

NAGALAND POLICE MANUAL PART-VI

(For NAP and India Reserve Battalions)

1. The efficiency of a unit depends mainly on its leaders at all levels. It is they who maintain the highest standard of discipline, morale, training and readiness to face all situations of men and administration. To achieve the highest standards of efficiency, all have to work as a team and maintain a high standard of proficiency and conduct as to assist the Commanding Officer in smooth functioning of the unit.
2. The authority of the Commanding Officer is paramount whether on or off parade. His decision is final as far as the unit is concerned.
3. **Note for the guidance of officers:**
 - (a) **Conduct:** The integrity of an officer must be beyond reproach and it is by personal example that he makes men learn to trust him. The general tone of the unit depend on officer's conduct.
 - (b) **Irregularities and Behaviour:** The irregularities and behaviour of any man must not pass unnoticed. An officer must have moral courage to check and rectify them on the spot. Ensure that the orders given are obeyed in full.
 - (c) **Turn Out:** Good turn out is a matter of pride to an individual which enhances the personality. It is efficient, smart and zealous set of officers which makes a good unit. They should be well turned out on very occasion.
 - (d) **Knowledge of Men:** They should constantly endeavour the men under their command and personally acquaint themselves with their home affairs. Apart from knowing their names, they should study each individual, his character and capabilities with a view to fit him in his proper place in the team.
 - (e) **Interest in Men:** Officers must make the men feel that they are interested in their happiness, contentment and well-being. Their personal touch can be maintained by participating in men games, attendance at roll-call and meals, holding of durbars and frequent interviews with men going on and returning from leave and on first posting to the unit.
 - (f) **Treatment of Men:** Whilst on duty, they should be strict and firm in exacting an implicit obedience, but when off duty they should treat the men with kindness and at no time should prejudice or favour be shown to any particular man or tribe. An officer must be FIRM, FAIR and FRIENDLY.
 - (g) **Chain of Command:** All officers must observe proper chain of command. Inquiries into irregularities or breaches of discipline should be made through them.
 - (h) **Manner of Reprimanding:** All terms must be carefully chosen when reprimanding a man for indiscipline. An officer must be tactful in awarding punishments.
 - (i) **Minor Punishments:** The aim of minor punishments is to deter a man from getting into serious trouble later and is also of correcting nature. Coy Commanders and Adjutant are authorized to award minor punishments as authorized in the NAP Act, 1966.

- (j) Leave: Leave is a privilege and will only be granted subject to the exigencies of the service and in accordance with the policy laid down. Leave policy will be followed as per SOP of the unit.
- (k) Letter of Recommendation: Commanding Officer can accord letter of recommendation to any constable or civilian employed and no other officer is permitted to do so.
- (l) Office Routine: Officers are responsible for the correctness of all papers and accounts initialed or signed by them. The staff officers will sign routine correspondence within the unit. All other correspondence will be signed by the Commanding Officer or in his absence the 2 I/C who will ensure that accounts are kept cleared and there should not be any error in office work.
- (m) Accounts: All officers must know the system of accounting in the unit. They will satisfy themselves as to their correctness when taking over account and be responsible to maintain it correctly and properly thereafter.
- (n) Regulations and Orders: All officers are required to be conversant with all Rules and Regulations and Procedures/ Manuals. They must make themselves acquainted with orders published during their absence on temporary duty or leave on return to the unit.
- (o) Punctuality: Officers will be punctual in attending all parades and duties. The officers taking the parade must arrive in time, all others being present five minutes before his arrival. Officers must also be punctual to various functions or parties where invited.
- (p) Saluting: Officers must be very particular and take pride in giving and receiving salutes.
- (q) Games: Officers must take interest in all games and sports played by the men.
- (r) Exchange of duties: Officers will not exchange duties without permission of the Commanding Officers. Requests for exchange must be made through proper channel.
- (s) Sickness: An officer, when due to illness is unable to perform his duty, will immediately inform his immediate superior/adjutant in writing. At the same time he will report to Medical Inspection Room for medical attendance or advice. He is not permitted to remain off duty for more than twelve hours without being attended to by Medical Officer. He is not permitted to play or attend any public place of recreation or club for the day when off duty due to illness. He is permitted to stay sick in quarter for 72 hours under the advice of Medical Officer. Thereafter in the case of no improvement he will be evacuated to hospital. An officer coming off sick list is considered fit and available for duty unless otherwise advised by the Medical Officer.
- (t) Address: Officers when on leave will keep on notifying any change in their address to the Adjutant.
- (u) Handing Over Duties: Whenever an Officer leave the station, even for a short period he will hand over his duties to another officer or NGO and inform the next senior officer or adjutant of having done so. When an office is likely to be away for a period exceeding ten days he will submit a handing over certificate to the next senior officer or Adjutant as Proforma enclosed.

- (v) Debts: It is an offence for an officer to either borrow or lend money. The attention of all officers is drawn to Nagaland Government Servants Conduct Rule and they must realize the consequences of entering in to debts.

DUTIES OF OFFICERS

4. COMMANDING OFFICER:

- (a) He is responsible for the training, administration, health, and maintenance of discipline of the unit.
- (b) He will supervise and control all duties performed by those under his command.
- (c) He is responsible for the security of buildings, equipment and other stores on the charge of the unit and to see that they are complete, serviceable and in accordance with the latest pattern and scale from which no deviation is allowed without sanction of the higher authorities.
- (d) He will bring to the notice of his superior commander all defects, losses and damages which he is unable to rectify.
- (e) It is duty of every commander to see that no officer and all ranks and civilian employee who is unfit to perform his/her duties is retained in service.
- (f) He is responsible that all orders published by superior authority are communicated to those under his command, to whom they may concern.

5. SECOND-IN-COMMAND:

- (a) The second-in-command will assume command of the unit in the absence on duty or leave of the Commanding Officer unless otherwise ordered by the higher authorities.
- (b) He is responsible for seeing that the policy of the Commanding Officer in all matters is implemented throughout the unit.
- (c) He will be responsible for the training of Officers, NGOs and Ors.
- (d) He will supervise the training of the unit on behalf of the Commanding Officer.
- (e) He will be the President of the unit institutes and will be responsible for the correct maintenance of unit accounts both private and public and upkeep the unit properly. He will also be the President of the unit Treasury Chest Committee.
- (f) In his capacity as the unit security officer, he will be responsible to the Commanding Officer on all matters of security within the unit including control of civilians, issue of security passes to civilians and so on.
- (g) He will be responsible for drill and will ensure that officers and NGOs are smartly turned out at all times and carry out duties efficiently.

- (h) He will be the President of the Unit petition Committee and will advise the Commanding Officer on all matters affecting welfare of troops under command. In this he will be assisted by the Subedar Major of the unit.
- (i) He will be the President of the unit Messing Committee. He will call a meeting of the committee once a month and draw up bill of fare for the following month.
- (j) He will be officer commanding advance party/ layout group.
- (k) He will be responsible for the training of the unit band, if any.

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6. **ADJUTANT:**

- (a) The Adjutant is the Battalion Staff Officer for 'A' and 'G' matters and the confidential staff officer of the Commanding Officer. He must be an example in turn out, drill, discipline, smartness and general conduct. He should possess a high degree knowledge of all ranks. He must be firm and respectful in his dealings with the Coy Commanders and must endeavour to carry out the routine of the unit in accordance with the policy of the CO and with least possible friction.
- (b) The Adjutant will promulgate orders daily except on Sundays and other declared holidays as early as possible after obtaining CO's approval. He will maintain an Office Order Book and a Circular Book.
- (c) He is responsible for detailing officers for duties and sub-units for guards, working parties and so on. He will regulate all rosters of officers with exactness and will be responsible for the correct maintenance of duty rosters.
- (d) He will frequently inspect all the regimental guards before they are mounted. Similarly he will inspect all escorts and parties before they proceed on duty and ensure that the officer or NCO in command understands his orders. In unavoidable absence of the Adjutant, the Duty Officer of the day will perform his duty.
- (e) He will ensure that all NGOs and Ors returning from out station duties and escorts are interviewed by him on their return.
- (f) He will receive report from NGOs and NCOs relieved from extra-regimental guards and duties.
- (g) He will receive daily reports from the duty NGO every morning and weekly report from the Duty Officer.
- (h) Reports of all matters of unusual nature such as death, arrest and so on will invariably be made to the Adjutant as soon as possible after their occurrence.
- (i) He is responsible that circulars and orders regarding training are issued to the Coy Commanders and other Officers concerned.
- (j) He will keep a list of NGOs and men who are likely to make suitable instructors in the unit.

- (k) He is responsible that orders are hung up in every sentry post. Fire orders and security orders are pasted up where necessary.
- (l) He will deal personally with all secret confidential correspondence and documents and will keep in his personal possession the keys of the confidential box or safe.
- (m) He will ensure through the JA and BHM that the unit quarter guards is clean and tidy and he will inspect the guard daily to ensure correct turn out and drill.
- (n) He is responsible that the orderly room staff is efficient and that all concerned know their duties. He will inspect and ensure that all men due to appear before the CO are properly dressed and turned out.
- (o) He will maintain the unit history and keep them up-to-date.
- (p) He is responsible through the HA for the proper organization of the office and distribution of work among the clerks.

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- (q) He will ensure that all clerks and other uniformed office staff maintain confidentiality and do not leak out office matters to persons not concerned. He will caution them that they are forbidden to report or discuss any matters which may come to their knowledge during the discharge of their duties.
- (r) On parade, the Adjutant is responsible that the whole unit is turned out in a thoroughly soldierly manner, strictly checking any irregularities or breaches of discipline in any form.
- (s) He is the channel of all correspondence between the CO and the Officers of the unit with the exception of the 2 i/c and QM.
- (t) As an officer commanding, he will hold his own orderly room to deal with the offences committed and is entitled to award punishments up to the limit laid down in the NAP Act, 1966.
- (u) All orders written or verbal issued or conveyed by the Adjutant are to be implicitly obeyed as emanating from the CO. The responsibility to ensure observance of all such orders is that of the Adjutant.
- (v) He, along with the Head Clerk, will ensure that all staff and officers sign the undertaking register, which will be maintained by Head Clearly, to abide by the provisions of the Official Secrets Act, 1923.
- (w) He is responsible for:
 - (i) He will conduct Friday Inspection Parade in addition to Commandant's Monday Inspection Parade.
 - (ii) Arranging for the unit personnel's Welfare/Grievances Orderly Room once in a week by Commandant apart from the disciplinary orderly room.
 - (iii) Inspection of Quarter Guard at least once in a week and will mount the Quarter Guard also once in a week.
 - (iv) Issuing of routing Battalion orders.

- (v) Organisation of office, control of all ministerial staff and writers.

7. **QUARTER MASTER:**

- (a) The Quarter Master is a Staff Officer to the CO and is directly responsible to him for all matters effecting his department. He is expected to be a specialist in 'Q' matters and as such should guide and assist Coy Comdrs, other officers and CQMH in questions pertaining to arms, ammunition, equipment, clothing, ration and so on.
- (b) He is general in-charge of the lines of the unit and all buildings and in particulars of combatised tradesmen, lines and all such other buildings which are not occupied by Coys. He is responsible for bringing to the notice of the CO the necessary repairs, alterations and improvements required.
- (c) Damage to any buildings or property in the lines will be reported to the QM without delay.
- (d) He is responsible that no additions or alterations are made to any Govt. buildings and no temporary structures are erected in the lines of the unit without the sanction of the competent authority.

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- (e) He is responsible for the cleanliness of the bathrooms and for the general cleanliness of the unit barracks.
- (f) He is responsible for proper allotment of married quarters to sub units.
- (g) He is responsible for conservancy, sanitation and water supply in the entire lines and the married quarters. He will inspect the place at least twice a week.
- (h) He will be present at all inspections of kits and lines by the CO.
- (i) He will ensure that such discrepancies are adjusted with the least possible delay.
- (j) He is in charge of the unit stores, rations, clothing, furniture and equipment and is responsible for their proper storage and safe custody (with the exception of items are on charge of Coy Comdrs or other officers). He is also responsible for the proper issue of these articles as may be necessary.
- (k) He is responsible for the correct maintenance of lodges of all arms, equipment, public and regimental stores on charge of each Coy Comdrs or other officers and for holding such officers responsible for any deficiency, damages and so on. He will check the holding of stores/equipment of Coys with his ledgers once a quarter and record discrepancies.
- (l) He will personally inspect all explosives, ammunition and free cases on receipt and before dispatch. He will personally issue ammunition and explosives and is responsible for the upkeep of their account on appropriate forms.
- (m) The keys of ammunition and explosives stores will be kept in personal charge of the QM.

- (n) He is responsible that all rules and procedures for the handling of explosives are complied with and that a copy of these rules is hung up in a conspicuous place in every storeroom containing explosives.
- (o) He is responsible for the upkeep of the ranges and all stores/equipment and appliances required for them.
- (p) He is responsible for the receipts and issues of all provisions and so on, he will check weight and report any inferiority in the quantity of the goods supplied.
- (q) He or his JQM will be present when taking over stores, supplies and so on, from the Suppliers and Central Store and at the issues of such stores to the sub units.
- (r) The receipt/issue of uniform articles, its fabrication, etc. requires proper accounting and book keeping which will be ensured by him.
- (s) He is responsible that mobilization and storage of equipment are done thoroughly and kept in a thorough state of repairs and completeness.
- (t) He is responsible for the proper distribution and upkeep of fire fighting equipment.
- (u) He is responsible for lighting arrangements and will ensure that all regimental guards and pickets are provided with the necessary lighting/lamps.

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- (v) He will take stock of all articles in stores at least once a quarter and reported to the CO That he has done so. In this duty he will be assisted by an officer, usually who has never carried out the duties of QM.
- (w) He will arrange a monthly/quarterly inspection of all arms and weapons by the armourers.
- (x) He will work as afforestation officer and keep an account of all trees/plants in the unit area.
- (y) He is responsible for the administration of all civilians living in the lines, shopkeepers, hawkers, and other persons residing or working there for their personal gain.
- (z) On the line of march the QM will see that the tents are properly pitched and struck and will be responsible for the lay out of camp. He will make water supply, washing, cooking and latrine arrangements at each camp, he in conjunction with the Adjutant will ensure that the places fixed for the above are known and safeguarded and that orders concerning them are observed.
- (aa) He will preside over all boards for examining any consignment of arms.
- (bb) He will see that latrines and refuse pits are properly filled in and the camp is left clean in every respect when vacated by the unit.

- (cc) He is responsible for the correctness and punctuality of all reports and returns emanating from his office and that the books and documents pertaining to his department are in safe custody and are kept up-to-date.
- (dd) He will exercise supervisory control over the Signal Platoon; their discipline, deployment, training, leave, etc.

8. **COMPANY COMMANDER:**

- (a) Company Commander is responsible to the CO for the state of company in every respect regarding discipline, training, security, organization and administration. The essentials of Coy Comdr can be summarized as under:-
 - (i) Efficient system of training and administration.
 - (ii) Regularity and thoroughness in checks and inspections.
 - (iii) Unfailing rectification of mistakes and errors.
 - (iv) Intelligence of happenings in the Coy.
 - (v) Welfare and personal contact with men.
 - (b) Knowledge and sympathetic interest of men and the characteristics and individualities of his men are so important that Coy Comdr is required to know all rank personally.
 - (c) All complaints against or irregularities committed by NCOs, Ors must be reported to the CO.
 - (d) Coy Commander will hear reports in person from his subordinates and will act personally at once in cases likely to be serious, reporting matters of importance to the CO.
 - (e) All entries in Service Sheet will be initialed by the Coy Comdr.
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- (f) The Coy Commander will report by the 1st of every month that all entries have been checked and initialed.
 - (g) All Individuals brought up for CO's orderly room will be accompanied by:
 - (i) Detail report of the offence.
 - (ii) Service sheet of the individual.
 - (iii) Summary of past conduct.
 - (iv) Recommendation/observation/opinion of the Coy Comdr.
 - (h) Coy Comdr will maintain a roll in order of merit of all men in his Coy likely to be suitable for NCO rank.
 - (i) This roll will be handed over on relief.

- (j) Coy Comdr is responsible for the condition of the lines of his Coy.
 - (k) Coy Comdr is personally responsible that all books and registers in his charge are properly maintained and where necessary signed.
 - (l) The training of all ranks of his Coy in various duties is the chief duty of Coy Comdr.
 - (m) Coy Comdr is responsible to get all the weapons inspected/examined by the armourer quarterly.
 - (n) Coy Comdr should not introduce any innovation without previously consulting the CO.
 - (o) Coy Comdr will ensure that all ranks are acquainted with Bn standing orders and others rules and regulations effecting them.
 - (p) Coy Comdr is responsible that all claims are settled and arms and equipment taken over in good condition from men taking their discharge or pension.
 - (q) Coy Comdr is reminded that administration includes the following:-
 - ‘Man management’ in the wide sense; welfare, rations. All matters affecting pay and promotions. Security, care and correctness of arms and ammunition. Completeness, repair and serviceability of clothing and equipment. Correct and up-to-date documentation, book, files and sanitation.
 - (r) Every officer, even if the appointment which he holds is temporary in its nature, is charged with equipment, ammunition, clothing and public store pertaining to the Coy and is accountable for them to the CO.
 - (s) He is responsible for the men’s messes. He will pay attention to the cleanliness of the men and their clothing, arms equipment and barracks or quarters. He will take charge of all money received on account of his Coy or unit and is responsible for the safe custody in conformity with regulation and with due regard to the interest of his men.
 - (t) He will hold kit inspection once a month or may spread it over a month but all equipment, clothing and accessories must be inspected once a month for its correctness and condition.
 - (u) He will inspect his Coy barracks for its correctness of fitting and general conditions and initial the book kept for the purpose.
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- (v) He will carry out the investigation of charges which will be carried into effect in the manner prescribed in the rule of procedure. Every officer who does not summarily dispose of a charge which he investigates will carefully avoid any expression of opinion as to the guilt or innocence of the persons charged.
 - (w) Every charge against any men will be investigated without delay in his presence. The cases of men under arrest will be disposed off daily except in holidays and when practicable in the morning before the principal parade.
 - (x) Charges will be entered offences of NCOs and men confined in the Guard Room reserved for disposal by the CO in the Guard report, by the Commander of the Guard or where there is no guard by the NCO responsible for the custody of the men under arrest.
 - (y) A Coy Comdr who has reserved a case for the award of the CO will always attend with the company conduct book, when is brought before the CO.

9. **Administration of Company:**

- (a) Coy Comdr will be responsible for correct maintenance of the following:-
- (i) Documents, ledgers, etc.
 - (ii) Coy Long Roll
 - (iii) Leave and furlough register.
 - (iv) Monthly Medical inspection register.
 - (v) Inoculation register.
 - (vi) Classification register of all weapons.
 - (vii) Regimental cutting register
 - (viii) Daily Ration Strength Register
 - (ix) Important Order Book.
 - (x) Equipment Ledger.
 - (xi) Rifle History Sheets.
 - (xii) Messing Book.
 - (xiii) Ammunition Register
 - (xiv) Kote Register.
 - (xv) Private Arms Register
 - (xvi) Arms Inspection Register
 - (xvii) Payment Clothing register
 - (xviii) Crime register
 - (xix) Coy Private Fund register
 - (xx) Individual Kit Inventory/Clothing Card register
 - (xxi) Monthly Durbar Book.
 - (xxii) Monthly Identity Card Checking Register
 - (xxiii) Coy Training Diary
 - (xxiv) BPET/PPET Register
- (b) He will ensure that as far as practicable, the men belonging to each platoon or section are quarterly and detailed for duties together, so as to facilitate the duties, supply and efficient supervision and to foster a spirit of commandship and mutual confidence. The Coy Comdr is responsible for ensuring that all cash payments made to a man and all stoppages, etc., made from time to time are recorded in the relevant documents and Regimental Cutting Register.
- (c) Coy Comdr must keep up-to-date signed notices to be sent to men on leave on receipt of orders to mobilize.

- (d) Coy Comdr should make a point of being well acquainted with the qualifications, peculiarities and characters of their NCOs so that when consulted by the CO, he may give a sound opinion. He will keep up-to-date the Coy character rolls of all NCOs which will be handed over when he ceases to command the Coy.
- (e) Coy Comdr will also maintain a confidential character roll of NGOs and promising men as a record of their ability and reliability.
- (f) He will ensure that correct entries are made in the individuals Service Sheet.

10. **Headquarters Company Commander:**

- (a) The Adm. Coy Comdr has the same responsibilities as any other Coy Comdr with the following additions:
- (b) He is responsible for the general supervision of the training of all platoons of HQ Coy, and to ensure that their training is coordinated adequately so as to fit into the tactical function of a Rifle Coy or Battalion as a whole.
- (c) He will watch over the interest of men of HQ Coy in the matter of promotion and the return to Coys when it is in their interest and that of the unit.
- (d) He will ensure in consultation with the specialist platoon commanders that specialist are annually turned over according to CO's policy, with a view to maintain 100% reserves of specialists platoons. He will ensure that specialists are annually tested for their efficiency in trade/duties and that refresher's courses and cadres are conducted for old and new personnel respectively. Eg. To maintain 100% reserve of trained drivers training for drivers from among volunteer GD constables should be carried out so that in the event of wastage the vacancy is filled up from the trained reserve and then fresh volunteers should be invited who will then be trained and kept in reserve.
- (e) He will be responsible for the administration of the intelligence section and RP section.
- (f) In the absence of 2 I/C he will be officer commanding advance party/layout group.

11. **Signal Officer:**

- (a) He will command the Signal Platoon and advise CO on matters concerning communications.
- (b) He will be responsible for :-
 - (i) Care and maintenance of all Signal equipment and stores held on Bn charge.
 - (ii) Training of all Signal personnel and others on basic RT procedure.
 - (iii) Maintenance of all Signal sets and PA equipment.
 - (iv) Returning unserviceable stores and demanding through QM new stores to make up such deficiencies.

- (v) Accounting for all stores on charge.
- (c) He will be responsible for signal training of all officers, NCOs and Ors.
- (d) He will on occasion assist in arranging lighting and public address system when ordered.

12. **Company second-in-command:-**

- (a) They will carry out such duties as may be delegated to them by their Coy Commanders. They will make themselves acquainted with all matters of training and administration in the Coy so that they are in a position to take over the command of the Coy at short notice. They will take particular interest in the welfare, training and games of men.
- (b) They will acquaint themselves with all orders and regulations prevailing in the battalion.
- (c) They will take active interest in the games and exercise of men.
- (d) They have responsibilities with their Coys and towards their Coy Commanders corresponding to those of the Battalion 2 I/C and the SM towards CO.
- (e) They will personally keep their Coy Comdrs and the SM informed of every tendency, occurrence and circumstances effecting the discipline, efficiency or good of the Coy or the Battalion in general.
- (f) They will assist their Coy Comdrs and CHM in ordinary work and supervising duties.
- (g) They will supervise the storage, receipts and issue of rations, clothing, equipment and other issues. They will personally check the Coy stores once a month and during handing over/ taking over by CQMH and report to the Coy Comdr or QM in absence of Coy Comdr.
- (h) They will go into the details of personal problems of men before these are projected to the Coy Comdrs.
- (i) They will supervise the training of the coy in absence of the Coy Comdrs.
- (j) They will be personally responsible for Coy Adm, discipline and leave of personnel.

13. **Transport Officer:**

- (a) For the routine supervision of mechanical transport, the Transport Officers is directly under the CO in the same way as the Adjutant or the QM. He will advice the CO on all matters concerning mechanical transport. In all other respects he is in the position of a platoon commander under the HQ Coy Comdr.
- (b) **He is responsible for:-**
 - (i) The Battalion MT Office dealing with all matters in respect of the supply, repair and maintenance of MT vehicles and the supply and accounting of POL.
 - (ii) The training of all drivers and mechanic with adequate reserves upto 100%.

- (iii) Ensuring that all concerned are thoroughly conversant with the daily tasks system and the weekly maintenance system. Vehicles on daily or weekly maintenance will not be detailed for any duty except in case of an emergency and that with CO's permission, if possible.
 - (iv) Ensuring that daily and weekly maintenance is carried out under proper supervision and personal checking of the work carried out.
 - (v) Ensuring that all reserve drivers are practiced in driving.
- (c) He is responsible that all MT personnel receive essential training in weapons, drill, PT and field craft in addition to normal training in mechanical subjects and driving.
- (d) He will particularly ensure that all drivers are fully trained in Road Etiquette, understand the accident report form and fully realize the imperative necessary of carrying necessary documents with them on duty.
- (e) He will ensure that all Log Books are correctly maintained and regularly inspected and records entered therein.
- (f) The following documents, accounts and registers will be maintained by the T.O and will be kept in the MT office:-
- (i) Record of Vehicle Inspections.
 - (ii) Vehicle Daily Running Account.
 - (iii) POL account.
 - (iv) Vehicle Log Books.
 - (v) Vehicle Equipment Ledger.
 - (vi) Index of various orders, rules and regulations relevant to his duties.
 - (vii) Vehicle History Sheets.
 - (viii) Driving License Register.
 - (ix) Register of Losses.
 - (x) Standing Orders for MT and convoys.
- (g) He will ensure that all concerned are fully conversant with Standing Orders.
- (h) He will be responsible that the periodic inspection of vehicles by CO and 2 I/C are organized and laid out properly and to ensure that the follow-up measures basing on the remarks and comments of the inspecting officers are carried out.
- (i) He will take disciplinary action against MT personnel whose negligence or dereliction of duty causes damages or loss to Govt. property.
- (j) He will be responsible for the testing of unit MT.
- (k) He will maintain a log to show the amount of driving each driver does and to ensure that reserve drivers get sufficient driving to keep them practiced.
- (l) He will be responsible for drawing, storage, issue and accounting of POL.

- (m) He will ensure strict compliance of regulations and orders regarding the storage of inflammable materials.
- (n) He will be responsible for the submission of all reports and returns.
- (o) He will be responsible for the submission of the daily vehicle availability report to the Adjutant, if and when the charge of Transport Officer is not given to the Adjutant.
- (p) He will be responsible for the allotment of drivers to vehicles and the replacement thereof due to casualties, wastage, leave and other duties.
- (q) In the even of an accident involving any unit vehicle, he will see that the accident report form is complete in all details before submission to the CO.
- (r) He will advise the CO on all matters affecting MT.
- (s) He will ensure that the NCO incharge of stores inspects all tools and equipment twice a month and he himself once a month for its correctness and condition.

14. **Regimental Medical Officer (RMO):-**

- (a) The regimental Medical Officer is responsible for:-
- (b) Inspection and advice on hygiene and sanitation of the unit.
- (c) Health of all personnel including officers.
- (d) Daily attendance of morning sick parade.
- (e) To carry out monthly medical examination of all unit personnel.
- (f) To maintain a check on Coy Inoculation, Vaccination and Dental Registers and will be responsible to inoculate and vaccinate men on due dates.
- (g) To check central VD and Malaria Registers for their correctness and up-to-date entries.
- (h) To attend and render medical assistance to Officer/NGO/NCO/Ors/NCEs families present in the station.
- (i) The regimental Medical Officer will be required to be present on parade at inspection by CO and when in special circumstances when required by CO or when his professional assistance is needed.
- (j) Training on nursing orderlies.

15. **Hygiene Duties:**

A. The hygiene Duties of the RMO are in an advisory capacity in regard to:

- (i) Ration and stores- their quality, state of preservance, cleanliness and storage.
- (ii) Food source, distribution, method of preparation.

- (iii) Cooks, Cook Houses and Dining Halls- All matters regarding health and cleanliness of cooks, sanitation, of cook houses and dining halls, method of cleaning utensils, furniture and disposal of kitchen wastage.
- (iv) Water- source, sufficiency of water supply, purification, storage, distribution, periodical cleaning of tanks, containers, water bottles, etc.
- (v) Sanitation of water points.
- (vi) Milk- Checking quality by periodical analysis.
- (vii) Disinfectants- Quantity and quality of hygiene chemicals such as bleaching powder and insecticides.
- (viii) Conservancy- Proper disposal of night soil, urine, sullage, water and other refuse.
- (ix) Health and fitness of all ranks- All matters concerning physical, mental, preventive inoculations and vaccinations, constant supervision of nutritional state of troops, accommodation and disinfection.
- (x) Anti-fly, anti-malaria and anti-epidemic measures.
- (xi) Take prompt action for notification, investigation and adoption of proper measures for isolation and treatment of cases of infectious diseases, ensuring maintenance of proper record of all immunological procedures.
- (xii) Maintenance of the unit sanitary diary and unit spot-map.
 - (a) Sanitary Diary- The hygiene defects found during an inspection of the unit lines and the recommendations made to the CO are entered.
 - (b) Unit Spot-Map- A diagram of living accommodation of unit is helpful for controlling infectious diseases. Plotting of individual cases assists in location whether any association exists amongst the cases reported in the unit.

16. **DUTY OFFICER OF THE WEEK.**

- (a) This duty will be performed by all officers in turn. Normally 2 I/C, Adjutant and QM will be excluded from these duties.
- (b) The duration of duty will be for one week, beginning from Reveille on Monday. During this period will not leave the Station/Camp without previous permission of the CO obtained through the Adjutant. He will inform the Adjutant the name of the officer who is going to perform his duties during absence and the period of absence. He will always be in uniform when outside his living quarters except when playing outdoor games during games parade.
- (c) His routine duties are:-
 - (i) To exercise general supervision over the Duty NGO of the day and give him time for turning out the unit Guards and pickets.

- (ii) To visit all parts of the lines including latrines, Cook House once a week and bring quickly to the notice of the Adjutant, QM or Adm Coy Condr any matters needing attention.
- (iii) To visit as "Grand Round" all Bn Guards and pickets at least twice during the week by day, and by night after midnight. If so ordered he will also visit Station Guards formed by the Bn. When visiting Guards to inspect prisoners, examine the security of the treasure chest, keys Box and other important articles on charge he should see the charge list, Guards Rule and Guard Book, complete the latter after questioning the Guard Commander on the state of the Guards, eg. The clarity of orders, unusual occurrences and difficulties, etc.
- (iv) To visit the Battalion patients in the M.I Room/unit hospital once a week, making recommendations for any necessary advances as may be required by the patients.
- (v) To attend the sick parade at the MI Room once a week.
- (vi) To visit training areas and see that training programmes as being conducted as per orders.
- (vii) To have a surprise check of the Regt. Treasury Chest with the Cashier once a week to see its correctness.
- (viii) To proceed to the unit lines on all alarms or unusual occurrence or outbreak of fire, and take charge of the situation pending by senior Officer.
- (ix) To inspect anti-malaria measures twice a week during the night and inspect mosquito nets for their serviceability once during the day.
- (x) To ensure that in giving specific times to the Duty NGO of the day for turning out the Guards, all times of the day and night are approximately covered during the week.
- (xi) He will mount Guards once during his tenure of duty.
- (xii) He will see that the duplicate keys of the pouch ammunition boxes, kotes and magazines are in the locked box placed in the Quarter for that purpose.
- (xiii) To check unit fresh ration issues for quality and quantity once a week.
- (xiv) To carry out surprise check on any three items of ration/clothing stores of the unit and Coys once a week.
- (xv) To visit unit Canteen and check cleanliness, hygiene, rates, etc.
- (xvi) Carry out fire fighting practice once a week during day and once a month during night.

