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असम राइफल्स विनियम 2016

ASSAM RIFLES REGULATION 2016

भाग 1

VOLUME 1

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PART I

CHAPTER I

SHORT TITLE, ORGANISATION AND CONTROL

1. **Short title, commencement and application**. (1) These regulations may be called The Assam Rifles Regulations, 2016.

(2) These regulations shall come into force on the date of their publication.

(3) These regulations shall apply to all persons subject to the Assam Rifles Act, 2006, wherever they may be.

2. **Definitions**. In these regulations, unless the context otherwise requires:-

(a) "Assam Rifles" means the Para Military Armed Force of the Union of India, which is raised and maintained as "Assam Rifles" within the meaning of Section 4(1) of the Assam Rifles Act, 2006 for ensuring the security of borders of India, to carry out counter insurgency operations in the specified areas and to act in aid of civil authorities for the maintenance of law and order and other matters connected therewith, and which is governed by the Assam Rifles Act, 2006, Assam Rifles Rules, 2010 and these Regulations.

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(b) "Commandant" means, except when used to denote the officer in command of a Unit as defined in Section 2 (1) (g) of Assam Rifles Act, 2006, the rank to which an Assam Rifles cadre officer may be promoted.

(c) "Deputation" means a period for which services of a person subject to the Assam Rifles Act is placed at the disposal of an organisation outside the Assam Rifles.

(d) "Extra Regimental Employment" means employment of an Assam Rifles person, other than an officer, within the Assam Rifles but outside the Assam Rifles regular Units to which he is assigned.

(e) "Formation" means Directorate General Assam Rifles, Inspectorate General Assam Rifles and Deputy Inspectorate General Assam Rifles.

(f) "Minor Unit" means an independent Unit commanded by an officer below the rank of colonel.

(g) "Officer Commanding Unit" means an officer commanding an independent minor Unit.

(h) “Other Ranks” means a person subject to the Assam Rifles Act, 2006, other than an Officer or a Subordinate Officer.

(i) “Regular Assam Rifles units” means ‘1 Assam Rifles’ to ‘46 Assam Rifles’ units including any other Assam Rifles units which may be raised in future.

(j) “Secondment” means employment of an Assam Rifles person on transfer, posting or deputation outside the Assam Rifles. Secondment may be temporary or permanent.

(k) “Sector” means the geographical area under the responsibility of a Deputy Inspector General of Assam Rifles.

(l) “Sector Commander” means the Deputy Inspector General of Assam Rifles in command of the Assam Rifles troops deployed in his Sector.

(m) “Soldier” means a person subject to the Assam Rifles Act, 2006, other than an officer.

(n) All other words and expressions used and not defined in these regulations but defined in the Assam Rifles Rules, 2010 shall have the same meaning as respectively assigned to them in the said Rules.

3. **Nature and composition of Assam Rifles**.

(a) Assam Rifles is a Para Military Force of the Union of India, which is raised on military lines with the intent of supplementing the armed forces of India both in war and peace. It functions as an ancillary to the military forces of India with the leadership drawn from the Army. It is organised, equipped and trained on the pattern of the Army.

(b) The Assam Rifles is composed of Officers, Subordinate Officers, Under Officers, other enrolled persons, civilian staff and other personnel on deputation with the Assam Rifles, who by the term of their appointment, enrolment, employment or otherwise are liable to render continuously for a specified term service in Assam Rifles in India or beyond India, for the security of borders of India, to carry out counter insurgency operations in the specified areas and to act in aid of civil authorities for the maintenance of law and order and the other matters connected therewith or incidental thereto.

4. **Establishments**. Establishments for peace are laid down in “Peace Establishments", which is issued periodically under the authority of Central Government.

5. **Organisation**. The Assam Rifles is organised as under:-

(a) Directorate General of Assam Rifles.

(b) Inspectorate General Assam Rifles.

(c) Assam Rifles Sectors.

(d) Assam Rifles Units.

(e) Training Establishments of Assam Rifles

(i) Assam Rifles Training Centre & School.

(ii) Assam Rifles Dog Training Centre.

(f) Administrative Units of Assam Rifles.

(i) Assam Rifles Composite Hospital.

(ii) Liaison Office Assam Rifles.

(iii) Assam Rifles Field Intelligence Unit.

(iv) Assam Rifles Administrative Support Unit.

(v) Assam Rifles Signal Unit.

(vi) Directorate General Security and Employment Company.

(vii) Assam Rifles Construction and Maintenance Company.

(viii) Maintenance Groups Assam Rifles.

(ix) Assam Rifles Work Shops.

(x) Dental Units Assam Rifles.

(xi) Assam Rifles Transit Camps.

(xii) Air Maintenance Detachment.

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6. **Directorate General Assam Rifles**. Directorate General Assam Rifles comprises of the following:-

(a) Director General Assam Rifles (Lieutenant General) and his Staff including the Military Secretary Branch.

(b) Additional Directorate General Assam Rifles (Major General) and his staff including the Secretariat.

(c) Branch headed by Brigadier (General Staff), consisting of the General Staff (Operations), General Staff (Intelligence) and the Signals Branch, each headed by a Colonel.

(d) Branch headed by Brigadier (Pers), consisting of 'A' Branch, Records Branch (including Unit Pay Accounts Office and Central Pay Bill Office) and Assam Rifles Group Insurance Scheme.

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(e) Branch headed by Brigadier (Administration), consisting of Quartermaster Branch, Provision Branch, Electrical Mechanical and Engineering Branch, Establishment Branch and Estate Branch.

(f) Medical Branch headed by Director Medical Assam Rifles, including the Colonel (Medical) and Chief Veterinary Officer.

(g) Engineer Branch, headed by Chief Engineer.

(h) Law Branch, headed by Chief Law Officer, including Deputy Chief Law Officer and Assistant Chief Law Officer.

(i) Finance Branch headed by Integrated Financial Advisor (IFA) Assam Rifles.

(j) Vigilance Branch headed by Staff Officer -1 (Vigilance).

7. **Inspectorate General Assam Rifles**. Inspectorate General Assam Rifles is headed by the Inspector General of the rank of Major General. The Inspector General is assisted by Deputy Inspector General of the rank of Brigadier alongwith staff officers known as Colonel General Staff (Col (GS)) and Colonel Administration (Col (Adm)).

8. **Assam Rifles Sectors**. Assam Rifles Sectors are headed by the Deputy Inspector General of the rank of Brigadier. The Deputy Inspector General is assisted by Colonel (Operation and Coordination) of the rank of Colonel and Commandant (Administration).

9. **Assam Rifles Units**. Assam Rifles Units are commanded by Colonel who is known as the Commandant. The Commandant is assisted by the Second-in-command (2IC), Adjutant and Quartermaster and other officers, besides a medical component.

10. **Assam Rifles Minor Units.**

(a) All Assam Rifles Minor Units are independent Units commanded by Officers of the rank of Lieutenant Colonel/Deputy Commandant (Assam Rifles Cadre Officer) or an officer of appropriate rank below the rank of Colonel, who are known as Officer Commanding Unit (OC Unit).

(b) Subject to the restrictions placed under Assam Rifles Act 2006, Assam Rifles Rules 2010 and these Regulations, Officer Commanding an independent Minor Unit shall have the same disciplinary powers as that of a Commandant.

(c) For the time being, following independent Minor Units exist in the Assam Rifles:-

(i) Assam Rifles Administrative Support Unit.

(ii) Assam Rifles Signal Unit.

(iii) 4 x Maintenance Groups Assam Rifles.

(iv) 4 x Workshops Assam Rifles.

(v) 15 x Dental Units Assam Rifles.

(vi) Air Maintenance Detachments.

(vii) Liaison Office Assam Rifles.

(viii) Assam Rifles Field Intelligence Unit.

(ix) Assam Rifles Construction and Maintenance Company.

(x) 7 x Assam Rifles Transit Camps.

(d) Notwithstanding the above, more independent Minor Units may be raised in the Assam Rifles.

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11. **Commandant**. Except where otherwise expressly provided in these Regulations, and except where the term “Commandant” is used to denote the rank of a Assam Rifles Cadre Officer, the Commandant of a person subject to the Assam Rifles Act is either:-

(a) The officer who has been appointed by higher authority to be a Commandant while able to effectively exercise his power as such, or

(b) Where no appointment has been made, the officer who is, for the time being in immediate command of:-

(i) The Unit to which the person belongs or is attached to, or

(ii) Any detachment or a distinct sizeable separate portion of a Unit with which the person is for the time being serving, and in respect of which it is the duty of such officer, under these Regulations or by the custom of the service, to discharge the functions of a Commandant/Officer Commanding.

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(c) With reference to minor Assam Rifles Units, as described in Para 2 (f) and Para 10 above, the term Commandant will include an Officer Commanding minor Assam Rifles Unit and he will discharge all functions and duties of the Commandant within the meaning of Section 2 (1) (g) of Assam Rifles Act, 2006.

12. **Delegation of powers of Commandant at the Formation Headquarters and Training Establishments**:-

(a) As per Rule 9 (7) of the Assam Rifles Rules, 2010, the Director General, Additional Director General, Inspector General, Deputy Inspector General and Additional Deputy Inspector General are empowered to specify one or more officers of the staff who shall exercise the powers of the Commandant respectively in respect of persons belonging or attached to his Headquarters/Directorate. Such appointment should invariably be made in writing and promulgated in Part - I Orders.

(b) In small Formation Headquarters, such as the Sector Headquarters, only one officer needs to be appointed to discharge the functions of the “Commandant” in respect of all personnel (including officers) posted to or attached with the said Formation Headquarters. In larger Formations Headquarters, however, it may be necessary to appoint two officers, one each to discharge the functions of the “Commandant” separately in respect of officers and persons below officer’s rank.

(c) As regards larger establishments and organizations, other than Formation Headquarters, the next senior most officer on the strength of the establishment or organization may be appointed to discharge the functions of the “Commandant”, ex-officio, in respect of persons posted to or attached with the Headquarters of said establishment/organisation.

(d) In absence of the officer appointed as ex-officio “Commandant” under sub Para (a) and (b) above, the officer for the time being officiating in place of said officer will discharge the functions of the “Commandant” during the period while he is so officiating, unless a fresh appointment is made in this behalf in accordance with Sub Para (a) or (b) above.

13. **Control**.

(a) The overall control of the Assam Rifles will be vested with the Ministry of Home Affairs, Government of India through the Directorate General of Assam Rifles, who will be an officer of the rank of Lieutenant General belonging to the regular Army.

(b) The Director General Assam Rifles will be responsible to the Central Government, through the Ministry of Home Affairs, for the command, discipline, recruitment, training, organisation, administration and operational preparation of the Force.

(c) Functionally the Inspectorate General Assam Rifles, which are under Directorate General of Assam Rifles, will be under the operational control of the Army/Ministry of Defence and administrative control of the Ministry of Home Affairs through the Directorate General Assam Rifles.

14. **Control within Assam Rifles**.

(a) The following elements will be directly under the command and control of Directorate General Assam Rifles:-

(i) Training Establishments.

(aa) Assam Rifles Training Centre & School.

(ab) Assam Rifles Dog Training Centre.

(ii) Administrative Units.

(aa) Assam Rifles Administrative Support Unit.

(ab) Assam Rifles Signal Unit.

(ac) Assam Rifles Field Intelligence Unit.

(ad) Assam Rifles Construction and Maintenance Company.

(ae) Maintenance Groups Assam Rifles.

(af) Work Shops Assam Rifles.

(ag) Assam Rifles Composite Hospital.

(ah) Dental Units Assam Rifles.

(ai) Liaison Office Assam Rifles.

(aj) Assam Rifles Transit Camps.

(ak) Air Maintenance Detachments.

(al) Directorate General Security and Employment Company.

(iii) Any other Unit or Establishment placed under the direct command and control of Directorate of Assam Rifles.

(b) All administrative and training aspects of Inspectorate General Assam Rifles, Sectors and Units placed there under will be under the direct control of Directorate General Assam Rifles. They will also simultaneously inform about all operational and intelligence matters to Directorate General Assam Rifles as is being reported to the Army.

(c) Detailed command and control channels for each subordinate formations, Units and establishments will be laid down by Directorate General Assam Rifles from time to time.

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CHAPTER II
DUTIES OF COMMANDERS, STAFF, ADVISERS, DIRECTORS AND REGIMENTAL OFFICERS

SECTION I - DUTIES OF OFFICERS AT DIRECTORATE GENERAL ASSAM RIFLES

15. **Director General**. He is the head of the Force and he:-

(a) is responsible for exercising overall command and control over the Force.

(b) is the ex-officio Security Advisor to the North Eastern Council of India.

(c) is responsible for the environment management through liaison and interaction with Ministry of Home Affairs, Ministry of Defence, Integrated Headquarters of Ministry of Defence (Army), Headquarter Eastern Command, State Governments of North Eastern States and North East Council for smooth and effective functioning of the Force.

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(d) exercise financial powers of Competent Financial Authority (CFA) as defined by Government of India from time to time.

16. **Additional Director General**. Duties of the Additional Director General Assam Rifles are to:-

(a) assist the Director General Assam Rifles in the performance of his duties.

(b) deputies for the Director General Assam Rifles when so required.

(c) oversee and co-ordinate the functioning of all branches at Directorate General Assam Rifles.

(d) exercise financial powers on behalf of the Director General when so delegated under Rule 13 (3) of Delegation of Financial Power Rules (DFPR), 1978.

(e) function as Chief Vigilance Officer of the Force.

(f) function as Chief of Staff in respect of all staff/branches at Directorate General Assam Rifles.

(g) officiate as Director General Assam Rifles in absence of the permanent incumbent.

(h) to initiate/endorse the confidential reports, as IO/RO/SRO as the case may be, of all Staff Officers posted to Directorate General Assam Rifles.

17. **Brigadier General Staff (Brig (GS))**. Brigadier General Staff (Brig (GS)) will be responsible for the efficient execution of operational tasks, intelligence tasks and communication in the Force and will deal with the following aspects:-

(a) All operational matters.

(b) Coordinates briefings of the Director General to Union Home Minister, Union Home Secretary or other senior government functionaries.

(c) Coordinates briefings of the Director General to Standing Committee of Parliament for Ministry of Home Affairs and reply to all Parliamentary questions.

(d) Coordinates selection of manpower for United Nation Mission, their Pre Induction Training, final deployment and their requirements in course of duties in the Mission area.

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(e) Maintain the authorisation and optional holding of all weapons, equipments and vehicles held by the Force and rationalize the same between Units where so required.

(f) Be responsible for reviewing of Peace Establishments and framing Policy of the Force.

(g) Preparation of Intelligence update for Multi Agency Centre Meeting on North East held every month at Multi Agency Centre Conference Room, North Block, New Delhi.

(h) Establish an effective human intelligence network in the North East towards furthering the aim of effective management of the Indo-Myanmar border and counter insurgency operations.

(i) Coordinate with other intelligence agencies in the area of operations and as the Lead Intelligence Agency for the Indo-Myanmar border, develop the ability to synergize the effort by holding Lead Intelligence Agency Meetings at operational (quarterly) and functional (monthly) basis.

(j) Collection, collation and dissemination of intelligence from sub-ordinate headquarters, Units and other Government agencies and also information about the modus-operandi and propaganda being used by the agents and remedial measures to counter it.

(k) Coordinate media management through Public Relations Officer.

(l) Prepare and coordinate Staff Duty Relief movement of Unit every year.

(m) Supervise all training matters and issue training policies and their implementation for the Force.

(n) Advises the Director General on all matters pertaining to Psychological Operations and ensure that the policies and orders on the subject are adhered to.

(o) Exercise control over Assam Rifles Field Intelligence Unit through Commandant ARFIU.

(p) Exercise control over Assam Rifles Signal Unit through the Chief Signal Officer.

(q) Ensure proper utilisation of funds allotted.

(r) Supervise, update and formulate policies on border management as directed by Director General and Additional Director General Assam Rifles.

(s) Process temporary duty move sanction in respect of Officers/Junior Commissioned Officers/Other Ranks including Civilian Officers and Staff.

(t) Monitor and control Education Branch activities and upgradation of education qualifications of troops through Indira Gandhi National Open University.

18. **Brigadier Personnel (Brig (Pers))**. Brigadier Personnel (Brig (Pers)) is responsible for the discipline and personnel matters of the Force and deals with the following aspects:-

(a) Assist and advise Director General in relation to the activities of various branches that function under Personnel Branch.

(b) Manpower planning to include recruitment of combatants, posting, retirement and advance planning for future recruitment and career planning and promotion of all combatants except Assam Rifles Cadre Officers in the Force.

(c) Ensure maintenance of personal records of Subordinate Officers, Under Officers, troops and civilians.

(d) Ensure proper utilization of the Regimental and public funds allotted/held.

(e) Monitor and control the functioning of Unit Pay and Account Office/Central Pay Bill Office/Personnel Management System cell to ensure proper accounting and maintenance of pay rolls of Assam Rifles personnel.

(f) Monitor functioning of Assam Rifles ex-servicemen association to ensure interests/problems of ex-servicemen of Assam Rifles in India and Nepal are looked after.

(g) Monitor functioning of Welfare and Rehabilitation Board and related matters.

(h) Monitor functioning of Assam Rifles Group Insurance Scheme through Director, Assam Rifles Group Insurance Scheme on smooth functioning of Assam Rifles Group Insurance Scheme as per the directions/guidelines issued by the Board of Directors.

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19. **Brigadier Administration (Brig (Adm))**. The Brigadier Administration (Brig (Adm)) is responsible for the efficient administration of the Force and deals with the following aspects:-

(a) Logistics including provisioning, supply and management of rations, clothing, equipment, fuel oil and lubricants, air-maintenance and transport other than Unit transport.

(b) Monitor functioning of Administration, Quarter Master, Provision, Electrical Mechanical Engineering Branch and Estate Branch including Transit Camps (Guwahati, Kolkata and Liaison Office Assam Rifles).

(c) Exercise control over Maintenance Group Assam Rifles, Workshops and Transit Camps.

(d) Functioning of maintenance groups and workshops including Delivery Points.

(e) Office requisites including office administration.

(f) Exercise command and control over Assam Rifles Administrative Support Unit and Directorate General Assam Rifles Establishment.

(g) Functions as Station Commander of Laitkor, Laitmukhrah and Happy Valley Garrisons.

(h) Function as CFA for all Public Funds expenditure less works funds upto Rupees one crore per transaction.

(i) All cases related to land/Estate.

20. **Director Medical (Dir (Med))**. The Director Medical (Dir (Med)) is the head of the Medical and Veterinary services of the Assam Rifles and is the advisor to the Director General Assam Rifles in all matters pertaining to health of the Assam Rifles. His duties are as follows:-

(a) He will decide on all technical matters pertaining to the medical services submitted to the Director General that do not require approval of the Ministry of Home Affairs.

(b) He will lay down the policy for technical training of all categories of medical and dental personnel in the Assam Rifles and ensure its implementation.

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(c) He will keep himself informed of the incidence of disease, especially epidemic disease amongst troops of the Assam Rifles and will recommend steps to be taken for the prevention and mitigation of disease among troops and their families.

(d) He will exercise close supervision over the proceedings of all medical boards, including invaliding medical boards and critically examine all documents before approving them. He will be the authority for condonation of delay in holding boards in respect of Subordinate Officers and Under Officers. He will be the approving authority for Annual Medical Examination (AME)/Periodical Medical Examination (PME)/Pre DPC Medical Examination/Re-categorisation Boards of all Assam Rifles Cadre Officers/Assam Rifles Medical Officers (ARMOs).

(e) He will oversee demand for funds for central local purchase of medicines and equipment as per laid down policy and ensure timely expenditure of funds allocated. He will oversee procurement of drugs/equipment and ensure there are no procedural lapses.

(f) He will sanction medical store indents of the entire Force, placed on Armed Forces Medical Stores Depot (AFMSD). He will be the approving authority for the condemnation boards of medical stores.

(g) He will carry out technical inspection of medical and dental establishments of Assam Rifles.

(h) He will be responsible for all administrative work pertaining to Unit para medical staff from their recruitment to retirement.

(i) He will be responsible and accountable for overall smooth functioning of Medical Branch, Directorate General.

21. **Internal Financial Advisor (IFA)**.

(a) The Internal Financial Advisor (IFA) shall be the head of the Finance Branch at Directorate General Assam Rifles. Roll and duties of the Internal Financial Advisor (IFA) shall be laid down in the Appendix II of the "Delegation of Financial Rules 1978, and shall, inter alia, include:-

(i) Preparation and scrutiny of budget proposals for the Force and their subsequent allocation and re-allocation to the various Branches and Units/Formation of Assam Rifles.

(ii) To watch and review the progress of expenditure against sanctioned grants.

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(iii) To screen the proposals for supplementary demands for grants.

(iv) To advise the designated competent financial authority on all matters falling within the field of delegated powers.

(v) All sanctions issued by the designated competent authority in exercise of delegated powers shall clearly indicate that they issue after consultation with the IFA.

(vi) To scrutinize proposals for re-delegation of powers to subordinate authorities.

(vii) He shall be closely associated with the formulation of schemes and important expenditure proposals from their initial stages.

(viii) He shall be associated with the evaluation of progress/performance of projects and other continuing schemes, and to ensure that such evaluation studies are taken into account in the budget formulation.

(ix) To watch the settlement of audit objections, Inspections reports, draft audit paras, etc. and to ensure prompt action thereon.

(x) To screen all expenditure proposals required to be referred to the Ministry of Home Affairs for concurrence or comments.

(b) The Finance Branch shall assist the IFA in the exercise and discharge of his duties and shall also ensure that:-

(i) Provisions as laid down in the General Financial Rules (GFR) and other Rules and regulations issued by the Government of India are adhered to;

(ii) Budgetary limit as authorized are not exceeded.

(c) These duties and functions of the IFA and the Finance Branch shall be governed by extant Rules and Regulations in this regard and shall be subject to modifications thereon by the Government of India.

22. **Colonel Military Secretary (Col (MS))**. The Colonel Military Secretary (Col (MS)) is responsible for:-

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(a) Issue of tour programme of Director General Assam Rifles in consultation with General Staff - Staff Duties Branch.

(b) Process the Statutory/Non Statutory Complaints on MS matters of the Army Officers on deputation with the Assam Rifles.

(c) All representations concerning posting/transfer and promotion of Assam Rifles Cadre Officers, Assam Rifles Medical Officers, Civil Medical Officers and Dental Officers.

(d) To initiate/review Annual Confidential Report in respect of Subordinate Officers and Clerical Staff serving in Secretariat of Director General Assam Rifles.

(e) Issue of Channel of Reporting of all officers serving in Assam Rifles including regular Army officers on deputation.

(f) In addition to the above duties, the Col (MS) shall be overall responsible for the coordination and functioning of the Military Secretary Branch of the Director General Assam Rifles.

23. **Colonel General Staff Operations (Col GS (Ops))**. Colonel General Staff Operations (Col GS (Ops)) will be responsible for the following:-

(a) Will functions as the head of the General Staff (Operations) Branch and will exercise control over the following sections:-

(i) Operations Sections under GSO-1 (Operations).

(ii) Staff Duties Section under GSO-1(Staff Duties).

(iii) Equipment Management and Peace Establishment under GSO-1 (EM&PE).

(iv) Training Section under GSO-1 (Training).

(v) Psychological Operations under GSO-1 (Psy Ops).

(vi) Public Relations Office Cell under PRO.

(vii) Education under GSO-1(Edn).

(viii) United Nations Mission Cell under OIC (UN Cell).

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(b) He will supervise the following functioning of all personnel in the branch and particularly deal with the following:-

(i) Briefing and Conferences pertaining to operational matters.

(ii) Allotment of Secret Service Fund (SS) to Headquarters and Units under Command.

(iii) Allotment of Professional Training Grant (PTG) and Education. Training Grant (ETG) to Headquarters and Units under command DGAR.

(iv) Distribution of vehicles and central stores to the Units and Formations.

(v) Sports, tournaments and sports fund.

(vi) Move sanctions for temp duty.

(vii) New Raising, re-organisation and disbandment of Inspectorates General/Sectors/Units.

(viii) Conduct of Assam Rifles Commanders Conference and IGs Conference.

(ix) Replies of Parliamentary Queries to MHA.

(x) Prepare, get approved and promulgate the SD Relief Plan.

24. **Colonel General Staff Intelligence (Col GS (Int))**. Colonel General Staff Intelligence (Col GS (Int)) is responsible for the following:-

(a) Collation and dissemination of requisite intelligence inputs to various Formations.

(b) Oversee Multi Agency Centre (MAC) & Subsidiary Multi Agency Centre (SMAC) Meetings at Ministry of Home Affairs and State Levels respectively.

(c) Preparation of Monthly Demi Official letter from DG AR to Home Secretary covering important operational and intelligence aspects.

(d) Processing of applications regarding visit abroad on leave in respect of all ranks of Assam Rifles.

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(e) Issue of Identity Card to Serving/Retired Army and AR Cadre Officers.

(f) Oversee Lead Intelligence Agency (LIA) meetings at all Assam Rifles Formations deployed in Border Guarding role.

(g) By virtue of his appointment as Col GS (Int), he is also the ex-officio Commandant of Assam Rifles Field Intelligence Unit (ARFIU). In that capacity, Col GS (Int) shall ensure that periodic Field Security Checks of all Units/ Establishments/Formations of Assam Rifles are carried out in accordance with the instructions issued by the Directorate General Assam Rifles from time to time.

25. **Colonel Administration (Col (A))**. Colonel Administration (Col (A)) is the Head of the ‘A’ Branch. He will be responsible for the following matters:-

(a) **Service Matters**. All service related matters of Assam Rifles personnel from recruitment to retirement including the following:-

(i) Terms & Conditions of Service.

(ii) Policies governing pay and allowances.

(iii) Promotion policies.

(iv) Implementation and amendment of Recruitment Rules.

(v) Processing of statutory/non statutory complaints, petitions and re-presentations of Army as well as Assam Rifles cadre officers.

(vi) Selection of Subordinate Officers/Under Officers/other enrolled person for appointment of Assistant Commandant through Limited Departmental Competitive Examination (LDCE).

(vii) Circulation/clarifications of government orders/circulars.

(viii) All matters concerning pay and allowances, terms and conditions of all personnel in the Force.

(ix) Submission of various reports/returns to the Ministry.

(x) Coordinate the sanctioning of annual leave of Deputy Inspector General and Inspector General.

(xi) The safe custody of all documents to include confidential documents held on charge of the Branch.

(xii) Provision of manpower for ceremonial functions like Republic Day Parade, Assam Rifles Day.

(b) He has the overall responsibility in respect of:-

(i) Documentation and notification in respect of all Army and Assam Rifles cadre officers.

(ii) Property returns of Officers and Subordinate Officers.

(c) **Management of Funds**.

(i) Overall responsibility of budgeting of Regimental Funds of all Units in the Force through Inspector General Assam Rifles (North), Inspector General Assam Rifles (South), Inspector General Assam Rifles (East) and an independent Sector Headquarters i.e. 25 Sector AR for Units under their command.

(ii) Approval of Regimental Budgets in respect of Units directly under command of Directorate General Assam Rifles.

(iii) Allotment of various public funds to Units and Sector/Inspector General Assam Rifles Headquarters.

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(d) **Welfare matters**. He oversees the following:-

(i) Welfare of service/ex-service personnel.

(ii) Honours and Awards.

(iii) Cash awards/honorarium.

(iv) Family welfare activities in the Force.

(v) Investiture Ceremony.

(vi) Assam Rifles Group Insurance Scheme (ARGIS).

(e) Organisation and conduct of recruitment rallies.

26. **Colonel Records (Col (Records)).** Colonel Records (Col (Records)) is head of Records Branch and he is responsible for:-

(a) Efficient and smooth functioning of Records Branch.

(b) Advising the Director General for taking policy decisions in regards to recruitment, postings, deputations, promotions, Assured Career Progression (ACP)/Modified Assured Career Progression (MACP), maintenance of Annual Confidential Reports (ACRs), documentation of Subordinate Officers, Under Officers and other enrolled persons, pensions, automation and all other related service matters in respect of personnel of Force.

(c) All types of pension cases in respect of Civil Officers/Staff and Assam Rifles personnel. Pension group of Records Branch functions under his supervision.

(d) To check weekly progress of Documentation Group with regards to entries of BRO Part II Orders in sheet rolls.

(e) All types of promotions are ordered by Colonel (Records) after approval of in respect of persons other than officers Departmental Promotion Committees (DPCs).

(f) To approve the posting of all Assam Rifles personnel including civilian staff.

(g) To liaise with Pay and Account Office Assam Rifles, Ministry of Home Affairs, Central Pay and Account Office (CPAO), New Delhi regarding pension matters to settle the cases expeditiously.

(h) To render advice to Unit Commanders on service matters and all other career management aspects of Assam Rifles personnel other than officers.

(i) To ensure maintenance of policy files/guards book.

(j) To ensure timely and prompt replies to letters received from Ministry of Home Affairs/Very Important Persons (VIPs).

(k) To advise Presiding Officers and Members for smooth conduct of Recruitment Rallies.

(l) To carryout monthly inspection of all the Groups of the records office.

(m) To carryout quarterly inspection of registers and Long Rolls.

(n) To monitor and oversee the functioning of Unit Pay and Accounts Office (UPAO) and initiate the Confidential Reports, as the initiating officer (IO), of the officer-in-charge and all other officers of the said offices.

(o) He shall also be responsible for overall administration of Central Pay Bill Office (CPBO) Assam Rifles.

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27. **Chief Law Officer (CLO)**. Chief Law Officer (CLO) will perform the following duties:-

(a) Act as Chief Legal Advisor to the Director General Assam Rifles and render advice on all legal matters pertaining to Force Law and related aspects including Civil Law, Military Law, Laws of War, Human Rights, Counter Insurgency and Border Guarding.

(b) Act as Legal Advisor to warrant holders empowered to convene General and Petty Assam Rifles Courts under the Assam Rifles Act.

(c) Render advice to different branches of the Directorate General Assam Rifles on matters relating to discipline, contracts, arbitration, Memorandum of Understanding (MoU), court cases and other legal matters pertaining to the Force as and when referred to Law Branch.

(d) Drafting of Legislation including amendments in relation to Force Law, Rules and Regulations.

(e) Advise on disposal of disciplinary cases where trial under the Assam Rifles Act is recommended/contemplated.

(f) Advise on Appeals and Petitions against findings and/or sentences of Force Courts.

(g) Appoint/detail Law Officer for General/Petty Assam Rifles Court.

(h) Issue of commission for examination of witnesses.

(i) Vetting Affidavits/Directions on Disciplinary matters/Contracts/Agreements/ Memorandum of Understanding (MoU) entered by the Assam Rifles.

(j) Assist in training of Assam Rifles personnel in legal aspects pertaining to discipline, human rights and defence of court cases.

(k) Monitor and handling litigation on behalf of Assam Rifles and ensure its proper and effective defence in Supreme Court/High Courts/Lower Courts/MACT/ CAT/Arbitration.

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(l) Render legal advice to various branches in the Directorate for effective management of court cases.

(m) Monitor all potential cases of contempt where officers of MHA/Assam Rifles are likely to be respondents so that judgments/orders are either complied with or appeals are filed within stipulated period of limitation.

(n) Liaise with MHA/MoL&J/Government Law Officer to obtain advice on all important legal matters from the Ministries.

(o) Ensure maintenance and updation of the law library.

(p) Maintain list of Government Law Officers, Government Counsels and Government Pleaders in various courts in the country.

(q) Advise on disciplinary cases pertaining to civil cadre of the Assam Rifles staff under Central Civil Service (Classification, Control and Appeal) Rules.

(r) Act as the Designated Authority to monitor Court cases of the Force.

28. **Colonel Provision (Col (Prov)).** Colonel Provision (Col (Prov)) is responsible for:-

(a) Advise and assist Brigadier (Administration), Additional Director General and Director General on all Ordinance related matters.

(b) Handle all matters pertaining to central provisioning and procurement of all general stores and clothing items.

(c) Procurement of Control Stores, Vehicles, Arms and Ammunition based on projections by GS Branch.

(d) Procurement of Tyres, Tubes, Batteries and Canopies for the Force.

(e) Co-ordinate the procurement under Modernisation Plan and Border Surveillance Plan of Assam Rifles in conjunction with GS Branch.

(f) Disposal of all unserviceable and unwanted inventory including vehicles and ammunition.

(g) Liaise with MHA/Army Headquarters/Directorate General Ordinance Factories/Directorate General Supplies and Disposal and Trade.

29. **Colonel Electrical and Mechanical Engineer (Col (EME))**. Colonel Electrical and Mechanical Engineer (Col (EME)) will perform the following duties:-

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(a) Act as an Advisor to the Director General and Brig (Administration) on all Electrical and Mechanical Engineers (EME) matters.

(b) Obtain approval of Additional Director General/Director General through Brigadier (Administration) on all policy matters pertaining to Electrical and Mechanical Engineers (EME), issue the same and ensure their implementation in letter and spirit by way of various feedback reports.

(c) Organise and co-ordinate the technical training of Electrical and Mechanical Engineers (EME) personnel, be it at Army establishments or at manufacturer’s premises/workshop or Assam Rifles Institute of Technology (ARIT).

(d) Formulate technical specifications in respect of all types of vehicles required by the Force, i.e. buses, load carriers, water carriers, recovery equipment, fire tenders etc.

(e) Allocate and control the fund expenditure of the main workshops, Field Workshops and Unit Repair Organisations (UROs) under budget head 04.00.51 Motor Vehicles (General). Assist Finance Branch in allocation and subsequent monitoring of funds under this head in respect of all other Units of the Force.

(f) Scrutinise all financial proposals received from the workshops which are beyond the financial power of Inspector General/Sector Commander. After

scrutinizing the above proposals, seek approval of Director General/Additional Director General/Brigadier (Administration) as per delegation of financial powers by Ministry of Home Affairs from time to time.

(g) Ensure safe custody of all documents including confidential/secret documents held by the Branch.

30. **Chief Engineer (CE)**. Chief Engineer (CE) is advisor to Director General on Works and Engineer services. He will be responsible for:-

(a) Speedy planning and execution of works and maintenance services for the Force.

(b) Ensuring correct observance of works procedures, codal formalities and financial regulations.

(c) Estimating, designing and planning of major projects.

(d) Technical control over Assam Rifles Construction and Maintenance Company.

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31. **Chief Signal Officer (CSO)**. The Chief Signal Officer (CSO) is the head of Communication and Information Technology (IT) in the Force and has the following duties to perform:-

(a) Acts as an adviser to Director General on all Signal matters in the Force.

(b) As senior most Signal Officer of the Force, he may render advice to all formation commanders and Unit commandants on Signal matters as considered necessary.

(c) Planning and provisioning of signal communication in the Force, including laying down the communication policy, communication scales and hiring of BSNL circuits. He will effect ‘measures’ to ensure signal security in the Force. He is responsible for frequency allocation to all Assam Rifles users.

(d) Planning and provisioning of information technology system and projects for networking and proliferation of information technology in the Force and efficient functioning of the official machinery of the Force with the help of IT systems for better decision making in near real time.

(e) Planning and provisioning of cipher cover to the Force, including arranging of cipher documents from Headquarters Eastern Command and its distribution.

He is also responsible for annual cipher inspection of all formation headquarters/ Units holding cipher documents.

(f) Processing cases pertaining to Peace Establishment/Peace Equipment Table concerning signal equipment in the Force, laying down functional equipping policy, selection, procurement, issue, repair and maintenance of signal equipment in the Force.

(g) Planning and execution of Annual Technical inspection of signal equipment of all Units through the Technical Officer Telecommunication/ designated Signal officer including condemnation of unserviceable equipment and spares.

(h) Preparation of budget/revised estimates to cater for the requirements of BSNL payments for Directorate General Assam Rifles and equipment/spares payment for the entire Force. He will also process procurement/payment sanctions with Finance and Directorate General. Processing of BSNL bills will also be done by him.

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(i) Laying down the Signals manning policy for implementation by Records for meeting the functional requirements of accepted communication commitments of all Units. He will also liaise with Directorate General of Signals and Signals Training Centre to ensure release of vacancies for training of Assam Rifles Signal personnel. He should also decide upon remustering requirements of signals trades other than Operator Radio and Line and take necessary action for remustering.

(j) Laying down training policy for Signals Training Wing at Assam Rifles Training Centre including planning of signals instructional courses and laying down and updating syllabi of operator Radio and Line and Cipher courses conducted at Assam Rifles Training Centre. He will also arrange, through General Staff Branch, vacancies on Army upgrading courses for Signals trades other than Operator Radio and Line and Operator Cipher.

(k) Identifying areas for automation, procurement of equipment to meet automation requirements within the Force, selection of suitable personnel through aptitude tests and conducting their initial training at Electronic Data Processing Cell and arranging further training at National Informatics Centre/National Crime Records Bureau etc. He will also render advice on Electronic Data Processing matters to all Assam Rifles users.

(l) Supervision of Signals Branch including all Signals Officers employed at Formations/Assam Rifles Training Centre.

(m) Exercise technical control over Assam Rifles Signal Unit.

32. **Colonel Medical (Col (Med))**. Colonel Medical (Col (Med)) will assist the Director (Medical) in all matters related to Medical Branch. In the absence of Director (Medical), he officiates as Director (Medical) and performs all duties of Head of Medical services in the Force in addition to his duties as given below:-

(a) He will scrutinize medical store indents of the entire Force, placed on Armed Forces Medical Stores Depot (AFMSD). He will recommend to Director (Medical) for the condemnation boards of medical stores.

(b) He will process the requests for medical advance for medical treatment and also process claims for medical re-imbursement.

(c) He will be responsible for all correspondence on official matters (except matters related to posting and transfer) in respect of contractual Medical Officer's serving in Assam Rifles, Assam Rifles Medical Officers (ARMOs), and Veterinary Doctor.

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(d) He will plan, procure and issue of Medical and Dental stores for the whole Force in consultation with Director Medical.

(e) He will be responsible for detailment of ARMOs on course/CME Programmes/Workshops or any other training programme to enhance/update their professional skills/knowledge.

(f) He will carry out health inspections of Units and submit reports to the Director (Medical).

(g) He will on the occurrence of any serious outbreak of communicable disease, make investigation without delay and if necessary visit the locality of the outbreak where in conjunction with the service and civil health authorities he will enquire into the cause and circumstances of the outbreak and advise them regarding control and preventive measures.

(h) He will coordinate; monitor all health programmes of Ministry of Health and Family Welfare in vogue for implementation in the Force where applicable.

(i) He will liaise with Civil Health Departments of all North Eastern States regarding latest developments in Medical Science, Health Programmes and outbreak of any disease of public health significance or otherwise having high morbidities and mortality rate.

33. **Director Assam Rifles Group Insurance Scheme (Dir (ARGIS))**. Director Assam Rifles Group Insurance Scheme (Dir (ARGIS)) is the head of department of Assam Rifles Group Insurance Scheme. He will perform the following duties:-

(a) He will be the administrator and be overall responsible for functioning of Assam Rifles Group Insurance Scheme.

(b) He will provide speedy financial assistance under the relevant Assam Rifles Group Insurance Schemes to the families of the members who die while in service.

(c) He will provide lump sum terminal benefits at the time of retirement/ discharge to members.

(d) He will undertake from time to time schemes/measures for the welfare of serving Assam Rifles personnel from the Assam Rifles Group Insurance Scheme fund after approval by the Directorate General Assam Rifles who is the Chairman of the Board of Trustees.

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(e) He will ensure proper functioning of Automation Package of Assam Rifles Group Insurance Scheme.

(f) He will ensure timely receipt of subscription amount from Pay and Account Office (Assam Rifles), entry of schedule, bifurcation of subscription amount, payments to pensioners and Next of Kin and investment of funds after the approval of the chairman, Board of Trustees.

(g) He will ensure closing of all the Assam Rifles Group Insurance Scheme accounts on the last working day of the month and taking out monthly balance sheets.

(h) He will be responsible for carrying out annual audit of all the accounts by the auditors.

(i) He will interact with the actuary and seek advice regarding investments and change of any policy.

(j) He will conduct annual general body meeting of Assam Rifles Group Insurance Scheme as per the directives, prepare minutes and get them approved.

(k) He is responsible for the safe custody of all Fixed Deposit Receipts of Assam Rifles Group Insurance Scheme and Assam Rifles Ex-Servicemen’s

Association Directorate kept in Regimental Treasury Chest (RTC) and carry out physical checking once in a month.

34. **Head of Office (HOO)**. The Director General Assam Rifles may detail an Officer to perform the duties of Head of Office (HOO) who will also perform the duties of Commandant (Administration) at the Directorate General Assam Rifles. The HOO will be responsible to the Brigadier (Administration) in the matters of administration and discipline of the staff, both combatants and civil staff, posted or attached to Directorate General Assam Rifles other than officers. In addition, he shall be responsible for the following:-

(a) Security of Directorate General Assam Rifles including implementation of security orders issued on the subject from time to time. He will be responsible to prevent any breach of such instructions.

(b) Supervision and control of all duties performed by those under his command and will be held accountable and responsible for the security and conditions of all public buildings, arms, equipments and stores held on the charges of Establishment Branch.

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(c) Ensuring that stores and equipment are complete and in accordance with the authorised establishment. He will bring to the notice of Brigadier (Administration), or Officer so appointed, all losses, damages and defects which he will be unable to rectify.

(d) Ensuring that no delay occurs in publishing/reporting of casualties affecting individual's service, pay and other entitlements. He will also be responsible for initiating casualties return for the Army Officers serving in the Directorate. He will also ensure that documents of Assam Rifles personnel held in Establishment Branch are maintained and kept upto date.

(e) Ensuring correct receipt, issue, accounting and stocking of all supplies, stores and equipment held on his charge.

(f) Drawals, disbursement and maintenance of cash and accounts in accordance with rules and relevant instructions. Further, he will ensure the following:-

(i) The safe custody of cash, drafts, cheques and postal orders;

(ii) That the Treasury Keys will only be held by Establishment Officer and the cashier as authorised and that current regulations regarding the safe custody of cash are followed.

(iii) That no unauthorized personnel have an access to public money, drafts, cheques or postal orders.

(iv) That action has been taken to settle all audit objections relating to accounts which have been received from audit authorities.

(v) Proper utilization of all public funds and its quarterly audit.

(g) Publication of Part I Orders. He will also acquaint all concerned with changes in the regulations and orders issued from time to time.

(h) Initiation/review of Annual Confidential Reports of the staff working under him, as applicable.

(i) Issue convening order for Boards and Courts of Inquiry as per requirements of branches after approval by the competent authority.

(j) Allotment of accommodation to Officers.

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35. **Commandant (Quartermaster).** Commandant (Quartermaster) is Head of branch of ‘Q’ Branch and he assists the Brigadier (Administration) in the discharge of his duties. In addition, the Commandant (Quartermaster) shall be responsible for the following:-

(a) Monitor and supervise the overall functioning of ‘Q’ Branch.

(b) Timely publication of Tender Notice for finalisation of contracts pertaining to following items:-

(i) Dry ration (rice, dals, salt, sugar, atta etc).

(ii) Fresh rations (group ‘B’, ‘C’, & ‘F’ rations).

(iii) Tetra Packed Milk (TPM) and Whole Milk Powder (WMP).

(iv) Tinned ration.

(v) Animal ration including dog feed.

(vi) Meals Ready to Eat (MRE).

(vii) Hygiene and chemicals.

(viii) Petroleum, Oils and Lubricants (POL), empty jerricanes, barrels etc.

(ix) Cooking appliances such as Gas Stove and provision of gas cylinder from Indian Oil Corporation (IOC) etc.

(x) Hiring of Civil Hired Transport (CHT) vehicles for carriage of stores including ration, troops for regular movement with convoys and during turnover of Units. The civil hired transports are also provisioned for visit of Senior Officers.

(c) Completion of all contractual formalities prior to commencement of contracts.

(d) Maintaining close liaison with the Indian Oil Corporation to ensure regular supply of petroleum products to the Units.

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(e) Scrutiny of proposals received from Units for employment of porters for water carrying duties.

(f) Policy matters on postal cover to Assam Rifles Units by Army Postal Service.

(g) Policy matters and finalization of Non Canteen Stores Department (CSD) canteen contracts of all Sector Headquarters/Units.

(h) Allotment of seats in Assam courier and ensure that seats are allotted to Army Officers/personnel on deputation, once in a year and preferably on casual leave.

(i) Settlement of audit observation raised by various audit authorities on ‘Q’ matters.

(j) Management of Annual budget under head 01.02.02 Wages, 01.02.14 Rent, Rate and Taxes, 01.02.23 Cost of Rations, 01.02.24 POL, 01.02.50 Other Charges (Voted) and 01.02.52 Machinery and Equipments.

(k) Process cases of payment of ration money in lieu of rations to Army Officers at special/ordinary rates as applicable and publication of station orders thereof.

(l) Condemnation board proceedings of animal transport and write off losses including air drop losses.

(m) Allotment of Separated Family (SF) accommodation at New Delhi as well as allotment of seats in Assam Rifles boys/girls hostel as per the laid down policy.

(n) Approve the Indemnity Bonds received from Assam Rifles Administrative Support Unit (ARASU) in respect of school going children availing transport facilities.

(o) Monitoring the functioning and management of Assam Rifles Transit Camp.

36. **Officer-in-charge Estate (OIC Estate).** Officer-in-Charge Estate (OIC Estate) will assists the Brigadier (Administration) in discharging his duties and shall be responsible for:-

(a) Safe custody of original land record.

(b) Process land acquisition matters in conformity to the guidelines issued by the Ministry of Home Affairs (MHA) and Land Acquisition, Rehabilitation and Resettlement Act, 2013.

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(c) Effective pleading in all court cases pertaining to the land in consultation with dealing Unit, Formation Headquarters, CGSCs/ASGs, Law Branch, MHA and Ministry of Law (MoL) on regular basis.

(d) Ensure correct procedures on occurrence of any changes or alteration over ownership of title and its correction with due concurrence of the Commanders in chain.

(e) Advise to the Formation Headquarters and Units on land and court cases matters.

37. **Vigilance Officer/Staff Officer-1 (Vigilance)**. The Vigilance Officer will be responsible to the Chief Vigilance Officer (Additional Director General Assam Rifles). He shall perform the following duties:-

(a) **Corruption Cases**. All corruption cases will be investigated in the first instance at the Headquarters of the Formation/Establishment/Unit where the case has occurred, and detailed investigation report alongwith comments of Commanders-in-chain will be forwarded to Vigilance Branch of Directorate General Assam Rifles. The Vigilance Officer may also be tasked to independently report on or verify allegations of corruption that may have come to light. Anonymous/pseudonymous complaints on vigilance matters, if taken cognizance of, will also be investigated. Cases will then be processed by

Vigilance Branch of Directorate General Assam Rifles. Based on the direction, if disciplinary action is contemplated against any person, the case will then be transferred to 'A' Branch of Director General Assam Rifles for further action.

(b) **Complaints/Representations**. On receipt of any type of complaint on vigilance matters, a copy of the said complaint may be forwarded to the concerned Headquarters Inspector General Assam Rifles/Sector Headquarters/ Units and Branches of Headquarters Directorate General Assam Rifles for further investigation or for independent investigation. The Formation Headquarters/ Units/Establishments will forward the investigation report to Vigilance Branch as per time bound plan. Thereafter, necessary action as deemed fit will be taken by Vigilance Branch at Director General Assam Rifles. All signed complaints will be given priority and special consideration.

(c) **Drug Trafficking**. The Vigilance Officer will handle all cases related to drug trafficking and its usage. Formation Headquarters/Units/establishments are required to initiate report to Directorate General Assam Rifles immediately on detection of any case related to narcotics.

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(d) **Liaison with Central Bureau of Investigation/Other Investigating Agencies**. The Vigilance Officer will deal with the Central Bureau of Investigation directly and will assist them and other Investigating Agencies in conduct of their investigation. The nature of assistance will include the final prosecution of the offenders by the Central Bureau of Investigation. The Vigilance Officer will also maintain close liaison with the Central Bureau of Investigation/other Investigating Agencies.

(e) **Reports & Returns**. The Vigilance Officer will ensure compilation and forwarding of Monthly/Quarterly/Annual Reports and Returns to the Ministry of Home Affairs/CVC and other agencies as per instructions issued from time to time. He will ensure that these Reports and Returns reach their destination by due date.

(f) **Surprise Checks**. The Vigilance Officer and/or his staff will conduct various surprise checks of Formation/Establishment/Units premises/institutions or stores from time to time in order to check and identify any malpractices in the Force.

(g) **Other tasks**. The Vigilance Officer, over and above, will carry out any other Preventive and Punitive Vigilance wherever and whatsoever deemed necessary. He will also carry out intelligence gathering from own sources, carry out overt or covert surveillance of suspected persons, places, recruitment rallies, tenders, etc.

38. **Commandant Assam Rifles Signal Unit**. The Commandant Assam Rifles Signal Unit will be responsible to:-

(a) Man and operate the Signal Centre and Crypto Centre at Directorate General.

(b) Maintain and operate Directorate General Laitkor, Happy Valley and Laitumkhrah exchanges (EPABX).

(c) Provide Rover detachments for Director General and Additional Director General.

(d) Engineer and operate E1 links to Headquarters Inspectorates General Assam Rifles and Sector Headquarters placed under Command.

(e) Lay and maintain outdoor plants at Laitkor, Happy Valley and Laithmukhrah Complexes.

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(f) Monitor own radio links to check breaches of radio security.

(g) Provide public address equipments for conference and other functions.

(h) Carry out base repairs of telecommunication equipment and signals generating sets for the entire Force.

(i) Receipt, hold and issue of signal equipments, spares and stationary to the whole Force, as ordered by Signal Branch Directorate General, Centralised Technical Stores (CTS).

(j) Operate and maintain IT Access Network at Headquarters Directorate General and affiliated Units.

(k) Ensure smooth running of cable Television (Tata Sky) Network on behalf of Headquarters Directorate General Assam Rifles.

(l) The above duties of Commandant Assam Rifles Signal Unit shall be in addition to his duties as a Battalion Commander (Commanding Officer) of a Unit as laid down in Para 49 of these regulations.

39. **Commandant Assam Rifles Field Intelligence Unit (ARFIU)**. Duties of the Commandant of Assam Rifles Field Intelligence Unit are as under:-

(a) He is overall responsible for collection, collation and dissemination of intelligence in the area of responsibility of Assam Rifles.

(b) To oversee dissemination of actionable intelligence inputs to under command Formations/Units.

(c) He is responsible for overall administration of all the detachments and teams under him.

(d) To oversee establishment of necessary liaison with other intelligence agencies deployed in the Area of Responsibility (AoR).

(e) To oversee creation and maintenance of data bank of counter-insurgency and counter-intelligence related matters.

(f) To oversee efforts towards spotting and cultivation of sources and contacts from amongst the locals for obtaining hard and actionable intelligence.

(g) To ensure preparation & updation of source cards of all the sources of the Unit.

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(h) He is responsible for receiving Secret Service (SS) Fund allotted from HQ DGAR and sub-allot the same to various detachments & teams as per operational requirement. Ensure maintenance of proper accounts of SS Fund.

(i) To ensure necessary measures are in place for proper safety, upkeep and employment of all electronic intelligence equipments issued to various detachments/team of ARFIU by DGAR. Employment of intelligence equipments will be carried out only with approval of the DGAR.

(j) To ensure that periodic Field Security Checks of all Units/ Establishments/ Formations of Assam Rifles are carried out in accordance with the instructions issued by the Directorate General Assam Rifles from time to time.

(k) He will be the advisor to DG AR/ADG AR on all intelligence matters.

(l) He will plan leave of all ranks of the Unit.

(m) He is responsible for welfare of all ranks posted in the Unit HQ as well as detachment/teams and also smooth functioning of the detachments/teams.

(n) The above duties of Commandant Assam Rifles Field Intelligent Unit (ARFIU) shall be in addition to his duties as a Battalion Commander (Commanding Officer) of a Unit as laid down in Para 49 of these regulations.

SECTION II - DUTIES OF OFFICERS AT INSPECTORATE GENERAL ASSAM RIFLES AND OTHER SUBORDINATE FORMATION/ESTABLISHMENT/ UNIT/MINOR UNIT

40. **Inspector General Assam Rifles.** The Inspector General Assam Rifles is responsible for:-

(a) The command, discipline, administration, training and efficiency of the troops under his command.

(b) Keeping up-to-date the scheme of mobilisation for all troops stationed in or mobilizing within his command and all other arrangements for such mobilization.

(c) The condition of all defence works and preparation of defence schemes.

(d) Internal security and the safe custody of all Assam Rifles installations in the area of his command.

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(e) Ensuring that all ranks are acquainted with their duties on mobilisation and in connection with the defence schemes and that those concerned have such access to the schemes for mobilisation and defence as is necessary for the proper performance of their duties.

(f) Completion of Units to scale of equipment and vehicles less Training Establishments. In so far as temporary establishments are concerned, completion of Units to scale of equipment and vehicles is the responsibility of HQ DGAR.

(g) He is also responsible for the discipline, operation and local administration of all Training Establishments and supervision of all training in addition to discipline located in his command. He is responsible for local administration and discipline only of temporary establishments located in command.

(h) He will prevent interference with or tress-pass on private property by the troops in his command and will maintain friendly intercourse with civil authorities.

(i) Liaise with Director General, Army and various State Governments of the areas where troops under command are deployed, for smooth and effective functioning of Force under their command.

(j) He is responsible for ensuring that special authorities for appointment of individuals and for rates or scales in cash or kind, whether granted locally or by DGAR are not allowed to remain in Force after the circumstances which gave rise to them have so far changed as to render revision necessary. Such revision

can usually be secured by arranging that every authority given is brought forward at suitable intervals for reconsideration.

(k) Dealing with State Government(s) on all matters concerning the Assam Rifles, the serving personnel and ex-servicemen.

(l) Ensure proper training of his command.

41. **Deputy Inspector General at Inspectorate General Assam Rifles**. The Deputy Inspector General at Inspectorate General Assam Rifles is responsible for:-

(a) The Deputy Inspector General will assist the Inspector General in discharging his duties towards operational, administrative and other essential aspects of Command.

(b) He will function as the chief of staff at Inspectorate General Assam Rifles and initiate/endorse ACRs (as applicable) of all staff officers at Inspectorate General Assam Rifles.

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(c) He will undertake special assignments - operational, training and administrative as and when assigned by the Inspector General.

(d) He will deputise for the Inspector General while the latter is away from the Headquarters. The officiating Command, where applicable, will devolve on the senior most Brigadier in the formation.

(e) He will be responsible for sports and welfare activities in the Headquarter and supervise the functioning of Headquarter Mess, Canteen, Cinema, School and other institutes being run by the Headquarter.

(f) He will exercise financial powers on behalf of the Inspector General, as authorised to him by the Inspector General.

(g) He will be Officer Commanding of the IGAR Camp.

(h) He will be Station Commander, wherever tenable by officer of his rank.

42. **Deputy Inspector General Sector Headquarter**. The Deputy Inspector General Sector Headquarters is responsible for:-

(a) The command, discipline, administration, training and efficiency of the troops under his command.

(b) Liaise with Headquarters of other Security Forces in the area and Civil Administration for smooth and efficient functioning of their command.

(c) Maintain cordial relations with the local population and render all possible help to needy people within available resources.

(d) Carrying out any operational task or exercising operational command and control on any Unit/subordinate Unit placed under his command.

(e) Carrying out any tasks specifically assigned to him by higher headquarters from time to time.

(f) Providing local administration to Units within the jurisdiction of his area.

(g) Providing logistic, operational and other assistance to Units/Sub Units passing through his area of responsibility during mobilization.

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(h) Security of all logistic installations placed under his command for local administration.

(i) Prevention of interference with or tress-pass on private property by troops under his command.

(j) Taking preventive measures to check encroachment over defence land and property and maintaining interaction with civil authorities.

(k) Maintenance of correct image of the Assam Rifles within his jurisdiction and prudently dealing with State Governments(s), the Press and other media and agencies.

(l) Ensuring proper functioning of all institutions including hospitals, Assam Rifles Public Schools, directly or through subordinate formation commander.

(m) Ensuring that all works are sanctioned as per procedure and from within the funds allocated and having plans for construction of OTM and other accommodation for future expansion under his jurisdiction.

(n) Effective rationalisation of second and third line transport placed under him as per overall command plans.

(o) He is responsible for all actions of communication zone.

(p) Ensure proper training of his command.

(q) He is responsible for maintaining close liaison with civil authorities of the respective States and coordinating aid to civil authority within his area.

(r) In the event of war he is also responsible for requisition or impressments of civil transport, if required. He will conduct periodic exercises in peace time to ensure smooth requisition and de-requisition of civil transport.

43. **Duties of Deputy Inspector General Assam Rifles Training Centre and School**. The Deputy Inspector General Assam Rifles Training Centre and School is responsible for:-

(a) Exercise overall command over Assam Rifles Training Centre at Dimapur, Diphu and Sukhovi.

(b) Be directly responsible to Director General Assam Rifles for the conduct of training of recruits and all other personnel of the Force at Assam Rifles Training Centre and School.

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(c) Liaise with Directorate General Assam Rifles, Army and training institutions of other Central Armed Police Forces for ensuring high standards of training and administration of the Assam Rifles Training Centre and School.

44. **Duties of Liaison Officer Assam Rifles**. The Liaison Officer Assam Rifles has been established to maintain close liaison with concerned sections of Ministry of Home Affairs for expeditious finalization/approval of various proposals. The Liaison Officer Assam Rifles being the only establishment of the Force at Delhi is responsible to carry out multifarious tasks on behalf of the Directorate General Assam Rifles. The duties of Liaison Officer Assam Rifles are given as under:-

(a) Maintain close liaison with concerned Sections of Ministry of Home Affairs and remain up to date with the latest stage of proceeding of the proposals/ cases.

(b) Answer queries relating to ongoing proposals or general matters raised by Ministry of Home Affairs/other Ministries and Departments.

(c) Attend various meetings at Ministry of Home Affairs/Other ministries and Departments when concerned Officers of Directorate General Assam Rifles are unable to do so or when directed by DG AR.

(d) Make periodical liaison with Directorate General of Supplies and Distribution and procurement Wing of Ministry of Home Affairs to expedite/ascertain state of supplies as also sort out pending queries/cases.

(e) Maintain progress on pending court cases with Supreme Court and High Court, Delhi. Attend Hearings in Supreme Court and High Court, Delhi when required.

(f) Maintain/run guest house for visiting Officers. Provide transient facilities to Junior Commissioned Officers/Other Ranks who visit Delhi on various duties.

(g) Provide staff cover to Director General/Additional Director General during their visit to Delhi.

(h) Man management and interior economy of Liaison Office Assam Rifles organization.

(i) Any other task assigned by Directorate General Assam Rifles from time to time.

45. **Duties of Administrative Officer at Liaison Office Assam Rifles**. The duties of Administrative Officer of Liaison Office Assam Rifles are as under:-

(a) General office supervision, coordination and control.

(b) Administration and discipline of staff.

(c) Ensure adherence to office procedure and security.

(d) Maintenance of public and Regt acct which is jointly operated by Liaison Officer Assam Rifles and Administrative Officer.

(e) Finalising leave plan of staff posted at Liaison Office Assam Rifles, New Delhi.

(f) Initiate discipline action against personnel posted/ attached in Liaison Office Assam Rifles, New Delhi.

(g) Correspondence on all official matters.

(h) Disbursement of pay and allowances to the personnel posted at Liaison Office Assam Rifles.

(i) To look after man management and all administrative aspects of Liaison Office as also to assist Liaison Officer Assam Rifles.

(j) Ensure maintenance of Assam Rifles assets at Liaison Office Assam Rifles.

(k) Maintenance and upkeep of Guest rooms at Liaison Office Assam Rifles.

(l) Maintenance of accounts and upkeep of Officer's Mess at Liaison Office Assam Rifles.

(m) Perform the duties of Mechanical Transport Officer and ensure serviceability of the Mechanical Transport fleet, its maintenance and accounting of the Fuel, Oil and Lubricants.

(n) Officiate as Liaison Officer Assam Rifles during his absence.

46. **Duties of Officer Commanding Assam Rifles Transit Camp**. The duties of Officer Commanding Assam Rifles Transit Camp are as under:-

(a) He is responsible for the overall security of Transit Camp.

(b) He will ensure that only the authorised persons stay at the Transit Camp.

(c) He will conduct surprise check of guards and pickets. Ensure random check of the baggage of personnel arriving from Units/Formation/Headquarters by convoy.

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(d) He will take precautions against fire hazard.

(e) He will ensure fool proof of security arrangements in the Transit Camp.

(f) He will depute duties to Subordinate Officers and Under Officers every day and brief them personally for the day/night security checks.

(g) He will detail fire fighting parties from the dependent Units on a fortnightly basis.

(h) He will ensure that stand-to and fire fighting drills are practiced regularly.

(i) He will maintain communication with all Sentry Posts, Quick Reaction Team, Subordinate Officer in charge Transit Camp and all the neighboring Units.

(j) He will maintain constant liaison with the Brigadier Administration of Directorate General Assam Rifles and report day to day functioning of the Transit Camp.

(k) He shall be directly responsible to Brigadier Administration of Directorate General Assam Rifles in the overall discharge of his duties.

47. **Station Commander**.

(a) All the Assam Rifles Garrisons will have an officer designated as the Station Commander. The following will be designated as Station Commander with prior approval of the Director General Assam Rifles:-

(i) Location of Headquarters DGAR -One of the Principal Staff Officers as may be nominated by the ADGAR.

(ii) Location of Headquarters IGAR- To be nominated by Dy IGAR.

(iii) Location of Sector Headquarters- To be nominated by Sector Commander.

(iv) Unit Location - To be nominated by respective Commandant.

(v) Other Locations - Senior most officer in the Station or any officer as nominated by the the Sector Commander.

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(b) **Duties and responsibilities**. Duties and responsibilities of Station Commander shall be as follows:-

(i) Measures necessary for ensuring the security of the station including the safe custody of all Government installations and in the event of any disturbance, for asking in consultation with the local authorities, whatever action he considers necessary to deal with the situation;

(ii) Administration including classification and allotment of residential accommodation to officers and housing of troops in the station;

(iii) Measures necessary for the maintenance of health of those in the station;

(iv) Co-ordination of such staff work as may arise between Units and detachments in the station;

(v) Collection and distribution of correspondence addressed to the Units in the station;

(vi) Maintenance of the roads, Building and essential services;

(vii) Detailing station audit boards to check the public accounts with cash balances as well as to audit regimental funds of all Units in the station at the end of each quarter;

(viii) Control of station transport and supplies; and

(ix) Maintenance of station stores.

48. **Station Staff Officer (SSO)**. The Station Commander will detail one of his subordinate Staff Officer in the Station to perform additional duties of the Station Staff Officer (SSO) so as to assist him in carrying out the duties as the station commander.

49**. Duties of Battalion Commanders and Officer Commanding independent Minor Units.**

(a) The term “Commandant”, as defined in Sec 2(1) (g) of Assam Rifles Act, 2006, includes Commanding Officer (CO) of a Unit as well as Officer Commanding (OC) an independent Minor Unit. Hence, unless the context requires otherwise, the term “Commandant” shall denote a Battalion Commander (Commanding Officer) of a Unit as well as Officer Commanding (OC) of a Minor independent Unit.

(b) A Commandant is responsible for the maintenance of discipline, efficiency and proper administration in the Unit under his command. He is also responsible for its training and readiness for Assam Rifles operations.

(c) Commandant will pay particular attention to the preservation of the health of the troops as advised by the medical authorities. A Commandant will ensure that all men of his Unit, including those employed in stores and offices, or on other special duties, are paraded for medical inspection when required. The responsibility for efficient supervision and for the remedying of sanitary defects rests on Commandant, who will incur grave responsibility if such advice is neglected without adequate reason.

(d) A Commandant will be empowered to exercise his discretion while employing officers, Subordinate Officers, Under Officers and other enrolled persons under his command, duly keeping in view their seniority and suitability for the appointment, unless an individual has been specifically posted to a particular appointment in the Unit by the competent posting authority. The appointment of the Second-in-Command will generally be tenanted by the second senior-most officer of the Unit subject to his terms and conditions of

service permitting the same. A Commandant will supervise and control all duties performed by those under his command, and will be held accountable for, and be responsible for the security and condition of, all public buildings, armaments, equipment and stores, of whatever description, appertaining to or on charge of his Unit, corps or establishment. He will ensure that the stores and equipment are complete and serviceable and in accordance with the latest pattern and scale, from which no deviation is allowed without the sanction of DGAR or other appropriate authority. He will bring to the notice of his Formation Commander all losses, damages and defects which he is unable to rectify. He will also encourage all ranks under his command to take particular interest in the design, efficiency, and upkeep of all their equipment and stores.

(e) A Commandant is responsible that officers, whose services are being terminated for any cause whatsoever, hand in all returnable items of equipment including their service pistols, revolvers, before leaving the Unit.

(f) It is the duty of a Commandant to see that no person under his command who is unfit to perform his duties is retained in the service.

(g) The Commandant will ensure that no delay occurs in publishing, or reporting for publication, of casualties affecting an individual's service or pay and other entitlements. He will be responsible for initiating casualty returns for officers serving under his command to HQ DGAR for eventual publication in Part II Orders. He will also ensure that documents of soldiers held in his custody are maintained up-to-date.

(h) The Commandant is responsible for the correct receipt, issue, accounting and stock taking of all supplies, stores and equipment received or issued by the Unit. He will ensure that daily issues are inspected and weighed in the presence of an officer or a Subordinate Officer.

(i) The Commandant, who is not himself the imprest holder, will at least once a quarter:-

(i) check the cash held against the balance shown in the cash book and at the same time, where the imprest holder is also responsible for other accounts, also check the cash held in respect of these other accounts against the balances shown in the relevant cash books;

(ii) ensure that cash, drafts, cheques and postal orders, are kept in safe or in a locked receptacle which is proof against theft; that the keys are only held by the officer/Subordinate Officer responsible and that existing instructions regarding the safe custody of cash are obeyed;

(iii) ensure that no Under Officer or Riflemen or civilian employee has access to public money, drafts, cheques or postal orders, except in the course of his duties under the direct supervision of the responsible officer/Subordinate Officer; and

(iv) check that action has been taken upon any observations relating to the accounts received from the pay or audit authorities.

(j) The Commandant shall have following responsibilities with regard to public and regimental funds:-

(i) He will be responsible for the proper application of all public and regimental funds. He will supervise and control the committees formed for their management.

(ii) He will ensure that all public fund accounts, the accounts of the Officers" Mess, band, Subordinate Officer's Mess, regimental institute and all other Unit funds are subjected to quarterly audit by the Board of officers detailed for this purpose.

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(k) The Commandant will cause every order issued for general information to be either republished in Unit orders or circulated to all under his command whom it may concern. He will afford his officers and Subordinate Officers facilities for becoming acquainted with changes in the regulations and orders for the Assam Rifles.

(l) An officer in temporary command of a Unit will not issue any standing orders, or alter those which are at the tune in Force, or authorise the application of regimental funds to any purpose other than the ordinary current expenditure, without reference either to the permanent Commandant or to the Sector Commander under whom the Unit is serving. An officer, while absent from, and not in the exercise of his command, cannot issue regimental or other orders relating to such command.

(m) A Commandant is responsible for the systematic and efficient instruction of officers under his command, in all professional duties and for their due preparation for examination for promotion.

(n) A Commandant will exercise all such powers and perform all such duties as are laid down in the Assam Rifles Act, the Assam Rifles Rules made hereunder or these Regulations.

50. **Unit Second-in-command (2IC)**. The duties of a Unit Second-in-Command are:-

(a) to act for and take over the place of his Commandant whenever necessary; and

(b) to be the Commandant's chief assistant in the training and administration of his Unit.

(c) He should normally be responsible for administrative work such as the control of the Regimental Institutes, Officers' and Subordinate Officers Messes.

51. **Company Commander**.

(a) A company commander is responsible for the training, discipline, administration and pay of the troops under his command. He should make himself thoroughly acquainted with the professional ability and requirements all officers, Subordinate Officers and Under Officers placed under his command.

(b) He is responsible to his Commandant for the correct accounting of the arms, ammunition, public clothing, equipment and all other public stores and furniture on charge of his company.

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(c) He is responsible for the efficient functioning of the men's messes.

(d) He will pay attention to the cleanliness of the men of his company and their clothing, arms, accoutrements and barracks or quarters.

(e) He is responsible for taking charge of all money received on account of his company and is responsible for the safe custody of such money and for its being expended in conformity with regulations and with due regard to the interests of his men. He will ensure that a proper account of money received and expended is maintained.

(f) He will hold kit inspection of his company as he may consider necessary.

(g) The visiting or inspection of barracks, stables, will not, except in case of necessity, be performed on holidays. The holding of parades will, as far as possible, be avoided on holidays.

52. **Adjutant**. The Adjutant is a Staff Officer to the Commandant, whose duties are to assist the Commandant in the training, administration and maintenance of discipline in the Unit.

53. **Quartermaster**. The Quartermaster is a Staff Officer to the Commandant. He is charged with the receipt and issue of equipment, clothing and stores, the provision of rations, the conservancy and cleanliness of the lines and bazaar and the supervision of the regimental shops and establishments.

54. **Company Second-in-command (Coy 2IC)**. Company Second-in-Command (Coy 2IC) will assist the Company Commander in discharging his duties. He will also:-

(a) act for and take over the place of his Company Commander whenever necessary; and

(b) be the Company Commander's chief assistant in the training of the company persons.

55**.** **Platoon commander**. A Platoon Commander is responsible to his Company Commander for the training, discipline and administration of his command, and will keep him acquainted with all occurrences that affect it.

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56. **Duties of other Regimental Officers**.

(a) Every officer is expected to be capable of commanding and exercising a Company etc, in every situation, and to be perfectly acquainted with its interior management, economy and discipline and if he has been two years in the rank of Assistant Commandant, to be competent in every respect to undertake the duties of a Company Commander.

(b) Every Officer is expected to make himself well acquainted with the Orderly Room duties as well as with the routine of the Quartermaster's office. He is also expected to acquire practical knowledge of all the arms in his Unit.

57. **Duties of Unit Medical Officer**.

(a) The term Unit Medical Officer in this para will include the Regimental Medical Officer (RMO) on deputation from the Army as well as the Medical Officer (MO) of the Assam Rifles.

(b) Duties of the Unit Medical Officer shall be as under:-

(i) He will be responsible for the medical treatment of all unit personnel and their dependant family members, who are authorized medical treatment at public expense. He will advise the Commandant of the Unit, verbally or in writing if so required, for the measures to be taken for the maintenance of health of the unit personnel and their family members.

(ii) He will supervise the maternity and child welfare centre of the Unit.

(iii) When an individual in low medical category or under medical supervision is transferred to another Unit, the Medical Officer will forward full information about the medical history of the case to the Medical Officer of the receiving Unit.

(iv) He will get acquainted with the current instructions concerning medical boards and ensure that there is no delay in holding or applying for medical boards. He shall pay particular attention to the dates on which reviews of medical boards are due.

(c) In addition to his normal duties as mentioned above, he shall also:-

(i) act as advisor to the Commandant on all matters pertaining to health and hygiene in the Unit.

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(ii) asses the morale of the Unit and periodically inform the Commandant.

(iii) carryout informal interaction with men and families to understand their medical problems and take remedial measures through the Unit Second-in-Command where necessary.

(iv) build confidence and faith in the men with regard to the matters of health and hygiene.

(v) carry out periodical sanitary round of the Unit.

(vi) purchase essential equipments/drugs from Regimental funds with the sanction of the competent authority.

(vii) have an ambulance and Nursing Assistant ready at the Unit Medical Inspection Room at all times.

(viii) carry out regular medical checkups and issue health advisories as may be necessary.

(ix) pay particular attention to medical problems of family members of the Unit, educate them on child care and maintenance of health cards and emphasise on timely inoculations etc.

(d) The Medical Inspection Room should instill confidence and faith in all men. The Unit Medical Officer forms an essential and integral part of the Unit.

(e) He will conduct the morning sick parade at the Unit's Medical Inspection Room at an hour fixed in consultation with the Commandant of the Unit. He will enter the details in sick report book prepared induplicate by the Unit, a diagnosis of each case reporting sick and the disposal of the case in the column of remarks in the following terms :-

(i) "**Medicine and duty**" - viz, treatment and return to duty.

(ii) "**Attend 'A', 'B' or 'C'** - viz, attendance for treatment at the Medical Inspection Room with such duties as may be recommended.

(iii) "**Hospital**" - viz, admitted to hospital.

(iv) "**Duty**" - viz, reported sick unnecessarily.

Note: - "**Attend "A'"** means attend for treatment as ordered and to perform ordinary regimental duties. "**Attend "B**" means attend for treatment as ordered and to perform light duties only. "**Attend "C**" means attend for treatment and to be excused all duties.

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(f) After completion, one copy of the sick report form/book will be forwarded to the Commandant of the Unit and the second copy retained in the Medical Inspection Room.

(g) He will immediately inform the Commandant, when an Officer is placed "sick-in-quarters" and also when an Officer on "sick-in-quarters" is taken off "sick-in-quarters".

(h) He will arrange for the admission of such sick to hospital that require admission, which are those whom he considers unfit for duty and unsuitable for treatment in barracks/quarters.

(i) If a Unit person or his family members refuses to be admitted to a hospital, a written statement to that effect will be obtained from the individual or legal guardian and forwarded to the Commandant and a copy will be retained in the Medical Inspection Room/hospital.

(j) He will indent on the medical Unit on which dependent for the issue of the necessary medical equipment and for such supplies of medicines and surgical

materials as are required for the Medical Inspection Room/hospital. These articles will be kept in the Medical Inspection Room/hospital.

(k) He will obtain requirements of Ordnance, Q stores and stationery articles from the Unit concerned.

(l) He will carry out the required medical examination of all personnel when the Unit is ordered on active service or overseas, and when individuals are detailed for duty at another station. He will inspect men and recruits joining the Unit on the morning after joining whether from another station/Unit or on return from leave.

(m) He will inspect the personnel in his charge once in every three months or more frequently as per existing guidelines, if necessary, to satisfy himself as to their personal hygiene and health condition. Whenever special examinations of soldiers are made, each individual soldier will be examined by the Medical Officer in private and in the presence of a third person.

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(n) He will examine men, desirous of an extension of service or re-engagement and will not reject personnel for minor defects or trivial ailments, which are not likely to interfere with the efficient performance of their duties, but will note such facts on the examination note. In cases of fitness this certificate will be considered final, but the cases of men considered unfit will be decided by a medical board.

(o) He will examine and complete medical certificate in respect of other ranks under sentence/trial.

(p) He will keep himself informed on all matters concerning the physical training of the personnel and will give his advice on such subjects, especially with regard to recruits. He will keep a record of those men whose training has been modified and of their subsequent progress.

(q) He will frequently visit the schools run by the Units at times when the children are present in order to ascertain that their studies are perused under hygienic conditions. He will note in the sanitary diary any conditions likely to affect the health of the children and will make such recommendations as circumstances demand. He will be responsible for the periodical medical examination of all school children.

(r) He will take every opportunity to instill health consciousness into all ranks of his Unit by frequent lectures and informal talks.

(s) He will arrange with the Commandant of the Unit for the training of the required number of men in:-

(i) First aid and carriage of casualties including stretcher exercises;

(ii) Sanitation and anti-malaria duties; and

(iii) Water duties.

(t) He will inspect every portion of Unit lines including the family quarters once a month. At such inspections he should be accompanied by an Officer of the Unit and the Subordinate Officer/Warrant Officer of the regimental sanitary detachment.

(u) He will satisfy himself that every barrack, guard room and detention room is suitably lighted and provided sufficient means of ventilation; that the beds and bedding are freely exposed to the air, that blankets are disinfected every six months, that the family quarters, regimental institutes, kitchens, washhouses, lavatories and urinals are suitably ventilated and lighted and walls and ceilings of barrack and quarters are clean and in a satisfactory condition. He will satisfy himself that there is no overcrowding and that the beds are not closer together than 6 feet, centre to centre or as may be authorized from time to time.

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(v) He will ascertain that articles of food and drinks supplied to troops are of good quality and that the amount, cooking variety, preparation and storage of food are satisfactory. When he finds that any items of rations are unfit for human consumption, he will certify to the Commandant Unit to that effect. He will see that overcooking which destroys vitamins is not practiced. He will satisfy himself as to the personal cleanliness of all persons employed in the preparation or handling of foodstuffs. He will keep himself informed of orders and instructions governing the issue of extra articles of food and drink.

(w) He will frequently inspect the method of sterilization of drinking vessels and utensils in all canteens and other institutes and satisfy him that adequate means are maintained in constant use to ensure that vessels are sterilized immediately after use.

(x) He will satisfy himself that the amount, quality and arrangements for distribution of domestic water supplies, including water for drinking and for swimming baths are satisfactory.

(y) He will report to the Commandant of the Unit any defects noted and will make recommendations for remedying them. These will be recorded in the Sanitary Diary once a month. The pages of the Sanitary Diary will be ruled up

three Columns to show (1) Medical Officer's Remarks. (2) Commandant's Remarks and (3) Action Taken. The Sanitary Dairy will be submitted to the Commandant of the Unit who after completing the column "Action Taken" will counter sign it and same will be produced during the Administrative Inspection of Unit and technical inspection of Unit Hospital/Medical Inspection Room to the Inspecting Officer.

(z) **Infectious disease reports**. On the occurrence of infectious disease or any unusual sickness among the Unit personnel, civilian and families in his/her care, he will report the matter forthwith to the Commandant and will take such immediate action as he considers necessary.

(aa) He will furnish Medical Officer in charge hospital with all information required for the correct compilation of the monthly statistics and will report to him with his recommendations all matters of medical and sanitary interest pertaining to the troops and families under his care. He will periodically check the Unit to satisfy himself that all ranks are fully protected.

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(ab) He will maintain the following books and records:-

(i) Sanitary diary.

(ii) Barrack treatment, admission and discharge book.

Such other books and records as may be laid down in Administrative Instructions from time to time

58. **Duties of Assam Rifles Dental Officers (ARDO)**. Duties of the Assam Rifles Dental Officers (ARDO) and Army Dental Officers on deputation with Assam Rifles shall be as under:-

(a) To carry out annual dental inspection and treatment of troops.

(b) To afford such specialist treatment as may be required either alone or in conjunction with the specialist.

(c) To propagate the principals of Dental Health amongst troops by lectures, demo and by organising dental health weeks and thereby arouse dental consciousness and encourage the practice of preventive dentistry to maintain general health.

(d) He will be responsible for the upkeep of the dental surgery and of all the equipment and stores under charge and will ensure that these are maintained properly at all times.

(e) He will physically check all equipment under his charge as per inventory every month.

(f) He will ensure that utmost economy is exercised in the use of expendable stores and that the stores are demanded well in time to avoid deficiency.

(g) All breakage or change in condition of equipment will be brought to the notice of Director (Medical)/Colonel (Medical) of Directorate General Assam Rifles.

(h) He will be responsible for the accuracy of all the records being maintained by him and for initiation of action for recovery of charges in affected cases.

(i) He will ensure that understanding and sympathy is extended to all patients being attended to in his Dental Unit.

(j) He will perform such other duties as may be assigned from time to time by Director (Medical)/Colonel (Medical) of Directorate General Assam Rifles.

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59. **Duties of Chief Veterinary Officer (CVO)**. Duties of the Chief Veterinary Officer (CVO) shall be as under:-

(a) He will be an advisor on all Veterinary matters.

(b) He will monitor health status of all animals (equines and canines) held on charge of Assam Rifles through monthly Report and Return (R&R) which will be submitted by all animal holding Units to CVO.

(c) He will scrutinize and authenticate veterinary medicine demand placed on AFMSD by Assam Rifles Battalions/Units.

(d) He will formulate a policy regarding preventive inoculations including vaccination and de-worming schedule for all animals of Assam Rifles. Any amendment to that effect will also be issued from time to time by his office.

(e) He will compile a list of veterinary medicine and equipment to be centrally procured in consultation with Battalions/Units and will be a Presiding Officer/member of the local purchase board for the same.

