

STANDING ORDER NO. 4 /78

The duties of Reserve Inspector, R.S.I. and S.I. (AP) have not been specifically laid down so far. The following instructions are therefore, issued laying down the duties assigned to the Reserve Inspectors.

The Reserve Inspector will be in the immediate charge of the District Police Lines. The State of the lines should be his special concern and his office is a branch of the office of the Superintendent of Police concerning matters connected with the equipment, discipline and good management of the whole of the force of the District. He is responsible for keeping the Superintendent of Police and a Gazetted Officer Incharge of the lines if any fully and correctly informed of all matters connected with the Headquarters force, its discipline, duties and equipment.

He should be a good disciplinarian, with a through knowledge of drill. He should be a model of smartness to the whole of force and have a fair knowledge of law, procedure and other Rules and Regulations and Standing Orders concerning the Police Force as a whole. He should know every man in the force and should make it his special business to win their regard and confidence so as to be able to lead them efficiently in times of emergency. All this also equally applies to the Lines Officer and Sub-Inspectors of Armed Police posted in the lines.

The following shall be the duties of the Reserve Inspector :

- (1) The Reserve Inspector is responsible under the control of a gazetted Officer incharge of the lines, if there be any, to the Superintendent of Police for the discipline, good conduct and training of the lines establishment.
- (2) He shall supervise and control the work of the lines establishment and be responsible for the correctness of the accounts, including private Funds.
- (3) He shall be responsible for the timely and correct preparation of acquittance rolls and other bills of the lines establishment and shall see that the pay and other allowances are timely and correctly disbursed.
- (4) He shall check the stock Register including registers of Private Funds of H.Qrs. every month and see if all articles including tents are in good order. He shall also once a month check the stock of clothing with the connected registers and shall note the result of his check in the registers concerned.
- (5) He is required every half year to take stock of all Government property in possession of the police throughout the district and to report deficiencies to the Superintendent.

- (6) He shall be in charge of the buildings and lands which form part of the police lines and be responsible for their good order and general condition.
- (7) He shall be responsible for the care and custody of arms, ammunition, accoutrements, stores, tents, clothing, vehicles, petrol pump, horses and other animals etc. and shall satisfy himself that the accounts and registers pertaining to them are correctly maintained.
- (8) He shall attend parade daily except on Holidays.
- (9) He shall be responsible for the training of recruits and for the instructions and exercise of the whole force in drill.
- (10) He shall supervise preliminaries of the musketry course and attend practice on the range.
- (11) He shall make all arrangements for the annual revolver practice and musketry practice and the mobilisation training.
- (12) He shall be in charge of the armed police and the civil police staying in the police lines and he be responsible for their drill, discipline, training and efficiency.
- (13) He shall take care that the general duties of the armed reserves, the functioning of guards, escorts, patrols, etc. are efficiently performed, and that constabulary detailed for duty are properly equipped, have sufficient kit with them, are smartly turned and that the registers and reports maintained therefore are correct. He should also parade any party of Police about to be sent out for Special duty.
- (14) He shall occasionally be present at the mounting of the different guards and shall check all armed guards by night twice a week.
- (15) He may be employed to command escorts and guards on special occasions when his presence is considered necessary on account of the danger of a disturbance or the importance of the charge or for ceremonial purposes.
- (16) He should see that the daily roll-call is held.
- (17) He should frequently visit the treasury, magazine and havelat guards.
- (18) He shall receive applications from the constabulary of the reserve and lay them before the Superintendent of Police for orders.
- (19) He shall keep the Orderly Room Register and put up all papers in that connection to the Superintendent of Police and arrange for the presence of Constabulary to be interviewed in the Orderly room.
- (20) He shall supervise the work of the Reserve Sub-Inspector and the Armed Sub-Inspectors.
- (21) He is responsible for the regular and correct maintenance of all the prescribed Registers and record to be kept in the Lines.
- (22) He shall keep the keys of the armoury and magazine in his personal custody.
- (23) He shall check the daily work done by the armourer.

(4) He shall hold fortnightly inspection of arms, ammunitions and accoutrements, and monthly inspection of kit of the lines Establishment.

(25) He may be entrusted with any executive duties for the maintenance of law and order or for administrative purposes which the Superintendent thinks fit to assign to him.

(26) He may be required to work in the office of the Superintendent of Police and may be allotted certain definite items of office work, besides, exercising supervision over the working of the office staff.

(27) He is responsible that all standing orders issued by the competent authority for the regulation of the headquarters duties are properly circulated and notified to all and that his subordinates are thoroughly acquainted with such portion of such rules, manuals and orders as relate to their respective duties.