CHAPTER-II

17. DUTIES OF NON- GAZETTED OFFICERS (NGOs)

- (a) NGOs will bear in mind that the dignity of their rank, their position of trust and their duty of intimately supervision, the discipline and administration of NGOs and men, cannot be upheld unless their conduct, at all occasions is above reproach. They should command the respect of NCOs and men enjoy the confidence of officers.
- (b) NGOs should place the interests of the Battalion before their own convenience. In recreation they will give precedence to game played by their men. They should remember that the welfare and comfort to those under them be arranged for before their own comforts are considered.
- (c) They are to see that all regulations are obeyed and regimental customs observed. They should dress suitable to their position, and treat all ranks with perfect fairness.
- (d) It is the particular function of NGOs to put loyalty to their Commanders intentions and orders into effect. They must also ensure that the orders they issue are correctly carried out by their subordinates.
- (e) NGOs will have patience, show keen interest and be very firm in their dealing with NCOs and men.
- (f) NGOs will at all times be correct in bearing, dress, speech and punctuality. They will remember that discipline includes obedience to regulations, maintenance of secrecy and loyalty to superiors. The senior NGO present on the spot is responsible that no irregularity among NGOs as among others, passes unchecked or reported by him. In the interest s of the service and the Battalion, NGOs are always on duty.
- (g) NGOs are forbidden to:
 - (i) Borrow, lend or gamble money.
 - (ii) Take part in politics.
 - (iii) Engage in trade or another profession as long as they are in service.
 - (iv) Offend religious susceptibilities.
 - (v) Accept gift.
 - (vi) Write or make private applications for their own benefit.
 - (vii) Grant private testimonials to Ors.
- (h) They are forbidden to receive for safe custody money or other particles, from the men.
- (i) NGOs are responsible for making themselves acquainted with up-to-date regulations, orders and rules. Their attention will be called in Battalion orders to recent issues. Ignorance of orders is not an excuse for NGOs.

- (j) NGOs detailed for regimental or station duty will not exchange such duty except with the Adjutant's sanction. They will carry out the duties of the Duty NGO in addition to their normal work.
- (k) They will be held personally responsible for the efficiency and turn out of the men under their command.
- (l) In the absence of the SM, the next senior NGO in the Battalion will officiate for him. He will ensure the duties given in Battalion Standing Orders.
- (m) NGOs will take all their meals in the NGOs Mess except when they have their families with them.
- (n) Duties of NGOs as Platoon Commanders will be analogous to those given under heading "Platoon Commander."
- (o) Before leaving the camp for definite purposes, NGOs will take the permission of their respective Coy Comdrs (Adjutant in the Absence of the Coy Comdr) and also inform the SM direct or through JA.

18. **THE SUBEDAR MAJOR:**

- (a) The Subedar Major (SM) is confidential advisor of the CO and responsible for keeping him informed both through the Adjutant and directly, of every occurrence, circumstances, discontentment and grievances of NGOs and Ors affecting discipline, efficiency or good of the Bn. He is responsible only to the CO.
- (b) It will be his duty to assist the newly posted officers and NGOs with advice and instructions in all matters connected with their position, duty and behaviour. He must be careful not to interfere with the internal work of a Coy.
- (c) Above all, by virtue of his long service and deep experience, he must conduct himself well so as to earn the confidence and respect of all ranks in the Battalion.
- (d) He will take command of the Battalion in the state of emergency when no Officer is present in the Bn.
- (e) The routing duties of the SM are:-
 - (i) To report to CO and Adjutant daily on the state of the Bn.
 - (ii) To attend CO's orderly room.
 - (iii) To supervise postal arrangements in the Bn.

- (iv) To supervise the administration of strangers to the lines and the observance of orders on the subject.
 - (v) To supervise the observance of security in the lines.
 - (vi) To supervise regimental Canteen and bazaar, if any, the suitability of its personnel, goods charges and hygiene.
 - (vii) He will be a member of the Treasure Chest Committee.
 - (viii) He will assist Battalion 2 I/C in welfare, ceremonial duties and security matters.
 - (ix) He will arrange and supervise cremations/ burials and ensure that religious rites are observed in the right manner.
- (f) The routing and general reports to be received by the SM are:-
- (i) Welfare points.
 - (ii) Security matters.
 - (iii) Morale of troops.
 - (iv) Discipline matters.
- (g) He will plan and control the leave of NGOs as SOP of the unit.

19. **JUNIOR ADJUTANT (JA)**

- (a) He is assistant to the Adjutant in ordering and supervising the duties of the Battalion and will dispute him in parading.
- (b) He will assist the Adjutant in the training of buglers and drummers.
- (c) His smartness, turnout, discipline and general bearing must at all times be an example to the NCOs and men of the Battalion.
- (d) His routing duties in addition to those mentioned above are:-
 - (i) To report daily to the Adjutant and pass on his orders to all concerned.
 - (ii) To assist the Adjutant or the Training Officer-in-charge if so appointed, in training matters.
 - (iii) To attend at COs Report and Orderly Room and to supervise the parading and marching in of all OR before the CO.
 - (iv) To assist the Adjutant in detailing NGOs, NCOs and men for Battalion duties and working parties and to maintain relevant registers.
 - (v) To report immediately to the Adjutant and the SM any unusual occurrences effecting discipline and welfare and any other matter that comes to his notice.
 - (vi) To ensure that all necessary orders are being kept in the Battalion Quarter Guard.
 - (vii) He will ensure that the Quarter Guard is kept clean and maintained properly at all times. Besides this he will check the turn out of men detailed on Quarter Guard duty.
 - (viii) To ensure that prisoners are dealt with according to regulations and that defaulters receive punishment drill according to orders and further, to release at Retreat prisoners whose sentence have expired.
 - (ix) To prepare parade statement of the Battalion daily and put up for Adjutant's signature.

- (x) Attend office, making a note of all punishments and other matters and see that all regimental orders are promulgated.
- (xi) Attend all parades and drills and see that bugles are sounded at the prescribed hours.
- (xii) He will supervise the duties of the DUTY NCO.
- (xiii) All orders to NGOs and Ors received through the JA are to be obeyed as emanating from the Adjutant.
- (xiv) He will keep list of all visitors temporarily residing in the lines.
- (xv) He will train the unit special guards and stick orderlies.
- (xvi) He will check the turn out of ORs proceeding on out pass.
- (xvii) Supervise the functioning of unit Training Store.

20. JUNIOR QUARTER MASTER (JQM)

- (a) The JQM is assistant to the QM in all duties and is responsible through him to the CO.
- (b) He is responsible for keeping the SM informed of any tendency, occurrence or circumstances in Battalion Administration which is incorrect or harmful to discipline, efficiency and well-being.
- (c) He will command the QM platoon and had thus connected responsibilities towards the Adm. Coy Comdr. He will be excused all DUTY NGO roster except boards and committees.
- (d) The JQM is authorized to open the Magazine, explosive stores and clothing stores by day and night when necessary. He will keep the original keys of these in his personal possession, or in Quarter Guard.
- (e) He will ensure that the organization of Battalion Stores, Ration, Clothing and Equipment run smoothly and that no unauthorized transactions take place.
- (f) He will receive daily reports from the RP Havildar regarding sanitation and hygiene of Battalion lines, Cook Houses, Latrines and Urinals. As far as possible he will visit daily the whole area personally and report the results to Adm. Coy Comdr/QM.
 - (i) He will be directly responsible to the QM for storage and the correctness of articles in the QM's stores.
 - (ii) He will personally receive the cash from individuals on payment for stores, clothing and articles, wherever permissible, and deposit the same with QM and if unable to do so then to Regimental Treasury Chest for safe custody. He will under no circumstances keep money on person or in his possession after RETREAT.
 - (iii) He will be present at the time of issue of any stores, clothing and rations.

- (iv) He will see that the rations are drawn and issued correctly and deal with minor complaints if possible, otherwise report to the QM for decisions.
- (v) He is responsible for the checking of the ammunitions of all kinds, for the return of empty cases and also for the receipt of the collection of the lead from the BUTT by the Coys.
- (vi) He is responsible to inform the QM about the weak state of buildings and apprise about the necessary repairs to be executed.
- (vii) He is responsible that Armourers, carpenters, Cobblers, Washermen, Tailors and other tradesmen do their work properly.
- (viii) He will supervise the loading and unloading of vehicles when they come with stores.
- (ix) On parade he will take the parade statement of the Adm staff and is responsible for seeing that they are in their correct positions and will report to the QM.
- (x) He is responsible for seeing that the flags for water points and others are put in their allotted places and that the water tanks are placed correctly and that the water gear is in order.

21. **PLATOON COMMANDERS**

- (a) A platoon commander is responsible to his Coy Comdr for the training, discipline and administration of his command and will keep him acquainted with all occurrences that affect the functioning.
- (b) They are to report to their Coy 2 I/C and Coy Comdr every occurrence affecting discipline or efficiency of the platoon.
- (c) They must never permit slackness and must listen to the requests and reports patiently and refer these, if so required, to the Coy Comdr.
- (d) They are responsible for the correctness of all platoon stores.
- (e) They are responsible for the buildings allotted to their platoon.
- (f) They are responsible to ensure that no unauthorized persons live in the lines.
- (g) They Must not rely only on their NCOs for information on any matter connected with their platoons, but should possess the intimate knowledge of all men under command.
- (h) They are responsible that their men are always in possession of serviceable and clean clothing and other articles.
- (i) The platoon commander is responsible for the arms and equipment of his platoon. He will personally check all arms for its cleanliness and serviceability.
- (j) He will bring to the notice of Coy Comdr any unserviceable articles or equipment.

- (k) He is responsible that all clothing and articles of equipment are properly marked, and will ensure that repairs to arms etc, carried out immediately.
- (l) When handing over his platoon on any occasion, he will give his successor all information likely to be of use to him or which he should know.
- (m) He will report the visits of all relatives and friends of men in his platoon.
- (n) He will use every endeavour to prevent men from borrowing money from any source and will report if any men does so.
- (o) He will at all times be held responsible for the safe custody of the arms and ammunition in his charge. After drill, immediately after the parade, all rifles will be locked up in the kote if NOT secured under an armed guard.
- (p) It is the first duty of the platoon commanders, under supervision of the Coy Comdr to train his men in every duty.
- (q) To be considered efficient a platoon commander must:-
 - (i) Be an example to his men in his turn out, behaviour and manners.
 - (ii) Be capable of instructing his platoon in all the weapons with which it is armed, as well as in physical, educational training and games.
 - (iii) Be able to incorporate these weapons in the tactical training.
 - (iv) Be able to conduct a platoon tactical exercise with or without troops.
 - (v) Have a thorough knowledge of platoon and Coy drill.
 - (vi) Have thorough knowledge of interior company, hygiene and sanitary matters so far as they affect his command.
 - (vii) Have a sufficiently high standard of education, formal or informal, to be able to instruct his men to enable them to obtain the necessary certificates of education.
 - (viii) Be a keen soldier and take a thorough interest in his men.
- (b) He is responsible to ensure that his barrack is left in a clean state when the men go on parade, and the bedding and other clothing is folded and laid out according to the Bn order.
- (c) He is responsible for the correct maintenance of the registers of BPET, PPT & TOET of his platoon which he will have ready for inspection.
- (d) Specialist platoon commanders in addition to above will be proficient in the specialist training so as to be able to impart the same to the men of their platoon and also be capable of running specialist cadres.
- (e) Specialist platoon commanders will be responsible for the specialist equipment held on charge of the platoon for its cleanliness, serviceability and regular maintenance.

22. **HEAD CLERK:-**

- (a) He is the commanding officer's confidential clerk and must be capable of advertising him on all matters and office routine. It demands interpreting them correctly.
- (b) Thus he is a most responsible and trust worthy man in the Bn.
- (c) He will work under the Adjutant and will assist him in correspondence and reports and returns. He is incharge of:-
 - (i) All correspondence in the office and the office files.
 - (ii) He is responsible for the correct registration and filing of all letters and documents in central office.
- (d) The stamp account.
- (e) The office furniture which will be entered in an inventory and hung up in the office.
- (f) He is responsible for entering all amendments and cancellations in the orders and regulations as they are received.
- (g) He is ensure that the security measures for all classified documents and any other orders are taken.
- (h) He will ensure that all concerned are reading the rules and regulations when required.
- (i) He will organize the training of all clerks.
- (j) Organise the leave/relief of clerks.
- (k) He will ensure that all concerned are reading the "Official Secrets Act 1923" regularly when required.

23. COY KOTE NGOs

- (a) Coy Kote NGO will normally be detailed for a duration of one month and their names published in the BRO Pt 1.
- (b) They are responsible to supervise the duties of the Kote NCOs and to ensure that all orders regarding Kotes and security of arms and ammunition are strictly complied with.
- (c) Their routine duties are:-
 - (i) In the evening before RETREAT, in conjunction with the Kote NCOs, to have a physical check of arms and locked or sealed ammunition boxes and to ensure that the Kote NCOs have made correct entries in the relevant registers. They will then sign the Kote Register.
 - (ii) To ensure that at Retreat Kotes are locked and the keys deposited by the Kote NCOs in the Quarter Guard.

- (iii) In case of emergency, be present when the Kote is opened between Retreat and Reveille.
- (iv) Receive reports from the Kote NCO in the morning regarding the correctness of the Kote.

24. **DUTY NGO OF THE DAY**

- (a) A Duty NGO of the day will be detailed daily for a tour of duty of 24 hours starting and ending at Reveille. He will NOT leave the unit lines during this period without proper permission and when a relief has been detailed. He will carry out this duty in addition to his tour of normal duties. He will be in proper uniform throughout his tour of duty.
- (b) He will report personally to the Adjutant and to the Duty Officer of the week in the morning to receive instructions and get times for mounting Guards. On relief he will again report to the above Officers and make necessary reports.
- (c) His routine duties are:-
 - (i) To be present at the Guard mounting/dismounting.
 - (ii) To exercise a general supervision over all matters in the lines, e.g. observance of orders regarding dress, sanitation, anti-malaria measures, defaulters and visitors.
 - (iii) To visit all parts of the line including latrines and cook houses at least once a day and to visit a certain part by night after light out.
 - (iv) To take immediate steps to correct irregularities by summoning Duty NCO or by informing the SM and to bring necessary matters to the notice of the Adjutant or QM of the BN.
 - (v) To inspect as "Visiting Rounds" all Battalion Guards, pickets, line sentries at least once by day and once by night after 0001 hrs,. When visiting Guards, to inspect prisoners, security of Treasury Chest, Key Boxes and other articles on charge.
 - (vi) To visit (unless otherwise ordered) personnel sick in the unit hospital and to inspect segregation arrangements in camp, if any.
 - (vii) To release personally at Retreat prisoners whose sentence have expired.
 - (viii) To check unit fresh ration distribution for correctness and quality and quantity.
 - (ix) To check turn out of personnel going out on out pass.
 - (x) When ordered to do so, to parade guards, pickets and patrols and other duty parties and to receive reports thereof and inspect defaulters parades at least once during the day.
 - (xi) If so ordered, when no Officer or NGO of a Coy is available, to attend the evening check of arms at the Coy Kote and counter sign the arms register.

- (xii) Personally to receive at “Last Post”, the reports of Coy Duty NCOs on the correctness of Coys, including the completeness of arms, the signing of arms and ammunition registers and the extinguishing of cook house fire.
- (xiii) At Retreat to ensure that Coy Kote Keys have been deposited at the Quarter Guard.
- (xiv) In cases of emergency, fire or other unusual occurrences he will at once send a report to the Adjutant and the duty Officer, meanwhile taking charge of the situation till the arrival of senior officer.
- (xv) During his inspection, he will be accompanied by the Duty NCO.
- (xvi) On completion of his duty he will submit to the Adjutant the “DUTY NGO OF THE DAY REPORT” by 0900 hrs without fail.

25. **DUTIES OF NON-COMMISSIONED OFFICERS**

- (a) The Non Commissioned Officers (NCOs) must at all times set an example to their men especially in their conduct, their bearing, their turn out and their readiness to obey orders. They must themselves be proficient in their trades and duties which their men are called upon to perform and they must be thoroughly capable of imparting instructions in such duties. They will neither permit their orders to be discussed, nor will they familiarity. At the same time they must keep a guard on their own conduct, never strike a man or use harsh or improper language. They will maintain consistent and impartial authority. Favouritism and alternate strictness and familiarity cause men to loose their respect.
- (b) NCOs are the link between the Officers and the men; they constitute essentially the main-spring and back bone of the unit. An efficiency body of NCOs is of paramount importance and that the conduct of the unit depends greatly upon the efficiency and manner in which they perform their duties.
- (c) They must at all times be soldierly, active and energetic in their duties. They must be exemplary in conduct; smart in turn out thoroughly acquainted with their duties and able to impart their knowledge to others.
- (d) They must remember that their promotion gives them a responsible leadership and that their authority when properly exercised, will always be supported by the officers. They must always have their responsibility in mind and must check any un-soldierly conduct, when given orders they will do so briefly and distinctly in the most positive terms and not in the form of a request.
- (e) Abusive or offensive language is strictly forbidden, no matter what the circumstances may be.
- (f) They are enjoined to be strictly impartial and will never connive at or overlook any disorder or irregularity or misconduct on the part of any men, whether of their own or of any other Coy.
- (g) When in command of guards, working or other parties NCOs will never permit any movement however small to be carried out in an unsoldierly or careless manner.

- (h) NCOs will obey implicitly all orders given to them and they must impress on those under them that everyone on receiving an order, whether right or wrong must obey it. Should an NCO feel aggrieved by the receipt of any order and has any complaint to make he is at liberty to do so once he has executed the task.
- (i) A NCO will place under arrest any constable who does not immediately obey an order, addresses him in an insubordinate language. This power of arrest must however, be not abused by NCOs and greatest discretion must be exercised in this respect.
- (j) A man arrested for drunkenness will not be taken before an officer prior to confinement.
- (k) NCOs will not be confined to be Guard Room except in special circumstances which must be reported at once to the Coy Commander, the Adjutant, the Duty Officer and the SM.
- (l) NCOs when under either open or close arrest will not enter their mess or perform any duty.
- (m) On joining from leave, courses and temporary duty NCOs are responsible for making themselves acquainted with all orders that have been issued during their absence. Ignorance of existing order will never be accepted as an excuse.
- (n) NCOs must make themselves thoroughly conversant with such training manuals as are officially issued for their use.
- (o) It should be the aim and object of every NCO to qualify himself for higher rank by diligent study and passing of subsequent promotion tests.

26. **BATTALION HAVILDAR MAJOR**

- (a) The Battalion Havildar Major (BHM) is the senior NCO of the unit and is therefore, entitled to the greatest respect. He must be an example to the NCOs and will pay his utmost attention to their conduct, checking any irregularity in their manner or bearing, and also in their appearance when outside the unit lines.
- (b) It is his duty to bring to the notice of the Adjutant, any occurrence in the lines that may be to the prejudice of good order and discipline or that may endanger the goodness of the unit.
- (c) He must have a perfect knowledge of every thing regarding drill, standing orders and duties of every individual on parade and in barracks.
- (d) He must keep himself up-to-date in all aspects of training.
- (e) He will frequently visit guards and duties, paying particular attention to the way the sentries perform their duties, as well as to their appearance and smartness, bringing any irregularity to the notice of the Adjutant.
- (f) He will inspect all parties not under an officer, leaving or arriving in the unit.
- (g) He will attend unit parade markers and report the strength to the JA.

- (h) He will parade all accused persons before the CO.
- (i) He will exercise a general supervision over the NCO's Mess.
- (j) He is responsible for the maintenance of the unit and Guard mounting grounds.
- (k) He will parade all guards, duties, escorts, etc. and hand them over to the Duty Officer detailed. He himself should make a point of being on parade ten minutes before the appointed time.
- (l) In the absence of JA, BHM will carry out all duties of the JA.
- (m) He will be responsible for up keep or Unit Quarter Guard and all areas around it.

27. **COMPANY HAVILDAR MAJOR (CHM)**

- (a) The Company Havildar Major (CHM) is a senior NCO of the Company and has authority over all NCOs and other ranks of the Coy. In his turn out, discipline, execution of duties, command and control and personal conduct he should be an example to all persons in the Coy.
- (b) He should always remain well informed on all happenings and incidents in the Coy, should be able to foresee, and take all steps forestalling any irregularity.
- (c) At all times he must keep the Coy Comdr and Coy 2 I/C informed of the state of moral of the men and any irregular occurrence.
- (d) He will detail all guard duties and working parties from the Coy and will parade them when no officer or NGO is present.
- (e) He will maintain the duty register.
- (f) He will hand over the Coy parade statement each morning; one copy to the Coy 2 I/C and one copy to the BHM when the Coy is in the Bn Hq.
- (g) He will keep the CQMH informed of the ration strength, and all increases and decrease therein.
- (h) He is responsible for the timely presence and the correct turnout of all men for the orderly room.
- (i) He will be present at all Coy Comdr's orderly room parades.
- (j) He is responsible for the promulgation of all routine orders to the Coy.
- (k) He will attend all roll call parades and pass orders for the day/next day.
- (l) He is responsible to produce before the Regimental Medical Officer (RMO) all persons coming on posting or after annual leave on the first morning after their arrival for medical inspection.
- (m) He and the Coy Duty NCO will not be absent from the lines at the same time. He will not leave the lines without informing the senior NGO and without handing over these duties to his relief.

- (n) He will maintain a list of all defaulters in the Coy and ensure that those men are first to be detailed for working parties as corrective measure.
- (o) He is excused all guards and working party duties.
- (p) He will report immediately the arrival of any strangers or visitors in the lines to the senior NGO/2 I/C of his Coy, BHM and SM.

28. **COMPANY QUARTER MASTER HAVILDAR (CQMH)**

- (a) He is responsible for the issue, distribution and storage of all stores. On behalf of the Coy Comdr he receives all stores (ration, arms, ammunition, clothing, equipment, furniture, barracks, etc) from the battalion QM.
- (b) He is responsible for keeping the account of daily ration expenditure and will at once bring to the notice of the Coy Comdr any overdrawals of rations, firewood, fuel, etc or any other irregularity.
- (c) He will maintain ledgers for all stores received, issued and stocked by him.
- (d) He is responsible to see that stores drawn from the Bn. QM are correct in quantity and size.
- (e) He is responsible for the maintenance of all barracks and furniture and their fittings.
- (f) He will bring to the notice of the Coy Comdr all irregularities/discrepancies in respect of stores and barracks on charge of the Coy.
- (g) Though he will have NCOs to assist him, he is responsible for the cleanliness of the Coy lines, cook house and latrines/ bathrooms.
- (h) He will take over the kit of all men going on leave, confined in prisons/quarter guard, admitted to hospital or becoming non-effective. He will prepare inventories of such kit in triplicate in the presence of the owner and hand over one copy as receipt to the owner who will sign on all the copies. On return of the owner, the contents of the kit bag will be checked according to the inventory. He is responsible for maintenance, airing and preserving such kit as long as they are in his custody.
- (i) He is responsible for drawing and issue to the Coy all ammunition on the range and for collection and return of all empty cases and unexpended rounds.
- (j) In his duties he will be assisted by a store man and a Kote NCO.
- (l) He is excused all guard and working and party duties.

29. **SIGNAL HAVILDAR**

- (a) He is the Signal NCO of the Coy.
- (b) He is responsible for:

- (i) The training and efficiency of all signal personnel in the Coy.
 - (ii) Maintenance of all signal and telecommunication equipment, charging equipment and batteries.
 - (iii) He will ensure that all operators are made to do line and radio duties alternately to ensure uniform efficiency in both methods of communication.
- (c) He will ensure that all communication equipments are maintained properly.
 - (d) He will ensure that all log books, inspection books and other ledgers/documents of signal platoon are properly maintained.
 - (e) He will draw from QM and distribute the fuel for charging engines and ensure that the fuel is not misused or wasted. He will enter issue and expense of the fuel in the appropriate documents of each engine.
 - (f) He will ensure that all batteries remain charged at all times.
 - (g) He will maintain a duty roster for operators and see that duties are equally distributed.

30. **MECHANICAL TRANSPORT HAVILDAR (MT HAV)**

- (a) He is the senior mechanical transport NCO in the battalion. His authority will extend over all NCOs and drivers in the platoon.
- (b) He is responsible to see that all vehicles are maintained according to the task system and orders published from time to time on the subject.
- (c) He is charge of drawing and distribution of petrol, oil and lubricants (POL) within the Battalion for all the vehicles.
- (d) He is responsible to ensure the mechanical efficiency and working of all vehicles.
- (e) He will detail vehicles and drivers for all duties.
- (f) He will ensure that no vehicle exceeds the authorized mileage, without the express permission of the CO through the TO. When a vehicle has only 800 kms. Left to complete its mileage he will report the matter personally to the TO, Adjutant and clerk concerned.
- (g) He is responsible for the lines discipline, turn out and mechanical transport discipline and training of the drivers.
- (h) He will ensure that no vehicle leaves the MT parking without proper authority and necessary documents.
- (i) He will ensure that except during operations, law and order duties, etc. no driver or other men sleep in the vehicle.
- (j) He will ensure that petrol, oil and lubricants (POL) are not misused or wasted.

- (k) He will ensure that there is a guard at all times for the security of the vehicles.
- (l) He will ensure the adequacy of fire fighting arrangements in the vehicle parking and rehearse all drivers in fire fighting duties.
- (m) He will ensure that during moves vehicles are not overloaded.
- (n) He will ensure that drivers do not carry or attend un-authorized repairs or stripping and assembling of the vehicles.
- (o) He will check the fittings and tools of vehicles against log books and report all irregularities to the MTO.
- (p) He will report all defects to the MTO/TO and see that necessary work orders are placed on workshops and repairs carried out in time.
- (q) He will ensure that in summer tyres are not exposed to the direct rays of the sun and in winter when so ordered all radiators are drained off at night.
- (r) He will ensure that jacked up vehicles do the necessary static running.
- (t) He will ensure oil and wheel changing at correct intervals.

31. **LANGAR COMMAMDER**

- (a) The battalion cook havildar will be detailed by name in the order. He will supervise the work of all cooks in the Bn.
- (b) He will be responsible to see that:-
 - (i) All messes are always clean.
 - (ii) Messes are fly-proofed and sprayed with DDT as per RMO's instructions.
 - (iii) All cooks and cook houses fatigue men are properly vaccinated and inoculated.
 - (iv) All cooks are dressed in clean authorized dress.
 - (v) All vegetables are washed properly.
 - (vi) Drinking water is chlorinated, stored in fly-proof covered receptacles in cool shady places.
 - (vii) All utensils are clean and are washed in hot water.
 - (viii) Refuse/swell is thrown in sockage pits.
 - (ix) All utensils are kept in fly-proof covered place.
 - (x) There are sufficient dust bins for use of dry rubbish.
 - (xi) That cooking is done to the bill of fare and the current bill of fare is pasted on the notice board along with other notices pertaining to the cook houses/messes.

- (xii) Food is equitably served in correct time to every body and that adequate food is kept for men away on duty and necessary food sent to the men in confinement in the quarter guard or lines due to sickness.

32. **BATTALION DUTY HAVILDAR**

- (a) He will be detailed in Battalion orders. His tour of duty will be from reveille to reveille on the following day.
- (b) He will appear for duty at all times properly and smartly dressed.
- (c) He will report to the Battalion Duty Officer, Adjutant and SM one Hour after reveille for orders of the day.
- (d) He will conduct the Battalion Medical Officer and accompany him on his rounds of inspections.
- (e) During his duties he will check all guards/pickets and sentries of the battalion once by day and once by night after midnight.
- (f) He will inspect all NCO and Ors Messes and cook houses, latrines and bathrooms refuse burning/disposal areas, and Canteen and ensure that they are clean. He should report irregularities to the Duty Officer/Adjutant/SM and BHM.
- (g) He will parade men undergoing rigorous imprisonment (RI) and other defaulters at the time specified in the unit orders and take the men out on drill or punishment as ordered.
- (h) He will parade all guards/pickets at the place of guard mounting at the time ordered in Battalion orders and hand over the parade to the next senior.
- (i) He will not change duties without the permission of JA. He will not leave the lines even on duty without informing the BHM/SM and without being properly relieved.
- (j) After "Light Out" he will collect reports from all Coys that there are no unauthorized lights in the lines and that all except on duties are in bed.
- (k) He will report all irregularities to the BHM/SM.
- (l) He will carry out any duty given to him by the Adjutant or Duty Office of the week.
- (m) He will escort battalion sick report to the unit M.I Room every morning.

33. **REGIMENTAL POLICE HAVILDAR (RP HAVILDAR)**

- (a) The provost havildar is under the order of the Adjutant and will report to him daily except on Sundays and recognized holidays.
- (b) He will also report to the SM.

- (c) The RP Havildar will always be on the alert and responsible for the preservation of order in the unit, whether in the lines or in camp.
- (d) In the event of any disturbance in the lines or in the camp he will at once proceed there with the other RPs and endeavour to quell it instantly.
- (e) He will ensure that orders regarding dress are obeyed in the lines and outside the lines, (when duties of a unit police extend outside the lines). He will stop men leaving the lines untidily dressed or wearing unclean clothes and will take them at once to the Adjutant.
- (f) He is responsible for the turn out of the RPs. He will detail them for duties and will ensure that they perform their duties in the proper manner.
- (g) He will keep the lines and the parade ground clear of unauthorized persons and animals.
- (h) He will see that all other ranks make use of urinals and no other place for the purposes of answering calls of nature.
- (i) After "light out" he will report to the SM all unauthorized lights, fire, noises or other irregularities.
- (j) The RP Havildar in the absence of the Sanitary NCO, will perform the duties of the latter in addition to his own duties.
- (k) He will be assisted in his duties by the unit RP Section of the battalion.
- (l) He will ensure that the regimental police section when on duty in uniform wear the prescribed armllets and carry out the unit pattern cane, if any.
- (m) He will ensure that no strangers/visitors enters the unit without escort. He will maintain visitors registers.

34. **NCO IN-CHARGE M.I ROOM.**

- (a) He will be detailed in Battalion orders after having been approved by the RMO.
- (b) He is in-charge of all medical orderlies and stretcher bearers of the unit.
- (c) He is responsible for the safe keeping of all medicine, furniture, instruments and stores in the MI Room.
- (d) He is responsible to keep the MI Room and premises clean.
- (e) He will look after the comforts of all patients coming for treatment.
- (f) He will ensure at all times, specially when the RMO is not present, that duty nursing orderly/himself/nurse is present in the MI Room. These persons must know where the RMO can be contacted.

