the latter's own younger brother Vijayāditya associated with him as co-viceroy, in A.D. 1064-65, as both names are mentioned as ruling there in that year (*V. R. i. Bellary ii. 295; E. I. iv. 212; xv. 94 Cj; 103 of 1904; E. C. xi, Mk, 29*). Vijayāditya's residence was at Kampli, Jayasimha also ruled the Kōgali tract (*For the date April 11 see E. C. vii. Sk. 136*). From this latter record it would appear that these Chālukya princes were overlords in the Nōḷamba country, while the actual governor of it was Vikrama-Nōḷamba.

Another grant of this year in Bellary District mentions Jayasimha, Sōmēśvara II's brother, as ruling there (*V. R. i. Bellary 11*). But another seems to show that in N.-W. Mysore the Hoyśālas were gaining strength, as it makes Hoyśāla Eṇeyanga ruling in Shimōga District in the same year. (*E. C. vii. Sk. 64*).

In Ganjam District the Kalinga-Ganga king Vajrahasta V was reigning. His queen, daughter of a Haihaya chief, gave a gift to a temple. (*V. R. i. Ganjam 399; 248 of 1896*).

A.D. 1069, March 12. Vira Rājendra Chōla supreme in Tanjore in his 6th year. This inscription fixes his accession-date as on or after March 13, 1063. An inscription in Chittoor District of his 7th year is dated in Ś. 991, or A.D. 1069-70. The 7th year began with March 13, 1069. (*V. R. i. Chittoor 288; 273 of 1904*)

From an inscription at Tiruvallam in North Arcot, we learn that prince Adhi-Rājendra son of the Chōla king Vira Rājendra had either been made co-regent with his father in 1067-68, or had been given a local government, for it quotes him as ruling on the 200th day of his 3rd year. (*S. I. i. iii. 114, 129*). [Adhi-Rājendra was brother-in-law to the W. Chālukya Vikramāditya VI. Vira-Rājendra appears to have died in this year, and Bilhaṇa relates that Vikramāditya VI heard of the death and was informed that the Chōla kingdom was in a state of anarchy. He proceeded to Anchi, assisted Adhi-Rājendra to put down a rebellion, and, taking him to Gangaikonda-cholapuram placed him on the Chōla throne. Then he marched back to the Tungabhadra. After a short time he heard that Adhi Rājendra had been killed in a fresh rebellion and that the E. Chālukya Rājendra II 'lord of Vengi' had seized the throne of the Chōlas.

(*Fleet, D. K. D. Bombay Gazetteer, 445*).

Vira Rājendra's official title had been 'Rajakēśari'. Adhi-Rājendra, in accordance with custom had the alternate title 'Parakēśari'. Since the E. Chālukya Rājendra II, when he became Chōla king and was named Kulōttunga I, took the title 'Rajakēśari' that in itself proves that there must have been a short reign between Vira-Rājendra and Kulōttunga I. It proves therefore Vira-Rājendra's death and Adhi-Rājendra's having been, for a short time, king.

This same inscription mentions a settlement of temple accounts which had been made in the 8th year of king Vira-Rājendran. Now that year began, at the earliest on March 13, 1070. Hence Adhi-Rājendra's reign must have been confined to the months between March 13 and June 9, 1070, which last was the date of Kulōttunga I's seizure of the throne.]

A.D. 1070, June 9. [It has been already pointed out the E. Chālukya Rājendra II was by blood three-quarters Chōla. He seems to have resolutely set himself the task of seizing the Chōla throne since the date of his own father's death. He got the better of his uncle Vijayāditya VII who was aided by the Chōla and Kalinga kings, and on the death of Vira-Rājendra Chōla,

389. A yearly report upon the administration of the district is due in Chief Office from the Superintendent through the Deputy Inspector-General by the 15th February. District Administration Report.

~~The report should, in the first instance, be submitted to the District Magistrate with the request that his remarks may be noted on separate sheets of paper as they will be submitted to Government in the original. If the Superintendent has any remarks, or explanation, to offer on the comments of the District Magistrate, he will make them on separate sheets of paper and on no account on the same paper as that used by the District Magistrate.~~

390. District Administration Reports should follow the arrangement of the Police Administration Report for the Presidency, and should be written by the Superintendent himself.

Instructions for preparing Administration Reports.

391. The following points are noted for the instruction of officers, but are not exhaustive :—

Points to be entered in the Administration Report.

(1) *Strength of the Force.*—Note any increase or decrease and the Government or other order on which it is based.

(2) *Enlistment.*—Dwell specially upon recruitment, stating whether it is easy or difficult, and, in the latter case, what measures, if any, were adopted to meet the difficulty, and what causes appear particularly to operate for or against recruiting for the Police.

(3) *Casualties.*—If resignations have been numerous give an explanation.

(4) *Punishments.*—Explain any noticeable variation. Remark generally upon the state of discipline.

(5) *Appeals.*—Give a statement of their results.

(6) *Officers convicted.*—Give particulars of cases of torture, serious cases of extortion, cases of bribery and wrongful confinement. Mention cases in which police officers were tried by the Sessions Court.

(7) *Rewards.*—Give a statement of the number of men rewarded and amount and mention any notable cases.

(8) *Village Police.*—Detail assistance given by Village Police, report upon their efficiency, and mention any particular instructions given by the District Magistrate. State how they performed the duties of reporting crime, watching criminals and patrolling.

(9) *Ghaut Tularis.*—Report on their efficiency.

(10) *Reserves.*—Report upon efficiency, discipline and annual mobilization, stating whether the mobilization orders were promptly obeyed. Detail all occasions upon which the Reserve was specially mobilized and the work done.

(11) *Railway Police.*—Give instances of assistance rendered to the District Police and report upon state of co-operation and interchange of information.

(12) *Criminal Statistics.*—Describe the nature of the year. Comment upon salient variations in statistics. State whether crime is well reported.

(13) *Riots.*—Give details and report upon the conduct of the Police in serious cases of rioting. Detail any cases with specially striking features.

(14) *Detection.*—Explain variation in the figures.

(15) *Personal Investigation.*—Explain any deficiency. To constitute the "personal investigation" of a case an officer must visit the scene of crime or adjacent villages within seven days of the receipt of the report and must himself direct the inquiry. The examination of witnesses may not be

invariably necessary, but the officer must make himself thoroughly acquainted with the details of the case and the steps taken prior to his arrival.

(16) *Attendance at Sessions.*—Explain any deficiency.

(17) *Prosecution for False Complaints.*—Explain any deficiency.

(18) *Habitual Criminals.*—See that the statistics are accurately prepared.

(19) *Security Work.*—Report upon the work of the year.

(20) *Execution of Warrants.*—Explain any increase of unexecuted warrants.

(21) *Inspection of Stations.*—Any remarks to elucidate the statement in the Book of Miscellaneous Returns.

(22) *Merits of Officers.*—Name any Inspectors or Sub-Inspectors who have done specially good work. Give details of instances in which an officer specially distinguished himself.

(23) *Service Books.*—Report that Service Books have been correctly maintained.

CHAPTER XVII.—GENERAL DEPARTMENT.

392. The following Current Registers shall be kept in the General Department:— Current Registers.

- | | | | | | | | |
|--------------|----|----|----|----|----|-----------|-----|
| (1) General | .. | .. | .. | .. | .. | Form O.M. | 121 |
| (2) Petition | .. | .. | .. | .. | .. | Do. | 121 |

393. (1) The Order Book shall contain all orders affecting the service of an officer, such as enlistment, promotion, grant or postponement of increment, reward, good service entry, transfer, casualty and pension, but shall not include punishment or leave orders. Orders prescribing suspension and release from suspension, except in cases of the award of suspension as a specific punishment, and orders sanctioning a police officer's prosecution shall be entered. Order Book Form O.M. 122.

It shall also include orders entailing recoveries from pay, on account of loss or damage to clothing and Government property and such like.

(2) In addition to orders of a personal nature, orders giving effect to important administrative changes, such as alterations in the constitution of circles or of police station areas, or of the sanctioned strength of establishments or creation of new appointments, shall be recorded in the Order Book.

(3) Orders received from Chief Office bearing upon the subjects enumerated above shall be given effect to by district orders.

(4) Extracts from district orders will be communicated by means of Form O.M. 123.

394. The Despatch Book is in Form O.M. 124. The account of service postage will be kept in it. This account should be totalled and balanced daily. Despatch Book.

395. The following Check Registers shall be maintained:—

- | | | | | | | |
|---------------------------|----|----|----|----|-----------|-----|
| (1) Inspector's Diaries | .. | .. | .. | .. | Form O.M. | 125 |
| (2) General Diaries | .. | .. | .. | .. | Do. | 126 |
| (3) Returned Case Diaries | .. | .. | .. | .. | Do. | 127 |
| (4) Returns | .. | .. | .. | .. | Do. | 128 |

Check Registers.

Delays in the submission of returns entered in these Check Registers shall be brought to the notice of the Superintendent or sub-divisional police officer by the Manager or sub-division office head-clerk, as the case may be.

396. Station-house General Diaries shall be checked in the district or sub-divisional office, with a view to seeing that Police Orders have been observed, and that all matters, which should receive the attention of the Superintendent or sub-divisional police officer, have been brought to his notice. Checking of station General Diaries.

397. Case Diaries, which have not been perused by the Superintendent or sub-divisional police officer, shall be checked in the office, after their receipt back from the officer's reader, and any points considered important brought to the notice of the officer. Checking of Case Diaries.

Manager's
duty in
checking
Diaries from
station.

398. It shall be the duty of the Manager to see that the checking of General Diaries and Case Diaries is efficiently done. He will constantly test the performance of this duty by taking up Diaries and going through them himself. In the sub-divisional office the head-clerk shall be responsible for checking General and Case Diaries.

Filing Case
Diaries.

399. ~~The Case Diary sheets of each case shall be filed together and the files kept by stations in pigeon holes.~~

Memo. Form
Books and
Reminder
Memo. Form
Books.
Complaint
Register.

400. Memo. Form Books (Form 24) and Reminder Memo. Form Books (Form O.M. 129) shall be kept in each department of the office.

401. (1) The Complaint Register, Form O.M. 130, is intended for complaints made by a magistrate or other person against police officers. Complaints of criminal offences which are taken up for investigation under the Criminal Procedure Code should not be entered in Form O.M. 130.

(2) Sub-divisional police officers shall keep their registers in their own handwriting.

(3) When complaints or petitions are forwarded by the Superintendent to a sub-divisional police officer for disposal a distinguishing mark should be made under the number in the left-hand column.

Itinerary
Register.

402. The itineration of all superior officers shall be recorded in the Itinerary Register in Form O.M. 131. *C. P. 296.*

Personal
Ledger of
stationery.

403. A register shall be kept, in Form O.M. 132, showing the issue from stores of printed forms and articles of stationery, including paper, to individual clerks. *C. P. 297.*

Personal
Ledger of
periodical
articles.
Register of
arrival and
departure.

404. A register shall be kept, in Form O.M. 133, showing the issue from stores of articles of office use which have to last for stated periods.

405. Every Inspector, Sub-Inspector, head constable and constable (not belonging to the Head-quarter ~~division~~) should report his arrival and departure at the Head-quarter office and enter his name or have his name entered in a book (Form O.M. 134) to be kept for the purpose. *Circle*

Remark
Book.

406. A Remark Book shall be kept in district and sub-divisional offices in which the head of the office will record instructions given by him. *r the v*

Report of
smuggling
arms.

407. ~~The following special report shall be sent from the general department to the Criminal Investigation Department when occasion arises, viz—~~ *-30-6-191*
~~A copy of all reports sent in by subordinate police officers of attempts to smuggle arms and ammunition into India either by land or by sea.~~

Returns from
the general
department.

408. The following returns will be sent from the general department:—

(1) Half-yearly report on Probationary Assistant and Deputy Superintendents under training to the Inspector-General through the Deputy Inspector-General due on 1st March and 1st September (Police Order No. 18).

(2) Half-yearly report upon Probationary Inspectors to the Inspector-General through the Deputy Inspector-General due on 1st April and 1st October (Police Order No. 48).

(3) Six-monthly report on probationary Sergeants (Police Order No. 55).

(4) Half-yearly report on Probationary Sub-Inspectors to the Deputy Inspector-General due on 1st April and 1st October (Police Order No. 66).

(5) Half-yearly report upon the condition of elephants to the Inspector-General through the Deputy Inspector-General due on 15th January and 15th July.

(6) Quarterly reports of inspection by Circle Inspectors of shops licensed under the Arms Act to the District Magistrate by the 15th of the month following the close of a quarter.

CHAPTER XVIII.—INTELLIGENCE DEPARTMENT.

Work of the
Intelligence
Department.

409. The Intelligence Department of the district office deals with gangs, foreigners, the movements of criminals and suspected criminals, reports for the registry, or removal from registers, of criminals, lists and descriptions of absconding warrantees, known depredators out of view and similar matters, and also with the publication and circulation of information regarding crimes, and other cognate subjects, and of lists of property, lost or seized, and with finger prints.

Current
Register.

410. A separate Current Register shall be kept in the Intelligence Department.

Gang
Register.

411. When a registered gang is present in the district the Form 70 prescribed in Police Order No. 487 shall be maintained.

Foreigners'
Register.

412. The form of Foreigners' Register ordered to be kept in Police Order No. 508 is Form O.M. 135.

Advertise-
ments in
Gazettes.

413. (1) Advertisements, regarding the missing of persons, when foul play is not suspected, the loss of currency or promissory notes or other property, when not the subject of a criminal case, which are sent to the Criminal Intelligence Gazette or Police Sheet by magistrates or police officers, but which are published in the interests of private persons, shall be charged for. In forwarding such notices for publication the Superintendent will invariably report whether the person advertising is willing to bear the cost.

Notices regarding the loss and recovery of arms and ammunition shall be published free of cost.

(2) The following scale of charges has been laid down for advertisements in the Criminal Intelligence Gazette:—

1st insertion	2 annas per line.
2nd do.	1½ do. do.
3rd and subsequent insertions	1 anna do.

~~Charges for notices in the Police Sheet will be communicated by the Collector.~~

Special
Reports.

414. The Intelligence Department shall send the special reports prescribed in Office Manual Orders Nos. 415 to 417.

Report to
the Criminal
Investigation
Department
of notorious
criminal.

415. The appearance and movements of a specially notorious or dangerous criminal, who is not on the Criminal Investigation Department list, shall be reported to that department, *vide* Police Order No. 689.

Reports of
theft, loss or
recovery of
arms and
ammunition
capable of
use for
military
purposes.

416. (1) Information shall be promptly reported by telegraph from district police offices to the Personal Assistant to the Inspector-General of Police, North-West Frontier Province, and the Deputy Inspector-General of Police, Criminal Investigation Department, Punjab, of all thefts, losses or recoveries of—

(a) rifles and pistols, Government or private;

Note.—This includes private revolvers which do not take Government ammunition.

(b) Lee Metford or Lee Enfield bolts and '303 rifle barrels.

Note.—Military officers commanding detachments have instructions to report losses to the Police.

(2) Post copies of these telegrams will be sent to the Personal Assistant to the Deputy Inspector-General, Criminal Investigation Department, Madras, who will forward a copy of them to the Director of Criminal Intelligence, Simla.

(3) The telegram should contain the following details:—

(i) Number and marks showing the identity of the weapons or components. In the case of police weapons the description noted in the Register of Government Property (*vide* O.M.O. No. 359) should be given.

Note.—The number of the bolt in addition to that of the rifle should be given in the case of theft, loss or recovery of rifles with bolts.

(ii) Place of occurrence.

(iii) Date of occurrence.

(iv) Name of the person from whose possession lost or, in the case of soldiers or volunteers, the number and name of the corps.

(v) How lost.

(4) A report will be made by post from district police offices to the Personal Assistant to the Inspector-General of Police, North-West Frontier Province, and the Deputy Inspector-General of Police, Criminal Investigation Department, Punjab, of all thefts, losses and recoveries of—

(i) Ammunition for cannon, rifles and pistols,

(ii) Fuses,

(iii) Dynamite,

(iv) Cordite, and

(v) Other high explosives.

Note.—Theft, loss or recovery of empty rifle cartridge cases in large numbers should be treated as those of ammunition for rifles and reported.

The report will, however, be made by telegraph if there is *prima facie* evidence or reasonable suspicion of a recent theft.

In either case a copy of the letter or telegram will be sent by post to the Personal Assistant to the Deputy Inspector-General, Criminal Investigation Department, Madras, who will forward a copy of it to the Director of Criminal Intelligence, Simla.

(5) No report need be made to the Personal Assistant to the Inspector-General of Police, North-West Frontier Province, and the Deputy Inspector-General of Police, Criminal Investigation Department, Punjab, nor to the Personal Assistant to the Deputy Inspector-General, Criminal Investigation Department, Madras, of the disappearance of smooth-bore weapons, ammunition for such weapons, swords, bayonets or accoutrements.

(6) Notices of the loss, theft and recovery of arms and ammunition, capable of use for military purposes should be sent in every instance to the Criminal Investigation Department office for publication in the Criminal Intelligence Gazette.

(7) Notices of loss of arms and ammunition, not capable of use for military purposes, should only be sent for publication when likely to be useful.

(8) The telegraphic address of the Deputy Inspector-General, Criminal Investigation Department, Punjab, is "Cid Punjab."

417. On every Wednesday a report of the presence and absence of members of registered gangs in the district shall be made to the Criminal Investigation Department in Form O.M. 136—*vide* Police Order No. 502.

Weekly gang report to Criminal Investigation Department.

C. J. S.

CHAPTER XIX.—FINGER PRINTS.

Definition.
Finger
prints.
Rolled print.

418. (1) "Finger prints" include prints of the thumb and are either "rolled" or "plain."

(2) A "rolled" print is obtained by placing the inked thumb or finger on the paper so that the plane of the nail is at right angles to the plane of the paper. The thumb or finger should then be pressed lightly on the paper and turned over so that the bulb face which originally faced, say, to the left, faces to the right, the plane of the nail being again at right angles to the paper.

Plain print.

(3) A "plain" print is obtained by lightly pressing the inked bulb of thumb or finger upon the paper without any turning movement.

Unidentified.

(4) "Unidentified" means a person whose residence and antecedents are not known.

Untraced.

(5) "Untraced" means a person against whom no previous convictions have been traced.

Proficient.

(6) "Proficient" means an officer who has been declared by a Superintendent to be qualified to take clear and well-rolled impressions.

Expert.

(7) "Expert" means an officer who has been declared by the Deputy Inspector-General, Criminal Investigation Department and Railways, to be competent to examine, classify and give an expert opinion on finger impressions.

Method of
taking finger
prints.
Appliances.

419. (1) The appliances required for taking finger prints comprise a tin slab, an India-rubber roller and a pot of printer's ink. These must be kept scrupulously clean and free from dust, grit and hairs. The slab should be freshly cleaned before use each day, all particles of old ink being rubbed off. The roller when not in use should be kept wrapped up in a piece of clean oiled paper. Both slab and roller should periodically be cleansed with soap, benzine, or kerosene. The pot of ink should be kept tightly closed when not in use.

Preparation
of appliances.

(2) The slab must be perfectly smooth and should be wiped free of dust before use. A small quantity of the ink should then be put on the slab with the point of a knife and the roller used to bring it down to the finest possible film so that the tin is dimly visible through the ink. Experience has shown that it is easier to start with a very small quantity of ink and to increase it as necessary. If too much ink has been put on the slab, a sheet of paper laid on it and rolled over with the roller will generally reduce it sufficiently. If the ink is dry and thick, it will be found that with a little perseverance it can be worked up smooth on the slab.

Inking the
fingers.

(3) The fingers of the subject should be rubbed clean and dry, as the slightest perspiration on the finger will cause blotches and blur the print. Only the inner portion of the upper phalanges of the finger should be inked. To take a "rolled" impression place the finger on the inked slab, the plane of the nail being at right angles to the slab, and turn over till the bulb surface, which originally faced to the left, now faces to the right. For a "plain" impression place the ridge surface of the finger flat upon the inked slab.

(4) Prints should invariably be taken on the authorised Finger Print Slip (Form 74). In the slip space has been allowed for the "rolled" prints of all the ten digits, as well as for the plain prints of the four fingers of both hands. The headings of the slip are self-explanatory.

Taking
impressions.

(5) For convenience in taking "rolled" prints the slip should be folded at the line indicated and the fold placed in line with the edge of the table.

Slip to be
folded for
taking rolled
prints.

(6) The "rolled" prints of the right hand should be taken first, each finger being inked and impressed before the next finger in rotation is inked. When the "rolled" prints of the right hand have been taken the operator will take the "plain" prints of the four fingers of that hand simultaneously in the space provided for them on the slip. When the right hand has been finished the operator will proceed to take the prints "rolled" and "plain" of the left hand in similar manner.

Order of
taking prints.

(7) When the finger prints of both hands have been taken, the slip will be turned over and the subject's name, residence, details and convictions will be filled in. The subject will then sign the form or, make his mark, if unable to write, and immediately afterwards a "plain" print of his left thumb will be taken in the space provided for the purpose.

Entry of
details on
Slip.

(8) The following points should be specially noted in preparing Finger Print Slips:—

Points to be
noted in
preparing
Slips.

(i) Impressions must invariably be taken with the tip of the finger pointing to the top of the form, except in the case of the "plain" print of the left thumb on the reverse of the slip.

(ii) The "rolled" prints should show the complete contour of the bulbs of the fingers. One delta in the case of "loops" and two in the case of "whorls" should be visible.

(iii) The "rolled" print of each finger must be taken in the space allotted for that finger and the impression should not project beyond that space. The impression of the upper phalanx of the finger only should appear.

(iv) All names, whether of persons or places, should be written very legibly, all entries should be as concise as possible and convictions entered in chronological order.

(9) If a finger is missing or is so deformed that it is impossible to obtain an impression, the fact will be noted in ink in the space allotted for that finger by the words "missing" or "deformed." In the case of double fingers, the prints of both fingers should be taken, if possible,—the print of the more prominent of the two invariably. Deformities, cuts, scars and disease marks interfering with the legibility of the impressions should be fully described, and it should be stated if they are temporary or permanent. Subjects suffering from open cuts or scars in any of the upper phalanges of the fingers should not (if this can be arranged) have the prints of such fingers taken until the cuts or scars have healed.

Deformities.

(10) Finger prints of lepers are not to be taken on any account. Persons suffering from contagious and infectious diseases should not have their finger prints taken until completely recovered.

Persons
whose finger
prints should
not be taken.

(11) Finger prints are on no account to be taken by an officer who has not been passed as proficient.

Finger
prints: by
whom to be
taken.

Duties of the District Police.

Action before conviction.

Submission to Bureau of province of arrest.

Submission to Central Finger Print Bureau.

Submission to Bureau of Home province.

Finger Print Slip to be submitted with Search Slip.

Method of proving previous convictions in traced cases.

Proof of last conviction will generally suffice.

Method of proving identity of accused.

420. (1) The finger prints of all unidentified persons, who are arrested as suspects or are under trial on a criminal charge, will be taken and submitted for search. For this purpose every person in custody, whose residence and antecedents have not been fully ascertained during police investigation, will be considered to be "unidentified".

(2) The Finger Print Slips of the above persons will be sent to the Finger Print Bureau of the province of arrest for search.

(3) The Finger Print Slips of the following persons will also be sent to the Central Finger Print Bureau for search:—

(i) All persons whose operations are known to extend beyond the limits of the province of arrest. These will include members of criminal tribes and wanderers.

(ii) All persons, who are not residents of the province of arrest, or who, though themselves residents, are not natives of that province and are thus likely to have relations with criminals in other provinces.

(iii) All persons charged with—

(a) theft of arms or ammunition;

(b) serious offences against the coinage, in circumstances which render it likely that they are professional coiners;

(c) counterfeiting currency notes, bank notes or Government promissory notes or offences connected therewith;

(d) poisoning of a professional type.

(iv) All persons, with whatever offences charged, who are known or believed to be connected with organised gangs in other provinces.

(4) In addition to the above, when an unidentified person is, or is reasonably suspected to be, a resident of another province, a copy of his Finger Print Slip will also be sent to the Finger Print Bureau of that province for search.

(5) The Finger Print Slip of an under-trial prisoner should be despatched for search with a Search Slip (Form 75) attached. The names of the Bureaux to which copies of the Finger Print Slip have been sent for search should be noted on each slip.

(6) If, on the return of the Search Slip from the Finger Print Bureau, it is found that previous convictions have been traced against the accused, steps will be taken to prove those previous convictions, when necessary, under section 511, Criminal Procedure Code, which requires—

(i) that a certified copy of the previous conviction should be filed, and

(ii) that the identity of the accused should be proved.

(7) In the case of a person who has been previously convicted more than once, it will generally suffice to prove the last convictions only, provided that the former convictions were proved in that case and are mentioned in the judgment.

(8) The identity of the accused should ordinarily be proved by the evidence of a police officer, who is cognizant of the previous conviction, or by a jail officer, who can recognise the accused as the prisoner who underwent

the previous sentence of imprisonment, but, if such witnesses to identity cannot be obtained, identity may be proved, under sections 45 and 73 of the Indian Evidence Act (I of 1872) as amended by Act V of 1899, by means of expert evidence for which purpose the record slip must be obtained from the Bureau by which the accused was traced and the services of an "expert" requisitioned from the Provincial Bureau.

421. The finger prints of the following persons, juvenile or adult, male or female, will be taken for permanent record:—

Action after conviction.

(1) Persons convicted, or re-convicted, of offences punishable on a subsequent conviction under section 75 of the Indian Penal Code, provided that they are likely to commit crime outside the limits of the police station within which they reside.

Persons whose finger prints are to be taken for record.

(2) Persons convicted under the bad livelihood sections of the Criminal Procedure Code, subject to same proviso as above.

(3) Persons convicted of impersonating a public servant, sections 170 and 171, poisoning, section 328, kidnapping, etc., sections 363 and 373, cheating, sections 417 to 420, counterfeiting currency notes, sections 489-A to 489-D of the Indian Penal Code.

(4) Persons convicted of theft of arms and ammunition or under the Arms Act, who are believed to be illicit dealers in arms.

(5) All persons, not specially provided for above, regarding whom it is considered desirable that there should be a permanent record.

These include—

(i) Members of registered gangs.

(ii) All persons reasonably suspected to be professional itinerant criminals even though not convicted. (*N.B.*—The Finger Print Slips should contain full details of the circumstances under which the suspect has come into the hands of the Police.)

(iii) Persons ordered to be deported from British India under Act III of 1864.

(iv) Persons arrested in connection with political offences whether convicted or not.

Note.—Two copies of the Finger Print Slips of those enumerated in (ii), (iii) and (iv) must always be taken.

422. When persons mentioned in the preceding order are convicted, the station-house officer will at once forward to the Superintendent through the Circle Inspector a Conviction Memo. in Form 73 noting thereon whether the person is likely to commit crimes outside the limits of the station in which he resides (giving his reasons if in the affirmative) and the Superintendent will pass orders on the memo. whether the prisoner's finger prints are to be taken or not and forward the memo. to the head-quarter Finger Print officer for disposal.

Conviction Memos.

423. The head-quarter Finger Print officer who must always be a "Proficient", will, on receipt of a Conviction Memo., at once number it and enter it in the Finger Print Register (Form O.M. 137) and, if the prisoner is in the local jail, will proceed there and take his finger prints on a Finger Print Slip (Form 74). Each Finger Print Slip will have noted on it the name of the district and the number of the Conviction Memo., corresponding to it. After the orders of the Superintendent have been carried out the Finger Print officer will return the Conviction Memo. to the station-house officer for file with the jail number of the convict and the date on which the finger prints were taken noted thereon.

Duty of head-quarter Finger Print officer.

Persons passing quickly out of custody.

424. In the case of those enumerated in Office Manual Order No. 420 who, owing to having been sentenced to whipping, fine, short imprisonment in a sub-jail only or, owing to their not having been convicted, are about to pass rapidly out of custody, the station-house officer will take their finger prints on Slips in Form 74 and forward them with the usual Conviction Memo. to the Superintendent for orders. The Superintendent will pass orders on the Conviction Memo. and will forward it to the Finger Print officer for disposal. If the Superintendent decides that it is unnecessary to send the Finger Print Slips for record the slips will be destroyed. In all cases the Conviction Memo. with the Superintendent's orders thereon will be returned to the station-house officer for file.

Transfer to another jail.

425. If a convict is transferred from the District jail to another jail before his finger prints are taken, the Finger Print officer will forward the Conviction Memo. to the Superintendent of Police of the district to which the prisoner has been transferred and that Superintendent will arrange to have the convict's finger prints taken and the Finger Print Slip and Conviction Memo. returned to the district from which the memo. was forwarded.

Responsibility of "Proficient" taking finger prints.

426. The officer taking the prints is responsible, not only for the impressions, but also for the correctness of the convictions and other details entered on the reverse of the slip: his signature to the slip will be held to show that he has verified the sentence, previous convictions and personal details of the convict from the judicial and jail records.

Entry in Jail Admission Register.

427. As soon as an officer has taken the finger prints of a convict in a jail the necessary entry should be made in the column provided for the purpose in the Jail Admission Register.

Slips of convicts remaining unidentified to be distinguished.

428. In the case of convicts, who remain unidentified, the word "unidentified" will be written in red ink on the top of the reverse side of the Finger Print Slip before it is sent to the Finger Print Bureau. In the case of reconvicted persons whose finger prints are known or believed to be already on record, the slip will be endorsed in a similar manner with the word "Reconvicted" in order that they may attract special notice in the Finger Print Bureau and thus provide against two slips of the same person being kept on record.

Number of copies of slips required for record.

429. The number of Finger Print Slips required for record is as follows:—

(1) Of ordinary convicts convicted in their Home province, one copy will be taken for record in the Bureau of the province of conviction.

(2) of all convicts—

(i) who are wanderers, unidentified or whose operations are known to extend beyond the limits of their Home province, or

(ii) who, though themselves residents of the province of conviction, are really foreigners and are thus likely to have relations with criminals of other provinces, or

(iii) who are members of criminal tribes or are known or believed to be connected with or

(iv) who have been convicted in item (iv) of clause (2) of or under the Arms, Explosives and Dangerous Substances Act of 1916.

Slit.
stances which render it
in arms, opium or cocaine

[XX, 31-3-1916.]

- (v) who have been convicted under section 328, Indian Penal Code, if the offence was of a professional type, or under sections 231 to 253, Indian Penal Code, and sections 489-A to 489-D;

two copies will be taken, one for record in the Bureau of the province of conviction and one in the Central Finger Print Bureau, Simla.