(28) He shall be responsible for welfare of the force in the lines.

(29) He shall frequently visit the Police or other hospitals and ensure that all patients of the Police Department are receiving proper attention.

(30) He shall exercise effective supervision over the working of the constabulary messes and will watch vigilantly the manner in which the messes can be run economically.

(31) He shall regularly inspect the lines premises including barracks, residential quarters, grounds etc.

He shall see that all wells and water reservoirs in the Lines are timely cleaned and kept covered and installation if any in them are kept in proper and working order. He should also see that trees are planted where shade is deficient.

(32) Note Book:-

Each Reserve Inspector should maintain a note book in a blank register, containing the following information. The first few pages should be used for the Index :-

1. Disposition of Lines and establishment - A.P.
2. Disposition of lines and establishment - C.P.
3. List of Ex-service employees in Lines establishment.
4. List of Sub-Inspectors and Asstt. Sub-Inspectors with experience in Court duties.
5. List of Sub-Inspectors and Asstt. Sub-Inspectors with experience in Reserve Duties.
6. List of Sub-Inspectors and Asstt. Sub-Inspectors with experience in Building Work.
7. List of members of Police Subordinate Service who have undergone P.T. Course, with place of Training and date of passing.
8. List of members of Police Subordinate service who have undergone Drill Instructors Course, with date of passing the course.

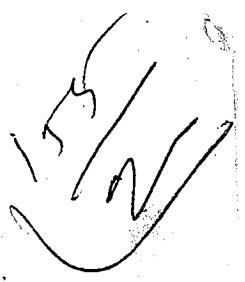
- (9) List of those who have passed First Aid and those who are in possession of St. John Ambulance Certificate.
10. List of those who have undergone Motor Cycle Out Riders Training.
11. List of marksmen in 303 Rifles.
12. List of marksmen in Revolver practice.
13. List of officers and men who are trained in Tear smoke.
14. List of officers and men who are players - Football, Basket-ball, Hockey, Volley-ball, Kabbadi etc.
15. List of officers and men who are Cricketeers.
16. List of officers and men who are athletes. (Item of sports which they have specialised should be noted against each name).
17. List of L.Cs. and H.Cs. who are graduate, post-graduate and Law Graduate.
18. List of officers and men who have special aptitude for drama and music.
19. List of trained armourers.
20. List of officers and men trained in different band instruments.
21. List of men who have been trained in buildings.
22. List of officers and men who are trained in Traffic (Against each name, place where trained and period of training should be noted).
23. List of Havildars and men who are in the habit of overstaying leave including casual leave.
24. List of officers and men who are recipients of Kings Police Medal, President Police Medal and Police Medal.
25. List of officers and men in possession of Driving Licences.
26. Tentage on charge.
27. Motor Vehicles, Motor Cycles and Bicycles on charge.
28. List of officers and men who are well at swimming.

The following are the duties of Reserve Sub-Inspectors -

Lines Officer :-

The Lines Officer is the assistant of the Reserve Inspector. In performing the clerical part of his duties he is assisted by a lines moharrir. Subject to the general control and responsibility of the Reserve Inspector, the duties of the lines officer are as follows:-

- (1) He is responsible for discipline in the lines and at all guards at headquarters.
- (2) He shall remove unauthorised strangers from the Police Lines limits and shall see that stray cattle, dogs and animals are not allowed to enter the Lines premises.
- (3) He shall constantly inspect and see that all buildings in the lines, including the hospital are cleanly and properly kept, all members of the Subordinate Service are present at the appointed times, and that no one sleeps out of lines without the sanction of the Reserve Inspector.
- (4) He shall attend all recruit and punishment drills and see that they are properly conducted, that the full punishments ordered are carried out, and that recruits make satisfactory progress.
- (5) He shall attend parade daily except on Holidays.