- (g) On arrival of a patient in the absence of the RMO, he will promptly inform the RMO. If the RMO is away from the unit lines and if the patient requires or is Expecting to be required immediate treatment he will take the patient in the duty vehicle to the nearest hospital.
- (h) He must know first aid and should be able to render the same to a patient before the arrival of the RMO
- (i) He will always keep dressings and instruments sterilized.
- (j) He will be incharge of snake bite equipments.
- (k) He will draw medical stores from the unit store on indent from the RMO.
- (l) He will accompany patients sent by the RMO to hospitals for admissions.
- (n) He is excused working party duties.

35. **KOTE NCO.**

- (a) Each Coy will detail a NCO (not below the rank of Naik) as in-charge of the Coy Kote. The Kote NCO will normally be detailed in Battalion orders from time to time. Their names will be Prominently pasted in the Quarter Guard.
- (b) They will be excused guard duty and will not leave the lines without the permission of Kote NGO. They will attend Battalion Ceremonial Parades or other parades as ordered.
- (c) They will maintain the following:
 - (i) Ammunition Register:
 - (ii) Kote Register of Weapons.
 - (iii) List of private arms and ammunition.
 - (iv) Daily issue and deposit of arms/ammn. Register.
- (d) During day time they will keep the Kote key in their personal possession but will deposit the same in the Quarter Guard after the evening check of arms.
- (e) Their routine duties are:-
 - (i) Cleanliness of the Kotes.
 - (ii) Cleanliness of arms in the Kote, NOT on charge, of platoon to ensure cleaning of the platoon arms of the absentees.
 - (iii) Allow no one in the Kote except platoon comdrs, havildars and NOT more than four men at a time.
 - (iv) Before retreat check, in conjunction with the Kote NGO and by a physical count check all arms, sealed or locked arms, bayonets and rifles. They will then complete all Kote registers; sign them and will also get signature of Kote NGO.
 - (v) After retreat they will personally hand over the keys to the Quarter guard Commander, for safe custody.

- (vi) After reveille they will draw the Kote keys from the Quarter Guard, open the Kote in the presence of Coy Kote NGO (having first satisfied themselves that the locks have not been tampered with) and check with them the contents of Kote as per registers and sign on the register. In case of any discrepancy they will make an immediate report.
 - (vii) Whenever Kote NCO's draw/deposit Coy Kote keys in the Quarter Guard, they will sign in the register kept there.
 - (viii) Allow no one except platoon comdrs or Kote NGO in their absence to open their respective boxes.
 - (ix) Ensure that all arms and ammunition boxes are either locked or sealed.
 - (x) Ensure that all rifles being deposited in or withdrawn from the Kote have breech blocks, bayonets, scabbards and magazines in them.
 - (xi) In case of emergency open the Kote after Retreat only in the presence of an officer and in case of alarm proceed to the Kote.
 - (xii) Ensuring that arms being deposit are NOT loaded or magazines charged and that they are cleaned and oiled before placing them in their racks.
 - (xiii) To keep all pistols, revolvers, binoculars and compasses in locked boxes, the key of which they will personally keep.
 - (xiv) Not to issue private arms except to officers, without Coy Comdr's permission and to obtain a receipt from persons removing their private arms from the Kote.
 - (xv) He will place binoculars, stored in the Kote, in sun for at least one hour during the week.
 - (xvi) Private arms particulars will be entered in private arms/ammn. Register and for the same order will be issued for keeping such arms in Coy Kote. Coy Comdr will sign this register. Drawing/depositing such arms will be similar to those of other arms/ammn. Private arms will be kept only in Hq Coy Kote. Their valid license duly renewed will be ensured.
 - (xvii) All arms will be secured with the chains and locks provided this purpose.
- (f) Issued of arms:- Arms will only be taken from and handed in to the Kote in the presence of the Kote NGO. Each arms will have a disc marked with the corresponding battalion Serial No. It will be issued for every weapon deposited in the Kote. On the issue of a weapon, the disc will be placed on the corresponding book in the Kote in exchange, in presence of the Kote NCO. The disc will not be taken away on leave or temporary duty but will be deposited with the platoon commander who will keep them locked in platoon boxes inside the Kote. If it is not possible to adopt the disc method for any reason, arms issue register will be kept in each Kote and arms will be issued on individual signatures. Arms issue register will be maintained as under:-
- (i) **DAILY 'IN/OUT' REGISTER:** Weapons being taken out for daily parade/duty will be entered in this register. These weapons will be drawn by individuals in presence of platoon commander/platoon havildar and details of weapon including individuals name will be entered in the register and signed by the individuals as well as PI Cdr/Hav.

- (ii) **LONG DUTY 'IN/OUT' REGISTER:** In case of long duty i.e. for more than 24 hours, a separate entry for each weapon and its accessories in RED ink signed by the individuals in the presence of PI Cdr/Hav., will be maintained. When the weapons are returned/deposited back in the Kote, the individuals and his PI Cdr/Hav will again sign in the space provided in the register. All ranks will sign for their own weapon taken out from Kotes.
- (g) He is ensure that all entries in various register and all signatures are in ink. Erasures will be initialed.
- (h) They will make the following reports:-
 - (i) Any damage or unusual Occurrence to the senior NGO/2 I/C and to the platoon commanders concerned.
 - (ii) After evening check of all arms in conjunction with Kote NGO, to the Coy 2 I/C, CHM and SM if so ordered, regarding correctness of the Kote.
 - (iii) After the morning check, in conjunction with the Kote NGO, to the Coy 2 I/C.
 - (iv) To the Coy 2 I/C and PI Cdr, if arms of absentees of any platoon are not being cleaned regularly.

36. **MT Store NCO.**

- (a) In the absence of MT Havildar, he will take over the duties of the MT Havildar.
- (b) He is responsible for all MT Stores and tools held on the charge of the platoon. He will maintain "IN and OUT" book for all unit tools issued on loan to drivers or personnel of the unit repair organization (URO). He is responsible for the key of the store room.
- (c) He will inspect all vehicle tools and equipment twice a month and report to the MTO any deficiencies or unserviceable items.
- (d) During the tools and equipment inspection he will see the vehicle kit list and ensure that they are in order.
- (e) On vehicles returning from duty he will obtain from the driver the kilometer readings of the vehicles and the reading of the balance petrol in the tanks. These will be entered on the duty slips and handed over to the MT Clerk.
- (f) He will maintain the following registers and produce the same for TO's monthly inspection:-
 - (i) Storemen Stock Register.
 - (ii) Store receipt Register.
 - (iii) Store Issue Register.
- (g) He will ensure proper storing with tally cards of MT stores and equipment. He will personally pack tools, equipment and stores being dispatched and sign the packing notes.

37. **DUTIES OF OTHER RANKS.**

GENERAL:

- (a) All ranks are expected under all circumstances to uphold the reputation of the unit and the department as a whole.
- (b) The good soldier is punctual in his duties, careful of his arms, equipment, clothing, appointment, clean and smart, both in person and dress, alert in his duties, respectful and obedient to all those who are put in authority over him.
- (c) It should be the aim of every personnel to present his general bearing as to live on good terms and fellowship with all his comrades and he should always be animated with a love and zeal for the unit and strive earnestly to promote esprit-de-corps.
- (d) Upon the obedience and respect shown by them the whole foundation of discipline depends and they must remember that one of the surest tests of a well disciplined unit is the scrupulous dealings and smartness with which the men salute their own and other officers whether in uniform or not.
- (e) All orders given by superiors of whatever rank must receive cheerful and unhesitating obedience. Should they feel aggrieved by the receipt of any order and has any compliant to make, he is at liberty to appeal afterwards, through the proper channel, but he must remember that an order first must be obeyed. Disobedience immediately puts him in the wrong footing.
- (f) Should he wish to make a compliant or ask for an interview of an officer he must be accompanied by a NCO.
- (g) He must remember that the reputation of the unit is definitely in their keeping and that they must always strive to enhance it and must be ready to sacrifice themselves for its honour. Attention to dress correctly and smart turn out, soldierly bearing, self control, restraint from use of bad language and irregular conduct, and an earnest endeavour to prevent themselves and others from disgracing the unit should be their constant chief aim.
- (h) Unless asked a question by an officer, NGO or NCO, they will never permit themselves to speak in the ranks.
- (i) He is responsible at all times for keeping his kit and equipment in a serviceable condition and at the scale laid down.
- (j) He must have an exemplary turn out and march smartly whenever they move from one place to another.

38. **OFFICE ORDERLIES AND RUNNERS.**

- (a) Office orderlies will be formed from smart, intelligent and well qualified constables.

- (b) Bn. Office orderlies will be detailed as per Coy, one for the CO, two for the Adjutant and 2 I/C, and one for the QM. They will be changed every six months. Coy office orderlies will be detailed as required. The number of office orderlies employed at any time should be minimum keeping in view the Coy employability.
- (c) They must be well turned out and smart in their appearance and must walk in a brisk and soldier-like manner.
- (d) They must deliver verbal messages personally and direct to the person for whom intended.
- (e) Bn Office orderlies will be excused all normal parades. They will do PT. Coy office orderlies will attend parades at the discretion of the Coy Comdr.
- (f) Office orderlies will not divulge any information they may acquire while they are so employed to unauthorized persons.
- (g) Office orderlies will be responsible for getting the office cleaned, dusted and putting all articles in order regularly.

39. **BATTALION RP SECTION.**

- (a) The provost section will consist of at least 2 men per company who are trained in provost duties in cadre/classes run by the unit. The Adjutant will issue necessary orders, enumerating their special duties.
- (b) The provost section will be controlled by the RP Havildar.
- (c) They will be smart, intelligent. Strong and always active. They should be well educated.
- (d) They must be well turned out and wear the prescribed arm band.
- (e) They will report all cases of indiscipline. They will check passes of all civilians and others entering the battalion areas. No unauthorized persons will be allowed inside the battalion areas. Suspicious persons will be detained and brought up before the unit security officer/ Adjutant for his decision.
- (f) In the event of an unusual occurrence in the lines, the RP section will be employed under the orders of the battalion duty officer, until a senior takes charge of the situation.
- (g) They will also ensure that no person without a proper pass goes outside the unit area.

40. **STOREMEN.**

- (a) The battalion Adm NGO will normally be assisted by two other ranks who must be well qualified.
- (b) They will work under the direct orders of the battalion Adm NGO who will allot them their duties which include the cleanliness and good orders of the store rooms and magazines.
- (c) One storeman will invariably be present when a store room/magazine is opened.

- (d) They will not allow unauthorized person in the store room/magazines. They will guard the stores against pilferage when the sentries are not actually posted.
- (e) They will on no account mix government equipment/store/clothing with their personal kit.
- (f) They will no keep their personal kit in the store room.
- (g) They will not lend/give any item of clothing/equipment to any person unless ordered by the quartermaster havildar.

41. **OFFICER'S ORDERLIES.**

- (a) The tour of duty for a batman will be six months extendable with the permission of the CO.
- (b) Normally officers will employ batmen from their respective Coy.
- (c) They will have at least five years of service, be standard shot and well qualified.
- (d) They should be honest and fair in their dealings.
- (e) They will not be employed on duties which should be performed by private servants.
- (f) All batmen other than those provided to the married officers will live in the lines.
- (g) They will attend CO's parade and all other parades notified in battalion orders.
- (h) They will acquaint themselves with battalion/company orders daily.
- (i) They will attend training cadres/classes and be proficient in their personal weapon.

42. **STICK ORDERLY.**

- (a) A smart other rank at guard mounting will daily be detailed as the CO's stick orderly. His name will be publish in battalion orders.
- (b) Except on holidays, when he may change into plain clothes, immediately after guard mounting, he will remain in uniform until the CO leaves the office.
- (c) He will be meticulously turned out at all times during his tour of duty.
- (d) He will obtain permission for leaving the office.

43. **TRAINING.**

- (a) All available opportunity should be availed to keep the men trained with proper and intelligently planned, organized and executed in letter and spirit. Training policy is issued from time to time. The aim set forth by such police should be realized with utmost sincerity and purpose. The short coming noticed on the men should be fully rectified. The unit/sub-unit and special training will

comprise of individual and collective training so that an individual is aware of his place in the team. The standard of firing needs over improvement which will be only possible when training facilities are fully installed and utilized. Emphasis will be laid upon night training so that an individual is able to handle his weapon by night and has a true feel of the difficulties encountered during the hours of darkness.

Individual Training:

- (b) The individual training should be organized sub unit-wise. Sub unit commanders will have adequate freedom to train their command within the premises of the laid down training policy, they will endeavour to realize the goals set forth with individual participation and on the spot rectification of the faults observed during the course of the training. Stereotype classroom lectures should be avoided instead emphasis will be laid to impart practical and realistic training. An individual will be made to obtain a high degree of physical fitness, mental alertness, proficiency in handling his own weapon, rectifying the faults, firing with effect and fitting in his own section/ platoon team as a homogeneous whole.

Collective Training:

- (c) Collective training will be organized at the end of the individual training terminating in platoon, Coy and Bn level tactical exercises. Collective training will also provide an opportunity to the function along with all adm bandobast. The characteristics and limitations of various arms and services should be known to the commanders at various levels of command. Collective training should cover all OPS, patrolling, ambush, raids and other tactics. Laying and breaching of obstacles should also be practiced. Night exercises should form an important of the above training. Sub unit commanders will have an opportunity to handle their command as a part of the battalion in the accomplishment of the task allotted. All efforts will be made to derive maximum benefits out of such training.

Weapon Training:

- (d) Though the above training will form part of the individual training but emphasis will be laid to achieve proficiency in handling personal/ crew served weapons. The weapons training should include sitting and use of weapon in all circumstances and rectifying the faults encountered speedily and correctly. The lesions should be combined with field craft training so that realistic training is imparted. Emphasis on practical weapon training will be laid.

Night Training:

- (e) It is essential that night training is organized and executed in letter and spirit. Troops will be made to navigate by night and carry out various OP tasks with efficiency. Handling of weapons by night should be practiced. Troops should be able to work under the strain and stresses of night continuously without revealing the signs of fatigue.

Lectures/Demos:

- (f) Lectures/Demos at Coy and Bn level will be organized from time to time. NCOs should be included in such lec/demos so that they are aware of the subjects covered during such lec/demos. The lec/demo should be well conceived and organized so that all participants are benefited.

TEWTs (Test Exercises Without Troops) and Sand Models:

- (g) TEWT and sand models will be organized at Coy and Bn level. Officers and NGOs will be nominated to conduct such TEWTs and Sand Models. All Officers and NGOs participating should come prepared so that their contribution is valuable. The cost effectiveness and realistic training will be kept in mind while organizing TEWT/ Sand Models. All practical aspects should be covered adequately in the conduct. Past experiences, if any, should be viewed for the benefit of those who do not have experience.

Range Classification:

- (h) Range Classification will be completed within the training year for all ranks. Personnel failing in arrange classification will be denied leave till they qualify in the range classification. The standard of firing should be progressively improved every year.

Special Platoon Cadres:

- (i) Special Platoon cadres will be organized for new entrants as well as old hands centrally. Coys will detail reserves to attend refresher cadre. Basic cadres will be run for the new entrants. Hundred percent reserves will be trained for all special platoons. They will be trained on miniature target engagements and other special tactics.

Promotion Cadres:

- (j) Promotion cadres will be centrally organized as and when deemed necessary. All Coys will detail the effected personnel to attend the cadres. An individual will be given three chances to qualify in an effected cadre. Personnel on extra-unit engagements will be relieved by the Coys so that they are able to attend the cadre on time.

Officers Training:

- (k) It is observed that officers do not get ample opportunity to train themselves. In view of the over increasing need for keeping abreast, officers study classes will be organized to give them an opportunity to learn and to organize lec/discussions on various subjects of interest pertaining to managements, supervision and operations. The lectures should be prepared well and the participants should come prepared to discuss the subject effectively. To improve upon written expression, book reviews and essay writing will be organized. Officers who return from training will share their experiences with the unit officers/NGOs.

NGOs Training:

- (l) It need not be emphasized that our NGOs are lacking in professional awareness and the few who know are shy of speaking on the subjects of concern which needs vast improvement. Lec/discussions will also be organized for NGOs and they will be encouraged to read books and magazines so that they are aware of the environment around them and are not humiliated when encountered with their counter-parts outside.

BPET and PPT:

- (m) BPET and PPT will be conducted every quarterly. All personnel proceeding on annual leave will complete BPET and PPT. No failures will be allowed to proceed on leave unless they pass BPET and PPT tests. There is ample need to improve the present standard.

BPET : Battle Proficiency and Endurance Test

PPT : Physical Proficiency Test.

- 44. **Sports:** Sports and games are essential part of trg. All ranks will be encouraged to participate in one or the other games. It will not only create team spirit and will to fight but also provide an essential means of entertainment. Inter-Coy championship will be organized every year for all the games and prizes given to the winner and runner-up teams as per the policy of the Battalion. Inter Coy championship trophy will be awarded to the Coy scoring maximum points on the average.

- 45. **Inspections:**

- (a) **Annual Inspection:** Annual inspection is carried out by the CO/DIG/IGP every year to judge whether the unit its run properly and in the prescribed manner. All aspects of adm and documents, stores, training are checked for such inspection. All ranks will prepare themselves for such inspections when intimated. Manual of inspection and unit SOP lays guide lines upon which preparations can be based.
- (b) **Half-yearly inspection:** Unit half-yearly inspection including that of Coys will be conducted by the Battalion 2 I/C and a detail report submitted to the CO. On the second half inspection the 2 I/ C will ensure that all observations of the first half inspection have been complied by the respective sub unit.
- (c) **Quarterly/Monthly/Fortnightly inspection:** Respective sub unit commanders, staff officers will carry out quarterly/monthly/fortnightly as laid down in unit police and these exercises will keep the sub units in order and also prepare themselves for higher inspections.

- 46. **UNIT ADMINISTRATION**

- (A) **Discipline**

- (a) All ranks must realize that sentries of unit police, being vested with authority by the Commanding Officer, must be obeyed in the execution of their duties whatever their seniority.
- (b) The use of violent or abusive language and any form of fighting with a comrade is forbidden.

- (c) Circulation of any disloyal or undesirable literature by one person to another in the unit is strictly forbidden. Any person in the unit who receives or notices the existence of such literature will at once hand it over or report to the Adjutant in person. Every effort will be made by all ranks to bring such cases to the notice of security officer/Adjutant or the member of security organization.
- (d) Meeting in the lines for any purpose whatsoever, except when held with the permission of the Commanding Officer, are strictly forbidden.
- (e) Other ranks wishing to leave the camp or lines must obtain formal permission. It will be ensured that men are clean and properly dressed when they leave the unit lines with permission
- (f) Other ranks are forbidden to leave the lines between lights out/roll call and reveille except when in possession of a pass.

- (g) Permission for other ranks to be absent from the camp or lines may be granted as under:-
 - (i) Between lights out/roll call and reveille by company commander
 - (ii) Between reveille and light out/roll call by platoon commander but the most desirable/preferable would be from an officer.
- (h) They are forbidden to carry large bundles, boxes, etc. when walking, proceeding on or rejoining unit from leave.
- (i) All brothels are out of bounds to all ranks.
- (j) Other ranks are forbidden to trade or borrow money from any one in the unit.
- (k) Private buying or auctioning of personal clothing, etc. amongst other rank is forbidden.
- (l) A man finding money or any other article of value will at once take it to his section commander and report the circumstances under which he found it.
- (m) Gambling in any form is strictly forbidden. Tambola under the supervision of an officer an NGO may be played at low stakes as published in battalion orders.
- (n) All ranks are warned not to keep large sums of money in the lines. It should be deposited into a saving account of bank.
- (o) The import into the lines or the taking of liquor or drugs in any form is forbidden.
- (p) Other ranks proceeding on or returning from leave will always be dressed in correct pattern of uniform during journey.

- (q) Other ranks are forbidden to write or send their photographs to the press without permission of the Commanding Officer.
- (r) Other ranks are forbidden to leave their arms, equipment and clothing unattended in the line.
- (s) When a man is issued any articles of arms or equipment or clothing or finds rifle equipment or clothing damaged slightly he will at once report the fact to his superior i.e NCO/NGO or officer who will report to his company commander immediately.
- (t) All articles of public, personal clothing, will be marked with owner's number. Men are themselves responsible that these numbers are renewed where found necessary.
- (u) If an other rank has any request or representation to make he will do so through his platoon and company commander. All requests and complaints will be made verbally. Written petitions from other ranks present in the unit and letters are forbidden.
- (v) Other ranks are forbidden to go and see officers in their quarters, unless instructed to do so, or unless on urgent duty. They will not, under any circumstances enter such officers quarters unannounced.
- (w) Men are forbidden to enter or loiter around the married lines.
- (x) The concealment of disease, injury, etc. is strictly forbidden.
- (y) Sick attendants for men will only be provided on the recommendation of the medical officer.
- (z) All cases of malingering will invariably be brought before the Commanding Officer. Any case of a man reporting sick and being returned to duty by the medical officer will be treated as a case of malingering.
- (aa) Men Must report the cases of the change of next of kin at marriages, birth to their immediate commanders.
- (bb) Other ranks should not enter in to any marriage contract or allow money security to be paid unless they have inquired from their company commander that they will be able to obtain leave on the date fixed.
- (cc) Conversation or other dealings with a person under close arrest or undergoing imprisonment is forbidden except in the course of duty.
- (dd) Whenever public or battalion stores are conveyed in lorries one man will invariably be detailed to accompany each lorry. He will sit in the back of the lorry.
- (ee) Every man in the unit will be instructed under company arrangements as to the position of important offices of nearby units and higher command, telegraph office and all other units lines in the vicinity. They will also learn the location of the house of all officers of the unit.

- (ff) When attending public entertainment, soldier must always stand to “attention” while the National Anthem is being played at the conclusion of the performance. All ranks are expected to set an example on such occasions.
- (gg) All men must understand that it is not only useless but contrary to civil procedure to send petitions regarding civil suits to the magistrates who tries the case, or to any other official, unless such petitions concern the grievances of the petitioner himself, his wife or minor children or near relative who is unable to suitably represent his own case.
- (hh) Other ranks who change their place of residence must notify their change of address to the unit headquarter.
- (ii) It is disgraceful to write an anonymous letter. However in case there is a complaint/suggestion, one can always ask for interview or raise a question in Coy/Bn Durbars.
- (jj) Writing chain letters and making pen-pals are forbidden.

47. **POLITICAL MATTERS**

- (a) No person in the unit is permitted to speak or appear on any platform or take an active part in any meeting or demonstration held for party or political purpose.
- (b) No person is permitted to act in any capacity for political candidates or party.
- (c) No person is permitted to be member of or subscriber or political party.
- (d) No election agents or any representative of any political party shall be allowed into the area of the battalion for the purpose of holding a meeting or debate, making an election address or distributing electioneering literature.
- (e) The above is to be read out and translated into languages understood by the other ranks at monthly durbars.

48. **ARREST AND SUMMARY PUNISHMENTS**

Arrest:-

- (a) Arrest may be either open or close. Person committing any offence which may be punishable by death will invariably be placed under close arrest. In addition, any person guilty of gross insubordination and desertion will be placed under close arrest.

Open Arrest:-

- (b) A person under open arrest will normally carry out all his duties. But he will remain in uniform throughout, will not leave lines and will report at the unit quarter-guard every four hours between

reveille and retreat. During night he will be under the supervision of a person of at least the same rank.

Close Arrest

- (c) A personnel, on being placed under close arrest, will be placed in confinement under charge of a guard, picket, patrol sentry, or provost marshal, subject to the following consideration:-
 - (i) The offender must not escape.
 - (ii) He should have no opportunity to commit another offence.
 - (iii) The health and normal well being of the individual should not be adversely affected.
- (d) Any person under close arrest will be relieved of his duties and not be detailed for any duty without the specified sanction of the Commanding Officer.
- (e) No one will be relieved from close arrest without the orders of the Commanding Officer.

Summary Punishments.

- (f) Investigation by company commanders should commence within 24 hours of arresting a person.
- (g) All officers and NCOs are empowered to exercise summary powers as laid down in the NAP Act, 1966.
- (h) All officers and NCOs will be fully conversant with their powers.
- (i) Officers and NCOs will always report to the Commanding Officers, all cases which deserve more punishment than they are empowered to award.

RIGOROUS IMPRISONMENT AND CONFINEMENT TO LINES

Rigorous Imprisonment:-

- (j) He will be kept in the custody in the unit Quarter Guard. He is permitted to use/avail the following:-
 - (i) Use his own bedding in the Quarter Guard.
 - (ii) Take exercise under supervision.
 - (iii) Attending call of nature.
 - (iv) Ablution.
 - (v) Consult medical officer in case of illness.
- (k) He will be under a guard when outside the cell, if necessary he may be handcuffed.

- (l) The rigorous imprisonment commences on the date of award and terminates at retreat at the last date of punishment. He will be released by the Duty Officer of the day.
- (m) Hours of work and fatigue will be ordered by the Adjutant. During summer (mid March to mid October) 6 hours fatigue/instruction will be carried out. During winter 7 hours fatigue and instruction will be carried out. This will include minimum of 2 hours useful instruction under an NGO of the guard.
- (n) Persons will keep up their soldierly bearing and unit pride at all times.
- (o) They will be given normal food and reasonable facilities for ablution. Sub-units are responsible for providing them suitable clothing.

Confinement to Lines

- (p) Personnel awarded confinement to lines will not leave the lines. They will be in uniform from reveille to retreat. They will report at the unit quarter guard every four hours and also whenever the defaulters call is sounded.
- (q) They will do all normal parades, but will not be detailed on guard duties, without the permission of company commander/or adjutant.
- (r) Defaulters will do a minimum of one hour extra drill or two hours fatigue every day. All extra work will be co-ordinated by unit havildar major.
- (s) During Sunday and public holiday they will not be required to do parade of fatigue but will remain in uniform.
- (t) Their turnout and bearing at all time will be of the highest standard.

49. PETITION TO CIVIL AUTHORITIES

- (a) All ranks are forbidden to directly forward the petitions to civil authorities including trade unions.

- (b) All petitions to civil authorities will be vetted by the unit petition committee composed as under:-

Presiding Officer	:	Second-in-Command
Members	:	Adjutant
		Subedar Major
		Senior NGO.

- (c) This committee will meet quarterly or as required. Dates will be published in unit order.

(d) Petitions will be forwarded only with the approval of the Commanding Officer.

50. **COMMANDING OFFICER'S ORDERLY ROOM PROCEDURE.**

(a) The Adjutant is responsible for all matters connected with the orderly room. This will include:-

- (i) Meticulous turnout.
- (ii) Presence of accused, witness and escort.
- (iii) Presence and correctness of all document.
- (iv) Presence of officer or NGO concerned.

(b) The coy commander concerned and the suberdar major will always be present in the orderly room.

(c) No accused who is medically unfit will be marched in the Commanding Officer's orderly room.

51. **ASSUALT AND AFFRAY**

(a) No person will involve himself or participate in any form of assault or affray whether outside or within the lines

(b) When outside the lines the NGO/NCO in-charge will ensure that no person under his command is injured because of scuffle with civilians or servicemen.

52. **INTOXICATION.**

(a) Bringing of liquor or drugs into the lines without authority, excessive drinking, etc. is strictly forbidden.

(b) Use of bhang, ganja, dhatura, opium and other intoxicating drugs is forbidden.

53. **MONEY AND PROPERTY**

(a) All ranks are forbidden to lend or borrow money among themselves.

(b) Other ranks are forbidden to keep valuables and cash beyond what is absolutely necessary in lines and will not leave money or valuables in unlocked boxes. All personnel will open bank accounts where savings will be deposited.

(c) All ranks particularly officers, NGOs and NCOs will always take action repairing or reporting damage to Government property.

(d) Every case of loss/ recovery of arms, ammunition, equipment, money, documents and clothing, whether government, regimental or private property will be reported at once by the person discovering the loss. Platoon and company commanders will investigate such cases personally as soon as possible. Except in trivial cases company commander will not wait for result of investigations before reporting to the Adjutant for information of the Commanding Officer.

- (e) Any one finding lost or mislaid money, arms, ammunitions, equipment and other property will hand it at once with a report to his superior officer.
- (f) NCOs are not allowed to handle any public money. Men's money, for money orders will be handled by platoon commanders.
- (g) No stores, rations, clothing, property both government and private will be removed/taken by any individual within or outside the lines without obtaining the permission from the proper authority.
- (h) Any person found in possession of excess items of clothing or any other unauthorized article/property will be considered to have stolen it and will be appropriately dealt with.

54. **BOUNDS**

- (a) All ranks are required to ascertain the exact boundaries of the areas of the lines, family lines and city, together with the local orders for entering and leaving them.
- (b) Any individual wishing to enter an area normally out of bounds will do so only on being granted a written pass by his company commander.
- (c) Disciplinary action will be taken against men found breaking into "out of bound" areas.
- (d) Officer's and NGO's quarters and messes, family lines and other married quarters, premises of guards and pickets are out of bound to all except the resident of those having duty there.
- (e) No conversation with any man of a guard or piquet or with prisoners is allowed. NCOs and men requiring to enter a guard area will report to the guard commander.
- (f) Families will not be brought into the area of single man's lines and neither are the children allowed there unless accompanied by their fathers.

55. **LIGHTS**

- (a) Lights will be put out in the lines at 2200 hours every day.
- (b) When lights are required to be kept burning either on festivals or entertainment of any nature the permission of the commanding officer is essential in all cases.
- (c) Lights may be kept on in the lines for security reasons as sanctioned by the commanding officer from time to time.
- (d) Essential lights will be kept "on" by the guards and offices.

56. **ENTERTAINMENT**

- (a) Any type of entertainment such as a cinema, magic shows and dramas will not be arranged without the sanction of the Commanding Officer.
- (b) Individually men will not be allowed to contribute money towards these shows in favour of appreciation of the performance. Such contributions will be arranged centrally as approved by the Commanding Officer.

57. **DRESS.**

- (a) Men not on duty will wear regimental pattern mufti when they go outside the lines. They must always be clean and well turned out. For watching public entertainment in the lines, such as troupes, games and cinemas regimental mufti will be worn.
- (b) All ranks will attend parades always properly shaved. Other ranks are not allowed to grow beards, and hair will be kept reasonably short.
- (c) All ranks are forbidden whether present or on leave to paint or mark their faces or to appear in disguise except at approved entertainment. The wearing of earrings and of conspicuous rings, necklace is forbidden.

58. **GUESTS**

- (a) The females unless closely related are not allowed to stay in the family lines.
- (b) Visitors arriving at night may be allowed into the family lines with the permission of the subedar major.
- (c) A book will be maintained by subedar major for this purpose of keeping a check on visitors.
- (d) Company commanders may sanction the stay of visitors for three days. Requests for extension of this period upto a maximum of ten days will be made to the Commanding Officer through the second in command.
- (e) Male visitors will be checked daily at the time of roll call under the orders of the subedar major. The details will be entered on the Subedar major visitor book.

59. **DOGS AND ANIMALS.**

- (a) No dogs or other animals will be kept in the lines without the permission of the commanding officer.
- (b) The quartermaster will keep a list of the names of all men granted such permission together with description of the animals.