(3) Of all convicts who are not natives of the province where convicted three copies will be taken, one for record in the Bureau of the province of conviction, one in the Bureau of the Home province and one in the Central Finger Print Bureau, Simla.

430. All Finger Print Slips thus taken will, on the expiry of the appeal time or disposal of the appeal, be forwarded by the Superintendent of Police to the Madras Bureau. Disposal of slips by district office.

431. On the arrival in the district of a Tester the Finger Print Register will be handed over to him and he will proceed to the jail and take duplicate Finger Print Slips of all prisoners already finger printed. He will note the fact in the appropriate column of the Finger Print Register and cause the same to be noted in the appropriate column of the Jail Admission Register. He will take the finger prints of all prisoners available whose Finger Print Slips have not already been duplicated. In the case of those belonging to the district, he will carefully enter in the Finger Print Slips the number of the convict in the local Finger Print Register and will hand over the duplicate slips to the Superintendent for transmission to the Bureau. In the case of those transferred from other districts, he will forward the duplicates to the Superintendent concerned for having the necessary numbers entered and the slips transmitted to the Bureau. Testing.

The Superintendent, on receipt of duplicate Finger Print Slips, will, if the originals have not been forwarded to the Bureau, forward them both together. If the originals have already been forwarded he will forward the duplicates forthwith.

432. When a prisoner escapes from police or jail custody and his finger prints have been taken previous to his escape, the Finger Print Slip, whether it would otherwise be forwarded to the Bureau or not under the rules, should be forwarded to the Bureau at once with an explanation of the circumstances so that it may be placed in the record, arranged for search. Escapes to be immediately reported to the Bureau.

When the slip has already been forwarded it will be necessary to inform the Bureau of the escape in order that the slip may be suitably marked in accordance with Office Manual Order No. 436.

433. If any person, whose Finger Print Slip has been sent for record, is subsequently declared a proclaimed offender, or escapes from jail or police custody or absconds after committing some offence, the station-house officer will send immediately information to the Superintendent of Police for transmission to the Provincial Finger Print Bureau. Action on finger-printed ex-convict absconding.

434. If a convict, whose finger prints have been taken, dies in jail, the Superintendent of Police, if the deceased was convicted in his district, will forward a death report in Form 77 to the Provincial Bureau. Should such convict die in jail after transfer, the Superintendent of Police of the district in which the jail is situated, will forward the death report to the Superintendent of Police of the district in which the deceased was convicted, who will forward the same to the Provincial Bureau. Should such convict die after release from jail, the station-house officer will forward the death report to the Madras Bureau through the Superintendent. Reports of deaths.

The Bureau.
Classification.

435. (1) All classification and arrangement of Slips will be done in accordance with the instructions contained in Henry's Finger Print Manual.

Punctual
disposal of
Slips.
Search.

(2) All Slips received for search should be returned within 24 hours of receipt if possible.

Distribution
of slips by
Bureau of
province of
conviction.

(3) All copies of Slips taken for record are submitted to the Bureau of the province in which the conviction is obtained, and that Bureau will forward the copies intended for the Central and the Home Bureaux, noting on each copy the names of the other Bureaux in which the slip is on record.

Slips received
for record to
be carefully
scrutinised.

(4) Every Slip received for record will be carefully scrutinised before being classified, tested and recorded and, if found deficient in any respect, will be returned with an objection slip (Form O.M. 138) attached for the submission of an amended or fresh Slip.

Action
regarding
absconders.

436. On receipt of a report that a person, whose finger prints are on record has been declared a proclaimed offender, or has escaped from jail or from police custody or has absconded after committing some offence, a red slip will be attached to the Slip, so that immediate information may be given to the Police, by whom the absconder is wanted, in the event of such absconder's finger prints being subsequently received for search. In such cases a copy of the red slip together with the absconder's classification number will be sent by the Bureau receiving the report to the other Bureaux in which the absconder's finger prints are on record.

Removal of
slips on
receipt of
death reports.

437. The Slips of persons reported to have died in jail will be removed from the record and destroyed at once. In all other cases of reported death the date of the death report will be marked in red ink across the slip which will remain in the record for another two years when it will be removed and destroyed.

Periodical
elimination
of slips.

438. In addition to the above removals, all slips should come under examination periodically, to see if they can safely be removed after such reference to the local police officer as may be deemed necessary.

The following are the rules for elimination :—

(1) In the absence of any special reasons to the contrary :—

- (i) The Slips of identified persons, not being members of a criminal tribe or wanderers, and not having more than two convictions, with the heaviest sentence not exceeding six months, shall be removed five years after the expiry of the latest sentence.
- (ii) The Slips of all persons, not dealt with under clause (i), who are not members of a criminal tribe and who are not professional poisoners, note-forgers, coiners or arms smugglers, shall be removed ten years after the expiry of the last sentence.
- (iii) The Slips of all persons shall be removed on their attaining 80 years of age.

Decision for
removal to
rest with
Bureau of
Home
province,

(2) In the case of a Slip that is on record in more than one Bureau, the decision as to its removal under clauses (i) and (ii) will rest with the Bureau of the province in which the person's home is situated. Intimation of such

including the
Paravathipur
Reserve of
Vijayapatnam
187
Nilgiris
on the Nilgiris
line

99

17A	Do.	+	...	1	Quinquennial	...	To head constables and constables in the Agency tracts, whether tank or reserve, and Yercaud Station of Salem district.
18	Coats (Iverness pattern) and covers for helmets, waterproof, hurricane canvas, khaki.		...	1 set.	Triennial	...	To Sergeants of North Malabar, South Malabar and South Canara districts and of Railway Police at Madras Central Station, Basin Bridge and Egmore Stations.
18A	Coats, waterproof, hurricane canvas, khaki.		...	1	Do.	...	To Sergeants of Madras City.
19	Coats, waterproof, Paramuttia-black		...	1	Quadrennial	...	To Sergeants of Nilgiris and of Railway Police on the Nilgiris line.
20	Coats (warm overcoat or great coat)		...	1	Do.	...	do.
21	Covers, waterproof, black, for luggage-cap		...	1	Biennial	...	do.
22	Crowns, silver, No. I, large		...	2	Do.	...	To all first grade head constables and Sergeants.
22A	Do.		...	1	Do.	...	To all second and third grade head constables.
22B	Do.		...	1	Do.	...	To head constables of all grades.
22C	Do. Nos. I and II		...	1 set.	Annual	...	To Drill Instructors and Sergeants of Training Schools.
23	Crowns, white metal		...	2	When required	...	To Sergeants of all districts.
23A	Do.		...	1	Do.	...	To head constables of Madras City for use with shumlas.
24	Cumblers		...	1	Triennial	...	To head constables and constables in Agency tracts and to Cordite Factory guard.
24A	Do.		...	1	Quadrennial	...	To head constables and constables with the exception of those referred to in serial Nos. 5, 5A and 24.
25	Gaiters, black		...	1 pair.	Triennial	...	To Sergeants of Madras City.
26	Haversacks		...	1	Annual	...	To the travelling staff of Railway Police on the Nilgiri line.
26A	Do.		...	1	Triennial	...	To head constables and constables in armed reserves and in the Agency tracts and to the travelling staff of Railway Police with the exception of those referred to in serial No. 26.
27	Helmets		...	1	Biennial	...	To East Indian head constables and constables and Sergeants of Nilgiris and of Railway Police on the Nilgiri line and to Sergeants of Madras City.
27A	Do.		...	1	Triennial	...	To East Indian head constables and constables and Sergeants other than those referred to in serial No. 27.

* NOTE. - (1) Chevrons, silver, on green background and chevrons, cloth, green, will be issued to men in armed reserves, special forces and in the Agency tracts.

(2) Chevrons, silver on blue-black ground and chevrons, cloth, red, will be issued to men other than those referred to in note (1).

† NOTE. - The much of the District Police office, the Nilgiris, will be supplied with a coat quinquennially and the elephant establishments, biennially.

‡ NOTE. - The men in the elephant establishments will be supplied with one uniform each annually.

\$ NOTE. - East Indian head constables and constables and Sergeants wearing khaki uniform will be supplied with khaki helmets and the others with white ones.

ALLOCATION LIST OF CLOTHS—cont.

Serial No.	Articles.	Number.	Period of supply.	To whom supplied.	Remarks.
<i>Supply to Sergeants, Head Constables and Constables—cont.</i>					
28	Jerseys, woollen	1	Biennial	(a) To head constables and constables of— (1) Tandignadi station of Madurai District; (2) Gadalur Circle and Cordite Factory guard of Nilgiri district. (3) Wynad Circle of North Malabar district; and (6) To Sergeants of Cordite Factory guard. To (1) head constables and constables in the districts of Ganjam, Vizagapatam, Jeypore, Godavari, North Malabar (except Wynad), South Malabar and South Canara. (2) head constables and constables in the stations of Kollergal, Ramapuram, Pollachi, Kanniahkudayur, Anaimalai, Kottur, Satyamangalam and Talavadi of Coimbatore district.	
8A	Do.	1	Triennial	(a) To head constables and constables of— (1) Kistna, Gunatur, Nellore, Kurnool, Bellary, Anantapur, Cuddapah districts and Railway Police with the exception of those on the Nilgiri line; and Orderlies in the offices of the Inspector-General and Deputy Inspector-General for Railways and Criminal Investigation Department. (2) Kuppam and Kristnapuram Stations of North Arcot district; (3) Reserve and circles of Chittoor district with the exception of Chittoor, Pottur and Tirupati; (4) Hosur Circle and Royakot Station of Krishnagiri Circle of Salem district. * (b) To the Sergeants in the districts of Kurnool, Bellary, Anantapur, and Cuddapah and in the Railway Police with the exception of those on the Nilgiri line. To recruits in Training Schools. To all head constables with the exception of those mentioned in 30 A, 31 and 31 A below.	
28B	Do.	1	Quadrennial	(a) To head constables and constables of— (1) Kistna, Gunatur, Nellore, Kurnool, Bellary, Anantapur, Cuddapah districts and Railway Police with the exception of those on the Nilgiri line; and Orderlies in the offices of the Inspector-General and Deputy Inspector-General for Railways and Criminal Investigation Department. (2) Kuppam and Kristnapuram Stations of North Arcot district; (3) Reserve and circles of Chittoor district with the exception of Chittoor, Pottur and Tirupati; (4) Hosur Circle and Royakot Station of Krishnagiri Circle of Salem district. * (b) To the Sergeants in the districts of Kurnool, Bellary, Anantapur, and Cuddapah and in the Railway Police with the exception of those on the Nilgiri line. To recruits in Training Schools. To all head constables with the exception of those mentioned in 30 A, 31 and 31 A below.	
29	Jerseys (banians), cotton, khaki	1	Annual		
30	Lace, silver, red	24	Do.		
30		yards.			

Podanur and Coimbatore Town

- (2) The incumbents of appointments not made and gazetted by Government the monthly salary of which is Rs. 50 but under Rs. 200; and Members of Union Panchayats.

Muhammadans.
.....Sahib-
Indian Christians who bear European names
Mr

Others.
M.R.Ry.....

Notes.—Indian gentlemen holding the office of a Justice of the Peace or of a Judge, so styled, are entitled to be addressed as "Esquire" agreeably to the English usage.

In the case of Indian Members of the Legislative Council, the title "Mr." should invariably be prefixed before their names, unless they have any other titles such as "Raja", "Sir", "Diwan Bahadur", or "Dr.", thus—

"The Hon'ble Mr."
"The Hon'ble Raja"

445. Under the Standing Orders of the Board of Revenue the correct form of communication from a Tahsildar or Sub-Magistrate to a superior *Pageer* is by ordinary letter, beginning "I have the honour" and from *44 police officer to such an official by an Official Memorandum.

Form of correspondence with Tahsildars and Sub-Magistrates. Communication with the British Legation in China.

corresp Communications intended for the British embassy in China should the Chief Office for transmission through Government.

447. (1) Superintendents and sub-divisional police officers, when at head-quarters, shall open all letters addressed to them, whether by name or not.

Opening tappal.

(2) During their absence the Manager or sub-division office head clerk will open covers not addressed by name.

(3) The same course will be followed in the case of telegrams, those not addressed by name being opened, and the others re-addressed from the telegraph office or sent to the officer's camp by express messenger.

448. Unpaid letters, superscribed as on public service, but not signed by a person authorised to frank, must be accepted.

Unpaid letter.

449. Petitions received from persons outside the department should not be returned in original, but an order should be communicated to the sender.

Orders on petitions.

450. Printed forms of returns should not be used when the return is a *nil* one. A half-sheet of paper can be used.

Nil returns.

451. Telegrams regarding leave and arrangements for journeys, when travelling allowance is drawn, and other private affairs should not be charged Government. If a telegraphic reply to a leave application is desired, it could be prepaid.

Payment for telegrams.

452. All corrections and alterations in police records should be made by drawing a line through the original entry, so as not to obliterate it, and writing the required alteration above and initialling it.

Corrections.

453. A copy of any circular or other general communication, explanatory, or in complement, of any Police Order, should be sent to the Inspector-General by a Deputy Inspector-General or through the Deputy Inspector-General by a Superintendent or sub-divisional police officer.

Copy of circulars to be sent to Inspector-General.

454. No document or official paper of any kind, or any copy of such paper, belonging to or in the custody of the Police, shall be furnished to any private individual or other person, not authorised by law to require it, except under orders of a competent Court or competent authority.

Grant of documents or copies.

Current
system.

455. Correspondence will be conducted and papers disposed of and filed according to the Current and Disposal System.

Current
register.

456. (1) The Current Register is in Form O.M. 121. In it are entered in sequence all papers, of the nature of correspondence, received from outside or arising in the office. Each paper, so registered, is called a current.

(2) Communications which leave the office, arising out of a current, are called "references" on that current and bear its number. They are entered in column 6 of the register.

(3) Replies to references may be given fresh current numbers, or entered in column 7, according to the importance of the subject. Replies to references given fresh current numbers will be added to the file forming the original current, from which they arose.

(4) Reminders sent out will be noted in column 6. Reminders received may be given fresh numbers or entered in column 7, as desired.

File.

457. A file is made up of all papers arising out of a current, placed in their chronological order to read like a book. Office notes will be included in files, but previous papers put up for reference will be kept separate.

Disposal.

458. (1) Papers are disposed of either by being passed into the office records or by a final communication going out of the office.

(2) In the first case a paper will be "lodged" or "filed", which are equivalent terms, or "recorded".

(3) Lodged papers are not entered in the Disposal List (Form O.M. 139) but recorded papers are so entered.

(4) In disposing of papers by a final communication leaving the office, that communication will be entered in the Disposal List, and bear its serial number, if the current file is to be recorded; while it will be entered in the Current Register alone and bear the number of the current, if the current file is to be lodged. All General Current files will, after their disposal, be put up for the order of the head of the office as to their being recorded or lodged.

Disposal
List.

459. One Disposal List in Form O.M. 139 will be kept in an office. Only recorded papers and papers disposed of by a communication bearing a Disposal List number will be entered in it. Disposals on leave and punishment roll currents will not be entered in the Disposal List. Such papers will be filed separately in their serial order.

Marking
disposed of
files.

460. Files, after disposal, will be marked on the docket with a square, made with a rubber stamp. In the case of recorded papers the Disposal List number will be entered in the square; in the case of lodged papers the square will be left blank.

Index.

461. Papers of general and permanent interest and important papers required for reference will be indexed in Form O.M. 140. The Manager will decide what papers should be indexed. A volume of the Index Register should cover five years.

Filing
papers.

462. Recorded and lodged papers will be filed separately, the first in the serial order of the Disposal List and the second in that of the Current Register. The record-keeper will initial the Disposal List in receipt for the papers.

Destruction
of Records.

463. The period of retention of papers is given at page 120. At the beginning of January the record-keeper will prepare a list of all records, which may be destroyed, for the sanction of the head of the office. The

files of recorded papers should be examined periodically by the Manager and the Superintendent's orders taken as to the elimination of files no longer required. The word "Destroyed" will be stamped with a rubber stamp in the Current Register, Disposal List and Index Register against destroyed papers.

464. Case Diary files will be marked with a stamp "R" (retain) or "D" (destroy), according to whether the crimes are classed as grave or not. For the purpose of retention of records the following cases constitute grave crimes :—

Marking
Case Diary
files, Retained
or Destroyed.

(1) murder, (2) attempt at murder, (3) kidnapping or abduction, (4) selling, letting or unlawfully obtaining a minor for prostitution, (5) dacoity, (6) robbery, (7) lurking house-trespass or house-breaking, or house-trespass with a view to commit an offence or having made preparation for hurt, (8) belonging to gangs of thugs, dacoits, robbers and thieves, (9) cattle theft, (10) theft of Rs. 500 and over, (11) offences relating to coin, stamps and Government notes, (12) culpable homicide, (13) charges of torture, (14) any *turbauement*, riot or affray of a specially grave nature, and (15) any other cases presenting specially important features.

465. Station and Circle records, which have to be retained in the district office will be sent in to head-quarters by Circle Inspectors at the beginning of the year.

Records from
Circles and
Stations.

At the close of each year, Inspectors will prepare and forward to the Head-quarter office for the Superintendent's sanction a list for each station of time-expired records which need not be retained as per the list on page 120 of this volume and other useless papers for destruction. They will be destroyed by the Inspectors themselves on receipt of the Superintendent's order.

Inspectors are responsible for the destruction in the Circle of the copies of Case Diary files and First Information Reports retained in their offices and in stations. These files will be retained for three calendar years after the year in which the case is *disposed of*. Attention is drawn to the fact that Case Diary files of cases not fully disposed of, *e.g.*, in which an accused person remains to be arrested, must be retained. Circle and station records will be included in the annual list of records for destruction, to be put up by the record-keeper.

466. Records ordered to be destroyed will be torn to pieces in such a way as to prevent any use being made of their contents and treated as waste paper. Waste paper will be sold periodically and the sale-proceeds, in the mufassal, credited to Government under the head "~~XIX~~ Police". In Madras waste paper is sold under arrangements made by the Superintendent of Stationery and credited to ~~XXXX~~ Stationery and Printing."

Manner of
destruction.

XIX

XXXX

467. The registered telegraphic address of a station-house officer is "Police Station."

Station-
house
officer's
telegraphic
address.

STATEMENT SHOWING THE LOCAL AND OTHER ALLOWANCES ADMISSIBLE
TO INSPECTORS IN THE MADRAS PRESIDENCY.

Districts.	Inspector's circles.	Nature of Allowance.	Number of Allowances.	Rate of Allowance.
				RS. A. P.
Ganjām	Serango	Local	1	15 0 0
	Mohana	Do.	1	15 0 0
	Udayagiri	Do.	1	15 0 0
	Balliguda	Do.	1	15 0 0
	Do. Reserve	Do.	1	15 0 0
Vizagapatam	Párvatipuram	Do.	1	30 0 0
	Do. Reserve.	Do.	1	30 0 0
	Gudem Reserve	Do.	1	30 0 0
	Guntur	Do.	1	30 0 0
	Gudari	Do.	1	30 0 0
	Bissemcuttack	Do.	1	30 0 0
	Rayaghada	Do.	1	30 0 0
	Reserve	Do.	1	30 0 0
Jeypore	Padwa	Do.	1	30 0 0
	Jeypore	Do.	1	30 0 0
	Nowrangapur	Do.	1	30 0 0
	Venkatapalem	Do.	1	30 0 0
	Koraput	Do.	1	30 0 0
Góddavari	Malkangiri	Do.	1	30 0 0
	Chodavaramu	Do.	1	15 0 0
	Bhadráchalani	Do.	1	15 0 0
Coimbatore	Polavaram	Do.	1	15 0 0
	Nugur	Do.	1	15 0 0
	Satyamangalam	Do.	1	25 0 0
The Nilgiris	Kollegal	Do.	1	25 0 0
	Ootacamund	Do.	1	50 0 0
Malabar	Gudalur	Do.	1	50 0 0
Criminal Investigation Department.	Manantoddy	Do.	1	50 0 0
North Arcot		Do.	9	50 0 0
Tanjore	Vellore town	Hackney carriage.	1	5 0 0
	Tanjore	Do.	1	5 0 0
Trichinopoly	Negapatam	Do.	1	5 0 0
Madura	Trichinopoly	Do.	1	15 0 0
Salem	Madura	Do.	1	15 0 0
Coimbatore	Salem	Do.	1	10 0 0
South Canara	Coimbatore	Do.	1	10 0 0
	Mangalore	Do.	1	10 0 0

ALLOCATION LIST OF CLOTHING (Office Manual Order No. 260).

Serial No.	Articles.	Number.	Period of Supply.	To whom supplied.	Remarks.
<i>Supply to Native Head Constables and Constables.</i>					
1	Badges, good conduct, cloth	1	Annual. When ever entitled.	To men entitled to them.	
2	Badges, good conduct, silver, and badges, silver and cloth combined.	1	Biennial. When ever entitled.	To men entitled to them.	
3	Badges, beat, red silk	1	Biennial. When ever entitled.	To each constable of the Town Police and to the travelling staff of the Railway Police, Madras and Trichinopoly.	
4	Blankets	1	Biennial	To the mudi of the district police office, the Nilgiris.	
		1	Triennial	To the whole force of the Nilgiri district including Wynaad ; Wynaad of North Malabar and Lower Palnis of Madura.	
		1	Quadrennial	To men in the Upper Palnis of Madura, Shevaroy Hills of Salem and to each of the clerks employed in the district police office, Jeypore, and in the Sub-Division Offices of Balliguda and Bhadrachalam.	
		1	Quadrennial	To the whole force of Madras City.	
		2	Annual	To the whole force of the Nilgiri district, including Naduvattam and excepting Wynaad, Upper Palnis of Madura, Railway Police on the Nilgiri line and Cordite Factory Guard of the Nilgiris.	
5	Blue woollen	1	Do. Biennial	<i>Note.</i> —The Cordite Factory Guard is supplied with knickerbocker suits.	
		1		To men in the Shevaroy Hills of Salem.	
		1		To men in the Hosur and Denkanikota Divisions of Salem district.	

ALLOCATION LIST OF CLOTHING (Office Manual Order No. 260)—*cont.*

Serial No.	Articles.	Number.	Period of Supply.	To whom supplied.	Remarks.
<i>Supply to Native Head Constables and Constables—cont.</i>					
6	Blue serge suits	1	Annual	...	To men in Lower Palnis of Madure ; Shevaroy Hills of Salem, Nilgiri-Wynad (except Naduvattam) and Masingudi Station of the Nilgiris, Wynad of North Malabar.
		1 pair.	Annual	...	To the town men of South Malabar (excepting Calicut) and of South Canara ; all reserve men excepting Calicut, Malappuram and Mangalore ; Railway Police, Madras and Trichinopoly ; orderlies of the office of the Deputy Inspector-General, Criminal Investigation Department ; Matikarai, Shevaroy Hills ; town men of Tirupattur, Vandavasi and Sether of Salem districts , hill Police in the districts of Ganjam, Vizagapatam, Jeypore and Godavari.
7	Boots	1 pair.	Biennial	...	To the orderlies of the office of the Inspector-General.
		2 pairs.	Annual	...	To men in Upper and Lower Palnis of Madure ; whole force of the Nilgiris ; Wynad and town men of North Malabar ; Calicut Reserve, Calicut town, Malappuram Special Force of South Malabar ; reserve men of South Canara and Drill Instructors and Englers of Training Schools.
8	Braid, white, cotton	2 yds.	Annual	...	<i>Note.</i> —Cawnpore boots are issued to men in the Nilgiris, North Malabar, South Malabar and South Canara districts and to Drill Instructors and Englers of Training Schools.
		1 to each button.	Biennial	...	To first-grade head constables of all districts to whom white drill suits are issued.
9	Brass rings for coats	1 to each button.	Biennial	...	To the coats of head constables, constables and sergeants, etc.

	No. II.	...	...	...	When required ...	To all head constables and constables of the force for the use of coats.
10 Buttons, metal	white	...	...	...	...	To all head constables and constables of the force for the use of coats.
	small	...	...	1	Do.	To all head constables and constables of the force for the use of pocket flaps.
	single	...	...	1	Biennial	To all constables getting third increment of pay.
11 Chevrons, silver	double	...	...	1	Do.	To all third-grade head constables of the force.
	treble	...	...	1	Do.	To all second-grade head constables of the force.
	single	...	...	1	Annual	To all constables getting first increment of pay excepting those in Reserves (ordinary as well as special) and in the Agency tracts of Ganjam, Vizagapatam, Jeypore and Gódvári.
12 Chevrons, red cloth	double	...	...	1	Do.	To all constables getting second increment of pay except those in Reserves (ordinary as well as special) and in the Agency tracts of Ganjam, Vizagapatam, Jeypore and Gódvári.
Do. green cloth	single	...	...	1	Do.	To all constables getting first increment of pay in Reserves (ordinary as well as special) and in the Agency tracts of Ganjam, Vizagapatam, Jeypore and Gódvári.
	double	...	...	1	Do.	To all constables getting second increment of pay in Reserves (ordinary as well as special) and in the Agency tracts of Ganjam, Vizagapatam, Jeypore and Gódvári.
13 Crowns, silver, No. I	...	...	...	2	Biennial	To all first-grade head constables.
Do. No. II	...	...	...	1	Do.	To all second and third-grade head constables.
	...	...	...	1	Do.	To head constables of all grades.
	...	...	...	1	Do.	Note.—Drill Instructors and Buglers of Training Schools are supplied with one set annually.
14 Cumbies	...	...	...	1	Triennial	To men in the Agency tracts of Ganjam, Vizagapatam and Gódvári and the whole force of Jeypore.
	...	...	...	1	Quadrennial	To all men of the force with the exception of those serving in the Agency tracts of Ganjam, Vizagapatam and Gódvári and whole force of Jeypore, Upper and Lower Palnis of Madura, Shevaroy Hills of Salem, The Nilgiris and Wynad of North Malabar.
	...	...	...	1	Annual	To the elephant establishments.

ALLOCATION LIST OF CLOTHING (Office Manual Order No. 260)—cont.

Serial No.	Articles.	Number.	Period of Supply.	To whom supplied.	Remarks.
<i>Supply to Native Head Constables and Constables—cont.</i>					
15	Drill suits (coats and trousers) white.	2	Annual	...	To the Police (other than Reserves and hill Police) of all districts with the exception of Town Police and Wynaad of North Malabar, Town Police of South Malabar and South Canara, Upper and Lower Palnis of Madura, whole force of the Nilgiris and Shevaroy Hills of Salem.
	Drill suits (coats and knickers) white..	3	Do.	...	To the whole force of Madras City.
		2	Do.	...	To the men of Lower Palnis of Madura, South-East Wynaad (except Naduvattam) and Masingudi Station of The Nilgiris, Wynaad of North Malabar, Town Police of North Malabar, South Malabar and South Canara.
16	Drill suits (coats and knickers) khaki.	2	Do.	...	To all Reserves (ordinary as well as special), and to men in the Agency tracts of Ganjam, Vizagapatam and Gódvári, whole force of Jeypore, Railway Police, Madras and Trichinopoly and orderlies of the office of the Deputy Inspector-General of Criminal Investigation Department.
17	Haversacks	3	Do.	...	To orderlies of the Inspector-General's office and to Drill Instructors and Buglers of Training schools.
		1	Do.	...	To the travelling staff of Railway Police on the Nilgiri line.
		1	Triennial	...	To all Reserves; hill Police in the districts of Ganjam, Vizagapatam and Gódvári; whole force of Jeypore and to the travelling staff of the Railway Police (excepting those on the Nilgiri line).
18	Infantry blue greycoats	1	Quadrennial	...	To the men in the Upper and Lower Palnis of Madura; whole force of The Nilgiris including Cordite Factory Guard, Wynaad of North Malabar and Railway Police on the Nilgiri line.
		1	Quinquennial	...	To all the men (Taluk or Reserve) in the Agency tracts of Ganjam, Vizagapatam, Jeypore and Gódvári, Shevaroy Hills of Salem and much of the District Police Office, The Nilgiris.
		1	Biennial	...	To the elephant establishments.

Reserve of clothing
distributed

ALLOCATION LIST OF CLOTHING.

107

To the elephant establishments.		1	Annual ...	...	To the men of Lower Palnis of Madura ; South-East Wynnad and Cordite Factory Guard of the Nilgiris and Wynnad of North Malabar.
		1	Biennial	...	To the whole force of Ganjam, Vizagapatam, Jeypore and Godavari ; Kollegal, Pollachi and Satyamangalam Divisions of Coimbatore ; North Malabar except Wynnad ; South Malabar and South Canara.
19	Jerseys	1	Triennial	...	To the whole force of Kistna, Guntur, Nellore, Kumool, Bellary, Anantapur, Cuddapah, upland taluks of North Arcot and Salem except Shevaroy Hills and Railway Police, except those on the Nilgiri line, and orderlies of the offices of the Deputy Inspector-General, Criminal Investigation Department and Inspector-General, and to each of the clerks employed in the district police office, Jeypore, and in the sub-division offices of Balliguda and Bhadrachalam.
20	Lace, silver, red	2 1/2 yards.	Annual	...	To head constables other than station-house officers of all districts except those of Reserves (ordinary and special) and hill Police in the districts of Ganjam, Vizagapatam, Jeypore and Godavari ; head constables of Railway Police, Madras and Trichinopoly, and of the offices of the Deputy Inspector-General, Criminal Investigation Department and Inspector-General.
21	Lace, silver, green	2 1/2 yards.	Annual	...	To head constables of Reserves (ordinary and special) and of hill Police in the districts of Ganjam, Vizagapatam, Jeypore and Godavari excepting station-house officers.
22	Putties, brown, woollen	4 1/2 yards 2 pairs 1 pair	Annual ... Do. ... Do.	...	To Drill Instructors of Training Schools. To Drill Instructors and Buglers of Training Schools. To Reserves (ordinary and special) of all districts ; hill Police in the districts of Ganjam, Vizagapatam, Jeypore and Godavari ; Lower Palnis of Madura ; South-East Wynnad (except Neduvattam), Masingudi Station and Cordite Factory guard of Nilgiris, Wynnad of North Malabar ; town men of North Malabar, South Malabar and South Canara ; Railway Police, Madras and Trichinopoly, and orderlies of the offices of the Deputy Inspector-General, Criminal Investigation Department and Inspector-General.