- (6) He shall see that the lines constabulary school functions properly.
- (7) He shall attend to all roll calls and see that they are properly held.
- (8) He shall maintain a Lines diary (in the same form as the Police Station General diary) in which shall be entered a brief record of the duties performed by the police present in the lines, and of such other matters as the Supdt. of Police may order to be recorded.
- (9) He shall be responsible for the distribution of daily duties of the lines establishment and shall keep a duty roster. He shall parade every escort and party going on and coming off duty. He shall ascertain that those going on duty are correctly armed and accoutred, and are acquainted with all necessary orders relating to their duty; that they have received Railway warrants or advances for carriage that may be necessary, and that those coming off duty, hand over correctly all arms and ammunition which may have been issued to them. If he himself is unable to do this personally, on any occasion, he shall depute some responsible officer for this. The entries of duties so carried out with the name of the officer shall be made in the lines diary.
- (10) He shall check all guards at headquarters atleast twice a week in the day time and twice a week at night.
- (11) He shall see that all Government Stores, clothing, tents, arms and equipment are correct and kept properly repaired and that the arms, accoutrements and clothing issued to constabulary are kept safe and in proper order.
- (12) It will be his responsibility that Govt. stores are correct and safely kept in proper order.
- (13) In the headquarters, he shall get the pay disbursed under his personal supervision on the day it is received and shall daily check the acquittance rolls and lines diary entries regarding disbursement made by the Lines Moharir on subsequent days to those, who were not present on the first day. Special care is necessary in respect of the disbursement of pay drawn on arrears bills and of travelling and other allowances. He shall also maintain the pay distribution Register and attest the payment under his signatures.
- (14) The keys of the Lines cash chest shall always be in his personal custody.
- (15) He shall maintain all registers in the Reserve Office except the stock-book, the clothing register and the register of arms, ammunition and accoutrements, with the assistance of the lines moharir.
- (16) He shall keep the keys of magazine and armoury during the absence of Reserve Inspector.
- (17) He shall check daily the work done by the Class IV employees and enter a note of checking in the job note-books of such of them who are required to maintain them.

(18) He shall receive all leave applications and put them upto Reserve Inspector with a leave statement pertaining to the lines establishment. He shall maintain the leave register and shall also deal with all correspondence pertaining to reserve office. The Reserve Inspector shall dispose of such of the leave applications as are within his competence under the existing rules/instructions and forward the remaining with a leave statement to the Supdt. of Police.

(19) He should bring into the immediate notice of his superior any grievances or any matter which he considers might effect the welfare and comfort of the constabulary.

(20) He may be entrusted with such executive and miscellaneous duties as may be assigned to him by the Reserve Inspector or other superior officers.

The following are the duties of Sub-Inspector of Armed Police :-

- (1) The Sub-Inspector of A.P. shall help the Reserve Inspector in all matters relating to drill, discipline and training of the force, to care and custody of arms, ammunition, accoutrements, store, tents, clothing etc. and the registers pertaining to them.
- (2) He shall attend parade daily except on Holidays.
- (3) He shall take the roll-call at night twice a week and report absentees to the Reserve Inspector.
- (4) He shall superintend fatigue duty in the lines, and see that defaulter's drill is properly carried out.
- (5) He shall visit armed guards at Headquarters at least twice a week by day and twice a week by night at irregular hours.
- (6) He shall mount one of the guards at Headquarters at least once a week.
- (7) He shall examine all accoutrements in use and see that they are clean.
- (8) He shall take part in and teach out-door games and sports.
- (9) He should take personal interest in the welfare of the Constabulary and should bring into the immediate notice of Reserve Inspector any grievance or any matter which he considers might effect their welfare and comfort.
- (10) He shall visit daily the barracks, messes and the surroundings of the family blocks and see that they are kept neat and tidy.
- (11) He may be entrusted with such executive and miscellaneous duties as may be assigned to him by the Reserve Inspector or other superior officers.

N.B. - Where there are more than one Sub-Inspector of A.P., these duties should be distributed between them.

The Reserve Inspector, Reserve Sub-Inspector and Sub-Inspector, A.P. should also bear in mind that they being the Police Officers have been vested with powers and functions of a Police Officer under the Police Act of 1861, the Code of Criminal Procedure 1973 and other local and special laws for the exercise of which they are duty bound.


(Ganesh Singh)
Inspector General of Police,

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forwarded for information and necessary action :-

1. All Addl. Is.G. of Police, Rajasthan.
2. All Dy. Is.G. of Police, Rajasthan.
3. All Supdts. of Police, Rajasthan/Principal, RPA/AP CP & RAC Trg. Centre.
4. All Comdts. R.A.C. Bns. including IR and MBC Kherawara.
5. All Comdts. Police Training Schools, Rajasthan.
6. Asstt. I.G. of Police, (2) CID/Traffic, Jaipur
7. Director, State Police Wireless/F.S.L., Jaipur
8. Chief A.O., PHQ Jaipur
9. Asstt. A.Os. Rajasthan.

10. Acctt. Payment/Bill Clerk /Estt. I, II and Conf. 'A' Br.


(A.P. Tiwari)
Asstt. I.G. of Police, (I)
Rajasthan, Jaipur.

Talok/20/5/78