(f) He will inspect food including meat, chicken, eggs and milk being issued to troops of all Assam Rifles Units located in Shillong including Headquarters Directorate General Assam Rifles and ensures that the items issued are free from any disease from public health point of view.

(g) He will also render advice pertaining to quality of food items of animal origin being issued at Battalion/Unit level.

(h) He will liaise with Civil Veterinary Departments of all North Eastern states regarding latest developments in the field of Veterinary Sciences and outbreaks on any disease of public health significance or otherwise having high morbidity or mortality rate.

(i) In the event of outbreak of any disease he will issue necessary guidelines and suggest remedial measures to all Assam Rifles Battalions/Units to prevent spread of diseases among Assam Rifles animals.

(j) He will assist and provide necessary guidelines regarding local purchase of animals for Assam Rifles and will be included as member/technical report in the board.

(k) He will keep himself abreast with the latest developments in the field of Veterinary Sciences and if deemed fit will implement for the betterment of the animals of Assam Rifles.

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(l) He will ensure that stringent measures are introduced to prevent and control diseases amongst Assam Rifles animals with utilization of latest diagnostic techniques and medicines in the management of sick animals.

(m) He will periodically visit Units/Battalions holding Assam Rifles animals to assess their health status and advise the Battalion/Units on the measures to be adopted for improvement of their health and management.

(n) He will be responsible for providing veterinary expertise for the civil veterinary aid camps being organized by various Assam Rifles Battalions/Formation Headquarters.

(o) He will arrange periodic seminars and lectures to educate troops on Veterinary Public Health and relevant subjects at Battalion/Sector level.

60. **Additional duties and duties of other officers/appointments**.

(a) The duties and responsibilities of officers and appointments as specified in this Chapter or subsequent chapters of these regulations are inclusive and not exhaustive. The Director General Assam Rifles may lay down additional duties and responsibilities, or modify/change the duties and responsibilities of various appointments/office bearers in the organisational interest by issuing executive orders which may also be published in Assam Rifles Orders (AROs) from time to time.

(b) Duties and responsibilities of officers and appointments, other than those specified in this chapter or the subsequent chapters of these regulations, shall be laid down in the Standing Operating Procedures (SOP) of the respective Units/Establishments/Headquarters with the approval of the Directorate General Assam Rifles.

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CHAPTER III
OFFICERS AND POWER OF COMMAND

61. **Duties of Officers in emergent situation**. In addition to the duties and responsibilities mentioned the preceding chapters of these regulations, the DG AR will allocate to subordinate commanders and administrative authorities the duties to be carried out by them but in cases of grave emergency nothing will absolve the senior officer present from his obligation to assume control under the conditions laid down in Para 62 below. In such cases, where timely communication with higher authorities is impracticable, responsibility for deciding whether or not the situation is such as to require his intervention will rest with the officer himself.

62. **Command**.

(a) Command will be exercised by the senior officer, whether on deputation from the regular Army or an officer subject to the Assam Rifles Act, 2006, irrespective of the branch of the service to which he belongs but subject to the conditions specified in Sub Paras (b) to (h) of this paragraph. Exceptions may be made when an officer is specially placed in command.

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(b) The power of command to be exercised by officers of Assam Rifles cadre will be the power of command over all officers of the same cadre, junior in rank or seniority, and over all other ranks posted/attached within their respective Unit/ Establishment/Formation.

(c) The power of command of Medical and Dental Officers will extend over all persons junior in rank to the Medical and Dental Officer who are patients in hospitals or are on the sick list and are under their professional care in quarters or elsewhere.

(d) Subject to the exceptions mentioned in Sub Para (c) above, officers referred to therein will not exercise any command outside their respective Medical/Dental Unit/Sub Unit/Establishment, except in circumstances of exceptional emergency when exercise of command by such officers is essential to the safe conduct of operations. In such cases, they may be called upon by the senior officers present referred to in Sub Para (b) to assume command of troops other than those belonging to their own Unit/Establishment/Formation.

(e) An officer employed on deputation on the staff of a Governor of a State, or under a foreign government or in a special extra regimental employment, will not be entitled by virtue of his rank, to assume any operational command in the Force unless called out for operational duty. He will be liable, in case of necessity, to serve on Assam Rifles courts, or to perform such service duties as Directorate General Assam Rifles may direct.

(f) When Units or detachments of different Units/Establishments/Formations are employed together on any duty, each Unit and detachment will, subject to the orders of the Commandant/Officer Commanding the whole body, act under the immediate authority of its own commander in matters other than those for which they are employed together for ibid duties.

(g) When officers or soldiers become prisoners of war, the ordinary service relations of superior and subordinate, and the duty of obedience, remain unaltered. Any such prisoner, who is guilty of insubordination or other breach of discipline in respect of his superior, will be required to answer for his conduct when released.

(h) Unless specifically placed in command, an Assam Rifles cadre officer will not exercise the power of command over Army officers on deputation with the Assam Rifles.

63. **Command during temporary absence of permanent Commander**.

(a) When formation commanders are temporarily absent during their commands for periods which do not involve vacation of command, officiating incumbents will be appointed and such appointments notified in the formation orders concerned. In such cases, legal powers subject to the terms of the Assam Rifles Court Warrants held, will be exercised by the officer who is in actual fact commanding at the time.

(b) In the eventuality of a command appointment suddenly falling vacant due to any exigency, officiating incumbents will be appointed under this provision till the next permanent incumbent is posted by the competent authority.

64**.** **Command during temporary absence of the Commandant/OC Unit**. When a Commandant of a Unit or an Officer Commanding a minor Unit is temporarily absent, the command of the Unit/Minor Unit shall devolve on the Second-in-Command whose appointment as officiating OC will be published in Unit Orders. His legal powers subject to the limitations of the Assam Rifles Act, will be the same as those of the Commandant/OC.

FIRST APPOINTMENT, GRADING, POSTING AND TRANSFERS

65. **Commencement of service**. Unless specially provided for otherwise, an officer's service, as an officer, commences from the date of his first appointment as Assistant Commandant. All appointments, whether permanent or temporary, transfers, promotions, retirements and removals from the appointment will be published in the orders of the sanctioning authority and in the absence of any specified date, will take effect from the date mentioned in the order.

66. **Appointment of Assam Rifles Officers.**

(a) Subordinate/Under Officers may be selected for the post of Group A officers through a Limited Departmental Competitive Examination and subject to the conditions laid down by Government from time to time and on successfully completing a course of training at the specified Academy/Training Establishment.

(b) An oath or affirmation shall be administered to each officer (including medical and dental officers) of Assam Rifles immediately after his appointment as an officer as per the form set out in **Appendix 'A'** to these Regulations. The oath/affirmation will be administered by an officer detailed in this behalf by Directorate General Assam Rifles.

(c) A certificate containing the oath/affirmation administered to the individual officers, duly signed by him and countersigned by the officer administering the oath/affirmation, shall be maintained in his service record. In addition, each individual shall also sign an affidavit in front of a Magistrate or any other civil officer authorized to administer oath/affirmation on the same lines as provided in Appendix 'A' mentioned above. The Affidavit so furnished by the individual shall also be kept with his service records.

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(d) Assam Rifles officers shall be legally bound by the terms of the oath/affirmation administered to them at the time of their appointment.

67. **Turnover of appointments**.

(a) Sensitive appointments tenanted by officers, Subordinate Officers and Under Officers at each level from Directorate down to Unit will be regularly turned over. The maximum tenure in a sensitive appointment will be two years. However, a person may be removed or turned over from essential appointment before completion of two years as per the standing orders issued in this behalf from time to time. The Vigilance Branch at Directorate General Assam Rifles shall maintain a list of sensitive appointments in consultation with Col (MS) (in respect of Officers) and Col (Records) (in respect of persons other than officers), after approval of the DGAR.

(b) Personnel dealing with procurements, stores, canteens, funds, supplies, fuel oil and lubricants and works should regularly be turned over without compromising the efficiency of the organization. This aspect should also be checked by superior commanders. Personnel on sentry duties of administrative nature should also be regularly turned over to ensure that they remain combat worthy.

68. **Appointment of the Assam Rifles Medical Officer.**

(a) Appointment in the Assam Rifles as Medical Officer may be granted to a person who possesses the prescribed qualifications subject to the conditions laid down in this behalf by Government of India from time to time.

(b) Immediately after appointment of a person as a Medical or Dental officer in the Assam Rifles, he/she shall be subjected to an orientation training before joining duty in a regular appointment. The content, place and duration of the orientation training shall be laid down by the Medical Branch of Directorate General Assam Rifles after approval of the Director General.

69. **Eligibility for appointment in Assam Rifles**. Personnel who have more than one wife living shall not be eligible for appointment in the Assam Rifles unless otherwise specifically exempted by the Central Government.

70. **First appointment**.

(a) On first appointment in the Assam Rifles, officers will be allocated to different Assam Rifles Battalions. They will be required to do such basic training or attachment as may be prescribed from time to time by the Directorate General Assam Rifles.

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(b) An officer has no claim to a particular Unit/Establishment of the Force. An officer may submit an application in writing to serve with a particular Formation/Unit, which will be given due consideration. However, organizational requirements will take precedence.

(c) An officer on joining a Unit/Establishment will report himself personally to the Commandant or the Head of the Establishment as the case may be.

71. **Undesirable Officers**. An officer will not be permitted to remain in the service, if at any time during the first two years from the date of his appointment as an officer his retention is considered to be undesirable.

72. **Transfers/Postings**. Officers will be posted on transfer from one Unit/formation to another as per the posting policy issued by the Military Secretary Branch of Directorate General Assam Rifles. No officer has right to be posted to a particular post or appointment. However, request of the officers for compassionate posting/transfer shall be regulated by the posting policy as aforementioned.

73. **Promotion of Assam Rifles officers including medical officers**.

(a) Promotion of all Assam Rifles Cadre Officers and Assam Rifles Medical Officers including the Assam Rifles Dental Officers shall be governed by the Assam Rifles Group “A” Combatised Posts Recruitment Rules 2001 and the guidelines issued by the Government of India in this behalf from time to time.

(b) The Directorate General Assam Rifles may issue further instructions and guidelines to give effect to the provisions of the Assam Rifles Group “A” Combatised Posts Recruitment Rules 2001 and the guidelines issued by the Government of India from time to time.

74. **Confidential reports**. Confidential reports on all officers and persons other than officers will be initiated as per the laid down procedure, and for special purposes in accordance with the instructions issued from time to time by the Directorate General Assam Rifles in the Assam Rifles Orders (AROs).

75**. Selection Board - Assam Rifles Cadre (General Duty) Officers.**

General.

(a) Suitability of officers for promotion to higher ranks is required to be considered in objective and impartial manner. For this purpose, a Departmental Promotion Committee (DPC) will be constituted whenever occasion arises for making promotion by judging suitability of officers within the parameters set out in the relevant Para Recruitment Rules.

Conduct of Departmental Promotion Committee.

(b) **Convening of DPC**. The Departmental Promotion Committee (DPC) will be convened at regular intervals (by laying down a time schedule for this purpose) to draw panels which could be utilized for making promotions against the vacancies occurring during the course of a year. The DPC for promotion of Assam Rifles Cadre Officers (i.e. Assistant Commandant to Deputy Commandant, Deputy Commandant to Second-in-Command and Second-in-Command to Commandant) will be conducted in Mar every year or on date specified others wise in Assam Rifles and as per directions of the Ministry of Home Affairs (MHA). In this connection Ministry is to be approached well in time giving proposed/suggested date for convening of DPC and also a Model Calendar for convening of DPC is required to be prepared by each Department and forwarded to Ministry of Home Affairs.

Committee.

(c) The "**Departmental Promotion Committee**" for promotion as per Assam Rifles Group "A" Combatised Posts Recruitment Rules, 2001 shall be composed as under:-

(i) **Second-in-Command to Commandant**

(aa) Director General Assam Rifles	-	Chairman
(ab) Additional Director General Assam Rifles	-	Member
(ac) Joint Secretary (Police) in the MHA or on his non-availability, a Joint Secretary in the MHA	-	Member

(ii) **Deputy Commandant to Second-in-Command and Assistant Commandant to Deputy Commandant**

(aa) Director General Assam Rifles	-	Chairman
(ab) Two Deputy Inspectors General/ Inspector General from Assam Rifles	-	Member
(ac) Deputy Secretary (CPO) in the MHA or on his non-availability, a Deputy Secretary or Director in the MHA.	-	Member

76. **Age limits for retirement of Assam Rifles Officers**. The age limit for retirement of all Assam Rifles personnel will be governed by the provisions of Central Civil Service (Pension) Rules 1972.

77. **Retention in service (Service Review)**.

(a) Service Review cases of **Group "A"** Assam Rifles Cadre Officers will be forwarded to the Ministry of Home Affairs six months before attaining 50 years of age or 30 years of qualifying service, whichever occurs earlier, duly recommended by the DG AR for approval of the Ministry of Home Affairs.

(b) The criteria, procedures and guidelines for various aforesaid retention in service are as mentioned below:-

(i) The cases of government servants covered by Fundamental Rules 56 (j) or Rule 48 of the Central Civil Service (Pension) Rules 1972 should

be reviewed six months before they attain the age of 50 years or complete 30 years service whichever occurs earlier.

(ii) Committee shall be constituted in the Ministry/Department office to which all such cases shall be referred for recommendation as to whether the officer concerned should be retired from service in the public interest or whether he should be retained in service.

(iii) The criteria to be followed in making their recommendations would be as follows:-

(aa) Assam Rifles personnel whose integrity is doubtful will be retired.

(ab) Assam Rifles personnel who are found to be ineffective will also be retired. The basic consideration in identifying such employee should be the fitness/competence of the employee to continue in the post which he is holding. If he is not found fit to continue in his present post, his fitness competence to continue in the lower post, from where he had been previously promoted, should be considered.

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(ac) While the entire service record of an officer should be considered at the time of review, no employee should ordinarily be retired on grounds of ineffectiveness if his service during the preceding 5 years, or where he has been promoted to a higher post during that 5 years period, his service in higher post, has been found satisfactory. No employees should ordinarily be retired ground of ineffectiveness, if, in any event, he would be retiring on superannuation within a period of one year from the date of consideration of his case.

(iv) **Mandatory QR for Review**

(aa) Should be in acceptable Medical Category as laid down by the Competent authority from time to time.

(ab) Should be free from disciplinary and vigilance angle.

(ac) Last five years Annual Confidential Report (ACR) to be counted for review.

(ad) Should be recommended for retention in service by the Initiating Officer (IO), Reviewing Officer (RO) and Senior Reviewing Officer (SRO).

Time Schedule

(c) As per the directions of the Ministry of Home Affairs the cases of Government servant covered by Fundamental Rules 56(j), 56(1) or Rule 48(1) (b) of Central Civil Services (Pension) Rules, 1972 should be reviewed six months before he attains the age of 50 years, in cases covered by Fundamental Rules 56(j) and on completion of 30 years of qualifying service under Fundamental Rules 56(1)/Rule 48 of Central Civil Services (Pension) Rules, 1972 as per the following time table :-

S No	**Quarter in which review is to be made**	**Cases of employees who will be attaining the age of 50 years or will be completing 30 years of service, as the case may be, in the quarter**
1.	Jan to Mar	Jul to Sep of the same year
2.	Apr to Jun	Oct to Dec of the same year
3.	Jul to Sep	Jan to Mar of the next year
4.	Oct to Dec	Apr to Jun of the next year

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Review Committee

(d) As per the directions of the Ministry of Home Affairs, composition of the Review Committee for reviewing of cases of Gazetted Officers working in Central Police Organizations including Central Paramilitary Forces is as under (Auth MHA Vigilance Cell Office Order F No. C-16020/8/2000-VC dated 08th December 2015):-

(i) Additional Secretary/Special Secretary/ Secretary (In-charge of Police-II Division) MHA - Chairman

(ii) Joint Secretary/Additional Secretary Level Nominated by Department of Industrial Policy and Promotion. - Member

Special Review Board

(e) Notwithstanding anything contained herein above, case of an officer, who has been approved for retention in service beyond 30 years of service or 50 years of age, as the case may be, shall be liable to be reviewed through a **Special Review Board** for compulsory retirement if there is a steep fall in his competence, efficiency or effectiveness from the date of approval for his retention by the Review Committee.

Assam Rifles Medical Officers

78 . **General**.

(a) Promotions to the medical officers is to be granted upto the rank of CMO (SG) i.e. Commandant are to be within the Force through Departmental Promotion Committee (DPC). Promotions to rank of DIG and above will be common to all Forces based on combined gradation of medical officers and through a selection process as prescribed by Govt. The DPC for promotion to various ranks will be held once in a year as per Government orders on the subject. Length of service for promotion to various ranks as per Assam Rifles Medical Cadre Recruitment Rules, 2002 are as under:-

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Asst Comdt to Dy Comdt	04 years continuous service as Asst Comdt.
Dy Comdt to 2IC	05 years continuous service as Dy Comdt.
2IC to Comdt	04 years continuous service as 2IC.

Conduct of Departmental Promotion Committee (DPC).

(b) **Convening of DPC**. The DPC will be convened at regular intervals (by laying down a time schedule for this purpose) to draw panels which could be utilized for making promotions against the vacancies occurring during the course of a year. This enjoins upon the convening authority to initiate action to fill up the existing as well as anticipated vacancies well in advance of the expiry of the previous panel by collecting relevant documents. The DPC for promotion of Assam Rifles Medical Officers will be conducted in **Mar every year** in Assam Rifles and as per direction of the Ministry of Home Affairs (MHA). In this connection Ministry is to be approached well in time giving proposed/suggested date for convening of DPC and also a Model Calendar for convening of DPC is required to be prepared by each Department and forwarded to MHA.

(c) **Committee**. The following are the "**Departmental Promotion Committee**" for promotion as per Recruitment Rules of CMO (NFSG), CMO (Second-in-Command), SMO (Dy Comdt) and Senior Dental Surgeon (Dy Comdt) :-

(i)	Director General Assam Rifles	-	Chairman
(ii)	Additional Director General Assam Rifles	-	Member
(iii)	Representative from MHA	-	Member
(iv)	Deputy Director (Med) Assam Rifles	-	Member
(v)	Deputy Director (MS) Assam Rifles	-	Member

79. **Constitution and duties of Selection Boards (Medical)**. Responsibility for selection of Medical Officers, Specialist and Dental Surgeon is ADG (Med), MHA in respect of all CAPFs and AR through Medical Officer Selection Board (MOSB), which is scheduled every year. Selected candidates (in the rank of Assistant Commandant, Medical Officer) are further allocated to all CAPFs and AR as per vacancy position of the Force concerned.

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(a) Constitution of Medical officers Selection Board (MOSB) for recruitment of Medical Officers, Dental Surgeons and Specialist in CAPFs and AR will be as follows :-

(i) Additional Director General from any Central Armed Police Forces (CAPFs) or Assam Rifles will be the chairman of the board.

(ii) 01 Inspector General from any CAPFs or Assam Rifles will be member.

(iii) 01 Inspector General (Medical) from any CAPFs or Assam Rifles will be member.

(iv) 01 Representative to be nominated by the MHA as Member

(v) 01 Deputy Inspector General (Medical) from any CAPFs or Assam Rifles will be the member secretary.

(b) The proceedings of the Departmental Promotion Committee (DPC) shall be conducted as per the guidelines laid down in this behalf under the Assam Rifles Group “A” Combatised Posts Recruitment Rules, 2001, issued by Ministry of Home Affairs.

80. **Medical board proceedings - Invaliding Medical Board**. When a person subject to the Assam Rifles Act, 2006, is reported as permanently unfit for service, a medical board will be assembled to carry out further examination. When the person is declared by the medical board to be permanently unfit for any form of service in the

Assam Rifles, the proceedings of the medical board will be submitted through departmental channels to Director (Medical), Assam Rifles for approval. If the findings of the board are accepted by the Director (Medical), the board proceedings will be disposed of under the normal administrative instructions in the Force. Invalided medical board proceedings will be convened if Specialist has recommended in his opinion that the person will be placed in factor 5 of the SHAPE factor. The authority competent to convene the Medical Board for invalidment and the composition of Invalidment Medical Board shall be as under:-

(a)	**Authority competent to order the medical board**		**Approving authority**		
	(i) In r/o Comdt and above	-	Dir (Medical)	-	Dir (Med)
	(ii) In r/o Asst Comdt to 2IC	-	DIG Composite-Hospital		Dir (Med)
	(iii) In r/o Subordinate Officer, Under Officer & others	-	DIG Composite - Hospital		Dir (Med)

(b) **Composition of Invalid Medical Board:-**

(i)	Presiding Officer	-	SMO/RMO/CMO/CMO (SG)
(ii)	Members	-	Two Medical Officers

(Senior most Medical Officer will be the Presiding Officer automatically)

81. **Disposal of persons declared permanently unfit for any form of Assam Rifles service**. When a person subject to the Assam Rifles Act, 2006, is recommended to be in factor 5 of SHAPE system in CAPFs and Assam Rifles by the Specialist, then an invalid medical board as mentioned above will be convened. Officers/Subordinate Officers/Under Officers and other enrolled persons declared to be permanently unfit for any form of service by the invaliding medical board will be invalided out of service as per the MHA guidelines issued vide UO No I.45024/3/2004-Pers-II dated 31 Jul 2007 as amended from to time to time.

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CHAPTER IV
SUBORDINATE OFFICERS, UNDER OFFICERS AND OTHER ENROLLED PERSONS

82. **Inter-se-seniority and the order of precedence**. The inter-se-seniority and order of precedence of persons subject to the Assam Rifles Act in relation to the persons on deputation with the Assam Rifles shall be determined as per the instructions issued in this behalf by the competent authority from time to time.

Enrolment, Attestation and Service.

83. **Recruitment**. The Director General Assam Rifles is vested with the entire executive control over the recruitment of all personnel within the sanctioned establishment of the Assam Rifles or as per orders of the Central Government as promulgated from time to time. All personnel will be enrolled into the Force and not into any special Unit of the Force. Personnel who have more than one wife living shall not be eligible for enrolment/appointment in the Assam Rifles unless specifically exempted by the Central Government.

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84. **Enrolment form**. Combatants will be enrolled on forms set out in Appendix I to Assam Rifles Rules, 2010.

85. **Terms of service**. The minimum period of qualifying service to earn pension in Assam Rifles is 20 years. The normal age of superannuation is 60 years, or as per orders of Central Government issued from time to time, for all members of the Assam Rifles. However, after completion of 20 years of qualifying service, the service of the personnel who are willing to serve beyond 30 years of reckonable service, shall be reviewed for retention beyond 30 years of reckonable service or 55 years of age, whichever is earlier, by a service review board in accordance with the Guidelines contained in Central Civil Services (Pension) Rules, 1972 and Fundamental Rules or any other Government rules on the subject. The recommendation of the review board shall be subject to the approval of the Director General Assam Rifles or an officer authorized by the DG. A person shall be retained in service beyond 30 years of service or 55 years of age, whichever is earlier, only if he has been found fit in all respects for such retention.

86. **Medical examination of recruits**.

(a) All recruits prior to enrolment in Assam Rifles will be subjected to a medical examination in the prescribed manner by a Medical Officer detailed by DGAR or an officers authorized by him.

(b) Whenever a Medical Officer is in doubt as to the nature of a disability, he may place the recruit as Temporary unfit and refer the recruit to a specialist for

examination and opinion as to his suitability for enrolment in the Assam Rifles. This will be done only when the recruit is fit in all other respects, and a reasonable doubt exists regarding the disability or disabilities in question and ask the recruit to report to nominated Medical Centres/Hospitals after 15 days for review medical examination.

(c) **Appeal**. Candidates declared unfit may file an appeal within 15 days of rejection by the Recruiting Medical Officer. The appeal panel shall decide the correctness of appeals within one month of rejection. If the appeal is found in order the candidates may be called for Review Medical Examination (RME). If the candidate is found fit in RME, he will be included in the list of medically fit candidates.

(d) When a recruit breaks down while undergoing training or is found to be suffering from a disability which is likely to prevent him from becoming an efficient soldier, he will be medically boarded out and discharged under Assam Rifles Rules, 2010.

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87. **Determination of eligibility age for enrolment**.

(a) The crucial date for determining the eligibility age for enrolment will be 01 January if the written examination is held in first half of the year and 01 August if the written examination is held in second half of the year. The age recorded in the enrolment form of a person enrolled under the Assam Rifles Acts shall be in conformity with the Date of Birth given in the certificates mentioned below:-

(i) In the case of those who have passed Matriculation or equivalent examination:-

(aa) The Matriculation (or equivalent) certificate, if it shows, the Date of Birth or exact age on any particular date.

(ii) Where the Date of Birth or the exact age is not shown in the Matriculation or equivalent certificate, the following certificates in the order shown :-

(aa) A certificate in original, from the Headmaster of the School from where the candidate matriculated or which he first attended, showing the Date of his Birth or his exact age as recorded in the school admission register ; or

(ab) School Leaving or School Transfer Certificate, in original,- If the Date of Birth or exact age on any particular date is shown in it : or

(b) The Higher Secondary/10+2 school certificate, if produced by any candidate shall be accepted in lieu of the Matriculation (or equivalent) certificate for the purpose of determining his correct Date of Birth.

(c) An affidavit or a horoscope will not be accepted as an evidence of age or Date of Birth.

88. **Determination of age on re-enrolment of ex-servicemen**. Upper age limit for enrolment in the Assam Rifles of the ex-servicemen shall be as under:-

(a) **Ex-Servicemen (General category)**. Three years after deduction of military service rendered from the actual age as on the date of reckoning.

(b) **Ex-Servicemen (OBC)**. Six years (3 years + 3 years) after deduction of military service rendered from the actual age as on the date of reckoning.

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(c) **Ex-Servicemen (SC/ST)**. Eight years (3 years + 5 years) after deduction of military service rendered from the actual age as on the date of reckoning.

89. **Alteration of date of birth**.

(a) The date on which the Government servant attains the age of 60 years shall be determined with reference to the Date of Birth declared by the Government servant at the time of appointment/enrollment and accepted by the appropriate authority on completion of documentary evidence as given in Para 87 above. The Date of Birth so declared by the Government servant and accepted by the Department shall not be subject to the alteration except as specified in this regulations.

(b) An alteration of Date of Birth can be made with sanction of Director General Assam Rifles, if;

(i) Request in this regard is made within five years of entry into service.

(ii) It is clearly established that a genuine bona fide mistake had occurred: and

(iii) The Date of Birth would not make him ineligible to appear in any school or university or Union Public Service Commission Examination in

which he had appeared or for entry into Government service on the date on which he first appeared at such examinations or on the date on which he entered Government service.

(c) Requests for alteration of Date of Birth within five years of superannuation will ordinarily not be accepted. Where, however, such requests are not time barred they should be supported by satisfactory documentary evidence (as given in Para 87) together with a satisfactory explanation of the circumstances in which the wrong date came to be entered and statement of any previous attempt made to have the record amended.

(d) It should also be examined whether the government servant concerned would have been within the age limit prescribed for Government service at the time he entered into service with reference to the date later claimed by him as the correct date. If he would not have been so eligible, it should be examined whether the date actually accepted then was given by him bona fide and did not give him some advantage in securing admission into service at that time and the change proposed later on is for bonafide reasons and not merely to gain some fresh advantage.

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90. **Issue of appointment letter**. Assam Rifles Training Centre and School will issue appointment letter and joining instructions to the selected candidates by speed/registered post to report training centre for further training.

91. **Validity of appointment letter**. The offer of appointment issued to an individual will clearly indicate that the validity of appointment will lapse if he does not join within specified period, which shall not exceed 90 days. However, within the period stipulated if a request based on extreme compassionate grounds is received from candidate for an extension of time, it may be considered by the Department. Under such circumstances, an extension for a limited period may be granted based on merit of the case but the total period granted including the extension shall not exceed 180 days from the date of issue of appointment letter. An offer of appointment would lapse automatically after the expiry of six months from the date of issue of the original offer of appointment.

92. **Verification of character**. The character and antecedents of all persons enrolled under the Assam Rifles Act will be verified in accordance with the instructions issued in this behalf from time to time. Verification Roll shall be initiated by the Assam Rifles Training Centre and School immediately after enrolment. On completion of verification, the Verification Roll will be retained with the person’s Sheet Roll.

93. **Attestation**.

(a) All personnel enrolled under the Assam Rifles Act, 2006 are required to be attested on successful completion of his training. An oath or affirmation to be administered during attestation as per the form set out in Appendix 'A' to these Regulations. The attestation shall be carried out after character and antecedents of the individuals have been verified and proved satisfactory. The attestation will be carried out, as far as possible, by the Commandant Assam Rifles Training Centre & School or Commandant of the Unit, detachment or formation with which the person to be attested is serving.

(b) A certificate of attestation containing the oath/affirmation administered to the individual, duly signed by him and countersigned by the officer administering the oath/affirmation shall be maintained in the service record of each individual. In addition, each individual shall also sign an affidavit in front of a Magistrate or any other civil officer authorized to administer oath/affirmation on the same lines as provided in Appendix 'A' mentioned above. The Affidavit so furnished by the individual shall be kept with his service records.

(c) All Assam Rifles personnel attested in accordance with these regulations shall be legally bound by the terms of the oath/affirmation administered to them at the time of their attestation.

94. **Fraudulent enrolment**.

(a) **Fraudulent enrolment.** Any person, who gains enrolment in the Assam Rifles by committing any type of fraud on the enrolling officer, is deemed to be fraudulently enrolled, i.e. by:-

(i) Production of fake documents, forged documents or giving false answers to questions by enrolling officer at the time of enrolment.

(ii) Using unfair means of enrolment as under :-

(aa) Impersonation during Physical Fitness Test/Physical Measurement Test.

(ab) Impersonation during Medical Examination.

(ac) Impersonation or using unfair means to assist in answering questions during Written Examination.

(ad) Impersonation during Reporting.

(iii) Seeking re-enrolment without disclosing the fact of his previous service in the Assam Rifles or any other service under the Government of India.

(b) **Disposal of fraudulent enrolment cases**. If a Government servant is found to be enrolled using fraudulent means during any time of his service, his service will be terminated as per Assam Rifles Act 2006 and Assam Rifles Rule 2010 Chapter IV Rule 22. However, he shall be given full opportunity to clarify the circumstances by serving show cause notice as to why his services should not be terminated on ground of procuring enrolment by fraudulent means at the time of enrolment.

95. **Continuance in the service**. When a Subordinate Officer or Under Officer completes thirty years of qualifying service or Fifty Five years of age, whichever is earlier, and he is willing to continue in service, he may be allowed to continue in serve till he attains the superannuation age subject to his fitness in all respects as prescribed by DG AR. Such continuance in the service will require formal sanction from Director General Assam Rifles in the case of Subordinate Officers and from Commandant of the Unit in case of Under Officers and other enrolled personnel. Such sanction will be obtained duly completing all procedures one year prior to completion of 55 years of age or 30 years of qualifying service whichever is earlier. In this regard, attention is also drawn to Para 85 of these regulations.

96. **Qualifying service for pension and date of retirement on superannuation**. A person subject to the Assam Rifles Act, 2006, other than an officer, is required to complete thirty years of qualifying service or fifty five years of age, whichever is earlier, to complete his prescribed qualifying service for retiring pension. However, he can seek voluntary retirement after completion of twenty years of qualifying service on compassionate ground. Those who seek discharge/retirement before completion of prescribed qualifying service on compassionate grounds may be permitted to be discharged subject to there being no more than 10% deficiency in the cadre to which the person belongs. The competent authority to sanction the voluntary discharge/retirement shall be the appointing authority (In the case of officers, the Central Government may delegate the power to sanction voluntary retirement to the Directorate General Assam Rifles). Discharge/retirement will take place on the last date of the month in which due, except in case of compassionate discharge on medical grounds, in whose case the date of discharge/retirement will be the date of sanction of such discharge/retirement or such other date as may be specified by the competent authority in discharge/retirement order.

97. **Compulsory retention in service**. A person subject to the Assam Rifles Act who has completed the prescribed service or age limit, and does not wish to extend it, may be retained in service compulsorily for so long as a war is imminent or existing or in other cases if the exigencies of service so require. A formal extension of service is not necessary in such cases.

PROMOTIONS

98. **Promotion to the rank of Under Officers**.

(a) A Rifleman will not be promoted to the rank of Havildar until he has successfully completed the prescribed promotion cadre as laid down by the Directorate General Assam Rifles from time to time.

(b) Successful completion of the promotion cadre itself will not guarantee the individual promotion to higher ranks unless he meets other promotion criteria.

(c) The provision of Sub Para (a) and (b) above do not apply for Out of Turn Promotions and direct entry Under Officers.

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99. **Duties of Subordinate Officers/Under Officers**. Subordinate Officers/Under Officers will perform duties as promulgated/assigned by the Commandant or the Officer empowered by him in various set of SOPs/Orders/Instructions issued by Director General Assam Rifles from time to time as the case may be.

Deputations, Transfers, Attachments and Extra Regimental Employment.

100. **Postings on transfer and deputation**. The orders for posting on transfer and deputation in respect of all Assam Rifles personnel upto the rank of Subordinate Officers, including civilians employed in Units and Formations (other than the civilians belonging to ministerial cadre employed in Directorate General Assam Rifles), will be issued by the Record Office at Directorate General Assam Rifles. The Record Officer shall issue detailed instructions, thereby laying down criteria and the guidelines for such postings and deputations, in the form of Assam Rifles Orders (AROs) with the approval of Director General Assam Rifles.

101. **Attachment other than on disciplinary grounds**.

(a) Assam Rifles personnel, including officers, may be attached to another Unit or Formation Headquarters (other than they are permanently posted to) in the organizational interest or on compassionate grounds or when exigencies of service so demand. Such attachments shall be for the initial period upto six months, which may be extended upto further period of six months at a time but not exceeding total period of two years.

(b) In case of persons other than officers, all attachments under this Para within the formation shall be issued under the orders of the Sector Commander or the Inspector General Assam Rifles under whose command the individual is posted. In case of officers, and all cases where the attachment is sought outside command jurisdiction of Inspector General Assam Rifles, the attachment order shall be issued by the Directorate General Assam Rifles.

(c) Under Para (b) above, attachment of officers shall be issued through the Military Secretariat Branch, and the attachments of persons other than officers shall be issued through the Record Office, at Directorate General Assam Rifles.

(d) The Military Secretariat Branch and the Record Office at Directorate General Assam Rifles shall issue separate Assam Rifles Orders (AROs) in respect of officers and persons other than officers, respectively, with approval of Director General Assam Rifles, thereby laying down the detailed guidelines and criteria for attachments to be issued under this Para, as well as the authority competent to order attachments under Sub Para (b) and (c) above.

102. **Extra Regimental Employment (ERE)**. Subordinate Officers, Under Officers and other enrolled persons who are posted to fill a vacancy within the authorised establishment outside their own Unit will, in circumstances in which they cannot be transferred, be treated as Extra Regimental Employment (ERE). Subordinate Officers, Under Officers and other enrolled persons returning from ERE will be adjusted and absorbed within the sanctioned strength of the establishment.

CHAPTER V

TRANSFER, RETIREMENT, RESIGNATION, DISCHARGE ETC AND PENSION

103. **Transfers**. Subject to restrictions imposed by the Directorate General Assam Rifles, an Assam Rifles personnel may be transferred from his Battalion/Unit to any other Unit/Establishment.

104. **Retirement - Officers, Subordinate Officers, Under Officers and other enrolled persons undergoing treatment at the time of release**. Individuals who are under treatment in a hospital on the day they are due for discharge/release from the service on completion of their age/tenure/service limits or engagement with the Assam Rifles, will be released from the service on the due date but will be allowed by Directorate General Assam Rifles to complete the treatment as they are in service as per the recommendations of medical authority.

105. **Resignations and premature voluntary retirement/release**.

(a) An Officer, Subordinate Officer, Under Officer or other enrolled person applying for permission to resign from the service or to proceed on voluntary premature retirement/release before the completion of his terms of engagement, will state his compelling reasons for the same. The application will be forwarded to the authority competent to sanction the resignation or premature voluntary retirement/release through the chain of command.

(b) The authorities to sanction voluntary premature retirement/release will be the same as mentioned in Rule 27 of the Assam Rifles Rules, 2010.

(c) Person whose application to resign or to proceed on premature retirement/release has been accepted may, before he is relieved of his duties, apply to the authority next superior in command to the authority which accepted the resignation or sanctioned the premature retirement/release for withdrawal of his application. The application for withdrawal of resignation/premature retirement/release shall be submitted within a period of thirty days from the date of receipt of the order accepting the resignation/premature retirement/release. The authority accepting the resignation or sanctioning the premature retirement/release may, at his discretion, accept or reject the application for withdrawal of resignation/premature retirement/release. While communicating the order accepting resignation/premature retirement/release to the individual concerned, it shall be ensured that a written receipt duly signed and dated by the individual is taken and the same is sent to the Record Office (in case of persons other than officers) and the Military Secretary Branch (in case of officers) at Directorate General Assam Rifles.

106. **Dismissal, Removal or Discharge - Procedure**.

(a) A member of the Force can be dismissed, removed or discharged from the service in accordance with the provisions contained in Chapter IV of Assam Rifles Rules, 2010. While carrying out such kind of terminations of service proper procedures as explained in Chapter IV of Assam Rifles Rule should be strictly complied with. The effective date of such termination of service shall be the date on which the competent authority passes such order or subsequent date as may be specified in the order as per Rule 29 of Assam Rifles Rules**.**

(b) Under Section 11 of Assam Rifles Act, 2006, an officer not below the rank of Deputy Inspector General may dismiss or remove from service any person under his command other than an Officer or Subordinate Officer. On the other hand, Rule 17 of Assam Rifles Rules, 2010 provides that an enrolled person may be dismissed, removed, discharged, retired or released from service by Commandant of the Unit. Both the aforementioned provisions are needed to be read together and it should be ensured that the power of dismissal or removal of any person below the rank of an Officer/Subordinate Officer are exercised by the concerned Deputy Inspector General and not by the Commandant. However, the power of discharge, retirement or release in respect of enrolled persons may be exercised by the Commandant in accordance with these Regulations.

(c) A person subject to Assam Rifles Act who has been dismissed, removed or compulsory retired from the service, shall have the right of appeal against such termination of service. In case of persons other than officers, such an appeal will be addressed to an authority higher than the one who passed the termination order within ninety days of the termination of service. In case of officers, the appeal shall lie to the Central Government within ninety days from the date of the termination of service.

(d) In case the appellate authority sets aside the order of termination, he shall appoint a future date for rejoining of duty. He shall also pass orders for regularization of the period between the date of dismissal, discharge/retirement and the date fixed for rejoining the duty. In case the individual completes his superannuation age/service limit for retirement during the period when a dismissal/discharge/retirement was in Force, he will be deemed to be in service from the date of termination of service till he attained the superannuation age/ service limit for retirement. He should not be allowed to continue in service after completion of superannuation age/service limit for retirement.

107. **Removal of undesirable, incorrigible and inefficient Subordinate Officers, Under Officers and other enrolled persons**.

(a) A Subordinate Officer, Under Officers and other enrolled person who by his conduct has proved himself undesirable, incorrigible, inefficient and whose retention in the service is therefore considered unsuitable for the Force will be recommended for discharge/dismissal from service. Dismissal should only be recommended where an Assam Rifles Court, if held, would have awarded a sentence not less than dismissal but trial by a Assam Rifles Court is considered impracticable or inexpedient. In other cases, recommendations will be for discharge from service.

(b) Before recommending or sanctioning discharge, the following points must be considered:-

(i) If lack of training is the cause of his inefficiency, arrangements will be made for his further training.

(ii) If an individual has become unsuitable through no fault of his own, he will be recommended for suitable extra regimental employments instead of discharge from service.

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(c) The procedure for dismissal/discharge of unsuitable subordinate officer/under officer/enrolled person will be as under:-

(i) As provided under Rules 24 and 25 of Assam Rifles Rules, the person concerned, subject to the exception mentioned therein, shall be served with a Show Cause Notice against the contemplated action.

(ii) **Preliminary enquiry**. Before recommending discharge or dismissal of an individual the authority concerned will ensure that an impartial enquiry (not necessarily a Court of Inquiry) has been made into the allegations against him and that he has had adequate opportunity of hearing.

(iii) Rule 24 of the Assam Rifles confers powers on the Commandants of the Assam Rifles Units/establishment to discharge any subordinate officer/under officer/enrolled persons of Assam Rifles. However, the power of discharge by the Commandant shall be exercised with prior approval of immediate superior officer not below Sector Commander in case of Under Officers and other enrolled person and that of Inspector General Assam Rifles in case of Subordinate Officers.

(iv) After compliance of the provisions enumerated above, a show cause notice will be served on the individual affording him an opportunity to explain his case. Thereafter, the complete case file will be forwarded to next superior authority/Sector Headquarters for approval of the superior authority/Sector Commander.

(v) The authority competent to sanction the dismissal/discharge of the individual will before passing orders re-consider the case in the light of the individual reply to the show cause notice. A person who has been served a show cause notice for proposed dismissal may be ordered to be discharged if it is considered that discharge would meet the end of justice. If the competent authority accepts the reply of the individual to the show cause notice as entirely satisfactorily, he will pass orders accordingly.

108. **Discharge on ground of red ink entries**. A Subordinate Officer, Under Officer or other enrolled person who has incurred four or more red ink entries may be recommended for discharge from the service on the ground of unsuitability, subject to the following conditions:-

(a) After an individual has earned three red ink entries, he shall be warned in writing that his service will be liable to be terminated by the competent authority if he earns one more red ink entry. Such a warning letter shall be issued to him by the concerned Sector Commander through Commandant of the individual.

(b) Each case of individuals having earned four or more red ink entries shall be examined on its own merit depending upon the nature and gravity of the offences and the aggravating circumstances under which these were committed. The authority competent to sanction discharge under this para shall record reasons for ordering the discharge, or otherwise.

(c) A person who has put in eighteen years of qualifying service for pension may be allowed to complete the required qualifying service for grant of pension before he is recommended for discharge on ground of four or more red ink entries, unless there are compelling reasons to sanction his discharge before completion of the qualifying service for pension, which must be specified in the discharge order.

(d) Before taking the final decision to order the discharge, the person concerned shall be informed through a show cause notice that his retention in the service is considered undesirable for having incurred four or more red ink entries, thereby also calling upon him to show cause as to why he should not be discharged from the service for being considered unsuitable for the service in the Assam Rifles. The individual shall be

given minimum fifteen days, after receipt of Show Cause Notice, to submit his reply.

(e) After receipt of the individual's reply, if any, the case shall be put up to the authority competent to sanction the discharge alongwith recommendations of the Commandant of the unit concerned. Before passing the discharge order, the authority competent to sanction the discharge under this para may seek the advise of the Law Officer concerned.

(f) An order of discharge under this para shall be passed by an officer not less than a Sector Commander in the case of Under Officer or other enrolled persons and an officer not less than Inspector General Assam Rifles/Additional Director General Assam Rifles in case of Subordinate Officers.

109. **Part II Orders notifying Discharge/Dismissal/Retirement**. When the service of a person has been terminated under Assam Rifles Rule on any grounds, the reasons for discharge/dismissal/compulsory retirement shall be mentioned in the Battalion Routine Order Part II.

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110. **Discharge-Book and recommendation for civil employment**.

(a) All Subordinate Officers, Under Officers and other enrolled persons who are retired, discharged or dismissed from service will be given a Discharge Book, as per the form set out in **Appendix 'B'** to these Regulations, which will be completed in Hindi and English. This certificate will be issued to all personnel irrespective of the length of service and character assessed on discharge. In the case of personnel who die whilst in service and/or are killed in action, a discharge book showing all particulars of the deceased soldier will be issued to the next of kin.

(b) In the case of individuals who are demobilised, the cause of discharge to be entered in the discharge book will be "Reduction of the Force" on "demobilisation".

(c) In the case of individuals who are dismissed, "NOT eligible for further employment in Government Service" will be entered in the margin.

(d) In the case of individuals invalided out of service, the following procedure will be followed while completing the discharge book:-

(i) The cause of discharge in the Discharge book will be shown as 'on medical grounds' (No mention whatsoever will be made of the disease for which the individual has been medically boarded out of service).

(ii) In cases, where the disability is of such a nature as will NOT affect the efficient performance of duties in civil life, the invaliding medical board will arrange to prepare a slip with the stamp of the concerned Hospital and the Medical Officer's signature, containing details of minor disability and stating that the disability is NOT likely to affect the performance of normal duties in civil life.

(e) In cases where an individual is discharged on misconduct/unsuitability or unsatisfactory progress in training/furnishing false information at the time of enrolment/physical unfitness/own request as mentioned under Rule 17 item (i) to (vi) of Assam Rifles Rules, 2010, the particular cause of discharge, be clearly stated in the discharge book.

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(f) The following procedure will be followed in filling the distinctive marks in the discharge certificate under item 2 of page 1 thereof:-

(i) In the case of personnel invalided out of service or those who are released/discharged after earning pension, identification marks, as shown in the Descriptive Roll will be entered in the discharge certificate.

(ii) In the case of personnel released/discharged for reasons other than those mentioned in Sub Para (f) (i), identification marks will be filled in with the help of the Enrolment Form. Steps will, however, be taken to ensure that the marks in question still, exist. In cases, where the original marks are found to have disappeared, any new marks of identification, noted at the time of release/discharge will be entered in the discharge book.

(g) To avoid the possibility of drug addicts or alcoholics being re-appointed/ re-enrolled in any of the Government department, the fact that an individual is a drug addicts/alcoholics will be clearly stated in discharge book along with cause of discharge.

(h) The discharge book will be issued to a person only once i. e. at the time of his discharge from the first enrolment. In the case of an ex-serviceman of Assam Rifles seeking appointment in any department of Government service, the discharge book will serve as a credential of his service rendered in Assam Rifles.

(i) In the case of an ex-Assam Rifles personnel who has lost his original discharge book, a substitute discharge book be issued duly stamped with

DUPLICATE. Duplicate discharge book will be issued in exceptional circumstances only. The issuing authority of duplicate discharge book will be Colonel (Records), HQ DGAR. He will ensure that all details furnished on discharge book will be supported by relevant documents. First Information Report (FIR) on loss of discharge book is the primary document for applying/issuing duplicate discharge book.

(j) The discharge book will be serially numbered. A register of such discharge book issued will be maintained and will show service number, rank, name, date of discharge or dismissal and serial number of the discharge book.

(k) **Duplicate Discharge-Book**. Duplicate Discharge-Book will not be issued in case the ex Assam Rifles person is already in possession of the original one. Should the original Discharge-Book be lost/mutilated/perished/obliterated etc, the Colonel (Records), HQ DGAR may, if he is satisfied as to the cause of its loss/mutilation/perish/obliteration etc, issue a Duplicate Discharge-Book. In case Next of kin of an ex-serviceman reports loss of original Discharge-Book of an individual who has since died, a similar Duplicate Discharge-Book may be issued to him/her reflecting the all relevant details as per the records held. Ex-servicemen of Assam Rifles applying for change of home address will send their discharge book to the Records Branch of HQ DGAR for filing with their service documents. They will be issued instead a Duplicate Discharge-Book incorporating the change.

111. **Reduction of an inefficient Under Officer**. When a person subject to the Assam Rifles Act who was promoted to the rank of Under Officer by reason of his selection for an appointment carrying that rank, is removed from his appointment and is not in every respect fully qualified to perform the ordinary duties of his equivalent rank, application will be made to the proper authority for the reduction under the provisions of Assam Rifles Act, 2006.

PENSIONS

112. **Pension**. The rules for the grant of pensions to Assam Rifles personnel, the rates admissible and the procedure to be followed in dealing with pensionary claims are laid down in CCS (Pension) Rules, 1972. The following kinds of pensions are applicable to Assam Rifles personnel:-

(a) **Compulsory Retirement Pension**. Whenever, the competent authority imposes a penalty of compulsory retirement on an Assam Rifles person, he shall be entitled to pension and gratuity, if he had ten years qualifying service on date of such compulsory retirement, under provisions of Rule 40 read in conjunction with Rule 49 of CCS (Pension) Rules, 1972.

(b) **Voluntary Retirement Pension**. At any time after an Assam Rifles person has completed 20 years of qualifying service, he may seek voluntary retirement with admissible pension under Rule 48-A of CCS (Pension) Rules, 1972, by giving a three months advance notice in writing to the appointing authority.

(c) **Retiring Pension**. At any time after an Assam Rifles personnel has completed 30 years of qualifying service, he may himself seek retirement from service or he may be required by the appointing authority, or any other authority specified in this behalf, to retire from service in public interest under provision of Rule 48 (1) (b) of CCS (Pension) Rules, 1972. While ordering retirement in public interest, procedures outlined in Appendix 5 to CCS (Pension) Rules, 1972 will be followed. Assam Rifles person placed in medical category below SHAPE-I standard except for battle casualty and for injuries sustained while performing bonafide government duties will be deemed to be unfit for retention beyond 30 years of service.

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(d) **Superannuation Pension**. Every Assam Rifles personnel will retire from service on the last day of the month in which he attains the age of 60 years under provisions of Rule 35 of CCS (Pension) Rules, 1972 and Rule 56(a) of Fundamental Rules, he shall be entitled to superannuation pension.

(e) **Provisional Pension**. Assam Rifles personnel, against whom any departmental or judicial (criminal) proceedings are pending on the date of retirement, shall be entitled to provisional pension under Rule 69 of CCS (Pension) Rule, 1972.

(f) **Invalid Pension**. Assam Rifles personnel who has been placed in low medical category and is invalided out of service for any bodily or mental infirmity by an invalidation medical board shall be eligible for grant of invalid pension subject to provisions of Rule 38 read with Rule 49 of CCS (Pension) Rules, 1972.

(g) **Disability Pension**. Assam Rifles personnel shall be entitled to disability pension under provision of CCS (Extra Ordinary Pension) Rules, whenever such a person is boarded out of service for disablement attributable to government service or such disablement arose during service and remains aggravated thereby. The death shall always be accepted as due to government service where such death is due to a wound, injury or disease attributable to/aggravated by government service. The amount of disability pension in such cases shall be determined with reference to the percentage of disability incurred.

(h) **Liberalised Pensionary Award**. Liberalised Pensionary Award shall be granted to the family of Assam Rifles personnel who dies as a result of action in International War or while fighting in war like operations or border skirmishes with

any country or while fighting against armed hostiles or during laying or clearance of mines including enemy mines or as a result of attack by extremists, terrorists anti social elements or during action against dacoits, smugglers, hostiles etc. The rate of Liberalised Pensionary Award shall be as may be notified in the Government Orders issued in this behalf from time to time.

(i) **Extra Ordinary Family Pensions**. When an Assam Rifles personnel dies while in service and his death is attributable to or aggravated by the Assam Rifles service under the circumstances except as mentioned in Sub Para (h) above, the family of the deceased shall be granted Extra Ordinary Family Pension. The rate of Extra Ordinary Family Pension shall be as may be notified in the Government Orders issued in this behalf from time to time.

(j) **Ordinary Family Pension**. The family pension of a deceased Assam Rifles personnel shall be entitled to receive ordinary family pension under provisions of Rule 54 of CCS (Pension) Rules, 1972 on the death of person while in service (except in the circumstances mentioned at Sub Para (i) above) or after retirement. Family for this purpose shall mean as defined and prescribed in Rule 54 CCS (Pension) Rules, 1972.

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113. **Claims for family pensions - Investigation of**:-

(a) For investigation of family pension claims in respect of Subordinate Officers, Under Officers or other enrolled persons, the procedure detailed in the succeeding paragraphs will be followed except in the case of claims for division of family pension which will be got investigated and verified through the concerned civil authorities. However, if the heirs are residing within the jurisdiction of the Military Branch of the Indian embassy, Nepal, the claims for division will be investigated by the Assistant Military Attache (Records), Embassy of India in Nepal or the Officer-in-Charge Pension Paying Offices, Kathmandu/Pokhra/Dharan as the case may be.

(b) As soon as a report is received regarding the death of a serving Subordinate Officers, Under Officers or other enrolled persons, the Colonel (Records), HQ DGAR will take action to complete the form as mentioned under Rule 77, 78, 79 and 80 of CCS (Pension) Rule, 1972 and simultaneously forward two copies of the claim form together with its annexure to the heir nominated for family pension, or where there is no nomination, to the heir standing highest in the list of eligible heirs mentioned in Family Pension Rules 1964 for completion.

(c) The specified claim form will be completed by the eligible heir and returned to the Record Office concerned after attestation by civil authorities/ First Class Magistrate.

NOTE

In cases where it is not possible for a claimant residing outside India to secure two witnesses as required, special orders of the Government of India will be necessary to relax this condition.

(d) On receipt of the claim form duly completed by the claimant, the Record Office will check all the particulars in respect of the claimant and children of the deceased and compare them with those recorded in the Kindred Roll portion of the Sheet Roll of the deceased soldier. In case of any discrepancy, a further reference will be made to the claimant for the rectification there of. Cases, in which there is a doubt or dispute regarding the claimant's title to family pension, will be referred to the civil administration of the area in which the claimant resides, for verification.

(e) The claim form thus completed and countersigned, together with the particulars of service and next of kin will be forwarded to the Pay and Accounts Officer (Assam Rifles), Shillong (Meghalaya) in duplicate, for sanction of family pension.

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(f) In the matter of determining eligibility of heirs of Subordinate Officers, Under Officers or other enrolled persons, to family pension, reliance will largely be placed on the particulars of such heirs as recorded in the sheet roll during the life service of the soldier and the nominations made by him, for the purpose of family pension.

(g) All changes in the family of a soldier during his service on account of birth/death/marriage will be declared by him in writing, and his declaration witnessed by two persons and countersigned by his Commanding Officer. It will then be forwarded to the Record Office for making necessary entries in the Kindred Roll portion of the Sheet Roll of the individual.

(h) The Nomination Form 1 and 2 under Rule 53 of CCS (Pension) Rule, 1972 and the declaration referred to in Sub Paras (f) and (g) above will be raised in triplicate, a copy being kept with the Unit copy of the sheet roll and the remaining two copies being forwarded to the Assam Rifles Record Office.

(i) However, family pension claims forms of insane claimants will be completed by the person or the agency in whose custody such a claimant is held. A certificate from a Magistrate certifying that the claimant is an insane person will be obtained and attached to the claim forms. The thumb and finger impressions or signatures on the claim form will, however, be obtained by the Pension Disbursing Officer if and when the pensioner on regaining sanity, comes to draw his/her pension.

(j) Claims to monetary allowance in respect of gallantry awards to which monetary allowances are attached will also be verified on the form specified in similar manner.

114. **Withholding or forfeiture of pension**. Pension of an Assam Rifles pensioner may be withheld or forfeited, either in part or full, in accordance with the provisions of CCS (Pension Rules) 1972 as amended from time to time.

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CHAPTER VI
TRAINING AND EDUCATION

115. **Training directive**. Before the beginning of each training year, Directorate General Assam Rifles issues a General Training Directive to Inspectorate Generals Assam Rifles. This directive will lay down the policy which is to govern training throughout the Assam Rifles during the ensuing training year.

116. **Responsibility for training**. Overall responsibility for Assam Rifles training is vested with Training Branch under Brigadier General Staff (Brig (GS)) at DGAR.

117. **Training of personnel of medical, dental and nursing service**. The Director General, Assam Rifles (General Staff Branch) is responsible for the training of Assam Rifles Medical Officers/Specialist, Dental Surgeons and Para Medical Staff. The Director Medical of Assam Rifles is responsible for the professional training in respect of all ranks of the above mentioned service.

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118. **Division of training year**. The training year is normally divided into two parts for training i.e. Jul - Dec (First half) and Jan - Jun (Second half).

119. **Training establishments**. All training Institutes will be under command DGAR for all purposes. DGAR may also establish additional training institutes of temporary nature to meet the training requirement of the Force, when so required.

(a) **Assam Rifles Training Centre and School (ARTC&S)**.

(i) Recruit Training.

(ii) Assam Rifles courses.

(iii) Familiarisation and orientation courses.

(iv) Pre courses and Cadres.

(v) Pre Induction Training.

(vi) Company Training.

(vii) Training of Army/Central Armed Police Forces and other police personnel.

(viii) Training of police Forces/other uniformed Forces of other friendly foreign countries.

(ix) Training of Formed Police Units for United Nations Missions.

(b) **Assam Rifles Dog Training Centre and School (ARDTC&S).**

(i) Training of dogs.

(ii) Training of dog handlers.

(iii) Refresher training for dogs and handlers.

(iv) Training of Army/Central Armed Police Forces and other police personnel.

(v) Training of police Forces/other uniformed Forces of other friendly foreign countries.

120. **Courses of instruction outside India**. A certain number of selected Officers, Subordinate Officers, Under Officers and other enrolled person may be sent abroad to attend courses of instruction as detailed by MHA/BPR&D. The aim of sending persons abroad is to keep in touch with the latest developments and teachings in other countries and to make use of facilities for training which may not exist in India.

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121. **Selection and employment of instructors.** An individual, on having successfully completed the prescribed course in a subject at a recognized institution and having obtained the requisite grading on the course, will be considered suitable to instruct in the subject. The posting of qualified individuals as instructors will be carried out by the Military Secretary Branch (in case of officers) or Records Branch (in case of persons other than officers) of Directorate General Assam Rifles based on vacancies and existing policies on the subject.

122. **Training : General**.

(a) The training of Assam Rifles personnel selected to be appointed as officers in the Assam Rifles will be carried out in accordance with the instructions and directions as may be issued by the Training Branch at Directorate General of Assam Rifles.

(b) **Recruit training**. The curriculum of Recruit Training must be based on the Standardised Training Syllabus for all CAPFs, as promulgated by the MHA, with a minor modification of incorporating swimming & Local Language training in the training schedule.

(c) **Training of regular Army Officers/Deputationists from other CAPFs**. All regular Army officers/Deputationists from other CAPFs on being posted to Assam Rifles on deputation, will undergo an Orientation Course of minimum two weeks at Centre of Excellence (COE), Diphu, followed by three days orientation visit to Directorate General Assam Rifles before joining their respective units.

123. **Physical Training, Yoga and Games**.

(a) All Physical Training, Yoga and exercises, including games, carried out as part of a soldier's training during parade hours under a platoon or company commander are compulsory. Games and sports out of parade hours are not compulsory, but if organised by or with the approval of Assam Rifles authorities will be regarded as Physical Training. Injuries sustained by officers, Subordinate Officer, Under Officers and other enrolled person taking part in such training/parades, games and sports, or deaths arising from these injuries will be considered to have occurred while on duty.

(b) The Subordinate Officers employed as Religious Teachers (RT) and Education Teachers enrolled as combatants in Assam Rifles are subject to the Assam Rifles Act, 2006 and the Rules made there under for all purposes. Accordingly, the standards of physical fitness and the physical training as mentioned above shall apply to them in the same manner as in case of other Subordinate Officers of the Assam Rifles. When on duty or parade, a Religious Teacher (RT) and Education Teacher shall wear the uniform specified for his rank as a Subordinate Officer. The Religious Teacher may however wear a pertinent civil dress as prescribed while performing the religious duties.

124. **Training in music**. Initial Training (to young bands-men) and advanced training in martial music in the Assam Rifles is imparted at the Music Wing attached to ARTC&S. Various categories of musicians are given initial and refresher training and band NCOs are prepared for duties as Bandmasters. The Music Wing also aims at producing Indian music for adoption by Assam Rifles Bands.

125. **Language training**.

(a) **Local Language Course**. The Assam Rifles troops will learn one local language of North East Region/region deployed in besides their own language. Training must commence at ARTC&S with basic training of recruits and continue in the Units.

(b) **Foreign Language Courses**. Maximum Assam Rifles persons will be trained in Myanmarese language.

CHAPTER VII

EMPLOYMENT OF ASSAM RIFLES PERSONNEL ON DUTIES IN AID OF CIVIL AUTHORITIES

126. **Types of duties and approval of the Central Government**.

(a) Assam Rifles personnel may be called upon to perform in aid of the civil authorities any of the following duties:-

(i) Maintenance of law and order.

(ii) Maintenance of essential services.

(iii) Assistance during natural calamities such as earthquakes and floods.

(iv) Any other type of assistance which may be needed by the civil authorities.

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(b) When the services of Assam Rifles personnel are required by the civil authorities, the local Assam Rifles commander will first obtain, through the authorized channels, the approval of the Central Government to their employment. In cases of emergency, when reference to Central Government would entail delay, hazardous to life or property, the local Assam Rifles authorities will comply immediately, as far as possible with the demand, reporting their action at once through the authorized channels for confirmation.

127. **Maintenance of essential services during strikes or in an emergency**. Assam Rifles Troops can lawfully be commanded to maintain essential services during strikes or in an emergency under the following conditions:-

(a) if and in so far as some operational object or proceedings undertaken or to be undertaken by the Assam Rifles troops in performance of their duty is affected; or

(b) if, in the opinion of the Central Government, the maintenance of a particular service is declared of vital importance to the community by a notification under the provisions of the Armed Forces (Emergency Duties) Act, 1947. The notification declaring a service as essential does not ipso facto imply that the State Government can requisition Assam Rifles assistance without explicit sanction of the Central Government.

128. **Maintenance of Law & Order - written requisition**. Every requisition made on an officer in command of Assam Rifles troops, in writing or by authentic electronic means, by a civil authority for Assam Rifles aid for maintenance of law & order will be complied with immediately. The strength and composition of the Force, the amount of ammunition, arms and equipment to be taken and the manner of carrying out the operations are matters for the Assam Rifles authorities alone. As regards a Magistrate's request for dispersal of an unlawful assembly, instructions in Para 130 below are to be complied with.

129. **Liaison officer**.

(a) To ensure that the Assam Rifles authorities immediately concerned have the earliest possible opportunity of gauging the probable requirements of the situation, the Assam Rifles commander on receipt of a warning by the civil authorities that troops may be required in aid of the civil authorities will dispatch a Assam Rifles liaison officer to get into personal touch with the civil authority in the affected area. The liaison officer will furnish reports regarding the situation.

(b) Until the services of the troops are no longer required by the civil authorities the liaison officer will maintain close touch with the local civil and police authorities, and with the OC troops employed. He will be under the orders of the OC troops during the presence of the latter at the scene of action, if that officer is senior to him. Alternatively, should the liaison officer be the senior, he will automatically be in Assam Rifles command unless specially ordered to the contrary by the officer who detailed him. It would, however, be preferable, if it can be so arranged, that the liaison officer is of such rank that he will not have to take command of the troops.

(c) On the withdrawal of the troops, or if it is decided that they need not be called out, the liaison officer will submit a written report to the officer who detailed him. The report will comprise a brief narrative of events and a brief summary of his observations and his appreciation of the cause of the trouble. The liaison officer will remain in the disturbed area until ordered to rejoin his Unit. The report will be forwarded to Directorate General Assam Rifles through the authorized channels.

130. **Dispersing of an unlawful assembly**.

(a) The Civil authority who can requisition the dispersal of an unlawful assembly by Assam Rifles Force is the magistrate of the highest rank who is present. (See Cr.P.C. Sec 130). The request by the magistrate should preferably be in writing, but if made verbally, the Officer Commanding troops, on whom the responsibility devolves, should ask the magistrate to repeat the request in the presence of two Assam Rifles personnel.

(b) The requisition will be complied with immediately.

(c) The strength and composition of the Force, the amount of ammunition to be taken and the manner of carrying out the task are matters for the decision of the Assam Rifles authorities alone.

131. **Firing on an unlawful assembly**.

(a) When the OC troops is required by a magistrate under Section 130 of the Code of Criminal Procedure (Cr.P.C.), or when he himself decides that it is necessary under Section 131 Cr, P.C. to disperse an unlawful assembly by Force, he will, before taking action, adopt the most effective measures possible to explain to the people concerned that the fire of the troops will be effective.

(b) All orders to the troops will be given by their commander. They will on no account fire except by his word of command. If it becomes necessary to order them to fire, he will exercise a humane discretion in deciding both the number of rounds and the object to be aimed at. If the commander is of the opinion that a slight effort will attain the object, he will give the command to one or more selected soldiers to fire. If a greater effort be required, he will give the command to one of the sections to fire; the fire of each of the other sections, if required, will only be given on the regular word of command of the commander. If it is necessary for more sections than one to fire at a time, the commander will clearly indicate to the troops which subordinate commander is to order any of the sections to fire. The order to any one or more selected soldiers or to a particular section to fire will be given only by the commander indicated.

(c) If it becomes necessary to fire, officers and soldiers have a serious duty, which they must perform with coolness and steadiness and in such manner as to be able to cease-fire the instant it is no longer necessary.

(d) Care will be taken to fire only on those persons who can be seen to be implicated in the disturbance. To fire over the heads of a crowd has the effect of favouring the most daring and guilty, and of sacrificing the less daring, and even the innocent. Fire should be for effect but should be aimed low, the idea being to injure and incapacitate rather than to kill. It would be borne in mind that the amount of Force, both as regards the number of rounds used as well as the damage done, should be the minimum required to disperse the unlawful assembly or to perform the task indicated. Officers should also bear in mind that they are legally protected if they act in good faith which is held to mean “with due care and attention”. Firing with blank ammunition is forbidden.

132. **Report of demand for troops**. When Assam Rifles assistance is called for by the civil authorities, the officer responsible for sending troops in aid of the civil authorities will report immediately by signal to the General Secretary Branch, Headquarters Directorate General Assam Rifles, besides reporting to the local headquarters of Army under which they are operationally under command. A further signal report will be submitted on the withdrawal of troops called out in aid of the civil authorities.

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CHAPTER VIII

ANNUAL INSPECTION OF ASSAM RIFLES FORMATION HEADQUARTERS/UNITS/MINOR UNITS AND ARTC&S

133. **General**. All Assam Rifles Units/Establishments/Formation Headquarters/ Training Centre will be inspected at least once every year to ascertain its fitness for war or role allotted and its efficiency with reference to training and administration as per detailed instructions issued on the subject by Directorate General Assam Rifles.

134. **Period covered by inspection**. The Annual Inspection will pertain to the period 01 July to 30 June of the preceding training year. The Annual Inspections will be completed by end of December for the preceding Training Year. All Technical inspections will be carried out before Annual Inspection and the Technical Inspection report is to be included in the Annual Inspection report.

135. **Units to be inspected and responsibility**.

(a) All Assam Rifles Formation Headquarters/Units/Minor Units including Inspectorates General, Sector Headquarters and Assam Rifles Training Centre and School will be inspected without exception. The responsibility to carry out inspection will be as per the command and control letter issued by General Staff Branch, Directorate General Assam Rifles from time to time.

(b) No Headquarters/Units/Minor Units/Establishments and Training Centre will be exempted from the Annual Inspection. The Director General is the only competent authority to exempt any Headquarters/Units/Minor Units/ Establishments and Training Centre from annual inspection under exceptional circumstances.

(c) In addition to the Inspecting Officer, two staff Officers will accompany who will assist the Inspecting Officer in carrying out the book inspections and other allied matters.

(d) Detailed instructions with regard to the checks to be carried out during inspection and the manner in which the inspection should be carried out etc shall be laid down in the Inspection Manual to be issued by the Directorate General Assam Rifles, which may be updated from time to time.

136. **Inspection report form**. An Inspection report in the form set out in ARFI-1131 will be submitted in triplicate soon after the inspection of the Formation/Unit is over. The Inspecting Officer will endorse his remarks on the Inspection Report and two copies of ARFI-1131 will be returned to the concerned Headquarters/Units/Establishment/Minor Units.

137. **Duration of inspection**. The duration of the inspection will be three days. It will be ensured that the Inspecting Officer and his team are provided full opportunity to view all aspects of the unit life and its administrative functioning.

138. **Inspection programme**. The suggested Inspection dates will be forwarded by Headquarters/Units/Minor units/Establishments and Training Centre to the Inspecting Officer well in advance and his approval be obtained for final dates of inspection. Brochure of the respective Headquarters/Units/Minor units/Establishments and Training Centre alongwith tentative visit programme must reach Inspecting Officer two weeks in advance for his approval. The detailed itinerary be issued to suit the convenience of the Inspecting Officer covering all points and allotting enough time to test/inspect each point or as the Inspecting Officer may desire. The visit programme may include:-

(a) Sainik Sammalan.

(b) Meeting with ex-serviceman.

(c) Meeting with local civil officials.

(d) Interviewing of outstanding and below average Officers/Subordinate Officers.

(e) Any other event, issue/aspect considered important by the concerned Inspector General /Deputy Inspector General/Commandant/Officer Commanding with prior approval of Inspecting Officer.

139. **Battle Physical Efficiency Test/Physical Proficiency Test and Firing tests**. In Headquarters/Units deployed in Operational/Counter Insurgency area, Formation Commander/Unit Commandant and Inspecting Officer may decide to conduct Battle Physical Efficiency Test/Physical Proficiency Test keeping in view the security and safety of men.

140. **Book inspection**. The Books, Ledgers, Orders and Instructions alongwith their concerned documents will be kept ready for the Inspecting Officer. Staff Officers detailed for assisting Inspecting Officer may inspect the books/documents on the direction/orders of Inspecting Officer prior to inspection. Staff Officers will give their points raised during books/documents inspection to the Inspecting Officer before his inspection. All these books/documents will also be kept ready on the day of Inspection for the perusal of Inspecting Officer. The books and documents inspected during Annual Inspection are as under:-

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(a) **General Secretary Branch**

(i) Training instructions.

(ii) Training stores.

(iii) Technical trade test.

(iv) Pre Course training.

(v) Specialist training.

(vi) List of training publication.

(vii) List of Pre Induction Training.

(viii) Examination/Promotional examination.

(ix) Night Training.

(x) Local Security Orders.

(xi) Annual range classification and battle inoculation.

(xii) Training grant.

(xiii) Training programme.

(xiv) Sports fund.

(xv) Regimental instaurations.

(xvi) Regimental accounts.

(xvii) Battle Physical Efficiency Test and Physical Proficiancy Test.

(xviii) Education results and map reading.

(xix) Identity Card.

(xx) Security.

(xxi) Fire Fighting.

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(xxii) Digest of service.

(xxiii) Account and counter insurgency documents.

(b) **A Branch**

(i) Guards/Escorts.

(ii) Daily parade state.

(iii) Standing Order and Standing Operator Procedures.

(iv) Stationery.

(v) Important order and rulings.

(vi) Sainik Sammelan.

(vii) Punishments.

(viii) Record of Judicial/Administrative proceedings.

(ix) Leave.

(x) Inoculation and vaccination.

(xi) Venereal diseases.

(xii) Monthly medical examination.

(xiii) Court of Inquiry or boards.

(c) **Accounts Branch**

(i) Last audit report and action taken.

(ii) Contract contingencies.

(iii) Loans and Recovery.

(iv) Treasure Chest.

(v) Bonds and securities.

(vi) Postage stamps.

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(vii) Payment of contractor's bills.

(d) **Q Branch**

(i) Diagram of Camp Layout.

(ii) Barrack damage.

(iii) Repairs.

(iv) Arms, Ammunition, Equipment and Clothing.

(v) Annual Stock Taking Board proceedings.

(vi) Record of monthly mess meetings.

(vii) Annual Vehicle Inspection report.

(viii) Annual inspection of arms report.

(ix) Ammunition Technical Officers report.

(x) Ordinance Officers report.

(xi) Telecommunication Instruments Inspection Report.

(xii) Fuel Oil Lubricant account.

(xiii) Management account.

(xiv) Ammunition classification and segregation.

(xv) Fire fighting.

(xvi) Vehicle daily running account.

(xvii) Contractors history sheet.

(xviii) Demand and rejection of supply.

(e) **Engineer Branch**

(i) State Habitat.

(ii) Infrastructure.

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(iii) Progress work.

(iv) Utilisation of minor work.

(v) Project Management Group (PMG) register.

(f) Any other documents asked by Inspecting Officer.

141. **Preparation and submission of Annual Inspection Report.**

(a) An Inspection report in the form set out in ARFI-1131 will be submitted in triplicate soon after the inspection of Headquarters/Units/Minor units/ Establishments and Training Centre is over.

(b) Part one of the form will be completed by the Unit Commander, whereas part two will be left blank, for filling by Inspecting Officer.

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PART II

CHAPTER IX

DISCIPLINE

SECTION I - GENERAL

142. **Discipline of Assam Rifles personnel**. All disciplinary cases of Assam Rifles personnel shall be dealt with under the provisions of the Assam Rifles Act, 2006, which is a special enactment specifically applicable to persons subject to the said Act, read with Assam Rifles Rules, 2010 and these regulations and not under the Central Civil Service (Classification, Control and Appeal) Rules 1965.

143. **Responsibility of an Officer**. An officer is at all times responsible for ensuring that good order and discipline of the Force are maintained and the Rules, Regulations and executive instructions issued from time to time are complied with; he will afford the utmost aid and support to his Commandant and immediate superior officer in this regard. It is his duty to notice, repress and instantly report any negligence or impropriety of conduct on the part of other officers junior to him, subordinate officers, under officers, other persons enrolled under the Act and any other person employed in the Force including personnel from other forces or organizations for the time being working with Assam Rifles, whether on or off duty, and whether the offenders do or do not belong to his own unit.

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144. **Obligation to bring dishonesty to notice**. It is the obligatory duty of every person forming part of the Force to bring at once to the notice of his immediate superior officer in the chain of command, or the next superior officer where the immediate superior officer is involved, any case of misconduct, including the cases of dishonesty, fraud or infringement of orders within the Force, that may come to his knowledge.

145. **Conflict of interest on appointment to sensitive posts/duties**. Any Officer, Subordinate Officer, Under Officer or other enrolled person subject to Assam Rifles Act, 2006, if employed in any appointment or duty and by virtue of performing such duties, either directly to the employer or any of his relatives would likely to accrue any monetary, material or service benefits in any form, the person shall declare such conflict of interest arisen or likely to arise immediately on occurrence or in advance before such an appointment is made.

146. **Security**. An officer commanding a Unit or Formation of the Force is responsible to ensure that all persons under his command are acquainted and comply with the provisions of the Official Secrets Act, 1923, and the instructions contained in these regulations bearing on the same subject as well as with the instructions issued from time to time by the Ministry of Home Affairs and Directorate General Assam Rifles for the security of the Force establishments, offices and official documents.

147. **Official documents, breach of trust**.

(a) Official reports, notings or correspondence, or copies thereof, will not be furnished to any person not officially entitled to receive them, without the written sanction of an officer commanding a unit or a Formation/Establishment of the Force.

(b) The publication of official documents, or communicating their contents by any means or using them for any private purpose without due authority, will be treated as an act of violation of good order and discipline of the Force, and/or as a breach of the Official Secrets Act, 1923, as the case may be.

148. **Production of official documents in a court of law**.

(a) A Government servant summoned by a Court to produce an official document is bound to produce it personally or to cause it to be produced by one of his subordinates, unless:-

(i) the document is not in his custody; or

(ii) the document is of a privileged class,

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(b) All official records are normally to be regarded as in the custody of the head of the department or the head of the office, as the case may be. In special circumstances, however, an official document may be in the custody of a Government servant other than the head of the department or, as the case may be, the head of the office.

(c) If the document required to be produced in the Court is not in the custody of the Government servant who has been summoned, he should inform the Court or in the case of a High Court or the Supreme Court, the Registrar of the court accordingly by an official letter as per the form set out in **Appendix 'C'** to these Regulations and also send a copy of that letter to both parties to the proceeding in which the production has been required.

(d) Where the summons has been served on the head of the department or on a Government servant who has the custody of the document in any special circumstances, it should be determined, first, whether the document is of a privileged class under Section 123 or 124 of the Indian Evidence Act, 1872. A document would be privileged if:-

(i) it is an unpublished official record relating to any affairs of States; or

(ii) it contains any communication made to a public officer in official confidence; provided that in either case the disclosure of the document would cause injury to the public interest.

(e) If the Government servant summoned is not the head of the department and is either of the opinion that the document belongs to a privileged class, or has any doubt in the matter, he should refer the question to the head of the department, unless the document falls under (ii) in clause (d) and is addressed to the Government servant himself. In the latter case, the Government servant has himself to take a decision whether the public interest would suffer by the disclosure of the document. If he decides that injury to the public interest would be caused by the disclosure of the document, he should claim privilege under Section 124 of the Evidence Act in the manner hereafter stated. If the Government servant has any doubt, he may seek the advice of the head of the Department.

(f) If the head of the department or office or the Government servant having the custody of the document(s) required to be produced finds that within the time available according to the summons for production of the document(s) in court it is not possible to comply after considering the question, as to whether the document is privileged under Section 123 or 124 of the Evidence Act and whether such privilege should be claimed, and the court should be requested to grant further time, it will not be appropriate to make the request by a letter addressed to the court; in any such case, the officer concerned should instruct the Government Pleader and authorize him by proper Vakalatnama, if necessary, to appear in the court on the date fixed for production of the document(s) and apply either orally or in writing, if required, for the grant of adequate further time for compliance with the summons or making a claim of privilege. In the meanwhile, the Head of the Department or the Head of Office or other Government servant who has received the summons should proceed to consider the question of privilege or seek instructions regarding thereto.

(g) Where the document required to be produced has emanated from some other authority, e.g., a State Government or a foreign Government, or is one respecting which there has been correspondence with a State Government or a Government, the head of the department should be consulted before the production of the document, unless it is intended for publication though not yet published, or is of a purely routine or formal nature. The head of the department should, when consulted, consider the desirability of obtaining the consent of concerned Government or authority to the production, of the document.

(h) The expression 'Head of the Department' in Section 123 of the Indian Evidence Act, 1872, means both the Minister in charge of the Department, who is its political head, and the Secretary or other officer who is its administrative head.

Ordinarily, in the case of Ministries or departments and their attached and subordinate offices, the administrative head would be the Secretary, or, in his absence the Additional Secretary or Joint Secretary who is in-charge. In the case of a Union territory he would be the Administrator and not any of the Secretaries.

(i) Where it is desired to claim privilege for an official document under Section 123, the first question to be considered by the head of the department is whether the document is an unpublished official record relating to any affairs of State. This question is ultimately for the decision of the Court. If the Court holds that the document does not belong to this class then, subject to any revision application that may be made, the document has to be produced. It should be noted, however, that where a claim is made that a particular document relates to affairs of State the court is not entitled, in view of the provisions of Section 162 of the Indian Evidence Act, 1872 to inspect the document, although it must, notwithstanding the objection, be taken to the Court; the Court has only power to take other evidence to assist it in determining the nature of the document and may for this purpose require the officer who makes the claim of privilege to appear for cross-examination.

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(j) Documents of a political or administrative character relating, for instance, to national defence, public peace and security, diplomatic relations are no doubt included in the class of documents relating to affairs of State. Documents which it is the practice to keep secret for ensuring the proper functioning of the public service are also included in that class and it is not essential that their contents should be such that their disclosure would be harmful to the public- interest; such documents are privileged because the freedom and candour of expression of opinion in the determination and execution of public policy would be materially affected by their disclosure. Among the documents belonging to this class are notes and minutes by officers and Ministers on files, proceedings of Government, reports of public officers, opinions expressed by public officers, records of official decisions reached in the course of determination of questions of policy.

(k) Besides the above mentioned categories, documents relating to commercial or other activities of the State even may in proper cases be embraced within the category of documents relating to affairs of State if the disclosure of their contents would came injury to the public interest.

(l) If, upon consideration in the light of the preceding observations, the head of the department comes to the conclusion that the document is an unpublished official record relating to affairs of State, he should consider next whether its disclosure would cause an injury to the public interest. It is not sufficient justification for claiming privilege, however, that the head of the department does not wish the document to be produced or that its production would adversely affect litigation to which Government is a party or produce any undesirable

impact on the department or provoke public criticism or censure in Parliament. The Head of the Department will be justified in withholding the document only if its production would cause injury to public interest. His decision that such injury would be caused is not liable to be questioned by the Court.

(m) Where, upon consideration by the Head of the Department, as explained above, it is decided to claim privilege under Section 123 of the Indian Evidence Act, 1872, and the summons is only for production of the document, a subordinate officer should be deputed to attend the Court, but if the head of the department or other officer having custody of the document has also been summoned to give oral evidence, he should attend personally. In either case, the Government servant attending the Court should take an affidavit as per the form set out in **Appendix 'D'** to these Regulations which should be sworn by the administrative head of the department unless it is considered fit in view of the special circumstances or nature of the case or the Court directs that the affidavit be sworn by the Minister. The Government servant should also take alongwith himself in a sealed cover the document(s) which is (are) required to be produced.