60. **LEAVE.**

- (a) Leave roster for all company personnel will be maintained by the respective company commanders. The roster for officers and clerks will be maintained by the Adjutant.
- (b) Men rejoining from leave must rejoin the battalion by the evening roll call on the date of their leave expires.
- (c) When men proceed on leave their platoon commander will explain the date on which they are to rejoin. He will also impress on them that overstay of leave is an offence. He will warn them that no man is to change his address while on leave without notifying his coy commander by letter.
- (d) Applications for extension of leave will be considered in cases of sickness or when necessary for the prosecution of a civil law suit. In case of sickness the application must be accompanied by a certificate from a recognized and qualified medical officer to the effect that the man is unfit to travel. In case of law suits the application must be accompanied by a certificate from a civil officer trying the case.
- (e) No men whose name is on the venereal diseases, Sexually transmitted diseases register may proceed on leave without the permission of the regimental medical officer. The period of leave to be granted to such men will be decided by the commanding officer.
- (f) A leave certificate will be taken will be taken by all ranks proceeding on leave.
- (g) All personnel proceeding on leave and returning from leave will be medically examined by the battalion medical officer.
- (h) NGOs, NCOs and men returning from leave will have the knowledge of such battalion orders as concerns them and which have been published during their absence and read out to them by their company havildar major.
- (i) A person who holds license for private arms will, if he takes it with him on leave, take his license also (having taken steps for its timely renewal). In addition to his license, he will also take a “pass for private arms” signed by his coy commander.
- (j) All NGOs and in-charge of stores will hand over the charge to the next person who thereafter becomes responsible for the stores. Any one handing over without obtaining a receipt will in the event of deficiencies, be liable both to recall to explain the deficiencies and also to bear the cost of the loss.
- (k) Before a report of absence without leave or that of desertion is made the section commander will make a thorough search for him in the lines and then report his absence to his company commander through proper channel.
- (l) The company havildar major will report the absence to the following:-
 - (i) Any senior NGO/Coy 2 I/C.
 - (ii) BHM and JA.
 - (iii) Subedar major and duty clerk.

- (iv) Regimental police havildar who will look for the absentee at the nearest bus and railway station.
- (m) Junior Adjutant will report to the Adjutant who will inform the commanding officer immediately.
- (n) The company commander will initiate and issue desertion roll to all concerned accordingly.

61. **ROLL CALL**

- (a) Call will be carried out in the presence of one NGO per company detailed by the 2 I/C in the company.
- (b) On roll call being sounded companies will fall in by platoons on company grounds or elsewhere as may be ordered.
- (c) Section commander without further orders will report to their platoon havildars.
- (d) Platoon havildars will report to their company havildars major.
- (e) Company havildars major will report to the senior NGO of his company.
- (f) Company havildar major will give the company Duty NCO a statement of the number of other ranks present and absent.
- (g) Company havildar major will read out Battalion orders for the day and will give out any special orders for next day's parade and duties.
- (h) All company Duty NGOs will report to the JA with the report. The JA will take the statement of the number of other ranks present and absent from each company Duty NCO and will check the number with the battalion daily parade statement.
- (i) The JA will report to the Subedar major or to the Duty Officer of the week if present, that company reports agree with the battalion daily parade statement book.
- (j) NGOs present at company parades will dismiss their companies as soon as they are satisfied that all orders for the day have been read out, and are understood by all ranks on parade. If the Duty Officer of the week is present, the company NGO will report to him before dismissing the company roll call.
- (k) The company havildar majors will promulgate the following orders on their company roll calls.
 - (i) Reaction of VD (STD) and its implications.
 - (ii) Travel etiquettes, routes, new arrangements etc.
 - (iii) Implications of plural marriages on service, immorality, etc.
 - (iv) Anti-malaria orders.
 - (v) Security standing orders.

- (vi) Safe custody of ammunitions and arms.
- (vii) Fire orders
- (viii) Unit cleanliness, hygiene orders
- (ix) Unit reputation, honour matters.

62. **BATTALION DURBARS.**

- (a) The battalion durbars are excellent media for disseminating to the men information on all important matters affecting them. It enables legitimate grievances and difficulties of other ranks and their reaction to current affairs being ventilated to the commanding officer in the presence of all officers and NCOs of the battalion.
- (b) The battalion and sub unit's durbars will be held once a month.
- (c) Sub units will hold their durbar a day prior to the holding of the battalion durbar. The sub unit commanders will invariably be present and sub units will forward their notes to the battalion headquarters at least 24 hours prior to the battalion durbar.
- (d) There will be a minimum gap of the 15 days between any two battalion durbar.
- (e) All sub units and the battalion headquarter will maintain the minutes of the durbar. The commanding officer during his annual inspection of sub-units will inspect the sub unit durbar notes.
- (f) All ranks are forbidden to raise disciplinary matters in durbar. Collective representation will not be made but there is no objection in finding out the view of personnel by a show of hands.

63. **CEREMONIAL PARADES.**

- (a) Battalion/Coy routine orders will be published three clear days before the parade is due giving the following details:
 - (i) Date, Time and Place of parade.
 - (ii) Order of dress and any special instruction regarding arms and vehicles.
 - (iii) Programme of parade.
 - (iv) Administrative details including marking of the parade ground.
 - (v) Programme after parade.
- (b) The ceremonial parade may be held in ceremonial kit or in field service marching order (FSMO).
- (c) The normal routine for a ceremonial parade is to be published from time to time. The routine will be followed except when other special orders are published.

64. **FUNERAL PARADES.**

- (a) A funeral parade will be accorded to all entitled personnel.

- (b) The senior NGO/2 I/C of the sub unit, under the guidance of the Subedar Major/Adjutant will be responsible for making all arrangements.
- (c) The expenses of the funeral will be borne by the unit.
- (d) Place and time of parade will be published in advance battalion orders. The parade will be conducted as per procedure and occasion.

65. GUARDS

(I) General

- (a) The battalion quarter guard will always be alert, smart and ready both for action and inspection. It will be a matter of pride for any person to be selected for this guard. The strength of the guard will be periodically laid down in battalion orders. It will never be less than 2 NCOs and 6 men.
- (b) All ranks are warned that even a solitary case of poor turnout or unsoldierly behaviour may bring discredit to the whole battalion. All offences concerned with the battalion quarter guard will be brought to the notice of the commanding officer before disposal.
- (c) Except when otherwise ordered the guard will be ceremonial by day and tactical by night.
- (d) The arms and ammunition to be carried will be included in the guard orders. The rifles of the men on guard will be kept in an arm's rack under a sentry by day. During the night rifles will be secured to personnel of the guard by rifle chains.

(II) Turning Out Guard.

- (a) The guard will turnout as follows:
- (b) For DGP/ADGP/IGP/DIGP and the Commanding Officer for the first visit during the day and when ordered by them at any other time.
- (c) For any senior visiting officer of the rank of Deputy Commandant or above, if ordered.
- (d) For Adjutant or battalion duty officer for the first visit during the day and when ordered by them at any other time.
- (e) For an armed column of troops.
- (f) For uncased colours.
- (g) For funerals parades.

(III) The guard will stand to as follows:

- (a) By day and night. For alarm, fire alarm and other emergencies.
- (b) By night. For adjutant and battalion duty officer for the first visit during night and when ordered by them at any other time.

- (IV) No compliment will be paid between retreat and reveille.
- (V) Only men on duty are allowed to enter the Quarter Guard premises.
- (VI) The adjutant will include in the guard orders the following:
- (a) Strength, arms, ammunition and disposition of day and night.
 - (b) Orders regarding paying of compliments.
 - (c) Security arrangements and the depositing of duplicate keys.
 - (d) Orders regarding opening fire.
 - (e) Action to be taken during alarm and fire alarm, and position of “stand to”.
 - (f) Duties of guard commander, guard second-in-command and each sentry.
 - (g) Mode of challenge.
- (VII) Adjutant will arrange useful educational instruction for the guard. He will also make available in the guard room reading material. A chart containing the distinguishing flag of various commanders will be hung in the guard room. These will be studied by every one in the guard.
- (VIII) **Responsibility.** Guards will be responsible for all the equipment, stores, personnel,(Prisoner) placed on their charge from the time they are taken over to the time they are properly handed over. Handing and taking over will be meticulously carried out and deficiencies reported. All deficiency or irregularities will at once be reported to the adjutant.
- (IX) **Ceremonial guards.**
- (a) When the sentry shouts “ Guard line ban” all personnel on sentry duty will move at the double and fall in, in “KHULILINE” with rifles at “baju shastra”. Bayonets will be fixed except for the sentries.
 - (b) The guard commander will stand on the right of the front rank. The “Bugler” will be two paces on the right of the guard commander.
 - (c) When the inspecting officer has taken post in front of the guard, the guard will give the appropriate salute on order from the guard commander. The guard commander will give the command upon “baju shastra” before he reports to the inspecting officer.
 - (d) After guard is brought to the “baju shastra” that guard commander will report “nirikshan kelie hazir hai” to the inspecting officer.
 - (e) After the inspecting officer goes forward to inspect the guard, the guard commander will do “bagal shaster”, take step forward, turn to the left and accompany the inspecting officer.
 - (f) After the inspection the guard commander will resume his original position.
 - (g) On he order “line tor”, the guard commander will give the order “ guard bagal shastra” and “guard visarjan”.

- (h) On the order of guard “VISARJAN”, the men will go in the single line inside the guard room and after keeping weapons on the rack, come out and take position.
- (X) Compliments: Appropriate compliments will be paid by all the sentries and the guards. All Gazzeted officers will be salute and Officers above the rank of Deputy Commandant given “salami shastra”.

66. **Order for opining fire.**

- (a) Fire will be opened as follows as a last resort as noted below for guidance:
- (b) By day: A person or persons who are or appear to be armed and who are moving in a suspicious manner will be ordered to halt in a local language and taken into the guard room. If such persons do not halt and cannot otherwise be apprehended and if it is necessary for the protection of the sentry, his post or government property they will be fired upon.
- (c) By Night : Any persons acting in a suspicious manner will be challenged in the local language. If such person or persons do not halt when challenged they will be fired upon. Provided it is necessary for the protection of the sentry, his post or government property under his charge.
- (d) At any Time : If a sentry has reasonable grounds for believing that an attack is imminent or that government property is threatened and also that by challenging he will endanger his own life or the security of the post, he will fire without challenge. In these cases he will always try to wake up the guard commander before firing.

67. **GENERAL ORDERS FOR GUARD COMMANDER ANS SENTRIES.**

General

- (a) Too much stress can never be laid on the importance of guard and guard mounting. The discipline of a battalion may be fairly judged by the manner in which guard mounting and duties are conducted. It is the duty of all officers to be thoroughly conversant with all details of guard duties.
- (b) A good soldier and sentry should consider his duty as a sacred trust, remembering that the safe of his comrades may depend on his vigilance. Neglect of duty by sentries is not only dangerous but brings discredit to the battalion. Sentries, when moving will do so with rifles at “bagal shastra” No guard will ever march at ease. The guard on the line of march must at all time be alert.
- (c) Guards will be responsible for all equipment, store and personnel placed on their charge from the time they are taken over to the time they are properly handed over. Handing and taking over will be meticulously carried out and deficiencies reported. All deficiencies or irregularities will at once be reported to the Duty Officer or Duty NGO and the adjutant.

Responsibilities.

- (d) When the guard is mounted the guard commander will take over charge of all prisoners, arms, ammunitions and public and public and battalion property from the previous guard commander.

- (i) Sign the book of the guard that all is correct. If there is any discrepancy at the time of taking over or at any time he will at once report the matter to the Duty NCO and to the Duty Officer/Duty NGO of the day.
- (ii) Read out all orders and duties for the guard and sentries and ensure their compliance.
- (iii) Relieve the sentries every two hours and will give them necessary orders. When relieving sentries he will check that personnel, equipment on charge are correct.
- (iv) Ensure efficiency, good drill and good turnout of his guard.
- (v) Keep all guard registers in order.
- (vi) Ensure that full anti-malaria precautions are taken by his guard.
- (vii) See that the guard premises are clean and tidy.
- (viii) Do not quit the guard except to inspect sentries. During the day he may give permission up to one third of the strength of the guard to be absent for the purpose of toilet and answering call of nature.
- (ix) Ensure that drugs, intoxicants and liquor are not brought into the quarter guard.
- (x) Be responsible that no member of the guard takes off any article of clothing or equipment while on guard but the wearing of the great coat in the guard room will be optional during winter.
- (xi) The Guard Commander will ensure that proper compliments are paid to those approaching or passing in the vicinity of his guard.
- (xii) Ensure that no unauthorized person is allowed to enter the guard area.
- (xiii) Report all unusual occurrences to the adjutant and the duty officer/duty NGO.

(e) **Additional Duties of Quarter Guard Commander:** The quarter guard Commander will:-

- (i) Not allow any person to open the treasure chest except second-in-command and subedar major or such other person authorized by the CO.
- (ii) Ensure that the bugler and sentries sound the correct routine calls and the gong at the correct time.
- (iii) Be responsible for the glass box containing the duplicate keys. He will ensure that the box is locked, the seals are intact and all the keys are present.
- (iv) Raise and lower the regimental flag at 'reveille and retreat' or when the weather is such that it is likely to damage the flag.
- (v) See that the prisoners undergoing sentences are released at 'retreat' on the day on which their sentences expires and hand over to a representative of the company officer taking his initial on the register kept for this purpose.

- (vi) Post two sentries at night, an outside sentry on the area occupied by the guard, prisoners cells and an inside sentry for the treasure chest and arms of the guard.
- (vii) Minutely examine a prisoner when received in the Quarter Guard and ensure that weapons and poisonous intoxicating drugs are not allowed to remain in his possession. Orders regarding prisoners will be strictly enforced. Food for prisoners will inspected by the guard commander before consumption.
- (viii) Have undivided responsibility for the safety of kotes and other stores rooms, in the quarter guard area. All original keys of kotes and store room will be held in an ‘original key box’ kept in the guard room. The guard commander will hold the key of this “original key box” between the hours of reveille and retreat. At retreat he will hand over this key to the battalion duty officer. This key will be handed over to the guard commander at reveille next morning by the battalion duty officer.

(f) **Sentries.**

- (i) The sentry will take over charge of all the prisoners, personnel, government property and the battalion property with care. Prisoners will be physically checked, locks checked to ensure that they are still locked and doors, windows and stores checked to ensure that nothing is missing/insecure.
- (ii) After taking over he will report to the guard commander. He is responsible for the safety of his charge until properly relieved.
- (iii) He will not leave his post until properly relieved by the guard commander.
- (iv) He will challenge any stranger/suspicious person approaching his guard area at night. The procedure for this will be:-
- (v) Sentry will say “Thum kon ata hai”. The person approaching the guard will halt and say “Dost”.
- (vi) Sentry will then ask the person to “Hath upar-pahchan ke-lie age bar”. A few paces from his post he will halt the person and ask for the “Pass word” if in use. The person in question will give out the first half of the pass word and the second half will be given out by the sentry. If pass word is not in use he will check the identity documents in the presence of the guard commander whenever possible.
- (vii) In case the sentry is in doubt about the identity of the person he will call for the guard commander keeping the person covered all the time with weapon.

Note :- The challenge will be given three times in Hindi and three times in the local language.

- (viii) He will pay appropriate compliments to those approaching his guard area or passing in the vicinity of his guard area.
- (ix) He will order the guard to “line ban” when necessary. He will give advance warning of this to the guard commander whenever possible.
- (x) He will inspect all locks and prisoners every 15 minutes.

- (xi) He will not converse with any one except the guard commander or the inspecting officer.
- (xii) He will only receive orders from the guard commander.
- (xiii) He will report any unusual occurrence to the guard commander.
- (xiv) He will ensure the safety of his personal weapon during the period of his duty.
- (xv) He will not allow unauthorized person to enter the area he is guarding.
- (xvi) He will take anti malaria precautions.
- (xvii) He will comply with the orders for opening fire and other general orders laid down for the guard.
- (xviii) He will sound the gong at correct times.

68. **GUARD MOUNTING.**

General.

- (a) The guard will be mounted by Duty Officer/Duty NGO of the day. The following will be laid down in unit order:-
 - (i) Time of mounting.
 - (ii) Whether ceremonial or otherwise.
 - (iii) How often should the duty officer visit guard mounting.
- (b) The Adjutant will mount the regimental quarter guard at least once a month and JA will mount the guard once in a fortnight.
- (c) The guard will stand in “Vishram position”.
- (d) Guard of strength over nine will fall in, in three ranks.
- (e) Guard of strength of five to nine will in, in two rank.
- (f) Guards of strength under five will in, in single rank.
- (g) The guard commander will be on right hand, the guard second-in-command on the left of the front rank. The duty NCO will be nine paces away from the front rank. The duty officer or duty NGO will be seven paces behind the duty NCO.
- (h) The Duty NCO salutes the duty officer/NGO who will order the Duty NCO to carry on “SHURU KARO”.
- (i) The Duty NCO will order- “Guard savdhan”.
- (j) “Dahine Saj”- on this order the right man of the guard will stand still. The guard commander will turn to his right and march out five steps, halt, turn about and dress the front rank. He would give the command “Agli line hilo mat” and turn left go to rear rank, dress the rear rank and give out command “pichhli line hilo mat”. He would turn right and walk three paces halt and then turn left. Give command “Quarter Guard guard, samne dekh” and come back to the original position. The

duty NCO will turn about, salute the officer and report, “Shriman, guard apke nirikshan ke liye tayyar hai”, salute again and turn about.

- (k) The duty officer/ NGO or whosoever is mounting the guard will walk towards the guard and the duty NCO will walk left of the duty officer/NGO. The duty officer/NGO will stop in front of the guard commander and carry on the guard inspection. After the inspection the duty officer/NGO will return to the original position in front of the guard.
- (l) The duty NCO will turn about and take two steps to the left and stand in savdhan. The duty officer/NGO will give command to check the arms drill and smartness. The best turn out jawan will be selected as CO’s stick orderly who would fall out, salute and stand behind the guard at an earmarked placed.
- (m) Duty NCO will take two steps to the right dress the guard, turn about and report “Shriman, guard apne sthan ke march karne ke lie tayyar hai.” Duty NCO will salute, turn about, go back and stand to the right side of the stick orderly.
- (n) The duty officer/NGO will now give command. “Guard nikat line chal”; “ Bagal shastra”; “File mein dahine chalega, dahine mur”. On this command the guard commander and guard 2 I/C will turn right and left respectively, step forward and march so that guard commander comes on the right and middle of the guard and guard 2 I/C stands ahead of the guard. The duty officer/NGO will now come and stand in savdhan at the saluting base.
- (o) The duty Officer/NGO will give command “guard commander, guard ko apne sthan par le jao”. On this command, guard commander will march out the guard and do “Dahine dekh” while passing in front of the duty officer /NGO. The guard will continue to quarter guard.

69. **TURNING OUT A CEREMONIAL GUARD FOR INSPECTION.**

- (a) When the sentry sees the inspecting officer, actually approaching the quarter guard, the sentry will come to attention and shout “guard bahar”.
- (b) All personnel not on sentry duty will move at the double and fall in in open order with the rifle at the “samtol shastra” position. The sentry on the treasure chest will not fall in with the guard. Bayonets will not be fixed except by the sentries.
- (c) The guard commander if a NCO and the guard second-in-command will stand on the right and left of the front rank respective and will not be covered off. The bugler/trumpeter will be 2 paces of the right hand man/non-commissioned officer guard commander.
- (d) When the inspection officer has taken post in front of the guard, the guard will give the appropriate salute on orders from the guard commander. For those who are entitled to, the bugle/ trumpet will sound the appropriate salute.
- (e) When the inspection officer is so entitled, the command “salami tega” will be given after the guard has fallen in followed by the command “salami shastra” and “baju shastra” before the guard is reported to the inspecting officer.

- (f) When the inspecting officer is taking the salute all others who may be accompanying him will stand to attention behind him.
- (g) After the guard has been brought to the “baju shaster”, the guard commander will report “shriman guard nirikshan ke lie hazir hai” to the inspecting officer. No other form of report will to be used.
- (h) After receiving the report from the guard commander the inspecting officer will carry out the inspection the guard as per the procedure.
- (i) When the inspection is completed the guard commander will resume his original position. He will ask the permission of inspecting officer. “GUARD VISHARJAN KARNE KI ANUMATI CHAHTA HUN SHRIMAN”.
- (j) Having received instructions, the guard commander will give the order “guard bagal shastra and guard visarjan”. All personnel of the guard except the sentries will turn to the right, salute and then move one step to their right and move at quick time. At the time when the guard takes one step to the right, the guard commander will turn to the left.
- (k) Having dismissed the guard, the commander will turn towards the inspecting officer and guide him to the guard room. Other persons who may have accompanied the inspecting officer may now accompany him during the inspection.

70. **RELIEVING A CEREMONIAL GUARD.**

- (a) The old guard will turn out. The new guard will move to a position in line, fifteen paces in front of the old guard, or if the area does not permit, six paces to the left of the old guard, facing in the same direction.
- (b) The old guard will do “ salami shastra” and the new guard will return the salute.
- (c) Both guard will in succession do “baju shastra” and “visharjan” The old guard doing it first.
- (d) The first relief of the new guard along with new guard second-in-command will relieve the old sentries. The old guard second in command will accompany. Mean time the commander of the new guard will take over the property in charge of the guard.
- (e) When relief has returned, and all mean of old guard have fallen in, both guards will be called to attention and brought to “Bagal shastra” in succession as before.
- (f) The old guard will then move off for dismissal, the new guard will do “salami shastra”; the old guard will return the compliment by “baen dekh” as guard commander salute.

71. **POSTING AND RELIEVING OF SENTRIES**

- (a) Posting of sentries: The new sentry will place himself on the left of the old sentry, halt and then turn about, without any word of command.
- (b) The NCO will then read and explain all orders pertaining to the post of the new sentry.
- (c) When the new sentry is conversant with the orders the NCO will say “purana sentry sthan lo”.
- (d) The old sentry will immediately step off and march in the direction of the relief.
- (e) As the old sentry steps off, the NCO should turn about and pick up the steps and march in the direction of the relief with the old sentry.
- (f) On reaching the relief, the NCO will give the word command to them. Both the NCOs and old sentry will halt; after a short pause, the NCO will give the command “badli”, “dahine se tej chal” and pay the necessary compliment to the sentry.
- (g) Movement by sentries : Sentries when moving on their beats will carry rifles at “Bagal shastra”. On arrival at the end of their beats they will turn about without halting.

72. **GUARD OF HONOUR.**

- (a) The guard of honour will depend on the status of the VIP as laid down in relevant orders from time to time. Under existing rules this will be:-
 - (b) One Deputy Commandant/Asstt Comdt, one NGO, two havildar major, two havildar and 144 rank and file.
 - (c) One Deputy Commandant/Asstt Comdt, one NGO, two havildar major, two havildars and 96 rank and file.
- Or
- (d) One officer, one NGO, two havildar major, two havildars and 48 rank and file.
 - (e) The guard of honour will be accompanied by a band and drums, if available. The guard will be formed into two equal divisions, in three rank. The guard of honour will be dressed at intervals of 24 inches. The distance between the two divisions will be three paces.
 - (f) A guard of honour will be sized, where possible. It will be formed up facing the direction from which the VIP for whom it is mounted will approach. The band and drums will be to the rear of the centre of the guard if space permits, otherwise they will be on the flanks.
 - (g) The post of the officer, NGOs and NCOs will be as follows:-
 - (i) The commander- four paces in front of the centre.
 - (ii) Next senior officers or NGOs three paces in front of the second file from the left.
 - (h) The post of NCOs will be as under:-
 - (i) The senior will be right guide of the first division and the next junior left guide of the second division.
 - (ii) The third senior will be right guide of the second division and the next junior left guide of the first division.

- (i) After paying the appropriate compliment (ie. National salute/General salute) to the personage for whom it is mounted, the guard remain at “bhaju shastra”.
- (j) After guard has come to “bhaju shastra”, the guard commander will come forward and report to the inspecting officer.
- (k) When the guard is being inspected, it will stand at “savidhan” and the commander will accompany the personage for whom it is mounted, walking next to him on the farther side from the rank being inspected, round the ranks.
- (l) After the completion of inspection, the personage will return to the saluting base. The guard commander will take his post in front of the guard of honour. The appropriate compliments (ie. National salute/General salute) will again be paid to the personage.
- (m) The guard of honour will not march off or “vishram” till the personage for whom it is mounted has left the place of reception.
- (n) When such personage for whom the guard of honour is mounted is a member of the service the senior officer present to receive him will guide such personage direct to the guard of honour before any introductions are made to any of the assembled officials and non-officials.

73. **PICKETS OTHER THAN QUARTER GUARDS.**

General.

- (a) The guards, required by the unit will be published in battalion orders. The following information will be included:-
 - (b) Name of guard, strength, location and sub unit to provide.
 - (c) Date and time the guard is required.
 - (d) Responsibility for posting the guard.
 - (e) Responsibility for making guard orders, if not done by Adjutant.
 - (f) Guard orders will be include the following:-
 - (g) General.
 - (i) The aim of the guard.
 - (ii) The strength, arms, ammunition, dress and orders regarding compliments.
 - (h) Orders for guard commanders.
 - (i) His tour of duty.
 - (ii) His responsibilities.
 - (iii) Method of dealing with civilians (if applicable).
 - (iv) Action in the event of alarm of fire alarm. Action on retreat and reveille.
 - (i) Orders for sentries.

- (i) His responsibilities.
 - (ii) His post and beat.
 - (iii) Method of containing other sentries.
 - (iv) Method of challenging.
 - (v) Orders regarding opening fire.
 - (vi) Action in the event of alarm or fire alarm.
- (j) All guards and sentries will, at all times fully comply with the existing orders on anti malaria.

74. **Mechanical Transport Guard.**

- (a) A picket whose strength will be laid down in the battalion orders will be detailed every day from retreat to reveille.
- (b) During its tour of duty, the picket will not leave its position. The commander can permitted only one man at a time to go out for call of nature.
- (c) The picket commander will take over charge from MT Havildar and he will be responsible for the safety of MT and related stores.
- (d) The sentry will challenge all persons coming into the vehicle park area. He will report suspects to the commander who will take suitable steps as per the situation.
- (e) The sentry during the tour of duty and the picket commander between retreat to reveille, will be solely responsible for the safe custody of all equipment placed under their charge.
- (f) The sentry and the picket commander will be responsible that no vehicles leaves the vehicle park area at night without orders of the commanding officer.
- (g) In the event of a fire the sentry will raise an alarm and the guard will take all steps to put down the fire.

75. **Line Picket.**

- (a) A line picket will be detailed by each sub unit. The tour of duty of the picket will be from retreat to reveille.
- (b) During his tour picket commander will be responsible to post sentries.
- (c) The sentry will be responsible that no person approaches the barracks after lights out and before reveille without being challenged. Movements of all suspicious persons will be checked by him and reported to the picket commander.
- (d) The sentry will be responsible to detect suspicious activities with the lines.
- (e) The sentry will not allow any other rank from the lines to go out except for call of nature, nor will allow any person to remove any boxes and equipment from the lines.
- (f) During the tour of duty, the line picket will be solely responsible for the safe custody of all persons and stores in the lines.

76. **MAGAZINE GUARD.**

- (a) The strength of the magazine guard will be published in the battalion order. It will be an armed guard whose tour of duty will be from retreat to reveille.
- (b) The guard commander will be responsible for the safety of all the ammunitions stored in the magazine.
- (c) He will be responsible for the posting and relieving of the sentry. He will be responsible to ensure that the sentries are alert and performing their duties correctly all the time.
- (d) He will ensure that not more than one man leaves the magazine area at any one time for washing and for call of nature.
- (e) He will be responsible for the safe custody of all equipment, arms and ammunition issued to the guard.
- (f) The sentry will be responsible that no unauthorized persons enter the perimeter of the magazine. He will challenge all person approaching his post and magazine perimeter between retreat and reveille. All suspicious persons will be reported to the guard commander. The orders regarding the opening of fire by the sentry of the unit quarter guard also apply to him.

77. **Any other pickets.**

- (a) A canteen picket will be detailed from retreat to reveille, if required. The strength of the canteen picket will be published in the battalion orders.
- (b) During their tour of duty, the picket will be responsible for the safe custody of the canteen.
- (c) The picket commander will be responsible to ensure that all locks are intact at the time of taking over the canteen manager or his representative. He will be responsible to hand over the locked canteen to the canteen manager or his representative on completion of his tour of duty. Although the building will be locked, the picket commander and the sentries will be responsible that no one break the locks or enter the building by some other method and commits theft. For this purpose, the sentry will have to be very alert.
- (d) The sentry will challenge every person who is approaching his post or the canteen premises between retreat and reveille. He will try and catch hold of any person who behaves in a suspicious manner in the premises once in the canteen has been handed over to the picket commander.
- (e) In case of fire, he will sound alarm and do his best to put the fire out. The picket has the authority to break/open the locks in case the fire is inside so as to arrest it in its early stages.

78. **Battalion Check Post.**

- (a) The location of the battalion check post, the time is to be manned and the mode of detailing the NCO and sentry will be published in battalion orders. Normally the check post will be the exit/entrance to the battalion area.

- (b) A copy of the orders for the check post will be the post.
- (c) The check post NCO will be familiar with the officers of the area.
- (d) Flag cars will be allowed to proceed without prior check at the check post. All other vehicles and individuals will be stopped and checked. All suspect vehicles and individuals will be taken to Adjutant's office.
- (e) In the case of all battalion vehicles, the check post NCO will check and ensure that the vehicle has the following documents.
 - (i) Car diary.
 - (ii) Log book (complete with accident report form)
 - (iii) Drivers driving license.
- (f) That Indemnity Bond are available when civilians are carried.
- (g) The general appearance of vehicle with special reference to painting and tactical numbering, tarpaulin and lights.
- (h) In the case of load carrying vehicles, the load carried is authorized in the duty slip/movement order.
- (i) That the vehicles is not over loaded.
- (j) The check post NCO will report all irregularities seen to the Adjutant through the BHM.
- (k) The check post NCO will inspect all other ranks proceeding out of unit lines and check their passes.

79. **Escort Duties.**

- (a) Each escort will be given separate written instruction covering the following details:-
 - (i) Name of escort commander and strength of escort.
 - (ii) Nature of arms, equipment or stores to be carried.
 - (iii) The task.
 - (iv) Destination and special instruction for onward and return journey.
 - (v) Place to report on completion of duty.
 - (vi) Administration details including rations, railway warrants etc.
 - (vii) Advance of pay.
 - (viii) Orders for the security of arms ammunition.
- (b) Escort for out station will be commanded by at least a NCO. Armed escorts will not be of less than 1 (one) NCO and 3 (three) other rank in strength.