ALLOCATION LIST OF CLOTHING (Office Manual Order No. 260)—*cont.*

Serial No.	Articles.	Number.	Period of Supply.	To whom supplied.	Remarks.
<i>Supply to Native Head Constables and Constables—cont.</i>					
23	Sandals	2 pairs	Annual	...	To all head constables and constables except those in Reserves (ordinary and special), hill Police of Ganjam, Vizagapatam, Jeypore and Godavari, Nilgiris, Upper and Lower Palnis of Madura, Shevaroy Hills of Salem, Town Police of North and South Malabar and South Canara, Wynaad of North Malabar; Railway Police, Madras and Trichinopoly, and orderlies of the offices of the Deputy Inspector-General, Criminal Investigation Department and Inspector-General.
24	Sashes, red silk	1	Triennial	...	<i>Note.</i> —Chrysome sandals at one pair each are being issued to the men in the districts of Vizagapatam, Bellary, North Arcot, Tinnevely, South Malabar and South Canara experimentally, instead of 2 pairs of ordinary sandals. To head constables excepting those in Reserves (ordinary and special) and in hill tracts of Ganjam, Vizagapatam, Jeypore and Godavari districts; head constables, Railway Police, Madras and Trichinopoly and to those in the offices of the Deputy Inspector-General of Criminal Investigation Department and Inspector-General, excluding station-house officers. To Drill Instructors of Training Schools.
25	Sashes, green silk...	1	Annual	...	To head constables of Reserves (ordinary and special) and of hill Police in the districts of Ganjam, Vizagapatam, Jeypore and Godavari excepting station-house officers.
26	Turbans red with shumlas	3	Do.	...	To all men of the force excepting Reserves (ordinary and special) and hill Police in the districts of Ganjam, Vizagapatam, Jeypore and Godavari.
					To the travelling staff of Railway Police on the Nilgiri line.

27	Turbans, green and blue	1	Do. ...	...	To Reserves (ordinary and special), and hill Police of Ganjam, Vizagapatam, Jaypore and Gôdáviri districts.
		2	Do. ...	...	To Drill Instructors of Training Schools.
28	Waterproof capes and covers (American oil cloth).	1 set.	Biennial	...	To men in Upper and Lower Palnis of Madura; the whole force of the Nilgiris; Wynaad of North Malabar; town men of North Malabar, and South Malabar; Reserve and town men of South Canara and Railway Police on the Nilgiri line.
29	Water proof capes and covers (American oil cloth).	1 set.	Triennial	...	To men in the Shevaroy Hills of Salem district.
30	Do. khaki.	1 set.	Do. ...	...	To the Calicut Reserve and special force, Malappuram, of South Malabar district.

Supply to Sergeants, European and East Indian Head Constables and Constables.

31	Blue woollen suits ...	2	Annual ...	...	To the Sergeants of Nilgiri district and of the Railway Police on the Nilgiri line.
32	Blue serge suits ...	1	Do. ...	...	To the Sergeants of Nilgiri district and of the Railway Police on the Nilgiri line; Wynaad of North Malabar; European and East Indian head constables of South-East Wynaad of the Nilgiris and Wynaad of North Malabar.
33	Boots (Cawnpore) ...	2 pairs.	Do. ...	...	To all Sergeants including those of the City Police and European and East Indian head constables and constables in the Nilgiris. <i>Note.</i> —Black ankle boots are issued to the Sergeants of the Madras City Police, the Nilgiris and Railway Police on the Nilgiri line and brown boots to others.
34	Boots (jail made) ...	2	Do. ...	...	To the European and East Indian head constables and constables of all districts except the Nilgiris.

ALLOCATION LIST OF CLOTHING (Office Manual Order No. 260)—*cont.*

Serial No.	Articles.	Number.	Period of Supply.	To whom supplied.	Remarks.
<i>Supply to Sergeants, European and East Indian Head Constables and Constables—cont.</i>					
35	Boots, long ...	1 pair.	Triennial	To Sergeants of the Madras City Police.	
36	Breeches, khaki ...	3 pairs.	Annual	Do.	do.
37	Do. white ...	1 pair.	Quadrennial	Do.	do.
38	Buttons, white metal, No. I ...	5	Whenever required.	To Sergeants of Railway Police, Madras and Trichinopoly.	
39	Do. do. small ...	4	Do.	Do.	do.
40	Do. do. do. ...	9	Do.	To all Sergeants except Railway Police.	
41	Claps, forage ...	1	Annual	To Sergeants and European and East Indian head constables and constables of the Nilgiris and of Railway Police on the Nilgiri line.	
42	Do. do. ...	1	Biennial	To Sergeants, European and East Indian head constables and constables of all districts except those in the Nilgiris and Railway Police on the Nilgiri line.	
43	Crowns, silver, No. I ...	2	Do.	To Sergeants and European and East Indian head constables of all districts.	
44	Drill suits, white ...	4	Annual	To the Sergeants of the Railway Police, Madras and Trichinopoly, except those on the Nilgiri line.	

30A	Do.	do.	...	...	3½ yards.	Do.	...	To head constables of Madras City Police.
31	Do.	green	...	...	2½ yards.	Do.	...	To head constables in armed reserves and in the Agency tracts.
31A	Do.	do.	...	...	4½ yards.	Do.	...	To Drill Instructors of Training Schools.
32	Puggies for helmets †	...	...	...	1	Do.	...	To all Sergeants.
33	Patties, brown, woollen	...	...	...	2 pairs.	Do.	...	To Drill Instructors and Buglers of Training Schools.
33A	Do.	do.	...	...	1 pair.	Do.	...	(a) To head constables and constables of— (1) Armed reserves; (2) Agency tracts; (3) Tandigudi Station of Madura district; (4) Gudalur Circle and Cordite Factory guard of the Nilgiris; (5) Wynad Circle of North Malabar; (6) Towns of North Malabar, South Malabar and South Canara; (7) Railway Police; (8) To the orderlies in the offices of the Inspector-General and Deputy Inspector-General for Railways and Criminal Investigation Department; and (9) To all Sergeants except those in Madras City. To sowars and bicycle orderlies of Madras City. To head constables, constables and Sergeants.
34	Patties, blue, woollen	...	...	...	1 pair.	Annual	...	(b) To head constables and constables with the exception of those referred to in serial Nos. 6, 6 A and 6 B who are supplied with boots. To all head constables referred to in serial Nos. 30 and 30 A. To Drill Instructors of Training Schools. To head constables referred to in serial No. 31. To head constables of Madras City for use with shumlas. To head constables, constables and Sergeants of Nilgiris district including Cordite Factory guard and excluding Gudalur Circle, Railway Police on the Nilgiri line and of Kodakanal Station of Madura district.
35	Rings, brass, for buttons	...	...	...	1 to each button	Biennial	...	
36	Sandals	...	...	...	2 pairs	Annual	...	To head constables and constables with the exception of those referred to in serial Nos. 6, 6 A and 6 B who are supplied with boots.
37	Sashes, red silk	...	...	...	1	Triennial	...	To all head constables referred to in serial Nos. 30 and 30 A.
38	Sashes, green silk	...	...	...	1	Annual	...	To Drill Instructors of Training Schools.
38A	Do.	...	...	...	1	Triennial	...	To head constables referred to in serial No. 31.
39	Scrolla, white metal	...	...	...	1	When required	...	To head constables of Madras City for use with shumlas.
40	Suits, blue woollen †	...	...	...	2	Annual	...	To head constables, constables and Sergeants of Nilgiris district including Cordite Factory guard and excluding Gudalur Circle, Railway Police on the Nilgiri line and of Kodakanal Station of Madura district.

* Note.—The elephant establishments will be supplied with a jersey each annually and each of the clerks employed in the District Police offices of Mysore, and in the Sub-Division offices of Balliguda and Bhadrachalam with one quadrannially.

† Note.—Merino will be issued for white helmets and green turban cloth for khaki helmets.

‡ Note.—(1) The Cordite Factory guard will be supplied with knickerbocker suits.

(2) Blue woollen suits required for Ootacamund and Coonoor towns will be tacked up in Chief office. They will be stitched and fitted to the men in the district.

circles

ALLOCATION LIST OF CLOTHING—cont.

Serial No.	Articles.	Number.	Period of supply.	To whom supplied.	Remarks.
<i>Supply to Sergeants, Head Constables and Constables—cont.</i>					
40A	Suits, blue woollen ...	1	Annual ...	To head constables and constables of Yercaud Station of Salem district.	
40B	Do.	1	Biennial ...	To head constables and constables of Hosur Circle excluding Veppanapalli Station of Salem district.	
41	Suits, blue serge ...	1	Do. ...	To head constables and constables of— (1) Tandigudi Station of Madurai district; (2) Yercaud Station of Salem district; (3) Gudalur Circle of the Nilgiris; and (4) Wynad Circle of North Malabar and to the Sergeants of the Nilgiris and of Railway Police on the Nilgiri line.	
41A	Do.	1	Quadrennial ...	To beatmen and Sergeants of Madras City.	
42A	Suits, white drill ...	4	Annual ...	To Sergeants of Railway Police except those on the Nilgiri line.	
42B	Do.	3	Do. ...	To head constables, constables and sowars and Sergeants of Madras City.	
42B	Suits, white drill, with knickers ...	2	Do. ...	To head constables and constables of districts with the exception of those in— (1) Nilgiris (other than Gudalur Circle); (2) Kodakānal Station of Madurai district; (3) Yercaud Station of Salem district; and † (4) Those referred to in serial Nos. 43 and 43A.	
43	Suits, khaki drill, with knickers ...	3	Do. ...	To the offices in the offices of the Inspector-General and Deputy Inspector-General for Railways and Criminal Investigation Department and to Drill Instructors and Buglers of Training Schools and to all Sergeants with the exception of those referred to in serial Nos. 40, 41, 42 and 42A.	
43A	Do.	2	Do. ...	To head constables and constables in armed reserves, Agency tracts and Railway Police.	
44	Short drawers, khaki drill ...	1 pair.	Do. ...	To recruits in Training Schools.	

LIST OF RECORDS TO BE KEPT IN OFFICES.

No.	Name of Record, etc.	Reference to O.M.Os.	Remarks.
HEAD-QUARTER OFFICE.			
ACCOUNT DEPARTMENT.			
1	Cash Book	68	
2	Contingent Register	83	
3	Treasury Bills Book	75	
4	Treasury Credits Book	74	
5	Long Roll	18	
6	Note-book of Eligibility for Increment	55	
7	Register of Pay Bills	36	
8	Register of Travelling Allowance Bills	173	
9	Service Books	211	
10	Constabulary Register	218	
11	Leave Register	218	
12	Leave Current Register	223	
13	Defaulter Book	218	
14	Punishment Roll Current Register	229	
15	Punishment Order Slip	230	
16	Immovable Property Register	222	
17	Buildings Ledger	127	
18	Yearly Abstract of Works	126	
19	Five years Building Programme	98	
STORE DEPARTMENT.			
1	Receipt and Issue Book of Arms, Ammunition and Accoutrements.	308	
2	Receipt and Issue Book of New Clothing	308	
3	Do. of Part-worn Clothing	308	
4	Do. of Printed Forms—Books	308	
5	Do. of Printed Forms—Sheets	308	
6	Do. of Stationery	308	
7	Do. of Books of Instructions, Furniture and other Property.	308	
8	Do. of Packing Materials	308	
9	Register of Clothing of Casualties	339	
10	Distribution List of Government Property	310	
11	Copy of Annual Stock Return	286	
12	Repair of Arms Book	360	
13	Register of Condemned Articles	340	
14	Check Register of Indents from Circles	317	
15	Register of Sizes of Clothing	263	
16	Indent Book	259	
17	Enlistment Book	369	
18	Hospital Book	369	
STATISTICAL DEPARTMENT.			
1	Crime Ledger No. 1 Cognizable Crime—Magistrates	370	
2	Do. No. 2 do. Police	370	
3	Do. No. 3 Non-cognizable Crime	370	
4	Register of Suicides and Accidental Deaths	377	
GENERAL DEPARTMENT.			
1	General Current Register	392	
2	Petition Current Register	392	
3	Disposal List	459	

LIST OF RECORDS TO BE KEPT IN OFFICES—*cont.*

No.	Name of Record, etc.	Reference to O.M.Os.	Remarks.
HEAD-QUARTER OFFICE—<i>cont.</i>			
GENERAL DEPARTMENT—<i>cont.</i>			
4	Index Register	461	
5	Order Book	393	
6	Extract from Order Book	393	
7	Despatch Book	394	
8	Check Register of Inspector's Diaries	395	
9	Do. of General Diaries	395	
10	Do. of Returned Case Diaries	395	
11	Do. of Returns	395	
12	Complaint Register	401	
13	Register of Superintendent's Itineration	402	
14	Personal Ledger of Forms and Stationery	403	
15	Personal Ledger of Periodical Articles	404	
16	Register of Arrivals and Departures	405	
17	Remarks Book	406	
18	Placard of Arrival and Despatch of Mails	...	
INTELLIGENCE DEPARTMENT.			
1	Current Register	410	
2	Foreigner's Register	412	
3	Finger Print Slip Register	423	
4	Gang Intelligence Book	P.O. 486	
5	Gang Form (if any registered gang is present)	P.O. 487	
6	Criminal Investigation Department List of Notorious Criminals.	P.O. 686	
7	Advice Slip for Foreign Suspect	P.O. 477	
	A Memo. Form Book and Reminder Memo. Form Book will be kept in each department of the office.		
WITH THE SUPERINTENDENT'S READER.			
1	Account of Secret Service Expenditure	87	
2	Travelling Diary	12	
SUB-DIVISION OFFICE.			
1	Complaint Register	401	
2	General Current Register	392	
3	Petition Current Register	392	
4	Punishment Roll Current Register	229	
5	Disposal List	459	
6	Memo. Form Book	...	
7	Reminder Memo. Form Book	...	
8	Despatch Book	394	
9	Check Register of Inspector's Diaries	395	
10	Do. of General Diaries	395	
11	Do. of Returned Case Diaries	395	
12	Do. of Returns	395	
13	Cash Book	68	
14	Contingent Bill Book	88	
15	Defaulter Book	218	
16	Register of Itineration	402	
17	Personal Ledger of Forms and Stationery	403	
18	Do. of Periodical Articles	404	
19	Remarks Book	406	
20	Placard of Arrival and Despatch of Mails	...	

LIST OF PERIODICAL RETURNS.

Number.	Name of Return.	Date when due.				Reference to O.M.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	
FROM DEPUTY INSPECTOR-GENERAL TO CHIEF OFFICE.						
1	Return of Lands	15th Jan	...	...	...	P.O. 263
2	Return of Inspection	1st Feb.	...	...	...	388
3	Statement of Appeals	1st Feb.	...	...	...	388
4	Return of Over-aged and Undersized Men exempted.	1st Feb.	...	...	...	P.O. 69
5	Stamping Ink Indent	1st Mar.	...	...	...	270
6	Stationery Indent	1st Mar.	...	...	...	268
7	Report on Tents	1st April	...	...	...	290
8	Forecast of Tents	1st June	...	...	...	291
9	Return of Rewards	...	...	10th of the following month.	...	P.O. 206

FROM CRIMINAL INVESTIGATION DEPARTMENT TO CHIEF OFFICE.

1	Return of Lands	15th Jan.	...	...	...	P.O. 263
2	Statement of Appeals	1st Feb.	...	...	...	388
3	Administration Report of Criminal Investigation Department and Finger Print Bureau.	15th Feb.	...	...	...	391
4	Statement E	1st Feb.	...	...	...	385
5	Report on Tents	1st April	...	...	...	290
6	Account of Secret Service Expenditure.	{ ... { 1st May. 1st Nov. } ... }				...
7	Return of Rewards	...	...	10th of the following month.	...	P.O. 206

FROM DISTRICT OFFICE TO CHIEF OFFICE.

ACCOUNT DEPARTMENT.						
1	Pay Abstracts (Duplicate)	...	...	...	5th.	39
2	Absentee Statements	...	...	...	5th.	39
3	Statement of Undisbursed and Overdrawn Pay.	...	...	...	5th.	39
4	Memo. of Cost of Private Guards	...	...	...	5th.	39
5	Monthly Return	...	...	...	5th.	39
6	Disbursed Pay Bills	...	...	...	5th of the following month.	40
7	Supplemental Pay Bills (Duplicate)	...	...	...	As soon as money is drawn from the Treasury.	41
8	Memo. of sums paid into the Treasury.	...	...	...	15th.	73

LIST OF PERIODICAL RETURNS—*cont.*

Number.	Name of Return.	Date when due.				Reference to O.M.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	
FROM DISTRICT OFFICE TO CHIEF OFFICE—cont.						
ACCOUNT DEPARTMENT—cont.						
9	Memo. of Sums drawn from the Treasury.	...	...	...	Despatch on 1st. 5th	76
10	Detailed Balance Sheet	...	...	...	10th.	70
11	Travelling Allowance Bills	...	...	...	12th.	171
12	Account of Secret Service Fund Expenditure.*	...	...	...	10th.	87
13	Return of Rewards *	..	...	10th of the following month.	...	P.O. 206
14	Quarterly List of Subordinate Officers.	...	...	5th of the first month of each quarter.	..	95
15	Return of Lands of Gazetted Officers	15th Jan.	...	...	...	P.O. 2 63
16	List of Title-holders	15th Jan.	...	...	...	91
17	List of Subordinate Officers attaining the Age of 55.*	1st Mar.	...	...	...	92
18	List of Muhammadans from 1st-grade Head Constables downwards.	1st April.	...	...	...	94
19	List of Incomplete Departmental Works.*	15th Apl.	...	...	...	111
20	List of Sanctioned Estimates for Departmental Works.*	15th Apl.	...	...	...	106
21	Application for Grant for Repair of Buildings.	15th Apl.	...	...	...	115
STORE DEPARTMENT.						
1	Strength and Armament Statement ...	5th Jan.	...	...	...	259
2	Indent for Stationery	1st Mar.	...	...	...	268
3	Indent for Stamping Ink	1st Mar.	...	...	...	270
4	Indent for Clothing	1st Sept.	...	...	...	261
5	Indent for Printed Forms	1st Sept.	...	...	...	266
6	Stock Return of Government Property.	15th Apl.	...	...	...	286
7	Report of Tentz *	1st April	...	...	...	290
8	Estimate of Requirements of Sandals, Boots and Cumblies.	10th Dec.	...	...	...	265
9	Current Account of Store Transactions.	...	...	15th of the following month.	...	287
10	Recovery List	...	...	...	15th.	352
STATISTICAL DEPARTMENT.						
1	Return of Offences against Coinage ...	20th Jan.	...	...	...	384

* Through the Deputy Inspector-General.

LIST OF PERIODICAL RETURNS—cont.

Number.	Name of Return.	Date when due.				Reference to O.M.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	

FROM DISTRICT OFFICE TO CHIEF OFFICE—cont.

STATISTICAL DEPARTMENT—cont.

2	Statement of Coins counterfeited ...	20th Jan.	...	...	...	384
3	Statement A. Magistrate's Cognizable Cases.	1st Feb.	...	...	...	382
4	Statement A. Police Cases ...	1st Feb.	...	...	...	382
5	Statement B. Non-cognizable Cases ...	1st Feb.	...	...	...	382
6	Statement E* ...	1st Feb.	...	...	...	385
7	Book of Miscellaneous Returns ...	1st Feb.	...	...	...	382
8	Statement F. Every five years ...	1st Feb.	...	...	...	386
9	Administration Report* ...	15th Feb.	...	...	7th.	389
10	Monthly Statement of Crime to the Inspector-General.	...	...	...	...	378
11	Summary of Sessions Cases* ...	...	...	...	29th.	380

GENERAL DEPARTMENT.

1	Confidential Reports on Inspectors, Sergeants, Managers and Accountants.*	...	1st July	...	...	P.O. 99 and O.M.O.14
2	Confidential Report on Probationary Assistant and Deputy Superintendents.*	...	...	{ 1st Mar. 1st Sept. }	...	P.O. 18
3	Report on Probationary Inspectors* ...	...	{ 1st April 1st Oct. }	...	...	P.O. 48
4	Report on Probationary Sergeants* ...	...	Six-monthly	...	...	P.O. 55
5	Report on Elephants* ...	...	{ 15th Jan. 15th July }	...	...	...

FROM DISTRICT OFFICE TO DEPUTY INSPECTOR-GENERAL.

ACCOUNT DEPARTMENT.

1	Office Copies of Monthly Return ...	...	...	...	5th.	42
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INTELLIGENCE DEPARTMENT.

2	Summary of Grave Crime ...	...	...	...	15th.	379
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STORE DEPARTMENT.

3	Reserve Morning Report ...	...	...	...	1st.	P.O. 153.
4	Return of Musketry of the Reserve ...	...	...	15th of the following month.	...	...
5	Result of Examination of Signallers ...	...	...	15th of the following month.	...	Drill Manual 131-A.
6	Indent for Practice Ammunition ...	...	{ 20th Jan. 20th July }	...	...	274

* Through the Deputy Inspector-General.

LIST OF PERIODICAL RETURNS—*cont.*

Number.	Name of Return.	Date when due.				Re- ference to O.M.Os.
		Yearly.	Half- yearly.	Quar- terly.	Monthly or at other times.	

FROM DISTRICT OFFICE TO DEPUTY INSPECTOR-GENERAL—*cont.*

GENERAL DEPARTMENT.

87	Report on Upkeep of Confidential Registers of Superintendent and Sub-divisional Police Officer.	...	{ 1st Jan. 1st July }	...	...	P.O. 98
92	Reports on Probationary Sub-Inspectors.	...	{ 1st April 1st Oct. }	...	...	P.O. 66
STATISTICAL DEPARTMENT.						
102	Office Copies of Criminal Statistics ...	1st Feb.	15 th Feb.	...	...	387

FROM DISTRICT OFFICE TO DEPUTY INSPECTOR-GENERAL FOR CRIMINAL INTELLIGENCE AND RAILWAYS.

INTELLIGENCE DEPARTMENT.

1	Weekly Gang Report ...	...	...	...	Weekly Wednesday.	P. O. 502
2	Summary of Grave Crime ...	...	...	...	15th.	379
3	Report for Release Notice ...	...	...	...	When necessary.	P. O. 691

FROM DISTRICT OFFICE TO DISTRICT MAGISTRATE.

GENERAL DEPARTMENT.

1	Inspector's Inspection Reports of Licensed Premises.	...	...	15th of the following month.	...	P.O 146
2	Superior Officers' Inspection Reports of Licensed Premises.	...	...	...	As occasion arises.	P.O. 124

FROM DISTRICT OFFICE TO ACCOUNTANT-GENERAL.

ACCOUNT DEPARTMENT.

Permanent Advance Acknowledgment	15th April and on transfer of charge.	...	...	...	66
Annual Returns of Establishment —	Annually 1st May	...	...	...	98
i. Detailed Statement of Permanent Establishment.					
ii. Statement of New Names, Leave, etc.					
iii. Abstract of Sanctioned Scale.					
iv. List of Muhammadans in Superior Service.					

LIST OF PERIODICAL RETURNS—*cont.*

Number.	Name of Return.	Date when due.				Reference to O.M.Os.
		Yearly.	Half-yearly.	Quarterly.	Monthly or at other times.	

FROM SUB-DIVISION OFFICE TO DISTRICT OFFICE.

1	Leave Statement	...	...	...	Daily.	224
2	Detailed Balance Sheet and Contingent Vouchers.	...	...	...	5th.	71
3	Statement of Inspection of Stations	Yearly 20th Jan.	..	...	...	...
4	Statement of Investigation of Grave Crime.					
5	Statement of Inspection of Shops licensed under the Arms Act.					

FROM TRAINING SCHOOLS TO CHIEF OFFICE.

1	Return of Lands of Gazetted Officers.	15th Jan.	...	...	...	P.O. 263
2	Statement E *	1st Feb.	...	...	...	385
3	Administration Report *	15th Feb.	...	...	...	389
4	Report on Tests *	1st April	...	...	...	290

FROM THE PROVINCIAL TRAINING SCHOOL TO CHIEF OFFICE.

Confidential Report upon Probationary Assistant and Deputy Superintendents. *	...	[1st Mar. 1st Sept.]	...	...	P.O. 18
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* Through the Deputy Inspector-General.

PERIOD OF RETENTION OF RECORDS.

Name of Record.	Period of Retention.	Remarks.
INSPECTORS' RECORDS.		
* 1. Case Diary	† Three years after disposal of case.	To be destroyed in the manner provided for in O.M.O. 465.
2. Crime Register	Three years	Do.
3. Note-book	One year 3 years	Do.
4. Village Roster	Two years	Do.
6. History of the Circle	Permanent	To be retained by Inspector.
15. Police Gazette, Part I	Do.	Do.
Do. " II	Six months	To be destroyed in the manner provided for in O.M.O. 465.
Do. " III	Five years	Do.
16. Criminal Intelligence Gazette	Permanent	To be retained by Inspector.
17. Police Sheet	Five years	To be destroyed in the manner provided for in O.M.O. 465.
18. Circle Remarks Book	Permanent	To be retained by Inspector.

TO BE SENT IN JANUARY FOR RETENTION IN THE DISTRICT OFFICE.

Records numbered as follows on page 140 of Volume I:—5, 8, 9 to 13 and 19 to 21.

14. Register of Government Property	Three years.
	Five years.

STATION-HOUSE RECORDS.

1. General Diary Books	One year	To be destroyed in the manner provided for in O.M.O. 465.
3. First Information Report	Filed together	Do.
4. Case Diary	Three years after disposal of case.	
5. Note-books of station staff	One year	To be destroyed in the manner provided for in O.M.O. 465.
42. Visiting Book	Permanent	To be retained in station.
43. Police Gazette File, Part I	Do.	Do.
Do. " II	Six months	To be destroyed in the manner provided for in O.M.O. 465.
Do. " III	Five years	To be retained in station.
44. Criminal Intelligence Gazette File	Permanent	To be destroyed in the manner provided for in O.M.O. 465.
45. Police Sheet File	Five years	To be destroyed in the manner provided for in O.M.O. 465.
46. " A " List File	One year	To be destroyed in the manner provided for in O.M.O. 465 on receipt of revised list.
47. General Memo. File	Do.	To be destroyed in the manner provided for in O.M.O. 465.
48. Superintendent's Circular File	Do.	
49. Inspector's Memo. File	Do.	
50. Magistrate's Memo. File	Do.	

THE FOLLOWING STATION-HOUSE RECORDS WILL BE RETAINED IN THE DISTRICT OFFICE. RECORDS NO LONGER REQUIRED IN THE STATION WILL BE SENT IN EVERY JANUARY. BOOKS OF COUNTERFOILS WILL BE SENT IN WHEN THE RECORD IS IN THAT FORM.

* The numbers refer to the List of Records in Volume I.

† Years are always calendar years unless specified to the contrary.

PERIOD OF RETENTION OF RECORDS—cont.

Name of Record.	Period of Retention.	Remarks.
STATION-HOUSE RECORDS—cont.		
Old Crime and Occurrence Registers	Twenty years.	
7. Prisoner's Search Register	Do.	
18. Village Crime Note Book, Part I	Destroy on revision.	To be destroyed in the manner provided for in O.M.O. 465.
Do. Parts II to V	Ten years	On revision send old books to District office.
19. General Conviction Register	Twenty years	Do.
Old Conviction Registers	Do.	Do.
Old K.D. Books II	Do.	Do.
Station Records bearing the following numbers on pages 138 and 139 of Volume I:—2, 6, 8 to 16, 20, 22 to 24, 26 to 28, 30 to 41.	Three years.	
Confidential Note-book of suspicious Railway Servants (Railway Police).	Five years	On revision send to District office.

TO BE DEPOSITED IN MAGISTRATE'S RECORD ROOM.

17. Nuisance Case Register	Three years.
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DISTRICT OFFICE.

1. Annual Return of Establishments	Thirty-five years.
2. Long Rolls	Do.
3. Circle Pay Bills	Do.
4. Register of Pay Bills	Three years.
5. Office Copies of Pay Abstracts	Thirty-five years.
6. Office Copies of Absentee Statements	Do.
7. Office Copies of Supplemental Bills	Do.
8. Office Copies of Statements of Undisbursed Pay.	Do.
9. Office Copies of Monthly Returns	Three years.
10. Office Copies of Guard Bills	Permanent.
11. Enlistment Book	Three years.
12. Rolls of Overaged or Undersized Men recommended for Enlistment.	
13. Verification Roll	As long as the officer who furnished it remains in the service.
14. Land Statement	Do.
15. Register of Lands	Permanent.
16. Constabulary Register	Ten years after every officer entered in it has left the force.
17. Defaulter Book	Do.
18. Minute Book	Do.
19. Current Register of Punishment Rolls	Thirty-five years.
20. Punishment Rolls in cases of dismissal	Ten years.
21. Punishment Rolls in other cases	Three years after the man has left the force.
22. Defaulter Sheets	As long as the officer remains in the force.

PERIOD OF RETENTION OF RECORDS—*cont.*

Name of Record.	Period of Retention.	Remarks.
DISTRICT OFFICE— <i>cont.</i>		
23. Small Service Books	Three years after the man leaves the force.	
23 A. 24. Medical History Sheets	Do.	
25. Entertainment and Promotion Rolls of Head Constables.	Do.	
26. Leave Register	Ten years after every officer whose leave is recorded has left the service.	
27. Current Register of Leave Rolls	Three years.	
28. Leave Rolls and other Leave papers	Do.	
29. Casual Leave Petitions	One year.	
30. List of Transfers	Do.	
31. Office Copies of Pension Rolls	Three years.	
32. Cash Book	Twenty-five years.	
33. Contingent Registers	Three years.	
34. Contingent Register Vouchers	Do.	
35. Counterfoils of Contingent Vouchers	Do.	
36. Office Copies of Contingent Bills	One year.	
37. Office Copies for Additional Allotments	Three years.	
38. Office Copies of Reward Rolls	Do.	
39. Counterfoils of Receipt Books	Three years.	
40. Treasury Bills Book	Do.	
41. Treasury Credits Book	Do.	
42. Office Copies of Memoranda of Sums paid into the Treasury sent to the Chief Office.	Do.	
43. Office Copies of Memoranda of Sums drawn from the Treasury sent to the Chief Office.	Three years.	
44. Office Copies of Contingent Bills for Works.	Do.	
45. Five Years' Programme of Works	Ten years.	
46. Office Copies of Departmental Estimates	Three years.	
47. Office Copies of Statement of Incomplete works.	One year.	
48. Office Copies of Works for which Estimates are prepared.	Do.	
49. Travelling Allowance Bills	Three years.	
50. Office Copies of Travelling Allowance Bills sent to the Chief Office.	Do.	
51. Acquittance Rolls of Travelling Allowance	Do.	
52. Travelling Allowance Bills Register	Do.	
53. Inspectors' Progress Report of Works	One year.	
54. Hutting and Building Ledger	Permanent.	
55. Annual Abstract of Works	Twenty-five years.	
56. Memo. of Expenditure of, and Indents for, Service Stamps.	Three years.	
57. Railway Warrants and Counterfoils of Ticket and Telegram Requisitions.	Do.	
58. Counterfoils of Railway Warrants	Do.	
59. Receipt and Issue Books of Arms, Accoutrements, Clothing, Stationery, Printed Forms, Books of Instruction, etc.	Twenty-five years.	
60. Office Copy of Annual Stock Return	Three years.	
61. Office Copy of Quarterly Current Store Account.	Do.	
62. Repair of Arms Book	Do.	
63. Office Copies of Clothing Indents	Do.	
64. Office Copies of Indents for Stationery	Do.	
65. Office Copies of Indents for Printed Forms and Books.	Do.	
66. Advice Lists of Stores	Do.	