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(n) An affidavit claiming privilege under Section 123 of the Evidence Act must show on its face that each document for which privilege is being claimed has been carefully read and considered and that the deponent is satisfied upon such consideration that in the case of each of the documents in respect of which the claim of privilege is made, its disclosure would cause injury to the public interest. The affidavit must indicate, consistently with the necessity of safeguarding the public interest, the reason(s) in brief why it is apprehended that the public interest would be injured by the disclosure of the document. The reason(s) given must not be vague or indefinite, and separate reasons should be given in respect of each of the documents in respect of which the privilege is claimed.

(o) When called upon to produce the document, the Government servant attending the Court should present the affidavit and explain that he is not at liberty to produce the document or give any evidence derived there from. The question whether any Counsel should be engaged in cases in which Government is not a party to urge the claim for privilege would be considered in suitable cases in consultation with the Ministry of Law. If the claim is rejected, he should make an application as per the form set out in **Appendix 'E'** to these Regulations. If production is insisted upon, the document should be produced in a sealed cover and it should be submitted that the head of the department had instructed him to state that he would desire to consider whether the High Court should be moved in revision and that, if the Court sees no objection, the document may be kept in sealed cover pending the decision of the High Court. The Government servant should then abide by such orders as the Court may make.

(p) The second class of privileged documents consists of documents containing communication made to a public officer in official confidence when the public officer to whom such communication has been made considers that the public interest would suffer by the disclosure.

(q) Privilege under Section 124 of the Indian Evidence Act must be claimed by the public officer to whom the communication has been made in official confidence. Such officer is competent to waive the objection and allow production. For deciding whether privilege should be claimed or waived, the officer should consider the effect of production on the public interest. If he finds that the public interest would suffer by the disclosure, he should make an affidavit as per the form set out in **Appendix 'F'** to these Regulations. Therein he should set out the reasons in respect of each of the documents. If he is summoned to give oral evidence, he should attend personally and when called upon to produce the document or give any evidence relating to the communication contained therein claim privilege by filling the affidavit. If summoned to produce the document and not to give oral evidence, he may depute a subordinate officer to attend the Court with the document (in a sealed cover) and the affidavit. The Court, it should be noted, is entitled to inspect such documents for the purpose of determining the claim of privilege. If the claim is rejected, and it is considered advisable to move the High Court, an application as per the form prescribed in Sub Para (o) above should be made. If production is still insisted upon, the document should be produced in a sealed cover and it should be submitted that time may be given to the public officer to consider whether the High Court should be moved in revision and that in the meantime, if the Court sees no objection, the document may be kept in a sealed cover. The Government servant should then abide by such order as the Court may make in the matter.

(r) Affidavits have to be sworn before a person authorized to administer oath, eg. a Magistrate, Judge, Oaths Commissioner or a Notary Public.

(s) The head of the department or the public officer summoned should in all cases abstain from entering into correspondence with the presiding officer of the Court in regard to the claim of privilege.

(t) The privilege recognized by Section 123 of the Evidence Act extends not only to the production of the document but also to the giving of any other evidence as to their contents or as to the facts derived therefrom. No person, whether a Government servant or not, may give such evidence. When a public officer summoned as a witness to give oral evidence is asked in the course of his examination as a witness any question concerning a matter which has come to his knowledge from any unpublished official record relating to affairs of State, if no summons has been issued to the head of the department for production of the document and his prior permission to give evidence derived therefrom has not

been obtained, he should decline to answer the question until such permission is given. If the witness be the head of the department himself, he should object to the question on the ground that it relates to the contents of a privileged document. If the question is pressed and allowed by the Court, he should claim privilege after considering the document in the light of the preceding instructions. If an affidavit is required, he should request for time to file it. If the witness is not himself the head of the department and the question is allowed by the Court, he should pray that the head of the department may first be summoned to produce the document and decline to answer the question until it is produced.

(u) Where a witness is asked a question relating to facts derived from a document containing communications made to a public officer in official confidence, he should, if he is not the public officer to whom the communication was so made, decline to answer the question unless the document is first produced by the public officer concerned. If the witness is the public officer to whom the privileged communication was made, he should decline to answer the question on the ground that it relates to the contents of a privileged document. If the question is pressed and allowed by the Court, he should consider the document and claim privilege. If an affidavit is required, he should ask for time to file it.

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(v) All the foregoing instructions apply as well to the cases in which Government is a party to the case as others. They also apply to summons from other tribunals such as arbitrators, etc.

(w) Cases requiring permission to give evidence derived from unpublished official records relating to any affairs of State in a Court under Section 123 of the Indian Evidence Act, 1872 will be referred to the Branch concerned at Directorate General Assam Rifles for necessary action in accordance with the above instructions.

149. **Appearance as expert witnesses in private law suits**.

(a) An Officer, Subordinate Officer, Under Officer or enrolled person is forbidden to accept invitations to appear as an expert witness in private law suits for the purpose of giving evidence on matters of which he has acquired knowledge in the course of, and in connection with, his official duties.

(b) Any Officer, Subordinate Officer, Under Officer or enrolled person who receives such an invitation should reply that he is precluded by regulations from giving such evidence. If, however, after replying in these terms, he is subpoenaed to appear as an expert witness, he should report the matter to his Commandant, who will refer it through the usual channels to the Government of India when instructions will be issued as to the further action to be taken.

150. **Power of command of regular Army Officers**.

(a) Officers of the regular Army, when appointed to the Force on deputation, will exercise the power of command over all officers, subordinate officers, under officers and persons enrolled under the Act as placed under his command, within the meaning of Rule 9 of the Assam Rifles Rules, 2010.

(b) Officers of the regular Army on deputation to the Force shall also exercise the disciplinary powers vested in them in accordance with the provisions of the Assam Rifles Act, 2006, the Assam Rifles Rules, 2010 and these regulations over all officers, subordinate officers, under officers and persons enrolled under the Act as may be placed under their command.

(c) The Junior Commission Officers/Warrant Officers/Non Commission Officers of regular Army, on deputation to Assam Rifles, shall also have the power of command over Subordinate Officers, Under Officers and other enrolled personnel of Assam Rifles, junior in rank and seniority, placed under their command.

(d) The regular Army officers on deputation with Assam Rifles, holding a substantive rank, shall be en-bloc senior to, and exercise power of command over, officers of the Assam Rifles holding the equivalent rank (corresponding to the substantive rank held by regular Army officers) and a subordinate rank.

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151. **Officers and men to acquaint themselves with orders**. Officers will acquaint themselves with all executive instructions and orders issued from time to time, in addition to the provisions of these Regulations. Ignorance of published instructions/orders will not be accepted as an excuse for their non-observance. Subordinate Officers, Under Officers or enrolled persons will be personally responsible for making themselves acquainted with such instructions/orders as are published in the Unit Orders.

152. **Responsibility of Commandants to prevent crime**. A Commandant will use every effort to prevent crime and breach of discipline, and to suppress any tendency to screen its existence, under his command. A minor breach of discipline committed by an enrolled person for the first time, not involving moral turpitude or not of an aggravated character may be disposed off at the discretion of the Commandant by admonition. In such cases, formal disciplinary proceedings under the Act should be resorted to only when admonition has failed to have effect. However, the quantum of punishment awarded must be commensurate with the offence committed.

153. **Treatment of subordinates**. Officers, Subordinate Officers and Under Officers will adopt towards their subordinates or peers and junior ranks such methods of command and treatment as will not only ensure respect for authority, but also foster the

feelings of self-respect and personal honour essential to the Force efficiency. They will avoid intemperate language or an offensive manner.

154. **Reproof.**

(a) Reproof is an admonition administered by a superior Force authority in command, to a subordinate, for minor breaches of discipline and procedural lapses which, after considering the whole circumstances, do not warrant a disciplinary action under the Assam Rifles Act and the Rules made thereunder. Reproof may take the form of warning or of a recordable/non-recordable censure by a superior officer to an Officer, Subordinate Officer, Under Officer or a Rifleman serving under his command.

(b) The Director General Assam Rifles may lay down detail policy and guidelines for award of reproof in the form of recordable/non-recordable censure and the authority competent to award the same, in the Assam Rifles Orders (AROs).

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(c) Reproof in the form of warning may be administered verbally or in writing to an Officer, Subordinate Officer, Under Officer or a Rifleman by the Commandant or any officer superior in command to the Commandant.

(d) A reproof, unless in the form of recordable censure, will not be recorded in the service documents of the person concerned. In no circumstances should a reproof take the form of insult or abuse. It may be strong but should be directed to the actual fault committed and the language used should not be intemperate or offensive. A reproof should not be administered in the presence of subordinates unless, for the purpose of making an example, it is necessary that the reproof be public.

(e) A criminal misconduct or the offences involving moral turpitude, fraud, theft, dishonesty and misappropriation shall not be disposed of by reproof.

(f) If a competent authority disposes off the case in a bonafide manner by administering reproof under these regulations, after due application of mind, no superior authority should ordinarily re-open the case, unless he is satisfied for the reasons to be recorded in writing that the disposal of the case through administration of reproof was not bonafide or that the offence committed was too serious to be disposed off through a reproof.

155. **Public reception in honour of members of the Assam Rifles**. Circumstances may arise when a senior officer of the Assam Rifles is invited to accept a public reception. Before accepting such a reception the officer concerned will ensure that:-

(a) The reception is not in any way connected or organised by any political or communal body;

(b) No form of personal presentation is received by him except articles of trifling value, and

(c) The prior sanction of the next superior officer not below the rank of Inspector General in the Assam Rifles is obtained or, where necessary, the sanction of Government. When attending such a reception, the officer concerned in his reply, if any, will confine himself to an expression of thanks on his own behalf and on behalf of the troops he commands and an appreciation of the co-operation received from the local civil authorities.

156. **Praising and censuring of superiors**. Deliberations or discussions by Officers, Subordinate Officer, Under Officer or other enrolled persons with the object of conveying praise, criticism, censure or any mark of approbation towards their superiors, or any others in Government service, are prohibited. The publication of laudatory orders regarding an officer quitting a station or relinquishing an appointment is forbidden. No subscriptions for testimonials in any shape to a superior on quitting the services or on being removed from his unit or vacating his appointment, are permitted except with the prior sanction of the officer next superior in command to the officer quitting the service or being removed from the unit or vacating his appointment. The superior sanctioning any subscription should discourage any extravagant presentation. Subscriptions where sanctioned shall be purely on a voluntary basis.

157. **Applications by Officers to Directorate General Assam Rifles: Testimonial not to be attached**. All ranks are forbidden to forward testimonials relating to their service or character, with any application that they may make to any higher head quarters. In the event of an officer wishing that the opinion of officers under whom he has served should be brought to notice, he will submit their names, so that, if necessary, they may be referred to. The giving of testimonials by service personnel is equally forbidden.

158. **Posting and promulgation of certain orders**. The Commandant/Officer Commanding a unit is responsible that all ranks under his command are acquainted with the purport of Sections 9 to 12, 15, 17 to 19, 21 to 60, 62 to 67 and 69 of Assam Rifles Act, 2006 and Paras 160 and 183 of these regulations. The provisions of these sections/regulations will be explained to Subordinate Officers, Under Officers and enrolled persons at three successive roll calls at least every three months. They will also be explained to recruits on first joining so as to preclude the possibility of ignorance on their part of the additional offences and punishments to which a person renders himself liable by becoming subject to the Force law.

159. **Observance of religious customs**. Religious customs and prejudices will be respected. Officers will take special care that none of their acts, or of their subordinates, wounds the religious feelings of a person or violates the sanctity of any place held sacred.

160. **Plural marriages**.

(A) The Special Marriage Act 1954 and Hindu Marriage Act 1955 lay down the rule of 'Monogamy' that is, neither party has a spouse living at the time of marriage, these Acts also provide for decrees of nullity of marriage, restitution of conjugal rights, judicial separation and divorce and also orders for alimony, and custody of children. The Hindu Marriage Act applies to all Hindus, Budhists, Jains and Sikhs and also applies to all other persons (with certain exceptions), who are not Muslims, Christians, Parsis or Jews by religion. Christians, Parsis and Jews are also prohibited under their respective personal laws from contracting a plural marriage. Thus, no person who has solemnized or registered his/her marriage under the Special Marriage Act or who is a Christian, Parsi or Jew or to whom the Hindu Marriage Act 1955 applies, can now remarry during the life time of his or her wife or husband. Sub Para (C) (a) to (c) below apply to such persons only. A Muslim or such other person to whom the Hindu Marriage Act does not apply and whose personal law does not prohibit Polygamy or Polyandry can marry during the life time of his or her wife or husband and Sub Para (B) (a) to (h) below apply to such persons only.

(B) Plural Marriage by persons in whose case it is permissible:-

(a) No person subject to the Assam Rifles Act, except Gorkha personnel of Nepalese domicile, can marry again within the life time of his wife without prior sanction of the Government. The circumstances under which such Gorkha personnel can contract a plural marriage are:-

(i) When the wife suffers from incurable insanity (madness).

(ii) When there is no birth till ten years of marriage.

(iii) When the wife is paralysed and cannot move.

(iv) When the wife becomes blind of both the eyes.

(v) When the wife is suffering from an infectious incurable sexually transmitted diseases.

(b) An individual may, during the life time of his wife apply for sanction to contract a plural marriage on any one or more of the following grounds:-

(i) his wife has deserted him and there is sufficient proof of such desertion;

(ii) his wife has been medically certified as being insane;

(iii) infidelity of the wife has been proved before a court of law; and

(iv) any other special circumstances which in the opinion of the sector or equivalent commander would justify contracting a plural marriage.

(c) Applications will state the law under which the subsisting marriage was solemnized, registered or performed and will include the following details where applicable:-

(i) Whether the previous wife will continue to live with the husband;

(ii) if the previous wife does not propose to live with the husband, what maintenance allowance is proposed to be paid and in what manner; and

(iii) name, age and sex of each child by previous marriage and maintenance allowance proposed for each in case any such child is to live in the custody of the mother. In all the cases, the applicant will render a certificate to the effect that he is not a Christian, Parsi or Jew by religion, that he had not solemnised or registered his previous marriage under the Special Marriage Act 1954 and that the Hindu Marriage Act 1955 is not applicable to him.

(d) Applications will be forwarded through normal channels and each intermediate commander will endorse his specific recommendations. Such recommendations will be signed by the commander himself or be personally approved by him. Before making his recommendations a commander will satisfy himself that the reasons given for the proposed plural marriage are fully supported by adequate evidence.

(e) An individual whose marriage is alleged to have been dissolved according to any customary or personal law but not by a judicial decree will report, immediately after the divorce, the full circumstances leading to and culminating in dissolution of the marriage together with a valid proof of the existence of the alleged custom or personal law. The existence and validity of the alleged custom or personal law, if considered necessary, will be verified from civil authorities and if it is confirmed by the civil authorities action will be taken to publish casualty for the dissolution of the marriage.

The individual thereafter will not be required to obtain sanction for contracting the second marriage. When an Assam Rifles personnel claims that he/she has divorced his/her spouse in accordance with local customary/tribal laws applicable to the community/tribe to which he/she belongs, the matter will be formally referred to the District Magistrate/ Commissioner requesting him to confirm if such a custom of divorce as claimed by the Assam Rifles personnel exists in the community/tribe to which he/she belongs. The causality with regard to alleged divorce, as claimed by the individual, shall be published in DO Part II Orders only after getting the written confirmation from the concerned District Magistrate/Commissioner. Similar procedure will be followed in case a claim has been made that the marriage was solemnized in accordance with local/tribal custom.

(f) An application which is not recommended by the Commandant and an authority superior to him need not be sent to Directorate General Assam Rifles, but may be rejected by the Inspector General Assam Rifles of the respective Headquarters.

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(g) Cases where it is found that an individual has contracted plural marriage without obtaining prior Government sanction as required in clause (a) above will be dealt with as under :-

(i) Cases of officers will be reported through normal channels to Directorate General Assam Rifles with the recommendations as to whether ex-post-facto sanction should be obtained or administrative action should be taken against the individual.

(ii) Cases of Subordinate Officers, Under Officers and enrolled persons will be submitted to the Inspector General Assam Rifles of the respective Headquarters, who will decide whether ex-post-facto sanction should be obtained or administrative action should be taken against the individual. In cases where it is decided that administrative action should be taken against the individual, his service will be terminated under orders of the competent authority. When reporting cases to higher authorities, intermediate commanders will endorse their specific recommendations with reasons. Here too recommendations will be signed by the Commanders themselves or be personally approved by them. Also, an opportunity to 'show cause' against the order of termination of service will always be given to the individual concerned.

(h) In no circumstances will disciplinary action by way of trial by Assam Rifles Court or Summary disposal be taken against an individual who is

found to have contravened the provisions of clause (a) above. If, however, the individual is also found to have committed another offence connected with his act of contracting a plural marriage, disciplinary action for the connected offence may be taken and progressed in the normal manner.

(C) Plural Marriage by persons in whose case it is not permissible:-

(a) An individual whose marriage is alleged to have been dissolved according to any recognized custom or special enactment under the provisions of Section 20(2), read with Section 3 (a) of the Hindu Marriage Act, but not by a judicial decree will report immediately after the divorce, the full circumstances leading to and culminating in dissolution of marriage together with a valid proof of the existence of the alleged recognized custom or special enactment. The existence and validity of the alleged custom or special enactment will be verified from civil authorities and if it is confirmed by the civil authorities that the divorce is valid, action will be taken to publish the casualty for the dissolution of the marriage. The individual thereafter will not be required to obtain sanction for contracting the second marriage.

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(b) A plural marriage solemnized, contracted or performed by any such person is null and void and may, on a petition presented to a court of law by either party thereto, be so declared by a decree of nullity. Not only is the plural marriage void but the offence of bigamy is also committed. This offence is, however, triable only on a complaint made to the civil authority by an aggrieved party. The punishment for the offence of bigamy is prescribed in Sections 494 and 495 of the Indian Penal Code.

(c) When it is found, on receipt of a complaint from any source whatsoever, that any such person has gone through a ceremony of plural marriage, no disciplinary action by way of trial by Assam Rifles Court or Summary disposal will be taken against him, but administrative action to terminate his service will be initiated and the case reported to higher authorities in the manner laid down in Sub Para (B) (g) above. In cases where cognizance has been taken by civil court of competent jurisdiction the matter should be treated as sub-judice and the decision of the court should be awaited before taking any action. When a person has been convicted of the offence of bigamy or where his marriage has been declared void by a decree of court on grounds of plural marriage, action will be taken to terminate his service under Assam Rifles Act Section 10 read with Assam Rifles Rule 18 or Assam Rifles Section 11 read with Assam Rifles Rule 20 as the case may be. No ex-post-facto sanction can be accorded as such marriages are contrary to the law of the land.

(D) If a couple has been living under the same roof for a long period of time and is recognized by the society as husband and wife, then the existence of the marriage may be presumed without the strict proof of the couple having undergone the marriage ceremony.

161. **Aliens in Assam Rifles quarters or establishment**. No alien will live in any Assam Rifles quarter or establishment unless approval of the Director General of the Assam Rifles has been obtained. This restriction applies to houses, hired, leased or appropriated by Government for use by members of the Assam Rifles and other personnel employed by Assam Rifles, and to buildings owned, hired or appropriated by Government and used for Assam Rifles works or for storage, repair or manufacture of Assam Rifles material. Application for approval of the Director General will be submitted through the usual channels.

162. **Government servant desiring other government employment**. No government servant, whether permanent or temporary, may seek other government employment without the approval of his Commandant or an Officer superior to the Commandant in the chain of command.

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163. **Private tuitions for preparing candidates to join Assam Rifles**. All ranks are forbidden, except with the prior sanction of Directorate General Assam Rifles, to assist private tutors or tutorial establishments or in any other manner whatsoever in privately preparing candidates to join Assam Rifles.

164. **Borrowing and lending money**.

(a) No Officer, Subordinate Officer, Under Officer or enrolled person will lend or borrow money to or from any person belonging to the Forces or any Assam Rifles regimental institutions run by civilian contractors or engage in any transaction whereby he will become in a private capacity a debtor or a creditor to any person belonging to the Forces or the civilian contractor. However, in exceptional cases where the borrowing or lending takes place between real blood relations or between spouses it may be permitted with the prior sanction of Inspector General Assam Rifles in respect of Officers and Deputy Inspector General Assam Rifles in respect of others. Sanction in respect of Officers, Subordinate Officer, Under Officer or enrolled person not serving under Inspector General/Deputy Inspector General Assam Rifles will be granted by Additional Directorate General Assam Rifles.

(b) An Officer, Subordinate Officer, Under Officer and enrolled person who takes a legitimate loan from a bank or any other agency shall inform the concerned Headquarters Inspector General Assam Rifles giving full details of the loan taken and the terms of repayment thereof. Individuals not serving under

Inspector General Headquarters shall submit the report to the 'A' Branch at Headquarters Directorate General Assam Rifles. Individuals taking the loan are obliged to repay it as per the terms and conditions laid down in the loan contract within the stipulated period.

165. **Gambling**. Gambling is strictly prohibited in garrisons, camps or any other area under the control of Assam Rifles. There is no objection to tambola being organised in Units/Officers messes or other regimental institutions on profit basis provided it is confined entirely to members of the Assam Rifles and the stakes are nominal.

166. **Business appointments** - **serving personnel**.

(a) No Officer, Subordinate Officer, Under Officer and enrolled person is permitted, without the sanction of the Government of India to accept a directorship (except as a nominee of the Government) in any public, industrial or other company or firm, or to assist or advise any such company or firm in questions relating to their plant, processes of products. They are also forbidden to act directly or indirectly as agents for any company, firm or person, or themselves to engage in any trade or business.

(b) Except as hereinafter stated, no contract, whether for the purchase or sale by the Ministry of Home Affairs, or by Units/Formations of the Assam Rifles, of goods or services, will be entered into with an Officer, Subordinate Officer, Under Officer or enrolled persons, or any partnership of which such Officer, Subordinate Officer, Under Officer or enrolled person is a member (apart from a corporation in which he is a shareholder), or any company of which he is a director (except as a nominee of the Government), unless prior permission has been obtained from the Govt of India.

(c) In no circumstances may an Officer, Subordinate Officer, Under Officer or enrolled person who, in his private capacity is a principal or shareholder in a firm or company, deal in his official capacity with any negotiation or arbitration in any matter affecting a contract with, purchase from, or sale to, that firm or company.

(d) Sub Para (b) above does not apply to contracts for the purchase, sale, letting or hiring of lands, or of buildings in situ, whether such contracts are made at public auction or otherwise.

167. **Auctions sales**.

(a) No Officer, Subordinate Officer, Under Officer or enrolled person, will be permitted to purchase at government auction sales. Nor will any Officer, Subordinate Officer, Under Officer or enrolled person be permitted to tender for

government stores or in any other way make purchases from, or sales to, any government department, except:-

(i) transactions occurring in the ordinary course of public business e.g. purchase of government priced publications, National Savings Certificates, postage stamps, money orders, etc;

(ii) purchase from Ministry of Home Affairs sources of provisions, clothing, officers' chargers in accordance with executive orders or regulations (administration) pertaining to the Assam Rifles;

(iii) purchase of old government stores, at fixed prices (available to the public);

(iv) on behalf of a recognized institution or establishment of Assam Rifles, where the stores are definitely needed for regimental or unit requirements and not for individual or commercial purposes; the sanction of Directorate General Assam Rifles will be obtained in each case;

(v) in exceptional circumstances with prior permission of the Govt. of India. The fact that the stores are required for personal requirements and not for commercial purposes will not be regarded as sufficient justification for any such exemption;

(vi) within the limits authorised by the Govt. of India from time to time for the sale of goods and performance of services by Assam Rifles vocational training centers, and workshops; and schools and training establishments and similar establishments.

(b) Para (a) above does not apply to contracts for the purchase, sale, letting or hiring of lands, or of buildings in situ, whether such purchases are made at public auction or otherwise.

168. **Private and other employment while on leave**.

(a) No Officer, Subordinate Officer, Under Officer or enrolled person will accept any private employment while on casual leave, earned leave or any other type of leave.

(b) The permission of the Central Government will be necessary for acceptance of the following types of employment while on leave preparatory to retirement, release or resignation from the Assam Rifles service:-

(i) **Employment under foreign government**. This will include employment under a local authority or corporation or any other institution or organisation which functions under the supervision or control of a Government outside India. Permission for acceptance of such employment is required to be obtained by all officers and other Assam Rifles personnel irrespective of their rank. However, permission will not be given to any Officer for accepting employment with a foreign Mission in India.

(ii) **Civil Government employment**. The term ‘civil government employment' will include post under the Central or a State Government or a body corporate owned or controlled by Government. All Officers of the rank of Commandant and above who retire prematurely (i.e. other than retirement on completion of normal tenure of service or on invalidation on grounds of ill-health or physical disability), will be required to obtain the permission of the Government for accepting such civil government employment during the leave preparatory to retirement.

(iii) **Commercial employment**. This includes employment in any capacity including that of an agent under a company, firm or individual engaged in trading, commercial, industrial, financial or professional business and shall include also a directorship of such company and a partnership of such firm. All officers of the rank of Commandant and above will have to obtain prior permission of the Government for accepting such commercial employment during the leave preparatory to retirement,

(c) Applications for obtaining government permission for accepting employment under the provision of (b) above will be forwarded to Headquarters Directorate General Assam Rifles through proper channels. The applications should give full particulars in respect of the employment in question.

169. **Acceptance of employment by Assam Rifles officers who are granted pension, gratuity or any other benefit**.

(a) An Officer who is granted any pension, gratuity or other benefit in respect of his/her service or who is likely to receive any pension, gratuity or other benefit, shall obtain the permission of the President before accepting any employment under a Government outside India at any time after his/her Assam Rifles service has ceased. An Officer of the rank of Commandant or above, who is granted a pension, gratuity or other benefit in respect of his/her service or who is likely to receive any pension, gratuity or other benefit shall also obtain such permission prior to accepting employment before the expiry of two years from the date his/her service ceases in the following cases:-

(i) Commercial employment in private undertakings;

(ii) Employment in a civil post under the Central or State Government or an Union Territory Administration/Government, or in a post under a Body Corporate owned or controlled by Government if the officer had been allowed to retire prematurely at his/her own request. Such permission will not, however, be required if the officer had retired from service in the normal course on completion of the standard service prescribed for his/her rank or if he/she had been invalided from service on grounds of ill health or physical disability. Such permission will also not be necessary in cases where due to personal reasons the officers proceeding on normal retirement are allowed to retire a few days earlier (not exceeding one month) than the due date.

NOTE

(aa) The term "Employment under a Government outside India" shall include under a local authority or corporation or any other institution or organization which functions under the supervision or control of a Government outside India or an International organization of which India is not a member. In this connection it may be added that permission will not be granted for acceptance of employment under a foreign Mission in India before expiry of at least 3 years from the date an officer ceases to be in service.

(ab) The term "Commercial Employment" shall mean employment in any capacity including that of an agent under a Company, firm or individual engaged in trading, commercial industrial financial or professional business and shall also include a directorship of such company and a partnership of such a firm. No permission is necessary by Officers for staffing their own business/professional career after retirement.

(b) An Officer permitted by the President, before his/her service ceases, to take up a particular employment of any of the types specified in Sub Para (a) above, shall not, however, be required to obtain subsequent permission for his/her continuance in that employment.

(c) No service or disability pension or other recurring benefit shall be payable to an Officer who accepts an employment in contravention of the provisions of Sub Para (a) above, in respect of any period for which he/she is so employed or for such longer period as the President may direct. Gratuity where due but not already paid, shall also be liable to be forfeited in part or in full as the President may decide.

(d) Applications from officers seeking permission of the President for acceptance of employment of the types specified in Sub Para (a) above will be forwarded, through proper channels, to:-

(i) Headquarters Directorate General Assam Rifles (Medical Branch)	In case of Medical Officers
(ii) Directorate General Assam Rifles (MS Branch)	In case of other officers.

The applications should be submitted as per the form set out in **Appendix 'G'** to these Regulations.

170. **Employment of Sons/Daughters/Dependents of officers in private firms enjoying patronage**.

(a) Whenever the son/daughter/other person wholly dependent on an Officer wishes to accept employment with a private firm with which the Officer has had official dealings during the last three years, the Officer concerned will obtain through normal staff channel prior sanction of the authority given below for such employment.

(i) In the case of officers of the rank of Commandant and above	-	Central Government.
(ii) In the case of officers below the rank of Commandant	-	Directorate General Assam Rifles

(b) Where, however, the acceptance of such employment cannot await prior permission from the competent authority, or the matter is otherwise extremely urgent the officer will report the matter to A Branch at Headquarters Directorate General Assam Rifles through normal staff channels and allow the son/daughter/dependent to accept the employment provisionally subject to the approval of the competent authority.

(c) If the competent authority's reply/order on the application seeking permission does not reach the officer within three months of his application, he may presume permission of such authority.

171. **Movable/immovable property**. All Officers, Subordinate Officers, Under Officers and other enrolled persons are forbidden to acquire or dispose of any movable and immovable property by lease, mortgage, purchase sale, gift or otherwise either in their own names or in the name of any member of the family (term 'family' includes, in

relation to a male, his wife or child or any other person wholly dependent on him whether or not residing with him, and in relation to a female, her husband residing with or dependent on her, her child or any other person wholly dependent on her) except with the prior permission of the superior authority. However, when the transaction is carried out through a reputed dealer, it may be reported within one year from the date of completion of the transaction. The prescribed monetary limits for this purpose, separately for movable and immovable property, will be approved by the Government and laid down in executive instructions/orders issued in this regard which may be revised from time to time as considered necessary.

172. **Acceptance of gifts/presents by Assam Rifles personnel**.

(a) No person subject to the Assam Rifles Act shall directly or indirectly accept, without the consent of the Government any gift, gratuity or reward for any act performed in his official capacity, nor shall he accept any gift, gratuity or reward from any person, to whom he can, directly or indirectly, show favour or disfavour in the exercise of his official functions, or in circumstances where such acceptance might place him in an embarrassing position or affect the correct discharge of his duties.

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(b) To fulfill the spirit of this regulation, Assam Rifles personnel are responsible for ensuring that their family members also do not accept gifts which are likely to or may be construed to have as their object the influencing of the personnel in the discharge of his official duties. Gifts to Assam Rifles Personnel from relatives or personal friends likely to have such an object must be refused.

(c) The fire-arms and ammunition described in category I of the Schedule of the Arms Rules, 1962 are not generally allowed to be imported into the country for private use. Officials should not therefore, accept arms and ammunition in the prohibited category. The gift should politely be declined explaining the import restrictions imposed by the Government of India,

(d) **Gifts from Indian nationals, organisations etc**.

(i) Assam Rifles personnel may accept gifts of trifling value with the prior sanction of the concerned Inspector General Assam Rifles, when attending public receptions. A gift not exceeding Rs. 1,000/- in value shall be regarded as a gift of trifling value.

(ii) Gifts, whose value is more than Rs. 1,000/- will be reported to Directorate General Assam Rifles for obtaining sanction of the competent authority for the acceptance and retention of the gift by recipient.

(e) **Acceptance of gifts from foreign dignitaries**.

(i) Assam Rifles personnel are required to obtain the prior permission of the competent authorities before accepting gifts from foreign dignitaries either in India or abroad. When an individual is not in a position to decline the gift and accepts it without the prior sanction of the competent authority for want of time or for reasons beyond his control, it is incumbent on him to report immediately to his Commandant or appropriate superior authority in respect of each and every gift received by him irrespective of its value as per the form set out in **Appendix 'H'** to these Regulations. The recipient will also Indicate in this report whether he wishes to retain any or all of the gifts received. The responsibility for reporting the gifts/presents to the competent authority and for obtaining their orders for retention primarily devolves on the recipient and anyone failing to do so will lay himself open to disciplinary action.

(ii) The recipient is also responsible for the correct evaluation of the gifts/presents received by him. The value will be the value of the article in the country of the manufacture.

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(iii) The report should give details of gifts/presents received, the name of the donor or donors, the occasion for such presentation and the estimated value (excluding customs duty in case of gift/present received overseas while on duty/private visits) of each gift/present. Customs duty payable should also be indicated separately.

(iv) While sending the reports, complete description of the items of the gift/present, as far as possible, should be given, as for example :-

(aa) **In case of a watch**

(i) Make i.e. name of the manufacturer,

(ii) Whether Steel, chrome, rolled gold or gold or custom made etc.

(iii) number of jewels;

(iv) any specialties like day-date, calendar, alarm etc.; and

(v) any other descriptive details which may be supplied.

(ab) **In the case of a camera**

(i) Make i.e. name of the manufacturer, whether reflex camera or otherwise;

(ii) nature and power of lens;

(iii) whether cine or ordinary or otherwise.

(v) These examples are only illustrative but the items of gifts/presentations may vary from ordinary tie-pin and cuff-links to any costly material.

(f) Pending decision regarding retention of the gift, the recipient shall deposit it, for safe custody, with his Commandant or appropriate Superior officers.

(g) On this report, the Commandant or the superior authority will take the following action for evaluation of the gift, where the estimated value of the gift received from the dignitary at one time exceeds Rs. 10,000/-.

(i) **Gifts received by Assam Rifles Officers and personnel posted/ serving in Delhi/New Delhi**. The value of the gift should be assessed by the Toshakhana of the Ministry of External Affairs through the Directorate General Assam Rifles.

(ii) **Gifts received by Assam Rifles Officers and personnel stationed at places other than Delhi/New Delhi**. The gift should be got evaluated by the nearest local customs officer. A reference to the customs authorities should be made by the Commandant/appropriate superior Officer and not by the recipient himself.

(iii) **Gifts received by Assam Rifles Officers and personnel stationed outside India**. The gift received by Assam Rifle Officers and Personnel posted abroad should be evaluated by the Head of the Mission concerned or by a suitable agency under his orders.

(h) In all the cases irrespective of the estimated value of the gift, the evaluation report and the request of the recipient for permission to retain some or all the gifts should be sent to the Directorate General Assam Rifles for disposal who will obtain the orders of the competent authority and intimate them to the recipients.

(i) In cases where the gifts are assessed by the recipient themselves at Rs. 10,000/- or less and the competent authority prescribed herein above feels

that further enquiries in this report should be made, he may get the gifts/presents evaluated by the Toshakhana/Customs Authority.

(j) In the cases of gifts received in India no customs duty will be payable in cases where the value of the articles does not exceed Rs. 10,000/-.

(k) In the cases of gifts received abroad, officers will normally have to pay customs duty on them at the time of importing them into India at the port of disembarkation, if such gifts are not eligible for exemption under the provisions of Passengers (Non-Tourist) Baggage Rules, 1978 (framed under the Sea Customs Act) 1962 as amended from time to time, which are applicable to the categories of persons in question.

(l) When visiting foreign countries as guests of foreign Government/ Organisations, Officers and personnel may be offered by the foreign Government/Organisations, cash gifts by way of 'expense money' in addition to being paid for transport, hotel and similar bills. Such gifts are not to be accepted.

(m) **Acceptance of gifts from foreigners (other than foreign dignitaries)**:-

(i) Gifts from foreigners (other than foreign dignitaries) should invariably be politely declined by the Assam Rifles officers and Personnel, explaining that the regulations preclude them from accepting such gifts. In cases where Assam Rifles personnel or their spouses or dependents are unable to decline the gift, the Assam Rifles personnel concerned should submit a report, to the Directorate General Assam Rifles through their superiors and the Directorate General Assam Rifles should refer all such cases irrespective of the value of the gifts to Ministry of Home Affairs for decision.

(ii) In the case of gifts offered by commercial firms, save in exceptional circumstances, no permission will be granted for acceptance of gifts made to members of the Assam Rifles Force by firms, foreign or indigenous, with whom the officer concerned, has had or has or is likely to have dealings by virtue of his official position. Permission will also not normally be granted for acceptance of gifts by members of the Assam Rifles Force from firms which are contracting firms with the Government of India, even if the contract is entered into by other Ministry or Department. The question of grant of permission for acceptance of gifts from a foreign firm would therefore, normally arise only in those cases where the foreign firm concerned is neither a firm contracting with the Government of India, nor one with which the officer concerned has had or has or is likely to have official dealings and that there is no reason to doubt the bonafides of the gifts made by foreign firm. In such cases where it is proposed to grant

permission for acceptance of the gifts made by a foreign firm, the procedure indicated regarding retention of gifts made by foreign dignitaries will be followed. Apart from the gifts, Assam Rifles personnel should neither accept nor be permitted to accept offers of the cost of passage to foreign countries/and/or hospitality by way of free board and lodging if such offers are made by foreign firms contracting with Govt. either directly or through their agents/representatives in India, except in respect of training abroad offered by foreign firms (who obtain reimbursement from the foreign Government concerned) as part of aid programme.

(n) **Acceptance of gifts by spouses and dependants of Assam Rifles personnel**. The wives and dependents of Assam Rifles personnel should also try to decline gifts offered by foreign dignitaries/foreigners. If, in any case, a gift cannot be refused the instructions applicable to Assam Rifles personnel will apply to them also and the report about acceptance and request for retention or otherwise should be made by the Assam Rifles personnel concerned.

173. **Competent authority for permitting retention of gifts/presents**.

(a) Assam Rifles personnel may be permitted by the competent authority to retain gifts received by them from foreign dignitaries, if the value of such gift (s) received from one dignitary at one time is Rs. 10,000/- or less. The value will be the value of the article in the country of its manufacture. The competent authority for issuing the orders regarding retention of gifts/presents in respect of the various categories of cases is as follows:-

Category of cases	**Competent Authority**
(i) All gifts received by the Director General of Assam Rifles.	Ministry of Home Affairs
(ii) Gifts received by other Assam Rifles officers and personnel where the total assessed value of gifts received from one dignitary at one time is more than Rs. 10,000/-.	Ministry of Home Affairs
(iii) Gift as at (ii) above where value is Rs.10, 000/- or less.	The Director General Assam Rifles

The competent authority may permit retention of gifts such as awards, ceremonial robes etc. which are of symbolic nature.

(b) Assam Rifles personnel may be permitted by the Ministry of Home Affairs to retain gifts valued at more than Rs. 10,000/- received from one dignitary at one time, in case the recipient is prepared to pay an amount equal to the assessed value of the gifts plus the customs duty payable thereon minus Rs.10,000/-.

(c) In case where an Assam Rifles personnel receives several presents from a donor, the total value of which is more than Rs. 10,000/-, he may he permitted by the Ministry of Home Affairs to retain such presents, the total value of which does not exceed Rs. 10,000/- in all and directed to surrender the remaining articles to the Toshakhana in India or to the Indian Mission in the country in which he may be posted, subject, however to the condition that the articles retained by the recipient do not form an essential part or accessories of the articles surrendered. If however, the individual desires to retain presents above the value of Rs. 10,000/-, he will be required to pay an amount equal to the total value of the gifts retained plus customs duty payable on all the articles retained minus Rs. 10,000/-**.**

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(d) In case a Commandant of a foreign mission, on termination of his assignment in a country receives from his colleagues in the Diplomatic Corps or from the Head of State in the Government of that country, any souvenir gifts such as silver salver or cigarette box, he may be allowed by the Ministry of Home Affairs to retain such gifts without any payment even though the value of such gift exceeds Rs. 10,000/-. This concession, will however, not be applicable to gifts which are not strictly souvenirs, such as jewellery and other expensive presents.

(e) Where a particular gift is not allowed to be retained by the recipient, the competent authority may permit the gift to be presented to an Establishment/Unit in the Assam Rifles. Details of such gifts will be entered by the concerned Unit in relevant records and the articles will be accountable like other article possessed by the Unit/Establishment. In other cases, the gifts should be dispatched to/deposited in the Toshakhana, Ministry of External Affairs at state expense. The recipient can, if he so desires, purchase the articles deposited by him in accordance with the Toshakhana Rules. In the case of officers/Personnel posted abroad, the gifts if not retained/purchased by the recipient should be kept at the residence of the Head of the Mission/Post as an exhibit piece or an object 'D' art.

(f) Permission for retention of gifts will not, however, be given as a rule. Each case will be decided by the competent authority on merits.

(g) Where a particular gift is not allowed to be retained by the recipient, the competent authority may permit the gift to be presented to an Establishment/Unit in the Assam Rifles. Details of such gifts will be entered by the concerned Unit in relevant records and the articles will be accountable like other articles possessed by the Unit/Establishment. In other cases the gifts should be dispatched

to/deposited in the Toshakhana of the Ministry of External Affairs, at State expense. The recipient can if he so desires, purchase the articles deposited by him in accordance with the Toshakhana Rules.

(h) In the case of officers posted abroad, the gifts if not retained/purchased by the recipients should be kept at the residence of the Head of Mission/Post as an exhibit piece or as an object 'D' art.

174. **Dealing with contractors**.

(a) No private financial transactions of any nature are permitted between members of the Assam Rifles and a contractor, departmental servant, or other persons employed either by government or Assam Rifles.

(b) Officers, Subordinate Officers, Under Officers and other enrolled persons must at all times guard against being placed in such a position as may lay them open to the suspicion of being influenced, in the discharge of their duty, by other than purely public considerations. They must be scrupulously careful in their relations and must have no private dealings with contractors, their agents or employees. They are also forbidden to furnish testimonials to any company, firm or person in respect of the quality of commodities supplied to the Assam Rifles.

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(c) If they have occasion in the course of their duty, to come into contact with any matter concerning a business organization in which they have an interest, they will disclose that interest to their superior officer and ask that some other person may deal with the case. In such a case, they should not be permitted to deal with the case without the sanction of Director General Assam Rifles.

175. **Employment of government servants or property for private purposes**. The employment of any government servant, animal, vehicle or stores for private purposes is prohibited except where such employment is specifically authorized. Officers authorized may sanction the execution of private work on payment in Assam Rifles workshops, other than those of regimental and corps Units, for government servants only, within the limits laid down, on the understanding that the sanction is confined to work for which convenient facilities do not exist elsewhere. The procedure for carrying out such work is laid down in the departmental regulations concerned. The authorities competent to sanction various types of such work will be as notified from time to time.

176. **Persons charged with a criminal offence, arrested/released on bail by civil courts and subsequently discharged/acquitted/convicted**. Every person subject to the Assam Rifles Act against whom an FIR has been lodged or a criminal complaint has been filed in a Civil (Criminal) Court or who has been arrested in connection with any offence, whether released on bail or not, must intimate full facts of the case, as are

known to him, within a reasonable time to his Commandant/OC or to other superior authority, irrespective of any report which may be made by the civil authorities. The facts with regard to his subsequent discharge, acquittal or conviction by the civil court will also be reported by him.

177. **Suspension of a person subject to the Assam Rifles Act.**

(a) A person subject to the Assam Rifles Act 2006 may be suspended from duty by the competent authority as provided under Rule 43 of the Assam Rifles Rules, 2010. A person under suspension, without being placed under arrest, may be placed under the same restrictions as a person in open arrest. However, the period spent under suspension shall not count towards setoff under the provisions of Section 142 of the Assam Rifles Act, 2006.

(b) Suspension of a person shall stand automatically revoked after one year unless sanction of the Directorate General Assam Rifles has been taken to extend the suspension to continue beyond the period of one year.

(c) During the period when the suspension remains in operation, the person concerned shall be paid a subsistence allowance not exceeding 50% of his pay and allowances, unless orders have been passed by the competent authority to withhold his pay and allowances in part or in full under Section 71 of the Assam Rifles Act, 2006.

(d) A person under suspension may be required to perform an essential duty or an operational duty at the discretion of the Commandant or an authority superior to the Commandant if exigency of the service so demands. During the period when a person under suspension is employed at the discretion of the authority as mentioned herein, he shall be paid pay and allowances at the full rate.

178. **Withholding of pay and allowances of Assam Rifles personnel placed under suspension/arrest**.

(a) As per Section 71 of the Assam Rifles Act, 2006, pay and allowance of a person subject to the Assam Rifles Act, who is in custody or under suspension from duty on a charge for an offence, may be withheld in part or whole pending the result of the trial. Under said Section 71, read with Rule 193 of Assam Rifles Rules, 2010, the Central Government and the Director General Assam Rifles are the competent authority to withhold the pay and allowances in respect of all Assam Rifles personnel, and Inspector General Assam Rifles in respect of personnel other than Officers.

(b) The underlying principle in withholding pay and allowances in such cases is that a person while under arrest or suspension does not perform any duty and, therefore, his pay and allowances should be restricted. Withholding of pay is not automatic on suspension or arrest. The competent authority has to pass a specific order indicating the percentage of pay to be withheld. On conviction, the withheld amount is normally forfeited to the State. If the individual is subsequently acquitted of the charge, the withheld amount will be remitted to him under the orders of the authority who withheld the amount. It is not mandatory that pay and allowances are withheld in every case, but action should be taken after examination of each case on its merits, depending on the nature of offence.

(c) The following procedure will be followed to withhold pay and allowances on suspension/arrest:-

(i) In cases where it is felt that the pay and allowances are required to be withheld, the Commandant will immediately forward his recommendations, together with brief of the case and particulars of the offender, through the command channel for orders by the competent authority.

(ii) The competent authority will thereafter decide the quantum of pay and allowances (in terms of percentage) to be withheld.

(iii) When the individual is released from arrest or his suspension is revoked, or when he is acquitted of the charge, the Commandant will inform the superior authority by fastest means to enable the competent authority to revoke the earlier orders withholding pay and allowances.

(d) The guidelines for withholding pay and allowances under different circumstances are given below:-

(i) On suspension or on being placed under arrest.

(aa) In cases where no grave offence has been committed, no amount need be withheld.

(ab) In cases where a grave offence has been committed, or when the offence has occasioned loss to the public money/property or regimental fund/property, upto 50% of pay and allowances may be withheld pending outcome of the trial.

(ii) On conviction by Assam Rifles Court, but pending confirmation and promulgation of the finding and sentence of dismissal/compulsory

retirement by Assam Rifles Courts, 50% to 75% of pay and allowances may be withheld.

(iii) If the sentence of imprisonment has been awarded by a Civil (Criminal) Court, full pay and allowances will be withheld pending his dismissal from the service.

(iv) When it is proposed to administratively terminate the services of a person involved in a serious case, and where suspension preceding such administrative action is ordered, no pay and allowances can be withheld or forfeited.

(v) Withholding of pay and allowances cannot be ordered from a retrospective date. The effective date of withholding these will be the date of which the order withholding the pay and allowances is signed.

(e) On conviction, the pay and allowances withheld as a consequence of the officer having been placed under arrest will automatically be forfeited to the State.

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179. **Employment of Officer and Subordinate Officer financially embarrassed**. An officer and Subordinate Officer known to be financially embarrassed will not be employed in a position necessitating the handling of public or Assam Rifles regimental funds.

180. **Soldier 'Running Amok'**.

(a) When an armed soldier has broken loose in the manner commonly known as "running amok" and is at large threatening or purposing to kill any one in particular or all or any in general, it is the duty of all ranks to take steps to effect his capture and to prevent him carrying his threats or purpose into execution.

(b) In doing this they are entitled to take such measures of Force as may be necessary in the circumstances of the case, and may take the life of the offender if there be no other reasonable means of preventing him from carrying his threats or purpose into execution. If, however, it appears from the offender's action, for example the laying down of his arms, that he intends to surrender, he should be arrested in the ordinary way and dealt with in due course.

(c) It is not necessary for them before taking measures of Force, to go up to the man who is 'running amok' and demand his surrender if by doing so they would incur imminent risk of losing their own lives.

(d) A soldier running amok falls within the definition of “enemy” as defined under Section 2 (k) of the Assam Rifles Act, 2006 against whom it is the duty of every person subject to Assam Rifles Act to act. An order to shoot down the offender in such cases given by an Officer, Subordinate Officer or Under Officer is a lawful command and will be obeyed.

181. **Intoxicating liquor in barracks**. It is forbidden to introduce intoxicating liqour, into any part of barracks or bunkers other than institutes, messes, officers' quarters, married quarters and dining rooms, unless specifically authorized by Unit Commandant/OC on organised functions.

182. **Unauthorized punishments**. An officer will not introduce or adopt any system of punishment that is in any respect at variance with the Assam Rifles Act and Assam Rifles Rules or these Regulations. An unauthorized punishment may amount to ill-treatment of subordinates and, therefore, may attract the charge under the provisions of Section 34 of the Assam Rifles Act, 2006.

183. **Concealment of Sexually Transmitted Diseases and other serious diseases or infections**. In every unit there shall be a standing order directing that a person subject to the Assam Rifles Act who is suffering from a sexually transmitted disease or any other serious disease or infection including acquired immune deficiency syndrome (AIDS) and HIV+ will report himself sick without delay. This order will be communicated to all ranks of the unit at three successive roll calls at least every three months. Care will also be taken that the order is specially brought to the notice of all recruits on joining their units.

184. **Contraction of Sexually Transmitted Disease and other serious diseases or infections**. The following principles shall be observed in dealing with the persons, who contract sexually transmitted disease or any other diseases as mentioned in Para 183 above:-

(a) The actual contraction of sexually transmitted disease, or any other diseases as mentioned in Para 183 above, is not an offence and cannot be punished as such. Nor must the failure to attend a prophylactic treatment room, for treatment, within a specified period after exposure to venereal infection, be treated as an offence against discipline. It is, however, perfectly legitimate to debar men suffering from sexually transmitted disease from sharing privileges granted to other personnel such as shooting passes, short leave of absence, and the like, while they may be called upon to take part in extra parades solely for the purpose of restoring their physical fitness, or their efficiency, if either has suffered through their absence from duty.

(b) Persons who are undergoing treatment for sexually transmitted disease, or any other diseases as mentioned in Para 183 above, will not ordinarily be

granted furlough, or leave, until the treatment is completed. If not completed, half pay leave, extra ordinary leave or full pay leave will be granted only after reference to the medical authorities, in consultation with whom the period of half pay leave, extra ordinary leave or full pay leave should be fixed, due regard being paid to the date on which patients may be required for resumption of treatment.

(c) So long as the standing order enjoining the reporting of sexually transmitted disease, or any other diseases as mentioned in Para 183 above, has been published by the unit concerned, concealment, of sexually transmitted disease will be treated as breach of discipline, and may be dealt with under Section 29 (e) of Assam Rifles Act, 2006.

(d) In all cases of admission to hospital on account of sexually transmitted disease, deductions from pay and allowances under Section 69 (d) of Assam Rifles Act, 2006 will be enforced.

(e) An Under Officer is not to be reduced to the ranks solely on account of having contracted sexually transmitted disease. If, however, he has been absent from duty on account of sexually transmitted disease for a total period of four months, whether continuous or not, his case may be brought to the notice of the authority empowered summarily to reduce him, for consideration as to whether any reduction in rank for inefficiency should be approved.

(f) An enrolled person is not to be discharged from service solely on account of his having contracted sexually transmitted disease. If, however, he has been absent from duty on account of sexually transmitted disease for a total period of four months, whether continuous or not, his case may be brought to the notice of the authority empowered to order his discharge from the service, for consideration as to whether he should be discharged from the service under table annexed to Rule 17 item (ii) read with Rule 25 of the Assam Rifles Rules, 2010.

(g) Notwithstanding the instructions contained in Sub Para (f), an enrolled person suffering from soft cancer, gonorrhea or syphilis must not be discharged from the service until he has been declared non-infective and shows no active signs of the disease. In the case of syphilis, he should, where practicable, be further retained in the service until he has completed the entire course of treatment laid down for his case. These instructions also apply in the case of a man who is found to be suffering from sexually transmitted disease on the completion of his colour service. Such a man will not be transferred to the reserve or discharged from the service until he has been declared non-infective and shows no active signs of the disease.

(h) In the event of person suffering from sexually transmitted disease or any other disease or infection as mentioned at Para 183 above, refusing to undergo such curative treatment as may properly be classed a surgical operation, for example, urethrovesical irrigation, prostatic massage, etc., his discharge may be ordered forthwith.

185. **Dealing with general public and civil dignitaries**.

(a) A Commandant should impress on all under his command the propriety of courtesy in intercourse with all ranks and classes of society, and should particularly caution them to pay deference and respect to civil authorities.

(b) When in a civil court, an Officer, Subordinate Officer, Under Officer and enrolled persons (except when on duty under arms or escort inside the court), not being a Sikh, will remove his head-dress after saluting the judge or magistrate who is present.

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186. **Assistance to civil authorities in criminal cases**. The Commandant of a Unit will afford the civil authorities every assistance in his power in the execution of criminal proceedings against any person under his command.

187. **Escort for soldier in police custody**. Commandant of a unit will immediately comply with an application from the civil authorities for an escort for a person subject to Assam Rifles Act in police custody.

188. **Strength of escorts for prisoners**. The strength of an escort for soldiers will be decided by the officer who dispatches it, and will depend on the number, offences and characteristics of the prisoners and the duration of the journey.

189. **Eradication of bribery and corruption**. In cases of fraud, misappropriation, bribery, corruption and other malpractices involving Assam Rifles personnel, services of the Special Police Establishment may be sought with a view to the investigation of the cases, by the Commandant of Units/Establishments through Inspector General of Assam Rifles. Such requests should be made only in cases where it is apparent that the case requires expert police investigation. Once a case is referred to and accepted by the SPE or they commence inquiry/investigation on their own initiative subject to the instructions issued in this connection from time to time, full cooperation at all levels will be given to them.

190. **Publicity of cases resulting in conviction/departmental action**.

(a) Names and other particulars of all Assam Rifles personnel convicted either by civil or Assam Rifles courts for corruption, fraud, misappropriation and other malpractices will be published in Assam Rifles Orders/Battalion Orders. In

cases investigated by the Central Bureau of Investigation, two copies of the Assam Rifles Orders/Battalion Orders will be sent to the Director, Central Bureau of Investigation, Ministry of Home Affairs. Names and other particulars of persons dismissed or compulsorily retired on account of all offences involving moral turpitude will also be published in Assam Rifles Orders/Battalion Orders.

(b) Results of all Assam Rifle courts along with names and other particulars of the convicted person will be published in the orders of formations in which the notice of the convening of the court appeared. Such results will also be published in the orders of the Unit in Part I Orders in the case of officers and in Part II in the case of soldiers.

191. **Black-listing of dishonest and corrupt contractors**. A contractor found to be dishonest or indulging into act of fraud or corruption may be blacklisted on the order of the Director General Assam Rifles. Such action may also be taken if so recommended by the Director Central Bureau of Investigation (CBI) or the Central Vigilance Commissioner (CVC).

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SECTION II - COMPLAINTS, PETITIONS AND APPEALS

192**.** **Redressal of grievances**.

(a) Any person subject to Assam Rifles Act who deems himself wronged by any officer or subordinate officer may prefer a petition, addressed to the authority mentioned in Section 15 and 16 of the Assam Rifles Act, 2006, through proper channels for redressal of his grievance arising out of his service in Assam Rifles. Only one petition shall be permissible for a single cause of action. A second petition for the same cause of action may be permitted only when fresh facts come to light necessitating reconsideration of the case. A single petition for multiple cause of action may be permitted only if these are interconnected or correlated.

(b) A petition under Section 15 or 16 of the Assam Rifles Act, 2006 may be preferred within a period of one year of the occurrence of the cause of action; provided that the authority competent to dispose of the petition may condone the delay in respect of the petition preferred beyond the period of one year for sufficient cause. Every petition so preferred will be dealt with expeditiously and every endeavor will be made to dispose it off, as far as possible, within a period of one year from the date of its receipt.

(c) The petitions against an order, finding or sentence of Assam Rifles Court may be preferred under Section 139 of the Assam Rifles Act and not under Section 15 and 16 of the Assam Rifles Act, 2006. However, petitions against penal deductions or punishments awarded other than by Assam Rifles Courts may be preferred under these regulations.

(d) All petitions preferred under Section 15 and 16 of the Assam Rifles Act, 2006 will be submitted to the Commandant/OC of the unit where the petitioner is for the time being posted or attached. However, if the Commandant refuses to accept the petition or unreasonably delays to forward it to the next higher authority, or where the petition is directed against Commandant himself, the petition may be submitted directly to the next superior authority under intimation to the Commandant. The form of the petition, the channels for processing the petition and matters connected there with shall be as specified by the Director General Assam Rifles in the Assam Rifles Orders (AROs).

(e) Although the petition may be addressed to the authority mentioned in Section 15 and 16 of the Assam Rifles Act, 2006, an intermediate authority may grant such redressal as may be within his powers.

193. **Petitions against orders by and findings or sentence of Assam Rifles Courts - Disposal of**.

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(a) A person subject to the Assam Rifles Act who considers himself aggrieved by any order, finding, or sentence of Assam Rifles Court has a legal right under Assam Rifles Act Section 139 to submit a petition against such order, finding or sentence. A petition may only be addressed by an aggrieved person either personally, or, if he is no longer in service, through a representative appointed by him through a power of attorney.

(b) The officers or authorities to whom a petition may be addressed are as follows:-

(i)	Before confirmation	the authority empowered to confirm a finding and sentence of the Assam Rifles court .
(ii)	After confirmation	the Central Government, Director General Assam Rifles or any authority superior in command to the confirming authority.
(iii)	In cases of trial by Summary Assam Rifles Court	any authority superior in command to the reviewing authority.

(c) A person who has addressed a petition to the confirming authority before confirmation has a right to address another petition to any of the authorities mentioned in Sub Para (b) (ii) above.

(d) Petitions by persons still in service will be addressed to any of the authorities mentioned in Sub Para (b) above, through the confirming or reviewing authority.

(e) A petition received from a person other than the aggrieved one or, if he is no longer in service, through his duly constituted attorney, or a petition which has already been finally disposed of, shall not be entertained. Such petition shall be returned to the petitioner explaining the correct legal position to him.

(f) Petitions addressed to a superior authority may be sent to the subordinate authority concerned who may take the following action:-

(i) If the redress prayed for is partially given, he may pass necessary orders regarding that portion of the petition and then forward it to the next higher authority with his recommendations.

(ii) If the redress prayed for is fully given, he may pass necessary orders and inform the authority to whom the petition is addressed through normal channels.

(iii) If the redress prayed for is not given at all, he will forward his recommendations through normal channels to the authority to whom the petition is addressed.

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(g) If the redress prayed for has not been granted by a subordinate authority and the authority to whom the petition is addressed also considers that the petitioner is not entitled to any redress, the petition will be rejected by the authority to whom the petition is addressed. His orders will be final and will exhaust the legal rights of the petitioner for redress under the Assam Rifles Act. Such orders will be attached to the proceedings of Assam Rifles Courts. All such orders will be forwarded along with the proceedings whenever called for by the appellate authority. A copy of the orders will also be forwarded to the Chief Law Officer of Headquarters Directorate General Assam Rifles, for attachment to the proceedings.

(h) The intermediate authorities, while forwarding the recommendations of the subordinate authorities on the petition to the authority to whom it is addressed, will give their own recommendations. Before making any recommendations, they will acquaint themselves fully with the facts of the case. If they are unable to do so, they will not make any recommendations but will only forward the petition to the next superior authority.

(i) A petition under Section 139 of the Assam Rifles Act may be preferred within a period of six months after promulgation of the finding and sentence of

the Assam Rifles court; provided that a petition preferred beyond the period of six months may be entertained at the discretion of the authority competent to dispose of the same if sufficient cause for the delay has been shown. Every petition so preferred will be dealt with expeditiously and every endeavor will be made to dispose it off, as far as possible, within a period of one year from the date of its receipt.

(j) The proceedings of any Assam Rifles Court which are considered illegal or unjust by the authorities mentioned in Assam Rifles Act Section 140 may be annulled by them. This will, however, be done only in consultation with the Chief Law Officer.

(k) The provisions of Sub Paras (a), (b), (c) and (d), above will be explained to every convicted person at the time of promulgation of the finding and sentence of an Assam Rifles court.

194. **Petitions to civil authorities on personal matters**. Petitions on personal matters not related to Assam Rifles service, addressed to civil authorities from all ranks which are forwarded regimentally, will be forwarded by the Commandant unit himself who will satisfy himself that the petition does not concern:-

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(a) the grievances of anyone except the petitioner, his wife or minor children or any near relative who is unable suitably to represent his own case;

(b) a case pending before a civil or criminal court except a request for its expedition; or

(c) the re-opening of a case already decided by a civil or criminal court.

195. **Petitions by ex-Assam Rifles personnel**.

(a) A person who has ceased to be subject of Assam Rifles Act, 2006 may prefer a petition for redress of a grievance arising out of his service in Assam Rifles. Such petitions will be addressed to the Commandant of the last unit of the petitioner and in no case be sent direct to the Central Government or to Headquarters Director General Assam Rifles. The Commandant shall either himself dispose of the petition if the redress sought is within his powers or process the petition for orders of the authority empowered to grant the redress. However, if the Commandant refuses to accept the petition or unreasonably delays to forward it to the next higher authority, or where the petition is directed against Commandant himself, the petition may be submitted directly to the next superior authority under intimation to the Commandant.

(b) A petition under this Para of these regulations may be preferred within a period of one year of the petitioner ceasing to be subject to Assam Rifles Act; provided that the authority competent to dispose of the petition may condone the delay in respect of the petition preferred beyond the period of one year for sufficient cause. Every petition so preferred will be dealt with expeditiously and every endeavor will be made to dispose it off, as far as possible, within a period of one year from the date of its receipt.

(c) Provisions contained in Sub Para (a) and (b) above shall also apply to petitions preferred by dependents of ex-Assam Rifles personnel who is dead or missing or unable to himself prefer a petition due to physical or mental incapacity.

196. **Appeals against audit**. An appeal against the decision of an audit officer, Internal Audit objections and Statutory Audit objections will be made in writing through the concerned Sector Headquarters, to the Pay and Accounts Office (Assam Rifles)/Central Pay Bill Office (Assam Rifles) or direct to the Internal Audit Office or Statutory Audit Office as the case may be after obtaining necessary inputs from Pay and Accounts Office (Assam Rifles)/Central Pay Bill Office (Assam Rifles), who will, if he is unable to reverse the decision, record his opinion thereon and forward it to the Inspector General Assam Rifles, who if he is unable to concur in the audit objection will refer the matter for the decision of higher authority. Appeals from Record Offices against decisions of audit officers will be made on the prescribed form to Pay and Accounts Office (Assam Rifles)/Central Pay Bill Office (Assam Rifles). The Commandant who disagrees with the decision of a local audit officer will refer the case direct to the Pay and Accounts Office (Assam Rifles)/Central Pay Bill Office (Assam Rifles).

SECTION III - DESERTERS

197. **Deserters from the Assam Rifles**.

(a) A person subject to Assam Rifles Act, 2006 who is declared absent, and thereby a deemed deserter, under Section 84 of Assam Rifles Act, does not thereby cease to belong to the unit in which he is enrolled or appointed though no longer shown on its returns, and can, if subsequently arrested, be tried by an Assam Rifles court for desertion. When arrested he will be shown in returns as rejoined from desertion.

(b) A deserter who is not apprehended, or who fails to surrender for a period of three years in case of normal desertion, and ten years in case of desertion with arms/ammunition or desertion to a foreign country, may be administratively dismissed from the service under the orders of the competent authority without being brought to trial by Assam Rifles Court.

(c) The procedure to be followed in such cases may be laid down by Directorate General in the Assam Rifles Orders (AROs).

198. **Desertions - Reporting of**.

(a) The desertion or absence without leave of a person subject to the Assam Rifles Act, 2006 will be reported on occurrence by the Commandant of the unit through an express letter as per the form set out in **Appendix 'I'** to these Regulations. The report shall be addressed to the following:-

(i)	The local civil police	
(ii)	The Records Branch Directorate General Assam Rifles	
(iii)	The local railway police	
(iv)	The superintendent of police and Deputy Commissioner/ Collector of the district to which the deserter/absentee belongs	
(v)	The next of kin	Through a post card by registered post informing him/her of the desertion and the date of desertion
(vi)	Central Pay Bill Office Assam Rifles (CPBO-AR)	Only in case of desertions with arms and ammunition, collective desertion with or without arms and ammunition, or where it is considered that desertions are due to subversive activities. In these cases the initial report will invariably be made by signal and subsequently confirmed by express letter.
(vii)	HQ DGAR	
(viii)	HQ IGAR	
(ix)	HQ DIGAR	
(x)	Criminal Investigation Department of :- (aa) The State in which desertion occurs, and (ab) the State which the deserter belongs	

Provided that in cases of overstayal of leave the reports may be delayed up to a maximum of fourteen days at the discretion of the Commandant of the Unit concerned. Where, however, personnel are dispatched through transit camps, the report may be delayed up to a maximum of thirty days.

(b) **Desertions to foreign territories**. In no circumstances will communications regarding deserters be addressed to officials in Nepal, Pakistan, Sri Lanka and Myanmar. When any person including a Gorkha of Nepalese domicile overstays his leave in, or deserts to, any of these territories whilst

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serving with a unit, a report in lieu of those mentioned in clauses (vi) and (x) of Sub Para (a) above will be sent to the 'A' Branch of Directorate General Assam Rifles (DGAR). Details of the action, including the action for issuing 'red-corner-notice', to be taken by the 'A' Branch of DGAR shall be laid down in the Assam Rifles Orders. Report to other authorities as mentioned in Sub Para (a) will be made as for any person deserting to a place in India.

(c) As desertion reports invariably reveal the name and location of a deserter's unit, it is essential that such reports should bear the correct security classification. Reports by units in an operational area will be classified SECRET. All other reports will be classified CONFIDENTIAL.

(d) Copy of the report sent to the civil (including railway) police authorities under Sub Para (a) above will contain a clear request that on apprehension/surrender of the deserter a completed apprehension certificate as per the form set out in **Appendix 'J'** to these Regulations will be handed over to the regimental centre or unit to whom the police escort hands over the deserter. A copy of the blank form as aforesaid shall invariably accompany the report.

(e) **Person who fail to join new unit on transfer or posting**. The dispatching unit will forward to the receiving unit a copy of the movement order giving the probable date of arrival of the person at his new unit. If the person fails to join his new unit as ordered and after ten days from the date shown on the movement order he is still absent, a casualty to that effect will be published in Part II orders of the person new unit.

(f) **Special reports**. When desertions/absence in a unit during the preceding month have been in excess of one per cent of the actual strength of the unit, a special report will be submitted by the Commandant of the unit through the prescribed channels to Directorate General Assam Rifles.

199. **Apprehension and custody of deserters/absentees**.

(a) The civil police will not arrest personnel at railway stations who are apparently on their way to rejoin their units and who are in possession of railway warrants and leave passes unless such leave passes show that they have overstayed their leave by at least 10 days. They will not in any circumstances take away person's leave passes or railway warrants. Deserters/absentees who are apprehended by, or who surrender to, the civil police will not be detained in civil jails. The station house officer of the police station who effects the arrest or accepts surrender of a deserter/absentee will arrange his dispatch to the nearest Assam Rifles unit. Information regarding the apprehension/surrender of the deserter/absentee will be given by the station house officer to the unit in advance through fastest means.

(b) In case of Assam Rifles deserters/absentees who are apprehended by or who surrender to an officer or other person subject to the Assam Rifles Act, the following certificates as the case may be, will be used. The certificate must be signed personally by the appropriate officer mentioned therein; it cannot be signed by any other person for him.

"CERTIFICATE OF APPREHENSION UNDER ASSAM RIFLES ACT SECTION 83"

I Certify that No. . . . . Rank. . . . . .Name.....Unit. . . . . .was apprehended by No . . . . . Rank. . . . . Name. . . . . Unit. . . . . .at (place) . . . . . at (time). . . . . .. hours on the (date). . . . . as a deserter/absentee without leave. He was dressed in uniform/civilian clothes.

Signature of the officer who apprehended the deserter absentee or of the Commandant of the unit to which the person not being an officer, apprehending the deserter/ absentee belongs.	Sd/-x x x Rank. Appointment. Date.

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"CERTIFICATE OF SURRENDER UNDER ASSAM RIFLES ACT SECTION 83"

I certify that No. . . . . .Rank. . . . . Name. . . . . Unit. . . . . surrendered himself to No. . . . . .Rank.. . . . . .Name. . . . . .Unit ,. . . . . at (place). . . . . at (time). . . . . hours on the (date). . . . . .as a deserter/absentee without leave.
He was dressed in uniform/civil clothes,

(Signature of the officer to whom the deserter/absentee surrendered or of the Commandant of the unit to which the person, not, being an officer, belongs and to which/whom the deserter/absentee surrendered).	Sd/-x x x Rank…… Appointment.. Date.....…..

200. **Reports of recovery or rejoining of deserters/absentees**. The Commandant or the Officer Commanding Unit will ensure that all authorities who have been notified of a desertion are at once informed when the deserter/absentee returns to his Unit or ceases to be liable to apprehension or the fact of his fraudulent re-enrolment in another

Unit is discovered. This is most important and will not be neglected. The following information will be given to the superintendent of police of the civil district (within Indian Union only) to which the recovered deserter/absentee belongs:-

(a) Number and date of desertion report.

(b) Assam Rifles number, rank and name of deserter/absentee.

(c) Home address (including police station).

(d) Date of return of deserter/absentee to Unit.

201. **Dealing with deserters after surrender/apprehension**.

(a) When the unit to which a deserter belongs is serving in high altitude, or is over-seas, or Andaman & Nicobar Islands, or engaged in counter-insurgency operations or in active hostilities, he may, after his surrender/apprehension, be attached to another unit of the Assam Rifles for dealing with the case in accordance with the law.

(b) Nothing contained in Sub Para (a) above would operate as a bar for the Commandant of the unit to which the deserter belongs, or Commandant of any other unit to which he is properly attached, to deal with him in accordance with the law.

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SECTION IV - CONDUCT SHEET

202. **Conduct sheet to be maintained**. A conduct sheet in the form as per Assam Rifles Forms (ARF)-602 reproduced at **Appendix 'K'** to these Regulations shall be prepared and maintained for every person subject to Assam Rifles Act. The conduct sheets of Officers, Subordinate Officer and Under Officer will be kept as confidential documents, those of enrolled men will be kept with other service documents.

203. **Conduct sheet entries**.

(a) Entries will be made in the conduct sheets of officers in respect of all convictions by Assam Rifles court, criminal court or summary punishments awarded under Assam Rifles Act Sections 64 or 65.

(b) Following entries will be made in the conduct sheets of Subordinate Officer, Under Officer and other enrolled persons as "red ink" entries:-

(i) Forfeiture of seniority of rank (applicable to Subordinate Officer and Under Officer only).

(ii) All convictions by Assam Rifles court.

(iii) Conviction by a civil court, except when a fine was the only punishment and the Commandant does not consider that a red ink entry should be made.

(iv) Reduction of an Under Officer to a lower grade or rank or to the ranks for an offence but not for inefficiency/unsuitability.

(v) Deprivation of an appointment or of acting rank, for an offence but not for inefficiency/unsuitability.

(vi) Severe reprimand (Applicable to Subordinate Officer and Under Officer only).

(vii) Imprisonment.

(viii) Detention.

(ix) Confinement to the lines exceeding fourteen days.

(x) Forfeiture of good service or good conduct pay.

(c) Black ink entries will be made in the conduct sheets of Subordinate Officers, Under Officers and other enrolled persons in respect of all punishments not included in the list of red ink entries and convictions by civil courts involving punishment of fine only which in opinion of the Commandant does not merit a red ink entry.

204. **Manner in which entries are to be made**.

(a) Entries will be made in the conduct sheets as follows:-

(i) The statement of offence as set out in Assam Rifles Rules will be entered. Where the statement does not disclose the full nature of offence such as charges under Assam Rifles Act, Sections 29(e) and 49, the purport of the particulars will be added, thus : "Neglecting to obey garrison orders-bathing in the river at a prohibited hour" or;
"Act prejudicial to good order and discipline-negligent performance of duties".

(ii) The original sentence, together with any alteration, revision or variation by a competent authority will be recorded in the column

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"punishment awarded". In cases of sentences by Assam Rifles court the remarks of the confirming/reviewing officer and the date of confirmation/counter signature will be entered immediately under “punishment awarded". When the accused is found guilty of a charge different from the one on which arraigned, the charge on which found guilty will also be entered in column "punishment awarded".

(iii) Every suspension of a sentence under Assam Rifles Act, Section 152 will be entered in the “remarks” column, showing the date on which and the authority by whom the suspension was ordered. If the sentence was subsequently put into execution or remitted, a further entry will be made in the same column to this effect, stating the date and the authority.

(iv) When the record of an Assam Rifles Court or a summary award is ordered to be removed, the entry will be erased and the authority quoted.

(v) No entry will be made of any charge of which the accused has been found not guilty.

(b) In the case of Subordinate Officers, Under Officers and other enrolled persons, the number of days spent in hospital on account of disease due to neglect or misconduct and willful, self-inflicted injury will be recorded in the sheet roll under the heading “prominent occurrences affecting conduct and character”.

SECTION V - ARREST

205. **Force custody**.

(a) Under Section 79 of the Assam Rifles Act, any person subject to Assam Rifles Act, when charged with an offence punishable under the Act, may be taken into Force custody which means that the offender is placed under arrest.

(b) Arrest may be either close arrest or open arrest. When arrest is not described by the authority ordering it as open arrest, it means close arrest.

206. **Power of arrest**.

(a) The power of an Officer, Subordinate Officer or Under Officer to place an offender in Force custody is defined in Section 79 of the Assam Rifles Act.

(b) An Officer, Subordinate Officer or Warrant Officer may be placed under arrest by a competent authority when charged with an offence, but he will not ordinarily be placed under arrest by an authority other than his Commandant

unless the needs of discipline so require, nor will he be kept under arrest unless his Commandant is satisfied, on investigation, that it will be necessary to proceed with the case and to report it to superior authority.

(c) An Under Officer may be placed under arrest by a competent authority when charged with a serious offence. If, however, the offence alleged appears not to be serious, it should be investigated and disposed of without arrest.

(d) A Rifleman charged with a serious offence will be placed under arrest on the commission or discovery of the offence. He will not be placed under close arrest unless confinement is necessary to ensure his safe custody or for the maintenance of discipline. If the offence alleged is not of a serious nature, the offender should not normally be placed under arrest, but should be informed of the charge and ordered to attend the orderly room at a specified time.

(e) A Rifleman who disobeys an order distinctly given, or resists the authority of an officer, Subordinate Officer or Under Officer will be placed under close arrest forthwith.

IndiaCode

(f) When an enrolled person confesses to desertion or to having committed an offence in relation to enrolment, and the investigation cannot immediately be completed, he may be released without prejudice to re-arrest. If, at the time of the confession or subsequently, he is charged with any other offence, the investigations and trial may proceed for that offence independently of the confession.

(g) When a Subordinate Officer, Under Officer and other enrolled persons has occasion to place a Subordinate Officer, Under Officer and enrolled persons under close arrest, he will obtain the assistance of one or more enrolled persons to conduct the offender to the guard room and will avoid coming into personal contact with him, unless it is essential to obviate the escape of an offender in a serious case.

(h) When an accused person is remanded for further investigation, or for trial by Assam Rifles Court, the question of arrest is a matter for the discretion of the Commandant, and it is always his duty to decide whether, having regard to all the circumstances, open or close arrest will best meet the case or whether the accused may be released without prejudice to re-arrest until trial or further orders. The Commandant will also use his discretion to change the form of arrest from time to time according to the circumstances.

(i) An accused will ordinarily be placed under close arrest on the day of, and before, the commencement of the Assam Rifles Court. During the course of his

trial he will remain under close arrest except where the convening officer or an authority superior to him directs otherwise.

(j) Where the sentence awarded in the open court is imprisonment or higher, the accused, if already under close arrest, will remain under close arrest, and if not under close arrest, will be taken into Force custody, unless the convening or confirming officer or an authority superior to him directs otherwise. Where the sentence announced in open court is lower in the scale of punishments than Imprisonment, the accused, if under arrest, will normally be released from arrest immediately after the trial without prejudice to re-arrest, provided that where the sentence is or includes forfeiture of seniority of rank or reduction in rank, he shall not, unless the exigencies of the service demand it or unless the confirming authority or an authority superior to the confirming authority so directs, be placed on any duty until the sentence has been promulgated.

(k) An accused person whose case is awaiting confirmation of sentence may be granted leave as under:-

(i) If the sentence announced in open court as subject to confirmation is lower in scale of punishments than dismissal, he may be granted such leave as due to him, subject to the approval of the confirming authority.

(ii) Where the sentence is either dismissal or compulsory retirement, he may, at the discretion of the confirming authority or an authority superior to him, be released from close arrest without prejudice to re-arrest and granted casual leave or leave on medical grounds.

(iii) In all other cases the accused will not be granted any leave, except in cases of extreme compassion when such leave, as considered necessary by the confirming authority or an authority superior to him, may be granted to the accused on humanitarian grounds. However, no leave shall be granted if the accused has been awarded death penalty.

207. **Arrest in cases of intoxication**.

(a) An enrolled person who is intoxicated will be placed under close arrest alone, if possible, in a guard detention room. He may be deprived of his bedding and boots, except when the weather is cold and he is likely to suffer in consequence. He will be visited, and his condition ascertained, at least every two hours by an Under Officer of the guard and, an escort. Should any symptoms of serious illness be observed, a medical officer will be sent for forthwith.

(b) A person suspected of being intoxicated will not be put through any drill or test for the purpose of ascertaining his condition.

IndiaCode

(c) A person charged with intoxication will not be brought before an officer for investigation of the charge until he is sober. For this purpose 24 hours should usually be allowed to elapse before the investigation.

208. **Officer, Subordinate Officer or Under Officer under arrest**.

(a) When an Officer, Subordinate Officer or Under Officer is placed under arrest, the Commandant of the concerned Unit, unless he dismisses the case, will report the matter without delay to the next superior commander who in turn will report the cases of officers and Subordinate Officers to the Inspector General of the concerned Headquarters and the 'A' Branch at Directorate General Assam Rifles indicating the personal number, rank, initial, name and Unit of the officer or Subordinate Officer and sufficient information to give a clear idea of the nature of the offence. Subsequent reports regarding the progress of investigation shall be submitted in the manner laid down by Director General Assam Rifles, through normal staff channels.

IndiaCode

(b) An Officer, Subordinate Officer or Under Officer under arrest will not wear sash, sword, belt or spurs.

(c) An Officer, Subordinate Officer or Under Officer under close arrest will be placed under the charge of an escort consisting of another officer, Subordinate Officer or Under Officer of the same rank, if possible and will not leave his quarters or tent except to take such exercise, under supervision, as the medical officer considers necessary. An Officer, Subordinate Officer or Under Officer may, however, if circumstances so require, be placed for custody under the charge of a guard, piquet, patrol, sentry or provost-marshal.

(d) An Officer, Subordinate Officer or Under Officer in open arrest may take exercise at stated periods and within stated limits, which will usually be the precincts of the barracks or camp of his Unit; these limits may be enlarged at the discretion of the officer ordering the arrest. He will not appear in any place of amusement or entertainment, or at public assemblies. He will not appear outside his quarters or tent dressed otherwise than in uniform.

(e) Whenever possible, the sanction of the highest authority to whom the case may have been referred should be obtained before an officer, Subordinate Officer or Under Officer is released from arrest or when close arrest is to be converted into open arrest or vice versa.

(f) An Officer, Subordinate Officer or Under Officer has no right to claim trial by court-martial, except in the circumstances mentioned in Section 65 of the Assam Rifles Act, or to claim investigation by a Court of Inquiry.

209. **Under Officer and Rifleman under arrest**.

(a) So far as is applicable, Para 208 (b) and (c) above will apply to an Under Officer under close arrest.

(b) A Rifleman, on being placed under close arrest, will be placed in confinement under charge of a guard, piquet, patrol or sentry and will be searched and deprived of knives or other weapons. The accommodation usually available in barracks for the temporary confinement of Riflemen under close arrest is the guard detention room attached to a guard room, and similar smaller rooms for the confinement of those who are to be kept apart.

(c) A Rifleman under close arrest in the guard detention room will be allowed the use of his bedding, except when charged with intoxication. A Rifleman under close arrest will take sufficient exercise under supervision.

(d) The keys of the guard detention room will be kept in charge of the commander of the guard.

