

## MANUAL 4

### **NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS**

Basing on the legal powers and responsibilities as empowered to Police under Police Act and Cr.P.C., the various norms to discharge various functions at different levels are spelt out in details by the Nagaland Police Manual for various ranks from Const. to DGP which is followed by the Department.

Besides this, norms for discharge of functions, responsibilities & powers are governed by various govt. rules & regulations; notifications, Acts etc. While discharging official and lawful functions, officers should ensure that their decisions, actions are not in contravention of Govt. servants Conduct Rules

### STANDING ORDERS FOR NAP BATTALIONS

The efficiency of a Unit depends mainly on its leaders at all levels. It is the Unit Commanders 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. The authority of the Commanding Officer is paramount whether on or off parade. His decision is final as far as the Unit is concerned.

Notes 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 depends 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) Knowledge of Men: - The Unit Commanders should constantly endeavour to know 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.

(d) 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's 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.

(e) Treatment of Men: - While on duty, the Unit Commanders 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.

(f) Chain of Command: - All officers must observe proper chain of command. Inquiries into irregularities or breaches of discipline should be made through them.

(g) Manner of Reprimanding: - All terms must be carefully chosen when reprimanding a man for indiscipline. An officer must be tactful in awarding punishments.

(h) 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.

(I) 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.

(j) Office Routine: - Officers are responsible for the correctness of all papers and accounts initialled 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.

(k) 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.

(l) 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.

(m) 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.

(n) Saluting: - Officers should be very particular and take pride in giving and receiving salutes.

(o) Games: - Officers must take interest in all games and sports played by the men.