Three years
Five years
Five years

PERIOD OF RETENTION OF RECORDS—cont.

Name of Record.	Period of Retention.	Remarks.
DISTRICT OFFICE—cont.		
67. Indents on Superintendents by Inspectors ..	Three years.	
68. Counterfoils of Indents sent to the Chief Office.	Do.	
69. Check Register of Indents from Circles ...	Do.	
70. List of Articles returned into Stores ...	Do.	
71. Acquittance Roll of Clothing ...	Do. Five years	
72. Inspectors' Quarterly Store Returns ...	Do.	
73. Hospital Book ...	Do.	
74. First Information Reports received from Stations.	Grave Crime Reports— ten years; others to be kept three years.	
75. Investigation Reports under Section 174, Criminal Procedure Code.	Three years.	
76. Magistrates' Proceedings ...	Do.	
77. Extracts of Crime ...	Do.	
78. Crime Ledgers ...	Ten years.	
79. Register of Accidental Deaths, Suicides, etc.	Do.	
80. Annual Returns received from Inspectors ...	Three years.	
81. Office Copies of Annual Returns sent from the Head-quarter Office.	Do.	
82. B. Forms of Magistrates and their Enclosures	Do.	
83. Quarterly List of Referred Cases in which Orders have not been received.	Do.	
84. Office Copies of Monthly Summary of Grave Crimes sent to the Deputy Inspector-General of Police.	Five years.	
85. Office Copies of Monthly Statement of Crime submitted to the Inspector-General of Police.	Do.	
86. Office Copies of Papers sent for Publication in the District Police Sheet.	Three years	
87. Current, Disposal and Index Registers ...	Permanent.	
88. All Letters received and sent which pass into the Disposal List except Papers for whose retention fixed Limits have herein been prescribed.	Do.	
89. Unimportant Letters received or sent, which are not of a permanent Value, though they have been numbered on the Disposal List.	Ten years.	
90. Lodged and filed Papers and Files of miscellaneous Papers.	Three years.	
91. Register of Complaints against Police Officers.	Thirty years.	
92. Register of Petitions ...	Do.	
93. Order Book ...	Thirty-five years.	
94. Inspectors' and Station-house Case Diary Files relating to Grave Crimes.	Twenty years.	
95. Inspectors' Diaries of Grave Crimes ...	Ten years.	
96. Station-house Report of Grave Crimes (old).	Do.	
97. Inspectors' Diaries and Station-house Reports containing no Report of Grave Crimes or other Matters of Public Importance.	Three years.	
98. Inspectors' and Station-house Case Diary Files not containing grave crimes.	Do.	
99. Station-house General Diary Files ...	Do.	
100. Check Register of Station-house Reports and Diaries.	Ten years.	
101. Check Register of General Diaries and Returned Case Diaries.	Three years.	

PERIOD OF RETENTION OF RECORDS—*cont.*

Name of Record.	Period of Retention.	Remarks.
DISTRICT OFFICE— <i>cont.</i>		
102. Despatch (Tappal) Book of all Papers sent from Office.	Three years.	
103. Inspection Reports of Stations and Circles.	Do.	
104. Superintendent's Circular Files	Do.	
105. Check Register of Returns	Do.	
106. Memo. Form Books	Do.	
107. Counterfoils of Extracts from District Orders.	Do.	
108. Applications for Transfer, Promotion, etc. ...	Do.	
109. Complaints against Police Officers	Do.	
110. Petitions	Do.	
111. Register of Arrival and Departure of Police Officers.	Do.	
112. Reports on Probationary Inspectors, Sub-Inspectors and Sergeants.	Five years.	
113. District Office (old) Registers of Criminal Gangs.	Permanent.	
114. Reports regarding Parties of Suspicious Wanderers.	Five years.	
115. List of Prisoners released from Jails ...	Three years.	
116. Monthly Return of unexecuted Warrants furnished by Inspectors.	Do.	
117. Police Gazettes (all the parts)	Permanent.	
118. Criminal Intelligence Gazette	Do. <i>for years.</i>	
119. Police Administration Report	Do. <i>permanent.</i>	(24)
120. Jail Administration Report	Do.	
121. Report on Chingleput Reformatory	Do.	
122. Fort St. George Gazette	Fifteen years.	
123. District Gazettes	Three years.	
124. Postal Guide	Until a new one is received.	

OFFICE OF THE DEPUTY INSPECTOR-GENERAL OF POLICE.

1. Current, Disposal and Index Registers ...	Permanent.	
2. Current Register of Petitions	Do.	
3. All letters received and sent which pass into the Disposal List except Papers for whose retention fixed Limits have herein been prescribed.	Do.	
4. Government Order Files	Do.	
5. Unimportant Letters received and sent which are not of a permanent value, though they have been numbered on the Disposal List.	Five years.	
6. All Lodged Papers	Three years.	
7. Files of Petitions, Applications and other Miscellaneous Files.	Do.	
8. Applications for Transfer, Promotion, etc. ...	Do.	
9. Current Register of Punishment Rolls ...	Permanent.	
10. Punishment Rolls	Ten years.	
11. Leave Current Register	Three years.	
12. Leave Rolls	Do.	
13. Reward Current Register	Ten years.	
14. Reward Rolls	Do.	
15. Appeal Register	Forty years.	
16. Appeal Petitions	Three years if the orders thereon are "lodged"; forty years if the orders thereon are brought on the disposal list.	

PERIOD OF RETENTION OF RECORDS—*cont.*

Name of Record.	Period of Retention.	Remarks.
OFFICE OF THE DEPUTY INSPECTOR-GENERAL OF POLICE— <i>cont.</i>		
17. Current Register of Enlistment of Overaged and Undersized Men.	Three years.	
18. Check Register of Returns	Three years.	
19. Monthly Returns of Summary of Grave Crimes.	Two years.	
20. Sessions Case Summary	Three years.	
21. Prosecuting Inspectors' Monthly Return	Do.	
22. Quarterly Musketry Return	One year.	
23. Report on Upkeep of Confidential Registers by Superintendents and Sub-divisional Police Officers.	Two years.	
24. Check Register of Weekly Reports of Superior Officers.	Three years.	
25. Officers' Weekly Reports, Part II	Do.	
26. Annual Return of Establishment	Do.	
27. Office Copies of Pay Abstracts and Supplemental Bills.	Thirty-five years.	
28. Office Copies of Absentee Statements	Do.	
29. Cash Book	Twenty-five years.	
30. Contingent Register	Three years.	
31. Contingent Register Vouchers	Do.	
32. Counterfoils of Contingent Vouchers	Do.	
33. Treasury Credit Book	Do.	
34. Treasury Bills Book	Do.	
35. Counterfoils of Receipt Book	Do.	
36. Office Copies for Additional Allotment	Do.	
37. Office Copies of Memoranda of sums paid into the Treasury, sent to the Chief Office.	Do.	
38. Office Copies of Memoranda of sums drawn from the Treasury, sent to the Chief Office.	Do.	
39. Office Copies of Pension Applications	Do.	
40. Railway Warrants received back from Chief Office.	Do.	
41. Counterfoils of Railway Warrants	Do.	
42. Office Copies of Travelling Allowance Bills	Do.	
43. Stock Book of Articles of Stationery	Do.	
44. Office Copies of Indents for Stationery	Do.	
45. Office Copies of Indents for Printed Forms and Books.	Do.	
46. Forecast of Tents and Inspection Report on Tents.	Do.	
47. Memo. Form Books	Do.	
48. Despatch Book	Do.	
49. Office Copies of Inspection Notes	Five years.	
50. Police Gazettes, Parts I and II	Permanent.	
51. Police Gazette, Part III	Three years.	
52. Criminal Intelligence Gazette	Permanent.	
53. District Police Sheets	Three years.	
54. Fort St. George Gazettes	Fifteen years.	
55. Police Administration Reports	Permanent.	
56. Jail Administration Reports	Do.	
57. Chief Office Circular Files	Do.	
58. Register of Inspectors (Confidential)	Do.	
59. Quarterly List of Subordinate Police Officers.	One year.	
60. Quarterly Civil List	Do.	
61. Quarterly Army List	Do.	
62. Postal and Telegraph Guides	Until a new one is received.	
63. Railway Guides	Do.	
64. Lawrence Asylum Press Almanac	Do.	

*See years. 2. to be retained permanently
Office of the D. I. G.*

PERIOD OF RETENTION OF RECORDS—*cont.*

Name of Record.	Period of retention.	Remarks.
OFFICE OF THE DEPUTY INSPECTOR-GENERAL OF POLICE— <i>cont.</i>		
65. Register of Applications for Sub-Inspector's post.	Three years from completion.	
66. Office Copies of Salary Bills of Deputy Inspector-General.	Three years.	
67. Office Copies of Bills for Carriage of Tents.	Do.	
68. Rolls for Acting Promotions	Do.	
69. Applications of rejected Candidates for the Post of Sub-Inspector.	Do.	
70. Tent certificates received from Districts .. .	Do.	
71. Orders on Appeal Petitions	These will either be "Lodged*" or brought on the disposal list.	* Lodged papers will be destroyed at the end of 3 years and papers brought on the disposal list will be retained as permanent records.
72. Travelling Allowance Bills of Gazetted Officers.	Three years.	

FORMS.

FORM No. O.M. 1.

O.M.O. 11.

*Security Bond to be given when Savings Bank Deposit is furnished
as Security.*

KNOW ALL MEN by these presents that (Principal) of (1st Surety) (2nd Surety) of are held and firmly bound unto the Secretary of State for India in Council in the sum of Rs. to be paid to the said Secretary of State in Council his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we bind ourselves our heirs executors administrators and representatives jointly and every two of us bind ourselves our heirs executors administrators and representatives jointly and each of us binds himself his heirs executors administrators and representatives severally firmly by these presents sealed with our seals dated this day of 19 and each of us the said (Principal) (1st Surety) and (2nd Surety) doth hereby for himself his heirs executors administrators and representatives covenant with the said Secretary of State in Council his successors and assigns 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 Madras other than the said High Court in its ordinary original jurisdiction the same shall and may at the instance of the said Secretary of State in Council be removed into tried and determined by the said High Court in its extraordinary original jurisdiction.

WHEREAS the above bounden was on the day of 19 appointed to and now holds and exercises the office of in the office of the Superintendent of Police in AND WHEREAS by virtue of such office the said has amongst other duties the care charge and oversight of and responsibility for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of all money, specie, bullion, coin, jewels, Government currency notes, stamps and Government securities of whatever description, gold, silver, copper, lead, goods, stores, chattels or effects stored and used at received in to or despatched from the said office of the Superintendent of Police or paid deposited or brought into the said office by any person or persons whomsoever and for any purpose or purposes whatsoever AND WHEREAS the said as such as 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, chattels or effects (hereinafter together only called "the said property") are and is of full measure and good quality when received into the said office and until he has duly accounted therefor and for every part thereof in manner hereinafter referred to AND WHEREAS the said

is bound from time to time 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 said

is further bound to keep true and faithful accounts of the said property and of his dealings under written orders of his superior officers therewith respectively in the form and manner that may from time to time be prescribed under the authority of Government and also to prepare and submit such returns and such accounts as he may from time to time be called upon to prepare and submit AND WHEREAS the bulk of the said property remains as well in the care charge and custody of the Superintendent of Police for the time being at as of the said but as between himself and the said Secretary

of State for India in Council he the said is alone responsible and answerable therefor and for every part thereof AND WHEREAS the responsibility of the said for the said property and every part thereof does not cease until the same has been duly used under the written orders afore-

FORM No. O.M. 1—*cont.*

said and accounted for or been duly despatched from the said office and delivered over to and a full and complete discharge therefor obtained from such persons and at such places as the Superintendent of Police or other the person exercising his functions for the time being under the sanction of the Government of Madras may direct AND WHEREAS the said

has deposited in the Postal Savings Bank at the sum of Rs. and the same is now standing to his credit in the said Postal Savings Bank AND WHEREAS the said in consideration of his said appointment has written to the Postmaster at in the letter prescribed by rule 45 (f) of the Post Office Savings Bank rules and has delivered to and deposited with as such Superintendent of Police as aforesaid the pass-book of him the said with the said Postal Savings Bank at and an application for withdrawal of the sum so deposited as aforesaid for the purpose of in part securing and indemnifying the said Secretary of State for India in Council his successors and assigns against all loss and damage which he or they 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 lost misapplied or otherwise dishonestly negligently or by or through oversight or violence made away or parted with by himself the said

or any person acting for him in his said office during his absence on short leave or otherwise for a period not exceeding three months or by any servants clerks, coolies or other persons serving under him the said

or any person acting for him in his said office as aforesaid or any other person or persons whomsoever whether in the service of Government or otherwise AND WHEREAS the said hereby acknowledges that he is bound by all the conditions rules and regulations of the Civil Account Code of the Government of India for the time being in force and such departmental rules and orders as may from time to time be issued by authority and may be in force and especially with reference to his relations and dealings with and the rights of his subordinates and his own subordination to his superior officers and that it is his duty to keep himself acquainted at all times with the contents of such Code and such departmental rules and orders as aforesaid and all or any alterations made from time to time therein AND WHEREAS the said (Principal)

and the said (1st Surety) and (2nd Surety) as his the said sureties in that

behalf have entered into the above bond in the penal sum of conditioned for the due performance by him the said and of any person acting for him in his said office during his absence on short leave or otherwise for a period not exceeding three months of the duties of the said office aforesaid and of other the duties appertaining thereto or which may lawfully be required of him and the indemnity of the said Secretary of State in Council and his servants against loss from or by reason of the acts or defaults of the said

and of all and every the persons and person aforesaid

NOW THE CONDITION OF THE ABOVE WRITTEN BOND is such that if the said and every person acting for him in his said office as aforesaid has whilst they respectively have held or exercised the duties of 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 he the said

and every person acting for him in his said office as aforesaid shall whilst they respectively shall hold or exercise the duties of the said office always duly perform and fulfil all and every the duties thereof aforesaid and perform and observe all and every the conditions rules and regulations of the said Code and the said departmental rules and orders and further if the said,

and do and shall indemnify and save harmless the said Secretary of State in Council his successors and assigns the Government of Madras and all and every person or persons who from time to time has or have held or shall hold or exercise the said office of Superintendent of Police and all

FORM No. O.M. 1—*cont.*

other servants of the said Secretary of State in Council or the said Government of Madras from and against all and every loss and damage which during the time the said or any person acting for him during his said office as aforesaid has held executed and enjoyed the said office has happened or been sustained or shall or may at any time or times hereafter happen to or be sustained by the said Secretary of State in Council his successors or assigns the Government of Madras or the said Superintendent of Police for the time being or any such servant as aforesaid by from or through the means of the neglect or failure misconduct, disobedience omission or insolvency of the said or of any person acting for him in his said office as aforesaid or of any of the servants clerks coolies or other persons nominated accepted by or serving under him the said

or any person acting for him in his said office as aforesaid or of any other persons or persons whomsoever or by from or through the consuming wasting embezzling stealing mispending losing misapplying or otherwise dishonestly or negligently or through oversight or violence making away or parting with the said property or any part or parts thereof by any person or persons whomsoever whilst he or the said or any person acting for him in his said office as aforesaid has held or executed the duties of the said office or shall hold or execute the duties of the said office.

THEN this obligation shall 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 them the said (first Surety) and (second Surety) shall be at liberty to terminate their suretyship except upon giving to the Superintendent of Police for the time being of the Government of Madras six calendar months' notice in writing of his or their intention so to do and the liability under this bond in the event of any such notice being given, of the surety by whom it shall be given, shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of six months.

PROVIDED ALWAYS and it is hereby declared and agreed by the said and and with the said Secretary of State in Council that the sum of Rupees so deposited as aforesaid and the interest thereof respectively shall be and remain at the disposal of the said Superintendent of Police for the time being or the Government of Madras as and for part and additional security (over and above the abovementioned bond) to the said Secretary of State in Council, his successors and assigns for the indemnity and other purposes aforesaid with full power to the said Secretary of State in Council his successors or assigns or his or their officers and servants duly authorised in that behalf from time to time as occasion shall require to obtain and receive payment of the said sum of Rupees or a sufficient portion thereof with interest thereon and to apply the same in and towards the indemnity as aforesaid of the said Secretary of State in Council his successors and assigns as the case may require but nevertheless the interest of the said sum of Rupees may in the meantime be paid over as the same shall be realised by the said Superintendent of Police for the time being if he shall think fit to the said

AND it is hereby agreed and declared by and between the said (Principal) and the said (one Surety) and (other Surety) as his the said (Principal's) sureties and the said Secretary of State that in the event of the death of the said (Principal) or the vacation by him of his said office of the abovementioned sum of Rupees and the pass-book and other documents relating thereto shall not at once be returned but shall be retained and remain with the said Superintendent of Police for the time being for the term of six months after the date of such death or such vacation as the case may be as security against any loss or damage that may have been or may thereafter be incurred by the said Secretary of State in

FORM No. O.M. 1—*cont.*

Council his successors and assigns and in respect of which the said (Principal) and his heirs executors administrators and representatives after his death is and are or shall or may be liable to indemnify the Secretary of State his successors and assigns the Government of Madras and all such persons as aforesaid; PROVIDED ALWAYS that the return at any time of the said sum of Rupees () or of the pass-book and other documents relating thereto shall not be deemed to affect the right of the said Secretary of State in Council to take proceedings upon or under the said bond against the said

(Principal) and (1st Surety) and (2nd Surety) or any of them in case any breach of the conditions of the said bond shall be discovered after the return of the said sum of Rupees or of the pass-book and other documents relating thereto but the responsibility of the said (Principal) and of the said (1st Surety) and of the said (2nd Surety) shall at all times continue and the said Secretary of State in Council shall be fully indemnified against all such loss or damage as aforesaid at any time PROVIDED also and it is hereby expressly agreed and declared that the abovementioned bond and the conditions and agreements hereinbefore contained shall be and remain in full force and shall be applicable so long as the said shall be holding the office of or in any other district. whether in the said district of

Signed sealed and delivered by }
the abovenamed (Principal) in the }
presence of

Signed sealed and delivered by }
the abovenamed (1st Surety) in the }
presence of

Signed sealed and delivered by }
the abovenamed (2nd Surety) in }
the presence of

Form No. O.M. 2.

O.M.O. 11.

Security Bond to be given where Government Promissory Notes are deposited.

KNOW ALL MEN by these presents that (Principal) of 1st Surety) (2nd Surety) of are held and firmly bound unto the Secretary of State for India in Council in the sum of Rs. to be paid to the said Secretary of State in Council his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we bind ourselves our heirs executors administrators and representatives jointly and every two of us bind ourselves our heirs executors administrators and representatives jointly and each of us binds himself his heirs executors administrators and representatives severally firmly by these presents sealed with our seals dated this day of 19 and each of us the said (Principal), (1st Surety) and (2nd Surety) doth hereby for himself his heirs executors administrators and representatives covenant with the said Secretary of State in Council his successors and assigns 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 Madras other than the said High Court in its ordinary original jurisdiction the same shall and may at the instance of the said Secretary of State in Council be removed into tried and determined by the said High Court in its extraordinary original jurisdiction.

WHEREAS the above bounden was on the day of 19 appointed to and now holds and exercises the office of in the office of the Superintendent of Police in AND WHEREAS by virtue of such office the said has amongst other duties the care charge and oversight of and responsibility for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of all money specie bullion coin jewels Government currency notes stamps and Government securities of whatever description gold silver copper lead goods stores chattels or effects stored and used at received into or despatched from the said office of the Superintendent of Police or paid deposited or brought into the said office by any person or persons whomsoever and for any purpose or purposes whatsoever. AND WHEREAS the said as such as 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 chattels or effects (hereinafter together only called "the said property") are and is of full measure and good quality when received into the said office and until he has duly accounted therefor and for every part thereof in manner hereinafter referred to. AND WHEREAS the said is bound from time to time 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 said is further bound to keep true and faithful accounts of the said property and of his dealings under written orders of his superior officers therewith respectively in the form and manner that may from time to time be prescribed under the authority of Government and also to prepare and submit such returns and such accounts as he may from time to time be called upon to prepare and submit. AND WHEREAS the bulk of the said property remains as well in the care charge and custody of the Superintendent of Police for the time being at as of the said but as between himself and the said Secretary of State for India in Council he the said is alone responsible and answerable therefor and for every part thereof. AND WHEREAS the responsibility of the said 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 office and delivered over to and a full and complete

FORM No. O.M. 2—cont.

discharge therefor obtained from such persons and at such places as the Superintendent of Police of or other the person exercising his functions for the time being under the sanction of the Government of Madras may direct. AND WHEREAS the said in consideration of his said appointment has delivered to and deposited with and endorsed over to as such Superintendent of Police as aforesaid Government securities to the extent of Rs. for the purpose of in part securing and indemnifying the said Secretary of State in Council his successors and assigns 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 part thereof being in any way consumed wasted embezzled stolen misspent lost misapplied or otherwise dishonestly negligently or by or through oversight or violence made away or parted with by himself the said or any person acting for him in his said office during his absence on short leave or otherwise for a period not exceeding three months or by any servants clerks coolies or other persons serving under him the said or any person acting for him in his said office as aforesaid or any other person or persons whomsoever whether in the service of Government or otherwise AND WHEREAS the said has agreed that such Government securities shall be forwarded by the said as such Superintendent of Police as aforesaid to the office of the Accountant General at Fort Saint George for custody and to be consolidated and held in the form of stock certificates under the provisions of Article 166 of the Civil Account Code (Seventh Edition) AND WHEREAS the said hereby acknowledges that he is bound by all the conditions rules and regulations of the Civil Account Code of the Government of India for the time being in force and such departmental rules and orders as may from time to time be issued by authority and may be in force and especially with reference to his relations and dealings with and the rights of his subordinates and his own subordination to his superior officers, and that it is his duty to keep himself acquainted at all times with the contents of such Code and such departmental rules and orders as aforesaid and all or any alterations made from time to time therein AND WHEREAS the said (Principal) and the said (1st Surety) and (2nd Surety) as his the said Sureties in that behalf have entered into the above bond in the penal sum of and of any person acting for him in his said office during his absence on short leave or otherwise for a period not exceeding three months of the duties of the said office as aforesaid and of other the duties appertaining thereto or which may lawfully be required of him and the indemnity of the said Secretary of State in Council and his servants against loss from or by reason of the acts or defaults of the said and of all and every the persons and person aforesaid.

NOW THE CONDITION OF THE ABOVE WRITTEN BOND is such that if the said and every person acting for him in his said office as aforesaid has whilst they respectively have held or exercised the duties of 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 he the said and every person acting for him in his said office as aforesaid shall whilst they respectively shall hold or exercise the duties of the said office always duly perform and fulfil all and every the duties thereof aforesaid and perform and observe all and every the conditions rules and regulations of the said Code and the said departmental rules and orders, and further if the said and do and shall indemnify and save harmless the said Secretary of State in Council his successors and assigns the Government of Madras and all and every person or persons who from time to time has or have held or shall hold or exercise the said office of Superintendent of Police and all other servants of the said Secretary of State in Council or the said Government of Madras from and against all and every loss and damage which during the time the said or any

FORM No. O.M. 2—*cont.*

person acting for him during his said office as aforesaid has held executed and enjoyed the said office has happened or been sustained or shall or may at any times or time hereafter happen to or be sustained by the said Secretary of State in Council his successors or assigns the Government of Madras or the said Superintendent of Police for the time being or any such servant as aforesaid by from or through the means of the neglect failure misconduct disobedience omission or insolvency of the said or of any person acting for him in his said office as aforesaid or of any of the servants clerks coolies or other persons nominated accepted by or serving under him the said or any person acting for him in his said office as aforesaid or of any other person or persons whomsoever 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 part or parts thereof by any person or persons whomsoever whilst he or the said or any person acting for him in his said office as aforesaid has held or executed the duties of the said office or shall hold or execute the duties of the said office.

THEN this obligation shall 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 them the said and shall be at liberty to terminate their suretyship except upon giving to the Superintendent of Police for the time being of the Government of Madras six calendar months' notice in writing of his or their intention so to do and the liability under this bond in the event of any such notice being given of the surety by whom it shall be given shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of six months.

PROVIDED ALWAYS and it is hereby declared and agreed by the said and with the said Secretary of State in Council that the Government Pro-notes for Rs. so deposited as aforesaid or the stock certificates representing the same respectively and the interest thereof respectively shall be and remain with the said Accountant-General for the time being to the Government of Madras as and for part and additional security (over and above the above written bond) to the said Secretary of State in Council, his successors and assigns for the indemnity and other purposes aforesaid with full power to the said Secretary of State in Council, his successors or assigns, or his or their officers and servants duly authorised in that behalf from time to time as occasion shall require to sell and dispose of or to cancel the said Government securities or stock certificates or any part thereof respectively and to apply the proceeds or amounts thereof together with any interest receivable or received in respect of the same respectively in and towards the indemnity as aforesaid of the said Secretary of State in Council his successors and assigns as the case may require but nevertheless the interest of the said Government securities or stock certificates may in the meantime be paid over as the same shall be realised by the said Superintendent of Police for the time being if he shall think fit to the said

AND it is hereby agreed and declared by and between the said (Principal) and the said (one Surety) and (other Surety) as his the said (Principal's) sureties and the said Secretary of State that in the event of the death of the said (Principal) or the vacation by him of his said office of the security for the time being representing the abovementioned Government pro-notes for Rs. shall be retained and remain with the said Accountant-General for the time being for the term of six months after the date of such death or such vacation as the case may be as security against any loss or damage that may have been or may thereafter be incurred by the said Secretary of State in Council his successors and assigns and in respect of which the said

FORM No. O.M. 2—*cont.*

(Principal) and his heirs executors administrators and representatives after his death is and are or shall or may be liable to indemnify the Secretary of State his successors and assigns the Government of Madras and all such persons as afore-said provided always that the return at any time of the said security shall not be deemed to affect the right of the said Secretary of State in Council to take proceedings upon or under the said bond against the said

(Principal) and (1st Surety) and (2nd Surety) or any of them in case any breach of the conditions of the said bond shall be discovered after the return of the said security but the responsibility of the said (Principal) and of the said

(1st Surety) and of the said (2nd Surety) shall at all times continue and the said Secretary of State in Council shall be fully indemnified against all such loss or damage as aforesaid at any time provided also and it is hereby expressly agreed and declared that the above written bond and the conditions and agreements hereinbefore contained shall be and remain in full force and shall be applicable so long as the said shall be holding the office of

whether in the said district of or in any other district.

Signed sealed and delivered by the
abovenamed (Principal) in the presence }
of

Signed sealed and delivered by the
abovenamed (1st Surety) in the pre- }
sence of

Signed sealed and delivered by the
abovenamed (2nd Surety) in the pre- }
sence of

Form No. O.M. 2-A.

O.M.O. 11.

Security Bond to be given where Government Promissory Notes are deposited.

KNOW ALL MEN by these presents that (Principal) of (1st Surety) (2nd Surety) of are held and firmly bound unto the Secretary of State for India in Council in the sum of Rs. to be paid to the said Secretary of State in Council his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we bind ourselves our heirs executors administrators and representatives jointly and every two of us bind ourselves our heirs executors administrators and representatives jointly and each of us binds himself his heirs executors administrators and representatives severally firmly by these presents sealed with our seals dated this day of 19 and each of us the said (Principal) (1st Surety) and (2nd Surety) doth hereby for himself his heirs executors administrators and representatives covenant with the said Secretary of State in Council his successors and assigns 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 Madras other than the said High Court in its ordinary original jurisdiction the same shall and may at the instance of the said Secretary of State in Council be removed into tried and determined by the said High Court in its extraordinary original jurisdiction.

WHEREAS the above bounden was on the day of 19 appointed to and now holds and exercises the office of Accountant in the office of the Superintendent of Police in and may be appointed to and hold and exercise the office of Manager thereof AND WHEREAS by virtue of each of such offices the said has amongst other duties the care charge and oversight of and responsibility for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of all money specie bullion coin jewels Government currency notes stamps and Government securities of whatever description gold silver copper lead goods stores chattels or effects stored and used at received into or despatched from the said office of the Superintendent of Police or paid deposited or brought into the said office by any person or persons whomsoever and for any purpose or purposes whatsoever AND WHEREAS the said as such Accountant or Manager as 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 chattels or effects (hereinafter together only called "the said property") are and is of full measure and good quality when received into the said office and until he has duly accounted therefor and for every part thereof in manner hereinafter referred to AND WHEREAS the said is bound from time to time 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 said

is further bound to keep true and faithful accounts of the said property and of his dealings under written orders of his superior officers therewith respectively in the form and manner that may from time to time be prescribed under the authority of Government and also to prepare and submit such returns and such accounts as he may from time to time be called upon to prepare and submit AND WHEREAS the bulk of the said property remains as well in the care charge and custody of the Superintendent of Police for the time being at

as of the said but as between himself and the said Secretary of State for India in Council he the said is alone responsible and answerable therefor and for every part thereof AND WHEREAS the responsibility of the said 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 office and delivered over

FORM No. O.M. 2-A—cont.

to and a full and complete discharge therefor obtained from such persons and at such places as the Superintendent of Police or other the person exercising his functions for the time being under the sanction of the Government of Madras may direct AND WHEREAS the said in consideration of his said appointment and of the premises has delivered to and deposited with and endorsed over to as such Superintendent of Police as aforesaid Government securities to the extent of Rs. for the purposes of in part securing and indemnifying the said Secretary of State in Council his successors and assigns against all loss and damage which he or they 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 lost misapplied or otherwise dishonestly negligently or by or through oversight or violence made away or parted with by himself the said or any person acting for him in either of the said offices during his absence on short leave or otherwise for a period not exceeding three months or by any servants clerks coolies or other persons serving under him the said or any person acting for him in either of the said offices as aforesaid or any other person or persons whomsoever whether in the service of Government or otherwise AND WHEREAS the said

has agreed that such Government securities shall be forwarded by the said as such Superintendent as aforesaid to the office of the Accountant-General at Fort St. George for custody and to be consolidated and held in the form of stock certificates under the provisions of article 166 of the Civil Account Code (Seventh Edition); AND WHEREAS the said

hereby acknowledges that he is bound by all the conditions rules and regulations of the Civil Account Code of the Government of India for the time being in force and such departmental rules and orders as may from time to time be issued by authority and may be in force and specially with reference to his relations and dealings with and the rights of his subordinates and his own subordination to his superior officers and that it is his duty to keep himself acquainted at all times with the contents of such Code and such departmental rules and orders as aforesaid and all or any alterations made from time to time therein AND WHEREAS the said (Principal)

and the said (1st Surety)

and (2nd Surety)

as his the said

sureties in that behalf have entered into the above bond in the penal sum of

conditioned for the due performance by him the said

and of any person acting for him in either of the said offices during his absence on short leave or otherwise for a period not exceeding three months of the aforesaid duties of the said offices and of other the duties appertaining thereto or which may lawfully be required of him and the indemnity of the said Secretary of State in Council and his servants against loss from or by reason of the acts or defaults of the said and of all and every the persons and person aforesaid.