- (c) Whenever possible the escort commander will be given a minimum 24 hours notice before coming on duty. He will be briefed by the officer detailing the escort.
- (d) Out station escorts will be detailed only with the approval of the commanding officer.
- (e) The Adjutant or in his absence the Sub-Major will interview the escort commander and ensure that he has fully understood his instruction. He will also ensure that the escort commander realizes his responsibility for the security of arm and ammunitions carried by his party.
- (f) The escort commander will be responsible for the safety of all stores, ammunition or other article given to him, for protection and for the safety of any prisoner whom he is escorting from one place to another.
- (g) Every member of the escort is personally responsible for the safe custody of all arms and ammunition carried by him. The escort commander is responsible that the standing orders on the security of arms and ammunition are carried out by his men at all times.
- (h) On his return the escort commander will report to the Adjutant or in his absence, the SM or JA.

80. **ORDERS FOR PRISONERS**

- (a) Prisoners coming to the unit quarter guard will bring their kits as laid down in order from time to time.
- (b) Their parade hours will be as laid down in order from time to time.
- (c) Prisoners will lay out their kits properly before first parade.
- (d) No prisoner will sleep between reveille and retreat and undress during the working hours.
- (e) Guard commander is responsible for the safe custody of the prisoners in the cells, during day and night. He will see that the keys to the cells are properly safeguarded.
- (f) No knives/blades/razors/sharp edged articles or string will be allowed with the prisoners. There will no smoking in cells.
- (g) Drawing picture or writing on prisoner cell wall is prohibited. Guard commander will inspect them daily and report the offenders daily to the Adjutant.

81. **SECURITY.**

General.

- (a) Security is a function of command. Commanders at all level are therefore responsible to maintain a high standard of security within their command. However, all ranks must also thoroughly

understand their personal responsibilities with regard to the security matters. The object of security in a unit is to take adequate measures to deny the enemy/miscreants all opportunities of acquiring information or committing sabotage and subversion. It should be realized, however, that preventive and detective measures are complementary in that the object of both is to ensure the security of our force and properties held. The second-in-command of the unit is the Unit Security Officer (USO).

- (b) The security of the unit depends upon the personal vigilance of all ranks. It is the duty of every officer and other rank to ensure that while he himself does nothing to prejudice the security of information, personal and material, he does everything in his power to preserve them and make others preserve them.
- (c) Unit RP will constantly be on the alert for visitors entering the unit area. They will not allow civilians to enter the area without a pass/permission, civilians or officers wishing to see an officer will be escorted by unit RP to the officer concerned. Any unauthorized person found in unit lines will be checked, detained and the adjutant informed.
- (d) Visitors on official business will report to the Adjutant at his office. Adjutant will ask visitor to sign the visitor book and verify their identity from their identity cards.
- (e) Losses of identity cards and official documents will be reported immediately to the unit security officer and the adjutant. Action will be taken in accordance with instruction laid down in the pamphlet classification and handling of classified documents, 1966, and in accordance with current orders on the loss of identity cards.
- (f) The unit security officer will check all officers identity cards at regular intervals.
- (g) Company commanders will inspect identity cards in respect of all ranks of their coy and submit a report to the security officer and Adjutant.
- (h) The adjutant will maintain a register of protected and SECRET documents and letters. These will be handed over on relief or destroyed.
- (i) Envelopes marked "CONFIDENTIAL" or by higher security classification will only be opened by the company commanders/adjutant or officers concerned.
- (j) These letters/documents will be entered in the unit/coy CONFIDENTIAL and SECRET register and initialed by the officer concerned.
- (k) ALL STOP SECRET documents will be locked up in a strong box/safe which will be fixed or chained to the floor. The key of this box will be kept by an office authorized to hold such documents.
- (l) All doors and windows, etc. will be securely barred.
- (m) Marked maps and boards giving information of a security nature will be covered at all times.
- (n) In case of an emergency and armed guard will be detailed to safeguard the office and protect documents box.

- (o) All SECRET/CONFIDENTIAL documents, waste, stencils, papers and carbons, whenever necessary will be burnt in the presence of the officer in-charge.
- (p) All ranks are warned against careless talk and spreading of rumours. It is always advisable to wait for official statements on question of release, pay etc. Anyone hearing careless talk or rumours will report what he has heard verbally to an officer who will investigate and inform the unit security officer.
- (q) The attention of all ranks is drawn to unit security standing orders.
- (r) A constable has no powers of arrest over a civilian except in accordance with the common laws in the country according to which he may detain any civilian committing act of undesirable nature. A personnel will prevent by all means at his disposal, any civilian from attempting to enter the unit area after being warned to keep away.
- (s) All suspicious incidence will be reported to the unit security officer directly and or any other officer in his absence. Any propaganda heard or letters received from the strangers will be specially reported.
- (t) All private and government arms and ammunition will be kept at the guard rooms as per unit standing orders about arms and ammunition. Equipment and stores will be kept under lock and key.
- (u) When secret boxes or treasure chest are kept in quarter guard these will be secured by chain and padlock to a fixed object in such away that only the concentrated efforts of a number of persons can remove it. Matters which are security sensitive will not be discussed over the phone.
- (v) All ranks will observe security principles when talking over the line or the radio. Similarly, security will not be compromised when messages are sent.
- (w) All ranks are forbidden to make pen-pals & writing chain letter. There will be no correspondence with astrologers and fortune tellers.

82. **SECURITY OF CORRESPONDENCE.**

- (a) All correspondence, unless otherwise stated, is for official use only. Officer correspondence will no be shown to un-authorized persons, nor will it be released to press, without the sanction of the unit security officer.
- (b) Only minimum number of copies will be made. If additional copies are made, care will be taken to safe guard them.
- (c) All letters will be noted in a unit register on Receipt/Despatch.
- (d) No correspondence will leave an office without the signature of an officer.
- (e) Letters received in an office will be produced before the officer in-charge in the appropriate file, fully marked within 12 hours of their receipt. Priority letters will be produced before these officers within 6 hours of receipt, who will take prompt action.

- (f) All letters which do not have security classification will be opened by the head clerk. Letters with security classification will be opened by the officer in-charge.
- (g) The officer in-charge may authorise, at his discretion, the head clerk to type such letters.
- (h) Letters with security classification will not be dispatched through orderly, but will be given to the officer concerned by hand. Under no circumstances will important security documents be handled by orderlies. Invariably an officer will handle them.

83. **SECURITY OF FUEL OIL AND LUBRICANT.**

- (a) Petrol, oil and lubricant (POL) stores are highly inflammable. These will always be kept separate from other stores.
- (b) Smoking is prohibited within 50 yards of petrol, oil and lubricant stores. No naked light will be brought within 100 yards of these stores. Quartermaster is responsible to see that all fire precautions are observed in and around these stores.
- (c) Petrol, oil and lubricant will be kept only at the authorized places. These places will be published in unit orders. Such places will be wired and prominent notice boards will be displayed.
- (d) Wherever possible proper petrol, oil and lubricant storerooms will be used. Where these are not provided, the most suitable site will be allotted for petrol, oil and lubricant stores from security and other convenient point of view.
- (e) Quartermaster/Transport Officer/Company commander/second-in-command will carry out monthly surprise checks to ensure that actual balances tally with ledger balance. Any discrepancies noted will be brought to the notice of the commanding officer/company commander immediately.
- (f) Quartermaster/Transport Officer/Company commander/second-in-command will be responsible for taking all precautionary measures against pilferage or adulteration of petrol, oil and lubricant.
- (g) Quartermaster/Transport Officer will publish in unit orders the mode of drawing and accounting for petrol, oil and lubricant, and local safety measures to be observed. A copy of these will be displayed in the petrol, oil and lubricant stores.
- (h) Filled jerricans will not be left unattended with vehicles in the vehicle park.
- (i) Boots will be worn by petrol oil and lubricant working parties.

84. **SECURITY OF SMALL ARMS AND AMMUNITION.**

- (a) All arms/ammunitions will be locked in the battalion arms kote and magazine respectively unless required for duty. The weapons will be signed for before removal from the kote.

- (b) Inside the kote all weapons except pistol and LMG will be kept in racks. All weapons will be secured by chains through the trigger guards. Not more than twelve weapons will be kept on one chain. All weapons will be given a serial number painted on the body. Serial numbers will be affixed above each slot on the arms rack and the weapon put in its proper slot.
- (c) Pistols will be kept in a box and locked. The box will be chained to a static object.
- (d) Light machine guns will be kept in locked boxes and will be given serial numbers.
- (e) Serial numbers must be kept up-to-date.
- (f) Inventories signed by sub-unit commanders will be prepared for all rifles. Rifles bolts, light machine guns, sten guns and pistols showing the relationship of the coy serial number of the small arms to its registered number. A copy of this inventory will be pasted inside the LMG and pistol boxes and hung on the arms rack in case of rifles and stens.
- (g) All private arms/ammunition will kept in the HQ coy kote and will be signed for when taken out by the owner. These will held in locked boxes, keys of which will be held by the kote NCO. These will be checked by the duty officer in the normal manner. A list of private arms and ammunition will be hung up in kote and a separate register will be maintained by sub units for all private arms and ammunitions.

85. **SECURITY OF ARMS IN CAMP.**

- (a) In training camps, arms and ammunitions will be issued to the men who will be responsible for their own arms and ammunition.
- (b) A sentry at night will:-
 - (i) En a chain round his body and through the trigger guard of the rifle, or;
 - (ii) Fasten one end of the sling detached from the rifle round the arms or waist.
- (c) Men sleeping at night will place the weapon under the blankets and one end of the chain sling will be tied round the arm whilst the other end is fixed to the weapon.
- (d) When arms are in possession of the men at night they will be checked at evening stand to or roll call and a check at the morning stand to or first parade by the officer in-charge and a report made to the coy commander/adjutant.
- (e) In case where a kote is made in the camp, orders for the kotes in barracks will apply. Arms will be chained and locked to the racks which must be improvised. Around such kotes a wire fence will be erected.

86. **SECURITY OF ARMS AND AMMUNITION DURING TRAVEL.**

(a) Safe custody of arms and ammunition in possession of officers and other ranks is at all times their personal responsibility. All ranks will take all possible steps to safe guard their arms particularly at night when traveling. In no circumstances will the arms be entrusted, even for a short while to fellow passengers, unless they are members of the same escort or detail.

(b) **Security while traveling through disturbed area:**

- (i) Incidents of loss of arms/theft from personnel and kotes, etc. are not unknown in view of the disturbed nature of the area. Theft by own men are also not unknown and even by discharged/dismissed/deserting personnel who have inside knowledge of the working of the unit cannot be ruled out.
- (ii) Any untoward incident resulting in loss of arms and ammunitions from kotes/personnel will not only be cause of embarrassment but will have far reaching consequences. It is therefore imperative that strict security measures are enforced by commanders at all times keeping in mind and observing all standing orders of the unit and from higher authorities to ensure fool proof security of weapons, arms, personnel and materials. Additional security measures to be adopted may be based on following guide lines:-

(c) **KOTE & MAGAZINES.**

- (i) All kotes/Magazines and sensitive areas containing valuable information and material should be manned by proper armed guards at all times.
- (ii) The guards will be armed and issued with ammunition. The sentries may be permitted to carry loaded weapons in charged magazine condition i.e no round in the chamber and safety catch on the 's' position.
- (iii) Quantity of ammunition to be issued to guard and sentries will be as standing orders for sentries or to be changed as per situation.
- (iv) Orders for opening fire in self defense or while guarding the govt. property entrusted on him or in the event of and attempt to snatch weapon/ammunition should be clearly understood by all ranks.
- (v) Personal weapons will be chained to the body incase of sentries.
- (vi) Carrying out detailed physical check of arms by duty officers, duty NCOs and kote NCOs should be ensured.
- (vii) Increased frequency of checks of guards and sentries will be organized by sub units.

(d) **DURING MOVEMENT :**

- (i) All movement of arms/ammunition by rail or road will be escorted by armed guards.
- (ii) Except when it is unavoidable, movement of vehicles should be in groups with clear arrangement for command & control and orders for protection during halts.
- (iii) All vehicles movement through disturbed areas should be provided with individual armed escort of one NCO and three Ors.

- (iv) Personnel proceeding on courses/training with arms/ammunition should move in groups.
 - (v) The senior most person will take charge of the rest of the personnel and will make all arrangements for safety and security of all personnel traveling together.
 - (vi) Personal weapons be chained to body as on sentry duty.
 - (vii) Commander of the party will be a NCO and issued with 10 rds to ensure safety.
 - (viii) Clear orders must be issued for opening of fire in self defense in an attempt made to snatch weapons.
 - (ix) All personnel while traveling through disturbed area to be briefed to be always cautious and alert to foil attempts of extremists to snatch away weapons.
 - (x) It is the duty of all ranks to put combined resistance in case they are harassed by group of extremists. Cowardice act on the part of personnel will be liable to disciplinary action.
- (e) **DURING TRG.**
- (i) During training exercises movement will be in group with clear responsibilities for command & control. In defence when troops are in rest, arms & ammunition will be kept in section basis with double sentries.
 - (ii) Personnel moving in vehicles for training should carry arms and ammunition with clearly fixed responsibility for command and control and protection.

87. **ARMS AND AMMUNITION OF UNIT QUARTER GUARD.**

- (a) The safe custody of arms and ammunition issued to man on guard duty is the personnel responsibility to the owner while these are with him.
- (b) AT night sentries will attach the rifles to their waists with the help of chains.
- (c) Members of the guard not on duty will place their arms in the rack provided for this purpose in guard room during day time. The rack will be chained and locked, the key being kept by the guard commander. Sentry on duty will be responsible for the safe custody of the rifles in the rack. During night, arms will be secured to the body or arms by means of a chain sling.

88. **EMERGENCY OF FIRE :**

- (a) In case of an emergency or fire in the kote area, the quarter guard commander on the orders of the officer in charge of the situation, may break/open the glass front of the 'duplicate key box' for the purpose of taking the kote keys out. These kote keys will be taken over by the officer and all arms and ammunition will be issued or evacuated under his instructions to a safe place.

89. **CHECKS.**

- (a) All arms and open ammunition will be physically counted as under:

- (i) A check of all kote locks at retreat after the kotes are closed and at reveille before these are opened, by the kote NCO accompanied by the kote NGOs or duty officer.

 - (ii) By the kote NCO before the kotes are closed and after these are opened.
 - (iii) By the battalion duty officer once a day before the kotes are locked at retreat.
 - (iv) By the sub unit senior NGO/2 I/C, once a day before 1000 hrs and a report given to the sub unit commander.
- (b) A report of these checks will be maintained in the kote register.

90. **AMMUNITION.**

- (a) NGOs and other ranks are forbidden to have ball ammunition in their possession unless orders have been issued for the ammunition to be carried
- (b) All ammunition will be kept in the unit magazine (where provided) or under guard. Some quantity of the ammunition may be kept open as per the policy of the commanding officer for the purpose of night duty at sensitive places.
- (c) All sealed/locked boxes of ammunition will have an inventory of contents placed in them duly signed by the quarter master or his representative.
- (d) The stock or practice ammunition: the amount received and issued and the expended will be checked on the first of each monthly by Quarter Master.

91. **ISSUE OF ARMS AND AMMUNITION.**

- (a) **To party:** The NCO in-charge of duty will march the party to the kote. He will order the other ranks to go into the kote one by one, draw the arms and sign for it. Having done that, they fall in outside the kote and will march to the place of parade or duty.
- (b) **To individual Man:** As a rule arms will NOT be issued to individual. However, if the occasion warrants, this can be issued to individual other rank only on a written authority from an officer.
- (c) **Issue of arms between retreat and reveille:** Arms will not be issued between this period except on a written permission from the following:
 - (i) Commanding officer.
 - (ii) Second-in-command.
 - (iii) Company commander.
 - (iv) Adjutant
 - (v) Battalion duty officer.
- (d) **Presence of officer at Issue of Arms:** No arms will be issued unless an officer/NGO is present at the kote.

- (e) **Battalion duty officer**: The battalion duty officer will physically count the arms at retreat before locking the kotes. He will certify the correctness or otherwise in the kote register. In case of any discrepancy he will report to the Adjutant/second-in-command/commanding officer immediately.
- (f) **Loss arms and Ammunition** : On the discovery of loss of arms or ammunition a written report will be submitted to the adjutant within 6 hrs of the discovery. **Return of Ammunition**: Quartermaster will ensure that ammunition/explosives/ fired cases/empties are returned to Kote properly packed and packages correctly marked to obviate the possibility of misplacement.
- (g) He will not:
 - (i) Return grenades and mine primed.
 - (ii) Return blind projectiles, grenades, fragments or components containing, explosives which may have been received after partial detonation.
 - (iii) Return live or misfired small arms and ammunition mixed with fired cases.
- (h) Every endeavour will be made to return cartridge, cases and ammunition empties (including packages) in good condition so that they may be used again. Upon their receipt in a serviceable condition depends a substantial proportion of new production.
- (i) Blind projectiles grenades, fragments or components, which may be recovered after firing practices will “NOT” be returned to Kote but will be destroyed on site in accordance with the instructions.

92. **SECURITY OF REGIMENTAL UNIT TREASURY CHEST.**

- (a) The treasury chest properly sealed will be kept in the regimental quarter guard in the custody of the guard commander.
- (b) The guard commander, before taking charge of the treasure chest will ensure that the chest is properly sealed with the seal and the seal is intact.
- (c) The guard commander is responsible to see that:-
 - (i) The treasure chest is not removed from the quarter guard by any body except the officer in charge of accounts.
 - (ii) The seals of the treasure chest remain intact.
- (d) The treasure chest will be opened only in the presence of officer in-charge of accounts.
- (e) The keys of the treasure chest will be in the possession of subedar major or accounts officer of the unit.
- (f) Treasure chest whenever possible will be secured by an iron chain and padlock or other means to the floor or wall of the quarter guard.

- (g) The amount of cash in the unit treasury chest will be to the absolute minimum and will be determined by the CO and 2 I/C from time to time.
- (h) If the amount exceeds the limits laid down, the officer/NGO will sleep in the Quarter Guard depending upon the amount in total and related orders on the subject.

93. **FIRE FIGHTING AND PREVENTION.**

General.

- (a) Fire is a great destructive natural force. It can destroy vital stores, equipment, accommodation and human lives.
- (b) The aim of these orders is to prevent the occurrence of a fire by adopting adequate preventive measures/precautions and to ensure the existence of efficient fire fighting arrangements so as to create a sense of alertness and vigilance amongst the personnel so that if a fire occurs, the same is extinguished at the earliest without allowing it to cause any damage.

94. **Display of Orders.**

Copies of these orders will be displayed in quarter guard, all barracks, stores, ammunition dump/magazines, offices, canteen, cook houses, information/ recreation rooms, vehicle parks, petrol oil and lubricant dumps, all fire points, barber, dhobi and tailor shops.

95. **Promulgation of Orders.**

These orders will be read out and explained to all ranks at the Bn roll call once a quarter by the fire fighting officer or the duty officer. Officers and NGOs newly posted will acquaint themselves with these orders at the earliest on arrival.

96. **Preventive Measures.**

Majority of the fires are attributable to carelessness, ignorance, lack of discipline and failure to observe regulations. These can be prevented by commonsense, good discipline and the enforcement of preventive measures/precautions. Following precautions cover the broad aspects of fire precaution:-

(a) **Lighting and Extinguishing of Fires:**

- (i) No fire will be lit in the vicinity of or in any Govt. building except in authorized places.
- (ii) No fires and lights except the medical inspection room and quarter guard are allowed between lights out and reveille.
- (iii) Fire work displays and bon-fires will only be permitted in barracks and camps when adequate precautionary measures have been arranged.

- (b) **Matches and Lighters:** Matches and Lighters are not allowed to be carried in stores, petrol, oil/lubricant dumps, small arms kotes, magazines and ammunition dumps. These will be deposited by all ranks at the gate.

(c) Smoking:

- (i) Smoking is not allowed inside stores, tents, petrol oil and lubricant stores, ammunition dump, arms kote ammunition magazines, vehicle parks, oil and paint stores and similar type of stores. NO SMOKING boards will be prominently displayed at all such places.
- (ii) Smoking inside mosquito nets and when lying on beds is strictly forbidden.
- (iii) Smoking after 'lights out' is not allowed in barracks.
- (iv) Where smoking is permitted ash trays metal containers of suitable type will be provided, cigarette and bidi ends will at all times be carefully extinguished and deposited in the receptacles and NOT thrown about.
- (v) Smoking is prohibited in all vehicles.
- (vi) Institutes like canteen, information and recreation rooms used by troops will be carefully inspected for discarded cigarette ends to ensure that they are extinguished before being closed. Duty NCO will check these in detail during the tour of his duty.
- (vii) Storemen will not normally sleep in stores, sheds, tents and workshops.

(d) Naked Lights:

- (i) Naked lights like candles are forbidden in tents, basha/ or thatched buildings. When used at other place these will be placed in suitable receptacles and placed in such a position that they are not liable to come into contact with curtains or other material. Hurricane lamps if kept inside barrack/magazines/ tents will be attended by one person who will be detailed by senior man present.
- (ii) Refuse, dust and rubbish will be cleared regularly and will not be allowed to accumulate outside.
- (iii) Packing materials such as wood, straw, cotton waste and other inflammable materials will be stored away from other stores and buildings. These will NOT be permitted be stocked near an open fire.
- (iv) Fire wood, coal and coke will not be stored near external sources of the heating or near cook houses.

(d) **Grass and undergrowth:** All grass and undergrowth will be cleared to a distance of 30 feet from buildings, tents, vehicle parks, petrol, oil and lubricant and ammunition stocks particularly dry weather.

(e) Open Fire Places: Fire places will be considered as serious fire hazards.

- (i) When buildings or rooms in which fires are in use the last person to vacate the place will ensure that there is no danger of coals falling out which may cause an out break of fire, when such buildings are finally closed/ locked care will be taken to ensure that all fires are completely put out and there is no danger of an outbreak of fire being caused through burning coals or hot ashes.

- (ii) Hot ashes will only be placed in metal containers and not in wooden container.
- (f) **Electricity.** Many fires have been caused due to close wiring from unauthorized sources. The following will be adhered.
 - (i) No unauthorized tapping is permitted. The use of heaters, lamps and other electrical appliances is not permitted. All alterations to wiring and fittings will be carried out by an authorized electrician in the station.
 - (ii) All electrical wiring and fittings will be checked by authorized electrician and kept in good state.
 - (iii) Switches will be in “OFF” position when not in use particularly when rooms/buildings are vacated temporarily.

(g) **Oil Lamps and Oil Burning stoves:**

- (i) Oil lamps and stoves will only be used at minimum places authorized by commanding officer where fire risk is not involved.
- (ii) Lamps and stoves will not be filled while burning neither will they filled to an over flow. Care will also be taken to ensure that they are not placed in a position where they may endanger combustible stores.
- (iii) Lamps and stoves under no circumstances will be left burning unattended.

(h) **Storage of Petroleum, Oil lubricant:-**

- (i) Petrol, oil and lubricants buildings will be situated at least 100 yards living accommodation, magazine and ammunition stocks and least 20 yds from other accommodation.
- (ii) Greatest care will be taken to prevent the leakage of petrol, kerosene and other oils. Where leakage are detected these will be replaced by sound containers.
- (iii) Naked lights will not brought within 100 yds of petrol, oil and lubricant store. “No Smoking” notice will be prominently displayed outside.
- (iv) Petrol, Oil and lubricant will not normally be issued after dark.
- (v) Petrol, Oil and lubricant stores will be kept locked and only authorized persons allowed to enter the dump.
- (vi) Engine and lights of vehicles will be switched off before filling.
- (vii) Tanks of vehicles will not be overfilled. Spilling will be wiped out at once.
- (viii) Sparks of naked light will not be permitted in the vicinity of empty petrol, oil and lubricant containers.

- (ix) On no account will gasoline be used for cleaning purposes.
- (x) The petrol, oil and lubricant store will be equipped will only accessible foam type fire extinguisher maintained in good working order. Dry sand sufficient quantity will be kept readily available in suitable containers.

(i) Sheds, workshops and Garages.

- (i) Smoking and naked lights in all vehicles sheds and garage is prohibited. Boards to this effect will be displayed.
 - (ii) In workshops where repairs to vehicle is carried out care will be taken to ensure that all petroleum is drained form fuel tanks before vehicles enters the workshop.
 - (iii) Vehicles parking area, inspection pits and garage will be kept as clean as possible. The waste will not be left on the floor but placed in suitable containers to be emptied at least once a days.
 - (iv) Only inspection lamps of approved pattern will be permitted to be used and kept free of contact with oil and grease.
 - (v) Vehicles in work shop will be suitably placed to be moved quickly in an emergency.
 - (j) When camp happens to be next to or near cultivated lands, plantations, or woodlands, troops will be warned of the danger of carelessly thrown lighted cigarette ends which are potential causes of fire in an open country particularly in dry weather.
 - (k) All cook houses will be so sited in relation to the prevailing wind to ensure the possibility of fire in the camp from sparks is reduced to minimum.
 - (l) Store tents, recreation tents, canteen tents and mess tents will be so sited that in the events of a fire occurring in any of this type of tent, the danger of its spreading to the rest of the camp is reduced to the minimum.
 - (m) Tens will be spaced as reasonably apart as the site will allow.
- (n) Where mechanical transport vehicles are parked in grass, the grass should be cleared as much as possible around each vehicle. The vehicles whenever possible, be so spaced that in the event of a fire breaking out, they can easily be driven or pulled away from the danger areas. Smoking will not be permitted in vehicle parking areas.

97. Carrying of Explosives by Mechanical Transport Vehicles.

The following precaution will be observed:-

- (i) When explosives are carried, neither the driver nor any of the personnel will be permitted to smoke in the vehicle.
- (ii) Engine will not be run during loading/unloading of explosives.
- (iii) Tarpaulin covers or camouflage nets will not be allowed to come into contact with the exhaust system.
- (iv) Carriage of other highly inflammable material along with explosives is forbidden.
- (v) vehicles carrying explosives will fly a red flag on the right side.

98. FIRE FIGHTING WQUIPMENT.

- (a) The location to fire point with details of equipment authorized for each fire points will be published in Bn orders. Sub-units will be responsible to erect and maintain those fire points and to ensure that the

equipment at those fire points is complete and is in serviceable condition, readily available for use at all times.

- (b) Fire extinguishers will be immediately filled after use and inspected/tested at monthly intervals. The date of installation will be stencilled on the body extinguisher. All fire extinguishers will, however, be filled after one year from the date of filling.
- (c) Fire tins will always be kept $\frac{3}{4}$ filled with sand or water. These tins not be used for any other purpose.

99. **Fire Alarms.** There will be a gong installed at Quarter Guard in the unit area to raise a fire alarm and to attract personnel to the scene of fire. The fire alarm will continue to be sounded till fire fighting picket party comes to know about it.

(a) Responsibilities of Individuals.

The primary responsibilities of guarding life and property against fire rest with all the unit personnel. The responsibility of each individual is:-

- (i) To observe all fire precautions.
- (ii) To be fully conversant with unit fire orders.
- (iii) To know fire risks involved at his place of duty.
- (iv) To be fully conversant with the operation, maintenance and location of fire fighting equipment in the unit.
- (v) To be acquainted with action to be taken in case of an outbreak of fire.
- (vi) To bring to the notice of unit fire fighting officer/duty officer any difficulty experienced in safe guarding stores against fire risk.
- (vii) To know if he forms part of the fire fighting/picket party.

(b) Duties of unit Fire officer.

- (i) The unit QM will normally be the fire officer. He will ensure that the following parties are detailed by the Adjutant in Bn orders every week. Sub units providing such parties will ensure that full complement of parties is available within the Bn at all times to meet an emergency of fire fighting:-
 - (i) Fire Fighting Party : 1 NCO and 20 OR.
 - (ii) Cordon Party : 1 NCO and 30 OR.
 - (iii) Salvage Party : 1 NCO and 10 OR.
 - (iv) Stretcher Party : 1 NCO and 8 OR.
- (ii) Regular fire practices are held every week and its record maintained. Any short coming brought out during the practice will be put right.
- (iii) Will ensure action for the replacement of unserviceable equipment and for completion of deficient items.

- (iv) Will ensure, by constant checks, that fire fighting measures are up-to date, orders regarding fire precautions are completed and fire orders are understood by all personnel and that fire parties are thoroughly trained.
- (v) Will arrange trained of personnel in fire duties.
- (vi) Put up for commanding officer's perusal all records.

(c) **Duties of fire fighting Parties.**

(I) **Fire Fighting Party:**

- (i) Collection of all available fire fighting appliances and double to the scene of fire.
- (ii) Save any persons caught in the fire and then extinguish the fire by best possible method.
- (iii) Arrange water supply chain from the nearest source to the scene of fire.

(II) **Cordon Party:**

- (i) To cordon the scene of fire in order to safeguard against pilferage and sabotage. No unauthorized person will be allowed.
- (ii) All the personnel of above parties will wear boots and steel helmets.
- (iii) The party will be armed.

(III) **Salvage Party:** Salvage documents and valuable stores from and around the scene of fire, almirah marked with white mark will be salvaged first.

(IV) **Stretcher Party :**

- (i) The Party will bring at least 3 stretchers and blankets to the scene of fire.
- (ii) The Party will save any person caught in fire.
- (iii) Persons bearing burns and fire injuries will be evacuated promptly by this party.

(V) **Remainder of Units.** Remainder of Unit personnel will fall in at a central place by sub unit after collecting available fire fighting equipment and reserve of fire tins and will be available to help the others as per orders of officers/NGO/NCO present. Once the complete equipment have been collected the complete unit will move to the place of fire and report to the senior officer. This should be done speedily.

(VI) **Commissioned Officer in Charge Kotes.**

- (i) He will double to Kote to issue arms and ammunition to the cordon party if required.
- (ii) Rifles and ammunition will be issued to pickets.
- (iii) When the fire parties return to the kote he will check arms and ammunition and give all correct report to the duty officer.

(VII) **Duty Clerk.** Immediately on hearing alarm and message from senior officer/NGO/NCO he will inform the Adjutant.

- (a) While asking for outside assistance the following information will be given:-

- (i) Type of fire i.e. Material involved in fire, whether clothing, store or petrol, oil and lubricant/paint stores.
 - (ii) Route leading to the scene of fire with indication of permanent mark.
 - (iii) Size of fire, large or small.
 - (iv) Action already taken.
- (b) Inform the following:-
- (i) Duty Officer.
 - (ii) Any officer staying near the place of scene of fire.
 - (iii) Fire Officer.
 - (v) Commanding officer,
- (c) Will man the telephone continuously.
- (VIII) **By Senior Officer/NGO or NCO Present.**
- (a) Take charge extinguishing the fire.
 - (b) Determine whether outside assistance is required. If required duty clerk to inform other unit and civil fire brigade of the location and extend of fire and equipment and aid required.
 - (c) With available personnel and equipment try to extinguish fire as quickly as possible.
 - (d) Arrange to rescue persons and save property and documents.
 - (e) Post sentries till fire pickets come to cordon the area to keep away unauthorised persons.
 - (f) Prevent confusion.
 - (g) Keep record of all events.
 - (h) After fire has been extinguished, render a detailed report in writing to the commanding officer.
- (IX) **Fire Fighting Officer.**
- (a) Take charge of operation at the scene of fire.
 - (b) Supervise fire fighting operations.
- (X) **Adjutant**
- (a) Check security arrangements and assist senior officer present.
 - (b) Immediately after the occurrence of fire. necessary reports as per Army Order 30/S/54 will be submitted to all concerned.