IndiaCode

(e) A Rifleman under open arrest will not quit barracks (except on duty or with special permission) until his case has been disposed of. An Under Officer under open arrest may take exercise under the same conditions as an officer, Subordinate Officer or Warrant Officer under open arrest.

210. **Performance of duties while under arrest**.

(a) An Officer, Subordinate Officer or Warrant Officer under arrest will not perform any duty other than personal routine duties and such duties as may be necessary to relieve him from the charge of any cash, equipment, stores, accounts or office of which he may have charge or for which he may be responsible.

(b) Except on active duty, an Under Officer under arrest, or a rifleman under close arrest, will not be required to perform any duty other than personal routine duties, such, for instance, as may be necessary to keep clean his quarters, person, and belongings; also the duties necessary to relieve him from the charge of any cash, equipment, stores, accounts or office of which he may have charge or for which he may be responsible. He will not bear arms, except in an emergency by order of his Commandant or on the line of march. On active duty he may be ordered to bear arms, attend parades and perform all such duties as may be required of him.

(c) A Rifleman under open arrest will attend parades and may be ordered to perform all duties.

(d) Care will be taken to ensure that a rifleman under arrest is called upon to perform no duties in addition to those performed by riflemen who are not under arrest or undergoing punishments.

(e) If by error, or in an emergency, an officer, Subordinate Officer or Under Officer under arrest, or a rifleman under close arrest, has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for the offence for which he is under arrest.

211. **Arrest of Assam Rifles personnel by civil police - report of**.

(a) District Magistrates have specific instructions to report immediately to the Commandant of the Unit or Establishment concerned, the arrest by Civil Police for commission of any offence, of any person subject to the Assam Rifles Act. They will also forward prompt reports of the result of trials and copies of judgments, if asked for. The procedure to be followed for determining jurisdiction for trial of civil offences (committed by Assam Rifles persons) by Assam Rifles Courts and Criminal Courts is laid down in Rule 44 and 45 of the Assam Rifles Rules, 2010.

IronCode

(b) When an Assam Rifles personnel is required to be arrested by the civil police for having committed a cognizable civil offence triable by a Civil (Criminal) Court, and if such a person is within the precincts of Assam Rifles Unit/barrack/Unit lines/garrison or Assam Rifles quarters, the civil police will contact the Unit Commandant or Garrison/Station Commander concerned before effecting the arrest.

212. **Arrest and force custody of female members of the Force**. Female members of the Force, like their male counterparts, being subject to the Assam Rifles Act, may be arrested and taken into Force custody in the interest of Force discipline, if circumstances so demand. Subject to conditions mentioned below, provisions of Paras 205 to 211 of these regulations shall, as far as relevant, apply to arrest and Force custody of female members of the Force as well:-

(a) **Circumstances occasioning arrest**. A female member of the Force charged with an offence shall not be ordered into close arrest/custody unless she is threatening to injure herself or others and circumstances are such that not placing her into close arrest/custody is likely to jeopardize her own safety or safety of others, or unless she has committed a grave offence (e.g. murder, attempt to murder, espionage activities etc) and it is absolutely necessary to place her into close arrest/custody in order to secure her presence for the ends

of justice. In other circumstances, she may be placed in open arrest, instead of close arrest.

(b) **Manner of close arrest/custody**.

(i) A female member of the Force shall not be ordered into close arrest/ Force custody after the sunset and before the sunrise except when situation is so grave that not placing her into immediate close arrest/custody will eminently jeopardize her safety and safety of others in which case prior concurrence of the immediate superior officer within whose jurisdiction the arrest has to be made should be obtained.

(ii) In effecting the close arrest of a female offender of the Force, as far as practicable, assistance of another female member of the Force, preferably of a senior or equivalent rank, or that of women police should be taken. However, no female offender should be placed in Force custody under an escort or guard comprising exclusively of male members, except in grave situations when no female member of Assam Rifles is available to comprise the escort or guard, in which case the Commandant of the unit where the female offender has been detained shall give a certificate that no female member is immediately available and that the situation is grave enough warranting the female offender to be placed in close arrest under an escort or guard. In such cases, all efforts shall be made to make available a female member who shall be included in the escort/guard.

IndiaCode

(iii) In an exceptional situation, where a male officer has to carry out arrest of a female member of the Force without the assistance of another female member of the Force or women police, he shall not, under any circumstances, touch or confine her body.

(c) **Reporting of arrest**. Arrest of every female member of the Force shall be immediately reported to the Inspector General Assam Rifles in whose command the arrest has been made. The Inspector General to whom the report of arrest has been made shall without delay gather the facts occasioning the arrest and shall not permit continuation of the arrest / force custody of a female member unless he considers it absolutely necessary for the ends of justice and Force discipline.

(d) **Medical Examination of female member of the Force under Arrest/ Force Custody**. As soon as possible, after a female member of the force is placed under arrest/force custody, she will be medically examined by a doctor as to her condition at the time of arrest. Medical examination of the arrested female member of the Force may be carried out either at the place of her arrest or by escorting her to the nearest MI Room/Military hospital depending upon her

medical condition. The arrested female member should preferably be examined by a lady doctor. However, when such facilities do not exist in the station, the arrested female member may be examined by a male doctor in presence of a woman attendant.

(e) **Accommodation**. Accommodation used to house a female member under close arrest should be safe and secure, with proper toilet facilities preferably attached to the room where she is kept. In case separate ablution and lavatory facilities are not available, separate timings should be fixed for her use, during which no male will be allowed to use the facilities.

(f) **Medical check-ups in case of pregnancy/maternity.**

(i) In addition to the initial medical examination which should be held as soon as female member is placed under arrest, she is to be visited by a doctor as and when required. The visits may be more often when the female member of the Force under arrest is in a condition of pregnancy or maternity. An infant child under breast feeding be permitted to stay with female member during the arrest. On the other hand, if the child is not breast feeding, such child may be allowed to stay with the mother, provided accommodation is spacious enough to accommodate them. But under no circumstances the husband of the female member under arrest will be allowed to stay with her.

(ii) In case of her sickness, where doctor recommends constant medical attention, she should be shifted to a hospital under an escort.

(iii) Diet and medication of the female member of the Force under arrest, in advanced stages of pregnancy, will be ensured in consultation with the doctor attending her.

(g) Arrest of a female member during pregnancy should be rare and resorted to only under extreme situations.

SECTION VI - INVESTIGATION AND DISPOSAL OF CHARGES

213. **Attachment of offenders to another Unit for disciplinary purpose**.

(a) A person subject to the Assam Rifles Act, 2006, who is alleged to have committed an offence punishable under the Act, may be attached from his parent Unit to another Unit, if circumstances of the case so require, for the purpose of taking disciplinary action against him as per the provisions of the Assam Rifles Act, 2006 and Assam Rifles Rules, 2010. In case of Officers, the order for his

attachment will be issued by Director General Assam Rifles. In case of persons other than Officers, the order for attachment to another Unit within the Formation will be issued by the Deputy Inspector General/Inspector General Assam Rifles under whose jurisdiction the individual is for the time being serving. Attachments outside the command of Inspector General shall be issued under the orders of the Directorate General Assam Rifles.

(b) The attachment order as envisaged under Sub Para (a) above shall not be issued unless a prima facie case has emerged after due investigation or inquiry and it has been decided to proceed against the offender in accordance with the provisions of the Assam Rifles Act, 2006; provided that such attachment for disciplinary purposes may be issued even at the stage of investigation or inquiry if the authority ordering the attachment is satisfied that such attachment is required to prevent tempering of evidence or influencing the witnesses or when the same is otherwise necessary due to exigencies of service or in the interest of justice. When disciplinary action is contemplated against a Commandant/OC or any other officer in command of an independent Unit or establishment, he will be attached to another Unit or establishment commanded by an officer of superior rank.

IndiaCode

214. **Delivery of charges**.

(a) Attention is directed to Section 37(b) of the Assam Rifles Act, under which it is the duty of a person subject to the Assam Rifles Act, who commits any person into Force custody to deliver at the time or as soon as practicable and always within forty-eight hours thereafter to the officer or other person into whose custody the offender is committed, an account in writing signed by himself of the offence with which the person so committed is charged. Such written account of the charge shall be called “Charge Report”.

(b) If the Charge Report is not delivered at the time, a verbal report giving the nature of the charge will be made. If the charge report is not received within forty-eight hours, the commander of the guard will take steps to procure it. A report that the charge report was not received within forty-eight hours will be made to the officer to whom his guard report is furnished, who, if the Charge Report or other evidence sufficient to justify the continued arrest is not forthcoming, will, at the expiration of seventy-two hours from the time of committal, order release of the person in custody (without prejudice to his re-arrest).

(c) The number, rank, name and offence of every person received into close arrest, and the rank and name of the person by whom he is charged, will be entered by the commander of the guard in his guard report, and the original charge report, or a copy thereof, will be forwarded to the Commandant of the person in custody,

(d) The commander of the guard will, on the request of person committed to his custody, inform him of the rank and name of the person preferring the charge against him or ordering his arrest, and give to him a copy of the charge report as soon as he himself receives it.

215. **Investigation of charge**.

(a) The investigation of charge will be carried out without delay, in presence of the accused, in the manner prescribed in the Assam Rifles Rules, 2010. 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 person charged.

(b) The charge to be laid against the accused person for the purpose of investigation under Rule 47 of the Assam Rifles Rules, 2010 shall be called "Tentative Charge Sheet", a copy whereof must be supplied to the accused person before, as far as possible, twenty-four hours prior to the commencement to investigation of the charge.

IndiaCode

(c) Every charge, whether against a Subordinate Officer, Under Officer or enrolled person, should be investigated in the first instance by the company commander, at his company orderly room which will be held at such an hour as will allow an offender remanded for disposal by the Commandant being ready to go before him at the appointed time.

216. **Entering of charges**.

(a) Charges will be entered as follows:

(i) For offences of Under Officers and Rifleman confined in the guard room or of Under Officers and Rifleman reserved for disposal by the Commandant, in the guard report, by the commander of the guard, or where there is no guard, by the Under Officer responsible for their custody in close arrest,

(ii) For offences of Under Officer and Rifleman not confined in the guard room, the form set out in Appendix 'IV' to the Assam Rifles Rules, 2010, under the orders of the Company Commander.

(b) If a charge against an Under Officer or a Rifleman for which he has not been in close arrest is reserved by the company commander for the Commandant's award, the former officer will send the Offence Report (see Appendix VI of Assam Rifles Rules, 2010) for entry in the guard report before the hour fixed for the disposal of enrolled person under arrest by the Commandant. If

on the other hand, a charge for which an under officer or man has been under close arrest is disposed of by the Company Commander, that officer will report the fact to the orderly room, and the entry "disposed of on Offence Report" will be made in the punishment column of the guard report.

(c) A company commander who has reserved a case for the award of the Commandant will always attend with the company conduct book, when the offender is brought before the Commandant.

(d) If an offender is remanded for further inquiry, his case will be brought under review daily and the order for remand will be entered daily in the guard report, or the Offence Report by the investigating officer.

217. **Awards of Company Commanders**. After completing the relevant columns in each case disposed of, the company commander will return the Offence Report to the orderly room in order that particulars may be available for inclusion in Part II Orders for the day, if necessary.

IndiaCode

218. **Disposal by Commandant and sending before an Assam Rifles Court**.

(a) There is no offence which a Commandant is compelled by law or by Rules to send before an Assam Rifles court and each case should be considered on its merits, but a Commandant should not, of course, dispose of summarily a case which he is debarred by Section 96 (2) of the Assam Rifles, Act 2006, from trying by Summary Assam Rifles court without reference to a superior authority, or any other case which obviously deserves a more severe punishment than he is empowered to award summarily.

(b) Before proceeding with a case, it is the duty of the Commandant to ascertain that the offender is liable to be proceeded against, having regard to the limitations prescribed by the Assam Rifles Act, 2006.

(c) Except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case for trial by an Assam Rifles court when it appears doubtful whether the evidence will lead to a conviction. In such a case the charges should ordinarily be dismissed under the provisions of the Assam Rifles Rule 47(3) or 51 (a).

(d) If, on the investigation of a charge, sufficient evidence is not forthcoming as to whether the accused has or has not committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest and ordered to do duty without prejudice to his re-arrest when further evidence is forthcoming and the matter can be further inquired into. If, however, the offence is not serious, and

there is no probability of sufficient evidence being obtainable within a reasonable time, the charge should be dismissed.

(e) When an enrolled person under the age of twenty-one years is remanded for trial by Assam Rifles Court on a serious charge, his Commandant will arrange for him to be interviewed with a view to impressing upon him the desirability of keeping his next-of-kin informed. When any such enrolled person is awaiting trial on a serious charge by a civil court, similar action will be taken by the Commandant.

(f) When a person is charged with one offence, another offence of which the investigation cannot be immediately completed or proceeded with comes to light, the investigation and trial in respect of the original offence may proceed independently, the charge for the other offence being dealt with as prescribed in Sub Para (d) of this Para.

219. **Identification parades**.

IndiaCode

(a) When circumstances render the identification of an alleged offender necessary, the identification should be carried out in the presence of an officer. It is essential that identification parades should be conducted in such a manner as to be scrupulously fair to both the suspect and the witness.

(b) Parades for the identification of a person subject to Assam Rifles Act by a witness are divided into two categories:-

(i) Where there is reason to believe that an Assam Rifles personnel (name unknown) against whom a witness is prepared to give evidence belongs to a particular garrison or Assam Rifles complex/compound/Unit/ sub-Unit, and other evidence on the charge under investigation has not as yet permitted the singling out of any particular person.

(ii) Where the evidence permits of a definite person belonging to Assam Rifles being singled out, but it is nevertheless desired to determine whether a certain witness is, or is not, able to identify the suspect.

(c) As regards parades of the first category, all personnel belonging to the particular garrison or Assam Rifles complex/compound/Unit/sub-Unit should be assembled.

(d) The following instructions are to be observed in all parades of the second category. Clauses (i) and (v) to (vii) will also be observed for parades of the first category:-

(i) The parade should take place as soon as possible after the offence has been discovered.

(ii) The witness or witnesses must not see the suspect under escort or in custody before the parade.

(iii) Ten to twelve Force personnel of similar physique, appearance and turn out will be paraded. Personnel should not be paraded bareheaded. It is upto the witness to ask a particular person in the parade to uncover his head.

(iv) The suspect should be permitted to choose his own position in the ranks of the parade. No communication which would facilitate identification must be made to any witness who is awaiting his/her turn to identify.

(v) The witness should be instructed to walk round the ranks, and if he/she is prepared definitely to identify a particular person, to touch him on the shoulder without speaking. If the witness cannot make any identification, he/she is to be told that he/she can report any suspicions that he/she may have to the officer in charge of the parade.

IndiaCode

(vi) When walking round the ranks, the witness should not be followed too closely nor should he/she be spoken to.

(vii) When there is more than one witness, each witness will walk round the ranks separately. No witness will be allowed to observe the parade, or the actions of any other witness till his/her turn comes.

(viii) The suspect will be permitted to change his position in the ranks after the departure of each witness and before the arrival of the next. A witness who has completed his/her identification must not be permitted to communicate with one who is awaiting his/her turn to identify.

(e) When a person has been identified, his demeanor, and any statement made by him at the time of identification, should be carefully noted.

(f) The report of the officer in charge of the identification parade will include the place, date and hour of the parade, the number of persons on parade, the name of each witness and where applicable the name of each person identified.

(g) The report of the officer incharge of identification parade is not admissible at a trial by an Assam Rifles Court but the officer can however be permitted to use the report to refresh his memory.

220. **Recording of Summary of Evidence and Abstract of Evidence**.

(a) Rule 49 and Rule 50 of Assam Rifles Rules, 2010 empowers the Commandant (the Officer Hearing the Charge) to either prepare the Summary of Evidence (SOE)/Abstract of Evidence (AOE) himself or detail another officer to do so. Where the Commandant does not wish to record the SOE/AOE himself and there are no suitable officers available in his Unit to do the job, he may request the Sector Commander/next superior Formation Commander to provide a suitable officer to record the SOE/AOE.

(b) Where the officer detailed to record the SOE/AOE is not available, either due to exigencies of service or any other justifiable reason, to complete the recording of SOE/AOE, another suitable officer may be detailed to resume the recording from the point left by the earlier officer. In such a case, the record of SOE/AOE will contain the reasons for change of the officer recording the SOE/AOE.

IndiaCode

(c) It must be ensured that the officer detailed to record the SOE/AOE is not a witness to facts of the case or he is not interested in the outcome of the case.

(d) The Commandant, or a superior authority to whom the case may have been referred by the Commandant in accordance with the provisions of Assam Rifles Act and Assam Rifles Rules, may direct recording of additional evidence in the form of Additional SOE/AOE if circumstances of the case so require.

221. **Expeditious disposal of case**.

(a) When an Officer, Subordinate Officer, Under Officer or enrolled person is in custody, his case will be disposed of at the earliest possible moment. In this regard, attention is directed to Assam Rifles Rule 41. The prescribed report mentioned in Assam Rifles Rule 41 will be made when the person in custody is a patient in hospital, or the case is not proceeded with for any other cause. On the receipt of every such report, the officer to whom application for trial will be submitted will satisfy himself as to the necessity for the offender's continuance in custody.

(b) Under Section 80 of the Assam Rifles Act, a serious liability is incurred by an officer who causes any person to be detained in custody for an unnecessarily long period without investigating the case or taking steps to bring him to trial.

222. **Assam Rifles personnel on deputation to civil departments**. Assam Rifles personnel while temporary seconded for duty to civil departments will be subject to the Rules regarding discipline peculiar to the civil department in which they are serving and also to the Assam Rifles Act. Ordinarily, civil authorities will initiate disciplinary

proceedings against Assam Rifles personnel for offences committed by them while in civil employment in accordance with the civil Rules. Where, however, the civil authorities feel that they cannot deal with a Force person in adequate manner, they may make a reference to the Ministry of Home Affairs who, after being satisfied that it would be desirable to take action under the Assam Rifles Act, may ask Director General Assam Rifles, to deal with the person under the said Act. In such cases, Assam Rifles personnel will be reverted to the Assam Rifles and attached to a suitable unit for initiating disciplinary proceedings under the Assam Rifles Act. The above also applies to offences committed by Assam Rifles personnel on detached employment.

223. **Disobedience to an authority other than a "Superior Authority"**. Disobedience of the orders or instructions of a person not subject to the Assam Rifles Act, who though holding a position of authority, is not an Officer, Subordinate Officer or Under Officer does not constitute an offence under Section 28 of the Assam Rifles Act, 2006. Such cases, however, will fall within the terms of Section 49 Assam Rifles Act, 2006 and may be disposed of under that Section.

IndiaCode

224. **Persons not subject to the Assam Rifles Act**. Misconduct of the civilians employed in the Assam Rifles shall be dealt with in accordance with the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

SECTION VII - CHARGES BY CIVIL POWER

225. **Receipt of summons by Subordinate Officer, Under Officer or other enrolled person**. When a Subordinate Officer, Under Officer or other enrolled person receives, otherwise than through his Commandant, a summons issued by a civil court in respect of an offence, he will at once report the matter to his Company Commander in order that arrangements may be made for his attendance before the Magistrate and for the provisions of Para 226 of these regulations to be complied with. The standing orders of every Unit will contain an order to the above effect.

226. **Action to be taken when a Subordinate Officer, Under Officer or other enrolled person is charged with an offence before a Civil Court**.

(a) When a Subordinate Officer, Warrant Officer and enrolled person is charged with an offence before a civil court near the station where his Unit is quartered, an officer will be detailed from the Unit to attend the court. An officer having personal knowledge of the accused will be detailed for this duty if any such officer is available. If the prosecution takes place at a distance, the case will be submitted to the concerned Inspector General or Deputy Inspector General who will decide whether it is advisable for an officer to be present, and, if so, whether the officer shall be detailed from the accused's Unit, or from some other

Unit near the place of trial. In the latter case, the Commandant of the accused's Unit will arrange with the Ex officio Commandant at the station from which the officer is to proceed, forwarding all necessary information and documents for the use of the officer attending the court.

(b) The officer attending the court, will, if required by the court, give all information in his possession as to the accused's character, and full particulars of any previous conviction, by a civil court, or by an Assam Rifles court of an offence under Sections 39, 47 or 56 of the Assam Rifles Act, but not of minor offences of a purely specific to Assam Rifles Act, unless specially required by the court to do so, as the nature of these offences is apt to be misunderstood to the prejudice of the accused. For the same reason he should not take with him the accused's conduct sheets, but should furnish all the information with regard to his general character that is within his personal knowledge or has been communicated to him by officers of the accused's Unit. He will be prepared to state the rate of pay to which the offender is entitled, together with any compulsory stoppages or deductions to which it is subject, and will inform the court accordingly in cases in which the magistrates signify their intention of imposing a fine. The court may, in the case of the less grave offences, desire to learn whether the accused is likely to be discharged from the Assam Rifles should it decide to bind him over to be of good behaviour. If the accused's Commandant does not propose to discharge him or recommend his discharge (and, generally, the Commandant will be able to decide before the trial whether the offence with which the accused is charged is not of a grave nature) the officer attending court should be prepared to inform the court accordingly. Where the Commandant proposes to recommend the accused's discharge if convicted (whatever the sentence passed or order made by the court) evidence given should be to the effect that the witness is unable to state definitely whether the accused will be discharged or not.

227. **Rules regarding adjustment of jurisdiction of Civil (Criminal) Courts and Assam Rifles Courts over Assam Rifles personnel accused of Civil Offences**.

(a) All “civil offences”, except those specified in the Assam Rifles Act Section 55, committed by a person subject to the Assam Rifles Act, 2006, can be tried either by an Assam Rifles Court or by a Civil (Criminal) Court. Besides, offences under Assam Rifles Act, Sections 27(a), 34, 40(a) and (b) and 50(b) etc as well as most offences under Assam Rifles Act Section 39 can also be tried either by an Assam Rifles Court or by a Civil (Criminal) Court. Section 102 of the Assam Rifles Act, 2006 provides that when a Criminal Court and an Assam Rifles Court each have jurisdiction in respect of an offence, it shall be in the discretion of the Directorate General or the Inspector General or the Deputy Inspector General within whose command the accused person is serving, to decide before which court proceedings shall be instituted. Therefore, before a Assam Rifles Court is

assembled for trial of a civil offence, the aforementioned competent authority must make a conscious decision in writing as to why it is considered desirable to try the offender by Assam Rifles Court and not by a Civil (Criminal) Court.

(b) Rule 44 of the Assam Rifles Rules, 2010 provides the cases which should generally be tried by Assam Rifles Court. Rule 45 of the Assam Rifles Rules, 2010 provides the cases which should normally be committed for trial by Civil (Criminal) Court.

(c) Section 475 (1) of the Code of Criminal Procedure, 1973 (2 of 1974) provides that Central Government may make Rules, consistent with the said Code and the Army Act, 1950, the Navy Act, 1957 and the Air Force Act, 1950 and any other law relating to the Armed Forces of the Union of India for the time being in force, as to cases in which persons subject to Military, Naval or Air Force law, or such other law shall be tried by a Criminal Court or a Court Martial. In exercise of the powers conferred by Sub Section (1) of Section 475 of the Code of Criminal Procedure, 1973 (2 of 1974), and in supersession of the Criminal Courts and Assam Rifles Court (Adjustment of Jurisdiction) Rules, the Central Government has framed statutory Rules, known as Criminal Courts and Court Martial (Adjustment of Jurisdiction) Rules, 1978, to resolve the conflict of concurrent jurisdiction of Civil (Criminal) Court and courts convened under the law applicable to the Army, Navy, Air Force and other Armed Forces of the Union of India. Assam Rifles being an Armed Force of the Union of India, the provisions of “Criminal Courts and Court Martial (Adjustment of Jurisdiction) Rules, 1978” should equally apply to persons subject to the Assam Rifles Act, 2006 and to the Assam Rifles Courts convened there under. However, the said Rules being of 1978 vintage do not contain any reference to the Assam Rifles Act, 2006. Therefore, until the ‘Criminal Courts and Court Martial (Adjustment of Jurisdiction) Rules, 1978’ are amended to include the Assam Rifles, the procedure prescribed therein for claiming the civil offences for trial by Assam Rifles Court should be adopted *mutatis-mutandis.* For the ease of ready reference, said rules have been reproduced at **Appendix ‘L’** to these Regulations.

228. **Duties while released on bail**. A Subordinate Officer, Under Officer or enrolled person released on bail and awaiting trial by the civil court will;

(a) during the period he remains on bail, perform all duties without prejudice to his trial by the civil power when required to surrender for the same.

(b) In order to facilitate resumption of duties, he will be attached to a Unit/formation nearest to the place where the court is situated. As soon as the Commandant of the arrested person receives information about the arrest by the civil police in accordance with Para 211, the person will be instructed by fastest

means that, if and when he is released on bail by the court, he will report for duty to the nearest formation/Unit immediately so that he may be able to perform duty. The formation/Unit to which the person reports on release on bail will intimate the date of his arrival to his parent formation/Unit who in turn will issue necessary orders relating to his attachment.

229. **Defence of persons subject to Assam Rifles Act charged with Criminal Offences in Civil (Criminal) Courts**.

(a) When persons subject to Assam Rifles Act is charged before a Civil (Criminal) Court for an act which in opinion of the Director General Assam Rifles was committed in discharge of official duty, the sector commander should consult the district magistrate, and arrange with him for the selection and remuneration of a pleader, advocate or barrister, as the importance and necessities of the case may require.

(b) Except in cases in which the Central Government are interested, the maximum amount that may be paid to the pleader, advocate or barrister is Rs. 9000/- for each day that he appears in the case, on behalf of one or more accused, before a high court, or sessions court, or Rs. 9000/- for each day that he appears in the case, on behalf of one or more accused, before any other court. These amounts include expenses of every description which counsel may incur. These fees are maximum and should not, be paid in every case but terms arrived at for the whole case, omitting, for instance, days on which counsel appears merely to ask for an adjournment. In a joint trial, when the local Assam Rifles authority is satisfied that the accused require different lines of defence he may authorise the separate payment of fees for each accused so defended.

(c) The sector commander is only to appoint a pleader, advocate or barrister in cases where he thinks it desirable. The amount to be paid to counsel will be definitely settled before hand, subject to the maximum laid down in clause (b) above. If suitable counsel cannot be obtained for the remuneration admissible under these rules, the case will be reported to superior authority and the orders of Government obtained.

(d) In high courts in which counsel may not plead unless instructed by a solicitor, a solicitor may be employed and his bill of costs, which should include counsel's fees (subject to the restrictions laid down in clause (b) above) and all other expenses incurred in the case, should be submitted to the legal Remembrance of the local Government and his certificate obtained that the amount of bill is reasonable before it is submitted for the orders of Government.

(e) When counsel is provided for the defence of a soldier at the first trial in a civil court, counsel can also be provided when considered necessary on appeal, subject to the limitations laid down in clauses (b) and (c) above.

(f) Any special case not specified above, where it is necessary to sanction the defence of person subject to Assam Rifles Act before a Civil (Criminal) Court, may be reported to the superior authority and the orders of the Central Government be obtained.

(g) Commandant Units will report to higher authority whenever the trial of a Subordinate Officer, Under Officer or enrolled person in a civil court is inordinately delayed.

230. **Conviction of Officers, Subordinate Officers, Under Officers or enrolled persons by the civil power**. The conviction of an officer by the civil power will be reported to the Central Government and that of a Subordinate Officer to the Director General Assam Rifles for such action as these authorities see fit to take. The conviction of a Warrant Officer or enrolled person will be reported to the Deputy Inspector General Assam Rifles who will decide whether dismissal, discharge or reduction is desirable. The disciplinary authority may, if it comes to the conclusion that an order with a view to imposing a penalty on a Government servant on the ground of conduct which had led to his conviction on a criminal charge should be issued, issue such an order without waiting for the period of filing an appeal or, if an appeal has been filed without waiting for the decision in the first court of appeal.

SECTION VIII - LOSSES

231. **Trial for loss of arms**. Every Under Officer or Rifleman who loses any arm, whether government property or private, if borne in the Unit's arms register, or ammunition thereof will ordinarily be tried by Petty Assam Rifles Court unless sanction to dispense with the trial is obtained from the concerned Inspector General Assam Rifles. In the case of a Unit which is isolated, the concerned Inspector General Assam Rifles may order trial by a Summary Assam Rifles Court.

232. **Offences in respect of Public or Regimental property.** Persons subject to Assam Rifles Act committing offences involving moral turpitude, fraud, theft, dishonesty or culpable negligence involving financial loss of Public or Regimental property will ordinarily be tried by Assam Rifles court or prosecuted before a Civil (Criminal) Court. Such cases will not be disposed of summarily or by administrative action. Punishments in such cases will be deterrent and commensurate with the gravity of the offence.

233**. Departmental action against government servants who are acquitted by a court of law**. When a loss of public money and/or stores has occurred as a result of theft, criminal misappropriation, criminal breach of trust or fraud and the person involved

has been tried by an Assam Rifles Court or by a Civil (Criminal) Court and is acquitted, the circumstances of the case should forthwith be carefully reviewed to ascertain whether it is possible and advisable to take departmental action against him on charges different from those on which he was tried, and from charges on which, under Section 115 of the Assam Rifles Act, or Section 221(2) of the Code of Criminal Procedure, he might have been convicted on the basis of the charges on which he was tried and acquitted. For example, if a person subject to the Assam Rifles Act, 2006 and a civilian government employee are tried jointly for dishonest misappropriation of public property and are acquitted, and the facts reveal culpable negligence on the part of both, action can still be taken against the person subject to the Assam Rifles Act, 2006 under Section 49 of the Assam Rifles Act, and against the civilian government employee under the Civil Services (Classification, Control and Appeal) Rules, 1965.

234. **Loss due to improper use of railway forms**.

(a) Officers and subordinates authorized to hold railway forms, including concession vouchers, will be responsible for any improper use of such forms. When loss to a railway administration results from the misuse of a railway form and this cannot be recovered from the individual who misused the form, the matter will be referred to the central government with the recommendations of all forwarding authorities stating whether the amount should be recovered in whole or in part from the person concerned, together with any reasons which he may have to urge against recovery.

(b) Detail instructions regarding safe custody and handling of Railway Forms/Concession Vouchers shall be issued by the Directorate General Assam Rifles in the Assam Rifles Orders (AROs).

235. **Responsibility for damage by fire**. An Officer, Subordinate Officer, Under Officer or enrolled person or any other person in Assam Rifles employment will be liable to make good damage done to Government property by a fire which is the result of his own neglect, but in view of the large sum to which liability may extend in such cases, the amount to be recovered usually will be limited to a sum not exceeding one week's pay of the individual who is held responsible.

CHAPTER X
SUMMARY TRIALS AND ASSAM RIFLES COURTS

236. **Summary Trials**. Rule 48 of the Assam Rifles Rules, 2010 debars certain offences, as mentioned therein, to be dealt with summarily. The other offences punishable under the Assam Rifles Act, 2006 may either be tried summarily or sent for trial by Assam Rifles Court. While choosing the mode of trial, i.e. whether a summary trial or trial by Assam Rifles Court, it shall be ensured that serious offences or the offences of aggravated kinds should not be disposed of summarily and such cases should either be tried by Summary Assam Rifles Court or referred to the competent authority to convene Petty Assam Rifles Court or General Assam Rifles Court.

237. **Summary Assam Rifles Court**.

(a) Except for the offences mentioned in Sub Section (2) of Section 96 of the Assam Rifles Act, 2006, a Commandant is not legally obliged to refer a case to the superior authorities for trial by Petty Assam Rifles Court or General Assam Rifles Court. While exercising his discretion to try an offence by Summary Assam Rifles Court, the Commandant should bear in mind that serious offences or offences of aggravated kinds deserving the higher punishment than awardable by a Summary Assam Rifles Court, should be referred to the next superior authority for convening of a Petty Assam Rifles Court or General Assam Rifles Court. It should, however, also be born in mind that even a comparatively slight punishment promptly effected is often more effective than a heavier one which follows long after commission of the offence.

(b) Ordinarily, the offences mentioned in Para 238 below, unless of aggravated kind, should be tried by Summary Assam Rifles Court instead of being referred for trial by Petty Assam Rifles Court or General Assam Rifles Court.

(c) A case, in which a Commandant would be disqualified to sit as a member of Petty Assam Rifles Court or General Assam Rifles Court, shall not be tried by him by a Summary Assam Rifles Court without making prior reference to the next superior authority empowered to convene a Petty Assam Rifles Court.

238. **Scale of punishments awardable by Summary Assam Rifles Court**. The following general instructions are issued for the guidance of officers holding Summary Assam Rifles Court in passing sentence, but nothing contained in them will be construed as limiting the discretion of the court to pass any legal sentence, whether in accordance with these instructions or not, if in its opinion, there is good reason for doing so:-

(a) When passing sentence, court will have regard not only to the nature and degree of the offence and the previous character of the accused but also to his

status and rank and to the legal consequences of the sentence proposed to be awarded. A punishment which is suitable or even lenient in the case of a young rifleman may have an extremely severe effect in the case of a under officer of some years' service who has earned a pension.

(b) Imprisonment for any term exceeding three months will be undergone in a civil or in force prison (Assam Rifles Act, Section 143 refers). In practice this entails dismissal, or discharge, from the service, as it is usually inexpedient for a man who has been the inmate of a civil jail to return to the service. Three months rigorous imprisonment or less to be undergone in force custody should therefore be looked upon as the normal punishment for most first offences and for most purely force offences except those of a grave nature or where the offender already has a bad character. A sentence of imprisonment combined with dismissal should be carried out in a civil prison.

(c) The award of imprisonment in a civil jail coupled with dismissal from the service must never be used merely as a means of getting rid of a man from the service but should be imposed only when the offence by itself, or the offence and the man's previous record taken together, actually merits such a punishment. In other cases in which removal is considered desirable in the interest of the service, the discharge of the individual under the appropriate item of Assam Rifles Rule 17 should be applied for by the Commandant and authorised by the Sector Commander or a superior Commander.

(d) In the table of normal punishments shown below, offences which cannot be tried by a Summary Assam Rifles Court, except after reference under Assam Rifles Act, Section 96(2), and the less common offences have not been included. Such offences if tried by Summary Assam Rifles Court must be dealt with according to the merits of each case.

Table of Punishments

(i) **Normal punishment**. Rigorous imprisonment for three months or less to be undergone in Force custody.

Offences:-

(aa) Disobedience, not of a grave nature.

(ab) Insubordination, not of a grave nature

(ac) First desertion or fraudulent enrolment.

(ad) Absence without leave or overstaying leave.

(ae) Failing to appear at parade.

(af) Quitting parade, guard, etc., without leave.

(ag) Absence from camp or after tattoo.

(ah) Intoxication.

(ai) Releasing or suffering prisoner to escape.

(aj) Escaping from custody.

(ak) Losing by neglect, arms, etc

(al) False answer on enrolment.

(am) Minor contempt of Assam Rifles Court.

(an) Neglect of orders.

(ao) Act prejudicial, etc., not of a grave nature.

(ap) Sentry plundering, etc., not of a grave nature.

(aq) Sentry sleeping on or quitting post in peace time.

(ar) Use of force to superior, not of a grave nature.

(as) Failing to rejoin for active duty, not of a grave nature.

(at) Making away with other than arms and ammunition, under Assam Rifles Act, Section 41(a).

(au) False accusations and complaints, not of a grave nature.

(av) Striking or ill-treating a subordinate, not of a grave nature,

(aw) First offences not of a grave nature.

(ii) **Normal Punishment**. Rigorous imprisonment for six months or less and dismissal from the service.

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Offences:-

(aa) Disobedience of a grave nature or studied insubordination.

(ab) Malingering, feigning or producing disease.

(ac) Use of force to superior, grave cases.

(ad) Contempt of Assam Rifles Court, grave cases.

(ae) Giving false evidence.

(af) Ordinary theft.

(ag) Frauds.

(ah) Indecency or cruelty.

(ai) Act prejudicial, etc., of a grave nature than under (i) above

(iii) **Normal punishment**. Rigorous imprisonment for one year and dismissal from the service.

Offences:-

(aa) Making away with arms or ammunition.

(ab) Repeated disobedience or insubordination.

(ac) Desertion, grave cases and second or subsequent convictions.

(ad) Thefts, grave cases.

(ae) Frauds, grave cases.

(af) Causing hurt to render unfit for service.

(ag) Unnatural offences.

(ah) Failing to rejoin for active duty of grave and deliberate nature.

(ai) Act prejudicial, etc., of a grave nature.

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NOTE:- A copy of Para 238 will be kept in the Assam Rifles Court Box in every Unit.

239**. Action by superior officer**.

(a) A superior officer to whom a case is referred may deal with it as follows:-

(i) he may refer the case to a superior officer; or

(ii) he may direct the disposal of the case summarily or by Summary Assam Rifles Courts; or

(iii) if he has power to convene a Petty Assam Rifles Courts, he may convene a Petty Assam Rifles Courts to try it; or

(iv) if he has power to convene a General Assam Rifles Courts, he may convene either a General Assam Rifles Courts or Petty Assam Rifles Courts to try it; and

(v) in the case of an Officer, Subordinate Officer or Warrant Officer, he may dispose of the charge summarily under the provisions of Section 64 or 65 of the Assam Rifles Act, if competent to do so.

(b) When the superior officer has been the Commandant of the accused at any time between the date on which cognizance of offence was taken against the accused and the date on which the case is taken up for disposal, or an officer who has investigated the case, he cannot exercise the powers detailed in Sub Para (a) (ii) to (v) inclusive.

(c) The superior authority to whom the case has been referred shall not convene Assam Rifles Court or try the offence summarily in case in which he is an essential witness or in which he would be otherwise disqualified to act as member of Assam Rifles Court.

(d) Notwithstanding anything stated in Sub Paras (b) and (c) above, when an officer having power to award summary punishment under Section 64 or 65 of the Assam Rifles Act decides not to deal summarily with a charge against an Officer, Subordinate Officer or Warrant Officers which has been referred to him for disposal, but to refer it for trial by Assam Rifles Court, he may convene a Assam Rifles Court for the trial of the accused, whether or not he has investigated the case.

240. **Offence against superiors**. In the case of offences against superior officer, an offence having relation to the office held by the superior is of greater gravity than an offence against the individual apart from the duties of the office and especially in the less serious classes of this offence, the lower the rank of the superior officer against whom the offence is committed, the less will usually be the gravity of the offence.

241. **Charges in particular cases**.

(a) Any Officer, Subordinate Officer, Under Officer or enrolled person who when in the presence of the enemy, displays a white flag or other symbol in anticipation, or in token of surrender, will be tried by a General Assam Rifles Court. In cases where the evidence is not sufficient to justify a charge under Section 21 or 22 of the Assam Rifles Act, the charge will be laid under Section 49 of that Act.

(b) Theft from a comrade will, unless there are peculiarly complicated circumstances, be dealt with under the Assam Rifles Act in preference to trial by the civil power, and the charge will be framed under Section 39(a) of the Assam Rifles Act. Where there is no evidence of theft, and a person is charged with improper possession of a comrade's property, the charge will be laid under Section 49.

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(c) In cases, where, after investigation, deficiencies of funds or stores, or incorrect entries or omissions in accounts are to be made the subject matter of any charge involving fraud that it is proposed to try by Assam Rifles court, and where there are grounds for supposing that the irregularities may have been due to negligence only, an alternative charge under Section 49 of the Assam Rifles Act will be added, the particulars of which will contain an allegation attributing the loss to neglect of duty by the accused.

(d) In framing charges for offences in the cases of enrolled person employed in taking care of horses and stables, it will be borne in mind that the Section of the Assam Rifles Act referring to sentries do not apply to "stable-men", the latter term being used only when the orders regarding the posting and relief of sentries are not strictly carried out; but, when an enrolled person of a stable guard or piquet is posted over horses or otherwise as a sentry, and is regularly relieved as such, he will be regarded in every respect as a sentry, notwithstanding that he may have been posted without arms.

242. **Responsibilities of Officers convening Assam Rifles Courts**.

(a) When a person is to be arraigned on a serious charge, and charges for minor offences are pending against him or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in

striking out any minor offences, and directing that they shall not be proceeded with. As a Rule, a charge should not be brought to trial as an addition to a serious charge if it would not otherwise have been tried by an Assam Rifles Court. For example when a person commits an offence of simple intoxication in connection with a more serious offence for which he is to be tried, he should not be charged with drunkenness before the Assam Rifles court. Similarly mere abusive and violent language used by an intoxicated man should not be used as ground for framing a charge under the Assam Rifles Act, Section 27.

(b) In deciding the description of court before which a charge shall be tried, Inspector Generals and other officers in superior command will bear in mind that there are few offences which cannot effectually be dealt with by a Petty Assam Rifles Court. In cases, however, of very aggravated offences, when the state of discipline in a garrison or formation renders a serious example expedient or when the offender bears a bad character, a General Assam Rifles Court may be convened.

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(c) If, in the opinion of a convening officer, an Assam Rifles Court could more conveniently be held at a place other than that where the accused is, he may cause the court to be convened at any place within his command. If it is desired to hold the trial in any place beyond his command, application will be made to the concerned Inspector General, and by him, if necessary to the Directorate Generals Assam Rifles, with an explanation of the reasons for this course. Saving of expense in transit of witness or members would be a sufficient reason for this purpose, but no change of place will be made when it appears that the accused is likely to be prejudiced in his defence by the change. When the case is to be tried in a place under the jurisdiction of another Inspector General Assam Rifles, the court will be convened under the orders, and on the responsibility, of the concerned Inspector General to whose command the accused is removed.

(d) Where the convening order in respect of a General or Petty Assam Rifles Court is being issued under the orders of an authority other than the one under whose orders the relevant charge sheet was endorsed for trial, the authority under whose order the convening order is being issued must personally satisfy himself as required in Rule-67 of the Assam Rifles Rule, 2010. A certificate to that effect must also in every such case be attached to the convening order.

243. **Transfer of personnel before completion of disciplinary cases**.

(a) No individual against whom a disciplinary case is pending should be posted away from his Unit/formation until disposal of the disciplinary cases against him. However, this may be permitted due to administrative expediency with prior approval of ‘A’ Branch of Director General Assam Rifles.

(b) If the offence alleged to have been committed by an individual comes to light after his transfer to a unit/formation at another station, he should be recalled and attached to a suitable unit/establishment under the orders of the competent authority and thereafter disciplinary action against him should be completed at the earliest possible date. Before issuing the attachment order, the authority concerned should satisfy itself that a prima facie case exists and that disciplinary action is definitely possible, as otherwise such recall will result in unnecessary expense to the State. In cases where disciplinary action is not possible, that is, it is doubtful that the individual will be convicted, his new Commandant should be informed of the full details of the case.

244. **Securing attendance of witnesses**.

(a) **Witnesses from Assam Rifles**. When a person belonging to the Assam Rifles is required as a witness before an Assam Rifles court, and is not serving at the station at which the court is to be held, written requisition for his attendance will be made through the Commandant or the officer under whose command/authority the witness is serving. The probable date and time of the assembly of the court will be stated in such requisitions. Authority at all levels will ensure that unnecessary moves or detention of witnesses at out stations are avoided.

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(b) **Witnesses from the regular Army**. When a witness is required from the regular Army who is not serving in Assam Rifles, the requirement shall be projected to ‘A’ Branch of Directorate General Assam Rifles which in turn shall project the requirement to HQ Eastern Command of the Indian Army to procure attendance of the witness.

(c) **Witnesses from other government departments**. When a government servant, other than those mentioned in Para (a) and (b) above, is required as a witness, in the first instance a written requisition in this behalf shall be made through the ‘A’ Branch of Directorate General Assam Rifles to the concerned Department/Authority under whose power the said government servant may be serving for the time being. It is only when this method of securing attendance of witness fails that a Summon will be issued through the Magistrate in accordance with Section 111 of the Assam Rifles Act, 2006.

(d) **Private civilian witnesses**. Attendance of private civilian witnesses shall be procured through Summons issued under the authority of Section 111 of the Assam Rifles Act, 2006. All Summons to private civilian witnesses in India to attend an Assam Rifles court held in India will be delivered through a magistrate under whose territorial jurisdiction he may be residing or for the time being located.

245. **Witness not to leave station**. When an application has been made for convened of an Assam Rifles court, no witness belonging to the Force will be allowed to leave the station without the sanction of the authority to whom application for trial has been made. After trial, witnesses will not disperse without the previous sanction of the convening authority.

246. **Junior Officers to attend Assam Rifles Courts for instructions**. An officer will be required, on first joining, to attend for instruction all such Assam Rifles Courts as the convening authority may direct for at least two years from the date of his joining, and for such further period as his convening authority may consider necessary to make him fit to act as a member of an Assam Rifles court; and he will not be nominated as a member of an Assam Rifles Court, even if otherwise qualified, until the convening authority deems him competent to perform so important a duty.

247. **Prosecutor - choice of**. In a difficult case the convening officer will select a specially qualified officer to act as prosecutor. If such an officer is not available within his command, he should apply as soon as possible to superior authority for the services of one.

248. **Reference to Law Branch before trial**. In all cases for trial by General Assam Rifles Court and Petty Assam Rifles Court, and all cases under the Assam Rifles Act of indecency, fraud, theft, except ordinary theft, and civil offences except simple assaults, the charge sheet, inquiry proceedings (if any) and summary of evidence together with all the exhibits thereto will be referred by the convening authority to the Chief Law Officer (CLO) at Directorate General of Assam Rifles or to the Additional Law Officer (ALO) at the concerned Inspectorate General Assam Rifles, as the case may be, before trial is ordered. The convening officer should also refer for advice any other cases of doubt or difficulty. In all cases referred to the CLO/ALO, the doubts or difficulties and the matters on which advice is required will be specifically stated in the application.

249. **Composition of Assam Rifles Courts**. In addition to the restrictions in the rank of officers appointed to serve on Assam Rifles Courts which are prescribed by the Assam Rifles Act and the Assam Rifles Rules, the following Rules will be observed:-

(a) Whenever an officer of the rank of Commandant or above is available to sit as presiding officer of a General Assam Rifles Court, an officer of inferior rank will not be appointed. Whenever a General Assam Rifles Court may have to be so detailed that an officer below the rank of a Commandant will be the senior member and consequently its presiding officer, the convening officer must obtain the prior sanction of his next superior authority and state in the order convening the court that such sanction has been obtained.

(b) When the Commandant of a unit is to be tried, as many members as possible will be officers who have held or are holding commands equivalent to

that held by the accused. The presiding officer of a Petty Assam Rifles Court should, as far as possible, be of the rank not lower than Major/Deputy Commandant.

(c) In the case of a General Assam Rifles Court, when a trial is likely to be prolonged, it will usually be expedient to form the court of a larger number than the legal minimum, and two or four additional waiting members should be detailed. Sufficient waiting members should also be detailed to meet the situation arising due to reduction by challenge. For a Petty Assam Rifles Court, the legal minimum will ordinarily be sufficient; but, if necessary a larger number may be detailed, and waiting members provided. For the trial of doubtful or complicated cases, a Petty Assam Rifles Court should, when possible, consist of five officers.

(d) When a General Assam Rifles Court or Petty Assam Rifles Court is to be convened for trial of alleged sexual offences, one or more members of the Court shall, as far as possible, be women officer of the rank equal or senior to the rank of the accused.

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(e) Each officer serving as a member of a court will render the following certificate which will be attached by the Presiding Officer to the proceedings of the Assam Rifles Court:-

"**Certificate of Service**

I, No…… Rank.....…… Name……..……Unit…… hereby, certify that I have on the……..day of…….held the post of Assistant Commandant/equivalent rank/higher rank for a period of ……years. I understand that any service as a Subordinate Officer or any period of ante-date seniority does not count towards the aforesaid mentioned period, and I have excluded all such periods from the reckoning."

250. **Escort for accused.** An accused person brought before an Assam Rifles Court will, if he is an Officer, Subordinate Officer or an Under Officer, be attended by an Officer, Subordinate Officer or an Under Officer having him in custody, or, if of lower rank, by an escort. The Officer, Subordinate Officer or an Under Officer in charge will be responsible for his safe conduct, but will obey the directions of the court while the accused is in court. An accused person will not be handcuffed, unless this is absolutely necessary for the purpose of preventing his escape or rescue, or of restraining his violent conduct.

251. **Medical examination before Trial**. An accused person will be examined by a medical officer on the morning of each day that the court for his trial is ordered to sit, and the Commandant of the accused or of the unit/establishment where the trial is being

tried, is responsible that no accused person is brought before an Assam Rifles Court if in the opinion of the medical officer he is unfit to undergo his trial.

252. **Examination for insanity on capital charges**. In a case where the accused is arraigned before an Assam Rifles Court on a capital charge and insanity is pleaded on his behalf, he shall be examined by two specialists on mental diseases, one of whom may be a civilian. If it appears during the investigation of such cases that a defence of insanity is likely to be raised, the examination will be carried out before commencement of the trial.

253. **Prosecutor and his duties**.

(a) As far as possible, an officer who had recorded the Summary of Evidence in the case should be detailed to act as prosecutor before the General Assam Rifles Court or Petty Assam Rifles Court to be held in the same case.

(b) An officer not below the rank of Major/Deputy Commandant shall be appointed to act as prosecutor before a General Assam Rifles Court. An officer who has been awarded any disciplinary punishment will not be detailed as prosecutor in a General Assam Rifles Court or Petty Assam Rifles Court.

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(c) It is the duty of a prosecutor to bring all the facts of a case fully before a court, in evidence, and to take care especially when the accused is not assisted by a defence counsel, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the accused. Intoxication is no excuse for the commission of an offence, but if the charges against an accused do not allege intoxication, and he was intoxicated at the time that he committed an offence with which he is charged, the prosecutor should bring out this fact in evidence.

254. **Documents to be produced at Trial**.

(a) When an original document is produced in evidence before an Assam Rifles Court, it will usually be annexed to the proceedings. If, however, an original document is likely to be urgently required for other purposes, the presiding officer or where a Law Officer has been appointed for the court, the Law Officer will confirm this fact from the party which produces this document and will compare the copy or extract with the original, certify it as correct, attach it to proceedings and arrange for the original to be returned to its proper custodian. Documents, the actual appearance of which is material to the case (e.g. alleged forgeries), will always be attached in original.

(b) When after promulgation, original documents which have been annexed to the proceedings are required for other purposes, an application for their return

will be made to the Law Branch of Director General Assam Rifles. In no circumstances will a Unit/establishment detach from the proceedings any original exhibits.

(c) When an original document has not been returned within a reasonable time, the proper custodian of that document will be responsible for its recovery.

255. **Assessment of General Character: Officers**

(a) For the purpose of Rule 109 (2) of the Assam Rifles Rules, 2010, a summary of entries contained in the service book in respect of the accused person shall be prepared as per the form set out in **Appendix** '**M'** to these regulations.

(b) For the purpose of Appendix 'M' mentioned above, the General character of an officer will be graded as exemplary, very good, good, fair or indifferent as the case may be.

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(c) An assessment of exemplary character is the highest that can be given to an officer. It will be reserved for officers, who have rendered at least ten years service in the Force as an officer. The Commandant of the unit of the accused officer is the sole judge, whether the accused officer is to be granted an exemplary character, the grant being discretionary and not obligatory.

(d) In assessing an officer's character, only entries in the conduct sheet will be taken into account.

(e) Following are the minimum standards required in each grade before an officers character can be assessed:-

(i) **Exemplary**

(aa) At least ten years service in the Force as an officer.

(ab) No punishment by Assam Rifles Court.

(ac) No summary award under Assam Rifles Act Sections 64 or 65.

(ii) **Very Good**

(aa) At least five years service in the Force as an officer.

(ab) No punishment by an Assam Rifles Court.

(ac) Not more than one summary award under Assam Rifles Act Sections 64 or 65.

(iii) **Good**

(aa) At least three years service in the Force as an officer.

(ab) No punishment by an Assam Rifle court.

(ac) Not more than two summary awards under Assam Rifles Act Section 64 or Section 65.

(iv) **Fair**

No punishment by an Assam Rifles court.

(v) **Indifferent**

Nil

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(f) The Commandant will not award an assessment lower than that to which the officer is entitled except in the case of 'exemplary' grading, which can be lowered by one grade if there be, in the opinion of the Commandant, very strong reasons for doing so. Award of a recordable censure and habitual indebtedness of an officer are examples of such reasons to be taken into account by the Commandant.

256. **Assessment of General Character: Subordinate Officer, Under Officer and other enrolled person**.

(a) For the purpose of Appendix ‘M’ mentioned in Para of 255 (a) above, the general character of Subordinate Officer, Under Officer and other enrolled person will be assessed on the basis of the guidelines given in the succeeding paras:-

(i) The entry will be exemplary, very good, good, fair, indifferent, bad or very bad as the case may be.

(ii) An assessment of exemplary character is the highest that can be given to any person and is to be awarded only to a person whose period of service has enabled his conduct to be thoroughly tested. It will therefore be reserved for persons who have served at least five years. The Commandant is the sole judge whether a person other than officer is to be granted an exemplary character, the grant being discretionary and not obligatory.

(iii) In assessing a person's character, only entries in the Regimental Conduct Sheet will be taken into account.

(iv) A bad character will not be awarded to a Under Officer.

(b) The following are the minimum standards required in each grade before a person's character can be assessed:-

(i) **Exemplary**

(aa) At least five years service on the current employment.

(ab) No award of imprisonment by a civil court which has been undergone.

(ac) No award of imprisonment, detention or field punishment.

(ad) No reduction in rank or grade for an offence under the Assam Rifles Act.

(ae) No conviction for drunkenness during the last five years of service.

(ii) **Very Good**

(aa) At least one year's service on the current engagement.

(ab) No award of imprisonment by a civil court which have been undergone.

(ac) Not more than 28 days of service spent in RI, detention or field punishment in the aggregate.

(ad) No reduction in rank or grade for an offence under the Assam Rifles Act 2006.

(iii) **Good**

(aa) At least one year's service on the current engagement.

(ab) No award of imprisonment by a civil court which has been undergone.

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(ac) Not more than 56 days of service spent in RI, detention or field punishment in the aggregate.

(ad) Not more than one reduction in rank or grade for an offence under the Assam Rifles Act.

(iv) **Fair**

(aa) No award of imprisonment exceeding two years by a civil court which has been undergone.

(ab) Not more than 18 months of service spent in RI, detention or field punishment in the aggregate.

(ac) Not more than, two reductions in rank or grade for offences under the Assam Rifles Act.

(v) **Indifferent**

(aa) No award of imprisonment exceeding two years by a civil court which has been undergone.

(ab) Not more than 3 years of service spent in RI, detention or field punishment in the aggregate.

(vi) **Bad**. Not more than four years of service spent in RI.

(vii) **Very Bad**. NIL

(c) For purpose of assessment of character, service record of an individual during the past 5 years of service immediately preceding his retirement on the basis of the entries made in his service documents/conduct sheets will be taken into consideration. This will apply in the clause where no period of scrutiny has been laid down.

(d) (i) The Commandant/OC will not normally award an assessment lower than that to which the soldier is entitled unless there are very strong reasons for doing so; in such a case the assessment will not be lowered beyond one grade.

(ii) In very exceptional cases where a soldier has merited consideration for the grant of exemplary character by meritorious gallantry act of a high order but has served for more than one and less than five

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years and where the other conditions laid down in Sub Para (b) (i) above are satisfied the following assessment will be awarded:-

"Qualified by his conduct for 'exemplary' but is ineligible for it because his service falls short of five years. He is accordingly awarded '----------'.

(iii) The following special provisions will apply to soldiers who are discharged or released before they have completed twelve months, service:

(aa) A soldier with less than six months, service will not be awarded an assessment of conduct. His documents will be endorsed "No assessment less than six months' service".

(ab) A soldier who has completed six months, but less than twelve months' service, whose conduct merits a higher award than that of "Fair", may be awarded an assessment of :-

"Qualified by his conduct for 'Good' but ineligible, having only……. months' service". No variation in the wording of this assessment is permitted and the terms "Very Good" or "Exemplary" will on no account be used.

(e) The character of an ex-serviceman of Assam Rifles may be re-assessed at any time by an officer superior in command to the officer who originally assessed his character. The Officer-in-Charge Records will be deemed to be a superior authority for the purpose.

(f) The Commandant will not normally award an assessment lower than that to which the soldier is entitled unless there are very strong reasons for doing so; in such a case the assessment will not be lowered beyond one grade.

257. **Assam Rifles Courts proceedings where evidence is of a secret nature**.

(a) If any evidence against an Officer, Subordinate Officer, Under Officer or an enrolled person remanded for trial by an Assam Rifles court is of a secret nature, the Commandant Unit will ensure that a summary of evidence is treated as a secret document, that no more copies than necessary are taken of it and that all are collected after trial from the individuals to whom they have been issued. This includes copies of any exhibits produced at the trial which contain secret matter. If, after trial, the accused applies for his copy in order that he may petition, it may be re-issued to him on temporary loan.

(b) The proceedings of all Assam Rifles courts which contain any matter involving security will be passed under secret cover.

(c) In all cases where an Officer, Subordinate Officer, Under Officer or an enrolled person is charged with an offence which relates to communicating or attempting to communicate secret information to an unauthorized person, a copy of the summary of evidence will be sent for information to General Staff (Intelligence) Branch of Directorate General Assam Rifles as early as possible.

258. **Sentences of Assam Rifles Court**.

(a) When passing sentence, an Assam Rifles court will have regard not only to the nature and degree of the offence and the previous character of the accused, as proved in evidence, but also to the nature and amount of any such consequences as, by virtue of any statute, rule, order or regulation, are involved in their finding, or entailed by their sentence, in addition to the punishment awarded by the court. Where attention has been called in local orders to the unusual prevalence of the offence of which the accused has been found guilty, the court will also pay regard to the fact that such warning has been issued.

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(b) All convictions, whether by Assam Rifles courts or by civil courts, for offences committed by an Officer, Subordinate Officer, Under Officer or an enrolled person during his service, including any time passed in a state of desertion, will be given in evidence against him. The court will consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. Sentences must vary according to the requirements of discipline, but in ordinary circumstances, and for the first offence, a sentence should be light. Care must be taken to discriminate between offences due to youth, temper, sudden temptation, grave and sudden provocation or unaccustomed surroundings, and those due to premeditated misconduct.

(c) Persons who are convicted by an Assam Rifles Court of an offence under Section 39 or 55 of the Assam Rifles Act should ordinarily be sentenced to imprisonment and should undergo their sentence in a civil prison.

(d) When an offender is convicted on two or more charges, the sentence should be that which is considered adequate for the gravest of the offences, with some addition for each of the other charges.

(e) An Assam Rifles court in framing sentences will observe the following Rules:-

(i) Terms of imprisonment unless for one or more years exactly, should if for one month or upwards be recorded in months.

(ii) Sentences consisting partly of months and partly of days should be recorded in months and days.

(f) When a person has been convicted by an Assam Rifles Court of theft, misappropriation or receiving with guilty knowledge, Section 127 of the Assam Rifles Act provides for the restitution of the stolen property in certain cases. If the soldier has been sentenced to be placed under stoppages in respect of the property stolen or unlawfully obtained, and any sum of money that may have been found on him has been appropriated to the above use, he should be placed under stoppages for the balance only of the stoppage awarded by the court.

(g) An officer sentenced to undergo rigorous imprisonment should ordinarily also be sentenced to dismissal from the service.

(h) A sentence of imprisonment exceeding 3 months awarded to a person other than an officer should ordinarily be accompanied by the punishment of dismissal or compulsory retirement from the service.

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259. **Reduction of Under Officer**. An Under Officer reduced to a lower rank will take precedence in the lower rank from the date of signing of the original sentence of the Assam Rifles Court or in the case of administrative reduction under Assam Rifles Act, Section 11, from the date approved in such order.

260. **Transmission of proceedings of Assam Rifles Courts**. All proceedings of a General Assam Rifles Court and Petty Assam Rifles Court will be submitted by the Law Officer at the trial or, if there is no Law Officer, by the presiding officer, to the confirming authority through the Chief Law Officer at Directorate General Assam Rifles. The proceedings of Assam Rifles Courts, original and duplicate, will be transmitted by separate registered post.

261. **Confidential nature of reports**. The reports and advice issued by officers of the Law Branch of Assam Rifles are confidential and will not be communicated directly or indirectly to any authority lower than the authority to whom they are addressed. When proceedings are forwarded to lower formations or to Units, such reports will be removed.

262. **Confirmation of proceedings of Assam Rifles Courts**. The powers of officers to confirm the proceedings of a General Assam Rifles Court are restricted as under:-

(a) The proceedings of a General Assam Rifles Court where any of the sentences specified under column I below, except death sentences, is passed will be reserved for confirmation by the authority specified opposite under column II below:-

I	II
(i) Sentence passed on officers of dismissal or higher in the scale of punishment set out in Section 57 of the Assam Rifles Act.	Director General Assam Rifles
(ii) Sentence passed on officers who hold or held the rank of Commandant.	
(iii) All sentences passed on officers not required to be reserved for confirmation by Director General Assam Rifles under items (i) and (ii) above.	Inspector General Assam Rifles
(iv) Sentence passed on Subordinate officers of dismissal or higher in the scale of punishment set out in Section 57 of Assam Rifles Act.	

(b) In cases where sentence of death has been awarded, the proceedings will be forwarded to Director General Assam Rifles in accordance with Para 267 of these Regulations for submission to the Central Government. No minute reserving confirmation will be entered in such proceedings since the Central Government is the only authority competent to confirm them. The recommendations of each forwarding authority will, however, be annexed to the proceedings. Other proceedings in respect of officers which require confirmation, by the Director General Assam Rifles, will be forwarded together with the minute reserving confirmation and the recommendations of each forwarding authority.

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(c) The restrictions with regard to the powers to confirm General Assam Rifles Courts Proceedings, specified in Sub Para (a) above, also apply to the non-confirmation of any such proceedings.

(d) In the event of finding of 'NOT GUILTY' by an Assam Rifles Court, the powers of officers to confirm or non-confirm the proceedings will be restricted as under :-

(i) When the offence charged against any officer is punishable with death.	Director General Assam Rifles
(ii) If the accused officer holds or held the rank of Commandant at the time of cognizance of the offence.	
(iii) All cases of officers other than those mentioned at (i) and (ii) above, irrespective of the rank or the nature of offence.	Inspector General Assam Rifles

A Commandant, who has investigated a case in his capacity as Commanding Officer, will not, except on board the ship, subsequently confirm the proceedings of Assam Rifles Court arising out of the same matter. If he purports so to act in a case outside the exception, the proceedings are not void but must be confirmed by a competent authority.

263. **Promulgation**.

(a) The charge(s), finding, sentence, recommendations to mercy, if any, and confirmation, or non-confirmation of the proceedings of an Assam Rifles Court will be promulgated in all cases to the accused in the manner stated below. The date of promulgation will be recorded on the proceedings:-

(i) **Officers**. The details of the proceedings will be read out to the accused by the officer superior in command to the Commandant of the accused in the presence of the Commandant and such other officers of his staff as the said superior officer considers necessary. If he has been sentenced to dismissal, he will be stripped of his badges of rank and all regimental insignia.

(ii) **Subordinate Officer, Under Officer and other enrolled person**. The details of proceedings will be read out to the accused by his Commandant in the presence of the Adjutant and the senior Subordinate Officer of the Unit. If he has been sentenced to dismissal or to be reduced to the ranks or to a lower rank or grade he will be stripped of his badges of rank and other regimental insignia.

(iii) The promulgation of General and Petty Assam Rifles Courts proceedings in Units commanded by officers below the rank of Major/Deputy Commandant will be done by formation commanders.

(iv) If the confirming authority thinks fit, he may order the promulgation to take place at a place at a parade in such form as he decides. In cases of Summary Assam Rifles Courts, the Commandant of the Unit may order the promulgation to be carried out at a parade.

(b) The result of all Assam Rifles Courts will be published in the orders of all establishment in which the notice of the convening of the court appeared. In every case such results will be published in the orders of the Unit concerned, in Part I orders in the case of Officers and in Part II Orders in the case of Subordinate Officer, Under Officer and enrolled person.

(c) If, subsequent to conviction but before promulgation can be effected, an accused absents himself, and a declaration by a court of inquiry under Section

84 of the Assam Rifles Act is made in respect thereof, the proceedings of the Assam Rifle Courts may be promulgated by the publication of the foregoing particulars, in the case of an officer in Part I Orders and in the case of a Subordinate Officer, Under Officer or an enrolled person in Part II Orders of the Unit. They will, however, forthwith be communicated to the accused on his apprehension (if liable for further service) or surrender.

264. **Remission, mitigation and commutation of sentence**.

(a) The powers conferred by Assam Rifles Act, Section 150 will not be exercised by an officer holding a command inferior to that of the authority confirming the sentence, unless such officer is authorized by such confirming authority or other superior authority to exercise such power. In cases where an order has already been passed by a competent authority under Assam Rifles Act, Section 150, an officer inferior in command will not exercise any powers under that Section without prior approval of such authority. Similarly, in cases where a person undergoing sentence of imprisonment has been moved outside the command in which he was convicted, the authorities in whose command the prison or other place in which he is undergoing the sentence is situated will not exercise any powers under Assam Rifles Act, Section 150 in respect of such person without reference to the Inspector General Assam Rifles in whose territorial jurisdiction such person was convicted.

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(b) The remission, mitigation or commutation of punishment awarded by Assam Rifles Court ordered under Assam Rifles Act, Section 150, will be recorded in writing. The written order will be sent to the unit to which the man belonged at the time of his conviction. At the same time, the remission, mitigation or commutation so ordered will be reported to Director General Assam Rifles. A copy of order shall also be attached with the original proceedings of the Assam Rifles Court.

(c) In every case in which a sentence of imprisonment which a person is undergoing is mitigated or commuted, or the residue or any part thereof is remitted by an authority under Assam Rifles Act, Section 150, such authority will be responsible for immediately forwarding direct to the officer-in-Charge prison in which that person is undergoing sentence, formal notice of such mitigation, commutation or remission for promulgation to the convict.

265. **Irregularities disclosed by Assam Rifles Courts proceedings**.

(a) Where the proceedings disclose matters which appear to require investigation, such as breach of these regulations, on the part of individuals other than the accused, or allegations as to irregularities or statements as to the mental condition or fitness for service of the accused, whether made in mitigation

of punishment or otherwise in the proceedings, a certificate will be attached to the proceedings stating that action has been or is being taken to deal with that matter. The officer to attach the certificate is the confirming officer, or the officer who would have dealt with the proceedings had confirmation been required, or the superior officer to whom proceedings have been submitted in cases where either of these officers is not competent to take action.

(b) Where the confirming officer, or the officer who would have dealt with the proceedings had confirmation been required, is not competent to deal with the matter himself, he will, in transmitting the proceedings to the Commandant Unit for promulgation, attach a covering letter addressed to the Chief Law Officer requesting him to send the proceedings after review, to the superior authority having power to deal with the matter. That officer will attach the necessary certificate and return the proceedings direct to the Chief Law Officer,

(c) Where proceedings which disclose irregularities or allegations which appear to require investigations are received by the Chief Law Officer without either the certificate or the covering letter having been attached, that officer will submit the proceedings to the Inspector General Assam Rifles and that officer will attach to the proceedings either the necessary certificate or a note that the matter does not appear to require investigation.

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(d) The transmission of proceedings is not to be unnecessarily delayed for the purpose of enquiry into such collateral matters. Where necessary, extracts will be made and the proceedings promptly transmitted to the Chief Law Officer.

266. **Comments of confirming authority**. When the confirming authority finds it necessary to comment on the proceedings of such an Assam Rifles Courts, whether original or revised, his remarks will be separate from and form no part of the proceedings. They will be communicated in a separate minute to the members of the court, or in exceptional cases where in the interest of discipline a more public instruction is required; they will be made known in the orders of the formation. Great care will, however, be taken not to interfere with the discretion with which the courts are vested in the exercise of their judicial functions.

267. **Proceedings submitted to Directorate General Assam Rifles and Inspectorate General Assam Rifles**. The proceedings of all Assam Rifles Courts which have to be submitted to the Central Government or Directorate General Assam Rifles for the orders of the Director General Assam Rifles will be sent by the Additional Law Officer of the concerned **I**nspectorate General Assam Rifles to the Chief Law Officer at the Directorate General Assam Rifles.

268. **Disposal of proceedings other than proceedings of Summary Assam Rifles Courts**. The original proceedings of all Assam Rifles courts will, after confirmation or non-confirmation be sent direct to the Commandant Unit for promulgation. The promulgation minute will be recorded on the proceedings below the confirmation minute and the necessary extracts will be taken for regimental records. The proceedings will then be returned to Chief Law Officer at the Directorate General Assam Rifles.

269. **Provision of defence counsel for accused at General Assam Rifles Courts trials for offences punishable with death**.

(a) When a person subject to the Assam Rifles Act is to be tried by an Assam Rifles Court for an offence punishable with death and such person is unable to engage a counsel for his defence at the trial owing to lack of pecuniary resources and the convening officer is satisfied about his inability, a counsel for the defence of the accused at the trial may be employed by the convening officer at Government expense in consultation with the Chief Law Officer or the Additional Law Officer concerned.

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(b) To enable the convening officer to employ a counsel for the defence of an accused, the Additional Law Officer at **I**nspectorate General Assam Rifles shall prepare and maintain, in consultation with local Government Law Officers, list of qualified counsels at various Stations who are willing to be employed under this Para.

(c) The maximum amount payable to a counsel under these Paras shall be laid down under the orders of the Directorate General Assam Rifles policy.

(d) Bills submitted by counsels will be scrutinized by concerned ALO if any and then, countersigned by the Chief Law Officer before payment.

(e) In a joint trial, when the convening officer is satisfied that the accused persons required different lines of defence, he may authorize a separate counsel for each accused.

CHAPTER XI
DISPOSAL OF ASSAM RIFLES PRISONERS UNDER SENTENCE

270. **Provisions for execution of sentences**. Provisions with regard to the execution of sentences are contained in Assam Rifles Act, 2006, Sections 141 to 149 and Assam Rifles Rules, 2010, Rules 174 to 177.

271. **Warrants and Forms**. The warrants and forms for the commitment, removal, transfer and release of persons subject to Assam Rifles Act, 2006, sentenced by Assam Rifles Court to imprisonment to be undergone in a civil or Force custody are given in Part I, Appendix XIII, Assam Rifles Rules, 2010. The warrant/form will be dispatched by the commanding officer/Commandant of the prisoner or by any higher authority or his staff officer to the proper prison authority. It will be ensured that the Warrants are complete in all respects. They will be authenticated by the office stamp of the Unit or formation issuing them before they are dispatched to the prison authorities concerned. A copy of the Warrant will also be attached to the proceedings of Assam Rifles Court. The division recommended by the confirming officer/court, as the case may be, for Assam Rifles prisoners while undergoing their sentences in civil jails will also be mentioned in the Warrant of Commitment.

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272. **Confinement in the force custody**. Whenever a direction is to be made under Assam Rifles Act, 2006, Section 143 (1) for the execution of a sentence of imprisonment subject to the restrictions laid down in Para 273 below, advisability of directing that the sentence be carried out by confinement in the Force custody should be considered. Authorities competent to pass such a direction are given in Assam Rifles Act, 2006, Section 143 (1) read with Rule 200 of Assam Rifles Rules, 2010.

273. **Execution of sentence of imprisonment**. The sentence of imprisonment awarded to a person subject to the Assam Rifles Act, 2006 other than an officer or a Subordinate Officer or a Under Officer will be dealt with as follows:-

(a) A sentence of imprisonment not exceeding 3 months will, unless accompanied by dismissal, be carried out by confinement in Force custody.

(b) A sentence of imprisonment exceeding 3 months, whether accompanied by dismissal or not, will be carried out by confinement in a civil prison.

274. **Custody of prisoner prior to dispatch to civil prison**. A prisoner under sentence of imprisonment may properly be held in Force custody or in any other fit place pending his dispatch to a Civil Prison.

IMPRISONMENT IN FORCE CUSTODY

275. **Method of imprisonment**. Imprisonment in Force custody will be carried out in the Quarter guard or cell of a Unit. All prisoners will be visited daily by the orderly officer. They will also be visited by the Officer of the week. An Under officer with such assistance as may be necessary will be detailed to superintend hard labour.

276. **Rigorous imprisonment - procedure for**. Riflemen undergoing rigorous imprisonment will be confined separately in the quarter guard or cell as far as possible and in no case two prisoners will be confined in the same cell. They will always be under the observation of a sentry. If a prisoner is admitted in hospital, a sentry will, if considered necessary, be posted over him.

277. **Duties of prisoners**. Prisoners will carry out work for 6 hours daily. The work will comprise:-

(a) Training for such period as the Commandant of the unit may decide, subject to minimum of 2 hours daily.

(b) Hard labour for the remaining hours of work. Hard labour will consist of labour tasks such as spade work and working parties but no task will exceed a period of 2 hours at a time. In the hot season, hard labour will be performed under cover.

278. **Detention in force custody**. Riflemen sentenced to detention shall be subject to the same restrictions and will be detailed in the same manner as persons undergoing rigorous imprisonment except that:-

(a) there is no automatic forfeiture of pay and allowances;

(b) they can in no case be committed to Prison; and

(c) they will do normal force training in addition to any collective training that may be imposed.

IMPRISONMENT IN CIVIL PRISON

279. **Committal to the civil prison**. On confirmation of a sentence of imprisonment passed by an Assam Rifles Court accompanied by dismissal, the prisoner will be committed by the Commandant or other prescribed officer to the appropriate civil jail under police escort. The officer making the order of committal will inform the Superintendent of Police of the district in which the prisoner is in custody, that he proposes to commit the prisoner to a specified jail for which escort will be provided by the Superintendent of Police concerned. Notice of at least four days, excluding Sunday

and public holidays, will be given to the police authorities when an escort is required. Issue and withdrawal of clothing and necessaries to the individuals committed to civil prisons will be as laid down in Clothing Regulations.

280. **Details of committal orders**. Order of committal to Civil Prison should also mention:-

(a) that if the necessary escort is not available within a week, the prisoner will be committed to the nearest civil jail; and

(b) the Assam Rifles authority to whom any petition against the finding or sentence of the Assam Rifles Court may be addressed has been mentioned in Section 139 (2) of Assam Rifles Act, 2006,

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CHAPTER XII
COURTS OF INQUIRY, BOARDS ETC

281. **Form for proceedings of Court of Inquiry, Board of Officers or Committee**.

(a) The board of officers or committee differs from a court of inquiry in so far that the objects for which they are assembled should not involve any point of discipline. They will follow, as far as may be convenient, the Rules for courts of inquiry, but are in no way bound by them.

(b) All proceedings of courts of inquiry, committees and boards for which special forms are not provided will be recorded on the form set out in **Appendix 'N'** to these Regulations.

282. **Presiding Officer of a Court of Inquiry or Boards or Committees**. The officer assembling a court of inquiry, committee, or board will appoint a presiding officer by name, failing which, the senior most officer detailed to constitute the court/board/committee will preside. When the convening officer has so appointed a presiding officer, no officer senior in rank to the presiding officer will be appointed to serve as a member of the court of inquiry, committee, or board.

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283. **Composition of Courts of Inquiry**.

(a) The convening officer is responsible that a court of inquiry or board of officers or committee is composed of members whose experience and training best fit them to deal with the matter at issue. The personnel detailed to constitute the Court of Inquiry or Board of officers or committee should have no personal interest or involvement, direct or indirect, in the subject matter of the investigation.

(b) A court of inquiry may consist of officers only, or of one or more officers together with one or more Subordinate Officer, Under Officer as may be desirable. When the character or reputation of an officer is likely to be a material issue, the presiding officer of the court of inquiry, wherever possible, will be senior in rank and other members at least equivalent in rank to that officer.

(c) Whenever a Court of Inquiry has to investigate a matter which requires assistance of an expert in the subject relevant to the investigation, an Officer or any other person having expertise in the said subject may be detailed by the convening authority to be in attendance to assist or advise the court. When investigating damages to service equipment, the evidence of a technical officer who is experienced and fully conversant with the technical details of the equipment should be recorded.

(d) While investigating the cases of alleged sexual offences, as far as possible, one or more members of the Court of Inquiry shall be women Officer/Subordinate Officer/Under Officer depending upon the rank of the alleged offender. If it is not possible to appoint a women Officer/Subordinate Officer/ Under Officer as member to the Court of Inquiry, a woman (whether subject to Assam Rifles Act or civilian) shall be appointed as person in attendance who shall be present throughout the inquiry.

(e) Subject to Sub Para (b) above, if the Presiding Officer or Member of a Court of Inquiry is not available due to exigencies of service or any other justifiable reasons, the Convening Authority in his discretion may direct a Court of Inquiry to continue the proceedings with the available members; provided that the Court is not reduced to below the legal minimum of two members. In such a situation, if necessary, fresh members may be detailed to replace the absent member to conclude the proceedings. However, in a situation where none of the originally detailed members/presiding officer are available due to death, illness or exigencies of service, the convening order and the Court of Inquiry should be cancelled and a fresh Court of Inquiry be convened.

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284. **Composition of Board of Officers**. A board of officer may consist of any person selected by the convening officer. The members of a mixed civil and Assam Rifles board will take precedence in accordance with any general or special instructions issued by the Central Government. The stationery and forms required by a board will be supplied by the unit concerned.

285. **Procedure when conduct, character or reputation of a person is involved**.

(a) Whenever the terms of reference of inquiry contained in the convening order of the Court of Inquiry reasonably discloses the identity of a person whose conduct/character/reputation is likely to be effected by the inquiry, he shall be afforded the full opportunity as provided under Rule 183 (8) of the Assam Rifles Rules, 2010 from the commencement of the inquiry until examination of the last witness.

(b) If the evidence brought before the Court of Inquiry discloses that conduct/ character/reputation of a person, other than a person mentioned in Sub Para (a) above, is likely to be affected by the inquiry, such person shall be so notified and shall be afforded the opportunity of being present throughout the inquiry and to cross examine the witnesses etc as provided in Rule 183 (8) (ii) of the Assam Rifles Rules, 2010.

(c) The Convening Authority or any other authority, to whom the Court of Inquiry proceedings may have been referred for opinion/direction, may return the proceedings for the purpose of compliance of provisions of Rule 183 (8) of the

Assam Rifles Rules, 2010 in respect of any person whose conduct/character/ reputation has been effected by the inquiry and who has not been afforded the opportunity as provided under Rule 183 (8) (ii) of the Assam Rifles Rules, 2010. On reassembly, the Court of Inquiry shall afford that person the opportunity to know all that has been stated against him, cross examine any witness who has given evidence against him and make statement and examine witnesses in his defense. Thereafter, if fresh facts have come on record, the Court will give fresh/additional findings, opinion and recommendation.

286. **Court of Inquiry as to illegal absence under Section 84 of Assam Rifles Act**.

(a) A Court of Inquiry under Section 84 of Assam Rifles Act, when assembled, will require the attendance of such witnesses as it thinks sufficient to prove the illegal absence and other connected facts. The Court shall also examine all witnesses who may be desirous of coming forward to give evidence on behalf of absentee. Since the person whose conduct under investigation by the Court of Inquiry is not available, compliance of provisions of Sub Rule 8 of Rule 183 of Assam Rifles Rules, 2010 will not be necessary.

(b) At the end of the proceedings, the Court shall record its findings and opinion and thereafter make a declaration as required under said Section as per the form set out in **Appendix 'O'** of these Regulations. The declaration made by the Court of Inquiry in this behalf shall be entered in the Battalion Book of the Unit concerned under the signature of the Commandant or Adjutant of the Unit, whereafter the Court of Inquiry proceedings may be destroyed.

(c) When the absentee, in whose respect the declaration of the Court of Inquiry has been entered in the Battalion Book under these regulations, is subsequently apprehended or voluntarily surrenders, certified extract of the entry made in the Battalion Book in accordance of these regulations shall be sufficient proof of the facts stated therein in accordance with the provisions of Section 118 (3) and (4) of Assam Rifles Act, 2006.

(d) When the evidence recorded by the Court of Inquiry prima-facie indicates that the individual is not a case of absent without leave or a deserter, and that the individual is nevertheless absent from duty due to causes which may be beyond his control, the Court of Inquiry shall declare him as a 'missing person' instead of declaring him as deserter or absent without leave.