NOW THE CONDITION OF THE ABOVE WRITTEN BOND is such that if the said and every person acting for him in

either of the said offices as aforesaid has whilst they respectively have held or exercised the duties of the said offices of Accountant and Manager as aforesaid always duly performed and fulfilled the said duties of the said offices and other the duties aforesaid and if he the said and every person

acting for him in either of the said offices as aforesaid shall whilst they respectively shall hold or exercise the duties of the said offices always duly perform and fulfil all and every the duties thereof aforesaid and perform and observe all and every the conditions rules and regulations of the said Code and the said departmental rules and orders and further if the said and

do and shall indemnify and save harmless the said Secretary of State in Council his successors and assigns the Government of Madras and all

Form No. O.M. 2-A—cont.

and every person or persons who from time to time has or have held or shall hold or exercise the said office of Superintendent of Police and all other servants of the said Secretary of State in Council or the said Government of Madras from and against all and every loss and damage which during the time the said

or any person acting for him as aforesaid has held executed and enjoyed either of the said offices has happened or been sustained or shall or may at any times or time hereafter happen to or be sustained by the said Secretary of State in Council his successors or assigns the Government of Madras or the said Superintendent of Police for the time being or any such servant as aforesaid by from or through the means of the neglect failure misconduct disobedience omission or insolvency of the said

or of any person acting for him in either of the said offices as aforesaid or of any of the servants clerks coolies or other persons nominated accepted by or serving under him the said

or any person acting for him in either of the said offices as aforesaid or of any other persons or person whomsoever or by from or through the consuming wasting embezzling stealing mispending losing misapplying or otherwise dishonestly or negligently or through oversight or violence making away or parting with the said property or any part or parts thereof by any person or persons whomsoever whilst the or the said or any person acting for him in either of the said offices as aforesaid has held or executed the duties of the said offices respectively or shall hold or execute the duties of the said offices respectively.

Then this obligation shall 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 them the said (1st Surety) and (2nd Surety) shall be at liberty to terminate their suretyship except upon giving to the Superintendent of Police for the time being of the Government of Madras six calendar months' notice in writing of his or their intention so to do and the liability under this bond in the event of any such notice being given of the surety by whom it shall be given shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of six months.

PROVIDED ALWAYS and it is hereby declared and agreed by the said and
and
with the said Secretary of State in Council that the Government Promissory Notes for Rupees so deposited as aforesaid or the stock certificates representing the same respectively and the interest thereof respectively shall be and remain with the said Accountant-General for the time being to the Government of Madras as and for part and additional security (over and above the above written bond) to the said Secretary of State in Council his successors and assigns for the indemnity and other purposes aforesaid with full power to the said Secretary of State in Council his successors or assigns or his or their officers and servants duly authorized in that behalf from time to time as occasion shall require to sell and dispose of or to cancel the said Government securities or stock certificates or any part thereof respectively and to apply the proceeds or amounts thereof together with any interest receivable or received in respect of the same respectively in and towards the indemnity as aforesaid of the said Secretary of State in Council his successors and assigns as the case may require but nevertheless the interest of the Government securities or stock certificates may in the meantime be paid over as the same shall be realised by the said Superintendent of Police for the time being if he shall think fit to the said

AND it is hereby agreed and declared by and between the said
(Principal) and the said (one surety) and
(other surety as his the said Principal's)
sureties and the said Secretary of State that in the event of the death of the
said (Principal) or the vacation by him of the said office

FORM No. O.M. 2-A—*cont.*

of Accountant or Manager the security for the time representing the abovementioned Government Promissory Notes for Rs. shall be retained and remain with the said Accountant-General for the time being for the term of six months after the date of such death or such vacation as the case may be as security against any loss or damage that may have been or may thereafter be incurred by the said Secretary of State in Council his successors and assigns and in respect of which the said (Principal) and his heirs executors administrators and representatives after his death is and are or shall or may be liable to indemnify the Secretary of State his successors and assigns the Government of Madras and all such persons as aforesaid PROVIDED ALWAYS that the return at any time of the said security shall not be deemed to affect the right of the said Secretary of State in Council to take proceedings upon or under the said bond against the said (Principal) and

(1st Surety) and (2nd Surety) or any of them in case any breach of the conditions of the said bond shall be discovered after the return of the said security but the responsibility of the said

(Principal) and of the said

(1st Surety) and of the said

(2nd Surety) shall at all times continue and the said Secretary of State in Council shall be fully indemnified against all such loss or damage as aforesaid at any time PROVIDED ALSO and it is hereby expressly agreed that the above written bond and the conditions and agreement hereinbefore contained shall be and remain in full force and shall be applicable so long as the said

shall be holding the office of Accountant or Manager

whether in the said District of or in any other District.

Signed sealed and delivered by the }
abovenamed }
(Principal) in the presence of }

Signed sealed and delivered by the }
abovenamed }
(1st Surety) in the presence of }

Signed sealed and delivered by the }
abovenamed }
(2nd Surety) in the presence of }

FORM No. O.M. 2-B.

O.M.O. 11.

Security Bond to be given when savings Bank Deposit is furnished as security.

KNOW ALL MEN by these presents that (Principal) of (1st Surety) (2nd Surety) of are held and firmly bound unto the Secretary of State for India in Council in the sum of Rs. to be paid to the said Secretary of State in Council his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we bind ourselves our heirs executors administrators and representatives jointly and every two of us bind ourselves our heirs executors administrators and representatives jointly and each of us binds himself his heirs executors administrators and representatives severally firmly by these presents sealed with our seals dated this day of 19 and each of us the said (Principal) (1st Surety) and (2nd Surety) doth hereby for himself his heirs executors administrators and representatives covenant with the said Secretary of State in Council his successors and assigns 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 Madras other than the said High Court in its ordinary original jurisdiction the same shall and may at the instance of the said Secretary of State in Council be removed into tried and determined by the said High Court in its extraordinary original jurisdiction.

WHEREAS the above bounden was on the day of 19 appointed to and now holds and exercises the office of Accountant in the office of the Superintendent of Police in and may be appointed to and hold and exercise the office of Manager thereof AND WHEREAS by virtue of each of such offices the said has amongst other duties the care charge and oversight of and responsibility for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of all money specie bullion coin jewels Government currency notes stamps and Government securities of whatever description gold silver copper lead goods stores chattels or effects stored and used at received into or despatched from the said office of the Superintendent of Police or paid deposited or brought into the said office by any person or persons whomsoever and for any purpose or purposes whatsoever AND WHEREAS the said as such Accountant or Manager as 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 chattels or effects (hereinafter together only called "the said property") are and is of full measure and good quality when received into the said office and until he has duly accounted therefor and for every part thereof in manner hereinafter referred to AND WHEREAS the said is bound from time to time 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 said is further bound to keep true and faithful accounts of the said property and of his dealings under written orders of his superior officers therewith respectively in the form and manner that may from time to time be prescribed under the authority of Government and also to prepare and submit such returns and such accounts as he may from time to time be called upon to prepare and submit AND WHEREAS the bulk of the said property remains as well in the care charge and custody of the Superintendent of Police for the time being at as of the said but as between himself and the said Secretary of State for India in Council he the said is alone responsible and answerable therefor and for every part thereof AND WHEREAS the responsibility of the said for the said property and every part thereof does not cease

FORM No. O.M. 2-B—*cont.*

until the same has been duly used under the written orders aforesaid and accounted for or been duly despatched from the said office and delivered over to and a full and complete discharge thereof obtained from such persons and at such places as the Superintendent of Police of

or other the person exercising his functions
for the time being under the sanction of the Government of Madras may direct
AND WHEREAS the said has deposited in the Postal Savings
Bank at the sum of Rs. and the sam-
is now standing to his credit in the said Postal Savings Bank AND WHEREAS the
said in consideration of his said appointment and
of the premises has written to the Postmaster at the letter
prescribed by rule 45 (f) of the Post Office Savings Bank Rules and has delivered
to and deposited with as such Superintendent of Police as
aforesaid the pass book of him the said with the said Postal
Savings Bank at and an application for withdrawing

of the sum so deposited as aforesaid for the purpose of in part securing and
indemnifying the said Secretary of State in Council his successors and assigns
against all loss and damage which he or they 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 misapplied or otherwise dishonestly negligently or by or through oversight or violence made away or parted with by
himself the said or any person acting for him in

either of the said offices during his absence on short leave or otherwise for a
period not exceeding three months or by any servants clerks coolies or other
persons serving under him the said or any person
acting for him in either of the said offices as aforesaid or any other person or
persons whomsoever whether in the service of Government or otherwise AND
WHEREAS the said hereby acknowledges that he is bound by

all the conditions rules and regulations of the Civil Account Code of the Govern-
ment of India for the time being in force and such departmental rules and
orders as may from time to time be issued by authority and may be in force and
specially with reference to his relations and dealings with and the rights of his
subordinates and his own subordination to his superior officers and that it is his
duty to keep himself acquainted at all times with the contents of such Code and
such departmental rules and orders as aforesaid and all or any alterations made
from time to time therein AND WHEREAS the said (Principal)

and the said (1st Surety) and (2nd Surety)

as his the said sureties in that behalf have entered
into the above bond in the penal sum of conditioned for the due
performance by him the said and of any person acting for
him in either of the said offices during his absence on short leave or otherwise
for a period not exceeding three months of the aforesaid duties of the said offices
and of other the duties appertaining thereto or which may lawfully be required
of him and the indemnity of the said Secretary of State in Council and his
servants against loss from or by reason of the acts or defaults of the said

and of all and every the persons and person aforesaid

NOW THE CONDITION OF THE ABOVE WRITTEN BOND is such that if the said
and every person acting for him in either of the
said offices as aforesaid has whilst they respectively have held or exercised the
duties of the said offices of Accountant and Manager as aforesaid always duly
performed and fulfilled the said duties of the said offices and other the duties
aforesaid and if he the said and every person acting for
him in either of the said offices as aforesaid shall whilst they respectively shall
hold or exercise the duties of the said offices always duly perform and fulfil all
and every the duties thereof aforesaid and perform and observe all and every the
conditions rules and regulations of the said Code and the said departmental rules
and orders and further if the said and

FORM No. O.M. 2-B—*cont.*

do and shall indemnify and save harmless the said Secretary of State in Council his successors and assigns the Government of Madras and all and every person or persons who from time to time has or have held or shall hold or exercise the said office of Superintendent of Police and all other servants of the said Secretary of State in Council or the said Government of Madras from and against all and every loss and damage which during the time the said or any person acting for him as aforesaid has held executed and enjoyed either of the said offices has happened or been sustained or shall or may at any times or time hereafter happen to or be sustained by the said Secretary of State in Council his successors or assigns the Government of Madras or the said Superintendent of Police for the time being or any such servants as aforesaid by from or through the means of the neglect failure misconduct disobedience omission or insolvency of the said or of any person acting for him in either of the said offices as aforesaid or of any of the servants clerks coolies or other persons nominated accepted by or serving under him the said or any person acting for him in either of the said offices as aforesaid or of any other person or persons whomsoever or by from or through the consuming wasting embezzling stealing mispending losing misapplying or otherwise dishonestly or negligently or through oversight or violence making away or parting with the said property or any part or parts thereof by any person or persons whomsoever whilst he or the said or any person acting for him in either of the said offices as aforesaid has held or executed the duties of the said offices respectively or shall hold or execute the duties of the said offices respectively.

Then this obligation shall 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 them the said (1st Surety) and (2nd Surety) shall be at liberty to terminate their suretyship except upon giving to the Superintendent of Police for the time being of the Government of Madras six calendar months' notice in writing of his or their intention so to do and the liability under this bond in the event of any such notice being given of the Surety by whom it shall be given shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of six months.

PROVIDED ALWAYS and it is hereby declared and agreed by the said and with the said Secretary of State in Council that the sum of Rupees so deposited as aforesaid and the interest thereof respectively shall be and remain at the disposal of the said Superintendent of Police for the time being of the Government of Madras as and for part and additional security (over and above written bond) to the said Secretary of State in Council his successors and assigns for the indemnity and other purposes aforesaid with full power to the said Secretary of State in Council his successors or assigns or his or their officers and servants duly authorised in that behalf from time to time as occasion shall require to obtain and receive payment of the said sum of Rupees

or a sufficient portion thereof with interest thereon and to apply the same in and towards the indemnity as aforesaid of the said Secretary of State in Council his successors and assigns as the case may require but nevertheless the interest of the said sum of Rs. may in the meantime be paid over as the same shall be realised by the said Superintendent of Police for the time being if he shall think fit to the said

AND it is hereby agreed and declared by and between the said (Principal) and the said (one Surety) and (other Surety) as his the said (Principal's) Sureties and the said Secretary of State that in the event of the death of the said (Principal) or the vacation by him of the said office of Accountant or Manager the abovementioned sum of Rupees

FORM No. O.M. 2-B—*cont.*

and the said pass-book and other documents relating thereto shall not at once be returned but shall be retained and remain with the said Superintendent of Police for the time being for the term of six months after the date of such death or such vacation as the case may be as security against any loss or damage that may have been or may thereafter be incurred by the said Secretary of State in Council his successors and assigns and in respect of which the said

(Principal) and his heirs executors administrators and representatives after his death is and are or shall or may be liable to indemnify the Secretary of State his successors and assigns the Government of Madras and all such persons as aforesaid PROVIDED always that the return at any time of the said sum of Rupees or of the pass-book and other documents relating thereto shall not be deemed to affect the right of the said Secretary of State in Council to take proceedings upon or under the said bond against the said (Principal and)

(1st Surety) and (2nd Surety) or any of them in case any breach of the conditions of the said bond shall be discovered after the return of the said sum of Rs. or of the pass-book and other documents relating thereto but the responsibility of the said

(Principal) and of the said (1st Surety) and of the said (2nd Surety) shall at all times continue and the said Secretary of State in Council shall be fully indemnified against all such loss or damage as aforesaid at any time PROVIDED ALSO and it is hereby expressly agreed that the above written bond and the conditions and agreement hereinbefore contained shall be and remain in full force and shall be applicable so long as the said

shall be holding the office of Accountant or Manager
whether in the said district of or in any other district.

Signed sealed and delivered by the
abovenamed (Principal)
in the presence of

Signed sealed and delivered by the
abovenamed
(1st Surety) in the presence of

Signed sealed and delivered by the
abovenamed
(2nd Surety) in the presence of

O.M.O. 15.

Abstract.

FORM No. O.M. 4.

Number.	Designation.	Deductions.														Balance.
		Pay and Acting Allowance.	Local Allowance.	Horse and Conveyance Allowance.	Charge Allowance.	Total.	Fines.	Undisbursed pay.	Overdrawals.	Lodging.	Income-Tax.	Store Recoveries.	Dieting Recoveries.	Other Recoveries including Advances.	Total.	
	Inspectors, 1st class	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	
	Do. 2nd "															
	Do. 3rd "															
	Do. 4th "															
	Total ..															
	Sergeants, 1st grade															
	Do. 2nd "															
	Do. 3rd "															
	Total ..															
	Sub-Inspns., 1st grade															
	Do. 2nd "															
	Do. 3rd "															
	Do. 4th "															
	Do. 5th "															
	Total ..															
	Hd. constables, 1st grade															
	Do. 2nd "															
	Do. 3rd "															
	Total ..															
	Constables on Rs. 11															
	Do. 10 "															
	Do. 9 "															
	Do. 8 "															
	Total ..															
	Village Watchers															
	Drill Instructors															
	Sweepers															
	Total ..															
	Grand Total ..															

YEAR 19

General Number.	Rank.	Name in full.	Date of Entrance into the Force.	19											
				January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.

On label outside : Long Roll.

Statement showing Details of Amount refunded by Shortdrawal in District Pay Abstract for

19 .

Circle.	Number.	Rank.	Name.	Pay.	Charge Allowance.	Local Allowance.	Famine Allowance.	†	Total.	Remarks.
1	2	3	4	5	6	7	8	9	10	11
D	493	Third-grade head constable.	HEAD CONSTABLES, July 1908.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	Station charge allowance at Rs. 4 overdrawn from 25th to 31st July 1908, while not in charge of the station.
			Venkoba Rao	...	0 14 5	...	...	...	...	
			August 1908.	...	...	...	...	...	...	
F-i	22	First-grade head constable.	Ramaswami Aiyangar.	8 6 2	...	...	0 13 5	...	...	Pay at Rs. 20 and famine allowance at Rs. 2 overdrawn from 1st to 13th August 1908, while on leave without pay.
			Total ...	8 6 2	0 14 5	...	0 13 5	...	...	
			CONSTABLES, September 1908.	...	...	...	...	...	...	
H	215	First-class constable.	Govindaswami	...	...	0 5 4	...	...	...	Local allowance at Rs. 1 overdrawn from 21st to 30th September 1908, while on leave on medical certificate on half pay.
			Total ...	...	...	0 5 4	...	...	...	
			TOTALS.	...	...	...	...	...	...	
			Total ...	...	...	...	...	...	...	...
			Grand Total ...	...	...	...	...	...	...	...

† Any unusual sort of allowance to be specified.

Superintendent of Police.

Statement showing the Strength of Police Constables for the
Month of 19 .

[illegible]

Details of "Additions" in col. 4.

Details of "Deductions" in col. 7.

[illegible]

* Note name of district.

Supplemental Pay Bill for Arrears of Pay, etc., for the Months from _____ to _____ of _____ District.

Circle.	Number.	Rank.	Name.	Deductions.													Remark
				Pay.	Charge Allowance.	Local Allowance.	Famine Allowance.	*	Total.	Fines.	+ Other Deductions.	Net Total.					
	3	4		5	6	7	8	9	10	11	12	13	14				
			HEAD CONSTABLES.	RS A. P.	RS A. P.	RS A. P.	RS A. P.	RS A. P.	RS A. P.	RS A. P.	RS A. P.	RS A. P.	RS A. P.				
T-1			July 1908.														
			Ramaswami Aiyar ...	20 0 0	...	...	...	...	20 0 0	...	...	20 0 0		Pay for July not drawn as he was sick in hospital. He has since been granted two months' privilege leave from 1st July 1908.			
L			Ramaswami Aiyakkan ...	15 0 0	4 0 0	1 0 0	1 0 0	...	21 0 0	...	...	21 0 0					
			Total ...	35 0 0	4 0 0	1 0 0	1 0 0	...	41 0 0	...	...	41 0 0					
			August 1908.														
B			Venkataswami ...	15 0 0	2 13 5	...	0 11 4	...	18 8 9	...	1 10	0 16 14	9	Pay and allowance for August not drawn, as the date of his return to duty was not known. He returned to duty on the forenoon of 10th August 1908. Charge allowance and famine allowance from 10th to 31st August 1908 only claimed here.			
			Total ...	...	...	...	...	...	...	...	...	...	...				
			CONSTABLES.														
			September 1908.														
A	859	Fourth-class constable.	Mariyappan ...	8 0 0	4 0 0	...	1 0 0	...	13 0 0	...	...	13 0 0		*			
B-1	903	First-class constable.	Gorindaswami ...	...	3 3 2	...	...	...	3 3 2	...	...	3 3 2		Charge allowance of — station at Rs. 4 from 1st to 24th September 1908 not drawn in the regular bill.			
			Total ...	8 0 0	7 3 2	...	1 0 0	...	16 3 2	...	...	10 3 2					

* Any unusual sort of allowance to be specified.

† A statement in Form O.M. 6 should be attached.

Supplemental Pay Bill for Arrears of Pay, etc., for the Months from to of District—cont.

Circle.	Number.	Rank.	Name.	Pay.	Charge Allowance.	Local Allowance.	Family Allowance.	*	Total.	Deductions.		Net Total.	Remarks.
				5	6	7	8	9	10	Fines.	+ Other De-		

Bill cashed on

* Any unusual sort of allowance to be specified

† statement in Form O.M. 6 should be attached.

DISTRICT.

19 .

Monthly Return for the Month of

Alterations and Casualties.

Alterations and Casualties,	Inspectors.					Sergeants.			Sub-Inspectors.					Head-constables.				Constables.					Village Watchers.	Drill Instructors.	Sweepers.				
	First Class.	Second Class.	Third Class.	Fourth Class.	Total.	First Grade.	Second Grade.	Third Grade.	Total.	First Grade.	Second Grade.	Third Grade.	Fourth Grade.	Fifth Grade.	Total.	First Grade.	Second Grade.	Third Grade.	Total.	On Rs. 11.	On Rs. 10.	On Rs. 9.				On Rs. 8.			
	16	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
Total Strength as per last Return.	a																												
Due to Increments.	b																												
Enlisted.	c																												
Promoted.	d																												
Reduced.	e																												
Received from other Districts.	f																												
Total ...	g																												
Due to Increments.	h																												
Promoted.	i																												
Reduced.	j																												
Retired.	k																												
Services dispensed with.	l																												
Resigned.	m																												
Dismissed.	n																												
Deserted.	o																												
Died.	p																												
Transferred to other Districts.	q																												
Transferred to other Departments.	r																												
Total ...	s																												

Permanent Establishment.

Permanent Establishment.

Form No. O.M. 15—cont.

District.

Monthly Return for the Month of

19

Alterations and Casualties.	Inspectors.				Sergeants.				European Head Constables Grade.				Sub-Inspectors.						Head constables.					Constables.					Village Watchers.			Sweepers.										
	First Class.	Second Class.	Third Class.	Fourth Class.	Total.	First Grade.	Second Grade.	Third Grade.	Total.	First Grade.	Second Grade.	Third Grade.	Fourth Grade.	Fifth Grade.	Total.	First Grade.	Second Grade.	Third Grade.	—	Total.	On Rs. 11.	On Rs. 10.	On Rs. 9.	On Rs. 8.	Total.	On Rs. 10.	On Rs. 9.	On Rs. 8.	Total.	On Rs. 10.	On Rs. 9.	On Rs. 8.	Total.									
1	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		
Total Strength on the—																																										
Wanting to complete.																																										
Surplus.																																										
Sanctioned fixed Establishment.																																										
Under Suspension.																																										
Actu- ally employed.																																										
For Plague Duty.																																										
For other Purposes.																																										
For Plague Duty.																																										
For other Purposes.																																										
Private Guards (O.M.O. 37)*.																																										

* Extra guards employed for the whole month only should be shown here; guards employed for short period should be shown separately, and the number of days noted.

Circle.	Number.	Rank and Name.	Age and Date of Birth.	Height.			Chest Measurement.		If overaged or under Standard Measure-ment, Number and Date of the Deputy Inspector-General's Order sanctioning Enlistment.	Caste.	Native place.	Enlisted.		Previous Government Service, if any, Examinations passed with refer-ences to Gazette and Vernacular Languages which he can read and write.	Surgeon's Remarks.	Whether vaccinated or not; or had small-pox
				Feet.	Inches.							When.	By whom,			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

Statement of Constables who have been granted Increments of Pay during the Month.

Number and Name of Constable.	Date of Enlistment.	Whether first, second or third Increment.	If second or third Increment, date of last preceding Increment.	Nature and Date of Interruption and Periods excluded from the Calculation of Approved Service.				Date of Cancellation of the last Black Mark.	Date on which Increment was given effect to.	Date on which Increment was accrued.	Remarks.
				Description.	Years.	Months.	Days.				
1	2	3	4	5	6	7	8	9	10	11	12

Certified that I have personally verified the claims of the above men to increment.

Superintendent of Police.

FORM No. O.M. 15—cont.

Promotions (not including Increments of Pay to Constables).

Circle.	Number.	Rank and Name.		Promoted		Permanent, acting, sub. pro tem. or temporary.	Remarks.
				To what Grade.	With effect from what Date.		
1	2	3	4	5	6	7	8

Under Suspension.

Circle.	Number.	Rank and Name.		Date from which suspended.	Date of Return to Duty.	By whose Order.	On what Account suspended.
1	2	3	4	5	6	7	8

Notes.—When released, whether acquitted of blame or not and what rate of pay allowed for period under suspension should be stated. When the period of suspension, pending inquiry into alleged misconduct exceeds two months, explanation should be afforded for the delay in decision. Men released should be shown separately from men still under suspension.

Statement of Fines levied during the Month.

Circle.	Number.	Rank and Name.		Amount.	Why fined.
1	2	3	4	5	6
				RS.	A. P.
			Cancelled (22)		

FORM No. O.M. 20.

O.M.O. 73.

Memorandum of Sums paid into the Treasury in the District of
during the Month of 19

Items.	Amount.		Total.		Remarks.
	RS.	A. P.	RS.	A. P.	
Police supplied to Railways					
Police supplied to Municipal, Cantonment and Town Funds					
Police supplied to Public Departments, Private Companies and Persons					
Cash Receipts under Act XI of 1878 ...					
Hackney Carriage Fees					
Other Fees					
Fines realised by Magistrates under Police Act					
Forfeitures (including unclaimed property).					
Superannuation Receipts					
MISCELLANEOUS.					
Clothing... ..					
Arms and Accoutrements					
Books					
Sale-proceeds of Unserviceable Articles, etc.					
Miscellaneous					
Cash Recoveries of Service Payments in previous Years					
PUBLIC WORKS.					
Sale of old Materials					
Total ...					

19 . }

Superintendent of Police,
District.

Form No. O.M. 21—cont.

Particulars of Money paid.

—		Number.	Amount.	—	
<i>Currency Notes.</i>			RS.	A.	P.
Rs.	1,000	...	...		
"	500	...	...		
"	100	...	...		
"	50	...	...		
"	20	...	...		
"	10	...	...		
"	5	...	...		
Total Notes		...			
<i>Cash.</i>					
Whole Rupees		...			
₹	"	...			
₹	"	...			
₹	"	...			
Double pice		...			
Single pice		...			
Pies		...			
Grand Total		...			

Particulars of Money paid.

—		Number.	Amount.	—	
<i>Currency Notes.</i>			RS.	A.	P.
Rs.	1,000	...	...		
"	500	...	...		
"	100	...	...		
"	50	...	...		
"	20	...	...		
"	10	...	...		
"	5	...	...		
Total Notes		...			
<i>Cash.</i>					
Whole Rupees		...			
₹	"	...			
₹	"	...			
₹	"	...			
Double pice		...			
Single pice		...			
Pies		...			
Grand Total		...			

FORM No. O.M. 22-I.

O.M.O. 76.

DISTRICT.

Memorandum of Sums drawn from the Treasury during the Month of 19 .
District Executive Force.

Date on which drawn from the Treasury.	Nature of Charge.	Amount drawn.			Remarks.
		RS.	A.	P.	
	Pay of Superintendent				
	Exchange Compensation Allowance				
	Local Allowance of Superintendent				
	Pay of Assistant Superintendents				
	Pay of Deputy Superintendents				
	Exchange Compensation Allowance				
	Local Allowance of Assistant Superintendents.				
	Pay of Superintendent's Office Establishment.				
	Local Allowance of Superintendent's Office Establishment.				
	Pay of Assistant Superintendent's Office Establishment.				
	Local Allowance of Assistant Superintendent's Office Establishment.				
	Pay of Executive Force } ...				
	Supplemental Pay of Executive Force }				
	Travelling Allowance of Officers				
	Do. of Police Force... ..				
	Do. of Clerks and Servants.				
	Pay of Medical Establishment				
	Contingent Expenses of District Police * ...				* Details to be furnished on separate sheet attached.
	Do. of Medical Establishment*				
	Do. of Hackney Carriage Establishment.				
	Total, District Executive Force ...				

Forwarded to the Assistant Inspector-General of Police, Madras, through the Deputy Collector in charge of Treasury.

19 . }

Superintendent of Police.

FORM No. O.M. 22-II.

DISTRICT.

*Memorandum showing the Classification of Pay, Allowances, etc., of the Force
drawn during the Month of 19 .*

—	Nature of Charge.	Amount drawn.			Remarks.
		RS.	A.	P.	
	Pay of Force (Reserve and Rural)				
	Exchange Compensation Allowance				
	Horse Allowance				
	House-rent allowance				
	Local Allowance				
	Charge Allowance				
	Pay of Drill Instructors... ..				
	Hackney Carriage Establishment				
	Do. Allowance				
	Temporary Establishment for Plague Duty (with Allowances). do.				
	Punitive Force do.				
	Other Temporary Establishments do.				
	Private Guards do.				
	Pay of Village Police				
	Total, Executive Force ...				

N.B.—The total of the classification should agree with the total pay of the Executive Force shown in the Memorandum of Sums Drawn from the Treasury.

FORM No. O.M. 22-III.

DISTRICT.

*Memorandum showing Details of Contingent Expenditure drawn during the
Month of 19 .*

Detailed Heads.		Amount.			Remarks.
DISTRICT POLICE.		RS.	A.	P.	
Rewards	...				
Elephant Charges	...				
Purchase, Repair and Carriage of Tents	...				
Works of Construction	...				
Repairs of Arms and Accoutrements	...				
Photograph Charges	...				
Boat Hire	...				
Repairs to Boats	...				
Purchase of Furniture	...				
Do. of Books	...				
Repairs to Buildings	...				
Do. to Furniture	...				
Landing and Shipping Charges	...				
Law Charges	...				
Hot and Cold Weather Charges	...				
Cleaning Charges	...				
Tour Charges	...				
Postage Charges	...				
Telegraph Charges	...				
Rents, Rates and Taxes	...				
Office Expenses	...				
Miscellaneous	...				
MEDICAL ESTABLISHMENT.					
Hospital Bedding and Furniture	...				
Perishable Expenses	...				
Cost of Medicines	...				
Repairs to Police Wards	...				
Diets	...				
Total	...				