100. **SCALE OF FIRE FIGHTING EQUIPMENT FOR APPLICATION UNIT**

- One fire point per building of timber/thatch/chattai construction.
- One fire point per 2 building of brick construction.
- Fire point for store building, as necessary according to size.

- A fire point will consist of -3 Buckets of water with the additional of 1 Fire Hook in building of timber/thatch/chattai construction.

(a) Where NOT specially stated otherwise, 2 gallon Soda, Acid/Foam extinguisher will be provided as follow:-

- (i) one, 2 Gallon Soda Acid/Foam Extinguisher for 7500 square yards of superficial area.
- (ii) One 2 Gallon Soda Acid/Foam Extinguisher for 200 square yards of floor space

(b) For every 8 fire points the following additional equipment:-

- (i) Axe : 1
- (ii) Axe Felling : 1
- (iii) Axe Pick : 1
- (iv) Crow Bar : 1
- (v) Fire Hooks : 2
- (vi) Beaters Fire : 2
- (vii) Ladder : 1 (15 feet extending, in camps of timber/thatch/chattai construction.

(c) For petrol, oil and lubricants store, the following equipment:-

- (i) Up to 1,000 gallons : Two 2 gallons Foam Extinguisher and 3 authorized holding Buckets of sand.
- (ii) For every additional : One 2 gallons Foam Extinguisher and 3 1,000 gallons Buckets of Sand.

(d) For Mechanical Transportation Vehicles. One fire point per 10 vehicles to consist of :-

- (i) One 2 gallon foam extinguisher : Subject to a maximum of two.
- (ii) 1 CTC Extinguisher 1 Qt. : Subject to a maximum of two.
- (iii) 3 Buckets of sand : (3 motor cycles to be counted as 1 Veh)

(e) In tented Camp.

- (i) One fire point per store tent
- (ii) One fire point per 10 tent fitted with fire places or heated by oil or slow combustion stores.

101. **WELFARE MEASURES.**

General.

(a) Welfare of troops and their families is one of the major aspects of administration of unit. In order to build up and maintain a high morale of troops, welfare of soldier, and his family and children has to be well looked after to keep him to his profession and duties.

Organisation

(b) It is the responsibility of commanders at all levels to promote welfare of men under their command and maintain good feeling amongst them. In addition there will be standing welfare committee in the unit to look after welfare of men generally and their families in particular. The committee will consist of the following:-

Presiding officer : Second - in command
Subedar Major
21/C of each sub unit/senior NGO

Responsibilities of a unit officer:

(c) All officers are responsible for the welfare of other ranks under command. The responsibility will involve the following aspect of an other rank's welfare:-

- (i) Pay.
- (ii) Leave.
- (iii) Food.
- (iv) Recreations.

(i) **Pay:** An other ranks entitlements of pay and allowance will be checked and paid timely and all disbursing officers and Coy Comdrs will impress upon the men the value of savings. Any men found over spending without any savings should be timely warned and disciplinary action taken if warranted. Records should be checked every quarter against the current regulation for various groups and categories to ensure that correct amounts are paid and increments fixed timely. Orders will be published regularly and extra entitlement admitted. Deductions and recoveries, if any, will be affected promptly so that lump sum recoveries at a later date are avoided. All increments on time scale and good service will be given regularly and entries made in the pay book.

(ii) All payments to individuals will be made on A quittance Rolls and account will be submitted to HA/ Accountant. 'A' Rolls will be submitted to Bn Hq Office by the 10th of every month with a statement of UD money, if any, which will be put up to the DDO and then to the CO for perusal. Unless this formality is completed pay bill of that sub unit will not be entertained for the subsequent month.

(iii) **(i) Leave:** Leave can not be claimed as a right. Every effort however will be made to grant leave to individual as far as possible according to roster upto the extent permissible. The leave will be granted in accordance with leave regulations.

(ii) Annual leave roster will be prepared in each sub unit which will show as to when an individual had his leave in the previous year and when he can be spared in the current year. As far as possible, annual leave

will be granted according to the roster except for special cases on compassionate ground. Request for casual leave will be investigated, as far as possible such leave will be granted to genuine cases.

(IV) CASUAL LEAVE:

- (i) Casual Leave for all personnel to a maximum limits of 15 days with an additional 3 days restricted holidays (RH) which adds up to a total of 18 days.
- (ii) However each person will be restricted to avail a maximum limits of 7 (seven) days casual leave at a time.
- (iii) Officer authorized to grant casual leave will ensured that each person had at least 50% casual leave balance to his credit by the second half of the year.
- (iv) All personnel will be impressed upon the fact that casual leave is a facility provided by the government to enable its employees to attend to their personal emergency requirement and that it is to be availed judiciously.
- (v) Officers will also make it understood to all personnel that while availing casual leave all holidays, Sundays, 2nd and 4th Saturdays can be prefixed, interfixed and suffixed, which even may fall during the period casual leave is availed.
- (vi) Casual will be availed to a maximum of four times in a year i.e. once in every quarter
- (vii) Personnel who have been awarded major punishments due to indiscipline, misconduct, delinquency, etc will be denied casual leave for a subsequent period of four months
- (viii) Needless to mention that after availing casual leave, earned leave or commuted leave cannot be prefixed/suffixed.
- (ix) In exceptional cases and simply and purely as a reward and an incentive, those personnel who have accumulated the entire casual leave limit till the last quarter of the year and who have shown exemplary discipline and clean service record can be allowed to avail the entire casual leave permissible at a time.

(V) OUT PASS:

GENERAL: It is to be clearly understood and made known to all personnel that OUT PASS is not an official provision of leave but simply a welfare measure and therefore cannot be demanded as a matter of right. Commanders may use this provision in the larger interest of man-management.

- (a) At any given time OUT PASS should be limited to a maximum period of 2 (two) days and to a maximum of 4 (four) time in a year i.e. once in a quarter.
- (b) Commanders can use their discretion of relaxation of the above limit for those personnel whose home-town involves travel of more then 1 (one) day's journey.
- (c) The personnel having the following characteristics will be denied the privilege of OUT PASS:
 - (i) Those whose discipline are poor.
 - (ii) Those who report late from leave.

- (iii) Those who indulge in drunkenness and other intoxicants.
 - (iv) Those who avail credit facility in the Unit Canteen beyond the maximum permissible limit without permission.
 - (v) Malingerers
 - (vi) Those who do not quality the periodic BPET/PPT.
 - (vii) Those personnel whose kit are not complete during periodic kit-layouts.
 - (viii) Those who do not quality in the Annual Classification Firing.
- (d) Commanders will ensure that the interval between two leaves be a minimum of one month and also those personnel who have recently reported lack from leave are not allowed to avail these facilities.
- (e) OUT PASS to such persons can be granted as a reward and incentive:
- (i) Those who make various achievements.
 - (ii) Those whose discipline are exemplary.

(VI) Earned leave/Commuted Leave:

- (a) **GENERAL :** All officers will endeavour to impress upon the personnel that availing earned leave unscrupulously involves monetary loss as because earned leave can be accumulated to a maximum limit of 300 days which can be encashed at the time of retirement. And that availing commuted leave invites adverse remark in the service record as being medically unfit.
- (b) Keeping the above in mind officers will prepare roster within the sub units and to the extend possible, while forwarding E/L and Commuted Leave petition to the competent authorities, the roster will be followed.
- (iii) Earned leave/annual leave can be availed only once a year.
 - (iv) Commuted leave can be availed only on the recommendation of the medical board which will be supervised by the unit RMO.
- (v) For those personnel proceeding on long leave respective commanders will ensure the following:
- (i) That they are carrying their identity card.
 - (ii) Those who have been given various appointment like JA/JQM/CQMH/Kote in charge, etc have properly handed over charge to the reliever under personal supervision of an officer/NGO and that the concerned Coy Comdr. is satisfied.
 - (iii) That they have deposited their full kit. clothing, equipment, etc to the unit JQM,CQMH, whichever is relevant and a receipt for the same is issued.
 - (iv) That all unit duties/canteen dues, etc, are cleared.
 - (v) That all personal arms and ammunition have been returned to the respective kotes and clearance obtained for the same.
 - (vi) All personnel who proceed on any sort of leave will be interviewed by the officers concerned personally before they proceed on leave and after they return from leave. as per the form enclosed herein and relevant portions should be communicated to the unit HQ.

- (vii) AWOL personnel on return will also be interviewed in the above manner.
 - (viii) Under no circumstances should commanders exceed the maximum permissible limit of 10 % to be on leave at any given time. This will be calculated from the total posted strength of the sub unit and this will include all types of leave. While this percentage is worked out and keeping in mind the roster system commanders will consider from the section level so that from any one particular section the limit is not exceeded. Specialized personnel in a unit when granted leave will be properly reassigned. Eg. If a LMG gunner of a particular section or a bomber from a particular platoon is granted leave such responsibility should be reassigned by name.
 - (ix) A regular note will be taken by every officer on qualifications and potentialities of every man and promotion will be recommended to the commanding officer for the deserving cases by the sub unit commander.
 - (x) Promotion test for NCO and potential NCOs will be held as per prescribed syllabi and results will be published in the part 1 orders.
 - (xi) Character rolls of non commissioned officers will be initiated by the sub unit commander with great care. Any adverse remarks in the character roll affecting the non commissioned officers will be communicated by the initiating officer to the NCO.
- (VII) (a) **Food:** Provision of health, whole some food is one of the essentials of welfare of troops. As far as possible timely hot food will always be given to men. Especial care will be taken of those men on guards duty or out on patrols/duties.
- (b) Each unit will have a messing committee headed by the 21/C. This committee will meet at least once a month to work out the feeding menu for the month and arrange for its implementation. The committee will call a monthly mess meeting with representatives of each Coys in the unit. Needs of the non-meat eaters and men on special diets on medical grounds will be particularly looked in to. The committee will also advice means for proper utilization of extra rations saved, if any.
- (VIII) **Recreation** : All recreation facilities, all types of indoor and outdoor games will be available in the unit. Men will be encouraged to go out for organized picnic and given help by the unit. Recreational facilities will be provided in the unit so that men can spend evenings in a worth while manner. In addition to indoor games and radio receiver, occasional magic, cinema and dramatic shows will be organized.

102. Battalion Institute Committee

- (a) The following will be the main functions of the institute committee:
 - (i) Constantly endeavour to promote and maintain a feeling of good-m will amongst men.
 - (ii) To assist the commanding officer on all matters concerning welfare of troops and their families
 - (iii) To bring to the commanding officer's any occurrence in the lines that may prejudice welfare or endanger good feelings amongst men.
- (iv) To supervise the general administration of all unit institutes ie certain recreation room, library, family welfare center and other such institutes in the lines.

- (v) The committee will also be the petitions committee of the unit and will thoroughly examine all petitions submitted to the commanding officer and recommendations on them. Before so doing the committee will satisfy itself regarding the bonafides of the petitions.
- (vi) To guide the men and their families/children with regard to children's education and the facilities available thereof within or outside the unit and how to take advantage of them.
- (vii) To communicate information regarding employment facilities and training for civilians vocational training and similar facilities.
- (viii) To communicate information on various charitable funds.
- (ix) To provide security, sanitation and medical attendance in the unit family lines.

103. FAMILY WELFARE CENTRE.

General.

- (a) The family welfare centre will be organized in the unit with a view to co-ordinate welfare activities concerned with families. Officers, NGOs and other ranks families will get together to know each other's problems. This centre would also organize training in house-hold work and handicraft, etc Officer's wives will have a very important role to play in it as they would be able to train other rank's families in any aspects of handwork.

Medical Facilities.

- (b) The family welfare centre will also arrange medical facilities for the families. In addition to normal medical and the centre will organise a ladies health centre which would be visited at least once a week by a lady doctor. The centre will provide feeds, if any, of the lady doctor and funds for medicines to be fixed by the committee. The ladies health centre will also educate other ranks families in family planning.

Activities.

- (c) The wife of the senior most officer in the unit would be looked upon as the head of the family welfare centre and would be approached by the welfare committee to extend all possible help and co-ordinate the activities of all officer's wives towards the efficient administration of the centre.
- (d) Periodical lectures of hygiene, sanitation and clean living habits will be arranged in the family welfare centre.
- (e) Adult education will also be one of activities of the family welfare centre. Other ranks wives who are illiterate, would be encourage to learn to read and write.
- (f) Funds for the family welfare centre will be raised from a fixed rate of subscription laid down by the commanding officer from the other ranks who lives with their families in the station. The committee will decide as to how best to utilise these funds to the best interest of the families in station.

- (g) The committee will collect information regarding educational concessions and facilities for children provided by the state and central government and other organizations. This information will be circulated through the family welfare centre to the ranks families who could be encourage to make best use of them.

104. **UNIT CANTEEN.**

(I) **General.**

- (a) Unit canteen is run primarily for the benefit and as a welfare measure of the personnel of the Bn.
- (b) The canteen may stock all items required by the unit and its personnel and will follow rules and regulations laid down from time to time.
- (c) The rates to be charge by the Canteen will be as laid down by the committee from time to time.
- (d) The opining and closing hours of the canteen will be notified from time to time by special circulars. They will also be displayed on the notice board in the canteen.
- (e) Goods one sold are not returnable under normal circumstances.
- (f) The Canteen contractor will sign a contract renewable at the beginning of every calendar year and they will play rebate as fixed from time to time.

(II) **Organisation.**

(a) **Presiding officer regimental institute and Canteen Officer:**

The 21/C will be responsible for the efficient running, discipline and security of the canteen to the commanding Officer. He will be assisted by the subedar major

- (b) **Treasurer :** Presiding officer in institute will be the treasure for the canteen funds which is part of the PRI earnings.

- (c) **Credit Sales:** The following personnel may only buy stores on credit to the monetary limits for the month as shown against each:-

- (a) Unit officer : within reasonable limits
- (b) Unit NGOs : Not more than 50% of their pay if they are with Family and 20% if they are single.
- (c) Unit Offr's mess : No limit but the bills will be cleared every month.
- (d) Unit NGOs mess : Same as in (c) above.
- (e) Other Ranks : a ceiling limit of Rs 1500,00

Note:- Restriction as mentioned above do not apply to expensive items eg. Cycles, sewing machines, table fans/ and so on. Expensive items will be sold on installments with the prior written approval of the presiding officer regimental institutes.

- (d) **Loan and Advances.** No loans and advances of any kind will be given to any one without the prior written sanction of the commanding officer.

- (e) **Security.** To prevent any losses due to fire, theft and misappropriation, measures enumerated in the succeeding paras will be enforced.
- (f) **Fire.** The normal fire precautions as applicable to government buildings and stores of similar nature will be observed.
- (g) **Additional Security Measures.** The institute committee is responsible for enforcing the above security measures when they may consider necessary to prevent any loss due to any other reasons.
- (g) **General Administration.** He is responsible for the following:-
 - (i) To see that canteen is being run efficiently, honestly and on strict commercial line.
 - (ii) To maintain discipline and look after the welfare of the employees in the canteen.
 - (iii) To ensure that security arrangements for canteen property are adequate and strictly enforced.
 - (iv) To look for and climate any flaws or loop holes in the administration of the canteen which may result in loss or fraud in the canteen.
 - (v) To bring to the notice of the presiding officer regimental institute/commanding officer irregularities or discrepancies which come to light during the course of his duty without any undue delay.

105. **THE REGIMENTAL SHOP**

General:-

- (a) The regimental shops will comprise the following:-
 - (i) Tailor shop
 - (ii) Mochi shop
 - (iii) Hotels, if necessary (WET CANTEEN)
- (b) **Working Hours:** Normal working hours for the shops will published in the Bn routine order from time to time.
- (c) **Hygiene and Sanitation.** The owner will ensure the following:-
 - (i) The shops and surrounding areas are kept clean at all time.
 - (ii) All the employees of the shops are clean, neatly dressed and periodically medically examined by unit medical officer.
 - (iii) All the utensils, crockery and cutlery used in the shop are clean.
 - (iv) The shops are made fly proof and all kettles are kept covered.
- (d) The unit medical officer will inspect the shops once a month. If on inspection the shops or its employees are found dirty, the manager(s) will be liable to pay a fine to be decided by the commanding officer,
- (e) **Sale.** All sales will normally be on cash basis.

- (f) **Security.** The manager will submit a list of persons he proposes to employ in the shops. Their characters will be verified through the civil police under unit arrangements. Only after verification, the committee will approve of the employment of the persons found suitable. Immediately on employment, they will be issued with security passes by the unit security officer. The employees will always carry these passes and produce them for inspection by any member of the committee/unit security staff

- (g) **Medical Inspection.** All the employees of the shops will be medically inspected on first employment and once a month thereafter or as ordered by the committee. They will also be regularly vaccinated and inoculated. Records in respect of their medical inspection, vaccination and inoculation will be displayed in the shops by the manager.

- (h) **Fire Precaution.** The manager(s) will ensure that maximum fire precautions are taken. They will be liable to pay for any damage to Government property due to neglect of their employees. He/they will ensure that all their employees are conversant with the action to be taken in case of fire. In this connection they will study the unit standing orders for fire fighting, a copy of which will be displayed in the shop.

- (i) **Rebate.** In consideration of the privileges of running the Bn shops on commercial lines, the manager will be liable to pay a rebate to the unit to be decided by the commanding officer. This rebate will initially be decided on the strength of the unit including the attached personnel and incorporated into the contract signed with the manager. Rate of this rebate may be revised from time to time as the necessity arises.

106. **CARE, MAINTENANCE OF CLOTHING AND EQUIPMENT**

GENERAL:

- (a) **RESPONSIBILITY OF UNIT COMMANDER:** A unit commander is responsible that the clothing and necessaries of the individuals under his command are complete and in good order, that no departure from authorised pattern is allowed and that the authorized scale is issued in sizes, carefully fitted, inspected and passed for wear. It is of the utmost importance to ensure by frequent inspection that each individual is at all times in possession of his authorised scale of clothing and necessaries in sufficiently good condition.

A unit commander is also responsible to see that sufficient, timely stock of clothing and necessaries is available for individuals under his command and if not, that it should be indented well ahead of time to the higher authorities and that such stock and any articles held on charge for issue are properly cared for, He will be responsible for any loss arising from neglect.

- (b) **RESPONSIBILITY OF QUARTER MASTER:** A quartermaster is responsible to the unit commander for the care and custody of all un-issued articles, The unit commander will control and supervise the duties with which the quartermaster is charged and will not in any circumstances permit to have direct dealings.

Clothing and necessaries are to be issued by the quartermaster of the unit to company commanders and not to other ranks.

- (c) **DUTIES OF COMPANY COMMANDERS:** A company commander will indent on the quartermaster for the clothing and necessaries required by the individuals of his company and in accordance with

availability and approval such will be issued for further issue to the personnel through the company commander who will be responsible for recovery of cash and timely deposit as per procedures laid down, He will also be responsible for proper maintenance of records in the company for such issues and cash recoveries.

107. **CARE AND PRESERVATION:**

- (i) Tremendous losses are occurring every day to the State due to carelessness or ignorance of the principles of care and preservation. Unless attention is paid to care and preservation of stores, stores will deteriorate and all the energy spent in procuring and housing them, and the money spent in paying for them will be wasted. It is not possible to deal with this subject comprehensively due to its vastness, due to the variety of stores coming in, and variation in condition. Every effort, however, has been made to explain briefly the elementary principles of care and preservation.

Causes of damage:

- (i) Insects and rats.
- (ii) Rust and mildew.
- (iii) Deterioration.
- (iv) No proper turnover of stocks.

- (II) Continuous watch and Turnover: To obviate these losses, a system is required to be adopted for the regular and continuous inspection of stocks to ensure that action is taken to prevent losses.

Principles:

- (a) Proper storage with free circulation of air.
- (b) Treatment of stores with right type of preservatives.
- (c) Regular turnover of stocks.

(III) Preservative Measures:

- (a) Rubber Articles: Light, severe draught, ozone, high temperature, organic solvents, acids, alkalis, undue stretch and strain, copper and manganese and dust are the chief factors responsible for the deterioration, of rubber goods. Rubber items should be stored in a dark, cool and dry place. As far as possible they should be kept hung up or put in the original cartons. Preserve with light coating of French chalk or soap stone ground.
- (b) Metallic Store: Metals may corrode or become rusty when exposed to damp atmosphere or when they come in contact with solution or corrosive substances. Corrosion of metal can be prevented by applying appropriate preservative on their surface. It should be ensured that the surface is clean, dry and free from corrosion products before the preservative is applied.

- (i) Painting is one of the commonly applied methods for long term protection of non-working surface of ferrous metals, Where painting is not applicable iron steel surface can be protected by applying appropriate temporary preservative.
- (ii) Tools in constant use should be preserved with oil preservative. Such tools as have to be kept in store for long time and have working parties/surfaces should be preserved with grease.

- (c) Tins Ware: Mess Tins, kettles, tins, baking, etc. should be thinly coated with mineral jelly. Before return to store after use, these should be cleaned by boiling with 5% soda ash and rinsed.
- (d) Boots: Boots in storage should be kept in their original cases. They are coated with dubbin on receipt. They should be treated with dubbin after every six months when not in use. While in use the uppers of boots should be washed with cold soapy water and dubblined once a week, It is essential that boots must be properly fitted, If two pairs are issued both of them must be kept in wear. Repairs should be taken in hand as soon as necessity become apparent. Good polish must be used.
- (e) Tentage: Tentage in store should be stacked at least nine inches above the ground. Good ventilation is essential and stocks of tentage should not be allowed to touch either the walls or the roots, sufficient air space being allowed to admit air current to pass around them. Stacks should be turned over periodically and tents should be pitched and aired as frequently as possible. A good method of doing this if storage permits, is to provide a spare stand, two or three tents at a time being taken from a stack and pitched for a day in dry weather. In this way a number of tents can be turned over in rotation, pins being left in the ground overnight ready to pitch another batch of tents next day, Dust in no case be allowed to accumulate on tents. Tents must be completely dried before they are packed or returned to store house. Tents must be periodically examined for tear holes. The services of the Tents Repair Units should be utilised. It should be remembered that tentages are costly items and must be kept with utmost care. For repairing of tentage a board should be constituted.
- (f) Water Bottle: These should be examined for chips. They should be regularly inspected when in stock to ensure that insect or mice are not living inside the bottle. Cover Water Bottle should be treated with naphthalene balls.
- (g) Canvas and Cotton Store: Should be examined periodically for mildew and if necessary should be exposed to sun.
- (h) MT Spare and Gun Spares: Susceptible to rust and grit. These should be cleaned and painted with anti-rust paint and covered with grease.
- (i) Small arms: The preservation of small Arms is confined generally to the stripping and re-lubrication of all parts and in particular between the fore-ends and barrels of Rifles. Stocks, fore-end should be immersed in linseed oil for six hours on receipt and then stored suspended vertically. Soap yellow is to be used for scabbards during storage and well polished during use.
- (j) Timber and bamboo: Cresote is one of the most effective, cheap and widely used Bamboo and Timber preservative. It is diluted in the proportion of 50:50 with raw linseed oil or mineral oils such as furnace oil, or use engine oil Cresote oil mixture 1: 4 are used when treating halves/handles. Cane and bamboo baskets which are likely to come in contact with food materials will be treated with 5% solution of borax for a period of six hours. Relling

pins should be preserved with 10% common salt solution or 5% borax or boric acid solution in water for a duration of 12 hours.

- (k) Marking Ink: Ink marking containers should be kept tightly stoppered to prevent evaporation of the volatile portion and shake it well before use.
- (l) Radio and Signal Stores:
- (i) Storage is perfectly dry.
 - (ii) Instruments with terminals, winding are protected from strain.
 - (iii) Radio valves are stored in their cases.
 - (iv) Leads are stored separately in French chalk.
 - (v) Cells, batteries and cables where possible should be stored in the sealed cases in which they are received and when sealed cases are opened they should be tested at regular intervals.
- (m) Web Equipment : The use of hard scrubbing brush for the purpose of cleaning web equipment is forbidden. Dirty web equipment should be sponged with soap and warm water and afterwards rinsed in clean water and thoroughly dried. Dirty or muddy equipment when dry should be brushed with only a clothing brush.
- (n) Ground Sheets:- Ground sheet should be preserved with soap stone ground. The annual scale is 2 oz per ground sheet on unit charge. These should not be kept folded too long.
- (o) El Clothing : El Clothing should be preserved with Naphthalene. It should be washed and disinfected before storing it when withdrawn from troops.
- (p) Extreme Cold Clothing (ECC) and Equipment. All woolen article must be kept with Naphthalene or camphor balls for protection against insects. For cleaning ECC and equipment it should be remembered that:
- (i) Rubberised material must be dry cleaned: it may be washed with soap and water but not too frequently.
 - (ii) Woolen materials should preferably be dry-cleaned. If washing become inevitable, use soap flakes/soap powder with rapid water. Do not rub hard, twist or wash by squeezing.
 - (iii) When soap is used for washing, rinse it out well
 - (iv) Dry all leather articles away from direct heat.
- (q) Blankets. Should be preserved with Naphthalene balls, at the rate of 1kg cubic metre space. Since these are volatile substances, care should be taken to render the package reasonably air tight. Fresh Naphthalene balls should be added periodically to maintain the concentration of their vapour. Blankets which are given moth proof treatment are marked "MP" at the time of their acceptance. Such blankets while in storage do not require any protection treatment such as Naphthalene balls. Unit holding such blankets will ensure that their demand for Naphthalene balls are adjusted accordingly.

- (IV) Make and Mend Parades: These will be held by all Unit at least one a week under the supervision of Company/Platoon or equivalent Commanders. Following points will be borne in mind while mending articles of clothing.
- (a) Socks will be darned and not stitched, holes will not be allowed to grow big. Proper method of darning will be adopted. Needles darning in the housewife only be used.
 - (b) Woolen articles such as socks and Jerseys will be washed at least once a fortnight. The water for washing will be lukewarm only. These items should on no account be put into boiling or very hot water otherwise the material will shrink. Soap yellow only should be used for washing.
 - (c) Mosquito nets will be immediately attended to when holes/tears appears. Mosquito net will be repaired only by unit tailor and not by individual.
 - (d) Particular attention will be paid to boots on make and mend parades. Boots must be kept in fit state. These must be sent to the unit boot makers well in time.
- (V) Optical and Photographic Appliances: The following types of deterioration may take place in these instruments:
- (a) Fogging.
 - (b) Folming and
 - (c) Fungus growth.
 - (i) In addition, deterioration of protective paint coating and corrosion of metal parts takes places even more rapidly.
 - (ii) For the development of above, atmospheric moisture plays the most important part. The chances of such damage are considerably reduced if an instrument is maintained in a relatively dry condition. Hometric sealing is special method of packing by which the chances if ingress of moisture inside the instrument are eliminated. A packet of dry silica gel is placed inside or close to the instrument.
- REPLACEMENT OF UNFAIR WEAR AND TEAR**
108. Coy Commander should carry out timely kit lay out inspection. As and when any unfair wear and tear on personnel clothing/ equipment is detected a court of enquiry should conducted and if found that the personnel clothing/ Equipment has deteriorated due to unfair wear and tear, the Court of Enquiry reports should be submitted to the Quarter Master for replacement on payment and in such cases the individual should pay 50% above the cost price of the materials.
109. Replacement issue against irrecoverable losses not due to individual faults, in such cases, loss statement will be prepared by the Coy Commander and submitted to the Battalion Headquarter along with the Court of Enquiry report for issuing replacement. However, in the case of irrecoverable losses due to the negligence of the individuals, they will have to pay 50% above the cost price of the material.

Vouchers.

110. All issue/receipt voucher be prepared in triplicate.

CARE, MAINTENANCE AND USE OF MECHANICAL TRANSPORT MECHANICAL TRANSPORT STANDING ORDERS.

General:

111. Copies of these orders will be displayed in:-
- (a) Quartermaster officer.
 - (b) Company.
 - (c) Guard Room.
 - (d) Gate office, if any.
 - (e) Notice board of main office of the unit
 - (f) MT office.

Acquaintance with orders.

112. Every officer/NGO/NCO on arrival in the unit will acquaint himself with the contents of these orders. It is the duty of all vehicle fitters and drivers to be acquainted with these orders: each vehicles fitter or driver on arrival will be shown a copy and the contents will be explained to him. He will be called upon to sign that he has understood the contents of these orders.

Purport of Orders.

113. A unit is as good as its maintenance. As poor maintenance is a sign of inefficiency and bad administration in a unit, it is incumbent on all sub units to ensure that the unit mechanical transport is at all time fully serviceable so that the unit is capable of carrying out its role to its fully capacity whenever it may be called upon to do so.
114. The main faults generally are:-
- (a) Failure of officers and NGOs to realise their responsibilities regarding mechanical transport.
 - (b) Ignorance regarding duties in connection with organization and supervision of maintenance in the unit.
 - (c) Tendency to centralise all matters connected with mechanical transport and leave it to, the mechanical transport office.
115. It should be realized that even though the commanding officer is entirely and personally responsible for the state of the mechanical transport in the battalion, the responsibility applied to subordinate commanders too (i.e coy commander, platoon commanders, etc.) in respect of mechanical transport placed under their charge.
116. Vehicle management and the capacity to look after supervise maintenance of mechanical transport is part of the essential requirements of all combatant officers and NGOs and it is imperative that the company

commander should give opportunity to all concerned to learn all matters connected to learn all matters connected with mechanical transport. Only if the persons are properly instructed and the vehicles are operated with greatest care and maintained with the utmost intelligence and vigilance, will it be possible to train efficiently and economically operate effectively.

117. The underlying principles of maintenance are that:-

- (a) Prevention is better than cure.
- (b) A stitch in time saves nine

118. The method of carrying out these principles are:-

- (a) By systematically arranging procedure and responsibilities of mechanical transport maintenance in the unit and ensuring by proper supervision that these responsibilities are carried out “at all levels”.
- (b) By constant methodical inspection.

Transport Officer.

119. He is in-charge of administration and maintenance of all vehicles and accessories on charge of his platoon.

120. He will at all times be prepared to inform his commanding officer about the state of readiness of his mechanical transport (both men and vehicles) and keep the vehicles in a condition creditable both to his unit and his corps.

121. He will see that:-

- (a) All drivers are properly trained both in normal driving and recovery duties.
- (b) The fitter/mechanical transport NCO is carrying out his duties efficiently.
- (c) Arrangements are made for trade testing and upgrading drivers.
- (d) Vacancies for courses are demanded at proper times.