287. **Courts of Inquiry in connection with financial irregularities**. An officer of the accounts department/service may be appointed as "person-in-attendance" to assist at any court of inquiry assembled in connection with financial irregularities so that he may properly guide the investigations of the court. He may, however, not sit as a member of such a court. In the event of the officer of the accounts department/service finding

himself unable to agree with the conclusions of the court, it will be open to him to record a note of dissent.

288. **Injury to a person subject to Assam Rifles Act**.

(a) When an Officer, Subordinate Officer, Under Officer or an enrolled person whether on or off duty, is injured (except by wounds received in action), a certificate on the form set out in **Appendix 'P'** will be forwarded by the medical officer in charge of the case to the injured person's Commandant as soon as possible after the date on which the patient has been placed on the sick list, whether in quarters or in hospital. This may be called 'Injury Report'. In the case of injuries which are immediately fatal, a report or the court of inquiry proceedings referred to in Sub Para (c) (i) will take the place of aforementioned injury report.

(b) If the medical officer certifies that the injury is of a trivial character, unlikely to cause permanent ill-effects, no court of inquiry need be held, unless considered necessary under Sub Para (c) (ii), (iii), (iv) or (v). In any event, however, the injury report will be completed and in all cases, except those of Subordinate Officer, Under Officer or an enrolled person will be forwarded through the prescribed channels to Directorate General Assam Rifles. In the case of a Subordinate Officer, Under Officer or an enrolled person the injury report will be forwarded to the officer incharge records for custody with the original attestation, after the necessary entry, stating whether he was on duty and whether he was to blame, has been made by the Commandant in the Primary Medical examination report.

(c) In the following cases a court of inquiry will be assembled to investigate the circumstances:-

(i) If the injury is fatal or certified by the medical officer to be of a serious nature. Where an inquest is held, a copy of the coroner's report of the proceedings will be attached to the court of inquiry proceedings.

(ii) If, in the opinion of the Commandant, doubt exists as to the cause of the injury.

(iii) If, in the opinion of the Commandant, doubt exists as to whether the injured person was on or off duty at the time he or she received the injury.

(iv) If, for any reason, it is desirable thoroughly to investigate the cause of the injury.

(v) If the injury was caused through the fault of some other person. In cases where the injured person is a Subordinate Officer, Under Officer or an enrolled person, the court may consist of one Officer as presiding officer, with two Subordinate Officer, Under Officer as members.

(d) The court of inquiry will not give an opinion, but the injured person's Commandant will record his opinion on the evidence, stating whether the injured person was on duty and whether he or she was to blame. When no evidence as to the circumstances attending the injury beyond that of the injured person is forthcoming it should be stated in the proceedings. The proceedings will then be sent to the sector commander to exercise the legal and disciplinary powers of a sector commander who will record thereon his decision whether disability or death was attributable to Assam Rifles service and whether it occurred on field service. After confirmation, the medical officer will, in all cases except those of Subordinate Officer, Under Officer and enrolled person, record his opinion in the proceedings as, to the effect of the injury on the injured person's service. The proceedings will then be forwarded by the Commandant through the prescribed channel to Directorate General Assam Rifles, a copy being retained at Inspector General Assam Rifles. In the case of Subordinate Officer, Under Officer and enrolled person, a record will be made in the primary medical examination report by the Commandant that a court of inquiry has been held, and also as to whether the man was on duty and whether he was to blame. The primary medical examination report will then be passed to the medical officer who will record his opinion as to the effect of the injury on the man's service. The proceedings of the court of inquiry will then be forwarded to the officer incharge records for enclosure with the injured person's original attestation (see Sub Para (b) above), except in the case of a court of inquiry under Sub Para (c) (v) above, in which case the proceedings, together with a copy of the medical opinion as to the effect of the injury on the man's service, will be forwarded without delay to Directorate General Assam Rifles.

(e) When an Officer, Subordinate Officer, Under Officer and enrolled person, not on duty, is injured in any, way by or through the fault of a civilian or civilians, and receives compensation from such civilian or civilians, in lieu of any further claim, this will be recorded in the proceedings of the court of inquiry.

(f) A Court of inquiry need not necessarily be held to investigate deaths or injuries sustained through taking part in organized games, sports and other physical recreations. In all cases where a court of enquiry is not held, a injury report as mentioned above will be completed with the statements of witnesses as required by item 4 thereon and when applicable, the Commanding Officer/Commandant will certify that the games, sports, or physical recreations were organized ones.

(g) The injury report will be submitted to the sector commander who will record on the form his decision whether or not the injury was attributable to Assam Rifles service, and whether it occurred on field service. In all other cases, the Commanding Officer/Commandant will record his opinion.

(h) In case where the injury report is prepared in addition to the court of inquiry proceedings and the sector commander has recorded his opinion on the court of inquiry proceedings or adjudicated the case, it will not be necessary for him to do so again on the injury report which may be signed by a senior staff officer on his behalf. The senior staff officer will however, clearly state that the decision given is as recorded by the sector commander or the officer who has been authorised to exercise the legal and disciplinary powers of a sector commander on the court of inquiry proceedings.

(i) The Injury Report or the proceedings of the court, so endorsed, as the case may be will accompany the pension claim when submitted to the sanctioning authority, who will either accept the decision of the sector commander, or, if in doubt, will submit the pension claim for the orders of the Central Government. The medical board or the medical officer, who furnishes a death certificate, will not express any opinion in such cases in regard to attributability to service, except on purely medical grounds which should be clearly specified.

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289. **Injury to a civilian**. When a person subject to the Assam Rifles Act, 2006 seriously injures a civilian, the Commandant will report the matter immediately to the Station Commander and the district magistrate, and commence a thorough investigation in order to ascertain the facts while the incident is fresh. If the civil authorities investigate the case the Commandant will give them every assistance. The medical officer who first attends an injured person will report forthwith to the civil and force authorities concerned the nature and extent of the injuries, and his opinion as to the probable result.

290. **Courts of Inquiry on incidents and offences**. The following incidents and offences will also be investigated by courts of inquiry:-

(a) Assault and affrays between persons subject to the Assam Rifles Act and to other Services Acts (whether on duty or on leave) or with civilians.

(b) Breaches of discipline.

(i) Collective insubordination;

(ii) MT accidents resulting in death or serious injury;

(iii) Suicide, attempted or suspected suicide; and

(iv) Murder and rape, only when the offence has been committed against a person subject to the Assam Rifles Act, or in any of the circumstances mentioned in clauses (a), (b) and (c) of Section 56 of the Assam Rifles Act . Whenever possible, Courts of inquiry held in cases of suicide will record their opinion with regard to the reasons of the suicide, as also to the motive and the condition of the mind of the deceased prior to the death. Certified true copies or translations of all papers relevant to the case such as the private correspondence and telephonic call details of the deceased just preceding act of suicide, will be attached to the courts of inquiry proceedings.

291. **Finalization of proceedings of Court of Inquiry.**

(a) Proceedings of a court of inquiry along with its report, findings, opinion and recommendations (if sought for) shall be submitted by the Presiding Officer to the authority who convened the court, who shall then finalize the proceedings by issuing appropriate directions thereon. In case the matter requires directions/consideration by a superior authority, the convening authority shall endorse his recommendations and submit the proceedings through proper channel for consideration and direction of the superior authority.

(b) The convening authority of a court of inquiry, or any other intermediary authority up the chain to whom the case may have been referred in accordance with Sub Para (a) above, may finalize the court of inquiry proceedings by issuing appropriate directions with regard to the aspects within his jurisdiction and may endorse his recommendations with regard to the remaining issues for finalization/ direction by the competent authority. A superior authority in the chain of command shall have the power to modify/vary/alter the directions already issued by the convening officer or any other intermediary authority down the chain.

(c) On consideration of the entire material on record including the report, findings, opinion and recommendations (if sought for) of the court of inquiry and recommendations of the commanders in chain, the authority finalizing the court of inquiry may issue directions, including but not limited to, taking disciplinary or administrative action against the individuals found blame worthy as warranted by the facts and circumstances of the case.

(d) The report, findings, opinion and recommendations (if sought for) made by the court of inquiry shall be recommendatory in nature and shall not bind or limit in any manner the power of the competent authority to issue appropriate directions on the basis of evidence on record.

292**. Assistance from civil police and CID in the investigations**. In case of assaults and affrays involving Force personnel and civilians, the Unit commandant or superior officer in chain of command will immediately detail an officer to investigate the incident in co-operation with the civil police authorities. If the incident is still in progress, action will be taken for immediate active intervention. The assistance of the civil police or Criminal Investigation Department or any other Government investigation agencies may also be sought by the concerned Deputy Inspector General Assam Rifles to investigate cases in which any subversive influence is suspected. This applies especially to cases of assaults and affrays, collective insubordination and the cases of suspected or actual sabotage.

293. **Prisoners of war**.

(a) Whenever persons subject to the Assam Rifles Act are taken prisoners by an enemy, a court of inquiry under Assam Rifles Rule 182 will be assembled under local arrangements to enquire into their conduct.

(b) The court of inquiry will be held as soon as possible after the return of the prisoner or prisoners but when there is reason to believe that a person has been taken prisoner by his own voluntary action or willful neglect of duty, or that he has served with or under, or has aided, the enemy, a provisional court of inquiry will be assembled at the earliest possible moment to investigate the circumstances.

(c) The proceedings will be forwarded by the officer who assembled the court to the IGAR, who will, unless full remission of the forfeiture of pay and allowances incurred by a prisoner of war has already been made, issue such orders as he may think fit regarding the remission of such forfeiture. An officer does not forfeit pay and allowances while a prisoner of war.

(d) A remission of forfeiture of pay and allowances may be partial or full.

(e) A court of inquiry under Assam Rifles Rule 182 on the conduct of a prisoner of war who is still absent may be assembled as and when necessary, and in particular to assist the authority empowered to remit the forfeiture of pay and allowances incurred by such prisoner of war in deciding what remission, if any, should be made in order that provision may be made for the dependants of the prisoner of war. (See Assam Rifles Act, Section 77 and Rule 195 of Assam Rifles Rule 2010). Such remission may also be made on the written report on the prisoner's conduct by an officer who has personal knowledge of the case or has been deputed to investigate it, or on the personal knowledge, regarding such conduct, of the authority having power to make the remission.

(f) A court of inquiry in respect of a prisoner of war still absent and not known to have died in captivity will be provisional.

(g) Where an authority, who has power under Assam Rifles Act, Section 77 and Assam Rifles Rule 195 to make provision for the dependants of a prisoner of war, considers that such provision should be made but is unable to make it owing to no remission of the forfeiture of pay and allowances of the prisoner of war having been made, he will, if not himself empowered to make the remission, refer the matter to the authority who has that power.

294. **Loss of secret documents**. Immediately the loss of a Top Secret, Secret or Confidential document or key is brought to his notice, the concerned Formation Commander of Assam Rifles will convene a court of inquiry, presided over by a senior officer not belonging to the Unit or Headquarters where the loss has occurred, and including not less than two other officers, to investigate the matter and to advise what further steps should be taken. The court will sit "in camera". Every witness will be cautioned that any disclosure by him of any matters forming part of the proceedings of the court may be treated as an offence against the Official Secrets Act, 1923. A copy of the proceedings of the court will be forwarded to Director General Assam Rifles, General Staff Branch, General Staff Branch (Int) through staff channels.

295. **Proceedings to be shown to accounting authorities**. Normally court of inquiry proceedings involving any financial question should be made available by the local administrative authorities to the internal accounting authorities, whenever required. If, however, in any particular case, the local authorities/Director General Assam Rifles consider that there are special reason for not showing the court of inquiry proceedings to the Pay and Accounts Office (Assam Rifles)/Central Pay Bill Officers(Assam Rifles), it should be referred to the Ministry of Home Affairs for orders.

296. **Procedure for making award under the arbitration clause in service contract forms**. The following procedure should be followed, as far as practicable, in giving an award under the arbitration clause embodied in the contract forms:-

(a) In the first place, the officer, who is named as arbitrator under the arbitration clause, should satisfy himself that the parties concerned have both agreed that the matter should be dealt with by him as arbitrator.

(b) The arbitrator should next ensure that both parties are clear as to exactly what is to be referred for arbitration.

(c) In all cases of dispute referred to him for decision the arbitrator should allow both the parties concerned a hearing. At his discretion both sides may be asked to reduce their views to writing, on record.

(d) Before taking up the reference for final decision, the arbitrator should issue notices to both parties, giving a date for them either to submit their cases in writing or to appear before him. The parties should be given an opportunity to

appear and produce documents and call witnesses, if they so desire. The arbitrator may refuse to admit irrelevant evidence but should be careful to admit all evidence material to the question which the parties may choose to put before him, as refusal might be fatal to the award.

(e) The arbitrator should retain notes of the proceedings in case his award is challenged in a court of law. It is entirely at his discretion whether he allows the parties to inspect or to have copies of same.

(f) The arbitrator must be fair to both sides. He is not, however, bound by the rules of evidence under the Indian Evidence Act.

(g) It is unnecessary and generally speaking most undesirable, for the arbitrator to give reasons for his decision. The award should set out the point or points referred and the arbitrator's decision. If necessary, the arbitrator is entitled to take legal assistance as to the form of the award, but he should not seek outside assistance in arriving at his decision, at any rate, without the consent of the parties.

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(h) The award as given by the arbitrator can, if necessary, be filed in a court in accordance with the procedure prescribed in Section 14 of the Arbitration Act, 1940. This is unnecessary, however, unless court process is required in order to release the award.

(i) If costs have been incurred, the arbitrator should decide in his award which party should pay.

(j) If any fees or expenses are payable to the arbitrator, he should give notice to the parties that his award is ready and will be declared on payment of such fees and expenses. He may refuse to publish his award until the required payment is made. Such an award is conclusively binding on both parties and will not be looked at on its merits by a court of law. The award can only be set aside by a court of law on proof of misconduct on the part of the arbitrator or that the award was improperly secured. If a point of law arises which the arbitrator is unable to decide, he can state a special case for the opinion of the court, under the relevant provisions of Section 13 of the Arbitration Act, 1996 where this applies. The court will give its decision on the legal point and inform the arbitrator accordingly, but will still leave the final award for the arbitrator's decision.

297. **Courts of Inquest**.

(a) In accordance with the provisions of Section 174 of the Criminal Procedure Code 1973, the responsibility for holding an inquest in cases of unnatural deaths, i.e. deaths due to suicide, violence, accident or under

suspicious circumstances devolves on the local civil authorities. Written information regarding cases of such deaths of persons subject to the Assam Rifles Act or of those not subject to the Assam Rifles Act which occur within the Unit lines will be conveyed by OC Unit immediately on occurrence, by hand, to the local civil police officer. Where the civil authorities are not easily accessible as for instance in operational areas and it is not practicable for them to hold an inquest before the dead body may become putrefied, a general approval for conducting Assam Rifles Courts of Inquest may be obtained in advance from the State Governments concerned. The funeral or cremation will take place in such cases only after the concurrence of the Presiding Officer and of the medical member of the Court of Inquest has been obtained.

(b) Where a Court of Inquest has been held by civil authorities a Court of Inquiry where necessary should be held to investigate the circumstances of death and ascertain the Force aspect of attributability for the purpose of pensionary benefits and allied matters.

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(c) Where the sanction in writing has been obtained from the civil authorities to carry out the inquest under the aegis of the force authorities, an Assam Rifles Court of inquest with comprehensive terms of reference should be held. The procedure to be followed in such cases will be as given in Sub Para (d) below.

(d) In operational areas, where civil authorities are not in a position to hold the post-mortem and the Court of Inquest, the Assam Rifles authorities should hold a Court of Inquest with medical officer as a member of the court, with comprehensive terms of reference. The Court of Inquest after having given permission to dispose of the dead body should further proceed to investigate the circumstances of occurrence of death, the aspect of attributability and related matters by following the procedure for a Court of Inquiry. In the subsequent proceedings the attendance of the medical member may not be insisted upon depending upon the circumstances of the case because of the nature of his employment.

(e) When post-mortem is decided to be carried out by the police authorities, they may have the dead body sent to the nearest Civil Surgeon or other qualified medical officer appointed in this behalf by the State Government. A service Pathologist should be made available if a suitable medical officer is not available with the Civil Authorities to carry out a post-mortem examination whether outside or inside an operational area.

(f) If the civil police authorities do not intend sending the dead body for a post-mortem examination and decide not to hold an inquest, the concerned Assam Rifles authorities will obtain a declaration in writing.

(g) When an Assam Rifles Court of Inquest is held, a post-mortem examination may be carried out by Medical Officers in all cases where such examination is necessary. Service Pathologist in such cases shall not be entitled to any remuneration as this is a part of his duty.

(h) Assam Rifles Courts of Inquest will follow the same procedure as for Courts of Inquiry. The convening officer will, as soon as practicable, forward a copy of the Court's proceedings (only upto Inquest stage) to the magistrate of the area concerned having authority to hold an inquest.

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CHAPTER XIII
CIVIL PROCEEDINGS

298. **Service of summons**.

(a) **Officers**. A summons in a civil suit against an officer must be served direct by the court. The Commandant has no legal authority to receive such summons.

(b) **Subordinate Officers, Under Officers and other enrolled person**s. The Commandant will serve on the defendant the copy of the summons received from the court and after obtaining written acknowledgement thereon will return it to the court under his own signature. If the defendant authorises any person to act for him, such authority will be attached to the copy of the summons returned to the court. If the summons cannot be served it will be returned to the court with an explanation.

299. **Attachment of pay of Officers, Subordinate Officers, Under Officers and other enrolled persons**. The pay of all persons subject to Assam Rifles Act, 2006 is immune from attachment. The general law of the land is that if any person fails to comply with the attachment order issued under Section 125 (1) Criminal Procedure Code, the Magistrate is empowered, under clause (3) of that Section to issue a warrant for levying the amount due in the same manner as for levying fines. Under Section 421(1) Criminal Procedure Code, the fine can be recovered by issuing a warrant for the levy of the amount by attachment and sale of any moveable property belonging to the offender. However, as the salary not yet drawn is not movable property within the meaning of Section 421(1) Criminal Procedure Code, it cannot be attached in execution of a warrant issued under that Section. The Central Pay Bill Office of the officer receiving the court order will at once take steps in the name, and on behalf of the person subject to the Assam Rifles Act, to have the attachment order set aside, by applying to the solicitor to the local Government or other officer he is entitled to consult on legal matters for such legal assistance as he may require, in the event of:-

(a) an order for attachment of his pay and allowances being issued by direction of any civil or revenue court or of any revenue officer in execution of any decree or order enforceable against him, or

(b) an order for attachment of his pay and allowances being issued by a Criminal Court under Section 421 Cr PC for enforcement of a maintenance order made under Section 125 Cr PC. In the event of the court upholding the attachment, an application for a revision of the court's order shall be made.

300. **Penal deductions from pay and allowances of a person subject to the Assam Rifles Act, 2006 for maintenance of his wife(s)/children**.

(a) Every person subject to the Assam Rifles Act, 2006, is legally and morally bound to maintain his wife and his legitimate/illegitimate children dependent on him. Section 68 (i) and 69 (i) of the Assam Rifles Act, 2006, empowers Central Government and the prescribed Officers to order such deductions from the pay and allowances of a person subject to the Assam Rifles Act as may be necessary for the maintenance of the person's wife and children (legitimate as well as illegitimate), who may be dependent on him, if he neglects to maintain them. Rule 193 of the Assam Rifles Rules, 2010 has prescribed the Inspector General of Assam Rifles in case of persons other than Officers as the competent authority to order penal deductions towards grant of maintenance under Section 69 (i) of Assam Rifles Act, 2006. However, in case of officers, the Central Government is the competent authority under Section 68 (i) to order such penal deductions.

(b) The power to grant maintenance under Section 68 (i) or 69 (i) of Assam Rifles Act, 2006, is independent of the power of civil or criminal courts to grant maintenance under the civil laws or under the Criminal Procedure Code,1973, respectively. However, in view of Section 17 of the Assam Rifles Act, 2006, which prohibits attachments of pay and allowances of a person subjected to the Assam Rifles Act in satisfaction of an order/decree passed by a civil/revenue court, maintenance granted by a civil court cannot be executed against the pay and allowances of a Assam Rifles personnel. In such a situation, as a rule, an order should be passed by the competent authority under Section 68 (i) or 69 (i) of Assam Rifles Act, 2006, so as to give effect to the court order/decree and to avoid financial hardship to the wife/children of the concerned individual.

(c) The detailed procedure and modalities for granting maintenance allowance under Section 68 (i) or 69 (i) of Assam Rifles Act, 2006, will be laid down in the Assam Rifles Orders.

301**.** **Institution of civil suit**.

(a) No legal proceedings shall be under taken on behalf of Government without the sanction of the Inspector General Assam Rifles or Sector Commander, who may, on the advice of the proper Government Law Officer, sanction the institution or defence of civil suits or appeals, The conduct of the case will rest with the Government law officer, if available, the payment of his fees and other expenses in connection with counsel and witnesses being sanctioned by the Inspector General Assam Rifles or Sector Commander at the rates and under the conditions obtaining in the locality under the civil rules of the State concerned.

(b) The procedure with regard to consulting those officers is governed by the rules on the subject framed by the local Government in whose jurisdiction the area of the commander concerned is included. In the case of an area which is situated within the jurisdiction of more than one State. The Law Officer of the State in which the case originated should be consulted.

(c) When an officer receives intimation that a civil suit has been or is likely to be instituted against a Government or a public servant in his official capacity, he will report the circumstances to the Inspector General Assam Rifles/Sector Commander in order to avoid ex-parte decree being made against Government. In this connection it should be remembered that the Code of Civil Procedure, Section 80, requires two months notice of such a suit to be given before a valid suit can be instituted.

(d) To enable the Inspector General Assam Rifles/Sector Commander to decide on the advisability of instituting legal proceedings, the officer immediately concerned will prepare a memorandum explaining the necessity for the suit and including a statement of claim. That will show the subject of the claim, its amount, when it accrued, steps taken to obtain satisfaction, pleas urged by the defence and the answers to such pleas. Copies of all important documents (with translations, where necessary) will accompany the memorandum.

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(e) If it is desired to institute a civil suit for the recovery of monies due to Government, the officer immediately concerned will ascertain from the civil officer of the district in which the defendant lives whether the sum could be paid by the latter. If the civil officer reports that the defendant is in a position to satisfy a decree for the amount claimed, application for sanction will be made to the IGAR/Sector Commander.

(f) When sanction is accorded to the defence or prosecution of civil suit in which a public servant in his official capacity is implicated, the fee of one counsel will be allowed.

(g) Rules regarding the procedure in connection with suits by or against soldiers are contained in the First Schedule to the Code of Civil Procedure, 1908, Order V, Rules 28 and 29 and Order XXVIII, Rules 1 to 3.

302. **List of Government (Civil) Law Officers who may be consulted by Commanders on matters of civil law**. The rules relating to legal business, made by local governments, must be strictly complied with in respect of the channels through which the advice of their law officers is to be sought and of the particular adviser, where more than one is mentioned in respect of matters arising in the same area, who is to be consulted in each particular case. These rules may be obtained from the local governments concerned.

List of Government (Civil) Law Officers

In respect of matters arising in	Designation of the Civil Law Officers
(1)	(2)
Assam	Secretary, Law Department Government of Assam, Dispur, Guwahati-6.
Manipur	Chief Secretary to the Government of Manipur, Imphal.
Meghalaya	Secretary to the Government of Meghalaya, Law Department, Shillong.
Mizoram	Chief Secretary, Union Territory of Mizoram, Aizawl.
Nagaland	Secretary to the Government of Nagaland, Law Department, Kohima.
Sikkim	Secretary to the Government of Sikkim, Legal Department, Gangtok.
Tripura	Secretary to the Government of Tripura, Agartala.

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303. **Initiation of criminal proceedings in civil courts**.

(a) Criminal proceedings against persons subject to Assam Rifles Act may be initiated by:-

(i) The police on the complaint of a private individual or on arrest by them for a cognizable offence.

(ii) The Assam Rifles authorities on a report to the police, or to a magistrate that a civil offence has been committed.

(iii) A magistrate taking cognizance *suo moto*, or on the complaint of a private individual cases falling under (i) and (iii) the Assam Rifles authorities may decline to interfere with the course of the civil law; may claim the accused for trial; or, if the offender is already in Force custody, order trial by Assam Rifles Courts, if the accused is legally liable thereto.

(iv) In cases falling under clause (ii) above, it will be open to the Assam Rifles authorities to bring the accused before a Assam Rifles court if the complaint is wrongly dismissed or the accused is wrongly discharged by the civil court and if such dismissal or discharge does not amount to an acquittal; or the accused is acquitted by the civil court but is liable on the same alleged facts to be tried for an offence specific to Assam Rifles Act, 2006, for which he could not have been tried by the civil court.

(v) During the investigation stage, the Assam Rifles authorities may intervene with the concurrence of the police and magistrate, and claim the accused for trial by Assam Rifles Court.

(vi) If the case is one that must or should be tried by civil court, it should be handed over to the civil authorities at the earliest possible stage.

(b) Criminal proceedings against persons not subject to Assam Rifles Act must be initiated in accordance with the provisions of the Code of Criminal Procedure 1973 by a report to the police or a complaint to a magistrate. This rule must not be interpreted as forbidding or discouraging close and personal cooperation between Assam Rifles and civil officials which is essential in matters involving the discipline and welfare of the Force.

304. **Legal advice and engagement of counsel for the prosecution before civil courts**. The prosecution will ordinarily be conducted by the public prosecutor, Government pleader or other legal officer of the local Government concerned, and the expenses of the prosecution will be defrayed by the civil authority in the ordinary course. When, however, the employment of a Government pleader or other legal officer of the local Government concerned is not feasible owing to the nature of the case, or for other reasons, and the Government law officer who is consulted advises the employment of special counsel, the fees, travelling and detention allowances of the latter may on the advice of the Government law officer concerned, be sanctioned by the Additional Director General Assam Rifles or by the Inspector General Assam Rifles who formally engages the counsel. On the conclusions of the case, a report of the result and a complete statement of costs will be forwarded to Director General Assam Rifles. In no case will such counsel be employed without reference to the Government law officer concerned, who will be asked to nominate a suitable legal practitioner. This rule applies, as far as is possible, to Assam Rifles Court where in the interests of justice or on account of the special nature of the case it is necessary to employ counsel for the prosecution.

305. **Defence of mechanical transport drivers**.

(a) The defence of all Officers, Subordinate Officer, Under Officer or enrolled person against whom claims at civil law are preferred in respect of damage to person or property arising out of accidents in which they may be involved when driving Motor Transport (MT) vehicles on duty, will be undertaken by the Commandant of the Unit concerned. That course will be followed whether the accident is deemed to have been due to the negligence of the Officers, Subordinate Officer, Under Officer or enrolled person concerned or not.

(b) When a Subordinate Officer, Under Officer or enrolled person, meets with an accident while driving a Government MT vehicle not on duty, but when driving it with the permission of competent authority, the Commandant of the Unit will undertake his defence as a matter of course only when the circumstances are such that, but for Government exemption a claim would lie against the Central Government as the employer of the driver. Where doubt exists as to whether such a claim would lie, the case will be considered specially and will be referred for that purpose to the Inspector General Assam Rifles, who will obtain the advice of his civil law officer. In the event of the civil law officer advising that no such claim would lei against the Central Government the defence of the driver will not be undertaken by the Commandant of the Unit.

(c) If an Officer meets with an accident when driving a Government MT vehicle not on duty, but with permission, he will be left to undertake his own defence save in the most exceptional circumstances, when the case will be reported to Director General Assam Rifles for the orders of the Central Government to be obtained.

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(d) In case where the vehicle was being driven without authority, defence of the driver, will not be undertaken.

(e) The utmost discretion should be used by Officers in a position to give permission for the use of vehicles not on duty, as they will be held responsible in the case of such permission having been improperly granted.

(f) Nothing in these rules should be construed as an indication that an Officers, Subordinate Officer, Under Officer or enrolled person whose defence is being undertaken, is thereby absolved from his liability to disciplinary action, or stoppages of pay, either by sentence of Assam Rifles Court or by his Commandant, in respect of damage to public or private property or injury to persons; or, when the damage is to public property and the driver is an officer, an order for stoppages of pay under Assam Rifles Act.

(g) These rules are limited to claims at civil law and do not extend to defence against criminal proceedings.

306. **Rules regulating applications for and payment of the services of the government examiner of questioned documents**.

Rule 1. (i) Applications originating from the region consisting of the States of Assam, Meghalaya, Sikkim, Nagaland, Manipur, Tripura, Mizoram and other Central Government offices in the above mentioned region should be sent direct to the Government Examiner of Questioned Documents (Bureau of Police Research

and Development) Ministry of Home Affairs, 30, Gorachand Road, Calcutta-700014.

Rule 2. (i) Applications received direct from private individuals will not be entertained.

(ii) Applications received from police officers below the rank of Superintendent of Police will not be entertained.

Rule 3. Acceptable applications fall in two classes:-

A. Official applications from:-

(i) State Government (including Union Territory Administrations) and offices subordinate to them.

(ii) Presiding Officers of Criminal Courts (including Sessions Courts); High Court; Assam Rifles Court, etc;

(iii) Ministries of Government of India and their attached and subordinate offices;

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B. Other applications. These include:-

(i) Cases from private parties in Civil Suits/Complaint cases/ Revenue cases/Tenancy Act cases/Other Misc Act cases in Indian Union Courts. These will be accepted only on the requisition of the Court in which the case is being heard. The party concerned must move the court and it will rest with the court to take further steps necessary to obtain the services of the Government Examiner of Questioned Documents.

Explanation: Reference made by a Court suo moto in the above cases in which the State is not a party will be deemed to be cases from private parties for the purposes of these rules.

(ii) Cases from Municipal Corporations, Municipal Committees or Councils and other local bodies, from Universities, from Autonomous Corporations and Quasi Government bodies or undertakings in the Indian Union.

Explanation: Reference from Municipal Corporations will be received direct but from other local bodies will be accepted only if received through Local District Magistrate, who should satisfy

himself, before forwarding the application that it is desirable that Government Examiner of Questioned Documents should be consulted.

307. **Procedure to be adopted in dealing with criminal prosecutions in which the government is concerned**. No prosecution shall be instituted on behalf of the government of India or Assam Rifles without express sanction of the Director General Assam Rifles. All cases of criminal prosecution in which the Assam Rifles is concerned should be reported to the Directorate General Assam Rifles with recommendations of the Commanders-in-chain. Advice of the Chief Law Officer at Directorate General Assam Rifles shall be taken before such prosecution is sanctioned. Each case in which prosecution has been launched on behalf of the government of India or Assam Rifles shall be reported to the Ministry of Home Affairs giving detailed particulars of the case.

308. **Officers authorised to sign and verify plaints or written statements in any suit by or against the central government**. SRO 351, dated 25th January 1958 - In exercise of the powers conferred by Rule 1, Order XXVII of the First Schedule to the Code of Civil Procedure, 1908, Central Government has appointed:-

(a) the officers specified in the Schedule annexed hereto as persons by whom Plaints and Written Statements in suits in any court of civil jurisdiction by or against the Central Government shall be signed.

(b) those of the officers referred to in Sub Para (a) above, who are acquainted with the facts of the case as persons by whom such Plaints and Written Statements shall be verified.

(c) In addition, the following officers shall also be authorized to sign the Plaints, Written Statements and Counter Affidavits in a matter pertaining to the Assam Rifles in any Court of Civil Jurisdictions as well as the High Courts and the Supreme Court of India:-

(i) Inspector General Assam Rifles.

(ii) Deputy Inspector General Assam Rifles

(iii) Principal Staff Officers or Heads of Branches at Directorate General Assam Rifles.

(iv) Commandant of the Unit.

(v) Any officer of the Assam Rifles Unit/Establishment/Record Office, not below the rank of Major/Deputy Commandant having service not less than 5 years of service.

CHAPTER XIV

INVESTIGATION OF CASES BY CENTRAL BUREAU OF INVESTIGATION (CBI) AND OTHER CENTRAL INVESTIGATION AGENCIES : ACTION TO BE TAKEN BY ASSAM RIFLES AUTHORITIES

309. **Investigation of cases by the CBI**.

(a) Full cooperation at all levels will be given to the CBI when they are conducting investigations in cases concerning the Assam Rifles. Such investigations may either be at the request of the Assam Rifles or on CBI's own initiative. Once a case referred by the Assam Rifles is accepted by the CBI, further investigations must be left to them. It may also be ensured that parallel investigations by the Assam Rifles are avoided both in the interest of the service and keeping in view the confidentiality of the matter to be investigated.

(b) The Delhi Special Establishment Act, 1946 has been amended by CVC Act 2003 (45 of 2003). As a result of this, approval of Central Government is required to conduct enquiry or investigation by the CBI where the employee to be investigated is of the level of Joint Secretary (equivalent to Major General) and above. Therefore, CBI will not conduct any enquiry or investigation into any offence alleged to have been committed under the Prevention of Corruption Act, 1988 (49 of 1988) except with the prior approval of the Central Government for officers of the rank of Major General and above. All such cases will be referred to Directorate General Assam Rifles for seeking decision.

(c) The CBI is not obliged to disclose the source of their information. However, it has been agreed that the CBI Investigating Officers will always inform confidentially the local Unit/Establishment/Sector Commander within whose jurisdiction the unit/establishment is situated and also if possible, the Commandant of the Unit concerned, of their intention to make such inquiry. On completion of the preliminary inquiry, if the CBI feels that a regular investigation is necessary, they will invariably inform the Commandant/OC of Unit/ Establishment and the local Unit/Establishment/Sector Commander before starting the investigation. If the CBI wishes to carry out a surprise check in a Unit/Establishment prior information will always be given to the local Unit/Establishment/Sector Commander to assist them. Such cases will be reported to 'A' Branch of Headquarters Directorate General Assam Rifles by fastest means.

310. **Handing over cases to CBI**.

(a) No case shall be handed over for investigation to CBI without express approval of the Director General Assam Rifles. Whenever a subordinate Formation/Unit proposes to handover a case to CBI, the matter shall be referred

to Directorate General Assam Rifles alongwith brief details of the case and recommendations of the commanders in chain by fastest means. The decision made by the Director General Assam Rifles will then be intimated to the concerned Formation commander who shall act accordingly. Once the decision has been taken by the Director General to hand over the case to CBI, the Directorate General Assam Rifles will inform the Ministry of Home Affairs, Government of India of the full details of the case within 15 days of the case having been referred to CBI.

(b) As a general rule, cases of following types should be entrusted to the CBI for investigation:-

(i) Complex cases involving bribery, corruption, forgery, cheating, criminal breach of trust, falsification of records, particularly those also falling in the category of cases mentioned in Sub Para (ii) and (iv) below.

(ii) Possession of assets disproportionate to know sources of income.

(iii) Cases in which the allegations are such that their truth cannot be ascertained without making enquiries from non-official persons or those involving examination of non-Government records, books of accounts etc.

(iv) Other cases of complicated nature requiring expert police investigation.

(c) Care should be taken that during the CBI investigation no action is initiated against the delinquent official, and the case against him is not disposed off, under the Assam Rifles Act/Assam Rifles Rules.

311. **Action to be taken when a bribe is offered**.

(a) Individuals whose nature of work may expose them to offer of bribes must always be on their guard. Failure to take correct action when offered a bribe may result in the escape of a guilty person. The action to be taken when offered a bribe by a person wanting official favour or trying to avoid official disfavor is outlined below:-

(i) When an attempt to bribe is suspected, the proposed meeting should, where possible, be postponed to some further time. Meanwhile, the CBI (if available) or the senior most police/district officer in the station should be requested through the Formation/Garrison Headquarters to arrange to lay trap for the person concerned.

(ii) Should it not be possible to follow the above course of action, it may be possible to detain the bribe-giver for a short time and to arrange for an independent witness (es) who may be readily available to witness the transaction and overhear all the conversation between the bribe-giver and the bribe-taker.

(b) The CBI will give prior information to the Unit/Establishment commander concerned whenever they wish to lay a trap for any member of the service who is about to accept a bribe. If the time factor does not permit of this being done, the CBI will furnish details of the case to the Formation Commander immediately after the trap. The Unit/Establishment/Sector Commander will, if requested, detail a suitable person to be present at the scene of the trap, where the time factor does not permit a reference to the Unit/Establishment/Sector Commander, the CBI may approach the Commandant/OC Unit concerned for the purpose direct.

(c) Unit/Establishment/Sector Commander will take utmost care to maintain confidentiality and an impartial position. In no case will they render themselves as agents of the CBI either by arranging for money or other instruments of offence subsequently to be passed on the suspect, or by being a witness of the transaction in view.

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312. **Facilities and cooperation to be extended to CBI**.

(a) The Commandant/Formation Commander will ensure that during investigation, whether preliminary or regular, the SP/CBI and his authorized representatives are given full cooperation and facilities to scrutinize all relevant records. In asking for the original documents, particularly those forming part of the current files, the CBI will exercise due discretion so as to ensure that the day-to-day work in the organization is not impeded. The departmental authorities should ensure that the documents asked for by the CBI should be made available to them with least possible dely. Where necessary, the authorities may keep attested or photostat copies of the records for meeting their urgent needs without prejudice to the investigating being carried out by CBI. Even before registration of a PE or RC, if the CBI wishes to check the veracity of information in their possession from the official records, they may be allowed to see the records on receipt of a request from the SP/CBI.

(b) When CBI desires to see any classified documents/records, the following procedure will be followed:-

(i) ‘Top Secret’ documents to be cleared from the originator by the next higher formation Headquarters before these are handed over but only to DIG, CBI.

(ii) ‘Secret’ documents should be cleared from their originator by the next formation Headquarters and given only to SP CBI.

(iii) ‘Confidential’ documents may be handed over to any Gazetted Officer of the CBI. Such a document may also be given to an Inspector if he is specially authorized by the SP CBI to obtain such documents. These documents will be handed over after obtaining approval of next higher Headquarters.

(iv) A temporary receipt should be obtained whenever any classified document is handed over to an officer of the CBI who will be asked to comply with the provision of Para 27 (a), (b), (c) and (e) of the pamphlet titled ‘Classification and Handling of Classified Documents”.

(v) Where original document cannot be made available to the IO for any reason, he should be supplied with Photostat copies or attested copies thereof and a certificate should be given by an officer that the original are in safe custody and out of the reach of the suspect official and will be produced whenever required.

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(vi) CBI may be permitted to take photocopies of unclassified documents.

(c) Whenever, the CBI desires the presence of an official for examining him in connection with any investigation, the authorities will direct the official concerned to appear before the CBI on the appointed date and time. For this purpose sufficient advance notice of not less than 30 days will be given by the CBI. If a large number of officials are to be examined, they will be called for examination in a phased manner, is not more than 2 to 3 per day. While forwarding this requirement, CBI will invariably approach the local formation Commander with full particulars of the officials concerned viz personal Numbers, Unit or appointment held and present duty station, if known. A copy of this requisition will simultaneously be endorsed to this Headquarter to enable us to issue covering move sanctions.

313. **Submission of investigation report by CBI**. The report of the CBI will be forwarded by them to the Ministry of Home Affairs, with a copy to this Directorate General Assam Rifles. If the CBI reports are received directly by any of the lower Formation Headquarters, these will be sent to Directorate General Assam Rifles immediately. On receipt of the reports, these will be examined at Directorate General Assam Rifles, in consultation with the Chief Law Officer, to arrive at a decision as to the type of action to be initiated against the accused person.

314. **Action by Directorate General Assam Rifles on CBI report**.

(a) If it is decided that the accused person ought to be tried by an Assam Rifles Court, or dealt with summarily under provisions of Assam Rifles Act/Rules, the report will be sent to the concerned formation Headquarters to take immediate action as per the law. Only such cases should be tried by Assam Rifles Court where there is no civilian co-accused or the number of civilian witnesses is not unduly large and the case has not become time barred under Assam Rifles Act, Section 98. The assistance of the CBI Investigation Officer (s) will be made available to the prosecution for production of witnesses/documents and in any other way at the discretion of the competent disciplinary authority.

(b) If it is decided that the accused person should be tried by a Civil (Criminal) Court, the case will formally handed over to the CBI incharge, Civil Police and the accused will be retained in the unit until the civil court takes cognizance of the offence. The Formation Commander will also examine the feasibility of suspending the officer if he is likely to tamper with the documents/witnesses and an appropriate portion (upto 50%) of his pay and allowance may be withheld under the directions of the competent authority in terms of the Assam Rifles Act Section 71.

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(c) If the offence is time-barred for trial by Assam Rifles Court and at the same time it is decided to proceed with the accused administratively, then the report will be sent to the 'A' Branch of Directorate General Assam Rifles to initiate suitable administrative action. Cases of a serious nature and involving moral turpitude call for a stringent form of administrative action like termination of service. For this purpose, a statement of case will be submitted to Directorate General Assam Rifles together with all relevant documents and recommendations of commanders in chain. Feasibility of suspending the officer and withholding a portion of his pay and allowances, as mentioned above, may also be considered by the concerned authorities if so warranted.

(d) Cases of less serious nature which do not involve moral turpitude and which have become time-barred will be disposed of administratively by award of suitable censures at the appropriate level. The matter will be got investigated by a Court of Inquiry and based on the Court of Inquiry a Show Cause Notice will be served to the delinquent official. The assistance of the CBI Investigating Officer can be obtained for conduct of the Court of Inquiry. The articles of charge and statement of witnesses/documents furnished by the CBI may be made available to the official. Under no circumstances will report of SP/CBI be furnished to the delinquent official without written clearance from Directorate General Assam Rifles.

315. **Departmental Inquiry vis-à-vis CBI enquiry**.

(a) Where a departmental inquiry in a case has been ordered by Assam Rifles or same is in progress and the CBI feels that the case can better be investigated by them, they may request the convening authority to stay the proceedings. In case of difference of opinion, the matter will be referred by the CBI and the Formation Headquarters to 'A' Branch of Directorate General Assam Rifles. If the case relates to only civilians, Director General Assam Rifles will be contacted by the CBI.

(b) Similarly, where the CBI have taken up investigation of a case which could better be dealt with departmentally, the local formation commander will make such request to the representative of local CBI. In case of disagreement, the CBI representative will refer the matter to 'A' Branch of Directorate General Assam Rifles through the Director CBI. Pending orders from Director CBI, no further action by way of arrest or prosecution will be taken. Result of such cases dealt with departmentally alongwith charges found proved, if any will be communicated to the local CBI representative. In other cases the proceedings will be disposed of in the normal manner.

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(c) Every effort will be made to avoid parallel inquires of the same case by both the Assam Rifles and CBI authorities, as it will delay finalization of the investigation.

316. **Investigation of cases by other central investigation agencies**. The procedures and the guidelines specified above shall, as far as relevant and practical, be observed in the cases which are being investigated or which are proposed to be investigated by any other central investigation agencies such as National Investigation Agency (NIA) and others.

APPENDIX 'A'

[Referred to in Para 66 (b) and 93 (a)]

FORM OF OATH/AFFIRMATION TO BE ADMINISTERED TO OFFICERS AT THE TIME OF THEIR APPOINTMENT AND TO ENROLLED PERSONS AT THE TIME OF THEIR ATTESTATION

FORM OF OATH

I, No_____Rank_____Name_____ do swear in the name of God that I will bear true faith and allegiance to the Constitution of India as by law established and that I will, as in duty bound, honestly and faithfully serve in the Assam Rifles, and go wherever ordered, by air, land or sea and that I will observe and obey all commands of the President of the Union of India and the commands of any officer set over me even to the peril of my life.

FORM OF AFFIRMATION

I, No_____Rank_____Name_____ do solemnly, sincerely and truly declare and affirm that I will bear true faith and allegiance to the Constitution of India as by law established and that I will as in duty bound, honestly and faithfully serve in the Assam Rifles and go wherever ordered by air, land or sea and that I will observe and obey all commands of the President of the Union of India and the commands of any officer set over me even to the peril of my life.

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Place ……

Date……. _____ (Signature of the person being attested)

COUNTERSIGNATURE

Place ……

Date……. _____ (Signature of the person administering the oath/affirmation)

APPENDIX 'B'

[Referred to in Para 110 (a)]

DISCHARGE-BOOK

PARA MILITARY ARMED FORCE OF THE UNION OF INDIA

ASSAM RIFLES

Great care must be taken of this certificate

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This Book to be issued without any alteration in the Manuscript.

(NB : Any person finding this certificate is requested to forward
it to the Commandant _____Assam Rifles C/o 99 APO

Or

Mahanideshalaya Assam Rifles
Directorate General Assam Rifles
Unit Pay & Account Office (NE-III)
Shillong 793011
Meghalaya)

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1. Serial No_____ | Single photograph

Assam Rifles No _____ Rank _____

Name _____

Unit _____

Father's Name_____

Mother's Name _____

Religion_____

Class (Gen/SC/ST/OBC)_____

Sub-Class (Caste/Tribe)_____

Permanent Address

House No _____Street _____

Village/Town_____ P.O._____

Tehsil_____ PS/Thana _____

Tel. Office _____NRS/Rly. Stn_____

Dist _____ State _____

PIN _____

Tele No :_____

E Mail ID :_____

Identification Marks :_____

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2. Description at the time of completion of this form:-

   (a) Date of Birth _____

   (b) Date of Enrolment _____

   (c) Date of attestation_____

3. Date of discharge_____

4. Discharge by order_____

_____Dismissed by order of/Cause of Discharge_____under the Assam Rifles Act Section/Assam Rifles Rules_____ after serving ____ Years_____ Months ____Days _____

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5. Age at the time of discharge is___years_____ months _____days with the colour.

6. Medical Category at the time of discharge _____

7. Name of Disability with %_____ _____ _____

8. Is it attributable to aggravated by AR Service___ _____ _____

9. Finding of Re-survey Medical Board regarding attributable or aggravation of disability with percentage.. _____ _____

10. Identification marks_____ _____

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11. Character assessed at the time of discharge
_____
_____

12. Whether Fit/Unit for Police/Civilian employment
_____
_____

13. Medals, decoration _____
_____

14. War Services showing theatre of operation with date_____

15. Wounds (Details of disability)_____
_____
_____

16. Qualifications:-

(a) Highest military education acquired.

(i) MR _____ (ii) Hindi _____

(iii) English_____

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(b) Highest civil education_____

(c) Degree of proficiency in reading and writing;-

(a) English_____ (b) Hindi_____

(d) Any other Language_____

(e) Trade/Class qualification_____

(f) MT Qualification _____

(g) Special Qualifications _____

(h) Blood Group _____

(The class will be indicated in words eg "Class one/two" etc as the case may be)**

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17. Details of NOK. _____

Joint Photograph with NOK

18. Details of Family Members

Ser No	Name of the family member	Date of Birth	Relationship with the indl	Part II Order No & Date

Date : _____ Signature of solider

Station : _____

Date _____ Adjutant
___Battalion
Assam Rifles

Commandant
___Battalion
Assam Rifles

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19. Pay Details:-
    (a) Pay Band_____
    (b) Pay Group_____
    (c) Basic Pay Rs_____
    (d) Grade Pay Rs_____

20. Settlement of dues :
    (a) PPO No_____
    (b) Pension Sanctioned Rs_____per month
    (c) Commutation Rs_____
    (d) Balance Pension Rs_____
    (e) Gratuity Rs_____
    (f) Provident Fund Rs_____
    (g) ARGIS Rs_____
    (h) Ex-Gratia Rs_____
    (j) Medical Allce Rs_____
    (k) Leave encashment Rs_____
    (l) Other credit Rs_____
    (m) Bank A/C No :_____
    (n) Name of Bank :_____

_____ _____

Station : Shillong SO-1 (Pension/NE) Col (Rec)

Date :

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APPENDIX 'C'

[Referred to in Para 148 (c)]

GOVERNMENT OF INDIA

MINISTRY/DEPARTMENT …….

From

…….

…….

To

The Court of ……
……or

The Registrar, High Court of (at)
Supreme Court

Sir,

1. A summons bearing No …….dated …….. in Suit (or) other proceedings) No……. of ……..…….. between *(AB) and *(CD) has been served on me on …….. requiring production in the said Court on …….. of the documents therein specified.

2. With reference to the above, I have the honour to intimate that the documents specified in the said summons (or the documents specified below or those mentioned in the said summons) are not in my custody and, therefore, I am unable to cause their production in Court. The said documents are in the custody of …… as the head of the department/head of the Office.

#3. I am accordingly to request that this letter may be placed before the Hon'ble Judges for order.

Yours faithfully,
Signature

---

* Insert names. If there are numerous parties, give first name and add 'and other(s).

To be inserted only in cases in which the summons have been issued by a High Court or the Supreme Court.

APPENDIX 'D'

[Referred to in Para 148 (m)]

AFFIDAVIT

IN THE COURT OF …….
Suit No…… of ……

I,…… …….. Minister/Secretary/Additional Secretary/Join Secretary to the Government of India, in the Ministry of …….. do hereby solemnly affirm and state as follows :-

1. A summons bearing No…… dated……. Issued by the Court of ……..…in Suit No……..……. of ……
(……..on……..……Vs…….) has been received in the Ministry of ……. On …….., requiring production in the said court on ……..……., of documents stated below.

2. I as the Minister/Secretary etc. am the head of the department and I am as such in control of, and in charge of, its records.

3. I have carefully read and considered each of the said documents and have come to the conclusion that they/(S. Nos….) are unpublished official records relating to affairs of State and that their disclosure will cause injury to public interest for the following reasons:-

Documents	Reasons
1.	1.
2.	2.
3.	3.

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List of Documents Summoned

I do not, therefore, give permission to anyone under Section 23 of the Indian Evidence Act, 1872, to produce the said documents or to give any evidence derived therefrom.

I…….. do hereby solemnly affirm and say that what is stated herein above is true to my knowledge.

Solemnly affirmed at…….. Minister/Secretary/Addl Secretary/
This…….. day of ……. Jt. Secretary

Sworn before me.

1. The reason can be e.g. that the document belongs to a class of documents like Secretariat notings which it is necessary to keep secret in order to enable the public service to function properly or e.g. that the document relates to matters concerning the defence of the Country of a specified kind and so on.

2. The affidavit can always be settled in consultation with the Ministry of Law and there should therefore be no difficulty in specifying the reasons. Unless the grounds for satisfaction that disclosure would lead to public injury are given the affidavit cannot be said to be a proper one. Such reasons must necessarily be given.

3. In case only some facts stated in the Affidavit are true to the personal knowledge of the officer making the Affidavit and some are true according to the information derived from the official records, the verification clause should run as follows:-

I……do hereby solemnly affirm and say that what has been stated in paragraphs ……above, is true to my own knowledge and what is stated in paragraphs……. is true according to information in my possession as derived from the following :-

1.
2.
3.

APPENDIX 'E'

[Referred to in Para 148 (o)]

AFFIDAVIT

IN THE COURT OF ……..
Suit No……. of ……

(Names of the parties etc.)

(Name of applicant)…….. Applicant

This humble petition of the applicant above named respectfully SHEWETH

1. I have been summoned by the Court to produce in the proceedings the documents specified below:-

List of Documents

2. I have brought with me to the Court the aforesaid documents.

3. Under instruction of the head of the department,* I have submitted an affidavit stating that the documents required to be produced are unpublished records relating to affairs of State, contain communications made in official confidence and their disclosures will be prejudicial to public interest for the reasons set out in the affidavit.

4. The Court has held that the documents are not entitled to privilege claimed and has directed me to produce the same.

5. I am instructed by the head of the department/(public officer to whom the communication was made in official confidence) to say that he craves time to consider whether any application should be made to the High Court in revision against the said order.

6. Pending such consideration, I pray that the documents in respect of which the claim of privilege has been refused may be permitted to be taken back. I undertake to produce the said documents in Court whenever so required.

7. Should the Court for any reason be pleased not to accept my above prayer, I pray further that I may be permitted to produce the said documents in a sealed cover and that may be so kept until the orders of the High Court in the matter have been made.

Prays accordingly,

Date……. *Signature*

* Omit the words "Under…….. department" if the documents falls under Section 124, Evidence Act, and Substitute designation of the public officer.

APPENDIX 'F'

[Referred to in Para 148 (q)]

AFFIDAVIT

IN THE COURT OF ……..
Suit No…… of ……

I, *……. do hereby solemnly affirm and state as follows:-

1. A Summons bearing No……dated……. issued by the Court…….. in Suit No……of ……..(……..Vs……..) has been served on me on ……..…., requiring production in the said Court on ……..……. of the documents state below.

2. I have carefully considered each of the said documents and have come to the conclusion that they (S. No……..) contain communication made in official confidence and I consider that the public interest would suffer by their disclosure for the followings reasons:-

Documents	Reasons
1.	1.
2.	2.
3.	3.

List of Documents Summoned

I, therefore, claim privilege under Section 124 of the Indian Evidence Act, 1872.

I…….. do hereby solemnly affirm and say that what is
Solemnly affirmed at ……
This ……..day……of……..……

(Designation of Public Officer)

Sworn before me.

* (Here insert the name, designation and address of the person making the affidavit)

NOTES

1. The reasons can be e.g. that the documents belongs to a class of documents like Secretariat notings which it is necessary to keep secret in order to enable the public service to function properly or e.g. that the document relates to matter concerning the defence of the country of a specified kind and so on.

2. The affidavit can always be settled in consultation with the Ministry of Law and there should therefore be no difficulty in specifying the reasons. Unless the grounds for satisfaction that disclosure would lead to public injury are given the affidavit cannot be said to be a proper one. Such reasons must necessarily be given.

3. In case only some facts stated in the Affidavit are true to the personal knowledge of the officer making the Affidavit and some are true according to the information derived from the official records, the verification clause should run as follows:-

I……do hereby solemnly affirm and say that what has been stated in paragraphs ……above, is true to my own knowledge and what is stated in paragraphs……. Is true according to information in my possession as derived from the following :-

1.
2.
3.

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APPENDIX 'G'

[Referred to in Para 169 (d)]

APPLICATION FOR PERMISSION TO ACCEPT CIVIL EMPLOYMENT WITHIN A PERIOD OF TWO YEARS AFTER RETIREMENT

1. Persona Number, Rank, Name of Officer ……..

2. Date of retirement ……

3. Particulars of the officer's postings during the last …… five years preceding retirement.

Appointment	Unit	Duration	
		From	To

4. Posts held at the time of retirement and period for which held. ……

5. Pay scale of the post and pay drawn by the officer at the time of retirement. ……..

6. Pensionary benefits

Pension expected/sanctioned commutation, if any, should be mentioned	Gratuity, if any,

7. Details regarding employment proposed to be taken up: (letter of apptt/offer of employment to be attached in original)
   (a) Name and particulars of the employer ……
   (b) If commercial employment, whether the official had, during his official career, any dealings with the firm. If so duration and nature of official dealings with the firm ……

NOTE

If the official had no dealings with the firm, company etc. in which employment is offered it may also be indicated whether the official had dealings with any other firm, company etc. under the control of the proposed employer, If so, details may be given at (c) below:-

(c) Duration and nature of the official dealings with the firm ……..

(d) Name of the job/post offered ……..

(e) Whether post was advertised/if not, how was offer made ……..

(f) Description of the duties of job/post ……..

(f) Does it involve liaison/contract work with Govt. Deptts ……..

(h) Remuneration offered for the post and other perquisites offered ……..

(j) Any information which the applicant desires to furnish in support of his request ……..

Station : *Signature of the Officer*

Date

APPENDIX 'H'

[Referred to in Para 172 (e) (i)]

PROFROMA FOR RETENTION OF GIFTS

1. Name and designation of Recipient.
2. Particulars of the donor and the occasion for the gift.
3. If the donor is a Commercial firm or its representative:-
   (a) State whether the recipient has dealings, or is likely to have dealings, with the firm by virtue of his official position; and/or
   (b) State whether the firm is a contracting firm with any Ministry/Deptt. of the Govt. of India.
4. Place where received and date.
5. Brief description of the gifts.
6. With whom the gift had been deposited.
7. (a) Value of the gift deposited.
   (b) Authority for valuation.
8. In case the gift was received during the officer's posting/deputation abroad or visit abroad:-
   (a) Whether the gift imported free under the baggage rules applicable to him;
   (b) If not exempted under the baggage rules:-
      (i) the amount of custom duty paid/payable;
      (ii) Whether the customs duty has been paid or is yet to be paid; if it is yet to be paid whether the recipient is willing to pay the custom duty payable.
9. In case the gift was received in India and the value of the gifts is assessed at more than Rs.10,000/-, whether the recipient is prepared to retain the gift by paying the value of the gift plus customs duty payable minus Rs. 10,000/-.

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APPENDIX 'I'

[Referred to in Para 198 (a)]

EXPRESS

No_____ (Address of the Unit)

To

The Superintendent of the Police (Local)

The Railway Police (Local)

The Superintendent of Police (of the District to which the deserter/absentee belongs)

The Deputy Commissioner/Collector (of the District to which the deserter/absentee belongs)

Subject: **DESERTION/ABSENCE WITHOUT LEAVE - ASSAM RIFLES PERSONNEL**

Sir,

1. I am directed to inform you that the under mentioned individual whose particulars are given below is a deserter/absentee without leave w.e.f_____

(a) No., Rank and Name_____
(b) Unit _____
(c) Identification marks _____
(d) (i) Home Address
Town/Village _____
Street/Gali/Mohalla _____
House No. _____
Post Office _____
Police Station/Tehsil _____
District _____
(ii) Father's Name_____
(e) Date and place of enrolment_____
(f) Name and address of the spouse _____
(g) Age and description _____
(h) Date of return from the last leave_____
(i) Date of absence_____
(j) With or without arms_____
(k) Full description of incident especially when in possession of arms (nature) and registered number of arms to be stated _____
(l) Any other information which will contribute to the apprehension of the deserter, e.g. any plan in connection with his desertion which he may have confined to his associates_____
(m) Opinion of the Commanding officer as to cause of desertion _____
(n) Name of place of desertion_____
(o) The Central Pay and Bill Office (Assam Rifles) in whose payment the deserter was_____.

2. Please take early steps to apprehend the above named individual. Immediately on apprehension/surrender of the deserter/absentee above named, the officer (not below the rank of an officer-in-charge of a police station) who apprehended the deserter/absentee or to whom he surrendered, shall render a certificate as per the form enclosed herewith (*the form as per Appendix 'J' of these Regulations should be enclosed with this letter*).

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3. A Copy of the Verification Roll of the above named individual is also forwarded for your guidance (to police authorities only).

4. Please acknowledge receipt.

Yours faithfully
Commandant/OC (Unit)_____

Copy to:

(a) HQ DGAR (CPBO, AR/Record Branch/A Branch/ARGIS/GS Branch etc.)
(b) Concerned IG HQ.
(c) Concerned Sect HQ.
(d) Local Civil Police.
(e) *Criminal Investigation Department of the State in which desertion occurs.
(f) *Criminal Investigation Department of the State to which the deserter belongs.
(g) Next of Kin (NOK) of deserter/absentee.

(*Only in cases of desertions with arms and ammunition, collective desertion with or without arms and ammunition or where desertion is considered to be due to subversive activities. In such cases the initial report will invariable be made by signal and subsequently confirmed by express letter).

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APPENDIX 'J'

[Referred to in Para 198 (d)]

"CERTIFICATE OF APPREHENSION UNDER SECTION 118(6) OF ASSAM RIFLES ACT, 2006"

1. I certify that the person whose description is given below was apprehended by (or surrendered to)* me at (place) _____ at (hour)_____on the _____ day of _____

(a) Unit particulars

No_____ Rank_____ Name_____

Father's Name_____

Unit_____

(b) Description and other particulars

Age_____ Height_____ Complexion_____

Identification Marks_____

Religion_____

(c) Particulars of Home Address -

Town/Village_____

Street/Gali/Mohalla_____

House No_____

Post Office_____

Police Station/Tehsil_____

District_____

2. At the time of his apprehension (or surrender)*, the person referred to above was dressed in uniform/civil in clothes*

Signature of Officer-in-Charge of Police Station
where the named person was taken, or placed
in custody, on apprehension/surrender*

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APPENDIX 'K'

[Referred to in Para 202]

(in lieu of ARF-602)

CONDUCT SHEET

No ……Rank…… Name……Bn/Unit: ……..……..…...

Date of enrolment …… Date of last red ink entry……..

Character……..

Signature of OC…….

Place	Date of Offence	Rank	Offence	Name of Witness	Punishment Awarded	Date of award	By whom awarded	Remarks

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APPENDIX 'L'

[Referred to in Para 227 (c)]

CRIMINAL COURTS AND COURT-MARTIAL (ADJUSTMENT OF JURISDICTION) RULES, 1978

Ministry of Home Affairs,
New Delhi, 9th February, 1978

S.O. 488- In exercise of the powers conferred by Sub Section (1) of Section 475 of the Code of Criminal Procedure, 1973 (2 of 1974), and in supersession of the Criminal Courts and Court-Martial (Adjustment of Jurisdiction) Rules, 1968, the Central Government hereby makes the following rules for the trial of the persons subject to Military, Naval, Air Force, or Coast Guard law, or any other law relating to the Armed Forces of the Union by a Court to which the said Code applies or by a Court-Martial, namely :

1. These rules may be called the Criminal Courts and Court-Martial (Adjustment of Jurisdiction) Rule, 1978.

2. In these rules, unless the context otherwise requires,

(a) "Commanding Officer"'

(i) in relation to a person subject to military law, means the Officer Commanding the unit to which such person belongs or is attached;

(ii) in relation to a person subject to naval law, means the Commanding Officer of the ship or naval establishment or unit to which such person belongs or is attached;

(iii) in relation to a person subject to air force law, means the officer, for the time being in command of the unit to which such person belongs or is attached;

(iv) in relation to a person subject to the Coast Guard law, means the Commanding Officer of the Coast Guard ship or establishment or unit to which such person belongs or is attached; and

(b) "Competent Air Force authority" means the Chief of the Air Staff, the air or other Officer Commanding any Command, Group, Wing or Station in which the accused person is serving or where such person is serving in a field area, the Officer Commanding the forces or the air forces in the field;

(c) "Competent Military authority" means the Chief of the Army Staff or Officer Commanding the Army, Army Corps, Division, Area, Sub-Area or independent Brigade in which the accused person is serving and, except in cases falling under Section 69 of the Army Act, 1950 (46 of 1950) in which death has resulted, the officer commanding the Brigade or Sub-area or station in which the accused person is serving;

(d) "Competent Naval authority" means the Chief of the Naval Staff or the Flag Officer Commanding-in-Chief, Western Naval Command, Bombay or the Flag Officer Commanding-in-Chief, Eastern Naval Command, Vishakhapatnam or the Flag Officer Commanding, Southern Naval Area, Cochin or the Flag Officer Commanding Western Fleet, or the Flag Officer Commanding Eastern Fleet or Senior Naval Officer where the accused person is serving;

(e) "Competent Coast Guard authority" means the Director General or Inspector General or Deputy Inspector General within whose command the accused person is serving.

3. Where a person subject to Military, Naval, Air Force or Coast Guard law, or any other law relating to the Armed Forces of the Union for the time being in force is brought before a Magistrates and charged with an offence for which he is also liable to be tried by a Court-Martial, or Coast Guard Court as the case may be, such Magistrate shall not proceed to try such person or to commit the case to the Court of Session, unless-

(a) he is moved thereto by a competent Military, Naval, Air Force or Coast Guard authority; or

(b) he is of opinion, for reasons to be recorded, that he should so proceed or to commit without being moved thereto by such authority.

4. Before proceeding under clause (b) of rule 3, the Magistrate shall give a written notice to the Commanding Officer or the competent Military, Naval, Air Force or Coast Guard authority, as the case may be, of the accused and until the expiry of a period of fifteen days from the date of service of the notice he shall not –

(a) convict or acquit the accused under Section 252, Sub Sections (1) and (2) of Section 255, Sub Section (1) of Section 256 or Section 257 of the Code of Criminal Procedure, 1973 (2 of 1974), or hear him in this defence under Section 254 of the said Code; or

(b) frame in writing a charged against the accused under section 240 or sub-section (1) of Section 246 of the said Code; or

(c) make an order committing the accused for trial to the Court of Session under Section 209 of the said Code; or

(d) make over the case for inquiry or trial under Section 192 of the said Code.

5. Where a Magistrate has been moved by the competent Military, Naval, Air Force or Coast Guard authority, as the case may be, under clause(a) of rule 3 and such authority, as the case may be subsequently gives notice to such Magistrate than, in the opinion of such authority, the accused should be tried by a Court-Martial or Coast Guard Court, as the case may be, such Magistrate if he has not taken any action or made any order under rule 4, before receiving the notice shall stay the proceedings and if the accused is in his power or under his control, shall deliver him together with the statement referred to in Sub Section (1) of Section 475 of the said Code to the officer specified in the said Sub Section.

6. Where within the period of fifteen days mentioned in rule 4 or at any time thereafter but before the Magistrate takes any action or makes any order referred to in that rule, the commanding officer of the accused or the competent Military, Naval, Air Force or Coast Guard authority, as the case may be, gives notice to the Magistrate that in the opinion of such officer or authority, the accused should be tried by a Court-Martial, or Coast Guard Court as the case may be; the Magistrate shall may stay the proceedings and if the accused is in his power or under his control, shall deliver him together with the statement referred to in Sub Section (1) of Section 475 of the said Code to the officer specified in the said Sub Section.

7. (1) When an accused has been delivered by the Magistrate under rule 5 or 6, the Commanding Officer of the accused or the competent Military, Naval , Air Force or Coast Guard authority, as the case may be, shall , as soon as may be, inform the Magistrate whether the accused has been tried by a Court-Martial or Coast Guard Court as the case may be or other effectual proceedings have been taken or ordered to be taken against him.

(2) When the Magistrate has been informed under sub-rule (1) that the accused has not been tried or other effectual proceedings have not been taken or ordered to be taken agent him, the Magistrate shall report the circumstance to the State Government which may, in consultation with the Central Government, take appropriate steps to ensure that accused person is dealt with accordance with law.

8. Notwithstanding anything in the foregoing rules, where it comes to the notice of a Magistrate that a person subject to Military, Naval, Air Force or Coast Guard law or any other law relating to the Armed Forces or the Union for the time being in force has committed an offence, proceedings in respect of which ought to be instituted before him and that the presence of such person cannot be procured except through Military, Naval, Air Force authorities, the Magistrate may by a written notice require the commanding officer of such person either to deliver such person to a Magistrate to be named in the said notice for being proceeded against according to law, or to stay the proceedings against such person before the Court-Martial or Coast Guard Court, as the case may be if since instituted, and to make a reference to the Central Government for determination as to the Court before which proceedings should be instituted.

9. Where a person subject to Military, Naval, Air Force or Coast Guard law, or any other law relating to the Armed Forces of the Union for the time being in force has committed an offence which in the opinion of competent Military, Naval, Air Force or Coast Guard authority, as the case may be, ought to be tried by a Magistrate in accordance with the civil law in force or where the Central Government has, on a reference mentioned in rule 8, decided that proceedings against such person should be instituted before a Magistrate, the commanding officer of such person shall after giving a written notice to the Magistrate concerned, deliver such person under proper escort to that Magistrate.

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[F. No. 23/23/75/Judl.]
P.K Datta, Dy. Secy.

Note : As amended by SO 4010, dt. 24 Nov 86.

APPENDIX 'M'

[Referred to in Para 255 (a)]

STATEMENT AS TO CHARACTER AND PARTICULARS OF SERVICE OF ACCUSED

Number, Rank and Name …… of the ……..……Regt.

1. The following is a fair and true summary of the entries in the _____conduct sheet of the accused, exclusive of convictions by a Assam Rifles Court or a criminal court and of summary awards under Sections 64, 65 or 66 of the Assam Rifles Act, 2006.

(a) Insert the statement of offence and the relevant Section of the Assam Rifles Act.

Within last 12 months	Since enrolment
For (a)……..times	…….times
For ……times	…….times
For ……times	…….times

Number of Instances of gallantry or distinguished conduct.

Or

There are no entries in the conduct sheet of the accused.

2. Irrespective of this trial, the accused's general character* is……..

3. The present age of the accused according to his record of service enrolment papers is ……..

4. The date of his commission/ (enrolment) specified in his record of service enrolment papers is …… and his total service is …….

5. (in the case of an officer/Subordinate Officer). The accused holds the substantive rank of ……...dated …… and Actg/Temp rank of …….dated ……..

6. The accused has served as a non-commissioned officer continuously, without reduction, to the present date.

In the rank of ……years…….
In the rank of ……years…….
In the rank of ……years…….

7. The accused is entitled to reckon ……years service for the purpose of determining his pension/gratuity.

8. The accused is in possession of or entitled to the following military decorations and rewards.

9. The accused has been under arrest/confinement during investigation, inquiry or trial relating to the same case for …… days in civil custody and …… days in military custody, making total of ……..days.

10. The accused is not under sentence at the present time.

or

The accused at the present time is under sentence for ……..beginning on the …….day of ……..20……

The accused at the present time is under sentence for ……beginning on the …….day of ……..20……

11. There are no previous convictions against the accused.

Or

The previous convictions of the accused by a Assam Rifles Court or a criminal court and summary awards under Sections 64, 65 and 66 of the Assam Rifles Act are set out in the Schedule annexed to the statement.

* The character of Subordinate Officer/Under Officer/other enrolled persons will be recorded in terms of Assam Rifles Regs, Para _____. Character of officers is to be accessed in terms of Para _____ of Assam Rifles Regs.

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APPENDIX 'N'

[Referred to in Para 281 (b)]

FORM OF PROCEEDINGS OF COURT OF INQUIRY/BOARD OF OFFICERS

Proceedings of a : Court of Inquiry/Board of Officers

Assembled at :_____

On the day of :_____

By the order of :_____

For the purpose of : _____

_____

_____

Presiding Officer :_____

Members 1. :_____

2. :_____

3. :_____

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The Court of Inquiry/Board of Officers assembled pursuant to order and proceeded to examine and record the statement of witness.

APPENDIX 'O'

[Referred to in Para 286 (b)]

DECLARATION

The court declares that (number, rank, name and unit) …….illegally absented himself without leave (or other sufficient cause) at ……..(station or place) on the ……..that he is still so absent, and that on _____ (the date on which the inventory of kit was taken)……..he was deficient, and that he, is still deficient of the following articles (value of equipment and clothing to be stated).

……Value Rs……..
…….. Value Rs……..

Name of the Presiding officer and members — Presiding officer / Members

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APPENDIX 'P'

[Referred to in Para 288 (a)]

REPORT ON ACCIDENTAL AND SELF-INFLICTED INJURIES

Declaration by the injured person,

I No …….. Rank…….. Name ……. Unit hereby declare that the injury sustained by me on …….. did/did not occur while I was in the performance of Assam Rifles duty.

……	……..
Signature of the Medical Officer before whom the declaration is made	(Signature of injured person)
No……	No……
Rank……	Rank……
Name…….	Name…….
Station ……	Station ……
Date……	Date……

* Strike out whichever is not applicable

---

2. Nature, location and severity of Injury,

N.B: Hospital to be notified at once if wound is believed to be self inflicted.

……..…..
(Signature of the Medical Officer)

---

3. Short statement of the circumstances of the case

(Signed statement of witness giving a detailed account of the circumstances of the accident must be attached to this form. Place or sketch of accident and how it occurred in case of lorry, motor car or cycle accident –(see instructions 5 & 7 on reverse)

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4. Commanding Officer's Opinion:-

(a) (i) Was the individual in the course of performance of an official task or a task that failed to do which would constitute an offence liable under the disciplinary code applicable to him? (Indicate the nature of the task, by whom it was ordered and when)

OR

(ii) Did the accident occur during the journey or transport by a reasonable route under organized arrangement from the individual's quarter to or back from an appointed place of duty? (Attach copies of standing instructions or other orders in support. If the journey or transport was officially organized also a sketch showing the reasonable route from the individual's quarter to the place of duty).

OR

(iii) Was the individual participating in recreation organized or permitted by Service Authorities? (With reference to indicate the nature of the recreation eg. P.T. Exercise including games. In case of games and sports out of parade hours, attach copy of official orders to indicate that it was organised or permitted by competent authority).

OR

(iv) Was the individual travelling either in a body or singly organized arrangements? (Attach copy of official order to indicate that the arrangement were organised by competent authority)

OR

(v) Was the individual proceeding to his leave station or returning to duty from his leave station? in either case, was the journey at public expense or was performed on concession voucher or individual's own expense? Give…..

(1) the date of commencement and termination of the period of leave:

(2) the name of the leave station:

and

(3) particulars of the direct route from the place of duty to or from the leave station:

(b) Was the accident due to wholly/partially ……..

(1) Serious negligence and/ or

(2) Misconduct or the individual?
(Indicate the nature of the serious negligence or misconduct and the grounds on which the opinion is based- see instruction 10)

(c) Was and one else to blame for the accident? (If so, indicate how and to what extent).

(d) Was the individual under the influence of intoxicating drink or drug at the material time?

(e) Has any Court of Inquiry been held or will be held? (If so, indicate the place to inquiry)

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……..……

Station…….. Date……. (Signature of the Commandant)

The injury/disability/death occurred in peace/field/operation Area and is/ is not attributable to service

……..……
Station…….. Date……. (* Signature of the Sector Commander/HQ IGAR/ HQ DGAR)

* Strike out whichever is not applicable
* To be completed and signed by Commandant/OC unit if injury is not severe and Court of inquiry is held

---

FOR USE ON FIELD SERVICE ONLY (Item6-8)

5. To be completed in all field service cases where injuries are suspected to be self-inflicted.

6. To …… IGAR
(a) Opinion of the Sector Commander

(b) Disciplinary action taken, or proposed whether against injured individual or another.

Commanding Officer…… Sector

---

7. To …… DGAR,
Forwarded with reference to casualty signal No ……..Dated…….

-

Dated ……. Commanding Officer…… IGAR

Decision of DGAR

8. To

The Officer-in-Charge ……..
The casualty should be reported as ……

Date……. DGAR

Note: - If the DGAR decided that casualty is to be reported as self-inflicted, he should indicate how far he concurs in the opinions expressed above.

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केवल कार्यालय प्रयोग के लिए
FOR OFFICIAL USE ONLY

इस पुस्तक में दी गई जानकारी प्रत्यक्ष अथवा परोक्ष रूप से समाचार पत्रों या किसी ऐसे व्यक्ति को ना दी जाए जो भारत सरकार का कर्मचारी ना हो

The information given in this book is not to be communicated, either directly or indirectly, to the press or to any person not holding an official position in the service of the Government of India



असम राइफल्स विनियम 2016
ASSAM RIFLES REGULATION 2016

भाग 2
VOLUME 2

APPENDICES

VOLUME 2

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PART III

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PART III

CHAPTER XV

ADMINISTRATION

SECTION I - CORRESPONDENCE, REPORTS, BOOKS AND RECORDS

317**. General instructions**.

(a) Letters conveying the orders of the Government are addressed to the Directorate General Assam Rifles. Copies of the same are being endorsed, if necessary, to the head of the branch concerned at Directorate General Assam Rifles. The branch concerned will convey such orders to subordinate formation headquarters. Similarly, correspondence from formations directly subordinate to Directorate General Assam Rifles will be addressed to the head of the branch concerned at the Directorate General Assam Rifles who will dispose of the matter under the orders of the competent authority at the Directorate or will refer the case for the decision of the Ministry.

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(b) An officer will only in exceptional circumstances refer to higher authority matters which he has powers to decide himself. Senior officers will impress on their subordinates the desirability of dealing promptly with correspondence and will suppress any tendency to unnecessarily correspondence.

(c) An officer is responsible for the correctness of documents submitted by him. He will record his opinion or recommendation on any correspondence referred to higher authority, adding such observations, based on local knowledge, as may enable a final decision to be arrived at.

(d) Official Top Secret, Secret, Confidential and registered letters received by Directorate, Formations, Units and minor Units, will be opened by an officer. Other official letters will, as a Rule, be opened by an officer but may be opened by a Subordinate Officer or an Under Officer, or a responsible permanent civilian subordinate, if so authorised by the immediate formation commander concerned.

(e) Official letters and memoranda will be headed and concluded thus:-

SECURITY CLASSIFICATION

Tele PRECEDENCE

Copy No

Address of originator

File Reference Date

Addressee (s)

TITLE

1. Refer to your……..……

2. It is requested…….

(Name)
Rank
Appointment of Signatory
Appointment on whose behalf the letter is signed.

Appendix :-
Enclosure :-
Copy to :-
NOO

SECURITY CLASSIFICATION

(f) Each subject will be treated in a separate letter. Paragraphs will be numbered and enclosures described in the margin or in a separate schedule. Unnecessary enclosures will be avoided. The rank and appointment of officers will be added after their signatures. Signatures will be in manuscript and will not be stamped. When a communication has reference to previous correspondence the registered numbers and dates of such correspondence will be quoted.

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(g) Correspondence to Directorate General Assam Rifles will be addressed in full, i.e., indicates the particular Branch or the Directorate and the Section for which it is intended. It is the responsibility of the subordinate formation/Unit to ascertain the particular branch/section dealing with the matter on which the correspondence is undertaken and address it correctly.

318. **Official channel**.

(a) The authorised channel of official correspondence from a Battalion is through the Adjutant and from the Commandant through the Sector/Inspector General Headquarters. Officer Commanding (OC) Sub Units will forward all correspondence through the Commandant of the Unit except on matters of purely local concern, in which case copies will be furnished to the Commandant. An application from a Subordinate Officer, Under Officer and other enrolled person will be made to his Officer Commanding (OC) Sub Unit, who, if necessary, will lay it before the Commandant of the Unit.

(b) Direct correspondence between Inspector Generals, Deputy Inspector Generals or equivalent commanders, Commandants and head of Branches will be signed by such officers themselves. The general Rule to be observed is that official correspondence will be conducted between equals in rank, and that any officer of

junior rank corresponding with an officer of senior rank will do so through the staff officer of the latter.

(c) All Units, establishments or formation headquarters will address correspondence only to their next immediate higher headquarter or authority. Attempts to address such letters to higher headquarters/authorities as information addressee will be desisted unless orders to that effect exist or urgency of the matter so requires.

319. **Disposal of correspondence**. In order to expedite the receipt and disposal of correspondence affecting more than one Headquarter in the chain of command, it will be dealt with by the issuing authority as follows:-

(a) All correspondence will normally be addressed to the next higher formation in the chain of command, and

(i) copies will either be endorsed, and sent to lower formations and Units concerned; or

(ii) sufficient spare copies will be forwarded with the original to the highest formation addressed, for distribution to all concerned.

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(b) When the procedure laid down in Sub Para (a) (i) above is followed, the endorsement will clearly state whether the copy is for action, for information or for future guidance. If it is for action, the type of action required (e.g. "for investigation and report") will be stated, if this makes for clarity.

(c) Where copies are endorsed to lower formations and/or Units for action by them, they will take action and submit reports, if necessary, to the next higher formation without waiting for further instructions.

(d) Normally the addressee alone will reply to the originating headquarters and each headquarters in the chain of command will consolidate reports received from formations and/or Units, below it.

(e) Correspondence referring a case to a higher authority for decision will be self-contained and extraneous matter will be omitted; only such documents as are essential to a decision will be attached.

(f) Correspondence on routine matters, not requiring an expression of opinion and on which, it is unnecessary for intermediate headquarters to be kept informed or consulted, will be addressed by the originating headquarters directly to the authority capable of dealing with the case or furnishing the required information.

The latter will similarly reply directly. This procedure will only be followed in cases of purely routine nature.

(g) The original and all copies on which action is to be taken (see Sub Para (b) above), will be signed by the competent officer. On all other copies, the signature of the officer who signed the original may be typed in.

320. **Return of correspondence**. Transmitting authorities will not request the return of ordinary correspondence unless the original document is needed for some special reason. If a copy will serve the purpose, it will be prepared before hand by the authority requiring it.

321. **Important correspondence**. Correspondence on matters of importance which affect more than one formation, involve a principle, or necessitate an alteration of Regulations, are to be submitted to Directorate General Assam Rifles through normal channels for the decision of the Director General Assam Rifles or the Ministry of Home Affairs, as the case may be.