19 . }

Superintendent of Police.

*Memorandum of Sums drawn from the Treasury during the Month
of 19 .*

Deputy Inspector-General.

Date on which drawn from the Treasury.	Nature of Charge.	Amount drawn.			Remarks.
		RS.	A.	P.	
	Pay of Deputy Inspector-General ...				
	Exchange Compensation Allowance.				
	Pay of Establishment				
	Travelling Allowance of the Deputy Inspector-General.				
	Travelling Allowance of Establish- ment.				
	Contingencies *				* Details to be furnished on a separate sheet attached.
	Total ...				

Forwarded to the Assistant Inspector-General of Police, Madras, through the
Deputy Collector in charge of Treasury.

19 . }

*Deputy Inspector-General of Police,
Range.*

RAILWAY POLICE DISTRICT.

Form No. O.M. 22-V.

O.M.O. 76.

*Memorandum of Sums drawn from the Treasury during the Month
of 19 .*

Railway Police.

Nature of Charge.	Amount drawn						Total of each Section.	Remarks.
	In Regular Bills.			In Supplemental Bills.				
SUPERVISING AGENCY.								
	RS.	A.	P.	RS.	A.	P.	RS.	A. P.
Pay of Superintendent								
Exchange Compensation Allowance of Superintendent.								
Local Allowance of Superintendent ...								
Pay of Superintendent's Office Establishment.								
Famine Allowance of Establishment ...								
City Allowance of Establishment ...								
Pay of Inspectors (T.S.)								
Conveyance Allowance of Establishment.								
Pay of Sergeants (P.S.)								
Pay of Sub-Inspectors (T.S.)								
Conveyance Allowance of Establishment.								
DETECTIVE AND TRAVELLING STAFF.								
Pay of Head Constables								
Fixed Allowance of Head Constables ...								
Famine Allowance of Head Constables ...								
Hill Allowance of Head Constables ...								
Pay of Constables								
Fixed Allowance of Constables								
Famine Allowance of Constables								
City Allowance of Constables								
Hill Allowance of Constables								
PLATFORM STAFF.								
Pay of Head Constables								
Famine Allowance of Head Constables ...								
Hill Allowance of Head Constables ...								
Pay of Constables								
Famine Allowance of Constables								
City Allowance of Constables								
Hill Allowance of Constables								
TRAVELLING ALLOWANCE.								
Of Superintendent								
Of Office Establishment								
Of the Force								
CONTINGENCIES.								
Of the Office Establishment								
Of the Force								
Total ...								

Forwarded to the Treasury Officer,

for favour of verification and return

FORM No. O.M. 24.

O.M.O. 79.

No.

Date

To

THE INSPECTOR OF POLICE,

Circle.

Cheque No.

, dated

for Rs.

, as per particulars

Shown below, is herewith sent

No

To

THE INSPECTOR OF POLICE,

Circle.

Cheque No.

, dated

for Rs.

, as per particulars

shown below, is herewith sent. The Inspector

is requested to disburse the amount and to

forward receipts for each disbursement.

No.

CIRCLE.

(Reply).

Cheque No.

, dated

for Rs.

was received on

and cashed on

19 . }

} *Manager, Office of the
Superintendent of Police.*

19 . }

Inspector of Police.

On label outside: Memo. of Issue of Cheque to Inspectors.

FORM No. O.M. 25.

O.M.O. 86.

*Statement showing Particulars of the Expenditure of Service Stamps
of Circle for the Month of 19 .*

Inspector's Account.

Description.		Amount.		
		RS.	A.	P.
Balance of Service Stamps in hand on	19 .			
Amount of Service Stamps received from the District Office on	19 .			
	Total ...			
Deduct amount of Service Stamps expended from	19			
to	19 .			
Balance in hand on	Rs.			

19 . }

Inspector of Police.

*Indent on the Superintendent of Police for Service Stamps for
Inspector's Use.*

Description of Stamps.					Value of Stamps required.			Remarks.
					RS.	A.	P.	
1 Rupee Stamps	...	...	...	...				
3 Anna do.	...	...	...	...				
2 do. do.	...	...	...	...				
1 do. do.	...	...	...	...				
½ do. do.	...	...	...	...				
¼ do. Post Cards	...	...	...	...				
Total ...								

FORM No. O.M. 25—cont.

Service Stamps required for Stations.

Station.	Description of Stamp.							Value.			Remarks,
	1 Rupee.	6 Anna.	2 Anna.	1 Anna.	$\frac{1}{2}$ Anna.	$\frac{1}{4}$ Anna.	Post Cards,	RS.	A.	P.	
Total ...											

19 .}

Inspector of Police.

I hereby certify that I acknowledge to have received Service Stamps passed for Rupees

19 .}

Inspector of Police.

FORM No. O.M. 26.

O.M.O. 87.

Account of Secret Service Expenditure, under special reward
District.
Month.

19 .

Criminal Case.			Particulars of Expenditure.	Amount.		
No.	Station.	Section.				
1	2	3	4	5		
				RS.	A.	P.

19 .}

Superintendent of Police.

FORM No. O.M. 27. O.M.O. 89.

FORM No. O.M. 27.

Circle.

Station.

*Bill of Contingent Charges
for the Month of 19*

Nature of Charge.	Amount.

RS.	A.	P.

Circle.

Station.

*Bill of Contingent Charges for
the Month of 19*

Nature of Charge and Name of Payee.	Amount.	Date of Payment.	Signature of Payee.

RS.	A.	P.

Total ...

19 . Inspector of Police.

ABSTRACT (ON THE REVERSE).

Station
Circle
for

Contingent Bill of

Head of Contingencies.

Amount.

RS.	A.	P.

Total ...

Superintendent of Police.

Passed for Rs. ()
19

FORM No. O.M. 30.

FORM No. O.M. 30.

No.

No.

*Receipt for Payment.**Receipt for Payment.*

From

Received from the Superintendent of
Police

Rs.

the sum of Rupees
on account of

on account of

Rs.

19 .

Dated

19 .

Police.

FORM No. O.M. 31.

O.M.O. 95.

*Quarterly List of Subordinate Officers.*Quarter of
District.

19 .

No.	Circle or Duty.	Name.	Class.	Date of Appointment to present Duty.	Remarks.
1	2	3	4	5	6

O.M.O. 98.

FORM No. O.M. 32.

Programme of Construction of Buildings for Five Years.

District									
YEAR 19 .									
Serial No. and Locality.	Nature of Work.	Station Strength.	Number of existing Huts.	Number still required.	Site existing or to be acquired. ?	Superintendent's Remarks.	Deputy Inspector-General's Remarks.	Inspector-General's Order.	
1	2	3	4	5	6	7	8	9	

FORM No. O.M. 33.

List of Original Departmental Works for which Estimates have been sanctioned.

O.M.O. 106.

District.						
19 .						
Locality.	Nature of Work.	Number on Five Years Programme.	Estimate Number and Date of Chief Office Sanction.	Amount of Estimate.	Amount likely to be spent in the Year.	Remarks as to Urgency.
1	2	3	4	5	6	7
				ES.	ES.	

Superintendent of Police.

19 .

Estimate Form.

Detail Measurements.

Detail of Work.	Number.	Measurements in Feet.			Area or Contents.	Total Quantity of each Description of Work.
		Length.	Breadth.	Depth.		
1	2	3	4	5	6	7

FORM No. O.M. 35.

O.M.O. 107.

Estimate Form.

Abstract.

Quantity.	Description of Work.	Rate.	Per	Amount.	Total.
1	2	3	4	5	6
		RS.		RS.	RS.
Grand total of Estimate ...					

Grand total of Estimate ...

Inspector of Police,
Cirela.

19 }

Superintendent of Police.
District.

REVERSE.

ESTIMATE FORM.—*Abstract.*

District--

Circle—

Locality—

Name of Work--

Amount of Estimate, Rs.

References.

FORM No. O.M. 37.

O.M.O. 112.

Agreement with Contractors with Security.

AGREEMENT made this _____ day of _____
 One thousand nine hundred and _____ between _____
 (hereinafter called the Contractor) of the one
 part and the RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL
 (hereinafter called the Secretary of State) of the other part :—

I. WHEREAS the Contractor has agreed with the Superintendent of Police,
 District acting for and on behalf of the
 Secretary of State to execute the $\frac{\text{work}}{\text{works}}$ as specified below in the
 circle of the _____ District

II. AND WHEREAS the Contractor has lodged in the Treasury a deposit
 consisting of _____
 (hereinafter called the deposit)
 as security for the due and faithful performance by the Contractor of this his
 contract ;

Now these presents witness that for carrying the said agreement into execution
 the Contractor on the one part for himself, his heirs, executors, administrators,
 representatives and assigns and the Secretary of State, on the other part for
 himself, his successors, and assigns, do hereby mutually contract and agree as
 follows :—

III. The Contractor shall on or before the time specified underneath complete
 the $\frac{\text{work}}{\text{works}}$ in accordance with the undermentioned $\frac{\text{estimate}}{\text{estimates}}$ $\frac{(\text{copy})}{(\text{copies})}$ of which $\frac{\text{has}}{\text{have}}$
 been furnished to the Contractor) to the complete satisfaction of the Superintendent
 of Police acting on his behalf.

Estimate Number.	Description of Work.	Amount.	Date of Completion.
		RS.	

Provided that, if it appears at any time to the Superintendent that the progress
 made is so slow as to justify the belief that the $\frac{\text{work}}{\text{works}}$ will not be finished within
 the time specified above, it shall be lawful for the Superintendent to cancel the
 agreement and to proceed in accordance with the terms contained in paragraph IX.

IV. The $\frac{\text{work}}{\text{works}}$ shall be examined and measured up, from time to time, by the
 Inspector of the Circle or other officer appointed by the Superintendent for
 the purpose, and, if found to be satisfactorily executed, shall be paid for subject
 to the deduction of 15 per cent. pending the final examination by the Superin-
 tendent or the Sub-divisional police officer who after examining the said $\frac{\text{work}}{\text{works}}$

FORM No. O.M. 37—*cont.*

will issue orders for full payment to be made if he finds the $\frac{\text{work}}{\text{works}}$ satisfactorily executed in all respects. If, however, the Superintendent or the Sub-divisional police officer is of opinion that any deduction should be made on account of bad or faulty work, it shall be lawful for him to make such deductions from the aforesaid deposit or from any sum or sums which may then be, or thereafter become, due to the Contractor on account of work done by him under this contract.

V. The Contractor shall, at all times during the continuance of this contract, obey and carry out the orders, instructions and directions of the Superintendent or officers deputed by him to supervise the $\frac{\text{work}}{\text{works}}$ in all or any of the matters and things necessary to be done in order to the carrying out of this agreement.

VI. The Contractor shall not be in any way interested or concerned directly or indirectly with the servants of Government employed in the Police Department in any trade or business or other transaction whatsoever; nor shall the Contractor give or pay or promise to give or pay, to any such servants directly or indirectly, any money or fee under the designation of custom or otherwise; nor shall he assign or make over his contract directly or indirectly to any person or persons whomsoever, or permit any person or persons whomsoever to interfere in the management or performance thereof, without the permission of the Superintendent.

VII. Upon the complete fulfilment of this contract by the Contractor to the satisfaction of the Superintendent, the Superintendent will return and deliver up to the Contractor the aforesaid deposit.

VIII. The Contractor shall abide by the decision of the Inspector-General of Police for the time being in case of the occurrence of any dispute or difference of opinion between him and the Superintendent or officers deputed by him to supervise the $\frac{\text{work}}{\text{works}}$ in regard to the construction of this contract, or to any other question proceeding therefrom and any and every such decision shall be final and conclusively binding on the Contractor and shall not be subject to question or review upon any ground whatsoever, either in the form of an appeal to any Court of Law or otherwise.

IX. In case the Contractor shall fail or neglect or refuse to observe, perform, fulfil, and keep all or any one, or more, or any part of any one or more, of the covenants, stipulations and provisions herein contained, it shall be lawful for the Superintendent to cancel this agreement and to make or enter into such other arrangement or contract as he may think fit for carrying out the $\frac{\text{work}}{\text{works}}$ hereinbefore specified, and the Contractor shall be answerable to him for any loss or damage which may be sustained through his failure, neglect or refusal as aforesaid, but shall not be entitled to share in any savings below the rates payable to him under the terms of this agreement which the Superintendent may be able to effect; and thereupon every article, clause and thing herein contained on the part of the Secretary of State, his successors or assigns, shall cease and be void, and it shall also be lawful for the Superintendent to retain the aforesaid deposit and to pay it to the Secretary of State, his successors or assigns, and if the aforesaid deposit be insufficient to pay and satisfy the whole of all or any moneys or damages which may then be due from the Contractor to the Secretary of State, then and in that case the Contractor, his executors, administrators, representatives shall forthwith repay to the Secretary of State, his successors or assigns the balance of such moneys or damages. Provided always that in each and every case of the Contractor so failing or neglecting or refusing to observe, perform, fulfil, and keep all or any one, or more, or any part of any one or more of the covenants, stipulations and provisions hereinbefore contained, it shall be lawful for the Superintendent, or Sub-divisional police officer acting on his behalf, instead of cancelling this agreement and otherwise acting as before

FORM No. O.M. 37—cont.

recited in this clause of this agreement, to fine the Contractor in any sum not exceeding Rs _____ on any one occasion, and if the Contractor shall not pay any fine so imposed within seven days from the date on which the imposition of the same shall have been signified to him, to retain and deduct the amount thereof from and out of the aforesaid deposit, or from any sum or sums which may at the time be or may thereafter become due to the Contractor on account of work done by him under this contract.

In witness thereof the said

on the one part, and the Superintendent on behalf of the Secretary of State on the other part have hereunto set their respective hands this _____ day of _____ One thousand nine hundred and _____

Witnesses.

Contractor.

Superintendent.

FORM No. O.M. 38.

O.M.O. 112.

Agreement with Contractors without Security.

AGREEMENT made this _____ day of _____
 191 _____ between _____ of _____
 (hereinafter described as "the Contractor") of the one part and the RIGHT
 HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter described
 as "the Secretary of State") of the other part.

WHEREAS the Contractor has agreed with the Government of Fort Saint
 George, Madras, acting on behalf of the Secretary of State to

Here fill in
 the nature of
 works to be
 executed,
 whether of
 Construction,
 Repair or Im-
 provement.

in accordance with the general Specification and Estimate hereunto annexed and
 upon the terms and conditions hereinafter contained ;

NOW THESE PRESENTS WITNESS that, in consideration of the premises, the
 Contractor doth agree with the Secretary of State, and the Secretary of State doth
 agree with the Contractor as follows :

1. The Contractor will at his costs and to the entire satisfaction of _____
 _____ for the time being of the District of _____
 acting on behalf of the
 Secretary of State (and which said Officer is hereinafter described as "the
 Supervising Officer") finish and complete the said _____ in conformity
 with the said general Specification and Estimate within the space of _____
 calendar months to be computed from _____
2. The said _____ shall not be considered complete until a certificate
 in writing to that effect shall be granted to the Contractor either by the
 Supervising Officer or the _____ for the time being of
 the District of _____
3. The Supervising Officer shall be the sole judge upon all matters relating
 to the construction, incidents and consequences of the said Specification and
 Estimate.
4. The Contractor will, at all times, observe every direction with respect to
 the performance of this Contract from time to time given to him by the Super-
 vising Officer.
5. In the event of there being any delay on the part of the Contractor in the
 completion of this Contract within the aforesaid period, the Contractor shall pay
 to the Secretary of State as and by way of liquidated damages and not in the
 nature of a penalty for such delay the sum of _____ Rupees for every complete
 week during which the said _____ shall remain _____ and such sum or sums shall
 be deducted by the Secretary of State from any sums which may at any time be
 due to the Contractor on account of the execution of the said _____ as if the same
 had been moneys paid by the Secretary of State to the Contractor on account.
 PROVIDED NEVERTHELESS, that, if circumstances should in the opinion of the
 Supervising Officer warrant an extension of the time for the completion of the
 Contract, it shall be allowed and the Supervising Officer shall in that case fix the
 period of such extension and certify the same in writing under his hand to be
 endorsed hereon.

6. All work which shall be rejected by the Supervising officer as being
 unsoundly, incorrectly or imperfectly constructed, or constructed of bad or inferior
 materials shall be immediately removed and fresh work in lieu thereof executed
 properly to his satisfaction without any extra charge whatsoever and without any
 delay in the period fixed for the completion of the said _____

7. The Secretary of State shall within _____ days from the execution hereof
 pay to the Contractor the sum of _____ Rupees as and by way of advance
 for the works hereby contracted for

FORM No. O.M. 38—*cont.*

8. Upon the completion of the said _____ the Secretary of State shall take charge thereof from the Contractor and thereupon all responsibility on his part shall cease and the Secretary of State shall then pay to him the balance of the moneys that may have become due under this contract according to the certificate to be given in accordance with the second clause of these presents.

9. No deviation from any of the provisions of this Contract or the said general Specification and Estimate will be permitted unless with the previous sanction of the Supervising Officer.

10. The Contractor shall at all times employ as many men, bullocks, materials and plant as shall be in the opinion of the Supervising Officer adequate to the due completion of this Contract within the time hereby limited for that purpose.

11. The Contractor shall not assign this Contract or any part thereof without the consent in writing of the Supervising Officer.

12. All materials brought and left upon the site of the said _____ or ground adjoining thereto shall for the purpose of this Contract be considered the property of the Secretary of State and shall not be taken away on any account without the written sanction of the Supervising Officer until the said _____ shall be certified in manner aforesaid to have been completed, when the Contractor shall be permitted to remove all materials not properly belonging to the Secretary of State.

And lastly the Contractor shall at all times promptly obey all the written orders and directions of the Supervising Officer with regard to the said _____ and, in case he shall refuse or neglect to obey the same or be guilty of any evasion or delay in carrying them out, then the Supervising Officer shall give notice in writing to the Contractor to perform such orders or directions within a reasonable time to be named in the notice, and, if the Contractor shall fail to comply therewith in all respects, the Secretary of State shall retain whatever amount may then be due to the Contractor as liquidated damages and the Supervising Officer shall also be at liberty to put an end to this Contract. As witness the hands of the Contractor and of _____ acting on behalf of the Secretary of State by order of the Governor of Fort Saint George in Council the day and year first above written.

Signed by the abovenamed _____

in the presence of _____

Signed by the abovenamed _____

in the presence of _____

FORM No. O.M. 38—*cont.**Dated*

19

AND

THE RIGHT HONOURABLE THE SECRETARY
OF STATE FOR INDIA IN COUNCIL.

FORM No. O.M. 39.

O.M.O. 122.

*Progress Report of Works done by Departmental Agency to be submitted by
Inspectors of Police to the District Office.*

- (1) Name of Circle—Rasipur.
- (2) Name of Work (in the case of repairs and improvements the nature of the repairs and improvements should be given)—Construction of a second-class station-house at Mallur.
- (3) Amount of the Estimate—Rs. 2,500.
- (4) Date on which Estimate sent to Inspector—1st June 1909.
- (5) Name and Address of the Contractor—Ranganatham Pillai, Mallur.
- (6) Period fixed for the completion of the work with due date for completion—Six months, 30th November 1909.

N.B.—Entries (1), (2), (3) and (4) should be made in the District Office when the estimate is sanctioned and sent to the Inspector, and (5) and (6) when the agreement is signed.

Report of Inspector.

1st July 1909.—Contractor Ranganatham Pillai began collecting materials on the 24th June 1909 and hopes to start the work within a week.

(Sd.)

Inspector.(Intld.) *D.S.P.*

1st August 1909.—The contractor did not start the work until the 20th July 1909, but has now completed excavation of foundations. On the 21st July 1909 the cheque for Rs. 250 equal to half the value of the materials collected was cashed and paid to the contractor.

(Sd.)

Inspector.(Intld.) *D.S.P.*

1st September 1909.—The foundations are finished and the walls have been erected to a height of nearly two feet.

(Sd.)

Inspector.(Intld.) *D.S.P.*

1st October 1909.—I was unable to visit the station this month owing to the big dacoity. The Sub-Inspector reports that the contractor has made no progress during the month.

(Sd.)

Inspector.(Intld.) *D.S.P.*

1st November 1909.—The contractor makes vain excuses about difficulty in getting roof timbers and complains of wet weather. I have warned him that if he does not finish the work in the prescribed time the terms in the agreement with regard to fine will be strictly enforced. He says that he expects the timber in a day or two and promises to continue the work shortly.

(Sd.)

Inspector.(Intld.) *D.S.P.*

etc.

etc.

etc.

Work completed on the 1st February 1910.

(Sd.)

Inspector.

FORM No. O.M. 39—*cont.*

Final bill passed on the 18th February 1910.

(Sd.)

Manager or D.S.P.

Total amount expended Rs. 2,487-10-0.

(Sd.)

*Manager or D.S.P.*Forwarded to the ^{By}Inspector-General of Police.

(Sd.)

D.S.P.

Filed.

(Sd.)

A. V.I.G.

FORM No. O.M. 40.

O.M.O. 123.

CERTIFIED that the

Completion Certificate.

was executed
under my supervision and in accordance with the estimate sanctioned and that I
am satisfied that the work has been properly completed.

19 . }

Inspector of Police.

19 . }

Superintendent of Police.

FORM No. O.M. 45.

O.M.O. 197.

No.

DISTRICT POLICE OFFICE.

Dated

19

From

To

THE SURGEON, DISTRICT,
THE DISTRICT MEDICAL AND SANITARY OFFICER,
THE CIVIL SURGEON,

SIR,

I have the honour to request you will be good enough to examine the individual whose descriptive roll is given below:—

Name.	Father's Name.	Caste or Race.	Office or Occupation.	Place of Residence.	Date of Birth.	Height.	Extent of Service.	Previous Leave of any kind, except Casual Leave, giving Dates.	Marks of Identification.
						FT. IN.			

and certify as to—

1. His fitness for entertainment in the public service as *
2. His physical fitness for any further service.
3. The period of sick leave that should be granted to him.
4. His fitness to return to duty ^{on} before the expiry of his leave.
5. His fitness for further service for one year [Article 463, Civil Service Regulations, and 55 (h), Civil Account Code].

REMARKS—

I have the honour to be,

Sir,

Your most obedient servant,

* Nature of intended employment or occupation to be stated.

FORM No. O.M. 47.

O.M.O. 201.

Leave Roll.

(To be filled up by Inspector.)

1. For Constable No.
Sub-Inspector

Name.

Station.

Circle.

2. Period. months and days.

3. Reasons.

4. No. of men on leave from Circle.

5. Do. do. Station.

6. Constable No. to act.

Inspector of Police,

19 .

Circle.

(To be filled up in District Office.)

1. Date of Enlistment.

2. Leave during the last 3 years.

Date.	Period.		Nature.
	Months.	Days.	

3. When suspended during the last months.

4. Period of admissible leave, viz.,

Months.	Days.	Nature.
		Privilege leave.
		Hospital leave.
		Leave on pay on M.C.
		Do. do. P.As.
		Furlough.
		Leave without pay.

Date.

Clerk,

*District Police Office.**Superintendent's Order.*

Granted months days

{ Privilege leave.
 { Hospital leave.
 { Leave on M.C. on $\frac{1}{2}$ pay.
 { Leave on P.As. on $\frac{1}{2}$ pay.
 { Furlough on $\frac{1}{2}$ pay.
 { Leave without pay.

Superintendent of Police.

FORM No. O.M. 47—cont.

*Declaration.**(For Privilege Leave only.)*

I hereby declare that I have no intention of retiring or of taking long leave of any kind, for 3 months after my return to duty.

19 .

Signature.

Acknowledgment.

Availed myself of the leave granted to me from the
understand that I must return to duty on or before the

noon of the and
 noon of the

19 .

Constable No.

Inspector's Certificate.

Constable No. returned to duty and rejoined his station on
Sub-Inspector noon of the

19 .

*Inspector of Police,**Circle.**Period.*

Extension, if any, granted ..

Period of leave cancelled, if any ..

Months.	Days.

Correct.

19 .

Manager,
District Police Office.

196

ORDERS OF THE MADRAS POLICE.

FORM No. O.M. 48.

O.M.O. 209.

Certificate of Transfer of Charge.

OFFICE OF THE SUPERINTENDENT OF POLICE.

No.

Certified that under notification in *Police Gazette*, dated

page

Class Inspector
Grade Sub-Inspector

handed over charge of
assumed

Circle to
from

Class Inspector
Grade Sub-Inspector

on the fore noon of
after

19

Superintendent of Police.

Deputy Inspector-General of Police.

Paper to be filled in by an Applicant desiring Employment in the Police as Sub-Inspector, Inspector of Police or Sergeant.

1	Name of Applicant in full; his Village, Taluk, District, present Residence.			
2	Age.			
3	Feet.			
4	Inches.			
5	Measurement round Chest.			
6	Nationality (European, Eurasian or Native) and Caste.			
7	Father's Name, Employment and Residence. If in Government employ, state what office.			
8	Has Applicant any Relations in Government Service? If so, give Names and Offices.			
9	What Post Applicant now desires.			
10	At what School was Applicant educated, what Examinations has he passed and what is his Knowledge of English, Tamil, Telugu and Hindustani?			
11	State if Applicant has previously been in Government Service? What Offices, and Reasons for leaving the same?			
12	Applicant's present Employment, and Reasons for wishing to leave the same.			
13	Application (which must be in English) to be written by Applicant in the Presence of the Officer to whom he applies for Employment.			
14	Copies of Certificates and Testimonials from present Employers and others who know the Applicant.			
15	Has the Applicant, previous to this, applied for Police or other Government Employ? If so, for what Orders were passed in each Case?			
16	By whom recommended?			
17	Opinion of District Officer to whom Application or reference is made regarding the Character, Conduct, Qualification, etc., of Applicant.			
18	Medical Certificate of Fitness to be submitted with the Papers of Applicant.			
19	Remarks.			

FORM No. O.M. 50—cont.

1. Have you been in Government service?
2. If so, why did you leave it?
3. If not in Government employ, in what occupation were you and why did you leave it?
4. Have you ever been concerned in any criminal case as a defendant?
5. Have you ever been imprisoned?
6. What is the date of your birth?
7. Have you any relations in Government employ? If so, where are they?
8. Have you, your wife, or any of your near relations any interest in any landed property in this or any other district? If so, state particulars. Do you or your wife, or any member of your family living with and in any way dependent on you possess or manage any landed property, whether held in perpetuity, in form, or under any tenure whatever? If so, describe the property and where it is situated.
9. Are any civil or criminal cases pending against you?
10. Who is your heir? Name three persons in the order in which you wish them to succeed and their residences.
11. Have you been vaccinated, inoculated or had small-pox?
12. *Left Hand.*

Thumb.	First Finger.	Second Finger.	Third Finger.	Fourth Finger.

Certified that the above finger prints have been taken in my presence, and under my personal superintendence, from the left hand of whose description is entered in this form.

*Signature and designation of Head
of Office or other attesting Officer.*

19 .

N.B.—A statement of lands in Form 41 should, except in the case of constables, be obtained and attached to this form, and the answer to question 8 will merely refer to that statement, to save repetition of details. The two statements will be filed together in the District Office and be retained so long as the officer who furnished them remains in the service. Annual returns of lands of police officers, for whom Service Books are not kept, will be added to this file.

Question 8 does not apply to constables.

FORM No. O.M. 50—*cont.*

No.

From

THE DISTRICT SUPERINTENDENT
OF POLICE,
District,

To

THE DISTRICT SUPERINTENDENT
OF POLICE,
District.

19 .

Forwarded with a request that the
Roll be returned after careful verifica-
tion.

District Superintendent.

From

THE DISTRICT SUPERINTENDENT
OF POLICE,
District,

To

THE DISTRICT SUPERINTENDENT
OF POLICE,
District.

19 .

Returned with the enquiring officer's
report.

District Superintendent.

FORM No. O.M. 51.

O.M.O. 234.

*Small Service Book.**Descriptive Roll of**of the**Police.*

Name.		Transfers.	
		Date.	Circle and station.
Birth-place.			From To
Caste.			
Age on entering Force.			
Previous Occupation.			
Date of Enlistment.			
Rank of Enlistment.			
Date of Promotion to each Rank.			
Date of Reduction from each Rank.			

Statement of cases detected by constable, showing the part taken by him, and other instances of good conduct, reward, etc.

FORM No. O.M. 52.

O.M.O. 235.

Sannad or Certificate of Appointment.

has been appointed a member of the Police Force under Act XXIV of 1859 and is vested with the powers, functions and privileges of a Police Officer.

Superintendent of Police.

FORM No. O.M. 54.

O.M.O. 218.

Defaulter Book, page

Leave Register, page

Constabulary Register.

Name.

District No.

1. Service under Government previous to employment in the Police with period, pay and capacity
2. By whom recommended.
3. Date of entrance into the force.
4. Rank.
5. Sannad No.
6. Date of birth.
7. Height, feet inches
8. Inches round the chest.
9. Caste.
10. Birth-place.
11. Who certifies to character.
12. Qualifications in—
Reading.
Writing.
13. Remarks of examining surgeon.
14. Examinations passed.
15. Registered heir.

Superintendent of Police.

Promotion, including Increments, Reduction or Suspension.				Rewards and Good Service Entries.		
Date.	To what Rank.	Whether promoted, reduced or suspended with Superintendent's Initials.	Monthly Return in which shown.	Date of Award.	For what Service rewarded.	Nature of Reward and by whom sanctioned, with Superintendent's Initials.

Date and nature of casualty.

Superintendent of Police.

FORM No. O.M. 55.

O.M.O. 218.

Leave Register.

District No.

Name.

Nature of Leave.	Period sanctioned.			Period availed of.			Date of Availing.	Date of Return.	Superintendent's Initials and Remarks.
1	2			3			4	5	6
	Y.	M.	D.	Y.	M.	D.			

FORM No. O.M. 56.

O.M.O. 224.

Daily Leave Statement.

Number and Name of the Police Officer on leave.	Date of Sanction of the Leave.	Nature and Amount of Leave sanctioned.	Date of Availing of the Leave.
1	2	3	4

Note.—(1) This statement will be prepared both in the head-quarter and sub-division offices and will be compiled from the station-house General Diaries every day.