122. He will ensure that :-

- (a) Faults as reported by the mechanical transport NCO are put right by unit fitters.
- (b) Faults beyond the scope of unit fitters are rectified by the dependent workshop.
- (c) The task system of maintenance is properly carried out.
- (d) Tools, stores, etc. are demanded through the quartermaster of the unit.
- (e) Inspection of all vehicles is properly carried out once a month and general inspections at least once a week.
- (f) Vehicle report for quarterly inspection unit 21/C on correct dates and time.
- (g) Action is taken on remarks on the inspection reports initiated by workshop.
- (h) Inspection by mechanical transport NCO and the URO are carried out.

- (i) Weekly maintenance days are allotted to every vehicle on charge of his unit.
 - (j) All fire points sited in the mechanical transport part are maintained properly.
123. He is responsible for.
- (a) All returns concerning mechanical transport.
 - (b) Demanding publication, pamphlets and training materials on mechanical transport and maintenance scales for all vehicles held by his unit.
 - (c) Maintenance of log books and inspection reports.
124. He will see that irregularities, misuse, and damage due to unfair wear and tear to unit vehicles and accessories are reported to the commanding office without delay.
125. He will inspect the journey log books maintained by mechanical transport NCO and scrutinise the previous day's entries for any irregularities and take action if necessary.
126. He will see that the vehicle marking is carried out correctly according to the instructions contained.
127. He will maintain charts for periodical oil changes, mileage run, vehicle inspection and accidents and ensure that they are up-to date at all times.
128. He will see that as far as possible there is definite individual responsibility for the care of each vehicle and that the individual responsible is seldom charged and the charge is done correctly when necessary.
129. He will detail or arrange a recovery crew and vehicles to deal with breakdowns and accidents.
130. He will detail or responsible to check that the modifications are carried out by workshop.

Mechanical Transport Non-commissioned Officer (MT Havildar)

131. The mechanical transport NCO is responsible to the MTO for the efficient functioning of all vehicles and mechanical transport personnel.
132. It is his responsibility:-
- (a) To detail each vehicle.
 - (b) To make sure all drivers, are proficient in handling the vehicle in their charge.
 - (c) To see that the driver, in taken over a vehicle, has properly checked the tools and equipment and signs the equipment list.
 - (d) To see that the drivers are full conversant with the Highway Code.
 - (e) To ensure that all drivers know how to fill up an accident report form.
 - (f) To ensure that the unit vehicles receive the prescribed periodical maintenance.
 - (g) To maintain on a notice board a list of speed limits for all types of unit vehicles and ensure that all drivers are aware of these.
 - (h) He will maintain the KILOMETER CARD separately for individual vehicles.
133. When he receives the requisition he will ensure efficient and economic use of unit transport.
134. He will maintain a journey log book in which the following details for each journey will be entered:-
- (a) Vehicle No. and type.

- (b) Drivers name and number.
 - (c) Destination.
 - (d) Time in.
 - (e) Time out.
 - (f) Nature of Journey.
135. He will place the journey log book before the transport officer every morning before commencement of work.
136. He will ensure that the driving licences of all drivers are up-to date and renewed when due.
137. When sending out a driver, the mechanical transport NCO will see that :-
- (a) The time out is marked correctly before the start of any journey.
 - (b) The kilometer reading is properly and correctly entered on any car diary before the start of journey.
 - (c) Each driver is in possession of his driving license, duty slip and the accident report form.
 - (d) The driver knows his destination and authorized route there to.
 - (e) Whether the driver has carried any special pass, if required under certain circumstances.
138. When a driver return from a detail the mechanical transport non commissioned officer will:-
- (a) Ensure that car diary is taken off from the driver immediately on his return from a detail.
 - (b) Ensure that the “time -in”, kilometer reading are as entered in the car diary after each detail and the car diary initialed.
139. He will:-
- (a) See that daily maintenance is carried out by the drivers and the appropriate entries.
 - (b) See that the task system for the day is performed and be present when it is carried out.
 - (c) Investigate any defects reported by drivers and bring them to the notice of the mechanical Transport officer.
 - (d) See that vehicles are properly laid out for inspection by the MTO.
 - (e) See that the vehicle are so detailed that the mileage allowed for each vehicle is NOT exceeded.
 - (f) See that the vehicles are always clean and are washed down as necessary before being sent out on detail.
 - (g) See that the drivers carried out maintenance during halt period.
140. After working hour he will leave car diaries when necessary for any emergency with the duty NCO and also a list of details to be done before the start of the next day.
141. He will collect the journey log book the next morning and ensure that all entries have been made correctly.
142. Before a driver proceeds on leave or on posting the MT NCO will check the tools and equipment on his charge and if deficiencies are found the matter will be reported to the MTO and the driver will NOT be allowed to leave until his account is rectified.
143. He will check all tools and equipment of vehicle when the driver of a vehicle is admitted to the hospital or is absent without leave and report all discrepancies to the MTO for necessary action.
144. He will supervise the maintenance parade and initial the appropriate column in the drivers check book on completion of the maintenance.

145. He will arrange for the issued of petrol, oil and lubricant to the vehicles and obtain signature of the driver on the requisition from for petrol oil and lubricant and kerosene. He will ensure that vehicles are filled with clean fuel and oil.
146. He will arrange for periodical check of all log books and bring all entries in the log book up to date
147. He will ensure that the driver going out on a detail is properly dressed and is in a possession of all necessary documents.

Mechanical Transport Driver.

148. All drivers will acquaint themselves with standing orders and if necessary request the MTNCO to explain these.
149. A driver is directly responsible for the maintenance of his vehicle.
150. He will:-
 - (a) Learn the particulars of the make and types of vehicle on charge of him.
 - (b) Make himself familiar, by daily inspection, with the condition of its working parts.
 - (c) Report without delay any defect which he is unable to put right.
151. When told to take over a vehicle he will check the tools and vehicle equipment and if correct sign the vehicle equipment list. He will then check the vehicle, test the engine, brakes, steering and light and when satisfied, accept the vehicle. From then onwards he is responsible for any loss or damage to his vehicle, tools and equipments.
152. He will not allow other persons to drive or interfere with his vehicle except by the order NCO/NGO/ Officer present in vehicle.
153. He will make himself familiar with:-
 - (a) The high way code.
 - (b) Filling up an accident report form.
154. Before starting work for the day he will satisfy himself that the vehicle is serviceable, road-worthy and properly equipped by checking and ensuring.
 - (a) The radiator is full.
 - (b) Petrol is sufficient.
 - (c) Oil level is correct.
 - (d) Horn is working.
 - (e) Tyre pressures are correct (including spare wheel).
 - (f) Hand brakes are working,.
 - (g) Foot brakes are working.
 - (h) Gauges are working.
 - (i) Dynamo is charging.
 - (j) Lights are working.
 - (k) Tools are correct (including jack, wheel, pump, locker key).
 - (l) Electrolyte level is correct.
 - (m)The battery is secure.
 - (n) Vehicle documents are in order.

155. Before he goes on a detail he will:

- (a) Be properly dressed.
- (b) Be in possession of driving license.
- (c) Be in possession of the accident report form.
- (d) Be in possession of car diary.
- (e) Be sure that he knows his destination, nature of duty and the authorized shortest route.
- (f) Be sure that he is in possession of a pass if he has to pass through protected area.
- (g) Be sure that time and kilometer reading at start is marked in the car diary.

156. While out on detail he will:

- (a) Note smoke while driving.
- (b) Keep his head dress (crash helmet in the case of a motor cycle and pillion passenger).
- (c) Strictly observe the highway code.
- (d) At all time drive with care and attention.
- (e) Not carry unauthorized persons.
- (f) Not deviate from the most direct routes to his destination unless another is specified on his car diary.
- (g) Not park in unauthorized places.
- (h) At no time exceed the speed limits laid down from time to time for the type of vehicle he is driving.
- (i) At no time leave his vehicle unattended.
- (j) While parking or halting on a road or track, he will pull into the side and give the correct pass signs to all passing vehicles.

157. On return from a detail he will:

- (a) Enter "time in" and kilometer reading at finish in car diary.
- (b) Report to the MT NCO and hand over car diary.
- (c) Be present when the NCO checks petrol and kilometer reading.
- (d) Be available for the next detail and not leave the vehicle part without informing the MT NCO.

158. Between details he will do "Halt maintenance" by tightening up nuts and bolts, cleaning and taking such other steps as to make the vehicle a better on and worthy of his unit.

159. At the end of the day he will fill up the radiator with water, check oil and petrol, clean his vehicle and park it in the appointed place.

160. If during his detail or maintenance he notices any defect which he cannot put right, he will immediately report the matter to the MT NCO.

161. He is responsible that his vehicles is not overloaded. He may not refuse to overload his vehicle when ordered, but it is his duty to register his protest, so that the person ordering overloading becomes responsible.

162. In case of breaking down during detail he will decide:

- (a) Whether he can put the defect right himself.
- (b) Necessity of summoning assistance.

163. If he needs assistance he will:
- (a) Either pass down a message through some passing vehicle giving the following particulars:
 - (i) Vehicle No.
 - (ii) Place and time of breakdown.
 - (iii) Nature of breakdown (Whether collision, bogged or mechanical defect).
 - (iv) Whether straight tow or suspended tow required.
 - (v) Whether loaded or not.
 - (vi) Whether help is required to off load the vehicle.
 - (b) Or try to phone his unit if possible. If two drivers are present, one will remain with the vehicle while the other will try to summon help.
164. When he has warned that his vehicle is due for inspection either monthly or quarterly, he will prepare the vehicle in accordance with the inspection he come under the order of the inspecting officer and will carry out duties ordered by him.
165. He will be dressed in overalls combination (Dangri) during all maintenance hours.
166. He will on NO account exceed the kilometer per hour stipulated in the cautionary order form issued by workshop whenever new engine is fitted to the vehicle.
167. He will ensure that vehicle is filled with clean fuel, oil and water.

MAINTENANCE AND INSPECTION.

Driver's Maintenance.

168. **Daily Task system:** The driver of a vehicle will carry out his daily maintenance in accordance with daily task system as laid down in vehicle log book and training pamphlet.
169. On completion of tasks for the day he will initial the appropriate column in his log book and submit to the mechanical transport NCO for his scrutiny.
170. **Weekly Maintenance:** A fixed day will be allotted by the sub unit commander for each vehicle and the day will be marked in accordance with instruction issued from time to time. On this day, the vehicle will be kept off road altogether and thoroughly, cleaned, greased and checked on all points. Any repairs or adjustments which have not been carried out at the time will be down on his day.
171. In extreme circumstances if a vehicle has to be on road on maintenance day, it will be kept off road the following day for weekly maintenance.
172. **Tyre Maintenance:** The driver of vehicle will check the tyre pressure every day before the vehicle is taken out of the mechanical transport park, and ensure that they are in conformity with the standard pressures for that particulars type of vehicle/Type as laid in the regulations.
173. Tyres will be maintained and changed periodically in accordance with the regulations.
- (a) Speed must not exceed those laid down.
 - (b) Tyre of difference sizes should not be fitted together on the same axle.
 - (c) It is the responsibility of the sub unit commander to ensure that his vehicles are as far as possible equipped with tyres of the same design.

(d) Any damage to tyres and tubes resulting from non-compliance with this order will be regarded as unfair wear and tear.

174. **Battery Maintenance:** Batteries will be checked once a week and the driver will ensure that:

(a) Battery is properly fixed in the box.

(b) Mineral jelly is applied on the battery terminal and terminals are cleaned.

(b) Battery is topped up with distilled water (if required).

(c) Ampere meter indicating charge is working properly.

175. **Office/NGOs Inspection:** The TO/MT NGO will carry out inspection of all vehicles.

176. There will be an interval of at least 14 days between this inspection and that of workshop.

177. Results of these inspections and action taken by sub-unit will be maintained.

178. Officer/NGO will ensure that all outstanding items marked for URO repair are carried out speedily.

179. An officer or a NGO will be present at the mechanical transport part during the maintenance period of the day and will supervise the maintenance of all vehicles under his charge.

180. All repair outside the capacity of the URO will be reported and MTO will arrange for the evacuation of the vehicle to the dependent workshops with the necessary work orders.

181. When any vehicle return from workshops outside the unit, the URO representative will inspect that vehicle and ensure that the defects have been rectified by the workshop before sending the same to the Unit.

182. Any defects or damages due to unfair wear and tear will be immediately brought to the notice of the commanding officer.

183. The URO will keep themselves informed with all current modifications issued in Electrical and mechanical Instructions and see that they are carried out on all vehicles without any delay.

184. As soon as any defect beyond the capacity of unit fitters are noticed in a vehicle, work order in triplicate, will be prepared MTO and vehicle sent to the dependent workshop.

ACCOUNTING PROCEDURE

Taking over vehicles and equipment on Behalf of the Unit.

185. It may be necessary from time to time to detail an officer or NGO/NCO to collect vehicle, tools and equipment on behalf of the Unit.

186. It is the responsibility of such personnel detailed to ensure that all vehicles, tools and equipment are complete as per issue vouchers before signing any documents. This particularly refers to fitment items fixed to the vehicle (eg. Lamps, driving mirrors, covers, spare wheels etc). Care will also be taken in checking the petrol/diesel in tanks.
187. Personnel taking over vehicles will obtain from the issuing authority copies of the initial inspection reports on the vehicle and the original kit equipment deficiency list duly countersigned by the issuing officer. In the event of these documents not being issued with the vehicle, personnel taking over will contact the MTO by the fastest means who will in turn report the matter to the commanding officer for further advice.
188. On arrival at the unit the vehicles tools equipments etc will be handed over to the MTO or his representative and a clearance certificate obtained from the MTO. The MTO or his representative will ensure that the petrol, oil and lubricants consumed during the journey from the place or original taking over to the unit are properly accounted by the persons who took over, before giving the clearance certificate.

Accounting Procedure POL.

189. Petrol, oil lubricant in bulk will be demanded accounted for by the quartermaster/TO/MTO in the ledger of stock, supplies and stores.
190. Petrol, oil and lubricant drawn by platoon will be accounted for in mileage cards by the MT NGO.
191. The quantity of petrol, oil and lubricant shown against each vehicle will tally with the entries in car diary.
192. It will be ensure that the Unit vehicles return is completed from the entries made in the mileage cards.
193. All car diaries when coped into the mileage card will show an endorsement "entered in mileage card" and will be kept in office after every quarter.
194. If a vehicle is transferred to another unit in the middle of a month the following procedure will be adopted.
 - (a) Mileage card will be completed on the date of transfer including the petrol consumed up to the time of transfer.
 - (b) Balance of petrol in tank as shown in the mileage card on the date of transfer to agree with petrol shown in issue voucher.
 - (c) Vehicle transferred will be included in the next unit vehicle return and remarks about transfer noted.

FILLING

195. A master file of receipt vouchers will be maintained. This will hold one copy of every receipt voucher concerning all vehicles.
196. Relevant copies of loss statements, etc. will be filed in the appropriate file attached to the vouchers concerned.
197. A file will be maintained for each vehicle on charge, each file to hold the following:
 - (a) Copies of all receipt voucher concerning the vehicle or tools and equipment for the vehicle.
 - (b) All monthly inspection report.
 - (c) Copies of all indents for defects on the vehicle.

(d) Certified copies of original kit deficiency list.

198. All electrical and mechanical Engineers Regulations regarding modification on vehicles will be filed by types and models of vehicles.

DOCUMENTATION

Vehicle Documents:

199. Each vehicle will have one log book and one car diary.

(a) **Log Book**: The responsibility of checking the log book and maintaining if up to date is that of MTO/TO/MT Clerk and log books will be completed as follows:

(i) All entries on the specific page will be fixed in and also the additional points noted below will be entered.

(ii) Target Kilometer per litre in red ink at the top and engine number underneath.

(iii) All driver records will be initiated by an officer/NGO.

(iv) All mileage records will be initiated by the an officer/NGO. If kilometer is out of order, appropriate mileage run during the month will be entered.

(v) All type record will be entered.

(vi) Wheel changing records and change of steering gear box oil. Column for local auditor's initials will be made on the first page.

(vii) The driver will enter the date of such task as it is carried out and the mechanical transport NCO will initial the entries.

(viii) The Mechanical transport NCO will enter the date and initial the entry when weekly battery inspections are carried out by him.

(ix) The Records of all changes will be entered by the mechanical transport NCO.

(x) It will be ensured that all entries in the log book are kept up-to- date.

(b) **Car Diaries** : Car diaries will be completed and maintained properly in accordance with the instructions contained in orders issued from time to time.

200. Loss of mechanical transport documents (i.e. log book, car diaries, mileage cards and unit vehicle register) will be investigated by a court of enquiry and a new one will NOT be made without the permission of Commanding Officer.

UNIT VEHICLE RETURN AND UNIT VEHICLE REGISTER.

201. The casualty will be rendered by MTO as soon as any change in vehicle as whole occurs in accordance with the detailed instructions.

(a) The casualty will be rendered by MTO as soon as any of the following items are removed/fitted from/ to the vehicle.

- (i) Engines
- (ii) Tyres
- (iii) Batteries

(b) The method of preparation and submission of the return will be in accordance with directions as received from PHQ.

202. Unit vehicle Register

- (a) MTO will maintain unit vehicle register for all vehicles on his charge.
- (b) All transactions regarding vehicle will be entered in the register and will be duly supported by orders and vouchers.

203. **Unit Vehicle Return**: This return will be completed by the MTO in accordance with instructions and copies will be counter signed by the Commanding Officer.

DISCIPLINE MECHANICAL TRANSPORT.

Convoy

204. The Senior Officer travelling with the vehicles will be convoy commander and before the move he will ensure that all ranks in the convoy are familiar with these standing orders and also any orders he may issue.

205. The convoy commander will issue written convoy orders which will include the following:

- a) Designation.
- b) Marshalling.
- c) Map sheets, if available.
- d) Order of march of vehicle (by group)
- e) Starting Point.
- f) Starting time.
- g) Pace setter chart.
- h) Route card.
- i) Speed, vehicles to a kilometer and halts.
- j) Transport check point and motor cycle guides.
- k) Lights.
- l) Administration in detail (food, water, petrol, oil and lubricants etc).

206. The convoy commander will detail advance party in consultation with the CO and the advance party will reach the destination at least 2 hours before the main body is scheduled to arrive.

207. The convoy commander will appoint officers/NGOs as in-charge marshalling groups who will be responsible for the following:-

- a) Vehicles arrive at the embossing point in proper time.
- b) Mark the serial number of vehicles on the both sides of vehicles on body.
- c) Order of march.
- d) Correct use of flags.
- e) Explain road discipline.
- f) Arrive at the start point at appointed time.

208. During night, lights will be used by all vehicles unless orders to the contrary are issued.
209. Blue and green flags will be used to mark the first and the last vehicle of the convoy respectively and red flags for ammunition truck and breakdown lorry.
210. The person travelling next to the driver in front will always stand and watch his front as to the general progress of the convoy and pass the signals (if any) to the rear vehicles.
211. All ranks travelling in the vehicle will be properly dressed and will not remove their web equipment without the permission of the convoy commander.
212. Vehicles will not leave the order of march unless the vehicles in the front stops due to defects: nor will they stop to inquire the reasons of the breakdown of the vehicle in the front.
213. Vehicles which breakdown and lose their original position in the order of march will not attempt to regain their position when they are put right. They will do so only when the whole convoy is at scheduled halt. On no account will there be any overtaking on the move.
214. Short halt will be for 20 minutes at every even hour.
215. There will be a long halt for one hour at mid-day if the duration of the journey is likely to exceed 6 hours.
216. Convoy will not halt in a town or defile or at place where serious congestion to other traffic is likely to occur.
217. At halts vehicles will halt at the correct interval laid down and will not close up.
218. The senior rank in the vehicle will detail traffic sentries on the other side of the road to guide passing vehicles.
219. At all halts, if any vehicle cannot see ahead because of some obstruction, a man from the rear vehicle will be detailed to go ahead and act as connecting link and report when the convoy moves again.
220. No individual will debuss without the orders of the vehicles in charge.
221. All ranks except the sentry will disperse clear off the road (to the left side) and will not interfere with the normal passage of traffic.
222. At all halts the drivers of the vehicles will do "halt maintenance".
223. Convoy commander will check personnel few vehicles at random immediately after maintenance or during long halts enroute to ensure vehicle are road worthy.
224. Engines will be started and personnel will remount at least two minutes before the advance is due.
225. If the convoy stops except for routine halts, every sub unit commander will at once check his men.
226. The convoy commander will appoint motorcycle orderlies to convey any messages to the rest of the convoy.
227. All broken down vehicles will pull up to the left extreme of the road give 'pass' to all vehicles except the unit fitter's truck.
228. Vehicles being towed will travel at the rear of the convoy.

229. On arrival at the destination all vehicles will be put right by the URO before the next morning even if it amounts to working all night. The major faults will be brought to the notice of the higher authorities for necessary orders.

Rules for passengers.

230. No individual, either the driver or passenger will smoke inside a vehicle or within a distance of five yards from vehicles.

231. Individuals travelling in the rear of the vehicle will on NO account stand while the vehicle is on the move; nor will they sit on the body of the vehicle or stand between the cabin of the vehicle.

232. Passengers will not distract the attention of the driver and if it is necessary to communicate with the driver they will knock on the hood of the cabin three times when the driver will slow down.

233. On no account will the tail board of the vehicle be dropped with force. The vehicle driver will ensure that the tail board is securely fastened before marching off.

234. The proper loading of stores in the vehicle will be the responsibility of the driver or the senior NCO if present, and they will ensure that no item is stacked in a way that it will fall off when the vehicle is on the move.

235. The first aid equipment will be carried with the convoy.

236. There will be no saluting or savdhan while driving a motor.

237. MECHANICAL TRANSPORT BOOK AND FORMS.

- (a) Accident Report Form.
- (b) Loss statements.
- (c) Mechanical transport technical inspections report/work order.
- (d) Inspection chart.
- (e) Issue vouchers.
- (f) Daily statement of petrol, oil and lubricants.
- (g) Receipt, issue and expense voucher.
- (h) Transport indent and order form.
- (i) Ledger of stock supplies and stores.
- (j) Unit vehicle register (HISTORY SEET)
- (k) Tool list.
- (l) Kit deficiency list.
- (m) Vehicle log book.
- (n) Drivers car dairy (Duty Slip)
- (o) Mileage card (KILOMETER CARD)
- (p) Vehicle Monthly Return Form.
- (q) Petrol, oil and lubricant issue voucher.
- (r) Petrol, oil and lubricant cash memo. (Re-imburement file against cash memos)

ACCIDENT PROCEDURES.

238. As soon as any accident (however trivial it may be) occurs the driver will pull up the vehicle to the side of the road and investigate.

239. The driver/senior rank present in the vehicle will assume charge and proceed as follows:-

- (i) Give such immediate aid to any injured person as may be urgently required and if serious, summon assistance and ambulance, if any.
- (ii) Clear the road of any obstruction and mean while post someone to warn approaching traffic.
- (iii) Order the driver to fill in the accident report form giving a sketch showing the width of road, surface condition, skid marks, first and last position of vehicle etc. If the driver is injured and cannot make out the accident reports, it will be made out by the second driver (if present) or by the officer/NGO himself.
- (iv) If any damage to civilian persons or property has occurred, he will report to the civil police without any delay.
- (v) If any witness are present, the particulars of the witnesses will be noted down.
- (vi) On return to the unit the driver of the vehicle will report the accident to the unit commander.
- (vii) The unit commander will send the vehicle to the unit URO for assessing the damage.
- (viii) Further action will be taken by the unit commander as per situation.

240. **DRIVING LICENCE.**

- (a) No vehicle in the unit will be driven by any individual (officer/NGO/OR) without a valid driving license.
- (b) All driver will be retested every year by the board of officers detailed by the unit commander.
- (c) Express order of the CO will be obtained in writing by officers to self drive attached vehicles.

241. **FIRE PRECAUTIONS.**

- (a) Mechanical Transport Park: MTO will be responsible for the proper upkeep and maintenance of all fire points sited in the mechanical transport park by the unit fire fighting board.
- (b) As soon as any alarm is sounded in the mechanical transport park all available drivers under the supervision of the senior NCO present will drive the vehicles out of the garage and park them at a safe distance. Arrangement will be made for towering the defective vehicles.

242. **PETROL, OIL AND LUBRICANT.**

- (a) Petrol, oil and lubricant stores will not be kept within 50 Yards of any living quarters or barracks.

- (b) No naked fire or any material which is likely to caused sparks will be brought near the petrol, oil and lubricant stores.

- (c) The floor level will be below the surrounding ground level and will be made of cement where possible.

- (d) Persons handling the petrol, oil and lubricant within the precincts of the dump will NOT wear boots.

- (e) Water will NOT be kept in the fire points sited for the petrol, oil and lubricant dump.

- (f) On NO account will water be used to put out the petrol, oil and lubricant flames.

243. **MECHANICAL TRANSPORT TRAINING.**

- (a) The training of unit personnel in driving and maintenance will be organized by the unit commander with the help of the unit mechanical transport officer.

- (b) Vehicles will NOT be taken out for training purpose without proper car diary.

- (c) All training will be carried out on the allotted training track only.

- (d) All vehicles will go out for training under a responsible of mechanical transport trained NGO or NCO and every vehicle will have trained driver instructor.

- (e) During the training hours, all trainees irrespective of ranks will obey the order of the person in-charge or driver instructor.

- (f) The person in-charge of the training will be responsible for the completion of the duty a slips, immediately on return to the mechanical transport park.

- (g) The vehicle for higher tonnage will not be towed a vehicles of lower category (e.g 3 ton will not be towed by a 1 ton).

- (h) Before towing, the driver of the towing and the towed vehicle will examine the serviceability of the tower chain and the shackle and ensure that it is fastened securely to both vehicles.

- (i) Under NO circumstances will the speed of the vehicles exceed 10 kilometers per hour in hilly country and 15 kilometers per hours in flat country.

- (j) The vehicle towing the defective vehicle will have two drivers, the second one standing next to the driver and watching the rear vehicle.
- (k) The defective vehicle will be cleared of its load (if any) before being towed.

244. MECHANICAL TRANSPORT DETAILS.

- (a) All routine demands for transport (i.e Mechanical transport training, drill order, reconnaissance, etc.) will be submitted by Sub unit to Bn. Hq. four clear days in advance of the date on which the transport is actually required (e.g Demand will reached Hq. by 0800 hrs. on 1st if transport is required on 5th at 0800 hrs.)
- (b) The transport for the above demands will be detailed by T.O if approved.
- (c) Any urgent demands will be accompanied by a written request giving the reason for demand.

245. PREPARATION OF VEHICLE FOR MONTHLY OR QUARTERLY INSPECTION.

- (a) The preparation of vehicles by drivers for inspecting officers is important and should be thoroughly carried out.
- (b) They will carried out the preparation in accordance with the following procedure :-
- (c) Clean all parts of the vehicle thoroughly.
- (d) Layout tools and equipment in accordance with the vehicle equipment list on the tail board of vehicle. The terms should be laid out in the sequence in which they occur in the list starting on the off side.
- (e) Warm up engines.
- (f) Open or remove bonnet and place it with the tools already laid out.
- (g) Remove battery cover and loosen vent plugs and put battery cover with the vehicle kits.
- (h) Loosen oil level plugs of gear boxes, differential casings and steering box.
- (i) Remove spare wheel and lay it down in front of the tools and equipment.
- (j) Jack up front axle and if possible, the rear axle.
- (k) Connect up inspection lamp if provided with vehicle equipment.

246 A. The following documents of each vehicle will be produced for inspection which will have up to-date entries.

(ix) Vehicle log book.

(ii) Drivers car dairy.

(iii) Drivers check book and first line maintenance.

(iv) File of inspection reports (to include last monthly, quarterly workshop and unit periodical inspection report)

UNIT AREA CLEANLINESS

AREA CLEANLINESS:

247. **Refused and litters:**- Sub unit areas will always be kept clean. All refuse and litter will be disposed off as per instruction.

248. **Stray Animals and Dogs:**- Stray animals and dogs will not be permitted in the unit lines. Periodical shooting of stray dogs will be organized by the Subedar Major.

249. **Drains:**- Drains will be cleaned regularly. Water will not be allowed to stagnate.

250. **Vendors and Hawkers:**- No unauthorized vendors and hawkers will be permitted to sell any eatable in the unit lines.

251. All civilians shops selling eatables near unit lines will be placed out of bounds to troops unless approved by the regimental officer.

252. **Spitting:**- Spitting will be strictly forbidden in the unit line.

253. **Living Accommodation:**- Living quarters and accommodation will be kept clean. These should be well ventilated and properly lighted. There must be no overcrowding. A distance of 6 feet from the centre of one bed to the centre of the next bed will be maintained. In case of lack of space in an emergency 'head to foot' sleeping arrangement will be adopted.

254. Barracks and living accommodations will be regularly sprayed with DDT as per instruction published in Bn. orders.

255. Tins will be provided outside barrack for the disposal of refuse i.e. bidis, papers, matches and so on.

Personal Hygiene

256. **Clothing**:- Personal clothing of all ranks must be washed regularly. Particular attention will be paid to under clothing. Inter change, lending or borrowing of clothing will not be permitted.
257. **Toe and Finger Nails**:- Toe and finger nails will be clipped regularly and kept clean.
258. **Washing**:- All rank must wash their hands after going to latrine and after meals.
259. Utensils will be properly cleaned, preferably in boiling water after use.
260. Personnel infected with lice or suffering from skin diseases will be segregated and sent for medical treatment regularly.
261. **Bathing**:- All ranks will bath regularly. Particular attention will be paid to those part of the body which perspire i.e nape of neck, arm pits, groins and space between toes.
262. Indiscriminate bathing in pools or streams will be prohibited as this is liable to result in serious skin and other diseases.
263. Bathing places in the unit will be kept scrupulously clean. The floor should be cemented and proper drainage provided.
264. Waste water will be disposed off into soakage pits.
265. Swimming pools where provided must conform to the standard laid down and rules for swimmers should be laid down and strictly followed.
266. Due to scarcity of water if bathing or washing in a Nallah/ river is to be done then a place will be cordoned off and proper arrangements made. Good swimmer will always be present when bathing is permitted in such a places.

COOK HOUSES

FLY PROOFING

267. Cook houses will be provided with permanent fly proofing arrangements.

Smoke Free.

268. Cook house must be free from smoke. 'Chullas' with proper chimneys are essential for an ideal cook house.

Standing Instructions.

269. Standing instruction for cook houses are laid down. These will be translated into language which the cooks and the staff understand and will be hung in each cook house including kitchens of Officers and NGOs Messes.

Cooking Utensils.

270. All cooking utensils will be scrupulously clean after each meal with ash and water.

Cooked food.

271. All cooked food will be kept covered at all times with lids of 'degchies' or clean wooden covers. Dirty dusters or old mosquito nets will not be used for this purpose.

272. Cooked 'Chappaties' will be kept in 'Chappate' basket which will have a detachable white cloth lining. This lining will be washed regularly.

273. Nothing will be kept in the kitchen which is not in use. Cook house will not be used as store rooms or sleeping places for the cooks.