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322. **Correspondence with higher dignitaries**. In no circumstances will officers, Subordinate Officers, Under Officers and other Enrolled persons address the President, the Prime Minister, the Head of a State, any Minister, the Director General Assam Rifles, or any official at the Ministry or Government or any other superior formation commander on any official or service matter except through the authorised channels. All ranks are forbidden to write private letters or make irregular approaches to officials at Director General Assam Rifles or through any other Ministry/Minister on official and personal matters, such as promotion, appointment, posting, transfer and discipline. Attempts, direct or indirect, to obtain preferential treatment on any application by the use of outside influence are strictly prohibited. As such submission of representation directly to higher authorities bypassing the prescribed channel is a violation of good order and discipline in the Force and appropriate action will be taken for such violations of established channel of correspondence.

323. **Correspondence with embassies, legations or other diplomatic establishments**. Formations, Units or individuals will not conduct official correspondence directly with foreign governments, diplomatic missions, either Indian or foreign within or outside India. Where such correspondence is considered necessary, it will be conducted after taking due approval from the concerned agencies through the concerned branch at Directorate General Assam Rifles.

324. **Correspondence with Officers at Directorate General Assam Rifles**. All ranks are forbidden to write private letters or make irregular approaches to officials at Ministry of Home Affairs, or any other Ministry of the Central Government or Directorate General Assam Rifles on official or personal matters, such as promotion, appointment, posting,

transfer and discipline. Attempts, direct or indirect, to obtain preferential treatment on any application by the use of outside influence are strictly prohibited and appropriate action will be taken against such individuals.

325. **Official correspondence with civil authorities**. All official correspondence with Ministry of Home Affairs, Government of India or any other Central Government Ministry will be made only by/through the Directorate General of Assam Rifles. No Unit, Establishment or Formation will directly correspond with Central Government or State Government and their ministries. Only the Inspector Generals and Sector Commanders may address Secretaries to State Governments directly. When any matter affecting the civil administration is under consideration, which is likely to involve a reference to Directorate General Assam Rifles, the Inspector General will, in the first instance, obtain from the local government or administration such views or information as they may have on the matter so that Directorate General Assam Rifles may, from the first, be in possession of the views of both the civil and the Assam Rifles authorities on the subject. All correspondence to Government official will be made at an appropriate level and signed by an officer in equivalence to civil authority to whom the letter/correspondence is addressed.

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326. **Correspondence with business firms**. An officer or any other individual will not correspond in his official capacity with a private company, inventor or manufacturer based in a foreign Country. Any item to be procured ex-import on a global e-tender will be done after due approval of Ministry of Home Affairs. An indenting officer in India may, however, correspond directly with the Directorate General of Supplies and Disposals or the Ambassador/High Commissioner for India on matters of detail connected with the supply of stores and correspondence shall be limited to only on specific indents after necessary approval of Director General Assam Rifles. All such correspondence will be done through official letter from official mail IDs and under no circumstances will an officer use personal mail IDs for this purpose.

SECTION II - HANDLING OF CORRESPONDENCE WITH REFERENCE TO MODERN TECHNOLOGY AND USAGE OF INTERNET

327. **Interaction with social media.** Social networking sites likes Facebook, Twitter, Orkut, groups, technical forums, security forums, education and research forums, blog sites, photo sharing sites etc can be used for personal use only to communicate with family members and friends. However, the same will not be accessed using official communication devices and in office premises. The user will neither create nor join any community, group etc that is related to terrorism, anti-national/anti-social elements, or political groups etc. Creation or joining of communities/groups/email-IDs revealing course, batch, Unit, etc or revealing any affiliation with Assam Rifles is prohibited. Any online participation, polling, campaign etc related to Armed Forces/Para Military Forces or Government of India, online interaction with media houses, foreign nationals and

agencies/organizations, retired personnel over official matters is also prohibited. No individual will reveal personal identity such as ranks, appointments, official address or photographs in uniform on the internet. In this regard, the instructions issued vide 'Assam Rifles Cyber Security Policy 2012', as amended from time to time based on the relevant Cyber Security Policy of the Government of India, shall be followed.

328. **Cyber security**. All Assam Rifles personnel who are user of information, computing resources, system and communication networks based on computers as well as personnel tasked to undertake the administration of information systems and such resources (to include media, voice, video, surveillance and satellite resources) will adhere to the 'Assam Rifles Cyber Security Policy 2012' as updated and upgraded from time to time in consonance with the National Cyber Security Policy and Technological advancement in the field of Information and communication Technology.

329. **Archiving of data and documents**. Archiving of classified data will be done only on need basis. On all such instances the data will be encrypted and then burnt to a Compact Disc/Digital Video Disc. Record of such data will be maintained in accordance with Para 32 of Assam Rifles Cyber Security Instruction 2012. The responsibility of safe custody of Archived Data will rest with the custodian/owner of such documents. Applicable provisions of law, Rules and Regulations promulgated from time to time with regards to electronic maintenance of records shall be adhered to.

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330. **E-mail account management and effective e-mail usage on internet.** Only the e-mail services provided by National Informatics Centre the implementing agency of Government of India shall be used for official communications. All personnel of Assam Rifles using email services for official purpose will ensure utilization of this resource in an efficient, effective, lawful and ethical manner in consonance with the guidelines laid down in the email policy of government of India and guidelines for email account management and effective email usage issued by Department of Electronics and Information Technology, Ministry of Communication and Information Technology and updated from time to time.

331. **Encryption of message when transmitted on internet**.

(a) **Internet**. Invariably classified material should not be transmitted over internet.

(b) **Assam Rifles Wide Area Network (ARWAN)**. The ARWAN backbone is secured using back Encryption Units. The distant ends with secured connectivity can transit usages up to confidential. Users can use commercial available software for encryption of data. Any message with Cipher Security classification than confidential will have to be forwarded through Ciphers.

332. **Handling of message in e-form transmitted on Assam Rifles messaging system**. Assam Rifles Messaging System (ARMS) has been deployed on the Assam Rifles Wide Area Network to enable desktop clearance of messages in a secure manner. The originator of a message on ARMS will be responsible for secure deletion of the message from the originating computer after it has been digitally signed and sent to the recipient and a hard copy printed and filed for reference. The recipient of the message will be responsible for taking out a printout of the message and registering it as 'IN DAK' with the dispatcher and thereafter secure deletion of the file from the receiving desktop computer. ARMS will delete the message from its server at 2359 hours on the day the message has been downloaded by the recipient. Standing Operating Procedure for Assam Rifles Messaging System issued by Directorate General of Assam Rifles will be issued from time to time.

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CHAPTER XVI
ENGINEERS BRANCH

333. **Allocation of funds for infrastructural works**. The funds for infrastructural works will be allocated by MHA as Plan and Non-Plan funds for development and maintenance of infrastructure, under Capital and Revenue heads. These will further be utilised as per the direction and approval of Competent Financial Authorities (CFA). The financial powers of the CFAs for execution of works would be specified as per MHA directions on the subject and further delegated by DGAR.

334. **Work procedure**. The Works will be executed as Agency Works and Departmental Works, in consonance with funds allotted by MHA for works duly appraised and sanctioned by Ministry of Home Affairs in Capital and Revenue heads. All agency works will be executed as per Central Public Works Department procedures, through Central Public Works Department and/or other Public Sector Undertaking (PSUs), Public Works Organisations (PWO) as approved by Ministry of Home Affairs. Departmental works will be executed as per AR-2249 (revised), as approved by Directorate General of Assam Rifles, which is as per CPWD procedures. Execution of works will be as given below.

(a) **Appraisal of works**. All new works proposed will be forwarded to Ministry of Home Affairs for appraisal under Plan Head.

(b) **Departmental works**. All works to be carried out for value upto Rupees one crore or as specified by Government from time to time will be processed for administrative approval by competent Financial Authority. The proposals would be thoroughly vetted by the Engineer Branch at Directorate General of Assam Rifles and forward to Intermediate Financial Authority and Competent Financial Authority for sanction of work. After the receipt of administrative approval contracts would be concluded after tendering action for execution of the work.

(c) **Agency works**. Director General has powers of sanctions of works up to Rs. 10 Crore, or as amended by Ministry of Home Affairs from time to time for agency works. For works costing more than Rs 10.00 Crore, sanction of Ministry of Home Affairs would be obtained. Works would be assigned as per Govt. of India Policy to any Public Works Organisation. Public Work Organisation includes State Public Works Divisions, or Central Government Organisations authorised to carry out civil or electrical works such as Central Public Works Department, Military Engineering Service, Border Roads Organisation etc or Public Sector Undertaking set up by the Central or State Government to carry out Civil or Electrical works.

(d) **Minor works and repairs**. The Unit Board of Officers ordered by Commandant/Additional Deputy Inspector General/Deputy Inspector General of the

Formation Headquarters/Station Headquarters will work out the maintenance programme for each financial year.

(e) **Booking of Expenditure**. Commandants of the Unit/Staff Officers-1 (Works) of the Sectors will ensure that even flow of expenditure is maintained and minimum 25% of funds are booked every quarter. A record of periodical services/ maintenance carried out will be maintained and all expenditure incurred under Minor works head will invariably be reflected in this register.

Execution of Works

335. **Contract procedure**. On receipt of administrative approval from Directorate General Assam Rifles, Staff Officers-1 (Works) at Inspectorates General/Sectors will commence Tendering activities for the project.

336. **Supervision and monitoring progress of works**. After the conclusion of contracts, the progress of works is monitored at Inspectorate General/Sector/Unit level by concerned Staff Officer 1 (Works) and supervisory staff. Supervisory staff will ensure smooth and easy execution of works in the best interest of the state.

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337. **Running payments**. Bills from the Inspectorates General/Sector Headquarters for works within Director General powers will be forwarded to Engineer Branch for scrutiny and after having been duly checked and vetted by the Staff Officers-1(Engineers) will be processed for obtaining financial concurrence and drawl sanction from the Director General. The sanction will be conveyed through Establishment Section of Directorate General of Assam Rifles to Pay and Accounts Office (Assam Rifles) for release of payment.

338. **Completion of work**. On completion of work, a Board of Officers will be detailed to ascertain that the work has been satisfactorily completed in all respects as per work order. Final bill will be paid subject to confirmation by the Board of Officers. Security deposit held against the particular work will be released on completion of defect liability period and confirmation from the user that there are no defects or that the defects which occurred during the defect liability period have been rectified in all respects.

Procurement of Stores & Furniture

339. **General policy**. As far as possible, all centrally procured stores will be procured through Director General Supply and Disposal (DGS&D)/Government/Public Sector undertakings. Only when an item is required and it is not available on DGS&D rate contract local procurement will be resorted to through open tendering.

340. **Stores through Director General Supply & Disposal (DGS&D)**. DGS&D from time to time concludes various rate contracts covering a vast range of items.

341. **Inspection of stores**. The stores received will be inspected by a Board of Officers detailed by Sectors/Units with an engineer representative in attendance. The board will check the stores for their correctness, quality and specifications as given in the supply order. Stores which have been inspected and accepted will be taken on charge. Intimation to this effect will be sent to Engineer Branch alongwith one copy of the board proceedings.

342. **Furniture**. Procurement of furniture for the Sectors/Units will be done by respective Sector Headquarters. However, all the documents for sanction of administrative approvals, acceptance of comparative statement of tenders and payment of bills are vetted and processed by Engineer Branch.

Miscellaneous

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343. **Write off powers (buildings)**. The financial power to write off Buildings and Structures for Sale/dismantling/demolition will be as per the policy specified by MHA and as delegated by Directorate General of Assam Rifles to lower Competent Financial Authority.

344. **Condemnation of stores**. Condemnation of stores will be done by respective Competent Financial Authority as per the financial powers specified by Ministry of Home Affairs and further delegated by Directorate General of Assam Rifles.

CHAPTER XVII
PROVISIONING AND PROCUREMENT

345. **General**.

(a) The provisioning and procurement of stores/goods/equipment and spares will be carried out in accordance with the relevant Rule contained in the chapter 6 of General Financial Rules issued and amended from time to time as per Government Rule of India.

(b) Centralised procurement of the stores/goods/equipment and spares for the entire Force is planned by the respective branches to ensure standardisation and genuine rates are available for the entire Force through Annual Procurement Plan by the respective branches duly approved by the Directorate General Assam Rifles.

(c) The concurrence of finance branch will be obtained in all cases of procurement and provision.

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346. **e-procurement**.

(a) Elaborate instructions on e-procurement are contained in the General Financial Rules (G.F.R.) issued in consonance with the National Governance plan. Detail guidelines in this behalf have been issued in the form of a comprehensive Standing Operating Procedure (SOP) by the Directorate General Assam Rifles. All departments of Assam Rifles exercising public procurement will follow and implement e-procurement policy as laid down in said SOP which may be amended from time to time so as to bring it in tune with the G.F.R.

(b) All open tenders having Indent Value/Estimated Contract Value (ECV) of Rupees 2 lac and above will be carried out through e-procurement. This threshold value limit may be reduced further in future based on the Government instructions on the subject.

CHAPTER XVIII
LEAVE

347. **Kinds of leave entitled to Assam Rifles personnel**. Assam Rifles personnel Subordinate Officers, Under Officers and other enrolled personnel are entitled to the following kinds of leave as per Central Civil Service Rules as amended from time to time:-

(a) **Earned Leave**.

(i) Assam Rifles personnel when serving with Units are entitled to 60 days earned leave in a calendar year wef 01 Aug 1980, of which 30 days earned leave will accrue on commencement of each half year and will be credited to individual leave account accordingly. When half pay leave, extra ordinary leave and commuted leave availed in the preceding half year, 1/6 of such period will be deducted from the following half year's leave earned wef 24 Jul 1980 subject to the condition that the reduction so made is limited to the maximum period of earned leave that would be credited at the commencement of the next half year. The maximum earned leave that can be granted at a time shall be limited to 90 days. For the purpose of leave encashment Assam Rifles personnel will be entitled to carry forward earned leave up to the maximum of 30 days in a calendar year that is to say out of 60 days leave in a year 30 days shall be wasted out in case of not availing it and 30 days leave can be carried forward for accumulation into individual leave account wef 01 Jan 1986.

(ii) Assam Rifles personnel serving with DG Assam Rifles, IG Assam Rifles and Range HQ will continue to be entitled to 30 days earned leave in a year wef 01 Aug 1980 of which 15 days leave will accrue on commencement of each half of a calendar year and will be credited into individual leave account. The maximum accumulation of earned leave shall be 300 days.

(b) **Half Pay Leave**. Subordinate officers, Under Officers and other enrolled persons of Assam Rifles are entitled to half pay leave of 20 days for each completed year of service till 31 Dec 1985. From 01 Jan 1986 half pay leave is credited in advance at the rate of 10 days i.e on 01 Jan and 01 Jul every year. Half pay leave may be granted on medical certificate or on private affairs as under:-

(i) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed.

(ii) The credit for the half year in which a government servant is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation.

(iii) When a government servant is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

(iv) When a period of absence or suspension of a government servant has been treated as “dies non” in a half year, the credit to be afforded to his half pay leave account at the commencement of next half year shall be reduced by one eighteenth of the period of “dies non” subject to a maximum of ten days.

(c) **Commuted Leave**. Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a government servant provided the sanctioning authority is satisfied that there is reasonable prospect of the government servant returning to duty on its expiry.

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(d) **Leave not due permanent/quasi permanent employees**. Leave not due may be granted to the personnel in permanent or quasi permanent employee limited to a maximum of 360 days during the entire service on medical certificate subject to the following conditions :-

(i) The authority competent to grant leave is satisfied that there is reasonable prospect of the government servant returning to duty on its expiry.

(ii) Leave not due shall be limited to the half pay leave he is likely to earn thereafter.

(iii) Leave not due shall be debited against the half pay leave the government servant may earn subsequently.

(e) **Extra Ordinary Leave**. Extra ordinary leave without pay and allowances may be granted to a government servant under the following special circumstances:-

(i) When no other leave is admissible.

(ii) When other leave is admissible but the government servant applies in writing for a grant of extra ordinary leave.

(iii) In the case of temporary government servants the total period of extra ordinary leave shall not exceed following limits in anyone occasion.

(aa) Up to 3 months without medical certificate.

(ab) Up to 6 months with medical certificate for common ailment.

(ac) Up to 18 months on medical certificate for cancer, mental illness, pulmonary tuberculosis or pleurisy of tuberculosis origin of any part of body or leprosy. (Provided that for grant of extraordinary leave as at (ab) or (ac) above, the government servant should have put in a minimum of one year's continuous service and for grant of leave under (ac) above, the government servant should produce a medical certificate as envisaged in clause (c) and (d) of Sub Rule (2) of Rule 32 CCS (Leave Rules 1972).

(f) **Hospital Leave**. Subordinate Officers, Under Officers and other enrolled persons of Assam Rifles when receive treatment as an indoor patient in a recognised hospital on account of injuries sustained or falling sick in the performance of their duties, their period of hospitalisation will be treated as on duty, casualty for their date and time of admission into the recognised hospital and their date of discharge will be notified as in the past but the period of hospitalisation need not be regularised by granting leave.

(g) **Casual Leave**. Casual leave is a concession granted to a government servant to enable him to stay away from office for short period on personal ground. A government servant on casual leave is not treated as absent from duty. Assam Rifles personnel are entitled to casual leave as under:-

(i) Assam Rifles cadre officer, Assam Rifles personnel and civil staff posted to DG Assam Rifles where 5 days working week per days in vogue, entitled to 8 days casual leave in a year.

(ii) Assam Rifles cadre officer, Assam Rifles personnel and civil staff posted to Assam Rifles formations/Units having 6 working days in a week or where no specific working hours in a day or week are entitled 15 days casual leave in a year.

(h) **Line Leave**. Line leave for periods as indicated below may be granted to Assam Rifles personnel:-

(i) On Medical Officer's recommendation - 7 days.

(ii) On a birth in a man's family - 11 days.

(iii) On marriage in a man's family - 10 days.

(iv) On a death in a man's family - 13 days.

The above leave will not be debited to any leave account and therefore no Daily Order Part Two is required to be published for its grant. This leave will not be granted in combination with any other type of leave.

(i) **Maternity Leave**. Admissible to married/unmarried female employees during:-

(i) **Pregnancy**. 180 days from 01 September 2008. Admissible only to employees with less than two surviving children.

(ii) **Miscarriage/Abortion (induced or otherwise)**. Total of 45 days in the entire service excluding any such leave taken prior to 16 June 1994. Admissible irrespective of number of surviving children. Application should be supported by a certificate from a Regimental Medical Practitioner for NGOs and from AMA for GOs.

(iii) The leave is not debited to the leave account and is granted on full pay. It may be combined with leave of any other kind.

(j) **Paternity Leave**. Male Government servant with less than two surviving children are entitled for Paternity Leave. Paternity Leave is also admissible on valid adoption of a child below the age of one year.

(i) **Duration**. Fifteen days during wife's confinement, i.e up to 15 days before or up to six months from the date of delivery of the child and for 15 days from the date of valid adoption of a child.

(ii) **Leave Salary**. Equal to last pay drawn.

(iii) Not to be debited to the leave account. May be combined with any other kind of leave except casual leave.

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(iv) To be applied up to fifteen days before or up to six months from date of delivery from the date of valid adoption. If the leave is not availed of within this period, it should be treated as lapsed.

(k) **Child Care Leave**.

(i) Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave for a maximum period of 730 days during their entire service for taking care of up to two children, whether for rearing or to look after any of their needs like examination, sickness, etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. Child Care Leave may also be allowed for the third year as leave not due and commuted leave up to 60 days (without production of medical certificate). It may be combined with leave of the kind due and admissible.

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(ii) **Conditions**.

(aa) Requires prior sanction.

(ab) Intervening holidays will count as Child Care Leave as in the case of Earned Leave.

(ac) In respect of disabled/mentally challenged children, it is permitted up to the age of 22 years subject to conditions and submission of certificates.

(ad) Child Care Leave may not be granted in more than 3 spells in a Calendar year.

(ae) There is no requirement of minimum period for grant of Child Care Leave.

(af) Child Care Leave should not be sanctioned during probation period except in cases of certain extreme situations and a minimal leave should be sanctioned.

(ag) LTC cannot be availed during Child Care Leave.

(l) **Child Adoption Leave**. A Female Government servant with fewer than two surviving children, on valid adoption of a child below the age of one year may be granted Child Adoption Leave for a period of 180 days immediately after the date of valid adoption. Leave salary during child adoption leave will be as in the case of Earned combined with other leave. Child Adoption Leave can be combined with other leave. No separate account is maintained for child adoption leave.

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CHAPTER XIX
PUBLICATION OF ORDERS AND DOCUMENTATIONS

348. **General instructions**.

(a) All orders of a Unit will be published in two parts, Part I and Part II.

(b) Part I Orders will be issued on matters concerning administration, training, maneuvers, parades and matters which do not affect a soldier's pay, service or documents e.g.

(i) Daily routine and administration.

(ii) Orderly officer.

(iii) Guards and duties.

(iv) Warning for duties.

(v) Discipline (excluding individual disciplinary cases).

(vi) Damage- general charges.

(vii) Audit Boards.

(viii) Training and operational instructions.

(ix) Health.

(x) Equipment.

(xi) Supplies.

(xii) Act of gallantry (also published in Part II Orders).

(xiii) Parades, divine service (daily or special).

(xiv) Physical training and organised games.

Matters not strictly of a service nature e.g. voluntary religious services, cinema notices, sales, will be published after "Adjutant's" signature, under "NOTICES".

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(c) Part II Orders will be issued on matters affecting a soldier's pay, service and records e.g.:-

(i) Promotions and appointments.

(ii) Transfers, deputations, postings, attachments, and extra regimental employments.

(iii) Award of medals/other awards.

(iv) Reclassification of medical category.

(v) All Red Ink Entries.

(vi) Cessation and commencement of pay and allowances for Absent Without Leave/Desertion cases.

(vii) Other punishments affecting pay, rank or seniority.

(viii) Moves into or out of Concessional Areas.

(ix) Alterations in the Kindred Roll and personal particulars.

(x) All other matters affecting pay and allowances, other than those claimed on a Contingent Bill.

(xi) Discharge, Dismissal and Retirement.

(d) The following casualties are not required to be published in Part II Orders:-

(i) Grant of allowances which are claimed on Contingent Bill.

(ii) Move of Units, not involving entry or departure from Concessional Areas.

(iii) Regimental appointments not carrying additional pay.

(e) Part I Orders will be published as required by the Commandant of the Unit. These will be signed and promulgated at roll call of the day on which they are issued. Part II Orders will be issued daily unless there are no casualties to be published. Casualties affecting pay and allowance must not be allowed to accumulate.

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(f) Each issue of Part I as well as Part II Orders will be numbered consecutively beginning with Ser No.1 for the first issue made on or after 01 January each year. While publishing Part II Orders, the number and date of the last Part II Orders will invariably be stated. When an issue of Part II Orders has just one sheet, the words "First sheet and last" will be inserted after the serial number of the Part II Orders. When, however, an issue contains more than one sheet, the different pages will bear the serial number and date of the Part II Orders, followed by the page number as under:-

(i) Part II Orders Ser No. 6, dated 05 March 2016, Page 2.

(ii) Part II Orders Ser No. 6, dated 05 March 2016, Page 3 and last.

(g) When more than one sheet is used, the officer issuing the Part II Orders in addition to signing the last sheet will sign every page in the bottom right hand corner; a rubber stamp will not be used for this purpose. On the last sheet, the name of the officer signing the Part II Orders will always be typed or written in block letters below the signature. Orders will be signed by the Commanding Officer, Adjutant or Record Officer or in Sub Unit/Establishments where no Adjutant is authorised, by an officer nominated by the Commandant of the Unit, but not "for him".

(h) General Staff orders will be signed by the senior General Staff Officer, or in his absence, by the next senior or if there is no next senior, by a staff officer not belonging to the General Staff who for the time being may be empowered by the Commander to sign General Staff orders. Orders relating to administration will be signed by the senior staff officer belonging either to the Personnel/Administrative Branch. A staff officer signing orders will add to his signature his rank and if he is the senior staff officer of a branch issuing an order, the title of his appointment. A junior staff officer signing an order will sign "for" the senior officer of his branch.

349. **Promulgation of orders issued by Directorate General of Assam Rifles**. Subordinate Formation Headquarters, Establishments and Units will ensure that orders/instructions issued by Directorate General of Assam Rifles or promulgated to all concerned. Late promulgation of orders/instructions, particularly those related to financial implications, may lead to serious situations, which must be avoided.

CHAPTER XX
CORRESPONDENCE, REPORTS, BOOKS AND RECORDS OF CORRESPONDENCE

350. **Official correspondence**.

(a) Official correspondence includes letters sent by Government officers in their official capacity in reply to communications received from private individuals or associations, correspondence regarding pay, promotion, accommodation, travel and other service matters of service personnel.

(b) Official postal articles will be superscribed “On India Government Service" or "On Service" and this will be supported by the signatures and official designation, to be entered in the lower right hand corner of the articles, of the officer who sends the article or of the head clerk or Superintendent of his office or other responsible officer to whom the duty of dispatching is allotted. If covers are not franked before dispatch, a postal fee will be charged by the postal authorities irrespective of whether or not service labels of sufficient value are affixed to the covers and this unnecessary additional expenditure will be incurred by the State. The general rates of postage are applicable to official postal articles tendered at the civil post offices.

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351. **Service postage stamps**.

(a) Service postage stamps will be used on official correspondence in India and on official correspondence addressed to foreign countries. The use of service postage stamps for communications other than official correspondence is prohibited. Service postage stamps will be obtained, as required, on indent from the nearest Post Office. Officers commanding Units/formations will ensure that service postage accounts are properly maintained. Arrangements will also be made for a periodical check and domestic audit of stamp accounts.

(b) Franking Machines may be used in place of postage stamps for which the fund will be allotted by the Finance Branch. The required amount will be drawn duly approved by the Competent Financial Authority for recharging of the machine. Recharging of the machine will be carried out as per instructions issued from time to time on the subject.

352. **Registration**. Covers containing important correspondence will be sent by registered post. Registration charges will be prepaid by service stamps.

353. **Soldier’s letters**. For personnel serving in Units/Formations under the operational control of the Army, the Rules relating to the transmission of unofficial mail and money orders and the sale of postal orders as contained in the Post and Telegraph Guide are

applicable to the soldier's mail tendered at the civil post offices. The address on a letter to a soldier should specify his number, rank, name, Unit and particulars of destination or the security address as the case may be.

354. **Receipt and distribution of letters**. A postman will not be detailed or required to distribute letters in barracks/Unit lines, but an Under Officer will be detailed to receive and distribute them and to pay any charges for postage.

355. **Complaints regarding delays in the receipt of mail**. When complaints regarding delays in the receipt of mail are made, the cover or wrapper will accompany.

356. **Post orderly**.

(a) At a station where the barracks or camps are beyond the limits of the free delivery, the letters will be collected at the post office by a post orderly. This arrangement may be made at other places, if convenient to the Unit. The appointment of the post orderly will be notified in Unit Part I Orders and relevant extracts sent to the post office concerned. The post orderly will be provided with a certificate of appointment in the form indicated below. This certificate will be pasted inside the back cover of the post orderly receipt book.

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Authority to Collect Mail

AR Number ……

Rank…..……..…..…

Name……..

of.....…...……..(Unit)

is hereby authorized to collect all postal articles addressed to the Unit named above.

Station…… Signature of Officer Commanding……

Date……. Signature of Post Orderly……

(b) The above certificate is not transferable and should not be detached from the post receipt book. The post orderly will be instructed in his duties by the postmaster concerned. His duties will be as follows:-

(i) To receive all mail for the Unit and to examine all postal articles, especially the registered items that these are in sound outward condition, as any loss/damage that is detected after taking delivery from the post office cannot be subsequently recognised as a ground for claiming compensation from the postal authorities.

(ii) To register all registered articles received from the post office in the Post Receipt Book and to obtain the signature in the book, of the addressee

(postal clerk in case of articles returned to the post office) for each item before parting with it.

(iii) To transmit postal business on behalf of the Unit.

(iv) To deliver unregistered mail to the Unit office and the registered articles to the individuals addresses.

(v) To redirect mail for personnel who have left the Unit after obtaining information about their revised address from the Unit office.

357. **Prevention of losses of registered articles**. With a view to preventing fraudulent personation and detecting losses within the Unit/Formation/Establishments at the time that registered articles are delivered, the following Rules will be observed:-

(a) In all cases where the addressee is unknown to him, the post orderly will hand over a registered article only in the presence of respective company staffs of the rank not lower than Under Officer, who should affix his signature as witness.

(b) Recipients of registered postal articles must open them if in doubtful or damaged condition in the presence of the post orderly.

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358. **Retention of post orderly receipt book**. The post orderly receipt book will, on completion, be retained in the orderly room of the Unit for three years from the date of the last entry.

359. **Framing of messages**. Where Assam Rifles Signal offices exist, all messages for Assam Rifles addressees will be written by originators on the Assam Rifles Message Form in use and sent to the local Signal office concerned for clearance. Messages will be framed in accordance with the instructions contained in relevant publications and Assam Rifles Orders on the subject as issued from time to time. If the addressees are not served by Assam Rifles Signal offices, the clearing Signal office will endorse non clearance and return the message back to the originator. The onus of clearing such message will than lie with the originator who may use other means like scheduled dispatched service or electronic mail over the internet whichever is feasible and suitable keeping in view the urgency and the security classification.

360. **Binding of orders**. Extracts from the Gazette of India, Instructions, Orders of Ministry of Home Affairs or any other relevant central Government Ministry and that of Director General Assam Rifles, Inspectorate General Assam Rifle and Sector Headquarters will be retained, in extemporized covers by Units and offices to which they are issued. Each volume will contain orders for one year, in order of their serial number.

361. **Classification and handling of classified documents**. Instructions with regard to classification of documents and handling of classified documents shall be laid down in the form of a Pamphlet to be issued under the aegis of General Staff Branch, Directorate General Assam Rifles.

362. **Reference to operations**. When operations are contemplated, or in actual progress or on their completion, information with reference to any matter related to the operations will on no account be made public. The content of operational documents are only to be communicated to those whom it is necessary to inform in the interest of the organization/service. Orders for mobilization, conduct of operations, dispatch of reinforcements, transport and supplies will be treated as 'secret'.

363. **Correspondence with regard to pay and terminal benefit**.

(a) Representation on these matters will be submitted in the form of a self-contained letter, accompanied, when necessary, by any documents, such as appeals, sheet rolls, or other documents of a personal nature, which are required to elucidate the point under discussion. Correspondence between lower formations will only be attached when absolutely necessary to support a statement which it is, desired to establish.

(b) In questions which involve financial or accounts consideration or the verification of services or interpretation of Regulations and other Government orders, the forwarding officer will express an opinion on the question even though the audit officer has Ruled that the claim is inadmissible. Every reference will be accompanied by a report from the, concerned Financial Authority when the nature of the question indicates that such a report is required.

364. **Departmental correspondence**. Correspondence between heads of administrative services and departments at Headquarters Directorate General Assam Rifles and Headquarters Inspector General Assam Rifles and local heads of departments in Sectors/Inspector Generals and stations will be confined to purely technical or departmental matters. A staff officer alone is authorised to transmit the opinion or instructions of his commander to higher or lower combatant formations or Units.

365. **Block capitals, figures and erasures**. In all official correspondence names of places will be entered as per Survey of India maps. Block capital letters will be used as per existing staff duties pamphlet where necessary figures will also be expressed in words. When the use of vernacular term is necessary, the English equivalent will be given. A vernacular document will invariably be accompanied by an English translation. Erasures and corrections will be initialed by the officer signing the letter. In the case of a return, if erasures are made, the initials of the officer signing it are required on the final total only.

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CHAPTER XXI
RETENTION AND DESTRUCTION OF DOCUMENTS

366. **Disposal of obsolete documents**.

(a) A Board of Officers (BOO) will be assembled annually in every Unit/ Establishment and Formation Headquarters for the purpose of recommending documents for destruction. The board will as far as possible be composed of three officers, but a Subordinate Officer or Under Officer with an intimate knowledge of the records may also be detailed as a member. All documents coming within the scope for destruction will first be examined by a competent official of the office concerned, who will withdraw for preservation any documents or files containing matter likely to be of value. The recommendations of the board will be submitted to the Sector Commander or, in the case of higher formations, or Units/ Establishments not under a Sector Headquarters, to the head of the higher formation or head of department concerned. The officer to whom the recommendation is submitted will issue orders regarding the disposal of the documents, ensuring that no documents are destroyed which may be of interest from a historical, financial, statistical, instructional, technical, legal or general point of view.

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(b) The following classes of documents will always be preserved:-

(i) Papers containing decisions on important matters or departmental policy.

(ii) Files relating to purchase transactions will be retained for a minimum of five years or more if considered necessary.

(iii) Medical board proceedings documents will not be destroyed and will be preserved as per instructions for personal documents of an individual.

(iv) Medico-legal documents will be retained till finalization of the case and thereafter as part of personal documents of the concerned individual.

(v) Regimental Long Roll.

(c) In addition to the instructions contained in these Regulations, the procedure outlined in the pamphlet on “Classification and Handling of Classified Documents" will be followed regarding the destruction of classified documents.

(d) The period for which documents relating to disciplinary and court cases will be preserved is as under:-

(i)	Discipline-Policy	-	Permanent
(ii)	Legal & Judicial-Policy	-	Permanent
(iii)	Applicability of Arms Act Policy	-	Permanent
(iv)	Assam Rifles Courts-General & Policy	-	Permanent
(v)	Conduct of civil suits-General and Policy	-	Permanent
(vi)	Summary Assam Rifles Court proceedings	-	15 years
(vii)	Administrative action under the AR Act/ Rules/Regulations - Individual cases	-	10 years
(viii)	Arms and Amn-Losses, Disciplinary cases	-	10 years
(ix)	Plural Marriage cases		
	(aa) Policy	-	Permanently
	(ab) Individual cases	-	10 years
(x)	Appeals under Section 15 and 16 of the Assam Rifles Act, 2006	-	5 years
(xi)	Delegation of Power	-	5 years
(xii)	Periodical Reports and Returns	-	10 years
(xiii)	Penal Recoveries	-	10 years
(xiv)	Regimental & Private debts-Officers, Subordinate-Officers, Under Officers and enrolled Persons	-	5 years
(xv)	Complaints against Officers, Subordinate Officers,-Under Officers and enrolled Persons -Vigilance cases	-	5 years
(xvi)	Civil suits-Individual cases	-	10 years
(xvii)	Courts of inquiry proceedings relating to MT	-	10 years.

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accidents not subject matter of litigation.

(xviii) Files and documents pertaining to any civil suit or any litigation pending in a court of law including Armed Forces Tribunal – till 5 years from the final disposal of the case.

(e) Notwithstanding anything contained in these Regulations, files and documents which have not already been destroyed in accordance with the instructions contained in these Regulations and which are required in connection with a Court case, shall not be destroyed until five years from the date of finalization of the said Court case.

367. **Retention of financial documents**. The following documents in connection with accounts, funds, etc., will be retained for a period of ten years.

(a) Earnest Money Record Register.

(b) Security Deposit Record Register.

(c) Stock Register (Expendable and Non-Expendable).

(d) Committee/Board Register.

(e) Bill Record Register.

(f) Issue Voucher control register.

(g) All Account Books.

(h) All property ledgers.

368. **Retention of contract deeds**. Documents related to contracts, agreements etc. and correspondence connected therewith, will be preserved for a period of ten years after the contract/agreement is fulfilled or terminated. The contract deeds/documents will not be destroyed in cases involving litigation until finalisation of the cases. However, in cases where audit objections have been raised, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of audit authorities or have been reviewed by the Public Accounts Committee.

369. **Retention of pension documents**.

(a) The following documents with regard to grant of pensions and gratuities to Subordinate Officers, Under Officers and other enrolled persons and civilians will

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be retained by the Units and Formations concerned for a period of fifty years in the case of a pensioner and for thirty years in other cases from the date an individual becomes non-effective:-

(i) Sheet Rolls and Service Books.

(ii) Register containing details of pensioners.

(iii) Admission and Discharge books of Military Hospitals/Composite Hospital and other suitable documents of civil hospitals if treated there.

(iv) Medical board proceedings.

(b) The following documents will be filed with the Sheet Roll for retention:-

(i) Sanctions by audit officers to counting of former service.

(ii) Enrolment Forms.

(iii) Primary Medical Examination Report.

(iv) Service and Casualty Forms.

(v) Details of field or foreign service with orders thereon.

(vi) Certificates of election to come under any particular pension Rules.

(vii) Injury reports, statements of witnesses.

(c) Part II Orders will be treated like other pension documents and retained for 25 years.

(d) In addition to the documents mentioned above, all important correspondence regarding pensions, gratuities will be retained for ten years.

(e) Medical documents (including constituents thereof) will be retained for a period of seven years from the date the individuals of under mentioned categories become non-effective:-

(i) Subordinate Officers, Under Officers and enrolled persons dismissed from service.

(ii) Deceased, Subordinate Officers, Under Officers and enrolled persons in whose case family pension claims have been sanctioned.

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(f) The documents referred to in clause (c) above in respect of Subordinate Officers, Under Officers and enrolled persons, transferred to pension establishment in Medical Category SHAPE-I and also of those discharged from service without any pensionary benefits will be retained by Record Office upto the date on which the individuals attain the age of 85 years.

370. **Retention of routine correspondence**. Routine correspondence and other documents, which have not been dealt with elsewhere in these Regulations, will be retained for a period of three years after which they may be disposed of in accordance with these Regulations.

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CHAPTER XXII
REPORTS, RETURNS, SERVICE RECORDS AND BOOKS

371. **Reports and returns**. Reports and returns which are to be submitted by the Assam Rifles and the channels to be followed are contained in the "List of Reports and Returns to be rendered by the Assam Rifles"; Regimental Section, Staff Section and Departmental Section. Each section is a separate publication in itself. The Regimental Section gives those submitted by Units, the Staff Section those by staffs, and the Departmental Section those by services and departments. Rules and instructions embodied in Forms have the Force of authorized Rules and instructions.

372. **Reports on important occurrences**.

(a) Details of all reports and returns, which are required to be filed shall be published in 'The List of Reports and Returns' under the aegis of Directorate General Assam Rifles. However, immediate reports shall be filed when incidents of grave importance take place, such as:-

(i) Assaults and affrays between persons subject to the Assam Rifles Act or (whether on duty or off duty) or between persons subject to the Assam Rifles Act and civilians.

(ii) Breaches of discipline e.g.- collective insubordination, vehicle accidents resulting in death or serious injury, suicide, attempted or suspected suicide, murder or attempted murder, rape.

(iii) Other serious cases e.g., unnatural deaths, not covered under (ii) above.

(iv) Arrest/suspension of an officer or a Subordinate Officer including the arrest by civil court/police.

(v) Offence by an officer of which formal cognizance has been taken, whether or not he has been placed under arrest or suspension.

(vi) Losses of identity card by officers.

(vii) All cases of losses of, or damage to public property, due to sabotage or suspected sabotage.

(viii) Loss of regimental funds exceeding Rs. 5,000 due to theft, fraud or neglect.

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(b) Whenever any incident as mentioned above occurs, an immediate reference will be made to 'The List of Reports and Returns' or instructions issued on the subject, wherein the exact nature of the report to be made in the circumstances and procedure for reporting will be found. A person subject to the Assam Rifles Act observing an incident of assault or affray involving persons subject to the Act or in which he himself is involved will report the matter immediately to his Commandant. A civilian wishing to report the occurrence of such an incident will be directed to the nearest Unit, Establishment or formation Headquarters.

(c) Whenever an officer, Subordinate Officers, Under Officers or other enrolled persons is tried by a civil court, an officer will be deputed to attend the trial of the case, if this is considered necessary for purposes of making report under the "List of Reports and Returns" to be rendered by the Assam Rifles. The officer so detailed will submit to the authorities, the progress of the case immediately after each day's hearing. Before an officer is detailed to attend a trial, the commander should ascertain whether the court hearing the case is competent to dispose it of. If the trial takes place at a distance, the Sector Commander or Inspector General will decide whether it is advisable for an officer to be present, and if so, whether the officer shall be detailed from the soldier's Unit, or from some other Unit near the place of trial. In the latter case the Commandant/Officer Commanding the soldier's Unit will forward all documents and any information that may be necessary for the use of the officer detailed to watch the case where required directions from Directorate General of Assam Rifles may be sought on the subject.

373. **Reports relating to appointments**. Reports, in the case of changes, temporary or permanent, in the command of Sectors/Inspectorate Generals and higher formations and also in the case of staff appointments, will be submitted in letter form to the Directorate General Assam Rifles with copies to intermediate formations. Reports will not be submitted in the case of changes occasioned by casual leave.

374. **Abnormal desertions and deaths**. When an unusual number of deaths or desertions in excess of one per cent of the actual strength of the Unit occur, a special report will be submitted with the monthly return. The report will state the causes and precautionary measures adopted to check the disease or deal with the desertions.

375. **Reporting of losses and recovery of arms, ammunition and explosives**.

(a) All cases of losses, theft or recoveries of arms, ammunition and explosives whether Government or private, if kept in the Unit, will be reported immediately by signal to the concerned authorities in accordance with orders issued from time to time. All cases of losses will be reported by Inspector General Assam Rifles to the Director General Assam Rifles on receipt of occurrence reports. Besides, Deputy Inspector General Assam Rifles/Establishment as applicable will also submit a

quarterly report showing total losses and recoveries as per orders issued from time to time.

(b) A Court of Inquiry will be held in all cases of losses. Proceedings of Courts of Inquiry will be forwarded to A Branch, Directorate General Assam Rifles not later than three months from the date of loss.

(c) Any recoveries of ammunition will also be reported and dealt with in accordance with orders issued from time to time except that Courts of Inquiry may be dispensed with at the discretion of an officer not below the rank of Sector Commander.

(d) In all cases of theft, loss and recovery other than due to enemy/hostile action, mentioned in Sub Para (e) below, the Deputy Inspector General (Criminal Investigation Department) of the State concerned and the Superintendent of Police of the civil district concerned will be informed without delay. To facilitate expeditious investigation of losses in transit by rail the following additional authorities will also be informed:-

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(i) Inspector General of Railway Protection Force, Rail Bhavan, New Delhi.

(ii) Chief Security Officer, Railway Protection Force of the Railway/Railways concerned.

(iii) Superintendent of Railway Police concerned.

(e) Reports on all cases of theft, loss or recovery of arms, ammunition and explosives, other than those due to enemy/hostile action, as given below, will be made to the Deputy Inspector General(Criminal Investigation Department) of the State concerned and the Superintendent of Police of the civil district without delay:-

(i) Complete fire arms including pistols issued to or maintained by officers as part of their equipment.

(ii) Rifle barrels or bolts.

(iii) Locks, bolts and barrels of automatic weapons.

(iv) Explosives, including lachrymatory capsules and generators.

(v) Gun and mortar ammunition and bombs.

376. **Reports of explosions and accidents**. Reports of explosions and accidents with ammunition/explosives and injuries sustained as a result of such explosions and accidents will be made in accordance with the procedure in practice as per existing instructions and amended from time to time.

377. **Books of regulations in Units**. Units will maintain publications in accordance with the scales laid down therein. Training manuals and technical text books, applicable to Assam Rifles or to certain Units, are issued in accordance with scales of distribution laid down. Officers commanding Units and heads of departments will ensure that all books of Regulations and training manuals are kept up-to-date. They will be examined by the inspecting officer during his annual inspection.

378. **Regimental books**. Units will maintain the following books and documents, where applicable, and will produce them when required for inspection. Inspecting officers will compare discipline reports with sheet roll entries:-

(a) **GS Branch**

(i) Digest of Service

(ii) Training Demands

(iii) Training Grant Account

(iv) Education Training Grant Account

(b) **A Branch**

(i) Unit Part I and Part II Order Book (the copies of orders maintained in this book must be signed in manuscript).

(ii) Field Conduct Sheet of all ranks.

(iii) Annual Confidential Report of Subordinate officers, Under officers and enrolled personnel (if applicable).

(iv) Service and Casualty Form - Subordinates Officers, Under officers and other enrolled personnel

(v) Offence Reports.

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(vi) Schedule of convictions by Assam Rifles Court or civil court, Officers, Subordinate officer/Under officer, and enrolled person, Declaration of a Court of Inquiry under Assam Rifles Act and Rules.

(vii) Regimental Present Daily State.

(viii) Register of Documents.

(ix) Register of Issues and Postage Account.

(x) Register of Secret and Confidential Documents.

(xi) Register of Deserters.

(xii) Register of Losses.

(xiii) Leave Register.

(xiv) Cash Account Register.

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(c) **Quartermaster Branch**

(i) Daily expenditure of practice ammunition.

(ii) Register of animals, if there are animals on charge of Unit.

(iii) Clothing, equipment and station store ledgers.

(iv) Small Arms Ammunition account.

(v) Ration return.

(vi) Register of railway warrants.

(vii) Register of recoveries on account of conservancy charges from non-entitled individuals residing in barrack areas or wait lines where conservancy arrangements are made by Units.

(viii) Field Conduct Sheet.

(ix) Weapon History Card.

(x) Register of Private arms.

(xi) Ammunition Account.

(xii) Quarterly or monthly return of arms, ammunition, equipment and public clothing in possession of a squadron or equivalent Unit.

(d) **Miscellaneous Books**

(i) Regimental Fund Accounts.

(ii) Mess Accounts.

(iii) Band Accounts.

(iv) Any other accounts as maintained.

379. **Assam Rifles Courts Books**. A portfolio will be kept containing a true copy signed by the Commandant of a Unit/Officer Commanding Troops of:-

(a) Every conviction by Assam Rifles Courts, every summary award of forfeiture of seniority, forfeiture of service for promotion and severe reprimand or reprimand under Assam Rifles Act Sections 64 and 65, every conviction by the civil authorities involving imprisonment exceeding seven days.

(b) Every declaration of a court of inquiry held under Section 84 of Assam Rifles Act 2006, as per the form set out in Appendix 'O' of these Regulations (refer Para 286 (b) of Vol-I).

380. **Books/pamphlets to be kept in Assam Rifles Court Box**.

(a) All holders of Assam Rifles court warrants, Commandant/OC will keep a complete set of the following books and pamphlets, amended up-to-date, in Assam Rifles Court Box for the use of the presiding officers and members of all courts:-

(i) Assam Rifles Act, 2006.

(ii) Assam Rifles Rules, 2010.

(iii) Assam Rifles Regulations.

(iv) Code of Criminal Procedure, 1973.

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(v) Geeta, Granth Sahib, Bible and Koran.

(vi) Indian Penal Code, 1860.

(vii) Indian Evidence Act, 1872.

(b) In addition to the above, copies of such books, orders, instructions and letters on the subject as and when notified by Directorate General Assam Rifles from time to time will also be placed in each Assam Rifles Courts Box.

381. **Long rolls**.

(a) All Units/Establishments will maintain Long Rolls as per form set out in **Appendix 'Q'** to these Regulations.

(b) The Long rolls will be maintained as under:-

(i) Names of individuals will be entered in Long Rolls strictly in numerical order.

(ii) The names of Subordinate Officers, Under Officer or enrolled person will be entered as may be necessary. An index will, however, be maintained in such cases. In the event of an individual being promoted, his name will be transferred to the list of that rank after making a cross entry against his name.

(iii) Long rolls will be kept up-to-date through the medium of Part II Orders which will be regularly forwarded to the Record Office at Directorate General Assam Rifles.

(c) The long rolls will not be quoted as an authority in any official document. However, in cases in which the relevant sheet rolls have been certified as destroyed, the long rolls may be accepted in audit under proper Government sanction.

382. **Disposal of publications, forms and stationery.** All Units, formations and establishments holding surplus publications and forms on their charge or on their disbandment will dispose of these stores as indicated below:-

(a) Publications

(i) Classified, i.e. Top Secret, Secret and Confidential (if current).	To be returned to the issuing authority.

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(ii)	Codes and Ciphers.	Disposal orders to be requested from the issuing authority.
(iii)	Unclassified (if current)	To be destroyed through a Board of Officers.
(iv)	Obsolete.	To be destroyed through a Board of Officers.
(b)	Forms	To be disposed off as per instruction of next Higher Headquarters.

383. **Exchange of information**. An officer handing over charge will give such information confidentially as may be useful to his successor regarding the character and qualifications in respect of those under his command, and other matters connected with his charge.

384. **Conduct sheet for officers**.

(a) Field Conduct Sheet as per the form set out in Appendix 'K' (Vol-I) to these Regulations will be kept as confidential document in every Unit for officers serving therein. Relevant entries will be made in the conduct sheets of those officers who have been convicted by Assam Rifles Courts or Civil Court or awarded a summary punishment under Assam Rifles Act, Sections 64 or 65.

(b) If an officer who has been convicted by an Assam Rifles court or Civil Court or awarded a summary punishment under Assam Rifles Act Sections 64 or 65 is transferred or posted to another Unit, his conduct sheet will be sent to the Commandant of his new Unit.

(c) Every case, in which an officer has been awarded a summary punishment under Assam Rifles Act Sections 64 or 65, will be reported to the Directorate General Assam Rifles by the Commandant of the officer concerned through the authorised channels together with a statement thereon showing the period which the officer was in arrest. The statement of the offence which is entered in column four of the form will be followed by a statement of the particulars of the act, neglect or omission constituting the offence.

385**.** **Personal numbers**.

(a) All Assam Rifles Cadre officers as well as personnel other than officers belonging to Assam Rifles are allotted personal numbers for use in all official correspondence, documents and returns.

(b) Personal numbers will be quoted directly before the names of Officers, Subordinate and Under Officers. Personal numbers will be allotted by Directorate General Assam Rifles in respect of officers and the Assam Rifles Training Centre and School in respect of others as per instructions and orders issued by Directorate General Assam Rifles from time to time.

386. **Records of service of officers**.

(a) The records of service of each officer of Assam Rifles will be maintained in the form of “Service Book”, which will be opened in duplicate from the date of his first appointment as per the form set out in the Supplementary Rules-196 (SR-196). First copy of the Service Book will be retained and maintained by the Unit/Establishment and the second copy will be forwarded to ‘A’ Branch Directorate General Assam Rifles. All entries and attestations pertaining to the officers should be recorded and each entry attested by the Commandant/OC who will ensure that the entries are correct and also that there is no erasure, overwriting etc. The Commandant/OC may also authorize a junior officer to attest the Service Book entries on his behalf.

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(b) Following are the special entries to be recorded in the Service Book:-

(i) Suspension.

(ii) Technical resignation.

(iii) General Provident Fund number.

(iv) Home town.

(v) Assam Rifles Group Insurance Schemes nomination.

(vi) Death-cum-retirement nomination.

(vii) Leave entries.

(viii) Transfers/postings.

(ix) Foreign Service.

(x) Record of verification of service carried out as per the Fundamental Rules.

(c) **Documentation of Assam Rifles Cadre Officers on first appointment.** The following procedure is to be followed by the Commandant/OC of the Unit/Establishment where the officer is posted on first appointment:-

(i) The Field Service Documents and Sheet Rolls maintained at Unit/Establishment and Records Office, respectively, will be closed and a Service Book as per SR-196 is to be prepared and kept under the custody of the Adjutant of the Unit/Establishment as per the instructions contained in the preceding Para.

(ii) A proper Record of Service will be prepared and the copies of same will be forwarded to the Sector Headquarters as well as the Military Secretary Branch and 'A' Branch of Directorate General Assam Rifles.

(iii) Two personal files in respect of the officer will be opened in A Branch and Finance Branch of the Unit/Establishment for keeping record of all casualties published, travelling allowances/dearness allowances and leave travel concession claims.

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(iv) All Part II Orders of various casualties published will be entered in the Service Book of the officer and signed by the Adjutant. Copies of the Part II Orders will also be forwarded to Military Secretary and 'A' Branch, Directorate General Assam Rifles.

(v) Annual verification of the Service Book will be carried out by the Commandant/OC and a certificate to that effect will be recorded as per SR-196.

(vi) Service Books of Assam Rifles Cadre officers will be audited by the audit authorities during the audit of documents of the formations/Units.

(vii) All nominations of Assam Rifles Group Insurance Schemes, Death-cum-Retirement Gratuity and declaration forms of marriage, births and deaths will also be filed in the Service Book.

(viii) The Annual Medical Examination file will be also maintained in respect of each officer.

(d) **Documents maintained at Units/Establishments/Formations**. The following documents shall be maintained at each Unit/Establishment/Formation in respect of the officers posted therewith:-

(i) Service Book (original).

(ii) Leave Account Form.

(iii) Record of service.

(iv) Charge (Handing/Taking Over) Report.

(v) Nomination for Assam Rifles Group Insurance Schemes.

(vi) Nomination for DCR gratuity.

(vii) Personal file.

(e) **Documents to be maintained at Military Secretary Branch of Directorate General Assam Rifles**.

(i) **Confidential Report Dossiers**. These are to be maintained up to date personally by the Assistant Military Secretary when authorized. Their safe custody is also the personal responsibility of Assistant Military Secretary. Documents contained in the dossier will be the basis for consideration for promotion/confirmation by Departmental Promotion Committee. The following documents will be filed in the dossiers :-

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(aa) All Confidential Reports (Annual/Interim/Special or Adverse).

(ab) All course reports.

(ac) All performance counseling duly signed by the officer.

(ad) All directions of the Directorate General Assam Rifles for expunging remarks from any Confidential Report.

(ae) Any warnings issued to the officer and directions to be recordable.

(af) Any award of punishment by court martial and summary disposal under Army Act /Assam Rifles Act.

(ag) Extract of any other censure/award recorded in any Court of Inquiry/ letter, affecting an officer's character.

(f) **Documents to be maintained at 'A' Branch of Directorate General Assam Rifles**.

(aa) Service Book (duplicate).

(ab) **Non Confidential Record File**. This file will contain all Non confidential document relating to any officer. These are documents which have permanent value for record purposes.

(ac) 'WILL' of officer.

(ad) Two copies of passport size photographs duly attested with date. Fresh photographs are to be forwarded once in every three years by the Unit.

(ae) Nomination form for Assam Rifles Groups Insurance Schemes.

(af) Nomination form for Death-Cum-Retirement Gratuity.

(g) On an Assam Rifles officer ceasing to be subject to the Assam Rifles Act, 2006, due to his death, retirement, resignation, removal or dismissal etc, all original and duplicate Service Books in respect of him will be dispatched to Non Effective Library, Records, Directorate General Assam Rifles and stored in a separate Officer Cell. The SO-2 (Non Effective) Records, Directorate General Assam Rifles will be responsible for accounting, maintenance and storage of the same.

387. **Records of service in respect of Assam Rifles Medical Officers and Assam Rifles Dental Officers**.

(a) Records of service of medical and dental officers will be maintained in duplicate. The original copy will be maintained at Directorate General Assam Rifles. The duplicate copy will be maintained and kept up-to-date by the Unit/Establishment/Formation where the officer serves from time to time.

(b) As soon as an officer is appointed and posted to a Unit/Establishment/ Formation, the Commandant of such Unit and the officer concerned at the Formation Headquarters will ensure completion of the records of service of the newly appointed medical/dental officer.

(c) Copies of all casualties affecting the service of an officer will be forwarded to the Directorate General Assam Rifles.

(d) Maintenance of records of service of officers will be discontinued on removal, dismissal, release, retirement, resignation from service, transfer to a civil department for permanent civil employment and on death of an officer. The duplicate copy of records of service will then be forwarded to the Directorate

General Assam Rifles. The original copy, along with relevant documents, will be kept with non-effective records for a period of 30 years from the date of officer becoming non-effective.

388. **Digitisation of service records**. The Service Book in respect of each Assam Rifles personnel (combatant as well as non-combatant) shall also be maintained in digital form and the digitized version of the Service Book may be retained for a minimum period of 50 years after he has become non-effective, though the original Service Book may be destroyed after being preserved for a minimum period as laid down in these Regulations.

389. **Records of service - civilians**.

(a) Records of service in respect of all civilians whether permanent or temporary (who are likely to be employed for a period of more than one year), will be maintained in original only by the authorities specified below:-

(i) **Civilians serving at Directorate General Assam Rifles** - By the Establishment Branch, Directorate General Assam Rifles.

(ii) **Civilians serving in other formations or Unit/Establishment** - By Headquarters formations, Units/Establishment concerned.

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(b) Confidential Reports on all civilian personnel other than casual employees will uniformly be rendered on the forms as specified in the Civil Services Regulations (CSR) for the year ending 31st March. These should be kept in separate folders for each individual.

390. **Documents of Subordinate Officers, Under Officers and other enrolled persons**.

(a) The following documents will be maintained in respect of Subordinate Officer, Under Officers and other enrolled persons, in which their service particulars will be recorded. The documents will be prepared in original only by Assam Rifles Training Centre and School:-

(i) Soldier Dossier Cover (ARFK – 3027) - to keep all documents of individuals.

(ii) Sheet Roll (ARFK – 1155) - Maintained by Assam Rifles Training Centre and School and to be forwarded to records office at Directorate

General Assam Rifles after attestation of individuals.

(iii) Field Conduct Sheet as per the form set out in Appendix 'K' of (Vol-I) of these Regulations.

(iv) Service and Casualty Form as per the form set out in **Appendix 'R'** of these Regulations.

(v) Primary Medical Examination Report - Prepared in duplicate initially by the Recruiting Medical Officer

(vi) Staff Selection Commission documents and education certificate - to be kept in Sheet Roll.

(b) **Field Service Documents.** Initially Field Service Documents are to be maintained by Assam Rifles Training Centre and after attestation; Field Service Documents will be forwarded to the Unit/Establishment/Formation where individual is posted.

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(c) Field Service Documents contain following forms/documents:-

(i) Casualty Form. - for entering particulars of individuals

(ii) Continuation of Casualty Form. - for entering Part-II Orders.

(iii) Conduct Sheet. - for entering conduct of individuals.

(iv) Assam Rifles Group Insurance Schemes nomination form.

(v) Primary Medical Examination Report.

(vi) Police verification report.

(vii) Leave Account.

(viii) Particulars of individual.

(ix) Pay details of individual.

(x) Verification report of candidate.

(d) Following Staff Selection Commission Documents to be kept in Field Service Documents:-

(i) Staff Selection Commission Recruitment form.

(ii) Staff Selection Commission scrutiny sheet.

(iii) Admission certificate for Physical Efficiency Test/Physical Standard Test /Written Test and Medical examination.

(iv) Candidate’s statement.

(v) Candidate’s declaration.

(vi) Copy of education/caste/Permanent Residence certificate.

(vii) Appointment letter of candidates.

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391. **Record of soldiers who volunteer as blood donors in connection with transfusion of blood**.

(a) A list of soldiers who volunteer to give their blood for immediate injection into veins of patients in cases of severe hemorrhage and of certain diseases, and who have been accepted as suitable by a medical officer, will be maintained in each Unit.

(b) The Commandant Unit will call for volunteers and will arrange for them to be tested in direct communication with the Medical Officer/Senior Medical Officer of the nearest Assam Rifles hospital. When a soldier is accepted as a blood donor an entry will be made in the individual's Primary Medical Examination Report by the medical officer concerned stating his blood group, that he is free from communicable disease and the date of examination.

(c) The Commandant Unit will call for volunteers as necessary to replace blood donors who are no longer available or who have become unsuitable on medical grounds.

(d) When a donor has acted as such in connection with transfusion of blood either to a patient or for collection of blood for transfusion purposes, an entry to this effect will be made in his Primary Medical Examination Report by the hospital concerned. Casualty regarding donation of blood to Assam Rifles hospitals will be published in Part II Orders on the authority of which entries will also be made in the Soldier's Sheet Roll and the Service and Casualty Form.

CHAPTER XXIII
DRESS AND CLOTHING

392. **General instructions**.

(a) Orders regarding dress and patterns of various types of dress for officers and other ranks are laid down in Dress Regulations and Clothing Regulations.

(b) The instructions contained in the Dress Regulations and Clothing Regulations, and those contained in this Chapter, shall apply to all persons who are subject to the Assam Rifles Act, 2006 as well as those who are for the time being on deputation with Assam Rifles.

(c) A Commandant is forbidden to introduce or sanction for experimental or other purposes any unauthorised deviation from the sealed pattern of dress, clothing, equipment and badges. He will be responsible for the cost of replacing or restoring to the approved pattern any articles worn in his Unit that may be found not in conformity therewith.

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393. **Uniform and plain clothes**.

(a) All ranks will be in possession of uniform and it will be worn while on duty. Plain clothes may be worn by officers when travelling and when not on duty. Subordinate Officers, Under Officers and other enrolled persons may be permitted to wear regimental mufti when off duty on appropriate occasions at the discretion of the Unit commandant/OC.

(b) A soldier will not leave his barracks/quarters unless properly dressed and he will not smoke in the streets, when on duty.

(c) No unauthorised ornament or emblem will be worn with uniform. The wearing of a signet ring is, however, permitted.

(d) Chains and trinkets will not be worn with uniform so as to be visible.

394. **Dress at civil courts**. Officers, Subordinate Officers, Under Officers and other enrolled persons when attending a civil court on duty will wear uniform. The head dress shall be taken off (except in the case of Sikhs) after saluting the Judge/Magistrate.

395. **Eye glasses and spectacles**. Eye glasses and spectacles may be worn by all ranks if so prescribed by the medical authorities.

396. **Sun glasses**.

(a) Wearing of sun-glasses with uniform will be discouraged.

(b) Sun-glasses will not be worn, except under medical advice, on the following occasions:-

(i) On official parades.

(ii) On ceremonial parades.

(iii) When on quarter-guard duty or inspecting a quarter-guard.

397. **Irregularities of dress**. It is the duty of all Officers, Subordinate Officers and Under Officers to report irregularities of dress and misdemeanors of soldiers on pass or leave to the Commandants concerned, whether the men belong to their own Unit or not. Every officer will ensure that his own turn out and of those under his command is satisfactory at all times. Periodical/daily inspections will be carried out.

398. **Wearing of uniform in foreign countries when not in duty**. All ranks, while travelling through or staying in foreign countries while on official duty, will wear uniform (unless otherwise specified) after obtaining prior sanction from Headquarters Directorate General Assam Rifles.

399. **Growth and dressing of the hair**.

(a) **Non-Sikh personnel**. The hair of the head will be kept short. The chin and the under lip will be shaved. Moustaches, if worn, will be of moderate length and will not droop down. Side burns will not be more than one centimeter.

(b) **Sikh personnel**. Sikh personnel will dress up their hair and beard properly. Loose beard will not be worn. 'Thathas' will not be used over beard when in uniform.

400. **Women officers/ranks.** When in uniform or on duty:-

(a) Long hairs will be dressed neatly and tied it in a bun covered with a net. Hair will be kept above the collar;

(b) Medium hairs will be tied in a ‘ponytail’ pinned up neatly and kept above the collar;

(c) Make up, if used, will be inconspicuous; and

(d) Highly coloured nail varnish will not be used.

401. **Wearing of uniform by non-effective Assam Rifles personnel**.

(a) Non-Effective Assam Rifles personnel are not entitled to wear uniform.

(b) Retired personnel may wear their full medals or miniatures on civilian dress on following occasions:-

(i) Official parties at Rashtrapati Bhavan/Raj Bhavans.

(ii) When invited to any official function by any Embassy, Legation or High Commission.

(iii) At all official Assam Rifles functions including ex-Assam Rifles servicemen's rallies or reunions.

(iv) When attending a durbar or other function in honour of the National Day.

(v) When calling on or meeting senior service officers and local heads of the civil administration of and above the rank of Collector/Deputy Commissioner.

(vi) When going to draw their pension.

(vii) When serving on the personal staff of a Governor.

(viii) When attending State or Assam Rifles funerals.

(c) None of the personnel mentioned above will wear medals at meetings of a political nature. Personnel dismissed from service/discharged/removed on disciplinary grounds are not entitled to wear medals under any circumstances.

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CHAPTER XXIV
MEDALS AND DECORATIONS

402. **Grant and issue of medals and ribbons**.

(a) The institution of medal and decoration will be published in Gazette of India and Assam Rifles Orders (AROs) and also notified as per Instructions. Medals will be obtained from the Medal Section, and ribbons for medals from the respective establishments but such demands will not be made until the publication of necessary authority in the Gazette of India/Assam Rifles Orders (AROs).

(b) Instructions for issue and disposal of medals for gallantry awards will be published in the Assam Rifles Orders (AROs). Claims in respect of personnel on active service will be initiated by Record Office only after they complete the necessary duration. Medals and decorations prescribed by the Central Government to be presented by high dignitaries to the awardees will not be issued.

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403. **Permission to wear medal ribbons**. When the grant of a medal has been notified and the medal rolls submitted to the Medals Section, Commandants/Officer Commanding troops at Headquarters may authorise all ranks whose names are entered in the rolls to wear the ribbon. Ribbons for medals will be obtained free on demand from the respective establishments, but such demands will not be made until the publication of necessary authority in the Gazette of India/Assam Rifles Orders (AROs).

404**. Method of wearing ribbons and medals**. Instructions regarding the method of wearing ribbons and medals are contained in Dress Regulations. For the orders of precedence for wearing the various decorations and medals existing instructions be followed.

405**. Recommendations for gallantry awards.** Recommendations for gallantry awards and mention in dispatches will be submitted to the Directorate General Assam Rifles through proper channels. In no case will any indication be given to the individual concerned or to a person not directly concerned in an official capacity that a recommendation for an award has been made to a higher authority.

406. **Publications of awards of gallantry decorations**. The names of those persons upon, or on account of, whom, a decoration may be conferred by the President will be published in the Gazette of India together with full citations for the Param Vir Chakra and Ashoka Chakra and brief citations for the remaining awards. These awards will thereupon be notified through Unit Orders.

407. **Presentation of medals and decorations**. The procedure for presentation of medals and decorations will be as follows:-

(a) Param Vir Chakra and Ashoka Chakra will be presented by the President immediately before the Republic Day Parade on 26 January. Along with decoration, a scroll signed by the President setting out the deed or deeds of valour will be presented to the recipient (or next of kin for posthumous award).

(b) Other decorations namely the Mahavir Chakra, the Kirti Chakra, the Vir Chakra, the Shaurya Chakra will be presented by the President at a formal Investiture annually. When a recipient/next of kin is unable to attend the President's Investiture the decoration will be sent by post. In special cases the President may present the decoration informally.

408. **Safe custody of medals**.

(a) An officer receiving medals for issue will arrange for their safe custody.

(b) When medals are presented to individuals, receipts will be obtained from the recipients and such receipts as are required to be returned to the Medal Section, and in case of other medals to Records Branch of Directorate General Assam Rifles.

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409. **Safe custody of medals while engaged in active operations**. Medals and decorations will not be taken into active operations. Responsibility for safe custody of these will lie with the Directorate General Assam Rifles if the medal is not issued to the individual and on the individual concerned if he/she is already in possession of the medals.

410. **Storage of medals**. Medals will never be placed in store or attached to uniform.

411. **Disposal of medals of individuals illegally absent.** Medals left behind by an individual who absents himself without leave and is declared by a court of inquiry to be illegally absent will be kept in safe custody of Commandant Unit. Such medals will be reclaimed should the absentee rejoin from absence.

412. **Disposal of medals on transfer of awardees.** Medals received for individuals who have been transferred to other Units will be transmitted to the Commandant Units concerned.

413. **Disposal of medals of persons of unsound mind**. Medals of persons who become insane and are subsequently removed from active list or discharged from service, will be made over to their claimants/heirs along with the individual’s other personal effects,

If there is no such claimant/heir traceable, the medal will remain in custody of Unit Commandant.

414. **Disposal of medals of ex-Assam Rifles persons**. Medals/Stars other than Governor's Gold/Silver Medals of ex-Assam Rifles persons including retired officers will be sent to them direct by Commandant Units/record offices by registered post acknowledgement due. Governor's Gold/Silver Medals will be sent to the recipients through special courier. In all cases acknowledgements duly receipted from ex-Assam Rifles persons, will be retained.

415. **Disposal of medals of deceased personnel**. Medals and decorations of deceased personnel, whose next of kin are not traceable, will remain in the custody of the Unit Commandant. Such medals may however be disposed off in accordance with the provisions of Para 416 (c).

416. **Disposal of medals on death in service**. The medals of Assam Rifles personnel dying in service, whether issued before or after his death, will be disposed of as follows:-

(a) If there is a WILL, the medals will be sent to the person who, in the opinion of the Commandant Unit/Board of Officers is named in the WILL as being intended to receive them or any articles that would, in their opinion, include them or as being a general or residuary legatee of the estate.

(b) In default of and subject to any such testamentary disposition, the medals will be sent to the widow/widower or next of kin in the following order of relationship, eldest surviving son or grandson, eldest surviving daughter or daughter's son, father, mother, eldest surviving brother or sister.

(c) In the case of a universal or residuary bequest to more than one person either in common or jointly, or when medals cannot be disposed as in Sub Para (a) or (b) above, they may be sent to any relative or other interested party e.g. Assam Rifles Training Centre and School, municipality/village committee of the deceased who, in the opinion of the Board of Officers, will preserve them with due care as a memorial to the deceased.

417. **Effective date of gallantry awards**. The effective date of an award will be determined as follows:-

(a) Where the specific operation in which the act of gallantry is performed extends to a single day or two days, the effective date would be that single day or the first of the two days.

(b) Where the citation quotes several acts occurring on separate dates at intervals, the effective date should be taken as the last day of the series of acts i.e., the final act which caused the recommendation to be submitted.

(c) Awards to Prisoner of War.

(i) When the act or acts relate to a period prior to capture, the principles in Sub Para (a) and (b) above, whichever is appropriate, should be applied.

(ii) When the award has been made for an escape, the effective date should be the date of joining the nearest Assam Rifles Unit.

(d) **Doubtful cases**. Such cases will be decided by the Directorate General Assam Rifles to whom the matter will be referred.

418. **Eligibility for Army awards.** Assam Rifles personnel are eligible for gallantry awards and distinguished service awards when they are deployed under command and control of Army for the operational purposes. Such awards may be conferred on them under the orders of the competent authority for their distinguished service and act of gallantry while taking part in an operation under the command and control of Army.

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419. **The meritorious and distinguished service medal.** The following categories of personnel will be eligible for the awards:-

(a) The Meritorious Service Medal may be awarded to Officers, Subordinate Officers, Under Officers and other Enrolled Personnel of Assam Rifles who have rendered fifteen (15) years service for grant of Police medal for Meritorious Service. After six years of grant of Meritorious Service Medal, he may be considered for grant of President's Police Medal for Distinguished Service.

(b) The individual must fulfill following criteria for the award of above mentioned medals:-

(i) The minimum prescribed service.

(ii) Age should preferably be about 50 years.

(iii) The nominees should not have received any punishment or disciplinary award.

(iv) The person should have received maximum number of appreciations/cash rewards.

(v) Individual should have significant contribution in his field of works/specialization.

420**. Conditions governing the awards**. These awards are made twice a year, i.e., on 26th January and 15th August every year as per the discretion of the Government of India.

421. **Prime Minister's life saving medal**. Citations of all individual who have saved lives of any other individuals at the risk of his own life will be sent for grant of Prime Minister's Life Saving Medal.

422. **Governor's gold and silver medal**. All personnel of Assam Rifles, and those who are for the time being on deputation with the Assam Rifles, are eligible for the Governor's Gold and Silver Medal which may be instituted by the respective State Government. Following points should be kept in mind while making recommendation for Governor's award:-

(a) The awards are intended for conspicuous service of meritorious nature.

(b) Medals, specially Gold Medals, should be recommended only in very rare cases where the work (which forms the basis of recommendation) involves special or outstanding merit, exceptional bravery, risk of one's life or any such outstanding feat in any field which cannot be envisaged in the normal sphere of duty of an honest and efficient Government servant.

(c) Citation should not be of a general nature. Every case should be supported by concrete instances of special merit shown or service rendered.

423. **Investiture: Assam Rifles**. The Governor's Gold and Silver Medals (selected) will be presented once a year by the Governor of the concerned States at an Investiture Ceremony conducted at the respective Raj Bhawan or any other place as may be specified by the concerned State government.

424. **Director General Assam Rifles Commendation Cards.** Director General Assam Rifles Commendation Cards is a prestigious reward and will be given to those Assam Rifles personnel and deputationists to the Force, who perform outstanding work. Eligibility parameters for grant of DGAR Commendation Cards will be as under:-

(a) For any conspicuous achievements during operations.

(b) Commendable work in natural calamities.

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(c) Outstanding achievements in sports for the Assam Rifles/country at the National/International level.

(d) Any innovation which may bring significant improvement in the working of the Force.

(e) Clean and Good record of long service.

(f) Accident free driving and good record for continuous service.

(g) For being graded “AX” in courses.

(h) Efficient handling of difficult cases.

(i) Any other conspicuous and outstanding work which may be considered to be of a commendable nature.

425. **Foreign awards**.

(a) **Titles**. No member of the Assam Rifles will accept any title or any honour to which a title is attached from a foreign country.

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(b) **Honours and Decorations which do not amount to titles.** In all cases of such awards, prior permission of the Government of India for the acceptance is required. The Government would not normally grant permission for such awards, except in rare cases. Even in these exceptional cases, where acceptance of Decorations from other Governments has been permitted, the recipients may wear the decoration and the ribbon only during the visit of the Head of the State, the Prime Minister or other important dignitary of the country which awarded the decoration, e.g., at ceremonial and other functions arranged in honour of that dignitary or by decrees who may be attached to the Liaison Staff of the dignitary. Applications seeking permission for the acceptance of foreign awards will be submitted to Directorate General Assam Rifles through normal staff channels.

426. **Forfeiture**.

(a) The various awards are liable to be forfeited in the following circumstances:-

(i) **Gallantry Decorations**. Any person who has been convicted of an offence for treason, sedition, mutiny, cowardice, desertion during hostilities, murder, dacoity, rape or any unnatural offence or administratively dismissed from service on similar grounds, shall be liable at the discretion of the President/Central Government to forfeit all the gallantry decorations which may have been awarded to him together with any pension/allowance

appertaining thereto, not already paid. Every such case will be submitted to the Ministry of Home Affairs through the DGAR for obtaining the orders of the President. In case of Police medals Units/formations will process the case to Directorate General Assam Rifles for orders of the Ministry of Home Affairs. The cancellation and annulment of the awards would be notified in the Gazette of India. Forfeiture of awards will also entail surrender of the decorations.

(ii) **Campaign and commemorative medals/clasps**. Any person who has been convicted of any of the offences specified in Sub Para (a) (i) above or desertion, or who is convicted by a criminal court or who is dismissed or removed from the service, shall be liable at the discretion of the Government of India to forfeit any campaign medals.

(iii) The Government of India may withhold the grant of a war medal to any person who, in its opinion has not rendered approved service during the campaign for which the medal is granted. Any person who has deserted or who suffers death by sentence of a Assam Rifles Courts or who is dismissed or removed from the service for misconduct occurring during an operation for which the medal is granted, may be deemed not to have rendered approved service.

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(iv) **All other medals**. Any person who suffers death by sentence of a Assam Rifles Courts, or is dismissed or removed from the service for misconduct or who is convicted by a criminal court to a term of sentence for three years or more, shall forfeit any medal awarded for meritorious service (except for gallantry) or to which he may be entitled, together with any annuity or gratuity appertaining thereto not already paid.

(b) All individual cases with recommendations for forfeiture or otherwise of the medals and decorations, together with relevant documents, will be forwarded through normal staff channels, within three months of the event necessitating the forfeiture, to the Directorate General Assam Rifles.

427. **Restoration**. The various awards forfeited in accordance with Para 426 shall be restored at the discretion of the competent authority in the following circumstances:-

(a) **Gallantry awards**. The awards may be restored at the discretion of the President. Upon the restoration having been approved by the President, it will be notified in the Gazette of India. Any allowance/pension attached with the awards restored shall also be consequently restored from the date of restoration.

(b) **Campaign and commemorative medals/clasps**.

(i) Where a minimum of three years service (including approved service involving periodic training) has been rendered subsequent to release from imprisonment (or if not applicable, subsequent to the date of conviction) provided that no offence has been committed during such service as would normally disqualify the individual from the award of an "exemplary" character on discharge. In cases of desertion during a state of hostilities, no awards instituted for service during the period of hostilities in which desertion took place will be restored unless the individual subsequently rendered approved service in the Force from which he deserted before the termination of the particular period of hostilities for which the award was instituted. In this respect, approved service is deemed to be the paid service of one day or more after release from imprisonment and before termination of the appropriate period of hostilities.

(ii) Where the required three years re-qualifying service has not been completed owing to death, discharge, release, wounds or sickness not due to misconduct, provided that no offence has been committed during the period between release from imprisonment (or, if not applicable subsequent to the date of conviction) upto the date of termination of service, as would normally disqualify the individual from the award of an "exemplary" character on discharge.

(iii) At the discretion of the Government of India in recognition of meritorious service not necessarily resulting in decoration or when otherwise specially recommended.

(c) **Other medals.** The awards together with any annuity or gratuity, which may be payable, shall be restored at the discretion of the Government of India/ Competent Authority.

(d) All individual cases for restoration of the medals and decorations standing forfeited and cancelled, together with relevant documents will be submitted to the Directorate General Assam Rifles, through normal staff channels, for obtaining the orders of the competent authority.

428. **Disposal of forfeited, unclaimed and undistributed medals**. Forfeited, unclaimed and undistributed medals will be returned to the Medal Section, Ministry of Defence/Directorate General Assam Rifles, after the following time limits after the decision for such forfeiture/return:-

(a) Gallantry Awards - Three months

(b) Gold and Silver medals - Three months

(c) Other medals - One year

(d) Campaign Star, Medals, Commemorative Medals- Six years

429. **Replacement of medals**.

(a) Medals or decorations accidentally lost may be replaced on payment. Sanction of the Directorate General Assam Rifles/Government will be necessary when it is proposed to replace them at the expense of the State.

(b) If in the opinion of the competent authority, a medal has been made away willfully or lost through carelessness, the person will be dealt with under relevant provisions of Assam Rifles Act.

(c) If a soldier is required to replace a medal willfully made away with or lost through carelessness he will be subjected to stoppages of the amount required to be paid for the duplicate, inclusive of authorized departmental expenses.

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(d) Free replacement of medals and decoration will be made if it is established that the awardee has not received initial issue of the medal/decoration and it is not in the possession of the Record Office or other forwarding agency. In all such cases the awardee must furnish a declaration in the following form duly attested by the Commandant of the Unit in the case of serving personnel and a Magistrate in the case of non-effective personnel.

DECLARATION FOR NON-RECEIPT OF MEDALS/DECORATIONS TO WHICH CLAIMANT IS ENTITLED.

I, (No.)……(Rank)…….....…… (Name)……of …….(Unit) of Assam Rifles/_____ do hereby solemnly affirm that I have NOT yet received from any source the following medal(s) to which I am entitled for having served……..(give details of operations during which service was rendered).

Name of medal(s)/decoration(s). .....……..

(Signature of soldier)

Declared before me this…… day of…… Two thousand and…….....

at.....

(Signature of Commandant/OC Unit/ magistrate whichever is applicable)

Designation…….

(e) In all other cases, duplicates will be issued on payment only. If an awardee does not pay the cost of replacement he will be issued with a certificate of entitlement and not the actual medal/decoration.

(f) Where a medal is lost from Unit/record office prior to dispatch to the awardee and responsibility for the loss cannot be placed on a particular individual, the cost of replacement is to be met by the Unit from non-public funds.

(g) Application for replacement of medals on payment will be submitted to the Directorate General Assam Rifles by the Commandant of the Unit or Head of the Department concerned in the case of serving personnel. Before applying, the cost of the medal to be replaced will be ascertained from the Forwarding Agency and the sum deposited in the nearest civil treasury or any branch of the State Bank of India for credit to the appropriate Pay and Accounts Office. The receipted triplicate treasury receipt will be forwarded to the Directorate General Assam Rifles, with the application for replacement and Medal Section, will after verification of the claim, send the treasury receipt with a forwarding memorandum to the forwarding Agency for adjustment in his account.

(h) A Commandant/OC or other officer concerned will not countenance any attempt to replace lost war medals, except under the procedure outlined in this Para.