(2) When no information is available a *nil* return will be sent.

FORM No. O.M. 58.

O.M.O. 228.

Defaulter Sheet.

Name	Rank	No.	
Brief Description of Offence. The Award of Increments should be entered in red ink across the Sheet.	Date when committed.	Punishment.	
		Black Mark.	Other Punishments
By whom ordered.	Date of Order.		

FORM No. O.M. 59.

P.O. 245.

Roll for the Punishment of class Inspector of
Circle District.

Charge.	Facts and Evidence.	Defence (Enclosure No.).	Remarks of the Superintendent.
1	2	3	4

Instructions.

This form will be used when an Inspector is recommended for dismissal, reduction or suspension.

- I. Column (1) should specify the charges one after another, each charge being numbered separately.
- II. Opposite to each charge in column (1) should be given in column (2) the facts of the case and the evidence to support that charge.
- III. A copy of the entries in columns (1) and (2) should invariably be furnished to the delinquent Inspector and he should then be called upon to submit his defence in writing. The original defence will form an enclosure to this report.
- IV. The defence of the Inspector should be entered in column (3) in his own words.
- V. The remarks of the Superintendent as to why the defence should not be admitted should be given in column (4), opposite to the portion of the defence commented on.
- VI. Every document referred to in the evidence, defence or remarks should accompany this report and should be numbered as an enclosure and docketed. Reference to the number and page of the enclosure should be given in the report, e.g. (page 5 of enclosure No. II).
- VII. After writing up the evidence, defence and remarks for each charge, sufficient space should be left before commencing the next charge for the remarks of the Deputy Inspector-General and the Inspector-General on each charge.
- VIII. The covering letter will show the recommendation of the Superintendent and such general remarks on the delinquent as the Superintendent may have to offer.
- IX. The roll should be written up neatly as it will have to be submitted to Government when necessary.

FORM No. O.M. 62.
O.M.O. 230.

No.

Punishment Roll

Current No.

To whom

Date of despatch

Date of filing trifoil.

FORM No. O.M. 62.

No.

Order on Punishment

Roll Current No.

Circle

Date of order 19 .

Constable No.

is awarded

for

(By order)

Manager.

19 .

FORM No. O.M. 62.

No.

ACKNOWLEDGMENT.

Order on Punishment

Roll Current No. ,

dated

has been received by me this
day.

Signed

19 .

FORM No. O.M. 63.

O.M.O. 221.

CIRCLE.

STATION.

Return showing Heirs, Debts, Education and Examinations passed.

No.	Rank and Name.	Names of Heirs and where to be found.	Amount of Debt.	Knowledge of Reading and Writing.	Examinations passed and when.

Sub-Inspector of Police.

FORM No. O.M. 65.

O.M.O. 238.

MADRAS POLICE.

Discharge Certificate.

DISTRICT

19 .

Age

Height

Eyes

Hair

Complexion

Country

Caste

I hereby certify that

(description as per margin)

joined the Police Force of the

District on the

and

has this day been

Rank on Enlistment

Rank on leaving the Force

General Character

Superintendent of Police

O.M.O. 259.

DISTRICT.

Form No. O.M. 66.

Clothing Indent for the year 19

Established Strength as per Budget of 19 - 19												
Constables.		Head constables.	Third grade.	Second grade.	First grade.	European Constables—Grade.	Sergeants.	Station-house Officers.	Reserve men	Hill men	Other men of the force.	Total
Coats, khaki drill, for Reserve men. First size. Second size. Third size. Total.												
Coats, khaki drill, for Hill men. First size. Second size. Third size. Total.												
Extra clothing ... Clothing required for the full establishment ... Total Probable remains in store on the 31st October 19 Indented for Total as above Passed for First supply * ... Second supply * ... Total												

* These entries are made in the Chief Office.

Indent on the Inspector-General of Police by the Superintendent of Police,

District, for Printed Forms for the year 19 .

Form No.	Description of Form.	Number expended in 19 .	Probable Requirements for the year 19 .	Actual Remains on 1st September 19 .	Probable number that will remain on the 31st December 19 .	Number indented for.	Number admitted.	Remarks.
6	Confidential Register of Inspectors, Sub-Inspectors, Sergeants and Head Constables.	English ...	... Books ...					
7	Stationwar Register of Head Constables and Constables to be kept by Superintendents and Assistant Superintendents.	Do. ...	... Do. ...					
	Etc., etc.							

FORM No. O.M. 68.

O.M.O. 259.

Indent for Stamping Ink.

Description of Ink.	Number of Ounces required.	Total Number of Stamps in use.	Total Number of Impressions likely to be made in a Day.	Date of last Supply and the Quantity supplied.	Quantity expected to remain at the beginning of the Year for which this Indent is submitted.	Quantity to be supplied to each Sub-ordinate Officer, if any.	Remarks.

19 . }

Address * in full for
despatch of parcel. }Signature of Officer.
Designation.

* The nearest railway station should be stated.

FORM No. O.M. 69.

O.M.O. 259.

Indent for Rubber Stamps.

Description of Stamps with Diagrams.	Number required.	Whether new Supply or Renewal of the old Stamp. If the latter, the date of Supply and its present Condition.	Remarks.

19 .

Signature of Officer.

Designation.

Address in full for }
despatch of parcel. }

N.B.—(1) Old stamps, for which new ones are required, shall be forwarded with the indent, or if it is found inconvenient to do so, an impression of the stamp shall be made on the indent.

(2) If duplicate stamps are required, full explanation of the necessity for them shall be furnished.

(3) The head-quarter station or the nearest railway station, to which the parcel should be despatched, shall be distinctly stated.

Required in triplicate. (a)

Ordinary Payment Emergent	}	Requisition on the

{	Ordinance Department.	}	(a)
	Clothing Department.		
	S. and I. Corps.		
	Medical Department.		

I.A.F.Z2091.

Grat is.

(See paras. 177-183, A.R., I., Vol. II.)

I certify that the undermentioned stores are necessary for the command, and are demanded under the authority of (b) (d)

under my

(c) Data on which the demand is based

ARTICLES. (To be arranged sectionally and alphabetically in accordance with the Army Tables.)	Authorised Pro-portion.	Number on Charge.	Years the articles to be replaced.	Now indented for.	Remarks.	Payment requisitions only. To be filled in by Examination.					Issued on	Issued on	Issued on	Issued on	Issued on
						Rate.	Rs.	A.	P.	Issue sanctioned.					
1		3	4	5	6	7	8	9	10	11	12	13	14	15	

STATION

Date

Signature

Designation

(a) Alternative headings not required should be expunged. Ordinary requisitions are required in duplicate, payment requisitions in triplicate. Articles required on payment must be demanded on a separate form.

(b) Where the authority is a regulation, or order distributed to units and departments generally, this should be quoted; otherwise the original authority or a certified copy must be attached.

(c) The requisitioning officer will be held responsible for the correctness of this entry, and columns 1 to 8.

(d) Requisitions for ordnance stores to replace unserviceable stores for which disposal orders are required, must have I.A.F. Z2098, attached in duplicate. Requisitions for the issue of stores at the expense of the State to replace those lost or damaged must have I.A.F. A498 attached.

(e) These forms may be prepared by the carbon process, provided the entries are made by indelible or special copying pencils.

FORM No. O.M. 71.

O.M.O. 259.

CHIEF OFFICE No.

DISTRICT OFFICE No.

*Indent on the Inspector-General of Police by the Superintendent of Police,
District.*

Articles indented for.	Established Quantity or Number. If Surplus allowed, how many.	Total Number or Quantity in use and in Store.	Number or Quantity indented for.	Number or Quantity admitted.	How accounted for				Date of Despatch.
					Recovery List or Chief Office memo.	No.	Date.	Number of Articles.	
1	2	3	4	5	6	7	8	9	10

19

}

Superintendent of Police.

Separate indents are required for (i) Clothing, (ii) Arms and Accoutrements, (iii) Books and Forms, and (iv) Articles required on payment, and in the case of forms the number of the form should invariably be given.

FORM No. O.M. 72.

O.M.O. 259.

Supplemental Indent for Stationery Articles for the year 19

Articles.	Quantity on hand at the beginning of the year.	Quantity received for the year.	Total.	Actual Expenditure up to date.	Quantity now claimed.	Explanation of the Demand with reference to No. 28 of the Stationery Rules.
1	2	3	4	5	6	7

FORM No. O.M. 73.

O.M.O. 265.

Estimate for Sandals, Boots and Cumblies for the year 19 .

Article.	Probable Number required.	Remarks.
Sandals—		
No. 1 size 		
No. 2 size 		
No. 3 size 		
Extra size 		
Total ...		
Boots—		
No. 1 size 		
No. 2 size 		
No. 3 size 		
Extra size 		
Total ...		
Cumblies 		

*Superintendent of Police.**N.B.—This estimate is for the second following year.*

Form No. O.M. 74.

O.M.O. 284.

Delivery
 (a) Receipt } Voucher No.
 Expense

I.A.F. Z2096.
Gratis.

The articles enumerated below have been (a) $\frac{\text{issued to}}{\text{received by}}$ (b) $\frac{\text{manufactured from}}$

in (a) $\frac{\text{part}}{\text{full}}$ compliance with (c)

(a) Expended under the authority of (c)

1		2	3	4	5			6				7		
Ledger, etc.		Articles. (d)	No. of Pack- ages. (e)	Number or Quantity.			Rate.				Total value.			
Sec- tion.	Page.			Total. (d)	S.	R.	U.	Per.	Rs.	A.	P.	Rs.	A.	P.

Certified that the above articles have been $\frac{\text{brought on charge}}{\text{credited}}$ in my $\frac{\text{charged off}}$

(g)

STATION

Date

19

Signature

Designation

(a) Alternative entries not required should be expunged.

(b) Corps, department, arsenal, depôt, factory, etc.

(c) When the authority is a regulation or an issue or other order already in the possession of the officer to whom the stores are being sent, or a requisition from such officer, the para. and volume or number and date need alone be quoted; otherwise the original authority or a certified copy must be attached.

(d) Only columns 2 and 4 will be filled in when articles are returned into store by corps and departments. Columns 5 and 7 will only be used for payment issues.

(e) When used by the Medical Store Department this column will give the description of the article, i.e., "L" for articles purchased locally, and "M" for articles manufactured in Medical Store Depôts.

(f) In the case of ordnance stores, those of different store sections should, as far as possible, be shown on separate stores.

(g) Not required to be completed in the case of ordnance stores which are accounted for in returns rendered to the Military Accounts Department.

Instructions.

1. When used otherwise than as an expense voucher, this form will ordinarily be prepared (by the carbon process provided the articles are made by an indelible or special copying pencil) in quadruplicate, one copy being retained as the office copy, and three copies (one receipt and two delivery vouchers) sent to the consignee. The latter will date, sign and return the receipt voucher to the consignor, retaining the two delivery vouchers to support the entry of the transaction in the store ledger sent to the audit department and in the office copy of the ledger. When a unit is serving outside the audit area in which its store accounts are audited, and it receives from or returns stores to a departmental establishment the accounts of which are audited in another area, the consignor of the stores must prepare five copies and send four (two receipt and two delivery vouchers) to the consignee. The extra receipt voucher will in all cases be sent by the departmental officer concerned to the officer who will audit the store accounts of the unit. But in the case of payment issues of stores which are not required to be accounted for in store ledgers or returns of consignees, only one receipt and one delivery voucher are required.

2. When S. and T. stores issued on payment are shown in this form (see A.R.I., Vol. III), the month's account in which credit will be afforded must be noted on the receipt voucher, and the delivery voucher forwarded in support of the credit so afforded. Until the amount charged has been credited to Government, no protest as to the correctness may be made.

FORM No. O.M. 75.

O.M.O. 276 (7).

I.A.F. A498.

*Gratis.**Loss Statement All services.*

(See A.R.I., Vol. III.)

Description of Property (in the case of Stores, their Quantity or Number), and the Circumstances under which deficient, damaged, or destroyed. N.B.—In the case of wastage on rum the period of storage must be stated.	Date of Issue or Receipt of stores, if known.	Date of Discovery of Loss.	Value of articles lost, or cost of repairs.	Remarks.
			RS. A. P.	

Certificate when individuals subject to the A. A. or I. A. W. are permitted to make good the loss or damage in whole or in part.

I
The men concerned agree to pay Rs. _____ on account of the above articles to avoid trial by court-martial.

Station _____ Date _____
(Signature of individual or of O.C. if several men are concerned.)

Report of investigating officer, and his orders thereon if amount is within his financial powers.
Station _____ Date _____ Signature _____

Remarks _____ of the O.C. the Station.
Orders _____
Station _____ Date _____ Signature _____

Remarks _____ of the O.C. the Brigade.
Orders _____
Station _____ Date _____ Signature _____

Orders of the Divisional Commander.
Station _____ Date _____ Signature _____

Instructions.

I. This report will not go beyond the officer competent to deal with the amount at issue, the intermediate authorities entering their recommendations. Even when an individual is permitted to make good a part of the cost of repairs or loss, the report must be disposed of by the officer competent to sanction the total amount of loss or damage.

II. The value to be inserted in column 4 is the original value or stock book or other fixed rate of the articles lost or condemned. For damaged but repairable articles two-thirds the stock book rate will be entered, or the cost of repairs, whichever is greater: and for lost unserviceable articles, unless of silver, one-tenth the stock book rate. The amount to be recovered under the orders of the competent financial authority from an individual will be this sum less any authorised deduction—see A.R.I., Vol. III.

The value of ordnance stores to be inserted in column 4 will be as follows:—

- (i) *Serviceable articles lost or prematurely condemned.*—The value as given in the Indian Addendum, or if the article is not shown therein the value given to the War Office Vocabulary converted into Indian currency at the rate of 1s. 4d. to the rupee plus 10 per cent.
- (ii) *Damaged but repairable articles.*—Two-thirds of the serviceable value arrived at as in (i), or the cost of repairs, if greater.
- (iii) *Repairable stores lost.*—Two-thirds of the serviceable value calculated as in (i) above.
- (iv) *Unserviceable stores lost.*—One tenth of the serviceable value calculated as in (i) above.

III. When completed by the final sanctioning authority, this form should be returned to the officer with whom it originated to enable him to support the transaction to which it pertains in his accounts.

IV. The order of the competent financial authority must always be under his own signature.

FORM No. O.M. 76.

O.M.O. 349.

I.O. FORM 271.

Report of Committee on loss of Arms and Ammunition.

* N.B.—The form being applicable to any Board of Officers or Committee, this blank should be filled in accordingly.

The signature of each officer composing the Board, etc., should be attached at the end of the Proceedings.

PROCEEDINGS of a *

assembled at

on the

by order of

for the purpose of

PRESIDENT.

MEMBERS.

The
order, proceed to

having assembled pursuant to

FORM No. O.M. 78.

O.M.O. 282.

Chief Office No.

DISTRICT POLICE OFFICE,

19 .

No.

MEMORANDUM.

To

THE ASSISTANT INSPECTOR-GENERAL OF POLICE,

Madras.

HAS the honour to request that sanction may be given for the undermentioned articles to be struck off and sold by auction as they have been condemned by the undersigned as unserviceable.

Certified that the following articles entered in the list have served for the prescribed period and are unserviceable.

District Superintendent of Police.

1	2	3	4	To be filled up in Chief Office.		
Articles.	Number.	Date of Issue.	Remarks.	Number of Indent and Date of Supply.	Quarterly List in which brought to Account.	Remarks.

19 . }

Superintendent of Police.

FORM No. O.M. 79.

O.M.O. 283.

DISTRICT.

List of Articles returned to the Chief Office.

Articles.	Number.	Remarks.

19 . }

Superintendent of Police.

FORM No. O.M. 81—cont.

DOCKET.

MADRAS POLICE.

DISTRICT.

*Current Account of Store Transactions for the**Quarter of 19*

Dated

Despatched

Received

Enclosures. Vouchers to

Certificates.

I. We hereby certify that we have examined the accounts of all classes of Stores in the district office for the quarter of 19 , and find them to have been correctly kept (with the undermentioned exceptions). All issues are supported by duly authorised indents and the remains shown in the Receipt and Issue Books correspond with the stock found by us in Stores (with the following exceptions).

II. We hereby certify that we have examined the returns of all Circle Inspectors and offices and find that they have been correctly kept (with the undermentioned exceptions) and that the remains shown with the Inspectors, and in stations and offices are correct according to the accounts of the quarter under examination (with the following exceptions).

QUARTERLY STORE
COMMITTEE.

*Inspector of Police.**Inspector of Police.*

Statement showing the Strength and Armament of the Police Force in the Madras Presidency on the 1st January 19 . . .

	Military Police.				Special Reserves.				District Police (including District Reserves and Town or Municipal Police).										
	Number of Men armed with		Pistols.		Number of Men armed with		Pistols.		Number of Men armed with										
	Strength.	Rifles.	Enfield.	Webley.	Strength.	Rifles.	Enfield.	Webley.	Strength.	Breech-loading, .476 bore.	Martini-Henry Cavalry.	Breech-loading, .476 bore.	Muskets.	Rifles.	Enfield.	Webley.	Othe Firearms to be specified in col. 20.	Swords (a).	Batons.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Police officers of and above the rank of Assistant or Deputy Superintendent—																			
European																			
Muslim																			
Muhammadian																			
Hindu																			
Others																			
Total																			
Police officers below the rank of Assistant or Deputy Superintendent—																			
European																			
Muslim																			
Muhammadian																			
Hindu																			
Others																			
Total																			
Constables—																			
Muhammadian																			
Hindu																			
Others																			
Total																			

(a) Total number of Mounted Police armed with—

Officers	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
Men	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...

(i) M.H. Rifles. (ii) Swords.

Superintendent of Police.

FORM No. O.M. 83.

O.M.O. 290.

DISTRICT.

Report on Inspection of Tents for the Year ending

District.	Date of Inspection.	Condition of Tents and Repairs required, if any.

19 . }

*Deputy Inspector-General of Police,
Range.*

FORM No. O.M. 84.

O.M.O. 290.

DISTRICT.

*Report on the Condition of Tents on Assumption of Charge by
Mr. from Mr.*

Particulars.	Report of the Officer assuming Charge.	Report of the Officer giving over Charge.
1. Place of Manufacture ..		
2. Date of Receipt (of each tent separately, if whole set was not received at one time).		
3. Present condition of—		
(a) Swiss Cottage Tent ...		
(b) Hill Tent		
(c) Shooting-pal		
(d) Miniature Swiss Cottage (bamboo poles, three folds cloth).		
(e) Necessary Tent		
(f) Servants' Tent		
4. Repairs required at the time of the assumption of charge.		
	<i>Signature.</i>	<i>Signature.</i>

Note.—Heads 1 and 2 need not be filled in by the relieving officer,

Receipts.		Badges, Good-conduct.										Badges, shooting		Boots, ankle.		Braid, Cotton.		Buttons White Metal.		Caps, blue cloth for Sergeants.		Cardigan Jackets or Jerseys.		Chevrons.			
Date.	Invoice Number.	Circle, etc., from which received.	Heat Badges, Silk	Red Cloth, Single.	Red Cloth, Double.	Red Cloth, Treble.	Silver, Single.	Silver, Double.	Silver, Treble.	Good shooting Badges.	Signalling Badges.	Boots, ankle.	White.	Khaki.	No. I.	No. II.	Small for S.H.O.	Caps, blue cloth for Sergeants.	Cardigan Jackets or Jerseys.	Red Cloth, Single.	Green Cloth, Single.	Silver, Single.	23	24	25		
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			
		Balance in Store ...																									
		Total Receipts ...																									
Issues.																											
Date.	Indent Number.	Circle, etc., to which issued.																									
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			
		Total Issues ...																									
		Balance in Store ...																									

N.B.—In the second column under head "Issues" the Circle Indent number will be entered on the top and the District number below, thus:—

7 (Circle Indent number).

22 (District Indent number).

On label outside: Receipt and Issue Book of New Clothing.

FORM No. O.M. 86.

O.M.O. 308.

Same form as Form No. O.M. 85 with appropriate headings.

On label outside : Receipt and Issue Book of Part-worn Clothing.

FORM No. O.M. 87.

O.M.O. 308.

Same form as Form No. O.M. 85 with appropriate headings.

On label outside : Receipt and Issue Book of Arms, Ammunition and
Accoutrements.

FORM No. O.M. 88.

O.M.O. 308.

Same form as Form No. O.M. 85 with appropriate headings.

On label outside : Receipt and Issue Book of Printed Forms (Books).

FORM No. O.M. 89.

O.M.O. 308.

Same form as Form No. O.M. 85 with appropriate headings.

On label outside : Receipt and Issue Book of Printed Forms (Sheets).

FORM No. O.M. 90.

O.M.O. 308.

Same form as Form No. O.M. 85 with appropriate headings.

On label outside : Receipt and Issue Book of Stationery.

FORM No. O.M. 91.

O.M.O. 308.

Same form as Form No. O.M. 85 with appropriate headings.

On label outside : Book of Receipts and Issues of Books of Instruction,
Furniture and other Property.

FORM No. O.M. 92.

O.M.O. 308.

Same form as Form No. O.M. 85 with appropriate headings.

On label outside : Receipt and Issue Book of Packing Materials.

Quarterly Store Return.

Stations.		Bayonets, musket, B.L., 476 bore.	Bayonets, rifle, M.H.	Muskets, B.L., 476 bore.	Rifles, M.H.	Cartridges, S.A. ball, M.H. rifle.	Cartridges, S.A. ball, B.L., 476 bore.	Belts, revolver.	Chains for Whistles.	Handcuffs.	Indian Penal Code.	Criminal Procedure Code.	Almirahs.	Arm racks.	Remarks.
— With the spector.	Opening Balance	..	..	..	..	..	..	..	..	..	..	..	..	..	
	In- Received	..	..	..	..	..	..	..	..	..	..	..	..	..	
	Issued	..	..	..	..	..	..	..	..	..	..	..	..	..	
Station.	Opening Balance	..	..	..	..	..	..	..	..	..	..	..	..	..	
	Received	..	..	..	..	..	..	..	..	..	..	..	..	..	
	Issued	..	..	..	..	..	..	..	..	..	..	..	..	..	
Station.	Opening Balance	..	..	..	..	..	..	..	..	..	..	..	..	..	
	Received	..	..	..	..	..	..	..	..	..	..	..	..	..	
	Issued	..	..	..	..	..	..	..	..	..	..	..	..	..	
Total Opening Balance		..	..	..	..	..	..	..	..	..	..	..	..	..	
Total Receipts during the Quarter		..	..	..	..	..	..	..	..	..	..	..	..	..	
Total Issues during the Quarter		..	..	..	..	..	..	..	..	..	..	..	..	..	
Balance at close of the Quarter		..	..	..	..	..	..	..	..	..	..	..	..	..	
Details of	Receipts during the Quarter	..	..	..	..	..	..	..	..	..	..	..	..	..	
	Issues during the Quarter	..	..	..	..	..	..	..	..	..	..	..	..	..	

O. M. 94.

O.M.O. 310.

	Bayonets, Carbine, B.L., •476 bore.				Cartridges.				Admiral.				Bags, gunny, packing.				18	19
	First Quarter.	Second Quarter.	Third Quarter.	Fourth Quarter.	First Quarter.	Second Quarter.	Third Quarter.	Fourth Quarter.	First Quarter.	Second Quarter.	Third Quarter.	Fourth Quarter.	First Quarter.	Second Quarter.	Third Quarter.	Fourth Quarter.		
1																		
Head-quarter office	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Sub-division office	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Reserve	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Stores	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Circle A	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" B	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" C	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" D	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" E	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" F	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" G	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" H	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" I	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" J	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" K	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" L	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" M	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" N	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" O	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" P	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" Q	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" R	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" S	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" T	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" U	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
" V	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..

On label outside : District Distribution List of Government Property.

Form No. O.M. 95.

O.M.O. 315.

Inspector's No.

Form No. O.M. 95.

Inspector's No.
District Office No.

*Indent on the Superintendent of Police
by the Inspector of Police* *Circle.*

CIRCLE.

Names of Articles.	Quantity on hand.	Quantity required.	For what Purpose.	Number or Quantity sanctioned.	Remarks.

Note.—Separate indents are required for
I. Clothing, II. Arms and Accoutrements,
III. Books of Instruction, IV. Printed Forms
and Registers, V. Stationery, VI. Furniture and
other property and VII. Articles required on
payment.

ARTICLES.

Inspector of Police.
Circle.

19
Passed on

Superintendent of Police.

N.B.—Before submitting this indent for the
sanction of the Superintendent, the Store
Inspector should check this and score out
such items as cannot be supplied, stating
reasons in the remarks column.

CIRCLE.

Inspector's Indent No. _____ dated _____
District Office No. _____

ARTICLES DESPATCHED ON
ABOVE INDENTS.*

Store Inspector of Police.

19

Note.—This should be retained
by the Circle Inspector as
voucher.

* If the Circle Inspector's
indent has not been *fully* com-
plied with, the Store Inspector
should add a note to the effect
that such articles as have not
been supplied have been scored
out in the indent and that only
the articles shown in this list have
been passed by the Superintendent.
The Circle Inspector may
subsequently submit a fresh indent
for such articles as have not been
supplied on this indent.

CIRCLE.

Inspector's Indent No. _____ dated _____
District Office No. _____

ARTICLES DESPATCHED ON
ABOVE INDENT.*

Store Inspector of Police.

19

Note.—This should be returned
to the Store Inspector with the
acknowledgment on the back duly
written up and signed.

FORM No. O.M. 98. O.M.O. 338. FORM No. O.M. 98.

Inspector's No.

CIRCLE.

Inspector's No.

CIRCLE.

Inspector's No.

LIST OF ARTICLES RETURNED TO THE STORES.

Date

LIST OF ARTICLES RECEIVED.

Article.	No.	Why sent.	Name of Article.	Number.	Why returned.

Inspector of Police.

Store Inspector.

FORM No. O.M. 99.

O.M.O. 339.

Circle.	Number.	Rank.	Name.	Date of Casualty.	Number and Date of District Order in which the Casualty is noted.	Number and Date of Memo. to Circle Inspector for his Clothing.	Date of Receipt of Clothing into Stores	REMARKS. (N.B.—Here enter Superintendent's Orders in Cases of Non-delivery of Clothing.)
1	2	3	4	5	6	7	8	9

On label outside : Register of Clothing of Casualties.

FORM No. O.M. 100.

O.M.O. 340.

Circle.	Date of Transfer from Repair of Arms or Store Book.	Particulars of Articles.	Number.	Year of Issue of Articles mentioned in column 3.	Orders of Superintendent of Police.	Date of Transfer to Store Book.	Date and Number of Memo. ordering Inspector to strike the condemned Articles off his Returns.	Date on which List sent to Chief Office for Sanction.	Date and Number of Chief Office Order according Sanction to write them off the Returns.	Date of Sale.	Price received.	Date of Fresh Supply.
1	2	3	4	5	6	7	8	9	10	11	12	13
											Rs. A. P.	

On label outside : Register of Condemned Articles.

FORM No. O.M. 101.

O.M.O. 352.

RECOVERY LIST FOR ARTICLES PAID FOR

DISTRICT No.

CHIEF OFFICE No.

DISTRICT.

Month

19

Police Officer.	Articles.	Number of Articles.	Value recovered.		
1	2	3	4		
			RS.	A.	P.

Deputy Collector's Receipt
Rupees

, dated

19 , enclosed for

Clothing
 Arms and Accoutrements.
 Books
 Sale-proceeds of worn-out
 articles as per Sale List
 attached

Total Rupees ...

19 . }

Superintendent of Police,
District.

FORM No. O.M. 102.

Circle.	Number.	Articles.	Date of Receipt.	Date given for Repair.	Date of Return.	How sent.	Receipt Number.	Remarks.

On label outside : Repair of Arms Book.

FORM No. O.M. 103.

O.M.O. 361.

Consignor's Credit Note.

No.

From

to

19 .

Consignee's Address.	Number of Cases.	Description of Stores and Number and Date of Invoice.	Class.	Weight.	Rate per Maund.	Amount.	Line or Lines of Railway.

*Officer in charge of Police.**Consignor's Credit Note.*

No.

From

to

19 .

Consignee's Address.	Number of Cases.	Description of Stores and Number and Date of Invoice.	Class.	Weight.	Rate per Maund.	Amount.	Line or Lines of Railway.

*Officer in charge of Police.**Consignor's Credit Note.*

No.

For conveyance of Stores.

From

to

STATION

19 .

Consignee's Address.	Number of Cases.	Description of Stores and Number and Date of Invoice.	Class.	Weight.	Rate per Maund.	Amount.	Line or Lines of Railway.

Note.—Charges of the different lines of Railway should be exhibited separately to admit of check.

Receiving Clerk.

Pay to the

Rupees

Railway Company, or order, the sum of
as particularized above.

Sender or Senders Agent.

Address

Rs.

Date.	Receipts.	No. of the Form ...	Inspector's Village Roster.	Inspector's Crime Register.	Inspector's Diary.	Station Inspection Report.	Beat Book.	Duty Roster.	Village Roster.	Passport of Men quitting their Station.	Itinerary Report of Inspectors.	Visiting Book of Inspectors.	Statement showing Sale and Abkari Exhibits remaining undisposed of.	Report on Inspection of Shops licensed under the Arms and Explosives Acts.	Report of inspection of Stock, Premises, etc., licensed to sell Arms, etc.	Register of Warrants and Summonses.	Return of Unexecuted Warrants.	Sentry Relief Book.	Guard Duty Roster.	First Information Book.	Charge Sheet.	Final Report.	Bail Bond and Bail Security Bond.	Recognition Bond for Prosecutors and Witnesses.
		21	20	18	31	82	80	85	116	33	80	120	17	16	58	60	86	113	46	54	56	52	55	
	Balance on hand ...	...																						
	Total Receipts ...	...																						
	Issues.																							
	No. of the Form ...	21	20	18	31	82	80	85	116	33	80	120	17	16	58	60	86	113	46	54	56	52	55	
	Total Issues ...	...																						
	Balance on hand ...	...																						

On label outside: Inspectors Account of Printed Forms and Stationery.

Magistrate.	Cases.								Persons.			Property.				Remarks.
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
	Number on file.	Number of Cases pending from previous year.	Number of Cases (true and false) reported.	Number of false Cases included in Columns 3 and 4.	Number of true Cases remaining from Columns 3 and 4.	Number of true Cases convicted.	Number of Cases pending at close of the year.	Number of Persons arrested.	Number of Persons convicted.	Number of Persons acquitted or discharged.	Number of Cases in which Property was stolen.	Number of Cases in which Property was recovered.	Amount of Property stolen.	Amount of Property recovered.		