Preparation Table.

274. A preparation table to eat meat and vegetables will be provided in each cook house. This will not be painted and will be cleaned daily with bleaching solution before use.

Washing of Hands.

275. Each cook house will have soap, water and brush for the washing of hands by cook and it will be the responsibility of NCO in-charge to ensure that cooks wash their hands before they begin their

Milk Utensils.

276. Utensils for boiling milk will be clean with Soda or soap. Stainless steel or brass utensils if properly tinned will only be used. This order also applies to metal 'Thallis' and 'Katories' if in use.

Messing Containers.

277. Messing containers will be clean regularly. Meat chopper block will be clean with soap water and brush and salted.

Uncooked Rations.

278. Suitable arrangements will be made for storing uncooked ration for the day.

Employment of Cooks.

279. Cooks will always be cleanly dressed. Before a person is employed as cook or food handler, thorough investigation into his previous history will be made to make sure he is not a carrier of any excremental disease or any other contagious disease i.e venereal disease/skin.

Epidemic.

280. During an epidemic of any excremental disease i.e cholera, diarrhea, typhoid, amongst the civil population, civil employees, specially food handlers will be made to reside in military area or their services will be dispensed with.

Nominal roll of Cook.

281. A nominal roll showing number, rank and name of a person working in the cook house with dates of inoculation, vaccination and medical examination (free from infection) will be hung in the cook house.

DDT Spray.

282. houses will be sprayed with DDT regularly as per local existing orders.

Information on Notice Board.

283. The following will also be displayed in each cook house :-

- (a) Ration Scale.
- (b) Cooks off duty roster.
- (c) Fire fighting orders.
- (d) DDT spray record.
- (e) Bill of fare.

284. **DINNING HALL.**

- (i) Dining Halls will be made to look as attractive as possible. These should always be kept neat and clean.
- (ii) These should be fly-proofed.
- (iii) Tables will be washed with Soda, brush and water daily.
- (iv) Supply of drinking water will be available in or near the dining hall.
- (v) Receptacles for bones and inedible will be provided in the tables.
- (vi) During winter months an improvised hot plate will be constructed from which the food will be served.
- (vii) DDT pyrethrum will be sprayed in the dining halls regularly.

285. **Arrangement for Washing Utensils.**

- (a) Soakage pits will be constructed outside all cook houses. These will be covered and inlet of soakage pit must be fly-proofed.

- (b) A platform of cement or similar materials will be placed adjacent to the soakage pit for keeping two tins. One tin will contain clean and other used ash.
- (c) Utensils used for milk will be cleaned with soap, hot water and brush.

286. **Disposal of Refuse.**

- (i) All refuse will be disposed off by burning.
- (ii) When closing down existing refuse pits, unit or sub unit will ensure that the refuse is first covered with oiled gunny bags before earth is filled in the pits.

287. Flies transmit many intestinal diseases such as cholera, diarrhea, dysentery and typhoid group of fevers. Presence of flies is an index of bad hygiene in the camp. Strict attention to sanitation will reduce the numbers of flies. The following anti fly measures will be enforces:-

(a) **Prevention.**

- (i) All food will be kept covered at all times.
- (ii) All swill bins or refuse will have properly fitting fly proof lids.
- (iii) Deep trench latrines will be kept closed at all times and their superstructure fly-proofed.
- (iv) Animal manure will be disposed off properly.
- (v) All cook houses, dining halls and canteens will be fly-proofed.

(b) **Destruction.**

- (i) DDT is the most powerful weapon which kills flies. Its effect is residual. Although flies are not killed instantaneously, they die in about half an hour after the spray. DDT will be sprayed regularly in all barracks, cook houses, dining halls, latrines and urinals. Pyrethrum however, kills the insects instantaneously.
- (ii) Use of fly traps and 'tangle foot' papers also help in eliminating the flies.
- (iii) In the camp and area around, a regular check should be carried out to ensure that there are no refuse and no other dumps where flies are likely to breed.

289. Canteen will be inspected once in a week by canteen officer so detailed by the commanding officer and by the regimental medical officer once a fortnight.

290. The following rules will govern the running of the unit canteen shops :-

- (a) These will be kept scrupulously clean.
- (b) Crockery, glasses and cutlery used will be washed with soda and hot water, then with clean water and lastly steamed.
- (c) Sweets and eatable will be stored in fly-proof almirah.
- (d) Milk will always be boiled before use. Its sources will be inspected by the regimental medical officer.
- (e) Cook houses will be properly constructed and fly-proofed, same rules as for cook houses will be strictly followed.
- (f) Employees work in the cook house and canteen will always be cleanly dressed and arrangements for washing their hands with soap and water will be made.

291. **BARBER SHOP**

- (i) Inspection of Barber shops by regimental medical officer will be carried out to ensure proper hygiene, cleanliness.
- (ii) Barbers will wash their hands frequently and will wear a white overall or apron when at work.
- (iii) Barbers will not shave or cut the hair of any man suffering from contagious diseases. Such cases will be reported to the regimental medical officer.
- (iv) A bucket will be provided for refuse and for cut hair.
- (v) The following hygiene measures will be adopted to ensure cleanliness and sterilization of implements by barbers :-
 - (a) Combs, razors and clippers will be kept clean, preferably in an anti germs liquid. Before used they will be washed with clean water to remove all traces of disinfectants.
 - (b) Shaving brushes will be washed in a solution of 1 percent soda and rinsed in clean water.

292. Nominal rolls of all employees showing the date of medical inspection TAB and vaccination will be displayed in barber shops.

293. The detail standing orders pertaining to the barber shop will be hung at a suitable place.

LATRINES/URINALS

294. Latrine area should be defined properly. If possible there should be only one site for it. It should be on the leeward side of the camp.

295. It should be away from sources of water supply and from cook houses.

296. It should be atleast 200 yards away from the nearest sleeping places.

297. It should be kept clean and tidy.

298. 'Water carriage' system is the best of all the latrine system. Where site is not possible, septic tank or pan system of latrine may be introduced. In septic tank system, the residue coming out of the serration chamber can be used in the vegetable garden as it is rich in nitrates.

299. The hygiene officer of the unit must inspect the latrines frequently. Regimental medical officer will inspect the latrine area once a month.

300. No anti septic or disinfectant will be used inside the septic tank or deep trench latrine. These will be sprayed with 5 percent DDT twice a week.

Urinals

301. Urinals should be very close to the living quarters, a distance of 20 yards should be maintained.

302. The edge of the funnel should not be less than 18 inches and more than 2 feet 8 inches above the surface of the ground.

303. There should be proper covered soakage pits (4 feet by 4 feet) into which funnel type urinals should be inserted obliquely to a depth of 2 feet.
304. These should be sprayed with 5 percent DDT regularly.

MEDICAL

First Aid

305. The training of personnel in first aid is of vital importance. The person nearest the wounded/ injured is only his comrade and timely first aid by him may save his life.
306. Training will be carried out by the RMO from time to time.
307. All ranks will be trained in use of first field dressing by the regimental medical officer. First field dressing will be issued at the scale of one per individual. Lecture will be given to all ranks on rendering of first aid as part of their training by the regimental medical officer or trained officer/NGO/NCO.
308. All ranks will be kept protected against typhoid groups of fevers and small pox.

MEDICAL INSPECTION OF MEN AND CLOTHING

309. Medical inspection of all ranks of the unit will be carried out by the regimental officer every six month and a register showing the date of examinations will be maintained by sub unit.
310. Inspection of clothing for cleaning is the responsibility of the sub unit commander. Regimental medical officer will, however, inspect the clothing periodically to prevent the spread of skin diseases. _

SNAKE BITE PREVENTION MEASURES

General

311. Incidence of snake bite tends to increase with onset of hot weather. Snake comes out of their holes. Treat all cases of snake bites as poisonous till evidence to the contrary is there. If the snake has been killed, it should be retained for identification by the medical officer for further treatment.

Preventive Measure

312. Snake Trenches :- Snake trenches will be invariably be dug round tented accommodation,

bathrooms, latrines and cook houses. These trenches must be between 1 ½ feet wide and 1 foot deep. The sides of the trenches must be vertical mosquito net gives considerable protection.

First Aid

313. A cases of snake bite is an emergency requiring immediate first aid. Aim of first aid is to delay the entry of venom that gains entrance eventually, so that patient can be brought to the medical officer before much harm has been done. Following first aid should be given:-

- (a) The individual bitten should be treated as lying casualty. He must be carried to the first aid centre and not allowed to walk.
- (b) A tourniquet should be applied at once proximal to the bite over a single bone region of extremity. The tourniquet applied should not be kept for more than 20 (twenty) minutes at a time. It should be released for half a minute and reapplied.
- (c) The skin near the bite should be washed with water to remove the venom that may have been spilt on the skin near the fang marks. The washing away of poison is very important particularly when any cutting of the skin is to be undertaken.
- (d) If the tourniquet has been applied tight enough to obliterate the circulation, the cuts will not bleed. Loosen the tourniquet as to allow the incised area to bleed freely to wash away the poison in the wound. After allowing a couple of minutes of free flow of blood tighten the tourniquet again.
- (e) The venom may also be sucked out of the incised area by suction by mouth provided there are no open cuts on the lips or in the mouth.
- (f) The first field dressing may be applied to the wound and the limb immobilized, so that no movement of the bitten part is permitted.
- (g) Keep the patient warm and arrange to transport the patient to the nearest medical inspection/room/hospital by the fastest means.
- (h) The patient should be put in bed and reassured.

Training

314. In case of snake bite, immediate first aid, followed by specific treatment by the medical office will save many lives.

315. Regimental medical officer will, in consultation with the sub unit commander, ensure that lecture/practical training on the prevention and first aid treatment of snake bite is given to the maximum number of other ranks in the Battalion.

MEDICAL DOCUMENTATION

Sub-Unit

316. Following medical documents will be maintained by sub unit :-

- (a) Tetanus, TAB/Vaccination, dental and eye test.
- (b) Monthly medical inspection.

- (c) Hospital admission and discharges.
- (d) Venereal disease cases.
- (e) Low medical category personnel.
- (f) Malaria cases.
- (g) Suppressive treatment for malaria.
- (h) DBP (Anti Malaria measure).
- (i) DDT Spray.
- (j) Trained personnel in medical duties.
- (k) Blood grouping.
- (l) Families TAB/Vaccination.

317. **Regimental Medical Officer.**

Following medical documents will be maintained by the regimental medical officer :-

- (a) Daily sick report register.
- (b) Barrack treatment register.
- (c) Admission and discharge register.
- (d) Trained personnel in medical duties.
- (e) Venereal disease register.
- (f) Malaria cases.
- (g) Malaria suppressive treatment.
- (h) Dog and snake bite.
- (i) Free children test record.
- (j) Blood donors and blood grouping of all ranks.
- (k) Unit sanitary diary.
- (l) Record of lecture given by unit anti malaria officer on hygiene and health.
- (m) Unit DDT Spray register.
- (n) Public/Civilian treatment register.

OFFICE PROCEDURE - PROTECTED DOCUMENTS AND CORRESPONDENCE

IDENTITY CARDS

Safe Custody

318. (a) All personnel issued with identity cards will be responsible for their safe custody at all times.
- (b) Identity card will be carried :-
(i) In an open envelope addressed to the owner.
Or
(ii) With a self addressed envelope in a water proof cover.
- (c) The identity card will be produced on demand by an authorized person. Money or other papers will not be carried in the envelope or cover containing the identity card.
- (d) An individual admitted to hospital will carry and keep his identity card in his possession. It will however, be withdrawn from him by the hospital authorities in any of the following circumstances and will be returned to the soldier when he recover from the disabilities mentioned below:-
(i) When he is seriously/dangerously ill.
(ii) When he is psychic case.
(iii) When he become unconscious.
- (e) The carrying of identity card may however, be dispensed with on the following occasions when it will be kept under lock and key :
(i) While playing games or doing physical training or visiting places of ablution.
(ii) While on training within the training area.
- (f) Officers commanding unit will ensure that all men under their command are in possession of their identity cards particularly when they proceed on transfer/posting to other units, schools of instructions, training centre's, or when they are admitted hospital or proceed on leave. On the individuals arrival in a unit, his identity card will be inspected by the Adjutant, thereafter every month by the sub unit commander, and record of such inspection will be maintained.

319. All officers present in the unit will show their identity cards to the Adjutant on 1st of each month. In case the 1st happens to be a holiday, it will be shown on the very next working day.

320. Adjutant will maintain a register of all identity cards issued to the officers.

321. Sub unit commanders will be responsible to check identity cards of all NGOs and other ranks once in a month and record result of such checks in a register.

Loss of Identity Cards

322. Loss of an identity card will be reported to the commanding officer through the Adjutant immediately on its occurrence. If absent from unit, it will be reported to the nearest police Station.

323. The lost will be reported to the following by the unit :-
(a) The nearest police station if this has not been done.
(b) To the issuing authority.

324. Such reports will include the following particulars :-

- (a) The rank, name and unit of loser.
- (b) The number of the card.
- (c) The issuing authority.
- (d) Short particulars of circumstances of loss.

325. All loss of identity due to negligence, carelessness etc. will be viewed seriously and adverse remark will be made in the individual service sheet and will be treated as major offence inviting major punishment.

Possession of more than one identity card.

326. Unauthorized possession of more than one identity card by an individual is an offence and will be severely dealt with.

Withdrawal of identity cards

327. Identity cards will be withdrawn by the officer commanding as shown below :-

- (a) Of all officers on resignation or when cashiered, dismissed or removed from service.
- (b) Of all officers who proceed on retirement, release on normal or medical ground.
- (c) On replacement by a new identity card.
- (d) In the event of death of an officer.
- (e) Officers declared missing.

328. Such cards as withdrawn above except in sub-para (c) above will be destroyed by burning and a certificate to this effect rendered to the issuing authority. For (b) and sub para (e) above the cards will be retained for nine months and then disposed off as mentioned above.

Safe custody

329. Identity cards has been introduced as identification document. It will be taken along by the individual when proceeding on posting, temporary duty, courses, leave and hospitals. The responsibility for the safe custody will solely rest with the individual concerned. The card should be kept under lock and key when not in use.

330. The serious consequences which may follow, if identity cards falls in the hands of an unauthorized person, will be impressed upon the soldiers. Special precautions will always be taken to ensure against theft of cards. Since money serves as an added incentive to thieves, it will not be kept along with the identity card. The card will not be carried in the side or hip pockets of the trouser, which are easily accessible to pickpockets. When so necessary, it will be carried in the breast pocket of the shirt properly secured.

331. Whenever identity cards is withdrawn from an individual he will be give a proper receipt for it.
332. Identity cards will be withdrawn from those admitted to the hospital by the hospital authorities, in any of the following circumstances :-
- (a) When he is seriously/dangerously ill.
 - (b) When he becomes unconscious.
 - (c) When he is a psychic case.
 - (d) When he is to undergo surgical procedures under general anesthesia.
333. The identity card so withdrawn will be returned to the individual when he recovers from the disabilities mentioned above.

Security

334. The unauthorized possession of more than one cards is an offence and, when detected, will be severely dealt with.
335. Security of identity cards be ensured at all times. Sub unit commanders ensure that all men under their command are in possession of their identity cards particularly when they proceed on transfer/posting to other units, schools of instructions, training centers, or when they are admitted to hospital or proceed on leave.
336. The soldiers will be held responsible for the safe custody of identity cards. For this purpose, it constitutes items of regimental necessities. Lost of, making away with or willfully damaging the identity will be punishable offence.
337. Identity cards is an accountable document and must be properly accounted for in a ledger.

Loss of identity cards.

338. Inability to produce or account for identity card will be sufficient to justify the presumption of loss of the card due to negligence. This constitutes an offence prejudicial to good order and discipline and is punishable.
339. The loss of identity card will be immediately reported to the officer commanding unit by the individual concerned. The following action will be taken when the is reported :-
- (a) The loss will be published in unit orders and reported to the nearest police station.
 - (b) A court of enquiry will be convened to enquired into and investigate the circumstances leading to the loss. Officer commanding will take action against the individual concerned as may be considered necessary, in the light of the findings of the court.
 - (c) Replacements issued in such cases will be published in unit order para-1.

Issue of new book.

340. A new identity cards will be issued to the individual concerned by the officer as soon as possible, preferably when Court of Inquiry is completed in all respects.

HANDLING OF PROTECTED DOCUMENTS

Mail

341. **Opening of incoming mail:-** The following procedure will be strictly followed:-

- (a) TOP SECRET envelopes will be opened only by the commanding officer or by the officer designated by the originator. IN and OUT register in respect of TOP SECRET correspondence will be maintained personally by the Adjutant.
- (b) SECRET and CONFIDENTIAL envelopes will be opened by the officers authorized to do so.

342. **Recording**

- (a) In Adjutant office the recording of all TOP SECRET and CONFIDENTIAL correspondence will be carried out by the Adjutant.
- (b) In Coy, the recording of all TOP SECRET and CONFIDENTIAL correspondence will be carried out by Coy commander (TOP SECRET correspondence will be recorded by Coy commander only when authorized to do so).

343. **Outgoing mail:-** All correspondence graded CONFIDENTIAL and above will be recorded in the SECRET and CONFIDENTIAL register before dispatch.

344. TOP SECRET correspondence will always be sent in two envelopes. To assist the addressee in verifying that there has been no tampering in transit the inner envelope will be new one. The outer envelope will bear only the address and will not be marked with the category of the letter. The inner envelope will be marked 'to be opened personally by (the addressee by name) or (if need be) by the officer officiating for the appointment held by him. The originator will quote the number in left bottom corner and sign the inner envelope (right bottom corner). The inner cover will be sealed with wax and the office seal at all joints.

345. No seal or wax will be affixed on outer envelopes unless required by the special service.

- (a) Registered CONFIDENTIAL correspondence will be enclosed in two envelopes, the inner one only being marked CONFIDENTIAL and will be sealed by wax and office seal, need be used for such correspondence.
- (b) TOP SECRET correspondence will be sent exclusively by special courier. TOP SECRET documents will not be removed to the officers residence. If instructed to carry out TOP SECRET and SECRET documents from one place to another, outside the office, officers will carry them in lock boxes, bags or sealed envelopes which will always be in their possession and not be left unattended.
- (c) When an officer is about to be relieved from his appointment he will verify the correctness of all protected documents on his charge with relieving officer and hand over a list of those documents

together with all these documents to his successor who will give the appropriate receipt for the documents. This list will be attached to the handing over/taking over certificates.

Periodical Check

- (a) Periodical checks (at least once in a month) will be made with a view to verify that all TOP SECRET and SECRET and CONFIDENTIAL documents on charge are actually present.
- (b) Action on Discovery of lost.
- (c) On the discovery of loss of a TOP SECRET, SECRET or CONFIDENTIAL documents a thorough search will at once made and the loss will be reported forthwith to the issuing authority irrespective of whether or not the documents is subsequently found.

Destruction Certificate:-

346. In no circumstances will protected documents be destroyed unless and until instruction have been received from the issuing authority for this to be done. When such documents are to be destroyed, destruction will be affected by fire under the supervision of the responsible officer. In case of TOP SECRET and SECRET documents, a certificate of destruction will be submitted to the issuing authority.

Office Security:-

- (a) Attention of all officers and clerks who deals with official documents will be drawn once every year to Official Secret Act.
- (b) SECRET and CONFIDENTIAL correspondence will be typed only by selected confidential clerks who will be nominated in writing by the Adjutant.
- (c) The letters or files containing SECRET or CONFIDENTIAL correspondence will not be sent out from one officer to another except by hand of an officer or the confidential clerk who will be responsible that it is not seen by anyone else while in his charge.

DRESS AND KIT

347. All ranks will be correctly and well turned out at all time. Men walking out or visiting shops and bazaars will be inspected by the CHM before they leave the lines.

348. The orders of dress for officers, NGOs and other ranks will be as laid down from time to time. These orders will be in unit orders.

349. The orders will clearly state the dress for the following:-

- (a) Normal parades and training.
- (b) Field training including operations.

- (c) Walking out.
- (d) Ceremonial parades.

350. In the case of officers, the mess dress approved, will be worn on occasions to be given in the mess rules.

351. Extra issue clothing will be used only when authorized and published in unit orders. Wearing of mixed uniform is prohibited.

352. Slackness in dress will not be allowed for working party personnel.

KIT LAYOUT

353. Every morning before going to parade, the men will roll up their beddings and lay out the web equipment in accordance with lay out shown in photograph provided.

354. Once a month all clothing and equipment will be laid out for the Coy commanders inspection. The lay out for this will be as per photograph provided.

MARKING OF CLOTHING

355. All articles of clothing and accessories will be marked with a name of the individual and the unit stamp.

356. Public clothing and boots will be marked with the month and year of issue. The size and position of marking will be laid down in the clothing regulations.

357. Stamps and marking ink will be demanded/arrange by the quarter master.

KIT INSPECTION, REPAIR AND CONDEMNATION OF CLOTHING

358. The platoon commanders will inspect the clothing and necessaries of all persons in their platoon at least once a fortnight with a view to ensuring that these are in serviceable condition.

359. The Coy officer and the Coy commanders will inspect all the clothing and equipment of their coy/platoon once a quarter.

360. Fitting parade will be held under coy/platoon arrangement whenever any new issue of clothing is made.

361. Make and mend parade will be included in the training programme at least once a week. During this period, the men will carry out minor repairs to personal clothing and equipment under the supervision of the officers.

362. The unit tailors and boot makers will be allotted by the Quartermaster to the Coy for carrying out repairs to clothing and equipment as necessary and also will attend fitting parades and carry out adjustment ordered by the officers.
363. All clothing and equipment rendered unserviceable will be inspected by a condemnation board detailed in the unit once a quarter. No one except this board is authorized to condemn clothing and equipment as unserviceable
364. Disciplinary will be taken against any person whose clothing and unit accessories are found to have been kept in bad state of repair or rendered unserviceable due unfair wear and tear.

MESS CUSTOMS AND ETIQUETTES

GENERAL

365. The mess is the common home of all officers of a unit. It has certain rules and rituals to which all conform. The officers mess is an institution which influences all aspects of an officers life. It moulds his character and his way of life. Mess customs and traditions instill in an officer a strong sense of loyalty, co-operations spirit-de corps.
366. Whether in uniform or mufti, officers should kept pride in their turn out.
367. The following dress will be worn whilst taking meal in the mess:-
- (a) Non working days and holidays:-**
- (i) Breakfast : Shirt (full sleeves) with tie or scarf, trouser, socks and shoes.
 - (ii) Lunch : Same as above. In addition, during winter, coat (combination) will be worn.
 - (iii) Dinner : Lounge suit, dinner jacket or equivalent. This may also be worn on Wednesdays and Saturdays.
- (b) Working days:-**
- (i) Breakfast and Lunch : Uniform (working dress) Belts will not be removed.
 - (ii) Dinner : Seasonal mess dress (uniform) as laid down in orders otherwise as per 3(a) above. When in uniform, officers will not walk out of the mess without appropriate head dress.
368. Guests invited are expected to conform to the mess rules regarding dress. If not, suitably dressed should not be taken into the ante room but entertained in the 'ladies room', verandah or the garden, whichever earmarked for this purpose.

CONDUCT IN THE MESS

369. (a) Officers should stand up and greet the senior most member when he enters the mess.
- (b) If there is a senior officer in the mess when you enter, bow slightly to him with an appropriate greetings i.e “Good Evening Sir” etc. but you should not click your heels or stand to attention when wishing him. Similarly, when a senior officer enters the room, you should stand up and greet him.
370. When any visitor, service or civilian, regardless of rank, enters your mess, he should be appropriately received and courteously greeted and refreshment should be offered. Make him feel at home. You should offer him a drink but please do not force it.
371. Be punctual on all occasion.
372. Groupism and Controversial Subjects:-
- (a) Do not form groups by tribe, community or of your own circle of friends.
 - (b) Do not discuss controversial or forbidden subjects i.e. religion, politics or women. Avoid talking ‘shop’ as far as possible, but if something official and urgent has to be discussed do it on a side with the officer concerned.
 - (c) Ladies are not allowed inside the mess except on special occasions as decided by the Mess Committee. They may however, be entertained in the ladies room. It is always a good practice to have a separate place earmarked for this purpose if a ladies room is not available.
 - (d) Standing of drinks is not permitted.
 - (e) It is good taste that before you turn on the radio or play music, others present are asked if they have any objections. This is a matter of good courtesy.
 - (f) Dogs and pets are not allowed inside the mess.
 - (g) You should treat the mess properly as your own. Please do not remove anything from the mess without the permission of the president Mess Committee. It may be obtained through Mess Secretary.
 - (h) Unless you are a member of a Mess Committee, you have no authority to reprimand a mess servant. You should report anything wrong you noticed to the Secretary. Please do not find fault or make complaints to the staff, lose your temper, or abuse mess servants.
 - (i) Constructive suggestions for the improvement of the mess may be entered in the ‘suggestion book’
 - (j) If you are reading a newspaper or magazine and a senior officer comes in, get up and offer the paper to him if it is the only copy in the mess. Similarly, if you are sitting comfortably under a fan or in front of a fire, get up and offer your seat to any senior officer when he arrives.
 - (k) Gambling within the mess premises is forbidden but Bridge or other card games may be played but only in the cards room. Stake should not be more than 25 paise a point.

- (l) An officer may read a newspaper or a periodical at the table during breakfast and lunch but not at dinner.
- (m) Papers and periodicals should be returned to their proper places after reading. They should under no circumstances be removed to private rooms and bungalows.

Visitors and Guest

273. As a general practice everyone should not be invited to the mess. In this, officers must be selective. The permission of the President, Mess Committee to invite a guest to a unit function is necessary. Guest will be introduced to the President Mess Committee and any senior officer to him in the Mess.
374. On unit guest nights and other unit social functions in the mess, every member is the host. It is the duty of all members to see that no guest is left unattended.

DINNER NIGHTS

375. A dinner night in the mess is a parade and as such, no officer may sign out. The President Mess Committee can, however, give permission for officers to be absent due to any special reasons. Officers will be present atleast five minutes before the "mess call". Timing for mess calls are published and whenever possible bugler will blow the calls.
376. The normal accepted procedure for dinner nights is enumerated as under :-
- (a) A president and vice president will be detailed by the President Mess Committee.
 - (b) The Mess Havildar will report shriman khana tayyar hai to the president mess committee soon after the second call. The senior officer after allowing a few minutes for people to finish their drinks, will then lead the into the dining room in order of seniority. When guests are present they will be guided to their seats.
 - (c) Officer will sit after the senior officer is seated. The President will seat at the head of the table and vice president at the opposite end.
 - (d) An officer arriving late will report to the President for permission to take his place at the table. Places for late comers are left up to the end of the first course. Similarly, if for some very strong reasons an officers wishes to leave the table before the dinner is over, he will walk up to President and obtain the latter's permission before leaving.
 - (e) A senior dining member will be served first and then others in a clockwise manner.
 - (f) All empty plates after the first course will be removed before the next course.
 - (g) The table should be cleaned of everything except decoration before coffee is served. Cigarettes/ Cigars are then passed around. Officers will not smoke until the senior officer starts smoking or gives permission to smoke. It is improper to smoke a pipe in the dining room.
 - (h) During dinner, The president or vice president alone can give orders to mess havildar or waiters.
 - (i) Officers will only leave the table when the senior member has left the dining room. The president and vice president will leave after all officers have left the table. The vice president will be the last to leave the table.

- (j) There is no objection to an officer leaving the mess as soon as the dinner is over. But before leaving, he will ask for the permission and wish the senior dining member "Good Night"
- (k) No newspaper or periodical will be read by mess members before a dinner night in the anteroom. This may be done after dinner is over and the president has left.
- (l) Once a dinner night is over and members have left, the mess premises will be locked. No food or drinks will be served in the mess thereafter.

REGIMENTAL GUEST NIGHT

377. The procedure followed for a regimental guest night is similar to that for a dinner night, but the following points should be noted:-

- (a) A seating plan must be prepared and displayed in the anteroom. All officers should acquaint themselves with the plan. If an officer finds that a guest is sitting on his right, he should contact the guest and take him to the dinner and show him his seat. The sitting plan is never passed round to guests.
- (b) When placing guests at table, great care should be taken to seat them according to their seniority.
- (c) When dinner has been announced, the senior most will take the senior guest for dinner. Other guests will then be escorted, followed by the remaining members of the mess.
- (d) When sufficient staff exists, service should start from two convenient places at the same time.
 - (i) From the senior guest seated on the right of the senior host and move clockwise.
 - (ii) From second senior guest on the right of the second senior host move towards left.
 - (iii) Convenient places shown in appendix 'A' positions (X) and (Y) will change depending on the number of officers present.
- (e) After dinner, the table is cleared except for decorations, and one or more decanters of any non alcoholic drink are placed in the front of the President and the Vice President. Having remove the stoppers they pass the decanters in the clockwise direction and in turn each officer, after helping himself, passes the drinks to the left (clockwise) until eventually the decanters reach the President and the Vice President. The decanters should be passed quickly, so that all fill their glasses as soon as possible. It may be noted that the President and the Vice President help themselves last.

Note:- The toast to the PRESIDENT OF INDIA is drunk only with water.

Every glass being now filled, the President knocks once on the table for silence, he then stands up and addressing the Vice President, says "Mr. Vice President", the Vice President then stand and addressing all present, says "Gentlemen" (a pause till all officers have stood up). All officers are now standing to attention with filled glasses in their hands and if a band is in attendance, the first six bars of the National Anthem will be played. On conclusion, the Vice President says "The President". Lifting their glasses, all officers says "The President" and drink to the PRESIDENT'S health.

- (f) After the toast are drunk, coffee and cigarettes are served. Coffee may be served in the anteroom if desired.

- (g) Before the coffee is served, the Band Master or Drum Major may be invited to a drink in the dining hall. The invitation is extended for him to sit down on a chair to the right of the senior host. The senior host will instruct the bearer as to the nature of drinks to be brought. When it has arrived the senior host will pour out the Band Master/Drum Major the drink which the latter may respond by the words “Jai Hind Sahib”.
- (h) After coffee the senior host will ask the senior guest if he is ready to retire to the anteroom. On their leaving, all other officers and the guests will leave EXCEPT THE President and the Vice President. The Vice President will be the last to leave.
- (i) It is customary after diner on a guest night, for officers to move over to the Band and appreciate the music.

MUSIC - REGIMENTAL GUEST NIGHTS

378. When the chief guest arrives and the Brass Band is attendance the regimental slow march should be played. The regimental quick march should be played at the termination of the function. In case the pipe band is in attendance, the regimental quick march should be played at the end of the function. In all cases, when the regimental quick march is being played all officers should stand to attention.

**SUGGESTED SEATING PLAN
FOR
REGIMENTAL GUEST NIGHT**

VICE PRESIDENT

Fifth senior officer

Third senior guest

Senior Host

(X) Senior guest

Third senior officer



Fourth senior officer

Second senior guest
(Y)

Second senior host

Fourth senior guest

Sixth senior officer

PRESIDENT