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430. **Re-issue of medals/decorations**. Requests for the re-issue of medals which have already been returned to the issuing agency, being undistributed/unclaimed, will be made once a month only, i.e., during the last week of each month, on the prescribed form. Piecemeal requests will not be entertained by the issuing agency.

431. **Recording of the grant, forfeiture and restoration of medals**. The grant, forfeiture and restoration of medals will be recorded in the Record of Service in the case of officers and in Sheet Rolls in case of Subordinate Officers, Under Officers and other enrolled persons. When medals are issued to a man after he has retired, Record Branch will enter the grant in the person’s discharge or transfer documents.

432. **Use of abbreviations for Army gallantry awards**.

(a) Recipients of Army gallantry decorations may use the following abbreviations after their names:-

PVC - For Param Vir Chakra

MVC - For Maha Vir Chakra

VrC - For Vir Chakra

AC - For Ashoka Chakra

KC - For Kirti Chakra

SC - For Shaurya Chakra

SM - For Sena Medal

(b) The Symbol (a black star) denoting the award of BAR to a decoration referred to above, where applicable, may also be shown against the names of recipients.

(c) Abbreviations of pre-Independence gallantry awards, e.g., VC, MC and others conferred will continue to be used after the names of the recipients. The procedure for denoting the award of Bar to a post-independence decoration will also be applicable to Independence gallantry awards.

(d) No abbreviations will be used for any other awards.

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433. **Record of receipt and disposal of medals/decorations**. Receipts for medals/stars and decorations will be retained with individual's sheet rolls till these are destroyed as per these Regulations. Other papers connected with receipt and disposal of medals/stars decorations will be destroyed after a period of six years from the date of issue.

434. **Order of precedence of awards.** The order of precedence of various awards is as follows:-

Bharat Ratna.
Param Vir Chakra.
Ashoka Chakra.
Padma Vibhushan.
Padma Bhusan.
Sarvottam Yudh Seva Medal.
Param Vishisht Seva Medal.
Maha Vir Chakra.
Kirti Chakra.
Padma Shri.
Sarvottam Jeevan Raksha Padak.
Uttam Yudh Seva Medal.
Ati Vishisht Seva Medal.
Vir Chakra.

Shaurya Chakra.

Yudh Seva Medal.

The President's Police and Fire Service Medal for gallantry.

President’s Police Medal for gallantry.

President’s Fire Service Medal for gallantry.

President’s Home Guards and Civil Defence Medal for gallantry.

Sena Medal.

Nao Sena Medal.

Vayu Sena Medal.

Vishisht Seva Medal.

Police Medal for gallantry.

Fire Service Medal for gallantry.

Home Guards and Civil Defence Medal for gallantry.

Uttam Jeevan Raksha Padak.

Wound Medal(Parakram Padak).

The General Service Medal 1947.

Seva Medal 1965.

Samar Seva Star 1965.

Poorvi Star.

Paschimi Star.

Glacier Medal 1984.

Punjab Ribbon.

Special Service Medal 1986.

Medal 1965.

Raksha Medal 1965.

Sangram Medal 1971.

Sainya Seva Medal 1960.

High Altitude Service Medal.

Police (Special Duty) Medal 1962.

Videsh Seva Medal 1960.

The President's Police and Fire Service Medal for distinguished Service 1951.

President’s Police Medal for Distinguished Service.

President’s Fire Service medal for Distinguished Service.

President’s Home Guards and Civil Defence Medal for Distinguished Service.

The Meritorious Service Medal 1951.

The Long Service and Good Conduct Medal 1957.

Coast Guard Medal for meritorious service.

Indian Police Medal for meritorious service.

The Police Medal for meritorious service 1951.

Fire Services medal for meritorious service.

Home Guards and Civil Defence medal for meritorious service.

Jeevan Raksha Padak 1961.

The Territorial Army Decoration 1952.

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The Territorial Army Medal 1952.

The Indian Independence Medal 1947.

The Independence Medal 1950.

50th Independence Anniversary Medal 1997.

25th Independence Anniversary Medal 1972.

435. **Supply of medals/decorations to private collectors, institutions and foreign governments**.

(a) Private collectors and quasi-official institutions will not normally be supplied with specimens of medals and decorations except in very exceptional circumstances. In the exceptional cases in which it is decided to supply a specimen, this will ordinarily be on payment.

(b) Official institutions duly supported by a foreign government and foreign governments may be supplied specimens of medals, normally on payment, and in exceptional cases, especially where reciprocity is involved, gratis.

(c) All requests falling under Sub Paras (a) and (b) above will be referred to the Government of India for approval. Director General Assam Rifles will forward them to the issuing agency after necessary approval.

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CHAPTER XXV
CEREMONIAL PRECEDENCE
SECTION I - ORDER OF PRECEDENCE

436. **Order of precedence of Units within the Formation on a parade**. Where formations such as Sector Headquarters and Inspector General Headquarters are on parade, precedence will be taken as per seniority of the Units within the formation.

437. **Order of precedence of Units**. As a general principle, the order of Units on parade will be, by ascending numerical order, from right to left.

438. **The inter-se-seniority and the order of precedence (Officers)**. The inter-se-seniority and the order of precedence of the Assam Rifles officers and officers on deputation with Assam Rifles shall be determined in accordance with the instructions issued in this behalf by the competent authority from time to time.

SECTION II - COLOURS

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439. **Standards and colours.** Colours will be carried as per the instructions and guidelines contained in the Standard Operating Procedure (SOP) issued in this behalf by Directorate General Assam Rifles.

440. **Attendance of colours**. Subordinate Officers not below the rank of Naib Subedar or equivalent rank have the honourable distinction of attending the Colours, but on occasions when Subordinate Officers are not available, selected Under Officers of the rank of Havildar may be allowed attendance.

441. **Alteration of colours**. Colours will not be altered without the President's special permission signified through Government.

442. **Worshipping of colours and oath taking**. Regimental Colours shall not be worshipped or used for oath taking or similar purposes. However, at Attestation Parades these may be carried in addition to the National Flag.

443. **Movement of colours**. When consecrated Colours are being moved from, or to, the place where they are usually kept, an escort will invariably accompany them. When it is necessary to send consecrated Colours by train to be deposited for safe keeping the escort will consist of the usual Colour party as laid down in the existing instructions.

444. **Custody of the colours**. Colours of Units will be kept in the quarter-guard. On parade they will be carried by the senior Naib Subedar.

445. **Laying up of old colours**. When new Regimental Colours have been received by the Force, the existing ones, where applicable, will be laid up. Colours will not be laid up except with the prior approval of the President. Old Colours will remain the property of the State and shall be kept in safe custody.

SECTION III - HONOURS AND SALUTES

446. **General instruction**. The honours and salutes to be given by troops on parade and by guards of honour are as follows:-

(a) **To the President**.

National Salute - Present arms, colours lowered. The band will play the full score of National Anthem.

(b) **To Governors and Lt Governors within their jurisdiction**.

National Salute - Present arms, colours lowered. The band will play the full score of the National Anthem.

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(c) **To the National Flag.**

National Salute - Present arms, colours lowered. The band will play the full score of the National Anthem on Republic Day and Independence Day and the shorter version on all other occasions.

(d) **To Heads and Prime Ministers of Foreign States**.

As for the President, except that both the foreign National Anthem of the country concerned and our own will be played. The National Anthem of the foreign country will be played first.

(e) **To the Vice-President, the Prime Minister, the Home Minister (including Minister of State for Home) and other VIPs**.

General Salute - Present arms. The band playing the first part of slow march; when no band is available, the trumpets or bugles sounding the salute or the drums beating a ruffle.

(f) **To the Chiefs of Staff of three services, General Officers and Inspecting Officers Not below the rank of Brigadier**.

General Salute - By troops under their command - present arms, colours flying, bands playing the first part of slow march and drums beating; when no band is available, the trumpet or bugle beating a ruffle.

(g) **To Commanding Officers of Garrisons and Camps, if under the rank of General Officer**.

As for the next higher rank.

(h) **To Colours**.

When uncased, at all times to be saluted with the highest honours, viz, arms presented, trumpets or bugles sounding the salute, drums beating a ruffle, except when carried by Units forming part of the escort at a Assam Rifles funeral.

447. **Salute to national anthem**.

(a) Whenever the National Anthem is played, all ranks in uniform not under the orders of Officer Commanding the parade, will also stand to attention; officers and Subordinate Officers will salute.

(b) Officers in attendance on the President or the personal staff of Governors and Lt Governors (when such Governors or Lt Governors represent the President on official occasions) will not salute when the National Anthem is played for National Salute but will stand to attention. The exception to the above is on the occasions of breaking of the National Flag on the Republic Day and Independence Day when the National Anthem is played on the presentation of arms to the National Flag. All officers including those in attendance on the personages mentioned above will then salute.

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(c) Except on the Independence Day and Republic Day, on a parade after the National Salute has been given, the commander of the formation forming the parade will be regarded as in attendance and will take his position in rear of the President/Officer taking the salute.

(d) During the presentation of a Guard of Honour, AsDC will not salute, when either the National or General Salute is played.

448. **Entitlement of honour to Assam Rifles officers acting in civil offices**. Assam Rifles Officers acting in any civil office are entitled during their tenure to all the honours and salutes appertaining to such office provided the entitlement to honours and salutes by virtue of holding civil office is higher than that of the Assam Rifles rank.

449. **Compliments to officers in service of any other power**. The compliments directed in these Regulations will be paid to officers in the service of any power formally recognised by the Central Government, according to their respective ranks.

450. **Salute to colours.** Officers or soldiers, passing uncased colours will salute the colours.

451. **Salute to funeral**.

(a) Officers and soldiers passing a uniformed service funeral and funeral of dignitaries will salute the body and will pay the appropriate compliments normally as a mark of respect to the departed soul.

(b) When passing a funeral of a civilian, all ranks will salute the body.

452. **Compliments by armed parties while marching**. Armed parties, in paying compliments on the march, will be called to attention, troops will shoulder arms (Bagal Shastra), and the Command Dahine (or Bayen) Dekh will be given.

453. **Returning of salute by a Commander**. A Commander of an armed or an unarmed party will return the salute with the right hand as he gives the command 'Dahine (or Bayen) Dekh'. Soldiers in command of parties will conform to the Rules laid down for officers.

454. **Saluting by officers while on duty and parade**.

(a) All officers will salute their senior officers before addressing them on duty or on parade in the manner prescribed. A salute made to two or more officers will be returned by the senior only. When not on duty or parade but in uniform, officers under the rank of field officers will salute all officers of field rank and upwards. General officers and field officers will salute their superiors in rank. Where from physical incapacity a right hand salute is impossible, the salute will be given with the left hand.

(b) Officers in uniform will salute, their seniors in rank in other Forces.

455. **Saluting by Subordinate Officers, Under Officers and other enrolled persons**.

(a) Subordinate Officers, Under Officers and other enrolled persons will salute all officers whom they know to be such, whether in uniform or not, including officers from other Forces when in uniform. Salute will be given with the right hand. Where from physical incapacity a right hand salute is impossible, the salute will be given with the left hand.

(b) Under Officers and other enrolled persons will salute the Subordinate Officers when in uniform and also address them in the same manner as they do officers.

(c) A junior when on duty will come to attention when addressing or being addressed by a senior.

456. **Salutation by civilian dignitaries**. Civilians invited to take a military parade or receive a Guard of Honour will return the compliments as follows:-

(a) Gentlemen wearing Indian head-dress by raising the right hand to the forehead (as in Civilian salutation) and touching the right of the forehead with the fingers slightly inclined, the obverse of the palm facing the right eye and the reverse outwards. When wearing European head-dress, by raising the hat with the right hand.

(b) Ladies will acknowledge the salute in the same manner as above or in any other suitable manner.

(c) The hand should be lowered only after the troops have marched past, or after each group has marched past, where there is more than one.

457. **Position of AsDC, the parade Commander and the senior most Service(s) Officer(s)**.

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(a) The dignitary alone stands on the dais. If he has AsDC attending on him they may stand on the sides of the saluting dais, a little to the rear of the dignitary. The Parade Commander, after he has saluted and passed in front of the dignitary at the head of the parade, may leave the column and take up a position next to the dignitary below the dais, on the flank from which the parade marches on.

(b) At the ceremonial parades held on the Republic Day and the Independence Day the salute shall ordinarily be taken by the senior most civil representative of Government, e.g., the Governor, Chief Minister, Cabinet Minister, Commissioner, Collector or Deputy Commissioner as the case may be.

NATIONAL ANTHEM AND NATIONAL SALUTE AND GENERAL SALUTE

458. **National anthem**. There are two versions of the National Anthem, viz., the full version comprising the first stanza of the song 'Jana Gana Mana' (playing time approximately 52 seconds) and a short version consisting of the first and the last line of the same stanza (playing time approximately 20 seconds). The two versions are played on the following occasions when bands are available:-

(a) **Full version**.

(i) on all ceremonial occasions when the President is present;

(ii) on all ceremonial occasions for Governors and Lt. Governors when they attend Ceremonial Parade within their States or Union Territories.

(iii) at Republic and Independence Day Parade when the National Flag is broken; and

(iv) for hoisting of the Colours in the Navy.

(b) Short version: On other ceremonial occasions.

459. **National salute**. The Salute is given to the accompaniment of the National Anthem. It is to be given to the President, Governors and Lt. Governors within their States and Union Territories.

460. **General salute**. In all other cases the General Salute is given for which the band plays the prescribed tune.

Note: At those receptions to foreign dignitaries in India, at which the giving of the National Salute has been prescribed, the full version of the National Anthem of the visiting dignitary's country is played first followed by the full version of the National Anthem of India.

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461. **Courtesy calls**. Exchange of visits between Officers will be on the following basis:-

(a) The junior will first visit the senior.

(b) Where the officers are of equal seniority the officer last arriving at the station will pay the first visit, paid within 24 hours, either in person or by a representative, as the circumstances may require.

(c) Calls will be exchanged only between the senior most officers in the station.

462. **Courtesy calls by Director General on the Governors, Lt. Governors and the Chief Minister**. On the occasion of his first visit to a State the Director General will call on the Governors, Lt. Governors and the Chief Minister of the State in areas where his troops are deployed. Such calls are not necessary during subsequent visits, unless in the mean time a new Chief Minister holds office.

463. **Invitation to civil dignitaries.** Formations and Units who are desirous of inviting civil dignitaries (Chief Minister and above) and other persons from political parties, will do so only after obtaining permission from Headquarters Directorate General Assam Rifles through staff channels. While extending the invitation, it should be ensured that the event

is not in any way connected or utilised for any political or communal purposes. Prior permission of Headquarters Directorate General Assam Rifles will also be sought for acceptance in case the visiting dignitary intends to present any gift to the Formation or Unit.

464**. Guard of honour.** Guard of honour will be provided to the civilian dignitaries, Directorate General Assam Rifles and other senior Officers in accordance with the procedure laid down in **Appendix 'S'** to these Regulations.

465. **Guard of honour** - **Reduction in required strength permissible depending on local circumstances**. When local circumstances preclude the provision of a Guard of Honour of the required strength, the number may be reduced, but any diminution in number will not affect the honour to which the personage is entitled.

GUARDS AND SENTRIES

466. **Compliment by guards of the President and entitled dignitaries**. Guards, including Guards of Honour, mounted over the person of the President will pay no compliment except to the President. Guards, including Guards of Honour, mounted over the entitled dignitaries including military dignitaries, within their own charges, will pay no compliments to officers or persons of lesser degree. Any such guards when visited by officers on duty will turn out with ordered arms (Baju Shastra).

467. **Compliments by guards: between reveille and retreat**.

(a) At all times between reveille and retreat, guards will turn out and pay the compliments to the Chiefs of Staff, general officers in uniform and to Governors and Lt Governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.

(b) Regimental guards will turn out and present arms, once a day to their Commandants of whatever rank.

468. **Turn out of guards to armed parties**. Guards will turn out at all times when armed parties of any branch of the service approach their posts; and will stand with ordered arms (Baju Shastra). They will not pay compliments between the sounding of "Retreat" and "Reveille" except to grand rounds. They will not turn out to unarmed parties.

469. **Compliments** - **where not entitled**. An officer under the rank of a general officer is not entitled to the compliment of the bugle sounding the salute, or the drum beating a ruffle, when guards "present arms" to him. An officer not in uniform is not entitled to the compliments of a guard turning out, except the President or his representatives in their official capacity entitled to a Guard of Honour.

470. **Salute to General Officer.** When a general officer in uniform, or a person entitled to a salute, passes in rear of a guard, the commander will call his guard to fall-in and stand with ordered arms, facing the front, but no drum will beat or bugle sound. When such officers pass guards while in the act of relieving, both guards will salute as they stand, receiving the word of command from the senior commander.

471. **Honour paid by sentries to the dignitaries and armed parties**. Honours will be paid by sentries as follows:-

Post of sentry (a)	Present Arms (b)	Salute (c)
(i) Residence of the Prime Minister, Home Minister, Governors and Lt. Governors.	The personages Mentioned in column (a) Serial (i)	Officers of all ranks (in uniform). Unarmed parties
(ii) Residence of a General Officer.	General Officers Armed parties	Officers below the Rank of General Officer. Unarmed parties.
(iii) Other Posts	General and Field Officers Armed Parties	Officer below field rank. Unarmed parties

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By the expression "armed party" is meant a party armed with swords, guns or rifles, or wearing side-arms, of two or more tanks or armoured cars or artillery guns.

472. **Compliments to officers of other Forces**. All guards and sentries will pay the same compliments to commissioned officers of other Forces when in uniform as are directed to be paid to officers of Assam Rifles.

473. **Flags to be flown**.

(a) National/Force/Formation/Car-flag will be flown as indicated in **Appendix 'T'** to these Regulations. Dimensions of flags for motor vehicles will be 15 cm in the hoist and 22.5 cm in the fly. Dimensions of other flags will be in the ratio of 2:3 to conform with the size ratio for the National Flag.

(b) The motor car flag will only be flown when the officer for whom it is authorised is present in the car.

(c) An officer officiating in a higher appointment may fly the flag of the appointment but will display the star plate of his own rank.

474. **Star plates**.

(a) Distinguishing metal plates, denoting the rank of the occupant of the vehicle, will be carried on vehicles in addition to the flag authorised for the occupant. The plates, which will be 45.5 cm long and 11.5 cm wide, will bear bright, gold coloured, permanently fixed, five pointed raised metal stars in accordance with the rank of the officer, viz.:-

(i) Director General/Lieutenant General - 3 stars

(ii) Additional Director General/Inspector General/Major General - 2 stars

(iii) Additional Inspector General/Deputy Inspector General/ Brigadier - 1 star

(b) The background of the plates will be red.

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FUNERALS

475. **Assam Rifles funerals**. Assam Rifles funerals will be accorded on the death of serving members of the Force as under:-

(a) While on duty - irrespective of the place and circumstances of death.

(b) While not on duty - only in the event of death occurring in a station where troops are available and subject to the discretion of Directorate General Assam Rifles.

476. **Assam Rifles funerals in case of recruits**. Recruits will not be entitled to Assam Rifles funeral.

477. **Gun salutes**. A 15 gun salute will be given at the Assam Rifles funeral of a Lieutenant General, in case so ever required.

478**.** **Escorts**. Escorts will be provided on the occasion of the Assam Rifles funerals at the scales mentioned below subject to the following conditions:-

(a) the prescribed scales of escorts are the ceilings and not compulsory requirements;

(b) the various scales of escorts will be inclusive of all personnel, e.g., pall-bearers, carriers, relatives and friends, bandsmen, buglers, drummers, religious teachers, firing party, escort and guards;

(c) the escort will ordinarily not be provided by movement of troops from outstations. Troops/official transport may, however, be moved from an adjoining garrison;

(d) subject to (c) above, only locally available official transport is to be used to the minimum extent necessary to meet the requirements of escorts for Assam Rifles funerals as provided in this para; and

(e) the next of kin/near relative of the deceased are authorised to use official transport provided for the escorts at an Assam Rifles funeral. No separate transport will, however, be provided to them exclusively for this purpose.

Scale of Escorts

Deputy Inspector General	400
Commandant	400
Second in Command	300
Deputy Commandant	250
Assistant Commandant	150
Subordinate Officers	100
Under Officer/Enrolled person	20

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479. **Transport**. In addition to the transport authorized in Para 477, two Assam Rifles vehicles will be provided at Government cost for the funeral of Assam Rifles personnel entitled to Assam Rifles as under:-

(a) One vehicle for traction of gun carriage carrying the dead body; and

(b) One vehicle for miscellaneous duty connected with the funeral such as making arrangement for cremation or burial of the dead body.

480. **Assam Rifles funeral to retired service personnel**. Retired service personnel are not entitled to a Assam Rifles funeral, however, the Ministry of Home Affairs may in special cases authorize Assam Rifles funeral to high ranking retired service officers. In such cases, scales and conditions prescribed for service officers will apply.

CHAPTER XXVI
CASH AND FUNDS

481. **Definition of funds**.

(a) **Public funds**. Include all funds which are financed entirely from public money, the unexpended balances of which are refundable to Government in the event of not being devoted to the objects for which granted, and also

(i) Unissued pay and allowances;

(ii) Office allowance fund; and

(iii) The estates of deceased men and deserters.

(b) **Regimental funds**. Comprise all funds, other than public funds as defined above, maintained by a Unit.

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482. **Custody of funds**.

(a) Every officer is responsible for all Public and Regimental funds entrusted to him and he cannot refuse to take charge of them. He will see that they are expended in strict conformity with Regulations. He will keep precise records of all his monetary transactions, temporary or permanent, including any transactions that may take place between him and other officers or Units, in a form complying with relevant Regulations or instructions. Public funds and Regimental funds will not be kept in an officer's own possession or deposited to the credit of a private account, nor will advances be paid there from to individual officers pending encashment of their cheques. Separate bank accounts must be maintained for Public and Regimental funds.

(b) Officers commanding Units and formations and heads of offices will conduct surprise checks of cash balances in hand in public field imprest and regimental funds simultaneously to ensure that they are not utilised for unauthorised purpose. The result of such surprise checks will be recorded in the respective cash book.

483. **Treasure chests**. Treasure chests will be maintained in every Unit. Officer Commanding Units will take such measures as will ensure the security of treasure chests and issue the necessary instructions regarding deposits, withdrawals, and custody of keys. Treasure chests and their accessories are provided by Government and maintained as Unit stores.

484. **Cash in treasure chests**. Commandant will ensure that the amount of cash to be held in treasure chests or in private safes in guard rooms is kept as low as possible and does not exceed what is necessary for disbursements. Where, however, private safes are not located in guard rooms, Commandant Units/establishments, are authorised to keep up to Rs. 2,000/- therein on their own personal responsibility.

485. **Security of treasure chests**.

(a) The monetary limits and security arrangements in respect of treasure chests will be as follows:-

(i) For a Treasure Chest containing sums less than Rs. 2,00,000/-	-	A single Guard.
(ii) For a Treasure Chest containing sums of Rs. 2,00,000/- and above, but less than Rs. 10,00,000/-	-	A double Guard.
(iii) For a Treasure Chest containing sums of Rs.10,00,000/- or more	-	In addition to a double Guard, a Subordinate Officer to sleep in the Quarter Guard near the Treasure Chest at night.

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(b) Where the treasure chests are guarded by a double sentry, one of them may be the sentry of the guardroom door provided the treasure chest is close to it and in full sight of both sentries. The keys will be in the possession of the Officer/Subordinate Officer in charge of the cash. The expression keys means all keys including those of outer casings or grills as well as those of inner compartments if any. If, however, the outer casing or grills of the treasure chest has two locks, with separate and different keys, one key may be kept by the Under Officer in command of the guard, so that his presence is necessary to open the chest in addition to that of the Officer/Subordinate Officer in charge of the cash.

(c) Treasure chests will be secured by an iron chain and padlock or other means to the floor or wall of the quarter guard so as not to be moveable without Force and without the combined efforts of several persons.

(d) Small Units which are unable to guard their treasure chests in accordance with these instructions will arrange to keep their treasure chest under the guard of the nearest Unit, or to deposit their cash in the treasure chest of that Unit.

486. **Escorts to treasure**. Commandant of the Unit is responsible for the provision of suitable escorts to safeguard all money or cheques drawn from or dispatched to banks or treasuries.

487. **Prevention of fraud and losses of public/regimental funds/property**.

(a) Each Unit/Establishment shall frame a Standing Operating Procedure (SOP) for prevention of fraud and losses of Public and Regimental funds and property. Safety precautions regarding the occurrence of losses of Public and Regimental funds and property, as given in the SOPs, will be strictly adhered to. Commandants will ensure that all officers under their command are conversant with the contents of the SOP and apply them in their duties.

(b) Officers operating Public and Regimental funds are responsible for their safe custody and the fact that a safe is not available does not absolve them from such responsibility. The Unit Treasure Chest system, if properly operated, gives adequate protection.

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(c) Commandant is responsible for the correctness of the accounts in their Units and are also answerable for losses and discrepancies caused by their subordinates. It will be ensured that responsibility for different accounts of Public and Regimental funds is distributed as far as possible. All accounts, if placed in the charge of one person, will facilitate fraud by giving opportunities of playing one account off against another.

(d) While it is sometimes necessary, owing to the officers composition of the Unit, for such duties to be performed by young and inexperienced officers, they will only be detailed to operate the Unit accounts after the Commandant is satisfied that their knowledge of the running of accounts is adequate and also that they work under the supervision of the Commandant or the Second in Command.

(e) Under Assam Rifles Act Section 68, all officers concerned in the care and custody of Public and Regimental funds, are liable to incur stoppages of pay and allowances to make good any loss occasioned by their negligence. In their own interests, therefore, officers should make themselves familiar with the steps to be taken to eliminate such losses.

(f) When losses do occur, local Commander will ensure that:-

(i) The matter is properly and thoroughly investigated; and

(ii) A report together with the recommendations of all Commanders in chain is made, whenever necessary, to higher authorities through the CFA concerned with the least possible delay.

488. **Handing and taking over**.

(a) Every officer in charge of Public money will, on handing over charge, check the cash in custody in company with the officer who relieves him. A transfer of charge will always take place when an officer ceases to hold a lien on his appointment. When proceeding on leave (including casual leave) and on temporary duty, an officer will properly hand over the cash in his charge, together with the accounts correctly written up, to the officer who is detailed to officiate during his absence. Handing/taking over of cash would be necessary in cases of absence from duty of short duration not exceeding seven days also, even if no, or only a few, transaction(s) are likely to take place during that period. The Commandant of the Unit will satisfy himself that there has been a proper handing and taking over of charge and will certify to that effect.

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(b) In every case, where cash is handed over, the duty of verifying balances devolves upon the relieving officer, who will record having done so in the relevant account books.

(c) The relieving officer will satisfy himself that the cash corresponds with ledger/book balances, that the books are complete and correct, and then will sign the transfer certificates. Any omissions to furnish this certificate will render the relieving officer responsible for his predecessor's liabilities.

(d) All discrepancies in cash, cheques and account books will be mentioned on the transfer certificate.

(e) If an officer in charge of Public money dies or is admitted to hospital before being duly relieved, the senior officer present will provide for the security of such Public money and will at once see that cash is taken over. When an officer taking over a command does not arrive before the departure of the outgoing officer, the senior officer of the Unit will take over and be responsible for all cash till handed over by him to the officer assuming command.

Public funds

489. **Custody of public funds**. Public funds may be deposited with a branch of the State Bank of India or any nationalized bank conducting Government treasury business. Where a Branch of the State Bank of India is not established, public funds may be deposited with the Subsidiary Banks functioning as agents of the State Bank of India.

Public funds of the Assam Rifles Units/formations may be deposited in any subsidiary bank of State Bank of India or in a nationalised Bank, which has capacity to meet cash requirements at short notice, provided that it would not charge banking charges for Government cheques and would also furnish bank statements as and when required and also as required by Audit Officer as is the practice followed by State Bank of India. Where banking facilities do not exist, the officer concerned with the administration of public funds may open personal deposit accounts for such funds at any civil treasury in his official capacity. Public money will not be drawn from a treasury or bank before it is actually required for disbursement.

490. **Responsibility for account books**.

(a) An officer in charge of Public fund is responsible for the safe custody of all cash accounts and for deposit payment cheque books connected therewith.

(b) When a change in charge takes place, the relieving officer will satisfy himself that the balance of the books in hand and the number of unused cheque leafs is correct.

IndiaCode

491. **Disbursement of pay and cash**.

(a) Every officer charged with the disbursement of pay/advances of pay is responsible that those serving under him receive the amounts due to them. All fines and deductions will be notified in orders and explained to the individual concerned. All pay and allowances are paid into the bank account of each employee through core sector banking system. All cash payments where required will be made by an officer or where a Subordinate Officer is an imprest holder, by him. If the company commander does not disburse the pay/advances of pay himself, he will, after disbursement, personally ascertain from all ranks that they have received their dues in full.

(b) Except where a Subordinate Officer is an Imprest holder, Subordinate Officer will not be made responsible for making cash payments or signing connecting documents therewith.

492. **Accounts and cheques**.

(a) All entries in cash books and account books of all funds will be made in ink. The officer in charge of the fund may delegate the duty of writing up the cash book, to a junior officer or a Subordinate Officer, but he must exercise direct supervision over all money transactions and personally check all entries in the account book. He is not in any way relieved of financial responsibility by this delegation of duty. Superintendent Incharge may delegate the writing up of the cash book to a

responsible subordinate, all entries being initialed by an officer. Treasure chest deposit and payment cheques may be prepared by a clerk for the signature of the officers concerned who will be responsible for their correctness. No alterations in cheques is permissible and if an alterations becomes inescapable, fresh cheque may be issued after cancelling the previous one.

(b) The responsibility for the writing up of the fund books at Formation Headquarters, is vested, at all time, in the officer in charge of the various funds. These duties may, however, be delegated to selected senior clerks preferably those in charge of sections. The officers in charge of the funds are not relieved in any way of financial responsibility by such delegation of duty, and all entries in fund books will be initialed by them. Cheque books will be kept in the safe by the head of the branch.

493. **Accounts of sub Units**.

(a) Company Commanders/OC Sub Unit are responsible that the accounts of their companies or equivalent Sub Units are kept in conformity with the Regulations, and the Rules relating to the disbursement of pay or advances of pay are strictly observed. They will require every officer serving under them who may be in charge of public funds, to render a certificate monthly as in Sub Para (b) below. Immediate action should be taken for the settlement of discrepancies between book and cash balances. In cases where public funds are directly under the control of the Unit commander he will carry out this duty personally and will record the fact in the relevant account books. Sub Unit commanders may at any time be called upon to produce the balance of public money in their charge.

(b) The monthly certificate rendered in the cash book will indicate the actual cash balance in figures as well as in words and will be signed by the officer concerned. The certificate will be as follows:-

"Certified that the cash in hand has been compared with that shown in the cash book and the balance held Rs. _____(Rupees) has been found to be correct".

494. **Charge of public money**.

(a) Subordinate Officers, Under Officers and other enrolled persons will not, except when provided by Regulations, be placed in charge of public money or charged with the custody of forms of authority for the use of money, for example drafts, cheques, money orders.

(b) Civilians employed as cashiers/assistant cashiers in various installations may be entrusted with the handling of cash only in exceptional circumstances.

Regimental funds

495. **Classification and administration**.

(a) Regimental funds comprise:-

(i) All funds, other than public funds maintained by a Unit, which are financed either wholly or partly from public money; and

(ii) Private funds which include all funds not financed in any way from public money.

(b) The Commandant whose position in relation to Regimental funds is that of trustee for the personnel of his Unit, is responsible that these funds are properly applied, with special reference to the object of each, for the benefit of the personnel or Unit as a whole, or in certain cases, for the benefit of subscribers to the funds, when he will be personally responsible for any portion of the funds which may be misapplied or lost owing to neglect on his part.

(c) The Commandant may delegate details of his administration to officers, Subordinate Officers, Under Officers or other selected other ranks serving under his command, but this delegation does not relieve him of his responsibility that the money entrusted to them is properly administered and used. If a loss occurs, all ranks concerned will be called upon to show that it was not due to any failure on their part.

Banking of regimental funds

496. **Restrictions in banking of regimental funds.** Only the Nationalised banks will be employed for maintaining of a running or saving accounts of Regimental Funds.

497. **Sanctioning authority for banking purposes**. Before making a deposit for the first time with any bank, the Commandant will obtain the sanction of the Competent Financial Authority. Subsequent deposits with the same bank may be made without further reference to the Competent Financial Authority. In his application to the Competent Financial Authority the Commandant will clearly state:-

(a) The name or designation of the bank with which he proposes to deposit his funds, the location of the branch with which he proposes to deal and the location of the head office of the bank in India;

(b) That the bank is willing to receive his deposit and will lodge the required security with Government;

(c) The various funds to be deposited; and

(d) The aggregate amount of the deposit.

498. **Responsibility of Commandant**. It must be clearly understood that all deposits of regimental funds remain the personal responsibility of the Commandant. This procedure has been laid down to make it possible for Units to bank their Regimental funds with the minimum of risk. The Commandant is in no way relieved of the responsibility which rests upon him in taking every precaution for the safety of the Regimental funds entrusted to his care. Government will not recoup loss arising from the failure of the bank or from other cause, should the security deposit prove insufficient. Depositing officers will be solely responsible for any loss which may result from delay in the submission of their half yearly reports.

499. **The power of attorney**. Commandant of the Unit is not permitted to give banks thus employed by him any general power of attorney or other authority which would enable the bank forthwith to sell securities which are deposited with them and which are the property of a Regimental fund, but this will not preclude the bank from carrying out the sale of such securities in the ordinary course of business if expressly instructed to do so in each case by the Commandant of the Unit.

IndiaCode

500. **Interior management of the funds**. The Competent Financial Authority is not concerned in detailed work connected with regimental funds such as settling rates of interest to be allowed on deposit or seeing that the interest agreed upon is duly credited, arranging for the transfer of money from current accounts to fixed deposit, checking the amounts paid into or withdrawn from accounts, or dealing with points in dispute between depositors and banks. Such matters appertain solely to the interior management of the funds and remain to be settled in direct communication between the Commandant of the Unit and the bank concerned.

501. I**nvestment of regimental funds**.

(a) Regimental funds may be invested in Government securities, shares of the Reserve Bank of India or the State Bank of India, in post office cash certificates or in Government of India National Saving Certificates or deposited in the post office savings bank with existing interest rates in Long Term Fixed Deposits.

(b) Notwithstanding Sub Para (a) above, the Regimental funds may also be invested any financial institutions/establishments as per the instructions issued by Director General Assam Rifles from time to time.

502. **Loans**. Commandant of the Units may, in exceptional circumstances and at their discretion, grant advances from Regimental funds to Subordinate Officers, Warrant Officers and Under Officers. In such cases Commandant of the Units will protect themselves by drawing up agreements regarding the amount of the loan, date and month of repayment and interest, if any, to be recovered, and also the name(s) of the individual, or individuals, belonging to the same Unit who are standing security for the loan. These agreements will be signed by the individual obtaining the loan and by those standing security.

503. **Extra remuneration**. The grant of extra remuneration to serving soldiers from Regimental funds is permissible, only when the individual concerned performs work which is for the benefit of the Unit and which is entirely outside and in addition to, his ordinary professional duties.

504. **Losses.** Losses incurred in mess, regimental or battalion funds owing to unsound finances, embezzlement or similar causes will not in any circumstances be borne by the Government.

IndiaCode

505. **Examination of regimental accounts**. The regimental fund accounts of every Unit will be examined at least once a month by the Commandant/Officer Commanding the establishment who will record the result of his examination in the account book concerned.

506. **Audit of regimental funds**. The audit of regimental funds will be carried out by next superior Headquarters.

507. **Quarterly audit boards**.

(a) At the end of each quarter, audit boards will be convened to check all public accounts (including imprests) and cash balances and to audit the accounts of regimental funds of all Units/formations, as indicated below:-

(i) For Units which are commanded by officers of the rank of Lieutenant Colonel or above, the Commandant Unit will convene an audit board consisting of three senior officers present with the Unit or such less number as the next superior authority/Sector Commander may direct. The audit boards so convened should be presided over by officers not junior in rank to the officers holding the imprests.

(ii) For other Units, the next superior authority will convene the audit board consisting of three senior officers of different Units or such less number as the next superior authority/Sector Commander may direct.

(b) The audit boards will be assisted by one or two Subordinate Officers from the Unit whose regimental fund accounts are being audited.

508. **Duties of the quarterly audit board**.

(a) In carrying out the duties of the quarterly audit board, the board will satisfy themselves that:-

(i) The accounts are arithmetically correct and have been kept in accordance with the Rules;

(ii) All receipts and disbursements are supported by vouchers and the disbursements, having due regard to the objects of each fund, are generally speaking legitimate and reasonable. Any disbursement which is excessive or extravagant will be brought to notice;

(iii) All authorised or fixed contributions to the various funds have been duly credited in whole to those funds;

(iv) Liabilities are not omitted from the balance sheets;

(v) Assets are not over-estimated, and funds are invested in strict accordance with Rules;

(vi) Cash credits are actually available;

(vii) The Rules regarding the banking of regimental funds have been complied with, and

(viii) The balances of all regimental funds are correct.

(b) The president of the board will sign and date each account examined, whether public or regimental.

509. **Proceedings of the quarterly audit board**.

(a) The proceedings of the board will be prepared in duplicate, and the board will certify therein that all Rules and instructions bearing upon their duties have been carried out. Any action necessary with reference to the findings of the board will be taken under orders of the Commandant/Sector Commander/next superior authority. The original copy of the proceedings with an indication of the action taken or proposed will be forwarded to the next superior authority. The duplicate copy will be filed for production at the annual inspection of the Unit.

IndiaCode

(b) The officer carrying out the annual inspection of a Unit will record in his inspection report whether the quarterly audit boards have performed their duties to his satisfaction.

510. **Disposal of regimental funds on a Unit's disbandment or otherwise**.

(a) Regimental funds financed wholly from public money or partly from public and partly from private money will be refunded to Government in full. Absolutely private funds maintained entirely by voluntary subscriptions from officers, Subordinates Officers, Under Officers or other enrolled persons which have received no assistance in any way from Government should not be included. A separate statement of accounts of such funds, together with the recommendation of the Commandant/OC as to the disposal of any credit balance remaining after the accounts have been balanced, will also be submitted to Directorate General Assam Rifles.

IndiaCode

(b) Before submitting proposals to Directorate General Assam Rifles for the final disposal of private funds, Commandant will ensure that all liabilities against the particular funds have been fully met and will submit a 'No demand' certificate to Directorate General Assam Rifles when forwarding proposals for disposal of balances. In the case of large and complicated funds, a notice should be inserted in the press that all claims against the Unit's private fund should be preferred before a given date, after which no further claims will be considered. The cost of such notices will be met from the funds concerned.

(c) In the case of one fund showing a credit balance and another a debtor balance in the same Unit, only the net credit would be taken for disposal.

(d) The procedure prescribed in this para will apply equally in the case of Units which are not being disbanded but are desirous of disposing of any particular regimental fund. No regimental fund of effective re-organised or disbanding Unit will be disposed of without prior reference to Directorate General Assam Rifles.

CHAPTER XXVII
STORES AND SUPPLIES

511. **Responsibility for administration**. All individuals are responsible that the expenditure of Government stores and supplies in their charge is contracted honestly and economically in accordance with Regulations and accounted for properly. In the event of failure in this respect the responsibility lies with the individual incurring the expenditure, unless his decision was over-Ruled by a superior authority who then, becomes responsible.

512. **Duties of superior commanders and Officers of administrative service**. Superior commanders are responsible for the efficient and economic working of Units and of those aspects of the administrative services as are placed under their control. Representatives of administrative services will bring to the notice of superior commanders any misuse and waste which may come to their notice or of wasteful method's in the system of their services.

513. **Scales of issue**. Where scales of issue of stores are laid down, indenting authorities will not demand the full scale when the actual needs of the demand can be met by a reduced issue. If special conditions necessitate extra issues they will be made on the authority of the Director General of Assam Rifles however, will be held at the authorised proportions. The scales of issue as laid down in Scales of Rations and Supplies will be followed and any change in the scales of issue as followed by the Army shall be incorporated in the scales of Assam Rifles. The respective Maintenance Groups Assam Rifles will be responsible for issue of dry rations as demanded by the Units who in turn shall submit the monthly Ration Return justifying the demand and subsequent issue of rations. An Administrative check will be submitted to Directorate General of Assam Rifles every six months for re-conciliation purposes.

514. **Responsibility of indenting and supplying officers**.

(a) The indenting officer is responsible that demands are framed in accordance with Regulations and in the case of expendable stores will demand such quantity as is necessary, having due regard to any unused balance in hand. Indents will be complied with on his own personal responsibility. He is responsible for furnishing the supplying officer with current data and will be liable for the value of over-issues, credit for which will be enforced at once by the Pay Account Office (Assam Rifles) unless the Deputy Inspectorate General Assam Rifles/Inspectorate General Assam Rifles specially authorises the return of such over-issues to the Maintenance Group Assam Rifles in case of dry rations or the approved contractor in case of fresh rations with the willingness of the contractor. He is responsible for the quantity of the stores indented for on "as required" basis, and the supplying officer will not

share in that responsibility unless he fails to check a requisition for a quantity of such stores, which is obviously improper.

(b) The supplying officer is responsible that the class of stores demanded is admissible under Rules and that the amount is correctly calculated with reference to the data furnished on the indent. Except as provided for in Regulations, authorized stores must be obtained from the department responsible for their supply and will not be purchased locally without the prior sanction of Competent Financial Authority.

515**.** **Stock taking**. Officers in charge of stores of every description are responsible for periodical stock-taking. A permanent record will be kept in the office of each Unit showing the date on which stock-taking was carried out, the scope of the stock-taking, the condition of the store, and the steps taken to repair or dispose of repairable or unserviceable stores. Surplus stores will be brought on charge and discrepancies adjusted.

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516. **Handing and taking over**.

(a) Every officer in charge of Government stores will, on handing over charge, check the stores in custody in company with the officer who relieves him. A transfer of charge will always take place when an officer ceases to hold a lien on his appointment. When proceeding on leave, including casual leave, or temporary duty, an officer will properly hand over Government stores in his charge, together with the ledgers correctly written up, to the officer who is detailed to officiate during his absence.

(b) The Officer Commanding Unit will satisfy himself that there has been a proper handing and taking over of charge and will certify to that effect. In cases of absence from duty of short duration not exceeding seven days and where no or only a few transaction(s) are likely to take place during that period, handing/taking over of stores and supplies need not be enforced, provided the following procedure is carried out:-

(i) The handing over officer will render a certificate to his relief to the effect that ledger balances for stores and supplies are correct.

(ii) The relief may carry out a test check if he considers it necessary.

(iii) The relief on handing back of the charge to the permanent incumbent will render a certificate to the effect that the transactions made during the period he held charge have been properly accounted for.

(iv) The permanent incumbent may carry out a test check and satisfy himself that the transactions made during his absence are correctly recorded.

(c) The relieving officer will satisfy himself that the store correspond with ledger balances, that the books are complete and correct, and then will sign the transfer certificate (Treasury Rules-44 refers). Any omission to furnish this certificate will render the relieving officer responsible for his predecessor's liabilities.

(d) Lists of all damaged property and discrepancies will be made and attached to the transfer certificates. Whenever stores are transferred from one charge to another, a temporary receipt will be taken in anticipation, if necessary, of the issue of formal receipt vouchers.

(e) If an officer in charge of Government property dies or is admitted to hospital before being duly relieved, the senior officer present will provide for the security of such Government property and will at once see that stores are taken over. When an officer taking over command does not arrive before the departure of the outgoing officer, a regimental board will be assembled and the senior officer of the Unit will take over and be responsible for all stores till handed over by him to the officer assuming command.

IndiaCode

(f) Any officer or other person in charge of public stores of any kind is strictly forbidden to lend any article under his charge for any purpose without due authority.

517. **Procedure in case of discrepancies**. If any difference of opinion arises between the officers handing over and receiving charge regarding the condition, description and quantities of the stores on charge, a station board, whose opinion will be binding on both officers, will be convened by the Sector Commander/next superior authority to report on the matter. The board will state the cause to which in its opinion, the discrepancies are due and will forward the proceedings to the convening officer for disposal.

518. **Responsibility for expenditure**. Expenditure other than that covered by Rule will not be incurred without the prior sanction of the Competent Financial Authority except that in urgent cases, where time does not permit of a prior reference to the Competent Financial Authority, the senior officer may accord permission and report his action to the Competent Financial Authority as soon as possible. Officers authorizing expenditure not covered by Rule do so on their own responsibility and will convey their sanction in writing.

519. **Online demands**. Online demands may be made in cases of exceptional urgency, but they will be followed by a copy of the letter, in confirmation (so endorsed), through the authorised channels.

520. **Payment indents**. Payment indents with regard to supplies, FOL and clothing will be submitted in accordance with instructions laid down in the instructions issued by Directorate General Assam Rifles from time to time.

521. **Stores supplied locally**. When stores are supplied locally, indenting officers will satisfy themselves at the time of the delivery that both quantity and quality are correct. Any difference of opinion will be referred to the Sector Commander whose decision will be final.

522. **Stores supplied by private firm and contractors**. When stores are received from private firms, contractors or their agents they will be compared with the samples, sealed pattern, drawing, specifications or other particulars governing the purchase but need not be condemned for slight or unimportant deviations. If not up to the standard and the supplier refuses to replace them, the matter will be referred to a station board composed of officers of experience, unless otherwise provided for by deed of contract. The decision of the board, when confirmed by the Sector Commander or any higher authority, will be final.

IndiaCode

523. **Disinfection of stores**. Blankets, barrack and hospital which are in use, will be disinfected as per current orders. Before return to the Maintenance Group Assam Rifles on which dependent for supply, all textile articles of used clothing and of equipment of men and animals as also other articles specially mentioned in subsidiary Regulations will, so far as local facilities and time permit be disinfected and a certificate indicating whether the articles have been disinfected or not, invariably enfaced on the accompanying vouchers. For the scale of fuel allowed for these purposes, see Scales of Rations and Supplies issued by the Directorate General Assam Rifles.

524. **Packing material**. All Units will ensure proper accounting and handing of all types of packing materials on their charge as per orders on the subject issued vide Directorate General Assam Rifles from time to time. All such packing materials will be deposited with the concerned Maintenance Groups of Assam Rifles (MGsAR) for further disposal through e-auction.

Rations and Supplies

525. **Traffic in**. The sale of, or traffic in, any portion of the rations supplied by the Government for issue either free or on payment to troops, or for animals, is strictly prohibited.

526. **Issue of ration supplies**. When ration is issued to Units from Maintenance Group Assam Rifles and when supplies are taken over by Units direct from the contractors at the ration stand, representatives of the Units (an officer, except when the Garrison Commander/Sector Commander decides it to be impracticable) will attend at the time such supplies are drawn. Free transport for the conveyance of Unit supplies from the place of issue to the place of consumption is permissible.

527. **Admissibility of rations**. Free rations are admissible to personnel and animals as follows:-

(a) All Assam Rifles officers and officers on deputation from Army/Central Armed Police Forces.

(b) All combatant personnel including recruits of Assam Rifles and Combatant personnel of Army/Central Armed Police Forces.

(c) All Government animals excluding boarders.

IndiaCode

528. **Scale of rations**. The scales of rations authorised are laid down in Assam Rifles Scales of Rations and Supplies or as published in Government orders from time to time.

529. **Drawing of rations.**

(a) Under drawals of rations (including fresh items) in a month will lapse to the Government and will not be made good.

(b) Over drawals of rations during a month will be adjusted in following manner:-

(i) Those detected by the Unit will be adjusted either by under drawals within the month itself, whenever possible, or in the subsequent month by an equal quantity or by payment into the treasury for the quantity/ quantities overdrawn at the payment issue rate current in the month of over drawal. The treasury receipt will be forwarded to the Pay Account Office (Assam Rifles).

(ii) Those detected during the audit of ration return will similarly be adjusted by under drawals in the ration return under preparation during the month of audit or payment into the treasury as in Sub Para (i) above.

(c) Substitutes in accordance with Assam Rifles Scales of Rations and Supplies or Government orders issued from time to time, will be issued in place of any

particular article or articles of rations short delivered by the contractors which cannot be purchased in the market.

530. **Extra rations**.

(a) On the recommendations of the local medical authorities, the issue of extra rations at the prescribed scales to troops and any other entitled to free rations at the scale for troops, may be sanctioned when climatic conditions are specially severe and unusually hard work is being performed, and commanders are satisfied that the normal daily ration is inadequate to maintain its recipient in health.

(b) Such extra rations may be sanctioned by commanders at various levels as follows for troops who are employed on duties involving strenuous exertion e.g. work as per the SOP subject to revision.

(i) DIGAR .....up to 30 days
(ii) IGAR .....up to 60 days In any Financial Year
(iii) DGAR .....up to 90 days

Issues for periods in excess of 90 days in any one financial year will require sanction of the Ministry of Home Affairs.

IndiaCode

(c) In addition, a daily issue of cocoa/tea together with other ingredients at the prescribed scales may be issued to troops to meet special fatigue or bad weather conditions when recommended by medical authorities and authorised by Directorate General Assam Rifles subject to a maximum of three days at a time and nine days in any one month. Issues beyond this period will require the sanction of the Ministry of Home Affairs. Subject to these limitations, rum at the prescribed scale may be issued in most exceptional circumstances or when cocoa/tea is not available.

(d) There is, no restriction to extra rations and/or rum under Sub Paras (b) and (c) above being issued simultaneously if and when the conditions governing their issue are fulfilled.

(e) Rum required for payment issue to troops will be obtained under Unit arrangements.

531. **Rations for troops in hospital**. The following will be the procedure for drawal of rations when a soldier is admitted to or discharged from hospital:-

(a) Rations may not be drawn by a Unit for a soldier admitted to hospital during the period of his admission. The period of admission in the hospital includes the day of admission and day of discharge, provided an individual reports sick

before 1200 hours on the day of admission and is discharged from hospital after 1000 hours on the day of discharge.

(b) Subsistence diets will be drawn by the hospital for patients admitted after 1200 hours of the day of admission. Thereafter, patients will be placed on one of the standard diets or 'no diet' with extras.

532. **Scale of rations for troops called out in aid of civil authorities**. Officers, Subordinate Officers, Under Officers and other Enrolled Persons will receive the scale of rations as in Force at the time.

533. **Stocks on Unit charge**.

(a) Units will hold on their charge stocks of dry supplies (except fodder) for their sanctioned peace establishments of men and animals to the extent mentioned below :-

(i) **At Maintenance Groups Assam Rifles**. For a minimum of thirty days and a maximum of forty five days.

IndiaCode

(ii) **At Units**.

(aa)	Maintenance Stock	-	45 days
(ab)	GS Reserve Stock	-	15 days
(ac)	Monsoon Stock	-	Additional 15 days from 01 May to 30 Sep for monsoon stocking.

(iii) Hospitals will hold these stocks for their staff and patients. Stocks held for the latter will be based on the monthly average number of patients in the hospitals during the preceding month. In addition, hospitals may at the discretion of the Commandant concerned, hold a day's stock of fresh supplies for patients.

(b) Where it is economical and the authorised stocks in Maintenance Group Assam Rifles permit, Directorate General Assam Rifles may authorise drawing by monthly or fortnightly. In such cases the maximum stocks in Unit’s charge will vary according to the decision of the Directorate General Assam Rifles.

(c) Directorate General Assam Rifles may also fix a higher minimum number of days stocks to be held, in view of distance by rail from the Maintenance Groups Assam Rifles on which the Unit is dependent or for reasons of policy.

(d) The Maintenance Groups Assam Rifles will issue to Units all articles of dry rations in bulk and in complete bags, unbroken boxes, packages etc. The distribution of all supplies within the Unit will be carried out by the Quarter Master Unit/Establishment. Surplus articles which accrue on the conclusion of field service or on the cessation of special concession will be disposed of to the best advantage of Government under the orders of the Competent Financial Authority either by issue to troops in lieu of articles of the standard peace ration according to the authorized scale of substitutes, by transfer to hospitals or by sale.

534. **Complaints by Units**. Complaints by Units may be on:-

(a) Supplies already in Unit charge.

(b) Supplies about to be issued to Units by the Maintenance Group Assam Rifles either at the Maintenance Group Assam Rifles or at the ration stand.

(c) Contractor's supplies direct to the Unit, such as group B, C and F rations.

(d) In the case of Sub Para (a) above, the Unit must adjust any loss, as acceptance of supplies at the time of drawing is final. The Officer-In-Charge supplies, however, may be consulted when any doubt exists as regards quality. A report will be submitted to the Officer Incharge Supplies who will ensure that all stocks of the same consignment are fit for issue. In the cases of Sub Para (b) and (c) above, delivery will not be taken. The matter will be brought to the notice of the Contract Operating Officer immediately, who will replace articles should he agree with the complaints. If the OIC Supplies/Contract Operating Officer does not agree and is of the opinion that the supplies are of good quality and up to specification, they will be placed at once under a guard. The orders of the Garrison/Sector Commander will then be obtained and these will be final. In case of any doubt, samples of non-perishable foodstuffs may be dispatched to the Government Analyst/laboratories for analysis.

535. **Local purchase**. The local purchase of dry rations/fresh rations will be carried out by Formations/Units under following circumstances with prior sanction of Directorate General Assam Rifles/Competent Financial Authority:-

(a) When the contractor fails to supply contracted items of dry rations as per delivery schedule and the stock position of the ration is critical, Directorate General Assam Rifles may sanction local purchase of the particular item at the prescribed rates.

(b) When the contractor fails to supply fresh ration as indented the contract operating officer may purchase the indented quantity with prior sanction of the Garrison Commander/Sector commander at the risk and expense of the contractor.

536. **Scales and weights with Units**. Commandants/Officer Commanding of Units will have all scales and weights on their charge tested annually with the standard scales and weights maintained at the nearest Assam Rifles workshop and will keep a suitable record of such tests. All Assam Rifles field repair workshops (static as well as mobile) with attached armourer components will be responsible for carrying out annual inspection of all weighing equipment used by the Units. Scales and weights found to be inaccurate should be sent to dependent Assam Rifles field repair workshops for repair and adjustment. Procedure adopted for sending this equipment to workshops will be the same as is followed for other equipments. Minor adjustments will be carried out locally.

537. **Maintenance of supplies and disposal of supplies**. To minimize loss due to deterioration of supplies while on Unit charge, Commandants/Officer Commanding Units/Establishments will utilize the services of supply officers as necessary to assist Units in stock taking and to advise on the storage, preservation and disposal of stores and supplies. Ordinarily, surplus ration articles on Unit charge which cannot be consumed by the Unit will be taken on charge through board of officers at the end of month.

IndiaCode

538. **Disposal of deteriorated stocks**. Deteriorated stocks of supplies on Unit charge will be condemned in consultation with local supply authorities and disposed of under orders of the Competent Financial Authority.

539. **Attachments for rations**. All small detachments or parties will be attached to regular Units for ration and supply purposes. During training and maneuvers, the responsibility of drawing and accounting for the rations of such individuals will be that of the Unit to which they are attached.

AUCTION SALES

540. **Auction sales**. Due publicity will be given to every auction sale. No individual of Unit concerned may bid for or buy any article at an auction sale. An officer of the Unit will attend and is empowered to stop the sale, if he thinks that a fair price is not being realized. Metals will be sold by weight and other articles by weight and or numbers, but not by bundles.

541. **Disposal of government stores by e-auction**.

(a) As far as possible, auction of all salvage and other stores, as are required to be auctioned, will be carried out through e-Auction. It is only when e-Auction is not feasible that the auctioning through an official auctioneer will be resorted to. Detail

instructions for procedure to be adopted for e-auctioning and the matters connected therewith shall be laid down in Assam Rifles Orders (AROs) which may be amended from time to time.

(b) A Memorandum of Understanding will be signed with the concerned auctioneer for a period of three years and renewed as per procedure in vogue or as per Government orders on the subject from time to time. All other actions by concerned officials will be in accordance with Standing Operating Procedure (SOP), which may be amended from time to time, issued by the Directorate General Assam Rifles.

542**. Disposal of government stores by public auction**. The instructions given below are for the guidance of officers detailed to supervise the sale of Government stores by public auction. The following are the duties and responsibilities of the officer supervising the sale of Government stores by public auction:-

(I) **Prior to the commencement of an auction sale**.

(a) Ensure that he knows:-

(i) the terms and conditions of the agreement under which the auctioneer is appointed, and has a copy of the agreement for reference during the sale; and

(ii) the conditions of the sale appended to the above agreement.

(b) Inspect the stores to be offered for sale and ensure:-

(i) that stores which are susceptible to theft are not laid out on the auction ground until the day they are to be sold, that adequate arrangements are made for safeguarding them at the auction ground and that the lots on the sale ground are marked and agree as regards lot number, contents and description with those in the catalogue or list of stores to be offered for sale; and

(ii) that equipment, tools, spare parts or any other article not intended for sale have been removed from the sale ground.

(c) Ensure that all lots are laid out and displayed so that intending purchasers can inspect them.

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(d) Arrange for the conditions of sale to be displayed on a board placed, in a conspicuous place at the entrance to the auction ground so as to attract the attention of the bidders on arrival.

(e) Will tally his copy of the auction catalogue with the list of lots held by the auctioneer. Guiding/reserve prices will not be shown to the auctioneer.

(f) Instruct the auctioneer that no bids will be accepted without his approval.

(g) Retain the details of reserve prices, which are strictly confidential, in his possession so that no other person can obtain this information.

(h) Cause the auctioneer to announce to the assembled bidders-

(i) the conditions of sale;

(ii) that sale by sample is not permitted; and

(iii) that sale is on terms of 'ex-site' delivery as and where lying.

(i) Ensure that the auction commences at the scheduled time.

(II) **During the auction sale**.

(a) Ensure that the auctioneer announces the correct description of each lot before putting up for auction.

(b) Before opening the bidding for stores not on the sale ground, invite interested bidders to accompany the sales officer and view where stored, valuable and bulky stores which are not laid out on the sale ground because sale by sample is not permitted.

(c) On request from bidders, arrange for a reasonable number of packages in any lot to be opened to enable prospective bidders to inspect the contents before making bids. Bidders are entitled to raise objections if not satisfied with facilities for viewing,

(d) Ensure that acceptance or rejection of the highest bid, received for each lot is announced by the auctioneer to the bidder in a legal manner, before the next lot is offered for sale. [Indian Sale of Goods Act, 1930 Section 64(2) states "in the case of a sale by auction the sale of a lot is complete when the auctioneer announces its completion by THE FALL OF

THE HAMMER or in other customary manner; and until such announcement is made a bidder may refract his bid"]

(e) All bids falling beyond the financial powers of the supervising officers should be accepted subject to the approval of the higher authorities and a minimum of 25% earnest money deposit in respect of these bids will be taken from the prospective purchasers.

(f) Ensure that a regular receipt is issued by the auctioneer to the purchaser in token of earnest money deposit.

(g) Enter in ink the following particulars in his copy of the catalogue or list and also ensure that similar entries are made in ink by the auctioneer in his copy:-

(i) names and addresses of the highest bidders;

(ii) amount of the highest bids;

(iii) accepted or rejected; and

(iv) amount (specifying earnest money or full sale value) received.

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(h) Ensure that no individual of the Unit or department to which the stores belong or the auctioneer or his agent is permitted to bid for or buy any article in the auction sale.

(i) Ensure that the auctioneer conducts the sale in an orderly and efficient manner to obtain the best value for stores offered for sale.

(III) **After conclusion of each day's sale**.

(a) Verify that the total amount of money collected by the auctioneer from buyers agrees with the total of the receipts given there for.

(b) Issue a military receivable order to the auctioneer to deposit the amount realized on account of earnest money or sale value deposits made by the bidders into the Government treasury/State or Reserve Bank of India.

(c) Compare counterfoils of receipts issued by the auctioneer to buyers with the relative entries in the catalogue or list and thereby verily that the total amount collected by the auctioneer from buyers and handed over vide (b) above is correct.

(IV) **Custody of stores**. The Commandant of the Unit or establishment is responsible and will make arrangements for proper custody of the stores until they are removed from the site by the buyers for which a time limit should be fixed.

(V) **Auctioneer's remuneration**. The auctioneers will submit their bills for commission to Pay and Accounts Office Assam Rifles through the competent selling authority who will scrutinise the bills before forwarding them to Pay and Accounts office Assam Rifles for payment.

543. **Loss of stores, procedure for reporting and investigation**. When stores are lost, destroyed, found to be deficient through wastage, or damage by fire or otherwise, the officer commanding Unit or formation shall immediately start preliminary investigations, after completion of which the following action shall be taken:-

(a) If the investigations reveal that the loss has not been due to fire, unusual occurrence, theft, fraud or neglect and the same does not require the sanction of the Government of India, and a court of inquiry is not considered necessary, the result of the investigations shall be communicated to the competent financial authority through 'A' Staff channels, who shall take necessary action to write off the loss in consultation with his financial adviser. The holding of a court of inquiry in such cases will be at the discretion of the Competent Financial Authority. But when the loss exceeds Rs. 50,000/- in value, concurrence of the Ministry of Home Affairs will be necessary if it is considered that the holding of a court of inquiry should be dispensed with.

(b) If the investigations reveal that the loss:-

(i) is due to theft, fraud or neglect, or

(ii) is due to fire or any unusual occurrence, or

(iii) requires the sanction of the Ministry of Home Affairs being the competent authority to write off the loss (i.e. in cases involving loss of stores exceeding Rs. 15,000/- in value in respect of Sub Para (i) above and Rupees. 1,00,000/- in value in respect of Sub Para (ii) above) the Commandant of the Unit/formation commander shall immediately report the occurrence to the higher formation commander.

(c) Report on losses by fire will also be repeated by signal to higher formations, according to the financial limits mentioned against each. These financial powers are as delegated by Ministry of Home Affairs and will be as amended from time to time by Government vide their notification.

(i) Up to Rs. 1,00,000/- - Directorate General Assam Rifles

(ii) More than Rs.1,00,000/- - Ministry of Home Affairs

(d) The concerned formation Commander shall convene a court of inquiry immediately on receipt of the preliminary investigation report in the cases referred to in paragraph (b). In addition to preliminary investigation reports, quarterly progress reports stating the current position i.e. the progress of the case as on the last day of each quarter together with reasons for delay, if any, in finalising the proceedings of the courts of inquiry and disciplinary action, will be submitted by the 15th January, April, July and October. Such reports will also simultaneously be sent to intermediary formation Headquarters. Where the Court of Inquiry clearly brings out that disciplinary action against Assam Rifles personnel is involved, the papers relating to the disciplinary aspect will be passed by the Branch or Head of the Service to A Branch. The holding of a Court of Inquiry may be dispensed with at the discretion of competent financial authority in cases where the investigations reveal that the loss of the stores is less than Rs. 10,000/-. A court of inquiry may be dispensed with in respect of losses/damages to defence stores exceeding Rs.5,000/- in value, which may occur while the stores are in transit. In all other cases, court of inquiry will invariably be convened. Where the loss exceeds Rs.15,000/- in value, in respect of Sub Para (b) (i) above and Rs. 1,00,000/- in value in respect of Sub Para (b) (ii) above, concurrence of the Government of India will be necessary, if for any reason, it is considered that the holding of a court of inquiry should be dispensed with. The court of inquiry shall consist of experienced and adequately trained officers. Assistance will also be obtained from the Finance Department where considered necessary.

(e) Where the staff court of inquiry is concerning losses due to fire, a representative of Fire Service Inspection Organisation will invariably attend.

(f) As soon as the court of inquiry is completed and the convening officer/ formation commander or equivalent Commander has recorded his opinion on the proceedings, the following action shall be taken:-

(i) If the opinion is that the loss has not been due to theft, fraud or neglect, immediate action to write off the loss shall be initiated through 'A' Staff channels, by the Officer-in-Charge of the stores lost.

(ii) If the opinion is that the loss has been due to theft, fraud or neglect, the proceedings shall be forwarded without delay through staff channels, to the competent financial authority. Disciplinary action against any person/persons found to be responsible for the loss will be initiated simultaneously. The Court of Inquiry Proceedings shall not be held up for

disciplinary action to be taken or loss statement to be prepared. They shall be accompanied by:-

(aa) A statement as to disciplinary action taken or contemplated and persons involved.

(ab) An estimate, however rough, of the losses of stores and buildings.

(ac) A certificate that loss statements are being prepared and shall be forwarded through 'A' staff channels. The officer in charge of the stores lost shall be furnished with a complete copy of the proceedings on receipt of which he shall prepare the loss statements with the utmost dispatch. He shall also be responsible for obtaining a loss statement in respect of any building destroyed, from the concerned Officer and forward it with the loss statements for the stores lost through the Financial Adviser (Assam Rifles) concerned to his superior officer along with the proceedings and other relevant papers in original.

(iii) The procedure stated above will also apply to cases where loss is due to fire or any unusual occurrence. However, in case of losses due to fire exceeding Rs. 1,00,000/- in value, an advance copy of the proceedings of the Court of Inquiry will be forwarded immediately on conclusion of investigations to Directorate General Assam Rifles by the convening officer. Two copies of such proceedings, complete in all respects, will be forwarded through 'A' staff channels in the normal course to Directorate General Assam Rifles for information and concurrence of the Directorate General Assam Rifles and Ministry of Home Affairs.

(g) When losses of the value of Rs. 10,000/- and above occur due to suspected theft, fraud, fire (and all cases of suspected sabotage, irrespective of the value of loss) which have been departmentally investigated and the investigation does not reveal facts as to the cause thereof or/and the persons responsible for the said theft, fraud, fire or sabotage, such cases will be reported to the civil police for investigation. The local formation commander will exercise discretion in determining at what stage the case should be handed over to the police, keeping in view the fact that police investigation will be increasingly handicapped with the lapse of time. All concerned will render assistance to the police authorities once the case is handed over to them. A formal investigation report will be obtained from the police authorities in all such cases. The provisions of this clause will not apply where it is not possible to avail of police assistance for investigation, e.g. on ships at sea or in the forward areas.

(h) The competent financial authority will ensure that financial responsibility for losses is enforced and disciplinary action taken against the personnel held responsible. The necessity for awarding penal deductions (or stoppages) to make good the whole or a part of the loss will be borne in mind when disposing of the disciplinary aspect of the case.

(i) Offences involving moral turpitude, fraud, dishonesty and culpable negligence involving financial loss will be tried by Assam Rifles Courts and not disposed of summarily or by administrative action. It will be ensured that punishments awarded in such cases are deterrent and commensurate with the gravity of the offence.

(j) In cases where trial by Assam Rifles Courts is time-barred, the following action can be taken against the delinquent(s):-

(i) The accused may be brought to trial before a civil (criminal) court;

(ii) Deductions from pay and allowances of the accused may be ordered under Assam Rifles Act.

(iii) The accused may be dismissed or removed from service administratively under the provisions of Assam Rifles Act.

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CHAPTER XXVIII
ARMS, AMMUNITION AND EXPLOSIVES

544. **Pouch ammunition**.

(a) Pouch ammunition as prescribed by local commanders, will be carried on guard, on the march, on journeys by train, at camps when it cannot be suitably stored and when required by circumstances. The custody of ammunition in lines, or barracks will be as follows:-

(i) The ammunition of companies or equivalent Sub Units will be locked in a box or boxes and placed in the company, or Sub Unit, armoury/ Magazine. The key(s) of the box or boxes will be properly labeled and hung up in the Unit quarter-guard and will only be delivered by the guard commander to an officer.

(ii) The keys of the company or Sub Unit, armoury will be labeled similarly and placed in the quarter guard.

(b) These instructions may be modified by Commandants/OC to meet special circumstances. The rapid issue of ammunition will be practised.

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545. **Custody of ammunition**. The orders contained in succeeding paras relating to the issue of ammunition and custody of the keys of the magazine, will be strictly observed. The unauthorised possession of ammunition is prohibited.

546. **Carrying of service firearms and ammunition**. An officer or soldier is forbidden to use or carry a service firearm except in connection with his duty as an officer or soldier, or to have service ammunition in his possession unless authorised by these Regulations. An order to this effect will be published periodically in the orders of all Units and will also be incorporated in Unit Standing Orders.

547. **Explosives**. Safety precautions regarding the use of explosives as given in the "Field Engineering Pamphlet No. 3- Demolitions, Part I - All Arms, 1974" issued by Army or as per instructions issued by Ministry of Home Affairs or Directorate General of Assam Rifles and as amended from time to time, will be strictly adhered to.

548. **Carrying of personal arms**. In no circumstances will personnel, other than officers, be allowed to remain in possession of personal arms when going on leave. Personnel, other than officers, posted to Units or on moves on duty in non-operational areas will not take their personal weapons with them except when authorised and proceeding in an organized party of not less than three persons. They will however carry them when proceeding to training establishments to attend courses of instruction if the

joining instructions so require. Personnel moving to and from operational or Active Service areas on permanent posting will carry their personal weapons, and in these areas they will invariably move armed and in parties of not less than two. Whenever personnel are allowed to remain in possession of their weapons during journeys, their movement orders will indicate the details of arms and ammunition so allowed. Officers, when travelling armed, will carry their pistols on their person in Regulation pattern web pistol cases.

549. **Carrying of ball ammunition.** In time of peace, ball ammunition will never be in the possession of the troops except as laid down in Paras 547 and 555, unless the Inspectorate General Assam Rifles, Sector or equivalent commander, considers it necessary to authorise an issue of service ball ammunition for a special purpose.

550. **Storing of drill cartridges**. In no circumstances will drill cartridges be kept in, or issued from, the same store as that used for ball or blank ammunition.

551. **Issue of ammunition from magazine**. The issue of ammunition from the regimental or depot magazine will be made by the quartermaster or other officer or Subordinate Officer. The keys of the magazine or store containing small arms ammunition will be labeled and deposited in a secure place when not in use. The company or equivalent Sub Unit commander will inspect all ammunition issued for the use of his company or Sub Unit, and will be personally responsible for the correctness of the description and quantity of ammunition drawn, and for the care and expenditure of such ammunition. He will also personally check any unexpended balance of ammunition when collected from the troops, and will be responsible for its return to the magazine.

552. **Issue of ammunition to guards, escorts and parties in aid to civil authorities**.

(a) The requisite ammunition for escorts (except escorts for soldiers in custody) and for parties in aid of civil authorities will be issued to them before going on duty. Similar action will be taken in the case of guards, except that, in their case, the ammunition will normally be kept in bulk under the charge of the commander of the guard and will only be issued to sentries in exceptional circumstances.

(b) Whenever ammunition has been issued to the troops it will be collected in the presence of an officer or subordinate officer after the duty has been performed and returned, into the magazine. When issued to a sentry, the ammunition will be handed over by him to his relief in the presence of the commander of the guard, and when the reason necessitating the issue has ceased to exist, it will be returned to the charge of the commander of the guard. Ammunition held by the commander of a guard and handed over on relief to the commander of the relieving guard, will be inspected daily by an officer or subordinate officer.

553. **Inspection of ammunition in possession of troops**.

(a) When troops have ammunition in their possession, it will be inspected at a daily parade by an officer or subordinate officer, and any loss or damage will be reported.

(b) Similarly, before troops are dismissed from any parade for which live ammunition has been issued, an officer or subordinate officer will ascertain that none remains in their arms, magazines, pouches, bandoliers or any other container. The troops will also be reminded on such occasions that they are not allowed to have any live ammunition in their possession. After firing with live ammunition, a certificate will be rendered to the effect that all unexpended rounds of live ammunition have been collected or otherwise accounted for.

(c) Drill cartridges will not be carried on any parade during which live or blank ammunition is used.

554. **Carrying of ammunition on move of Units from one station to another**. A Unit moving from one station to another will normally take only pouch ammunition as required for guards, unless otherwise specially ordered by the Sector Commanders or all officers superior to the Sector Commanders. Any additional ammunition on charge of the Unit will be returned to the earmarked Maintenance Group Assam Rifles. In the case of urgency when time does not permit, the additional ammunition will be handed over on regular vouchers to another Unit in the same station under the orders of the Sector Commander. The latter Unit will return it to the earmarked Maintenance Group Assam Rifles.

555. **Inspection of ammunition in regimental magazines**. All ammunition on regimental charge will be checked to ascertain correctness of the quantity held on charge at least once a month by the Commandant/Officer Commanding who will also see that the ammunition is stored in a place of safety and strictly in accordance with existing storage Regulations. Commandant/Officer Commanding will also ensure that the ammunition held on Unit charge is inspected by an inspecting ordnance officer dealing with ammunition, at least once in a year.

556. **Use of ammunition other than that provided by government.** As damage may be done to service weapons by the use of unsuitable ammunition, the use of any ammunition, other than that provided by the Government, is forbidden.

557. **Revolvers, pistols and their ammunition**. Revolvers and pistols will not be stored in the same boxes in which their ammunition on charge is stored. The keys of boxes containing the said ammunition will be held by officers, Subordinate Officers or Under Officers only. The keys of the boxes containing revolvers and or pistols may be

held by Under Officers but will not normally be held by the same Under Officers who hold the keys of boxes containing ammunition thereof.

558. **Safeguarding of arms**. Commandant/Officer Commanding Units/Sub Units are responsible that all arm racks are firmly secured to the wall or to the floor of the barrack room.

559. **Return of arms and ammunition: personnel proceeding on release/ discharge**. Commandant/Officer Commanding Units and demobilization centers will ensure that all personnel in possession of service weapons or ammunition issued to them on loan hand over such weapons or ammunition before proceeding on release/Discharge.

560. **Safe custody of arms and ammunition**.

(a) The safe custody of Service arms and ammunition issued to officers and other ranks is at all times their personal responsibility. Rules on the subject are contained in the pamphlet 'Safe Custody of Arms and Ammunition', as its supplement or amendments thereto as issued from time to time.

(b) All ranks will take all possible steps to safeguard their arms when travelling by rail, air or road transport, especially when traveling by rail in compartments not exclusively reserved for Assam Rifles personnel. In no circumstances will arms be entrusted to fellow passengers even for a short duration unless they are members of the same escort or detail.

(c) When traveling by civil aircraft, Assam Rifles personnel will hand over their arms and ammunition to the Captain of the aircraft for safe custody during flight in accordance with the Indian Air Craft Rules, 1937 or as per instructions issued by Department of Civil Aviation from time to time. Such arms will be returned to their owners immediately on arrival at their destination or at any intermediary landing under an emergency.

561. **Possession of private arms**. Personnel of the Assam Rifles are allowed to possess private arms, in accordance with the instructions, which are based on the authority of the Arms Act, 1959. The attention of all ranks will be drawn to the instructions applicable to them in a similar manner to the instructions contained in these Regulations.

562. **General provisions**.

(a) The Arms Act, 1959 provides that any person disposing of arms, which he possesses for his own private use to any other person not entitled by law to possess the same, is liable to be punished with imprisonment, which may extend to

six months, or with a fine, which may extend to five hundred rupees, or with both or as amended.

(b) If any person wishes to dispose of arms and ammunition either by private sale, public auction or otherwise, he will ascertain that the prospective purchaser is a person entitled by law to possess them and is not a person who is, by any enactment for the time being in Force, prohibited from possessing them. Except when the purchaser is a person entitled to possess arms or ammunition under the Arms Act, 1959, Section 9, the seller will ensure that the purchaser has obtained a valid license issued by the civil authorities for the particular weapons being sold or otherwise disposed of, and without unnecessary delay give to the magistrate of the district or to the Officer-in-Charge of the nearest police station notice of the sale and full particulars as under:-

(i) Name, rank and Unit of seller.

(ii) License number with details of arms and ammunition disposed of.

(iii) Manner of disposal.

(iv) Name of purchaser, licence number and issuing authority.

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(c) In the case of an individual under the rank of an officer, the procedure in (b) above will be conducted through the Commandant/Officer Commanding Unit/Establishment concerned.

(d) Failure to comply with these instructions renders the seller liable to be punished with imprisonment, which may extend to three years, or with a fine, or both.

(e) No one shall possess, acquire or carry any private arms or ammunition without a valid license, unless he is exempted from taking a license. The arms which an officer or soldier is allowed to possess will not include weapons, the import of which is prohibited under the Arms Rules, 1962, Rule 8, clause (a), nor will it include captured enemy weapons, ammunition, explosives and dangerous substances and bayonets except when individuals have already been permitted to retain these (even if in an unserviceable condition) and a license, if necessary, has been obtained from the licensing authority. No license will be granted for the possession of rifles, pistols and revolvers specified in that clause unless such weapons have been lawfully imported into India.

(f) Private arms and ammunition for which no license is required must be recorded in the Unit private arms register. The private arms register of all Units will

be checked annually by the formation commander. Units will render by 15 December each year an annual report to the District Magistrate concerned showing details of private arms and ammunition held on the Unit private arms register together with a certificate that licences for those arms and ammunition for which licenses are required, exist.

(g) While serving with any other Organization or on deputation with civil department, personnel wishing to retain their private arms and ammunition for which no license is required, will get such arms and ammunition recorded in the private arms register at the Assam Rifles Training Center and School. They will be personally responsible to report to the Commandant of the Assam Rifles Training Center and School regarding disposal or purchase of arms and ammunition. They may, if they so desire, deposit their private arms and ammunition for safe custody in the armory of nearest formation or Unit.

(h) Arms and ammunition the possession of which has ceased to be lawful will without unnecessary delay be deposited either with the officer in charge of the nearest police station or with a licensed dealer or in a Unit armory. In case the arms and ammunition are deposited on account of suspension, revocation or refusal to renew the license, the depositor or in case of his death is legal representative may, during the period prescribed under Arms Rules 46, sell or otherwise dispose of the arms and ammunition to any person lawfully entitled to possess. If the arms and ammunition so deposited have not been disposed of or their possession has not become lawful within the prescribed period, they are liable to be forfeited to the Government. Any arms and ammunition deposited in a Unit armory may, unless returned or disposed of earlier, be transferred after expiry of a period of 30 days after such deposit to the nearest police station under intimation to the depositor and to the licensing authority.

(i) Assam Rifles personnel, during the tenure of their service, may also deposit their arms and ammunition duly licensed either with the officer in charge of the nearest police station or with a licensed dealer or in a Unit armory, who will satisfy that, the possession of arms and ammunition was lawful. In the event of failure to get the license of the arms and ammunition deposited for safe custody renewed for three years, the matter will be brought to the notice of the District Magistrate for such action as he may consider necessary.

(j) When arms and ammunition are deposited vide Sub Paras (h) and (i) above, a card will be attached with each article showing the following:-

(i) Description of article.

(ii) Name and address of depositor.

(iii) Particulars of licence or exemption (if any).

(iv) Serial No in register and date of deposit.

(v) Date of expiry of licence due for forfeiture or disposal.

(vi) Date upto which deposited (In case deposit is for safe custody).

(vii) . . . .(Signature of depositor).

(viii). . . . . .(Signature of Officer incharge Unit armoury).

A receipt containing the above particulars will be issued to the depositor; a copy thereof will also be sent to the authority who granted the licence or renewed it last. (Note-Arms Act Section 21 and Arms Rules 46 and 47 regarding deposition of arms and ammunition refer).

(k) Registers of arms and ammunition deposited in a Unit armoury under Sub Paras (h) and (j) above, will be maintained in the manner as may be prescribed by the Central Government or the Government, or Administration (under delegated authority) of the place where the armory is situated. A copy of the entries in the registers relating to the quarters ending the last day of March, June, September and December, each year, certified as true copy, under the signature of the officer in charge of the Unit armory, will be forwarded to the district magistrate concerned as early as possible after the expiry of each quarter. The officer in charge of the Unit armory will also submit to the District Magistrate by 15th December each year a report showing the particulars of arms or ammunition in the Unit armory which have, or will become liable to forfeiture by the end of that year.

(l) Arms and ammunition deposited in a Unit armory and the register maintained for this purpose will be inspected periodically by the officer commanding the Unit or any other officer empowered by him, in accordance with the procedure prescribed by the State Government where the Unit is located.

563. **Officers**. Officers of the Assam Rifles are allowed to possess firearms for the purpose of sport provided that before their purchase they obtained out a license, on payment of fees for the possession of such weapons unless otherwise exempt.