On label outside: Ledger for Cognizable Cases—Magistrates.

FORM No. O.M. 110.

O.M.O. 378.

DISTRICT.

Monthly Statement of Crime for the Month of

19 .

Crimes.	Figures for the current Year.			Corresponding Figures for the previous Year.			Remarks.
	Reported in the Month (excluding False Cases).	Reported up to the End of the Month from 1st January (excluding False Cases).	Detected up to the End of the Month from 1st January.	Reported in the Month (excluding False Cases).	Reported up to the End of the Month from 1st January (excluding False Cases).	Detected up to the End of the Month from 1st January.	
	1	2	3	4	5	6	7
Murder							
Dacoity							
Robbery ... { (a) Highway ...							
(b) Ordinary ...							
House-breaking by Night ...							

Notes.—Column 1 will show only true cases which have occurred in the month under report.

Column 2 will show total of true cases reported during the year including those shown in column 1.

Column 3 will show all cases detected—as posted in the ledger—up to the end of the month dealt with.

Information as to the Working of the "Security Sections."

	In the current Year up to the End of the Month from 1st January.	Corresponding Figure for the previous Year.
1. Number of Persons charged under the "Security sections."		
2. Number of Persons bound over. ...		

Note.—This statement should be submitted direct to the Inspector-General, addressed by name, within the 7th of each month.

Superintendent of Police.

FORM No. O.M. 111.

O.M.O. 379.

DISTRICT.

Summary of Grave Crime against the Indian Penal Code during the Month of 19 .

Crimes.	Reported up to		Detected up to		Cases			Persons			Property		Remarks.
	1	2	3	4	Reported during the Month.	Detected during the Month.	Under Trial.	Arrested during the Month.	Convicted.	Released.	Lost.	Recovered.	
1													12
Murder ...													
Culpable homicide ...													
Dacoity ...													
Robbery ...													
Highway robbery ...													
House-breaking by day ...													
Do. ...													
Do. ...													
Do. ...													
Theft above Rs. 5, excluding cattle-thefts ...													
Cattle-thefts ...													
Total ...													

To

THE DEPUTY INSPECTOR-GENERAL OF POLICE,

Range.

Criminal Intelligence and Railways.

Superintendent of Police.

19 .

(13)

District.

Return of Cognizable Crime—Police Cases—July to August 1906

Serial Number.	Law.	Offence.	Persons.										Property.						Remarks.	Serial Number.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
			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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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O.M.O. 382.

FORM NO. O.M. 115.

STATEMENT B.

Return of Non-Cognizable Crime for the year 19

District.

Serial Number.	Law.	Offence.	Cases.										Persons.				
			Number pending at Beginning of Year.	Cases reported in the Year.	Total for Disposal (columns 4 and 5).	Number dismissed without Trial.	Cases in which accused died, escaped or became insane during Trial, or in which offenders were abandoned, compounded or withdrawn. (See Sections 247, 248, 250, 333, 346 and 494, Criminal Procedure Code.)	Discharge or Acquittal.	Conviction.	Number pending at Close of Year.	Number declared by the Court never to have occurred, or to be Mistakes of Law or Fact.	Number in which the Court held that a cognizable offence was committed.	Cases reversed on Appeal or on Revision.	Persons concerned in Cases pending at Year ending, under Trial or against whom Process had issued.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			

Persons—continued.

16	17	18	19	Persons who appeared before the Courts.			Persons discharged after Appearance without Trial.		Persons tried.		23	Remarks.				Property.				Remarks.	31	32
				Persons not arrested because they absconded or evaded or failed to comply with Summons and Persons against whom Process issued at the end of the year.	Persons who appeared before the Courts.	Persons discharged after Appearance without Trial.	Acquitted or discharged.	Convicted	Persons under Trial at close of the Year.	Number concerned in Cases abandoned, compounded, or withdrawn and number who died, escaped or became insane during Trial.		Number of Persons who were tried, or escaped, or were tried before Appearance.	Number of Cases in which Property was stolen.	Number of Cases in which Property was recovered.	Amount of Property stolen.	Amount of Property recovered.						
On Complaint.	On Murd's own Motion or from the Police.	Persons against whom Process issued																				

FORM No. O.M. 116.

O.M.O. 382.

BOOK OF MISCELLANEOUS RETURNS.

No. I.

(A) Statement of Cognizable Cases reported during the Year 19 .

Offences.	Number of true Cases reported during the year.		Remarks.
	Police Cases (Ledger No. II).	Magistrates' Cases (Ledger No. I).	
I.			Here give the number of murder cases reported to the Police in which the murderers committed suicide.
(1) Murder, Serial 11 of Statement A...			
(2) Dacoity „ 25 „ ...			
(3) Robbery „ 26 „ ...			
(4) House-breaking, Serial 29 of Statement A.			
(5) Cattle-theft, Serial 34 of Statement A.			
(6) Theft, ordinary, Serial 34 of Statement A.			
II.			
(1) Total under I.P.C., excluding Nuisances (Serials 1 to 40 of Statement A).			
(2) Nuisances (Serial 41).			
(3) Offences under Special and Local Laws (Serial 42).			
III.			
(1) Class II of Statement A—Total ...			
(2) Class III of Statement A—Total ...			

Note.—Calculation of true cases for the purpose of this return should be made as follows:—

Police cases.—Cases in column 5 minus cases of column 5 going into columns 8 and 9 of Ledger No. II represent true cases reported during the year.

Magistrates' cases.—Cases in column 4 minus cases of column 4 going into column 5 of Ledger No. I represent true cases reported during the year.

FORM No. O.M. 116—*cont.*No. I—*continued.**(B) Statement of Cognizable Cases investigated by the Police during 19 .*

Total number of cases investigated by the Police during the year 19 .	
I.P.C. (Serials 1 to 40 of Statement A.)	Nuisances and Special and Local Laws (Serials 41 and 42 of Statement A.)

*(a) Police cases—**(Ledger No. II)..**(b) Endorsed cases only of—**Ledger No. I ..*

Note.—Cases pending investigation at the close of the year under report should be excluded.

FORM No. O.M. 116--cont.

No. II.

Personal Investigation of Grave Crime during the Year 19 .

Rank of Officer.	Name of Officer making the Investigation or during whose Time the case was reported.	True Cases reported.	Cases investigated.*	Remarks.
1	2	3	4	5
Superintendent				
Sub-divisional Police Officer.				
Personal Assistant to Superintendent.				

* *Note.*—The names of all officers who were in charge of the main range or the sub-division during the year should be given in this statement and the entries relating to each officer should be made separately against his name.

* As to what constitutes the 'Personal Investigation' of a case—vide O.M.O. 391 (15). --

No. III.

Inspection by District Officers during the Year 19

Superintendent.			Sub-divisional Police Officer.			Remarks.
Number of Stations in his Charge.*	Number inspected during the year.		Number of stations in his Charge.*	Number inspected during the year.		
	His own Stations.	Assistant or Deputy Superintendent's Stations.		His own Stations.	Superintendent's Stations.	
Personal Assistant to Superintendent.						

* The number of stations should tally with the number in the Allocation List.

Number of stations not inspected during the year either by the Superintendent or the Assistant or Deputy Superintendent in the { Main Range
Sub-division

Reasons for not inspecting any of the stations must be briefly given.

FORM No. O.M. 116—cont.

No. IV.

*Statement of Cattle-poisoning Cases under Sections 428 and 429, I.P.C.,
during the year 19 .*

Number of Cases.		Persons.		Property.		Remarks.
Reported.	Detected.	Arrested.	Convicted.	Lost.	Recovered.*	
1	2	3	4	5	6	7

* State in the "Remarks" column how recovery was made in each case.

No. V.

*Statement showing the Number of Cases in which Women were found
guilty of Murdering their Infant Children for the year 19 .*

Name of Woman.	Date of Offence.	Murdered Infant, whether legitimate or illegitimate.	Sentence.	Whether Modification of Sentence recommended by the Sessions Judge.	Sentence as modified by the Local Government.	Brief Account of the Case.	REMARKS. Number and Date of the G.O. in each Case.
1	2	3	4	5	6	7	8

FORM NO. O. M. 116—cont.

No. VI.

Return of Justifiable Homicides, Suicides and Accidental Deaths for the Year 19 , classified according to the Results of the Investigations held under Section 174, Cr.P.C.

Total ...	Children	Females.	Adults	Males.	1	Justifiable Homicides.	2	By Drowning.	3	By Poison.	4	By Hanging.	5	By Lethal Weapons.	6	By other Causes.	7	Total.	8	By Drowning.	9	By Wild Beasts.	10	By Snakes.	11	By Railways. *	12	By other Causes.	13	Total.	14	Found dead, Injuries and Causes unknown.	15	From Drinking.	16	From Neglect or Want.	17	From Exposure.	18	From other Causes. †	19	Grand Total—Columns 1, 7, 13 and 14 to 18.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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* To appear only in the statement to be furnished by Superintendents of the Railway Police.

† Deaths other than from natural causes should be given in this column.

Cancelled
(24)

Return of Known Depredators, Receivers of Stolen Goods and Suspected Persons for the year 19

Class of Persons.	Number brought under Surveillance during the year.			Of the number in Columns 2 to 5, Number removed from the Register during the year.						Of those included in Columns 2 to 5, Number in Jail on 31st December 19 .(b)				Number at large on 31st December 19 .(b)		Of the Number shown in Column 12, Number out of view.		Number of Persons with History Sheets convicted during the year.*	14	Remarks.
	3	4	5	6	7	8	9	10	11	12	12-A	13								
1																				
K.Ds. ... Receivers of stolen goods.† Suspected persons. Total ...	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.		

(a) The year preceding the year under report.

(b) The year under report.

* No known depredator or suspect will be returned as convicted during the year unless a History Sheet had been opened for him before such conviction.

† Under this head will be included not only persons actually convicted under sections 411 to 414, I.P.C., but also persons who, though never convicted, are known to be regular receivers of stolen property. Consequently the number of such receivers should not be less than the number of houses of receivers of stolen goods shown in the next statement.

Note.—Columns (2 + 3 + 4 + 5) minus columns (6 + 7 + 8 + 9 + 10) = columns (11 + 12).

Column 2 of the statement should correspond with column 12 of the statement for the previous year. Any variation should be explained in the "Remarks" column.

FORM No. O.M. 116—*cont.*

No. IX.

Number of Houses of Bad Repute.

Description.	Number.	Remarks.
1. Toddy shops resorted to by thieves.		
2. Brothels in Cantonments ...		
3. Houses of receivers of stolen goods.*		
4. Notorious gambling houses		
Total ...		

* *Vide* the instruction regarding "Receivers of stolen goods" in statement No. VIII.

No. X.

Instructions for the Preparation of the Return of Gangs.

The names of the castes to which the members of gangs belong should be entered in column I under the letters (a), (b), (c), etc., thus:—

(a) Korava (including Koracha and Yerukala).	(b) Lambadi (including Brinjari and Sugali).	(c) Odda.	(d) Dommara.
Etc.	etc.		

and the totals of each caste entered in the columns opposite to each caste,

No. XI.

[illegible]

(a) Of the year under report.

Police Officers convicted for Offences committed in their Official Capacity during 19 . . .

		Total.																				
1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
{ By Magistrates.	Inspectors ...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Sub-Inspectors	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Sergeants ...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Head Constables	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Constables ...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
Total		...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
{ By Courts.	Inspectors ...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Sub-Inspectors	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Sergeants ...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Head Constables	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Constables ...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
Total		...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...

* Enter the section and nature of offence committed.

note.—Convictions under the Police Act should tally with those shown in Statement B—Non-Cognizable Crime. Differences, if any, should be explained.

FORM No. O.M. 116—cont.

No. XIV.

Police Officers convicted for Offences committed in their Private Capacity during the year 19

		Total.																				
1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
By Magistrates.	Inspectors	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Sub-Inspectors	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Sergeants...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Head Constables	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Constables	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Total	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
By Courts.	Inspectors	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Sub-Inspectors	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Sergeants	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Head Constables	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Constables	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	Total	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...

* Enter the section and nature of offence committed.

Note.—The total of persons convicted under official and private capacities must correspond with the total of persons punished judicially in Statment E.

FORM No. O.M. 116—*cont.*

No. XVII.

Statement showing the Attendance of District Officers at Sessions during the year 19 .

Number of Sessions held.	Number at which Superintendent was present.	Number at which the Sub-divisional Police Officer was present.	Remarks.

Note.—When the percentage of the number of attendance is less than 50, an explanation should invariably be given.

No. XVIII.

Statement of Cases in which Prosecuting Inspector has appeared during 19 .

Nature of Cases.	Number of Cases prosecuted.	Number ending in Conviction.	Remarks.
Original			
Appeal			

Superintendent of Police.

ORDERS OF THE MADRAS POLICE.

Return showing Equipment, Discipline and General Internal Management of the Force for 19

Range.		District.		Total Strength.				Armament of the Force.			Punishments.											Percentage on total actual strength of																																																																																																																							
Rewards.	Education.	Number of Police who can read and write.		Number of Constables.										Number who have left the force during the year.											By Promotion.	By Khilats, Presents, Good Conduct, Stripes or Money Rewards.																																																																																																																			
		Officers.	Men.	Sanctioned.	Actual.	Number of Rifles.	Number of Smooth Bore.	Number of Revolvers.	Dismissed.	Punished departmentally otherwise than by Dismissal.		Under Police Act.		Under Sections 330, 331, 348, of Indian Penal Code.		Under Chapter IX of Indian Penal Code.		Other Offences.																																																																																																																											
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	43	44	45																																																																																																	
Number enlisted during the year.		Number enlisted during the year.										On Pension or Gratuity.										By Resignation without Pension or Gratuity.										By Dismissal.										By Discharge otherwise than under preceding Columns.										By Desertion.										By Death.										Admission into Hospital.										Daily Average Number of Men absent from Duty on Account of Sickness.										Deaths.																																																	
Rewarded during the Year.		Number enlisted during the year.										Of 1 Year and under 3 Years' Service.										Of 3 Years and under 10 Years.										Of 10 Years and under 17 Years.										Of 17 Years and over.										On Pension or Gratuity.										By Resignation without Pension or Gratuity.										By Dismissal.										By Discharge otherwise than under preceding Columns.										By Desertion.										By Death.										Admission into Hospital.										Daily Average Number of Men absent from Duty on Account of Sickness.										Deaths.									

Note.—This statement does not include Assistant or Deputy Superintendents or officers of higher rank. Head Constables should be shown as men.

FORM No. O.M. 120.

Statement showing the Religion or Caste of Officers and Men employed in the Police Force for 19 .

District.	Religion or caste.		Officers.	Hindus.	Other Religions.	
	1	2			25	26
		Christians.				
		Muhammadans.				
		Brahmans.				
		Rajputs.				
		Agamudaiyans.				
		Ambalagarams.				
		Kallans.				
		Maravans.				
		Nayars.				
		Velamas.				
		Telagars.				
		Vellais.				
		Karnams.				
		Kapors or Reddis.				
		Malas or Paraiyans.				
		Pallis or Vanniyans.				
		Balijas or Kavayais.				
		Gollas, Gaudas, Idaiyans, or Vadavans.				
		Boyas.				
		Idigas, Shanans or Thiyans.				
		Urtyas.				
		Bants.				
		Hindus of all other castes.				

FORM No. O.M. 121.

On label outside: General Current Register.

FORM No. O.M. 122.

O.M.O. 393.

No.	Nature of Order.	Date of Order.	Number, Rank and Name of Person affected by the Order, and the Circle to which attached.				Order in Detail.	Where recorded (Diaries, etc.).	Copies when sent.	Initials of Copying Clerk.
			No.	Rank.	Name.	Circle.				
1	2	3	4	5	6	7	8	9	10	11

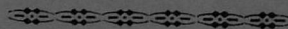
On label outside : District Order Book.

FORM No. O.M. 123.

O.M.O. 393.

No.

No.



Date

District Order No.

D.O. No.

(By Order.)

Circle.

Circle.

19 .

Manager.

On label outside : Extract from District Orders.

FORM No. O.M. 124.

O.M.O. 394.

Month and Date.	Description of Paper.	Designation of Officer addressed.	Where to.	Weight.	Amount of Postage Labels.			Remarks.
1	2	3	4	5	6			7
					RS.	A.	P.	

On label outside: Despatch Book.

Form No. O.M. 125.

O.M.O. 395.

Circle

Name of Circle.	Name of Inspector.	Date.																															
		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	
		Received ..	...																														
		Forwarded	...																														
		Received back	...																														
		Re-forwarded	...																														
		Received back	..																														
		Filed	..																														

On label outside: Check Register of Inspectors' Diaries.

Form No. O.M. 126.

O.M.O. 395.

Circle.

Station.

Name of Station.	Date.																																
		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	
Received by the Inspector																																	
Received in the Head-quarter																																	
office.																																	
Forwarded																																	
Received back																																	
Re-forwarded																																	
Required back																																	
Filed.																																	

On label outside: Check Register of Station-house General Diary.

Form No. O.M. 127.

O.M.O. 395.

Circle.

Station.	Case Number and Date.	Date on which returned.	Date on which received back.	Date on which returned.	Date on which received back.	Date on which filed.	Remarks.
1	2	3	4	5	6	7	8

On label outside : Check Register of Returned Case Diaries.

Form No. O.M. 128.

Return of

O.M.O. 395.

due on

Circle.	Name of Station for which Returns are made.												
	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	
	Received. Returned. Received back. Filed.	Received. Returned. Received back. Filed.	Received. Returned. Received back. Filed.	Received. Returned. Received back. Filed.	Received. Returned. Received back. Filed.	Received. Returned. Received back. Filed.	Received. Returned. Received back. Filed.	Received. Returned. Received back. Filed.	Received. Returned. Received back. Filed.	Received. Returned. Received back. Filed.	Received. Returned. Received back. Filed.	Received. Returned. Received back. Filed.	

On label : Check Register of Returns.

Form No. O.M. 131.

Itinerary Register for 19

Name and Letter of Circle.	Names of all Stations and Out-posts.	Number of all Stations and Out-posts.
		January.
		February.
		March.
		April.
		May.
		June.
		July.
		August.
		September.
		October.
		November.
		December.

FORM No. O.M. 132.

O.M.O. 403.

Form No.

Article.

Date.	From whom received or to whom issued.	Receipts.	Issues.	Balance.	Initials of Receiver.	Remarks.

On label outside : Personal Ledger for Printed Forms and Stationery.

FORM No. O.M. 133.

O.M.O. 404.

Date of Issue.	To whom issued.	Inkstand, wooden, flat.	Inkstand, wooden, box.	Ruler, round.	Wooden flat with lead.	Penknife.	Scissors.	Hone.	Strop.				Signature of Receiver.

On label outside : Personal Ledger of Periodical Articles.

FORM No. O.M. 134.

O.M.O. 405.

Circle.	Rank.	Name and Number.	Date of Arrival.	Date and Hour of Departure.	Nature of Duty.	Signature.
1	2	3	4	5	6	7

On label outside : District Office Register of Arrival and Departure of Police Officers.

Number.	Name.	Father's Name. In case of Pathans Tribe and Section of Tribe.	Age.	Descriptive Marks, Dress, etc.	Married or single; if married what Children and Native Place of Wife.	Native Village and District in which situated (and, in the case of Pathans, the name of Malik, Mulla or Headman of the Village). Present Residence (with Taluk and District) and how long he has resided there.	Names and Residences of Friends and Relatives; also of Persons with whom he consorts.	Caste and Profession or means of Livelihood.	Previous Convictions, if any.	Movements, with Dates, and, if possible, a Description of the man's Line of March before he reached the District.	Reasons for suspecting him.	Date of Arrival; Where- from?	Date of Departure; Where- to?
1	2	3	4	5	6	7	8	9	10	11	12	13	14

On label outside: Register of Wandering Foreigners.

District and District Number of Gang.	C.I.D. No.	Registered members.					Serial Numbers and Total out but whereabouts of View.
		Serial Numbers and Total of those living.	Serial Numbers and Total convicted and in Jail.	Serial Numbers and Total present.	Serial Numbers and Total on remand.	Serial Numbers and Total absent, but whereabouts known.	
1	2	3-2	4-3	5-4	6-5	7-6	8-7

Note.—Report of date of entry into or departure from the district of registered gangs during the week, stating from whence arrived, and point of entry, and to where gone, and point of departure from the district.

Serial Number.	Date of Receipt of Memo.	Prisoner's			Case.				If Finger Prints taken, Date on which taken. If not ordered enter Nil.	If Conviction Memo. sent to other District for Finger Prints to be taken, Date of Return.	Jail and Jail Number of Convict.	Date of Despatch of Finger Prints to Bureau.	If duplicate Finger Print Slip taken with Date.	Date on which Duplicates sent to Bureau.	Date of Return of Conviction Memo. to Station-house Officer.	Whether P.R.S. Officer.	Remarks.	
		Name.	Father's Name.	Caste.	Police Station.	Crime Number and Section.	Sentence.	Calendar Number and Magistrate.										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

On label outside : District Office Finger Print Register.

Form No. O.M. 138.

O.M.O. 435.

Finger Print Objection Memo.

No.

No.

FINGER PRINT BUREAU,

19 .

19 .

To

THE SUPERINTENDENT OF
POLICE.

To

THE OFFICER IN CHARGE,
FINGER PRINT BUREAU.

Returns herewith the Finger Print Slip of the prisoner named below, forwarded with his No. , dated , for reasons noted against .

Requests that the same be re-submitted without delay after necessary action has been taken.

1. The rolled impressions are so faint and blurred that no sub-classification 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.

*Officer in Charge,
F.P. Bureau.*

O.M.O. 459.

Form No. O.M. 139.

Disposal Number.	Date of Disposal.	If on a Current or Currents from outside, from whom and the outside Date and Number.	If on a Current or Currents, state on which Register of this Office and this Office Number.	To whom sent.	Number and Year of the last previous Disposal.	Copy of Disposal Abstract or Purport of Disposal.	Initials of the Record-keeper and Date.
1	2	3	4	5	6	7	8

On label outside: Disposal List

FORM No. O.M. 140.

O.M.O. 461.

Sub-head.	Particulars.	Disposal Number.

On label outside : Index Register.

19 to 19 .

FORM No. O.M. 141.

O.M.O. 12.

YEAR 19 .

Places visited.	Date of		Distance.		Rapid Marches.		Short Marches.		Halts, Marches.	
	Arrival.	Departure.	Miles.	Furlongs.	Miles.	Furlongs.	Dates.	Number.	Dates.	Number.

On label outside : Officer's Travelling Diary.

Reserve.

Monthly Return of Instruction in Signalling.

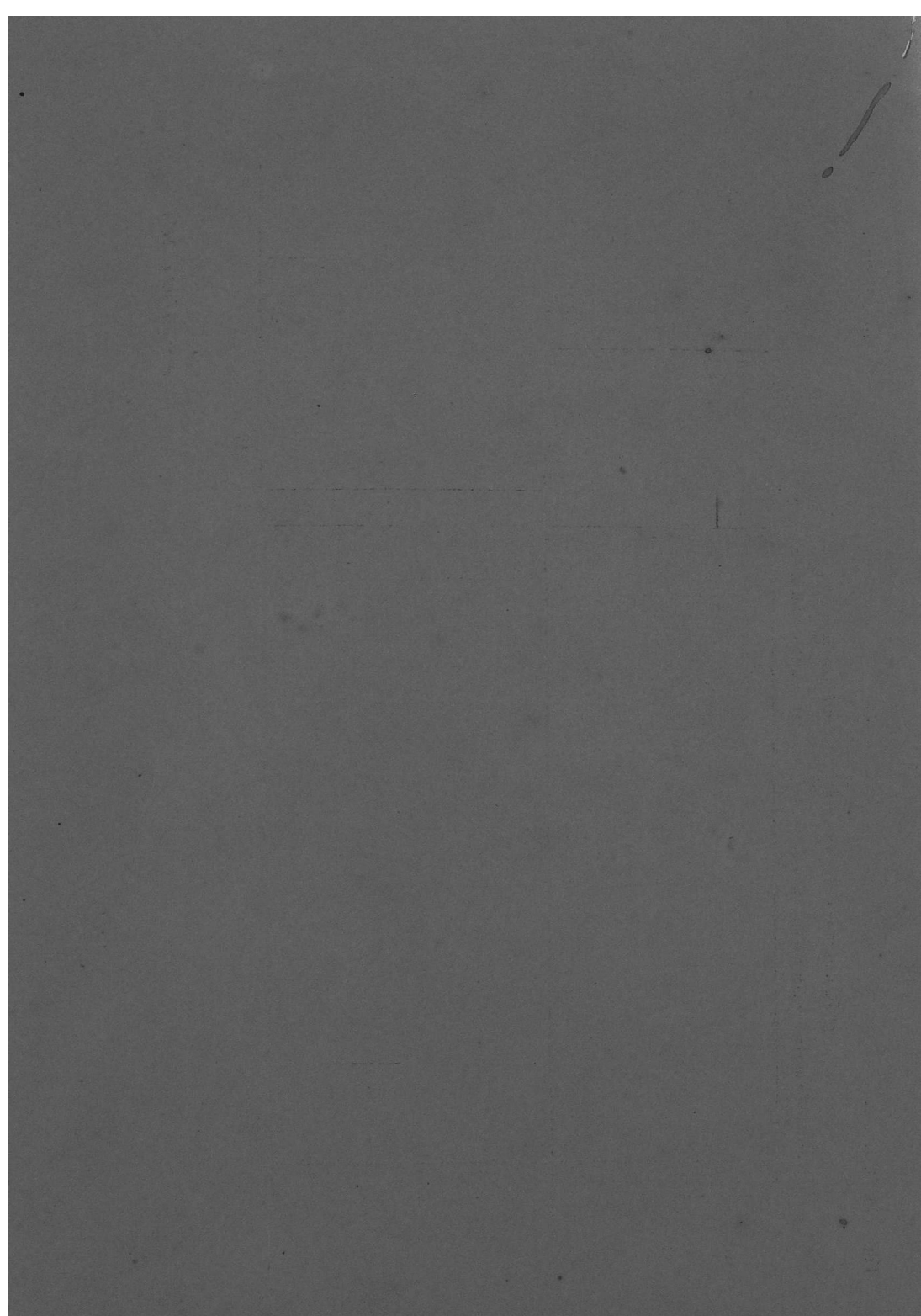
Month of 19

Number.	Rank and Name.	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	Remarks.

District practice will be shown by the letter D.
 Helio H.
 Lamp L.
 Flag F.
 Instruction I.

Reserve Inspector of Police.

Instructor.



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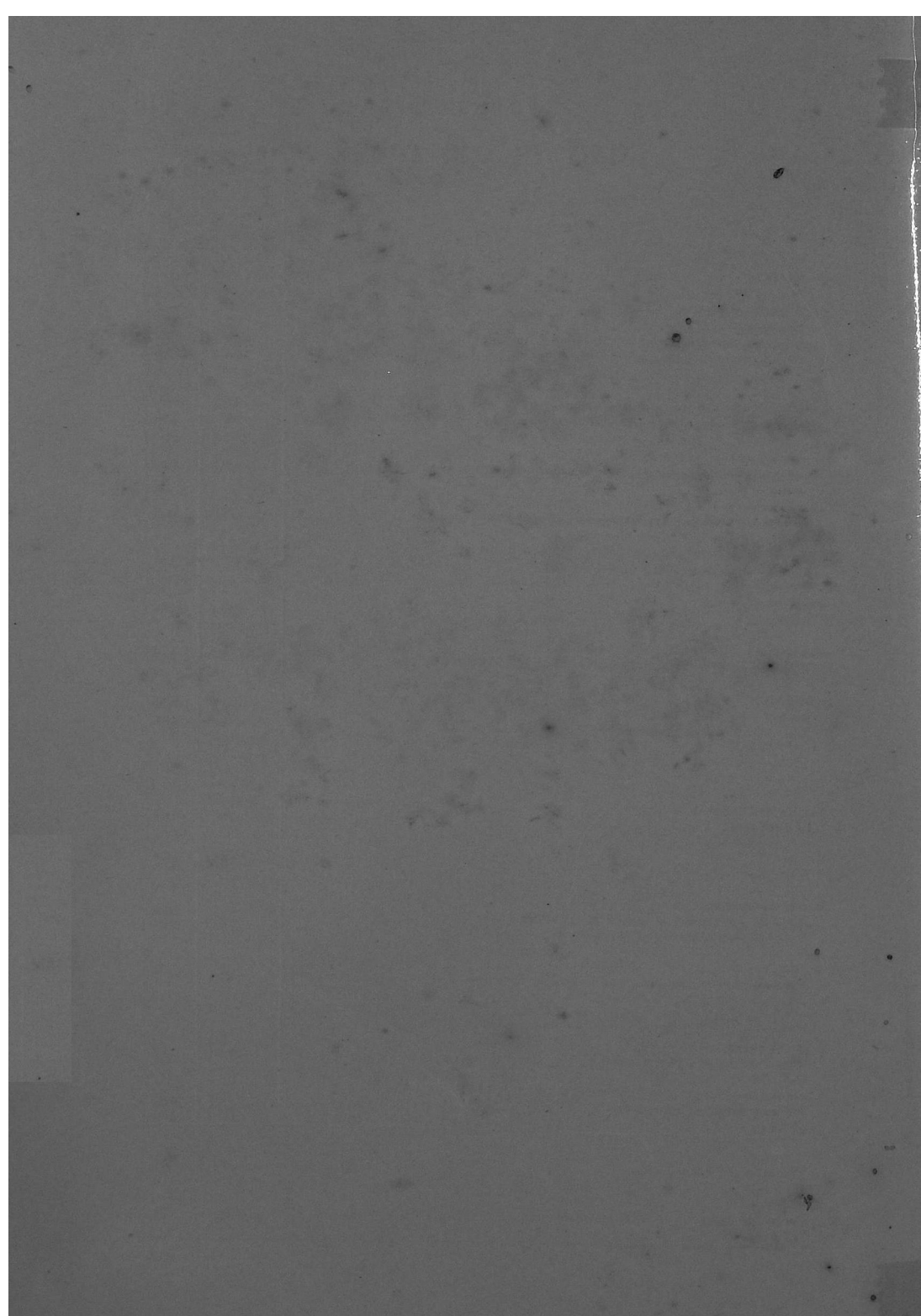
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