564. **Exemption of licence fee**. Subordinate Officers, Under Officers and other enrolled persons whether on the active list or retired and in receipt as such of a pension, if granted a license to carry or possess a sporting gun or rifle together with a reasonable

quantity of ammunition for sporting purposes, in Form III set out in Schedule III to Arms Rules, 1962, are exempt from the payment of any fee for such a license, provided that if application for renewal is not made within one month of the date on which the license expired and unless the applicant satisfies the licensing authority that he had sufficient cause for not making the application within that period, the licensing authority may, in his discretion, levy renewal fee at the rate specified in the Form. If an individual wishes to carry these arms and ammunition on a journey outside the area covered by the license, he must obtain a license in the prescribed form (set out in Schedule III to the Arms Rules) on payment of the prescribed fee. Arms and ammunition will not be carried when proceeding on leave to foreign countries.

565. **Purchase of arms by Subordinate Officers, Under Officers and other enrolled persons**. A Subordinate Officer, Under Officer and other enrolled person will not purchase arms or ammunition unless he has been furnished by his Commandant or head of department with a written permit specifying, in the case of arms, the period for which it is valid, and in the case of ammunition, the amount purchasable on the occasion of each individual purchase, unless the arms and ammunition are purchased from a person entitled under the Arms Act, 1959 (54 of 1959), and Arms Rules,1962, to possess or sell arms or ammunition, and unless the arms and ammunition so purchased by him and the arms and ammunition already possessed by him do not exceed the numbers authorized by these instructions.

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566. **Grant of licenses to Subordinate Officers, Under Officers and other enrolled persons**.

(a) An individual may, on the recommendation of his Commandant, be given, at the discretion of the licensing authority, a license, free of charge, to carry or possess for his personal use one sporting gun or rifle together with a reasonable quantity of ammunition. The conditions are that:-

(i) the individual is of good character;

(ii) the possession of arms and ammunition, to which these instructions apply, is immediately reported and their description entered in the private arms register maintained in the Unit, extracts of which will be sent with the person’s documents when he is transferred;

(iii) all arms are kept in the armory while the Individual is with his Unit;

(iv) the loss of arms or ammunition is immediately reported;

(v) if he wishes to take his arms on furlough or leave, he obtains a pass from his Commandant. The pass will be produced on return, together with

the arms to which it relates. The Commandant will satisfy himself that the arms have not been changed. Failure to produce the arms or pass will be punished by deprivation of a pass for one year which should be communicated to the magistrate concerned. If an absentee is found in possession of arms and ammunition not covered by a pass, he will be made over to the Assam Rifles authorities for trial; and the licence will only be valid for the period while the individual in service of Assam Rifles.

(b) When recommending subordinate officer, Under Officer and other enrolled person to be granted licenses, Commandant will judge each case on its merits and not issue recommendations indiscriminately. The Commandant will certify that the arms are required for sporting purposes or for self protection. The date the applicant is due for discharge will also be stated and, where discharge is imminent whether the applicant will be eligible for a pension or not.

567. **Arms passes**. Every pass will be personally granted by the Commandant who will not delegate his authority. The arms pass will contain a full description of arms, with a record of their distinctive marks, and ammunition authorized by the pass and the parentage, religion, class, tribe and home of the holder of the pass. The magistrate of the district in which the pass holder intends to reside will be furnished with a duplicate copy of the pass by the Commandant in the case of men proceeding on leave or half pay leave. When passes are cancelled or withdrawn, the District Magistrate will be informed.

568. **Special exporting licences.** All ranks possessing at the time of their release/retirement/discharge a weapon requiring a license, will be warned if their home is situated beyond the limits of India, that they must obtain through their Commandant/Officer Commanding an export license. Application for export licenses will be forwarded by Commandant/Officer Commanding to the Central Government (Ministry of External Affairs) through Directorate General of Assam Rifles. An export license is not required for a kukhri lawfully held by a Gorkha proceeding to Nepal.

569. **Pensioners**. An enrolled person before transfer to the pension establishment, wishing to retain his private arms, subject to the extent specified will fill in a form in triplicate and give a full description of the arms in respect of which he desires exemption from payment of license fees. His Commandant/Officer Commanding Unit will endorse his recommendation on all three forms and will give one copy to the soldier before he leaves the Unit, and dispatch one copy to the civil officer concerned. The third copy will be kept in the Unit for record. The licensing authority has full discretion to grant or refuse a license.

570. **Renewals of licences: pensioners**. An application by a pensioner for the renewal of a licence, free of licence fee, will be submitted direct to the civil authority.

571. **First licences: pensioners**. An ex-Assam Rifles personnel does not receive preferential treatment as regards the grant of an arms licence, when his first application is made after leaving the service. He does, however, enjoy the privilege of recommendation from his Commandant for continuance or renewal of licence, exemption from fee, for arms, for which he has already obtained a licence while in service.

572. **Passes for discharged soldiers**. Soldiers on leaving the Assam Rifles cannot be granted arms passes and any such passes will be withdrawn from them.

573. **Possession of arms**. The Arms Act 1959 does not apply to the bearing or possession of arms in the course of duty.

574. **Arms in possession of officers**. Officers of the Assam Rifles can possess a Kukhri as private arm. However, for possessing any other private arm i.e., Rifle/Pistol/ Revolver they need to have a valid arms licence.

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CHAPTER XXIX
REMOUNT AND VETERINARY

575. **Remount**. All animals will be regarded as remounts for six months after being brought on to the strength of a Unit for the first time.

576. **Fitness for service**. Assam Rifles animals will be retained in active service for as long as they are fit to undergo the same.

577. **Access**. Government Veterinary Officers if so required will have access to all Assam Rifles stables/kennels and animals for specific duties/task where so specified, permission for which will be accorded by Commandant/Officer Commanding Unit.

578. **Registers**. Registers of Animals will be maintained by all Units in possession of public animals. For the purposes of reports and returns the year of age of every animal will be reckoned from 1st January.

579. **Animals strayed or lost**.

(a) When an animal has strayed or is lost, information will be given immediately to the civil authorities and the loss advertised in the press by the Sector Commander.

(b) No animal strayed or lost will be struck off the strength of the Unit to which it belongs for six months.

580. **Destruction of veterinary cases**. Assam Rifles animals which are under treatment in Assam Rifles Dog Training Centre or in the Unit lines and considered by a Veterinary officer to be incurable may be destroyed, under the orders of the Commandant /Sector Commander. All cases of such destruction will be reported to the Chief Veterinary Officer at Directorate General Assam Rifles.

581. **Destruction of animals incurably injured**.

(a) A Government animal certified by a veterinary officer to be incurably injured will be destroyed immediately. When no veterinary officer is available the senior officer present may order the immediate destruction of an injured animal, reporting his action to the Sector commander.

(b) A court of inquiry will be held in every case in which an animal is lost, strayed, or dies from or is destroyed on account of an incurable injury, in circumstances not arising out of operational conditions.

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(c) The proceedings of the inquiry on an animal destroyed will be forwarded through the authorised channels to the Chief Veterinary Officer, Directorate General Assam Rifles for his remarks and to decide whether the case need be further investigated by a court of inquiry.

582. **Maintenance of chargers by Units authorized government horses**. In Units where Government horses are authorized, Commandants are responsible that they are suitably maintained and allotted to individual appointments in the best interest of efficiency.

583. **Provision, training and issue of Assam Rifles horses/equines**. The responsibility for the provision, training and issue of all Equines within Directorate General Assam Rifles will be as under:-

(a) Quarter Master Branch will be responsible for purchase, procurement of Equines in required numbers to meet the full authorization of the Force.

(b) Training and issue of trained Equines will be dealt by General Staff Branch.

(c) Chief Veterinary Officer of Directorate General of Assam Rifles will be responsible for the following:-

(i) Prophylactic and therapeutic Veterinary care of all animals.

(ii) Inspection of foods of animal origin.

(iii) Maintaining liaison with veterinary departments of all states where Assam Rifles is deployed on subjects pertaining to health, care and diseases of animals.

584. **Equipment of horse collection parties**.

(a) Collection parties sent to fetch horses will be provided with sufficient gear for the conveyance of animals both by rail and road. The Commandant of the Unit providing the collection party will be responsible for any delay in the dispatch of animals due to the disregard of these instructions.

(b) Adequate firefighting equipment to deal with fire accidents en route will be catered for.

585. **Procedure on arrival of horses and dogs**. When animals are received, the Commandant of the Unit will:-

(a) Keep the animals under strict segregation for a period of 21 days.

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(b) Compare them with their descriptive rolls,

(c) Grant a receipt.

(d) Inform the Veterinary Official in charge of their arrival; and

(e) Have their veterinary history sheets prepared.

586. **Disposal of foals and breeding amongst Army dogs**.

(a) No breeding of equines will be carried out by the Units in their locations. Any incidence of unauthorized and accidental mating will be immediately reported to the Chief Veterinary Officer, Directorate General Assam Rifles who will decide the disposal of foal thus born. No entires (un-castrated male horses) will be maintained by the Units.

(b) Breeding amongst the Assam Rifles dogs posted to the Units will not be permitted under any circumstances. All female dogs issued to Units will be sterilized and no male dogs will be permitted to mate with any female dog belonging to unauthorized persons.

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587. **Disposal of old and worn out cases**. Old and worn out cases shall be dealt with as per the guidelines issued by the Ministry of Home Affairs from time to time.

588. **Horse shows, dog shows, display and similar events**.

(a) Government animals may be entered in the equestrian championships/ events, take part in musical rides, vaulting displays, trick riding displays and other military displays of a similar nature. Similarly, Assam Rifles dogs may be entered in recognised dog shows in their breed and class of specialization.

(b) Sanction to train and enter Government animals for these events will be obtained from General Staff (Training) Branch, Directorate General Assam Rifles. Applications giving the name of the show or shows in which it is intended that the animal shall take part will be submitted to the Directorate General Assam Rifles at least six weeks before the display is due to take place.

589. **Civil veterinary assistance**. When sickness occurs among Assam Rifles animals at stations where no Assam Rifles' veterinary personnel exist, the Officer Commanding Unit will consult Chief Veterinary Officer, Directorate General Assam Rifles for assistance. In cases of emergency, however, such as serious accident or illness, where delay might result in the animals' death the assistance of the civil veterinary authorities nearby may be

obtained and the Chief Veterinary Officer, Headquarters Directorate General Assam Rifles informed as soon as possible.

590. **Infectious diseases of animals**. Officers Commanding Stations are responsible that every precaution is taken to prevent the spread of infectious and contagious diseases notified by the local authorities from time to time. Any animal showing suspicious symptoms of contagious or infectious disease and any animal brought into contact with it, will be immediately isolated together with their attendants and gear. During the prevalence of contagious or infectious disease at a station all animals will, under the orders of the Sector Commander, be examined fortnightly by the veterinary officials. When any case of contagious or infectious disease constitutes a public danger, the animal whether public property or the property of any person in military service, will be destroyed on the written opinion of either the Chief Veterinary Officer or Government Veterinary officer, under the orders of the Sector Commander.

591. **Prevention of infection**. The Chief Veterinary Officer or the Government Veterinary officer will communicate all necessary details for the disposal of carcasses and the disinfection of stables and equipment of every kind to the Commandant of the Unit who will be held responsible that the measures indicated are carried out.

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592. **Segregation and inspection**. In order to deal with the contagious and infectious diseases effectively and eradicate them from amongst Assam Rifles animals the instructions given below will be strictly followed subject to amendments issued by Chief Veterinary Officer, Directorate General Assam Rifles from time to time:-

(a) **Test for glanders and equine infectious anemia**.

(i) All animals newly purchased will be received only after being tested negative for Glanders and Equine Infectious Anemia. The negative status of these animals will be certified by Central Military Veterinary Laboratory, Meerut or National Research Centre for Equines, Hisar. The animals on receipt will be kept in segregation for a period of three months.

(ii) This will also apply to animals of same Unit returning from, exercise, sports, games, polo, horse shows etc, when they have travelled in public transport or have come in contact with non-military animals while participating in such meets.

(b) **General instructions**.

(i) No private equines will be brought to or stabled in any animal holding Unit of the Assam Rifles without the negative status of Glanders and Equine

Infectious Anemia. Prior permission to stable such horses will however be sought from the Chief Veterinary Officer, Directorate General Assam Rifles.

(ii) Assam Rifles animals should be prohibited from participation in equestrian sports where non-military animals also take part unless the latter are tested negative for Glanders and Equine Infectious Anemia not earlier than 14 days prior to the event and certified negative to the test by an authorized Government Laboratory.

(iii) Glanders being a zoonotic disease of public health importance it is desirable that all personnel handling affected animals and those in contacts are periodically subjected to medical inspection.

593. **Inspection of animals before movement**. When animals are transferred from one station to another, they will be inspected by the officer in charge of such move prior to the move and on arrival at their destination.

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594. **Veterinary history sheets**. Veterinary history sheets will be prepared by Units and passed to the veterinary official in charge, who will be responsible for their upkeep until the animals leave the station, die or are destroyed. In no circumstances will veterinary history sheets be destroyed, duplicates issued or any alterations made in the original description of the animal without the authority of the Chief Veterinary Officer, Directorate General Assam Rifles. Duplicate sheets will be so marked and that endorsement, and any alteration in the description on a sheet, whether original or duplicate, will be signed and dated by the officer making it who will also note the number and date of the authority.

595. **Responsibility for shoeing**. The Commandant of the Unit holding the animal is responsible for the proper rasping and shoeing of horses and ponies.

596. **Provisioning, training, registration, identification, numbering and employment of Assam Rifles dogs**.

(a) **Provisioning, training and allotment**.

(i) Quarter Master Branch, Directorate General Assam Rifles will be responsible for procurement of Dogs to the Force.

(ii) General Staff Branch, Directorate General Assam Rifles will be responsible for allotment of fully trained dogs to Assam Rifles Battalions.

(iii) Assam Rifles Dog Training Centre will be responsible for rearing and providing veterinary care to Assam Rifles dogs.

(b) **Registration, identification and numbering**. All dogs breed or purchase for Assam Rifles must be allotted an identification number (Assam Rifles number) as per the seniority allotted by Commandant, Assam Rifles Dog Training Centre, Jorhat and the same will be tattooed below the pinna of left ear.

(c) **Documentation**.

(i) For each Assam Rifles dog, a history sheet will be maintained wherein full particulars in respect of the individual dog's number, name, breed, size, date of birth, etc will be entered. The history sheet will also carry description of the dog along with a photograph taken at one year of age. The photograph duly sealed and authenticated by Officer Commanding, Assam Rifles Dog Training Centre will be pasted on the left corner of the history sheet. The history sheet will be transferred to the Unit holding the dog.

(ii) In case of death/casualty of an Assam Rifles dog, the history sheet will be transferred to Assam Rifles Dog Training Centre, for safe custody and record.

(iii) In case of loss of a history sheet, a court of inquiry will be held and a duplicate copy prepared only after obtaining sanction of Chief Veterinary Officer, Directorate General Assam Rifles.

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(d) **Holding and allotment of dogs**.

(i) General Staff Branch, Directorate General Assam Rifles will be responsible for:-

(aa) Holding reserve of dogs for allotment to various Units as per their authorisations.

(ab) Allotment of dogs to the Units as per their operational commitments/deployment.

(e) **Employment of Assam Rifles dogs**.

(i) Assam Rifles dogs trained for a specialised job will not be employed in any other role e.g. a tracker dog will not be employed for guard duties.

(ii) Retraining of dogs from one specialty to another will not be resorted to without prior concurrence of Chief Veterinary Officer, Directorate General Assam Rifles.

(iii) Assam Rifles Dogs will be tactically employed under orders of local formation commanders in consultation with the Commandant of the Unit.

(iv) Inspector General Assam Rifles are empowered to permit use of army dogs in aid of civil power.

(v) To keep Assam Rifles dogs operationally fit for their respective role at all times, as a matter of policy they will not be utilised for giving any public displays without prior permission of the General Staff Branch, Directorate General Assam Rifles.

(vi) Assam Rifles dogs can be entered in recognised dog shows in their respective class only after obtaining prior approval of General Staff Branch, Directorate General Assam Rifles.

597. **Purchase and procurement of dogs**.

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(a) The purchasing officer will scrutinise the pedigree sheets, the breed, health and condition of pups/adult dogs for deformities/diseases which are of hereditary nature.

(b) The purchasing officer will select the animals as per the instructions issued by Chief Veterinary Officer, Directorate General Assam Rifles from time to time.

(c) Chief Veterinary Officer, Directorate General Assam Rifles will select male and female pups which can be utilized as breeding dogs as per the policy guidelines issued by the Ministry of Home Affairs from time to time.

CHAPTER XXX
HOUSING AND QUARTERING

598. **General**.

(a) The Director General Assam Rifles may nominate an officer competent enough as a Station Commander for each Station/Garrison. The Rules relating to housing and quarters and the taxes appertaining thereto are laid down in the Standard Operating Procedures in each Station/Garrison as per the authorised policies of the Central Government.

(b) All officers on duty in a Garrison will reside within the limits of that Garrison. An officer will not be allowed to live in the civil lines without prior sanction of the station commander or Inspector General Assam Rifles/Deputy Inspector General Assam Rifles/Commandant Unit, as the case may be.

599. **Classification of quarters**. All officer quarters, whether Government owned, hired, leased or requisitioned will be classified in accordance with scales as laid down in scale of Accommodation of Assam Rifles vide Ministry of Home Affairs letter No. 27013/39/93-PF-IV dated 30 Nov 1993, as amended from time to time, by a board of officers convened by the station commander. Engineer Works officer of the Station/Formation will be a member of the board. Due to geographic location of Units HQ in Assam Rifles, requisition, lease or hiring of quarters will be avoided, wherever possible and will be resorted only as a special case.

600. **Earmarked quarters**.

(a) Quarters will be earmarked/reserved for officers of the rank of Brigadier/Deputy Inspector General and above and for Commandants of Major Units in Assam Rifles, irrespective of whether or not these have been specifically built, purchased or leased by the Government.

(b) Director General Assam Rifles may at his discretion earmark/reserve quarters for any other appointment whose services/works entails presence close to place for any said duties that may be required.

(c) Apart from those mentioned above, no quarters will be regarded as earmarked for officers holding particular appointments.

601. **Allotment of quarters**.

(a) All officers' quarters, other than single officers' quarters attached to messes, will be held on a station pool. Allotment to individual officers will be made by the station commander through a Station Quartering Committee.

(b) Single officers' quarters attached to messes will be allotted in bulk by the station commander to the Commandant/Officer Commanding Unit and he will send a copy to Station Commander.

(c) Station commanders will ensure that officers and subordinates are allotted quarters of the class to which they are entitled, whether Government owned, hired, leased or appropriated, are fully allotted, having due regard to service convenience and financial consideration, and that the interest of Government in the matter of recovery of rent are safeguarded. An officer will be allotted lower class of accommodation only for "administrative reasons" such as non-availability of proper class of accommodation.

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(d) A station commander will not allot the residence of a Reserved accommodation during his absence on duty or leave except to a senior officer of or above the rank of colonel who is not already in occupation of Government quarters in the station and then only with the prior concurrence of the concerned officer authorised the reserved accommodation.

(e) If a Commandant of a Unit considers that for any reason (such as the need for an officer being accommodated at a place fairly near his office, when married quarters to which he may be entitled are situated at a great or considerable distance from his place of work) it would be contrary to the interests of the service to allot a married quarter to an officer who is otherwise eligible, he will submit details to his superior authority. If his view is supported, the case will be submitted to Headquarters Directorate General Assam Rifles, through the normal channels, for decision.

(f) In the case of a Subordinate Officers, Under Officers and other enrolled persons, the decision of the Commandant will be final.

(g) All points of time it will be ensured that no Government quarters lies vacant which may lead to loss to the exchequer.

602. **Vacation of private accommodation**.

(a) An officer may be called upon to vacate private accommodation and occupy Government quarters but the station commander, whilst exercising his discretion

primarily with due regard to service convenience and financial considerations, should not disregard any possible case of hardship involved on account of the nature of private arrangements an officer was compelled to make because no Government accommodation was available for him when required.

(b) If it is decided that an officer should vacate private accommodation, and he declines to occupy the quarters allotted to him, he will forfeit his house rent allowance if entitled to that allowance. If not entitled to house rent allowance, he will pay rent for the quarters so allotted, under the Rules in Force till the quarters are re-allotted to another officer. This Rule will not be relaxed without the sanction of the Government.

603. **Sub-letting and guests**. A quarter will not be sub-let by the authorized occupant. No sharing of married accommodation amongst families will be permitted. For any persons to temporary visit or stay in Government accommodation allotted an Assam Rifles persons other than the immediate dependents, prior intimation will be given to the Station Commander/Commandant Unit by the individual concerned. Should a permanent stay such a guest is contemplated prior formal written permission of Station Commander through Unit Commandant will be taken.

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604. **Occupation returns and recovery of rent**.

(a) For all officers quarters on the station pool the Station Headquarter/ Establishment branch is responsible to prepare the returns and forward them to the Unit accountant. For all other buildings including officers' messes, Units and formations in occupation are responsible to prepare the returns and forward them in duplicate to the local maintenance cells who will check these and forward a copy to the Unit accountant.

(b) Occupation/vacation returns will be prepared and will be forwarded as follows:-

(i) Immediately after handing/taking over by the maintenance cell of Engineer branch.

(ii) Changes in occupation within Unit lines, single officers' quarters etc., where allotment is the responsibility of Commandant/Officer Commanding Units, by the 5th of each month, to show changes during the preceding month.

(iii) Complete occupation returns showing all buildings (Government owned/hired/requisitioned whether rentable or non-rentable) by the 20th April annually to show the position as on 1st April.

(c) In the case of buildings allotted rent free or at concessional rate the authority in support of rent free or concessional rate occupation, will be quoted.

(d) Occupation/vacation returns will be submitted promptly and correctly as they form the basis of the Unit accountants' revenue ledger. The maintenance cell of Engineer branch will bring any irregularities in this respect to the notice of the station commander.

(e) The officer responsible for the allotment of accommodation will, before permitting the occupation of any building by a private person, or any institution or corporate body, invariably ascertain from the maintenance cell of Engineers branch concerned the assessed rent, or market rent, if higher, recoverable from such an individual, institution or corporate body, and will be primarily responsible for watching that recoveries of rent are effected every month. When private persons/parties are allotted government accommodation; agreements will be concluded with them by the Station Commander on behalf of the President on the standard lease deed form. A copy of the licence deed when executed by the station commander/Commandant of the Unit will be forwarded to the Engineers branch and the Pay and Accounts Officer (Assam Rifles)/Central Pay Bill Office (Assam Rifles).

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(f) An officer leaving for any place out of India, when applying to the Central Pay Bill Office (Assam Rifles) for a last pay certificate, will enclose with his application a certificate countersigned by the station commander or head of his department to the effect that any charges to the State on account of rent of buildings, hire of furniture and electricity and water consumed by him have been adjusted.

605. **Review of accommodation**.

(a) The station commander is required to allot/provide accommodation with due regard to service convenience and as such he should periodically review his probable requirements. All hired buildings found surplus to requirements during periodical reviews, will be de-hired. In order to avoid infructuous expenditure, recourse to taking up accommodation in advance should be resorted to only if absolutely necessary and with the concurrence of Directorate General Assam Rifles.

(b) Private houses in a Station/Garrison appropriated hired by the Government will be allotted to officers for occupation under the orders of the station commander to whom any question arising out of such allotment or occupation will be referred.

In such cases, Government is the tenant and the occupants have no authority to deal direct with the house owners.

606. **Neglect of rules**. The officer concerned will bring to the notice of the station commander any neglect of Rules and instructions relating to housing and quarters. Similarly when Pay and Accounts Officer (Assam Rifles)/Central Pay Bill Office (Assam Rifles) is not satisfied that due regard has been given to financial considerations, he will, after consulting the station commander, advise the formation commander accordingly.

607. **Family accommodation for Assam Rifles Unit**.

(a) Married accommodation for troops is authorized at the percentages given below. The balance percentage will be accommodated in single accommodation:-

(i)	Officers	75%
(ii)	Subordinate Officers (SOs)	50%
(iii)	Under Officers and other enrolled persons	50%

(b) Any extra accommodation in existing lines may be utilized but no extra expense will be borne by Government in connection with moves of any of the families so accommodated.

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608. **Accommodation, families on posting**.

(a) Officers, Subordinate officers, Under Officers and other enrolled person posted to any other station will not be permitted to take their families with them without confirmation having first been obtained from the station commander of the Unit/Garrison at the new location that Government or suitable hired accommodation can be made available.

(b) Posting authorities will ensure that the above instructions are made known to all concerned. No travelling allowance, forms or warrants will be issued by dispatching authorities to Officers, Subordinate Officers, Under Officers and enrolled person and their families unless the application for these is accompanied by a certificate to the effect that instructions contained in Sub Para (a) above have been complied with.

609. **Grant of ante-date seniority for allotment of married accommodation**.

(a) Officers posted to stations where married accommodation cannot be provided to them under any arrangement or to field service areas where they are

precluded from taking their families or when serving overseas/afloat, for not less than 6 months in the previous duly station, will, on posting to a peace-station, have their seniority ante-dated by half the period they spent in the previous station/ship of duty, irrespective of whether they retained family accommodation/separated family accommodation at the previous duty station. The stipulation that married accommodation was not provided during tenure with the Organizations referred to will apply in their cases also.

(b) The above concession will also be admissible to married officers proceeding abroad either on a course of instruction, study leave, foreign assignment or on deputation to a foreign Government, for a period of not less than six months even when they were accompanied by their families.

(c) Officers not provided with married accommodation at previous (two or more) stations where the stay exceeded six months in all and yet was less than six months in any individual station, will on posting to a peace station, be entitled to have the seniority in the roster for married accommodation antedated by half the total period of service at previous stations.

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(d) Officers who take their families to stations in field areas where married accommodation has been constructed will not be allowed any ante-date of seniority for allotment of accommodation at the new station. Like-wise officers taking their families to field areas, even at their own expense and with the permission of the competent authority, will not be allowed ante-date of seniority for allotment of accommodation at the new station.

(e) Officers who are accorded permission to take their families to stations in field areas but do not utilise the permission, will be granted ante-date of seniority for allotment of married accommodation at the new station in the normal manner. This provision will not apply, to stations where field service concession has been finally withdrawn.

(f) A period of less than three months spent with the family before an officer is posted out to another station will not constitute a break in separation for purpose of the grant of ante-date of seniority at the new duty station.

(g) Similarly, Subordinate Officers, Under Officers and other enrolled person transferred individually and who are posted to stations where married accommodation cannot be provided to them, will, if posted to new stations after a service of not less than six months in the previous station, have their seniority, for purposes of allotment of accommodation at the new stations, ante-dated by half the period spent in the previous duty station subject to a maximum ante-date of six months.

610. **Recognised age of marriage of Officers for eligibility of married accommodation**. Officers who marry before the age of 25 years will not be entitled to married accommodation until they attain that age and will be required to live in a mess.

611. **Business or trade by Assam Rifles personnel and their families living in government quarters**.

(a) Officers, Subordinate Officers, Under Officers and other enrolled persons to whom government quarters are allotted, and their spouses and other family members, are not be permitted while occupying them to be concerned in any way with the formation or operation of any club or other association having for its object the collection of money or the distribution of money or goods, or any other business or commercial activities whatsoever within the precincts of camp or barracks, or to use Government quarters for the purpose of any business or trade directly or indirectly. Any breach of these Regulations will be regarded as misconduct and render the officer, subordinate officers, junior officers and enrolled person concerned liable to vacate the married quarters and to suitable disciplinary action.

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(b) Certain malpractices which will attract the provision of these Regulations are listed below:-

(i) Sub-letting of Government Accommodation, including servant quarters, for commercial or any other purposes whatsoever.

(ii) Keeping of paying guests.

(iii) Running poultry farms and diary on commercial scale.

(iv) Running advertising agency, beauty parlour, coaching centres, flower shops, children’s nursery, dancing schools, or conducting classes of cookery, interior decoration, art painting etc.

(c) The list given at Sub Para (b) above is only illustrative and not exhaustive.

612. **House rent allowance.** In case of an Officer, Subordinate Officer, Under Officer or other enrolled person has not been allotted married accommodation and individual staying in outliving or keeping his family at selected place of residence for certain reasons like education of children or medical purpose would be eligible for House Rent Allowance with permission of Station Commander/Commandant Unit, if such House Rent Allowance has been authorized by the Government.

CHAPTER XXXI

MOVEMENT OF TROOPS, ANIMALS, BAGGAGE AND STORE

General

613. **Controlling authority**. All moves of Units, Sub Units and detachments will be planned and executed by the General Staff branch of Directorate General Assam Rifles after requisite sanction of the Director General Assam Rifles. All means of transport and staging facilities for the said movements will be provided by the Brigadier (Administration) Directorate General Assam Rifles.

614. **Training moves**. Movements in connection with training will be planned and executed by the General Staff branch of Directorate General Assam Rifles after requisite sanction of the Director General Assam Rifles.

615. **Individual movement**. No movement of individuals at Government expense will be carried out without the orders of the competent authority except in cases of extreme urgency. When a journey is commenced without sanction, a report will be made to the competent authority for his orders. The authority sanctioning the movement of an individual travelling otherwise than with troops will specify in the movement order the date by which the individual is required to arrive at his destination, or, in the case of an individual leaving India, at the port of embarkation. The date will be determined with reference to the circumstances necessitating the move.

616. **Joining Time on permanent duty moves: when admissible**.

(a) **The Joining Time will be admissible only in the following case:-**

(i) To join on transfer, in public interest, a new post either at the same or a new station.

(ii) Once in a calendar year, while proceeding on leave from a place in a remote locality or to a place in a remote locality.

(iii) Once in a calendar year, while returning from leave from a place in a remote locality or to a place in a remote locality.

(b) No Joining Time shall be admissible for moves on temporary duty. On temporary duty, only actual transit time, as on tour, is admissible.

617. **Amount of joining time where admissible**.

(a) Same Station - One day is admissible on transfer to join a new post within the same station or in another station which does not involve change of residence.

Distance between the old and new Headquarters	Joining time admissible	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 km
1,000 km or less	10 days	12 days
More than 1,000 km and up to 2,000 km	12 days	15 days
More than 2,000 km	15 days*	15 days

"Same station" means the area within the same Municipality or Corporation, and its continuous suburban Municipalities, notified areas or cantonments.

(b) One station to another - One day is admissible if change of residence is not involved (ii) If change of residence is involved, joining time will be admissible with reference to the distance between the old and new stations by direct route and ordinary mode(s) of travel, as given below :-

*In case of travel by air, the maximum joining time admissible is 12 days

Actual and not weighted distance - Distance should be calculated on actual distance travelled and not on the weighed one for which fare is charged by train Railways in some sections.

In case of transfer of a Government servant to or from Northeastern Region including Sikkim two days additional time shall be admissible over and above the normal joining time reckoned on the basis of actual distance between their old and new place of posting.

Holidays - When holidays(s) follow(s) joining time, the normal joining time shall be deemed to have been extended to cover such holiday(s). However, holidays cannot be prefixed to joining time

618. **Calculation of joining time**.

(a) The joining time shall be calculated from the old headquarters in all cases, including:-

(i) Where an employee receives the orders in a place other than his headquarters.

(ii) Where charge of the old post is made over in a place other than the headquarters.

(iii) Where the headquarters is changed while on tour to the stations of tour itself: and

(iv) Where the temporary transfer is converted into permanent transfer.

(b) The calculation of joining time as specified above may be modified at the discretion of Director General Assam Rifles through Assam Rifles Orders (AROs) issued from time to time.

619. **Extension of joining time.** Extension of joining time can be granted up to a maximum of 30 days by Directorate General Assam Rifles and beyond 30 days by the Departments of the Government of India, based on the guiding principle that the total should be approximately equal to 8 days for preparation plus reasonable transit time plus holidays, if any following.

620. **Un-availed joining time to be credited to the earned leave**. The period of unutilized joining time shall be regulated in terms of the provisions of sub-clause (ii) of clause (a) of Sub Rule (1) of Rule 26 of the Central Civil Service (Leave) Rules, 1972.

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621. **Combination with leave/vacation**. Joining time may be combined with vacation, or leave of any kind or duration except casual leave.

622. **Second transfer while in transit**. An employee in transit on transfer directed to proceed to a place different from that indicated in the original transfer orders, shall be entitled to fresh joining time in addition to the joining time already availed. The fresh joining time will be calculated from the place at which he got the revised orders to the new place of posting.

623. **Joining time pay and reckoning joining time for increment joining time pay**.

(a) Joining time is regarded as duty and pay equal to the pay drawn before relinquishment of charge in the old post is admissible during joining time. In addition, Dearness Allowance appropriate to the pay, and House Rent Allowance as applicable to the old headquarters, are admissible.

(b) Permanent Travelling Allowance and Conveyance Allowance are not admissible during joining time.

(c) The sanction of the admissible joining time shall be accorded by the Competent Authority exercising the administrative control over the Government servant proceeding on transfer.

(d) However, the joining time pay shall be paid for by the new Administrative Authority where such Government servant joins on transfer

(e) Reckoning Joining Time for Increment – Joining time will count for increment in the substantive post and the post for which pay is paid during that period.

(f) Joining time in continuation of leave counts for increments in the time-scale applicable to the post/posts on which the last day of leave before commencement of joining time counts for increments.

(g) Journey period availed on transfer at one's own request not regularised as leave is treated as "dies non" and does not count for increment, leave or pension.

(h) When an increment falls due during the period of Joining Time, the increased pay will be drawn only on joining duty after Joining Time, but the period will count for next increment.

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624. **Transfer of civilians staff**. Enrolled Civilian Staff of Units will accompany Units moving in relief unless posting orders from Records Branch, Directorate General Assam Rifles are issued otherwise.

625. **Parties to be accompanied by an Officer**. Parties of troops of 50 men or more travelling by road or rail will be preferably under the command of an officer to be appointed by the Commandant concerned. In cases of smaller parties the Commandant will use his discretion in deciding whether or not an Officer, Subordinate Officer or Under Officer will be detailed to command the party.

626. **Movement reports**. On arrival at new location, formations, Units and detachments will report their arrival.

627. **Handing over of animals on relief.** Whenever animals have to be handed over on the relief of Units, a station board will be assembled approximately fifteen days before the date of the relief. The board will be composed of an officer detailed by the Director (Medical), a veterinary officer and one officer from a Unit similar to those concerned. For boards on animals of other Units having not more than fifty animals on charge, the officer detailed by the Director (Medical), need not attend. In those cases the Station/Garrison Commander will detail another officer for the board. The board proceedings will be forwarded to the Station Commander.

628. **Animals of Units moving on relief**. All horses and other animals which are Government property will be handed over to the relieving Unit unless otherwise directed by the Director General Assam Rifles.

629. **Handling of baggage**. Troops when moving by road or rail are responsible for handling their own baggage unless the medical authorities consider the provision of hired labour essential.

630. **Tolls**. The law regarding exemption of Officers and troops of Assam Rifles from payment of tolls are contained in the Indian Tolls Act, 1901 and the Rules made thereunder, which equally applies to the Assam Rifles being an Armed Force raised and maintained in India under the authority of the Central Government.

631. **Deficiencies, discrepancies, loss or damage**.

(a) In reporting any discrepancy the fullest information will be given and all numbers, weights and marks upon the packages giving evidence of their having been tampered with being carefully recorded. In cases of actual deficiency, the package with their notes and all wrappers will be retained until the enquiry closes. The consignee will sign on the receipt vouchers for the quantity actually received and, when the damage or deficiency is obviously due to damage in transit and not considered to be attributable to the consignor, will enter on the receipt voucher the deficiencies or alterations in condition and certify that he is taking action to regularise them. When stores have been incorrectly vouchered or received in a damaged condition due to unsuitable or insufficient packing, or vouchered in a condition other than received and such faults are considered to be attributable to the consignor, the consignee will sign the receipt vouchers for the quantity and condition as shown therein and will prepare a discrepancy report, in, triplicate, attaching two copies (original and duplicate) to the consignor's receipt copy of the voucher, retaining the triplicate copy. The number and date of the discrepancy report will also be entered on the consignees copy of the vouchers. The full quantities as vouchered will be brought on charge by the consignee, and the ledger will be adjusted by means of a provisional loss statement to agree with the consignment as found on receipt.

(b) If the discrepancy is admitted by the consignor, he will replace the stores on nominal vouchers. The nominal vouchers will be treated by the consignee as regular vouchers and linked with the provisional loss statement. The latter will also be suitably endorsed that no further action to obtain orders of Competent Financial Authority is necessary.

(c) If the discrepancy is not accepted by the consignor, he will return the original copy of the discrepancy report to the consignee, together with a statement of his reasons for not admitting responsibility and the consignee will proceed with action to obtain orders of the Competent Financial Authority converting the provisional loss statement into a regular one.

NOTE

The progressing of the loss statement will be watched through a “Register of Losses”. When surplus are found the consignee will bring them on charge by a certificate receipt voucher pending receipt of a regular voucher which will be obtained from the consignor.

(d) Regarding damage of deficiency not considered attributable to the consignor, the endorsed receipt voucher will be treated as an acquittance in full, so far as the consignor is concerned. The consignee will, however, bring on charge in his ledger the full quantities recorded in the voucher sent to him in the condition shown, by the consignor (Units consigning stores to supplying establishment will voucher the stores by quantity only, omitting their condition), and will make out a loss statement in duplicate for any damage or deficiencies, the original for submission to the Competent Financial Authority and the duplicate for retention. The discrepancy will be, charged off the ledger by means of an adjustment voucher.

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632. **Octroi**. Stores accompanied by a prescribed certificate, endorsed by a Competent Officer to the effect that they are Government property at the time they are brought into garrison limits are exempted from Octroi.

633. **Receipt of stores from manufacturing establishment**. When articles received from a manufacturing establishment are found to differ from sanctioned authorities, such as vocabularies or lists of changes, a discrepancy report will be forwarded, in duplicate, by the consignee to the consignor. The consignor's copy of the issue voucher will not be altered, but the consignee will amend his copy to show the stores as found by him on receipt and will bring them on charge accordingly, returning the issue vouchers, duly receipted to the consignor. The consignor will return to the consignee the original discrepancy report which will be attached to the consignee's receipt copy of the voucher. The consignor will mark up the original issue voucher showing the disposal of the duplicate discrepancy report. If the matter is one which cannot be settled by the consignor, it will be referred to the authorities concerned for decision.

Movement by road

634**.** **Routes and stages**. Movements will be carried out by the shortest routes or by the routes and stages as laid down in the movement/warning order. No deviation there from will be permitted except with the sanction of the Directorate General Assam Rifles.

635. **Itineraries**. The Inspector General Assam Rifles/Deputy Inspector General Assam Rifles in whose area the movement originates is responsible for furnishing the itinerary of troops moving by road, to the officer commanding at the destination, to the

Inspector General Assam Rifles/Deputy Inspector General Assam Rifles through whose areas the troops will, pass and to the civil authorities within whose jurisdiction the route lies. He is responsible also for informing the civil authorities concerned of the strength of the troops and of their probable date of arrival at ferries or other points where special assistance is required from the civil authorities.

636. **Reports**. A subordinate officer or under officer in command of a party must report personally at each station to the local staff officer who is responsible for the preparation and dispatch of the necessary movement reports. On arrival at a station on the line of march the officer commanding moving will report this arrival to the Station commander.

637. **Changes in relief programme**. Applications from Units and formations for changes to be made in the method of carrying out reliefs will be considered by Headquarters Directorate General Assam Rifles. Troops ordered to proceed by route march are not permitted to travel by rail or other mode of conveyance at their own expense.

638. **Animals of Units moving in relief**. A Unit or detachment moving in relief will take with it all regimental animals on the march, unless orders are issued to the contrary. Animals unable to march will be dispatched by appropriate transport within three months of the date of the move of the Unit.

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639. **Transport**. Requisition for transport for the carriage of both public and private baggage and stores will be submitted to the Staff Officer-1 (Transport), Headquarters Directorate General Assam Rifles who will make the necessary arrangements for providing transport through Maintenance Group Assam Rifles /contractor. It is the duty of the Headquarters Directorate General Assam Rifles to arrange for the provision of necessary transport. The user Unit will submit a bill for payment to the Staff Officer-1 (Transport), Headquarters Directorate General Assam Rifles on account of expenses incurred in transporting private baggage and stores.

640. **Unit transport register**. Units utilising hired transport will maintain records of the transport used by them. The Unit transport register will be a complete record for each hired vehicle showing details of every journey performed. The register will be open to audit who may wish to compare the facts and figures recorded on paid indents with those entered in the register.

641. **Carrying capacity of transport**. The load carrying capacity of mules in mountainous terrain will be decided by the Formation Commander in consultation with the Headquarters Directorate General Assam, depending on the gradients and terrain. Officers Commanding Units are responsible that animals are not overloaded or ill-treated. Animals will always be unloaded when crossing rivers in boats.

642. **Rationing arrangements for pre-arranged marches**. Rationing arrangements for all troops, non-combatants and animals will be made by the enroute Units under orders of the Headquarters Directorate General Assam. A suitable detachment will be in supply charge of Units whilst on the march where possible. Fresh supplies for the troops on the line of March will be obtained from the nearest Unit if feasible, giving advance information.

643. **Outbreak of infectious disease**. When marching through tracks in which infectious disease may be prevalent, the strictest sanitary precautions are to be observed. A Commander, in whose area an infectious disease is reported to the prevalent, is responsible for taking any action necessary to divert troops from their original route. In the event of an outbreak of infectious disease among troops on the march, the troops will, as a general Rule, halt at once and take immediate measures to check the spread of the disease.

644. **Establishment of camps during moves of Unit/sub Unit**. The officer commanding will detail an advance party, commanded by an officer when necessary and accompanied, if practicable, by the medical officer responsible for the medical requirements of the troops, to lay out the camp and complete the necessary water and sanitary arrangements before the arrival of the main body. The officer commanding will be responsible for damage to Government or private property, whether by troops, non-combatants or hired transport personnel, and for the investigation and disposal of complaints by inhabitants before the camping area is vacated. Camps will be left clean and in a sanitary condition.

645. **Movement of personnel, animals and baggage**. Except in the case of small parties, Headquarters Directorate General Assam Rifles will arrange for the movement by rail of troops, animals and baggage.

646. **Movement of stores including ammunition and explosives**:-

(a) Dispatch of stores in smalls and wagon loads may be arranged by Units/formations concerned locally. Demands for wagons/Civil hired transport which do not materialise through local efforts within a reasonable time, may be placed with 'Q' Branch, Headquarters Director General Assam Rifles.

(b) Assam Rifles moves may be classified as under:-

(i) "**Ordinary Moves**". These are normal moves in connection with return of stores to Maintenance Group Assam Rifles transfer of vehicles for normal repair programmes, inter Unit/Maintenance Group Assam Rifles transfers, normal stocking programmes, disposal of surplus stores, regulated Supplies for replenishment of stocks and so on.

(ii) "**Urgent Moves**". These may not be strictly operational but are required to be completed by fixed dates, such as moves of stores for purposes of re-equipment, new raisings, making up of deficiencies and stocking of operational areas. Advance planning for the move of stores of these categories is most essential as delay in demanding of rolling stock will result either in the late dispatch of stores thereby affecting the purpose for which they are required, or necessitate the raising of the priority for the provision of rolling stock which is not desirable as misuse of the higher priority will subsequently effect 'Operational Immediate' moves.

647. **Routes to be used**. Individuals, troops, animals, baggage and stores will be dispatched by the main route, namely that by which the travelling public is booked and charged for by railways. An alternative route will only be used when specified due to special reasons for Military, medical or veterinary reasons.

648. **Medical arrangements**. Medical arrangements for troops travelling by rail will be made by the dispatching authority as follows:-

(a) For parties of 250 men and over, a medical officer, for parties of 100 men and over but below 250, a Nursing subordinate officer, and for parties below 100 men, a Nursing Under Officer will be detailed to accompany them.

(b) In the case of personnel in parties of less than 200, the medical authorities concern will decide whether a medical attendant will accompany the party and will be guided in their decision by the length of the journey, the season of the year and the medical facilities available.

(c) The Nursing Subordinate Officer/Under Officer should be trained in first aid.

(d) Necessary medical equipment and medical comforts will be carried by each party.

(e) The Medical Officer/nursing Subordinate Officer/Under Officer placed in medical charge of troops and non-combatants will accompany the party to its destination, and will report to the commander of the party before relinquishing his charge.

(f) When, for railway purposes, a train has to be provided during the journey into two or more portions, the medical personnel and equipment necessary for each portion will be provided under arrangements to be made by the dispatching authority in communication with the commander in whose area the train is divided.

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(g) The attention of medical personnel accompanying the troops travelling by rail will be drawn to Paras 528 to 532 and 536 of RMS (I).

649. **Hot weather**. Normally the hot weather period lasts from 15th April to 15th September but the local medical authority may extend or reduce the hot weather period at his discretion according to the local atmospheric conditions.

650. **Hot weather precautions**.

(a) When troops travel by rail or road during the hot weather, the authority responsible for ordering the move will ensure that a sufficient supply of cold drinking water is catered for before the commencement of the journey; and

(b) The purchase of particles of food or drink from unauthorised sources or hawkers will be strictly prohibited.

(c) When troops travel by rail during the hot weather, troop specials will be run to fast timings, and kitchen cars will be attached.

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651. **Movement of animals**.

(a) Government animals will be conveyed by mixed or passenger trains except when special trains are necessary for their conveyance. Horse boxes will normally be used for the conveyance of Stallions, Colts (Stud bred and "keep entire" and brood mares).

(b) Government animals other than those mentioned in the above clauses will be conveyed in cattle or horse wagons, except when it is permissible under Rules to convey them in spare accommodation in a horse box.

(c) With the prior sanction of the Headquarters Director General Assam Rifles, Government horses may be moved in horse boxes during the hot weather.

(d) Applications for permission to use horse boxes shall be submitted to Director General Assam Rifles by the Inspector General Assam Rifles/Sector Commander in which the move originates, supported by a certificate by Chief Veterinary Officer of Headquarters Director General Assam Rifles to the effect that horse boxes are essential for reasons of health.

(e) Special attention shall be paid to the following points when horses are moved during the hot weather:-

(i) Provision of first aid veterinary equipment.

(ii) Provision of adequate watering facilities. Pails will be provided, where possible, instead of canvas buckets.

(iii) Personnel for the conducting party to be adequate in number and under proper supervision.

(iv) Provision of rock salt will be made.

(v) Dispatch of Stores by Rail

Dispatch of troops/stores by railway

652. **Dispatch of stores**. Stores will be dispatched by the cheapest route and mode of carriage. A more expeditious method may be used provided the sanction of the Competent Financial Authority to the extra expense is obtained. The following stores may, however, be dispatched as indicated:-

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(a) In cases of emergency connected with partial or general mobilization or with operations not involving mobilization, stores may be dispatched by other than the cheapest route and mode of carriage at the discretion of the indenting or supplying officer concerned.

(b) Subject to the conditions and restrictions laid down petrol, oil and lubricants may be dispatched by Civil Hired Transport or passenger train in cases of emergency under the orders of the following:-

(i) The local authorities with the prior approval of the local Competent Financial Authority who may exceed his financial powers in the above cases only when the time will not permit of the prior approval of Headquarters Directorate General Assam being obtained. Cases in which the financial powers of the local Competent Financial Authority have been exceeded under this clause will be reported to Headquarters Directorate General Assam for regularization.

(ii) Chemical, scientific laboratory apparatus, glass-ware, pathological specimens to and from medical Units, short life items of medical stores, items of medical stores requiring cold storage or special storage and samples may be dispatched by post or Civil Hired Transport or passenger train, whichever is most advisable.

653. **Carriage by railway of fragile stores**. When expensive ordnance stores of a fragile nature, e.g., wireless apparatus, delicate scientific instruments and any medical/veterinary stores which in the opinion of the Head of the Branch of concerned Branch are of so fragile a nature as to warrant transportation by other than the cheapest method, an escort, normally a under officer, will be detailed to accompany them.

654. **Valuable stores**. When parcels containing/evaluable articles, are dispatched by rail, the dispatching officer will declare the contents and the value to the railway authorities at the time of delivery to them, and if required to do so by them, will pay a percentage of the declared value as cover for increased risk.

655. **Carriage by rail of arms**. Consignments of arms dispatched by rail, whether in full wagon loads or not, will be escorted as ordered by Directorate General Assam Rifles from time to time but consignments of less than twelve pistols will be packed in pairs or single and dispatched by registered and insured post.

656. **Carriage by rail of ammunition and explosives**.

(a) Rules regarding the carriage of ammunition and explosives are contained in the Red Tariff/Military Tariff published under the authority of Indian Railway Conference Association.

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(b) (i) Subject to the provision of the Red Tariff/Military Tariff, large consignments of ammunition, explosives, misfired Small Arms Ammunition and fired cartridge cases which are not free from explosives should be sent by goods train. If sanction of the Competent Financial Authority for the extra expenditure is obtained such consignments may be sent by passenger train /civil hired transport.

(ii) Small consignments of Small Arms Ammunition and misfired Small Arms Ammunition and fired cartridge cases which are not free from explosives will be dispatched by passenger train.

(iii) Small consignments of gun ammunition and explosives sent for test or examination may be dispatched by passenger train.

(c) Consignments of ammunition and explosives will be escorted as ordered by Directorate General Assam Rifles from time to time.

(d) An intimation of the dispatch of both large and small consignments will be given to the consignee by post.

657. **Carriage by rail of treasure**. Treasure will be conveyed under escort in a separate vehicle or compartment, accessible only to the escort and railway guard.

658. **Demurrage charges**. Demurrage charges will be paid to the railway authorities in preference to the hiring of transport for removal of stores when such course is more economical to the State. Officers commanding stations will sanction such payments on the certificate of the station transport officers that the demurrage payable is less than the cost of hired transport required to move the stores concerned and that no Government transport was available. Officers competent to exercise financial powers vide Rule 167 of FR Part I may sanction, within the limits of their financial powers, expenditure on demurrage charges other than those mentioned above, for detention of railway stock. Payment of demurrage charges is required to be made immediately when they have been incurred.

659. **Responsibility for arranging moves**. Moves requiring wagons under rail priority 'A', more than six wagons under priority 'C' will be arranged by Directorate General Assam Rifles. For arranging other moves including that of small consignments, the consignors themselves are responsible in consultation with the Railways authority.

660. **Heavy lifts**. Before heavy lifts are dispatched the consignor will ascertain from the consignee his ability to handle such consignments.

661. **Registration fees**. No fee is payable for registration of wagon indents required for dispatch of bonafide stores.

662. **Routes**. A route or mode of carriage other than the cheapest will only be used in exceptional circumstances. The responsibility for obtaining the sanction of the Competent Financial Authority rests with the indenting officer, but in cases of emergency sanction may be anticipated. In cases of necessity the dispatching officer may, provided it is within his financial powers, sanction dispatch by other than the cheapest route.

663. **Handling of stores**. The local Unit authorities are responsible for the loading and unloading of all stores and baggage conveyed by special trains including transshipment at junction and ferry stations. The railway authorities will carry out all handling of stores and baggage booked at Kilometers, quintal or public parcel rates including loading, unloading and transshipment at junction and ferry stations. The local Unit authorities are responsible for the loading and unloading of stores and baggage conveyed by ordinary trains at military vehicle kilometers rates, but transshipment of such stores and baggage at junction and ferry stations will be effected by the railway authorities. A junction includes railway station at which a siding takes off in respect of traffic loaded to and from the siding. The dispatching authority will provide any attendants, escorts or conducting parties required. The consignor will be responsible at the starting station for the securing of all goods

loaded by him and when called upon to do so shall adjust any load which does not comply with the requirements of the railway authorities.

664. **Dispatch by full wagon.** When stores are urgently needed the date by which they are required will be indicated in the indent and concerned establishments will supply the stores by due date, either by full wagons or otherwise. In the case of ordinary indents the stores will be collected and sent by full wagons, if they can be so dispatched within one month of the date of receipt of the indent. When stores for different Units in a station are included in one wagon, the wagon will be addressed to the station commander who will be supplied with the railway receipt and convoy note in respect of the distribution wagon. The Station Commander will detail Units in turn to take delivery of the distribution wagon and to distribute the packages contained in the wagon, in accordance with the convoy note. The concerned establishments will intimate direct to the Units concerned of the inclusion of their packages in the distribution wagon and will supply them with the relevant vouchers. To facilitate distribution, stores for different Units will be separately packed and the packages clearly marked with the name and address of the Unit for which intended. In the case of the return by Units of unserviceable stores, the concerned representative at HQ formations will indicate on the application for disposal (memo form) whether the stores can await a full wagon or not. Units will inform the Station Commander periodically of the weight and bulk of the stores awaiting dispatch. When sufficient stores have accumulated, the Station Commander will make the Unit detailed for such duty responsible for loading, for the preparation of convoy notes and for the dispatch of convoy notes and railway receipts to the Officer-in-Charge, establishment concerned. Units concerned will be responsible for the packing and marking of the stores and for their conveyance to the place of loading at the appointed time. They will also be responsible for the preparation and dispatch of vouchers to the ordnance establishment concerned. All returnable empty packing cases, drums and ammunition boxes will also be returned in such wagons. Trade containers of oil and lubricants vouched by the consignor as returnable should be returned separately provided a wagon load of stores to be returned is not in sight within a week of their being emptied of the original contents.

665. **Dispatch beyond rail head**. Dispatches to stations not situated on railway line will also be made direct through the railway, if possible. Dispatches should otherwise be made through the local formation or station commander at or nearest to railhead. Full particulars as regards the location of the Unit, the nearest railway station will be furnished by the indenting officers especially when the Unit is in loc at other than a well-known station to enable the stores to be dispatched to their correct destination.

666. **Dispatch to consignee on a railway line**. When the consignee is on the railway line, or, if through booking is practicable, the consignor will either issue, or, apply to the station commander for a credit note for the total weight of the consignment and dispatch the stores to the railway station. Before dispatch, the railway will weigh the stores or may accept the sender's weight subject to re-weighing at destination. The particulars of weight,

rates, total freight, wagon number, Railway Receipts, will be filled in the columns provided in the Credit Notes at the time of booking and counterfoils will be completed for audit purposes. The railway receipts, issue vouchers and a letter of advice, if necessary, will be forwarded to the consignee by registered post the same day the stores are booked. A copy of the letter of advice will also be forwarded simultaneously to the consignee separately by ordinary post.

667. **Credit note details**. Details of stores dispatched, together with the number and weight of packages, will be shown in the credit notes and vouchers in the case of all consignments, even when the consignment is made in full wagon loads.

668. **Advice of dispatch and arrival.** Details of dispatch and receipt of consignments will be forwarded by formations to all concerned with the move. Where no such formation exists, this duty will be carried out by the consignor/consignee. If the move is completed by utilising less number of wagons than arranged this fact should be stated in the reports. Dispatch/arrival reports will include the following:-

(a) Date and time of arrival/Dispatch.

(b) Train numbers.

(c) Number and type of wagons.

(d) Painted wagon number and owning railway.

(e) Contents giving weight or numbers as applicable.

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669. **Responsibility of the railway authorities**. The Railway administration will give a receipt specifying the number of articles, or packages delivered to it for carriage and will load them into wagons on its premises. The fact that such articles or packages may be carried at owner's risk and dispatched by the railway administration in complete wagon loads does not absolve the railway administration from the necessity of giving a receipt, and such receipts will be demanded by consignors of stores at the time the goods are handed over for dispatch. The weight of articles is entered in railway receipts or luggage tickets for the purpose of estimating rail charges. Railway reserve the right of reweighing and measuring at destination station. Receipts for a specified number of packages may not be claimed from the railway administration when goods are loaded in wagons in military sidings, unless stores so loaded are tallied at the time of loading by the railway administration concerned.

670. **Stores arriving late or without advice.** Stores which arrive before the railway receipt will be taken over on an unstamped indemnity bond. If stores do not arrive within two months from the date of dispatch the consignee will take steps to trace them. If the

stores arrive without vouchers the consignee will prepare a provisional receipt voucher and take them into stock. When the issue vouchers are received the consignee will sign one copy and return it to the consignor with a loss statement sanctioned by the CFA for any deficiencies between the stores shown in the issue vouchers and those brought on charge.

671. **Taking over stores**. When taking over stores the consignee will see that the seals, if any, are intact and the packages have not been tampered with or damaged. He will, if practicable, ascertain whether the actual weight of the consignment agrees with the weight given on the railway receipt, weighing each package separately, if necessary. Railways do not recognise the re-weighing at the destination station of consignments conveyed at owner's risk, but permit weighing in cases where obvious reasons exist that an incorrect weight has been entered in the railway receipt, or when it is observed that the consignment has been tampered with or damaged. When full wagon loads are received the consignee will ascertain whether the seals on the wagon are intact or broken. The lettering on unbroken seals will be noted. If the consignment is correct and in good order the consignee will accept delivery, the packages will be opened in the presence of an officer and their contents compared with the packing note and vouchers. If the seals of the wagon are found broken or if the wagon arrives with railway seals only, procedure given in next para will be followed.

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672. **Examination of damaged consignments**. If a package on arrival at destination appears to have suffered damage, it will be opened by a representative of the consignee in the presence of a railway representative and any shortage, damage or discrepancy will be noted in ink on the railway receipt and also in the Railway's inward delivery book. This examination will be made without prejudice.

673. **Claims railway authorities**. Unless the circumstances of the case make it evident that the railway is not liable for the loss, the consignee will take up the matter in order to obtain the acceptance of liability by the railway. The liability of the railway administration for goods carried at owners risk has been defined in Section 74-C of the Indian Railways Act of 1890. Under Section 78-B of Indian Railways Act, every claim for loss or damage to goods or animals must be made to the railway within six months of the original delivery by the consignor of the consignment. The claim should be submitted on to the claims office of the section of the railway in which the station of destination is included. The consignee will watch the return from the railway of the detachable voucher attached to the claim form and if it is not received back within a reasonable time he will take further steps to obtain an acknowledgement of the receipt of the claim.

674. **Recovery from railways for admitted losses**. If the railway admits the claim, the consignee will furnish the Pay and Accounts Office (Assam Rifles) with details of the claim, and a copy of the letter from the railway, acknowledging liability. It will ordinarily be possible for the consignee to supply this information to the Pay and Accounts Office

(Assam Rifles) within three months of the arrival of the consignment. Subsequent action for affecting recovery will then be taken by the PAO AR. The loss statement for the deficient stores will show that the railway accepts liability, and it will also quote the number and date of the communication in which the PAO AR has been required to effect recovery from the railway.

675. **Disputed railway claims**. If the Railway refuses to admit the claim, the loss will be dealt with by the CFA and the matter will be referred to HQ DGAR.

676. **Security and dispatch of arms and ammunition**. Arms and ammunition in transit to and from railway stations and docks will be conveyed under armed escort. Arms and ammunition dispatched by rail are classified as wagon load consignments if they are sufficient to fill a wagon or wagons and as small consignment if insufficient to fill a wagon. When consignments of arms, ammunition or military stores as defined from time to time by the Government, are dispatched to countries outside INDIA, a certificate that they are being exported under the orders of the Central Government will be endorsed on the voucher by the consignor.

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677. **Dispatch of large consignments of arms**. In these cases the consignor will arrange with the railway authorities for their dispatch in special wagon loads. Each wagon load will be secured, locked and sealed, in the presence of a responsible representative of the consignor, by the railway authorities, the locks being supplied by the Assam Rifles. The padlocks will be removed only at the destination. These wagons will be attached to passenger trains, whenever permitted under the Red Tariff Rules, and the railway authorities have undertaken to arrange that these wagons are forwarded whenever possible from junctions by the first connecting passenger train. When that is impossible, the railway authorities will send telegraphic intimation to the station of dispatch, of the wagon number, train number and timings by which they will actually be forwarded, so as to keep the consignor informed to enable him to watch the progress of the consignment.
The keys will be retained by the Assam Rifles escort when accompanying a wagon. When, no armed escort accompanies, the keys must be handed over to the guard at the starting station who, in turn, must hand them over to the station master at the destination. Assam Rifles rep will open the wagon in the presence of the railway official from whom he received the key. The railway authorities at the dispatching station will be responsible for labelling the keys with the wagon number, dispatching station and destination station. The consignor will obtain from the railway authorities a receipt showing the contents of each wagon. As the railway authorities are in a position to verify the contents of a wagon during loading, "said to contain" receipt will not be accepted. As soon as the railway authorities have granted a receipt the responsibility of the consignor ceases.

678. **Dispatch of small consignments of arms**. Small consignments of arms will, like large consignments, be dispatched by passenger train and will be dealt with by the railway authorities in accordance with special railway Rules. The railway guard taking over these

consignments will give a receipt for them to the relieved guard. As a Rule the usual intimation by post to the consignee of the dispatch of such consignments is sufficient, but when the consignor considers it to be advisable telegraphic intimation of dispatch may be given to the consignee.

679. **Dispatch of arms, ammunition, explosives and other military stores in times of stress**. In the event of threatened disturbances on a scale likely to endanger consignments of arms, explosives and other imp stores, local formation commanders will take measures in consultation with the railway authorities to escort or delay such consignments as are in transit within or to the disturbed area. Escorts will accompany consignments to their final destination. When consignments are delayed or escorts provided, the commander concerned will render a report, showing the nature and destination of the consignment, to concerned Inspector General Headquarters to enable further orders for its disposal to be issued, if necessary. In the case of consignments in transit from one station to another within an Inspector General Assam Rifles, the Inspector General Assam Rifles concerned will issue instructions regarding their disposal and the extent to which escorts are to be provided. In the case of consignments in transit from one Inspector General Assam Rifles to another, Director General Assam Rifles will issue these instructions. Inspector General Assam Rifles headquarters are responsible for the preparation, in consultation with the railway authorities, of a scheme whereby the earliest possible intimation of the location of all consignments of arms which are in transit by rail within their commands, will be given to concerned Inspector General Assam Rifles Headquarters and station commanders on the receipt of instructions that the scheme is to be put into Force. These instructions will not supersede any special precautions taken for the protection of arms and ammunition in border districts, where local commanders will issue necessary orders to ensure the safety of consignments.

680. **Carriage by rail of fragile ordnance stores**. When packages of expensive ordnance stores of a fragile nature, and delicate scientific instruments are dispatched by passenger train in charge of an escort, arrangements-will be made as follows:-

(a) Packages that can conveniently go under the seat occupied by the escort will be retained in his personal custody during the journey.

(b) Packages which, in the opinion of the railway authorities, are not of a suitable size or weight to be conveyed in the compartment with the escort, will be booked for conveyance in the luggage van and the following procedure will be adopted:-

(i) The dispatching authority will in each case issue a certificate to the local railway authorities to the effect that the package requires special treatment and is accompanied by an escort.

(ii) At the starting station, the package will be loaded under the supervision of the escort and whenever possible it will be placed in such a position that its movement will not be necessary until arrival at destination.

(iii) The railway guard will inform the escort at the starting station of the points at which transshipment will be necessary and the stations where the railway guards change. It will be the duty of the escort to report at these stations and supervise transshipment or inform the relieving railway guard of the nature of his charge.

(iv) Should movement or unforeseen transshipment of a package become necessary en-route, the railway guard will summon the escort and the latter will supervise the movement or transshipment.

(v) At the destination station, the package will be unloaded under the supervision of the escort.

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Movement by Sea and River

681. **General arrangements**.

(a) The 'Q' Branch, Director General Assam Rifles is responsible for the general control of the movement, embarkation and disembarkation of troops, animals, baggage and stores. Units/Formation are appointed to control embarkation and disembarkation. The detailed Unit/Formation will be directly responsible to, and will correspond with, Director General Assam Rifles on all matters connected with the embarkation and disembarkation of troops, animals, baggage and stores.

(b) Personnel proceeding overseas will be dispatched to the port of embarkation only when calling forward orders which constitute the authority for move, are issued by the Director General Assam Rifles. Embarkation authorities cannot act on any instructions other than those issued by the Director General Assam Rifles.

(c) All personnel proceeding overseas by sea will be protected according to International Sanitary Regulations.

682. **Accommodation**. The entitlements of accommodation of officers and other individuals will be as per the scale of accommodations laid down by the Government and as amended from time to time.

683. **Import procedure**. The import of any goods, ex other countries will be governed by the orders/instructions and their amendments thereto promulgated by the Government of India from time to time.

684. **Export procedure**. The export of any goods, to other countries will be governed by the orders/instructions and their amendments thereto promulgated by the Government of India from time to time.

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PART IV

CHAPTER XXXII

STATION, GARRISON AND REGIMENTAL DUTIES

685. **Duty officer of the week**. A duty officer of the week will be detailed in every station unless deemed unnecessary by the Station Commander, in which case concurrence of next higher headquarters will be obtained.

686. **Regimental orderly officers**. An officer of the week and an officer/Subordinate Officer of the day will be detailed in each Unit/Sector Headquarters/Inspector General Headquarters/Directorate General Assam Rifles.

687. **Bugle calls**. Reveille and retreat will be sounded at day break and sunset respectively, the time being notified in station orders. Tattoo (last post) will be sounded at 10 pm unless otherwise specially ordered. Between 'tattoo' and 'reveille' no call will be sounded, except 'lights out' (which will normally be sounded quarter of an hour after 'last post') and the 'alarm', 'fire alarm' or other signal for troops to turn out. On the 'alarm' being sounded troops will turn out under arms. All trumpets, buglers and sirens will repeat the 'alarm' and 'fire alarm' when sounded. The next for duty will sound it at the officers' quarters.

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688. **Regimental police**. Regimental police will be detailed to maintain order and regularity in barracks and camps.

689. **Regimental and Garrison duties**.

(a) The number and strength of guards for security purposes and the number of soldiers to be employed as orderlies will be fixed by the Deputy Inspector General Assam Rifles/Inspector Assam Rifles/Directorate General Assam Rifles and will be kept as low as possible. Soldiers will not be employed on duties that can be performed by watchmen.

(b) Soldiers will be warned for all duties, by means of daily orders posted in a suitable place in the quarter of each company. These orders will be posted as early as practicable each day to enable soldiers who desire to quit barracks to acquaint themselves with the duties for the following day.

690. **Guards at residences**.

(a) The following will be authorised a guard of the strength mentioned below:-

(i)	Directorate General Assam Rifles	2 Under Officer and 6 Rifleman

(ii)	Additional Director General Assam Rifles	1 Under Officer and 3 Rifleman
(iii)	Inspector General Assam Rifles.	1 Under Officer and 3 Rifleman
(iv)	Sector Commander	1 Under Officer and 3 Rifleman

(b) Where two officers' authorised guard and flying of flag are located in the same station, the Director General Assam Rifles will decide as to which of the two shall be entitled to a guard.

(c) In normal conditions, service guards will not be provided at the residence of any other military or civil official. If situation demands, armed guards may, however, in exceptional cases, be provided for military/civil officers at the discretion of the local station commander after requisite approval of Director General of Assam Rifles.

691. **Orders for guards and sentries**.

(a) The Commandant/Officer Commanding Unit is responsible that written orders in English and Hindi (in devnagari script) are provided for every guard. In the case of station guards the OC station is responsible for the provision of similar written orders.

(b) These orders will be so worded as to meet the needs for which the guard is mounted. The orders of the guards will be read and explained to the men as soon as the guard has mounted.

(c) Every relief will be inspected before going out and on its return.

(d) No member of the guard will take off any article of clothing or accoutrements while on guard, unless this is authorised by the Officer Commanding in the interests of troops health in hot climates.

(e) The commander of the guard will visit his sentries at least twice by day and twice by night to ascertain that they are alert on their posts and acquainted with their orders. In addition, he will detail the next in command to perform the same duty at frequent and uncertain intervals.

(f) The commander of a guard will never quit his guard except to visit his sentries, and will then inform the next in command of the probable time that he will

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be absent. He will not allow any member of the guard to quit the guard without leave, which will be granted only for special purposes.

(g) Every guard will turn out at the beginning of the reveille, retreat and tattoo sounding. The commander of the guard will then carefully inspect it.

(h) Sentries will be relieved every two hours; but at night, in cold or inclement weather, they may, at the discretion of the Officer Commanding, be relieved every hour.

(i) Every guard will be dismissed after examination and inspection of its arms. When the commander of the guard is an Under Officer, a report will be made to the adjutant, orderly officer, or the Subordinate officer adjutant before dismissal.

692. **Escorts**. Every officer, Subordinate Officer or Under Officer in command of an escort will be furnished by the dispatching officer with such orders in writing as the circumstances may require. An escort is responsible for the correct number, weight, and condition of the packages, but not for the contents. Escorts in charge of convicts will be provided with handcuffs and those in charge of insanes may be unarmed. Escorts in charge of explosives are forbidden to smoke.

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693. **Working parties**. Working parties would be detailed by the Commandant Unit/Officer Commanding/Station Commander as and when required. The number of officers, Subordinate Officers, Under Officers required to superintend working parties will be fixed, depending on the strength and the nature of duty to be performed by each working party. The meals of the working parties will be so arranged as to prevent loss of time.

694. **Safe custody of vulnerable points/vulnerable areas**. The classification of Vulnerable Points/Vulnerable Areas and the instructions for regulating admission to power stations, ammunition dumps/magazine and other vulnerable points and their enclosures will be part of every station security instructions.

695. **Security of Maintenance Groups Assam Rifles, Workshops Assam Rifles, Assam Rifles Composite Hospital and Training Centres**.

(a) **Maintenance Groups Assam Rifles**. The Commandants of Maintenance Groups Assam Rifles are responsible for internal security of the Garrison.

(b) **Workshops Assam Rifles**. The Officers Commanding Assam Rifles Workshops will be responsible for the internal security of the workshop premises.

(c) **Assam Rifles Composite Hospital**. Director Assam Rifles Composite Hospital is responsible for internal safety of the establishment.

(d) **Assam Rifles Training Centre and School.** The Commandant of Assam Rifles Training Centre and School will be responsible for the internal security of the training centre.

(e) However the Station Commander at each location will continue to be responsible for the external security of the establishments and for this propose Commanding Officers/Commandants will keep the Station Commander constantly informed on all matters affecting external security.

(f) The responsibility of the safety of the establishments stated above rests with the Station Commander.

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CHAPTER XXXIII
BARRACK DUTIES

696. **Taking over barracks**. The Engineer/Subordinate Officer (Store Keeper) who does not move with the Unit will be responsible for smooth transfer of charge of all the buildings, fixture and furniture from the present Unit to relieving Unit. Fixture and furniture will be checked with their respective lists and ledgers, each of which will be signed by both parties concerned, any objection being recorded therein on the spot. A correctness certificate will also be rendered by the Engineer/Subordinate officer/Under officer, who will be overall responsible for any discrepancy found later on.

697. **Handing over barracks**. When Government buildings are vacated, they will be handed over room by room with all fixtures and furniture by the Commandant/ Officer Commanding Unit or local head of a department or by an experienced officer deputed to represent either of these officers as a representative, who will assess damages.

698. **Unoccupied barracks**. Units will become the tenants of lines from the date they are taken over. Ordinarily the custody of unoccupied lines or buildings devolves on the Engineer Work Officer of Sector Headquarters/Inspectorate General Headquarters but the custody of any vacant portion of barracks or lines in occupation of a Unit will devolve on the Unit, provided that in the opinion of the Commander station, the strength of the Unit is sufficient to warrant that duty being undertaken.

699. **Transfers of station fixtures**. Transfers of private property between Units will be mutually arranged. Any dispute regarding the transfer of private property will be referred to the Station Commander or if the latter is an interested party to the Deputy Inspector General Assam Rifles/Inspector General Assam Rifles, whose decision will be final.

700. **Distribution of furniture.** The Commandant/Officer Commanding Unit or local head of a department/establishment is responsible for the distribution of the furniture handed over by the relieving Unit or held with the Unit Engineer section.

701. **Barrack inspections and damages**.

(a) The construction and the maintenance of all public buildings, occupied by the Security Forces, devolves on the Engineer Works Officer of Inspectorate General Assam Rifles/Sector Headquarters except when otherwise laid down in Regulations for the purposes of assessing damages and in order to arrange for the execution of repairs, all public buildings, fixtures, and furniture will be inspected half yearly by the officer in whose charge they are or his representative, in company with the representative of Engineer Works Officer , and necessary repairs will be promptly carried out in accordance with Works Regulations. Glass will not be replaced at public expense as a matter of course on the grounds of storm, or that

the persons who did the damage are unknown, or that they are persons from whom the occupant cannot recover the cost. Should, however, the representative of Engineer Works Officer concerned concur with the officer requisitioning for the repair that the cost of replacing glass broken in any particular case is not fairly chargeable to the troops, the cost may be charged to the State on a requisition on which should appear a certificate to that effect, signed by them both, and giving the reasons. The furniture ledger of each party will be compared and when the adjustment of discrepancies is completed, will be signed by both parties. Furniture will not be removed from buildings for inspection. Barrack damages in respect of buildings, furniture and other items will be assessed and recovered in accordance with Works Regulations. Damages or losses assessed against occupants will be charged as far as possible to individuals and termed personal charges. The amount assessed as personal charges will be published in Unit orders. Recoveries will be effected before the Unit officers, etc., leave the station, failing which the amounts outstanding will be reported to the station commander to effect recoveries. The Station/Sector Commander will ensure that the Units, officers, etc., obtain a clearance certificate from the Engineer Works Officer of the Sector Headquarters before they leave the station. In the case of disputed items, the Station Staff Officer/'Q' Branch will arrange for the amount claimed by the work section of the Sector Headquarters to be deposited with him by the Units, officers, etc., before they leave the station, and the matter will be submitted to the formation commander for decision.

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(b) Demands for repairs will be made to the Directorate General Assam Rifles by the Commandant/Officer Commanding Unit or local head of the service or department, as follows:-

(i) **Urgent repairs**. These demands will be made out on minor works for essential services, for example, water, electric, cooking and sanitary services, etc., and to such repairs as are essential to avoid danger to the safety or the health of the occupants of buildings.

(ii) **Ordinary repairs.** These should also be made from minor works funds for execution by the Engineer representative in the normal course.

(iii) **Officers quarters**. Demands for repairs to officers quarters will be made by tenants through the SSO who will maintain a Demand Register, The Engineer staff will inspect this register regularly and arrange for repair to be carried out in accordance with normal Rules.

(c) In addition to half-yearly inspection, an annual verification of the furniture held on charge of Units, formations and installations will be carried out by actual counting in Unit lines, Unit pool quarters, hospitals and so on during the months of

April and May according to a programme to be published in the formation/station orders. This verification will be done by a Stock Taking Team consisting of two Engineer representative selected by the Engineer Works Officer, Staff Officer-1 (Works) of formations, one representative from the Station Headquarter and one representative from the Unit concerned. The Unit-Distribution Ledgers held by the Units will be signed by the Stock Taking Team at the conclusion of the verification. The annual verification by actual counting is not required in respect of furniture issued to married officers, civilians and separated families who are allotted married accommodation in the station pool. Based on the balances in the Distribution ledger, and their acceptance by officers, civilians, separated families, and so on, a certificate of annual verification will be endorsed by the Barrack and Store incharge of Engineer Works Section on the Distribution ledger. The verification by actual counting of balance furniture in store, will be done by another Stock Taking Team consisting of two Engineer representative selected by Engineer Works Officer, Staff Officer -1(Works) from two different formations, and one representative from the Station Headquarter. Stock Taking Report in respect of all articles held in stock will be promptly prepared by the Stock Taking Team during the stock verification and necessary certificate endorsed on station Furniture Register .A copy of the stock verification report will be sent to the Local Audit Officer or the Regimental Audit Officer as the case may be through the Staff Officer -1 (Wks) for audit purposes. Regularisation action for any discrepancies found will be taken without delay, in accordance with the normal procedure.

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702. **Cattle and animals**.

(a) Livestock will not be kept without the written permission of the Sector Commander/Officer Commanding station, who, before granting such permission, must, in consultation with the Senior Medical Officer and local sanitary authority, satisfy himself that all acts, bye-laws and Regulations dealing with the particular animal which it is desired to keep are complied with. No animals will be allowed to run loose within the boundaries of barracks except in places authorised for grazing.

(b) Dogs will not be kept except by permission of the Unit, and when within the boundaries of barracks and hospitals, must be kept under proper control.

CHAPTER XXXIV

FIRE DUTIES

703. **Station fire committee**.

(a) A fire committee will be appointed in every station, consisting of three officers. One member will be an officer from a Unit in the garrison who should, if possible, be an officer of the rank of Deputy Commandant/ equivalent. Members of the committee, particularly the presiding officer, will not normally be changed in less than six months. As far as possible, the members of the committee should be from amongst those who have had training at a recognised military or civil fire-fighting school or possess technical qualifications. The duties of this committee will be to act in an advisory capacity on all matters relating to precautions against outbreaks of fire. The committee will periodically, but not less than twice a year, inspect fire prevention/fire fighting arrangements in all establishments/Units in the station and will ensure that all fire fighting equipment is maintained in serviceable condition and proper arrangements for training of Unit personnel in fire fighting exist. The committee will submit reports of such inspection to the Station Commander. When the committee finds that there is no change in the situation, a 'no change' report will be submitted.

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(b) When preparing proposals which entail the revision of existing scales of fire equipment, it must be remembered that complete security can seldom be obtained without excessive expenditure. Each case must be a compromise based on the justifiable risks that may be taken.

(c) Proposals not within the sanctioning powers of a Station commander, or a subordinate commander which involve the provision of immovable fire fighting appliances such as hydrants and tanks, and which affect building plans, will be forwarded through chain of command to Directorate General Assam Rifles.

(d) All reorganisation plans of buildings or areas will include necessary alterations in fire precautions.

(e) Provision of major and minor fire fighting appliances will be as per authorisation contained in Orders and Instructions of Assam Rifles extinguishers which will be published from time to time.

704. **Points for consideration of station fire committees**. Station fire committees, when preparing proposals will be guided by the consideration that no expenditure should be incurred for the provision of fire hydrants for the protection of brick or stone built single storied single troops barracks, blocks or similar buildings, provided that they do not contain any specially inflammable or valuable stores. In considering their provision for other buildings the following points will be borne in mind:-

(a) Fire hydrants can only be fixed to existing mains and that in no case will special fire mains be provided.

(b) Whether water supply and pressure will enable effective protection to be provided.

(c) The cost involved.

(d) The danger of fire, value of buildings or stores at risk and risk to life.

(e) The availability of personnel for fire duty and the existing local civil fire fighting appliances.

705. **Duties of local commander**. Arrangements will be made in all stations by the local commander to ensure that orders for the prevention of fire are complete, that definite measures will be adopted to meet outbreaks of fire that fire piquets are trained both for day and night duty and that fire engine and appliances are in working order. He will be responsible for formulating inter-Unit "Mutual Aid" scheme on station basis and the holding of fire practices at least once in two months.

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706. **Fire piquets**. A fire piquet will be appointed in every Unit. Its duties will be to save life, to render first aid in extinguishing or limiting the fire and to save property. The fire piquet will be available for instant duty and will be proficient in the use and maintenance of the fire appliances held on charge of the Unit. This will be ensured by constant drill and practice, of which proper records will be maintained.

707. **Duties of Commandant Units and all officers-in-charge of government property of the Force**. They are responsible that orders regarding fire precautions are complete, that fire orders are adequate and known throughout the Unit, that fire piquets are thoroughly trained and are readily available for instant duty at any hour of the day, that all receptacles for storing sand or water are kept filled and that the fire engines and appliances are ready for immediate use. They will also be responsible to see that all precautions against fire are strictly enforced in their Units/installations. In addition the Officer Commanding Units will be responsible for detailing an officer to carry out the duties of a fire officer; will maintain efficient liaison with neighbouring establishments/Units/civil fire brigades with the object of providing "Mutual Aid", and will bring to the notice of the station commander any inadequacy in fire fighting arrangements.

708. **General precautions**. The general precautions against outbreak of fire are to be observed and will form the basis of local fire orders. Local fire orders will be hung up in every guard and store room, issued down to the commander of every platoon and equivalent Units and communicated to all ranks at least once a month. The points mentioned below are only the most general ones. Wherever any special fire risks are

involved which are not covered here, advice of technical experts should be sought and the necessary information included. The points to be included in the local fire orders are enumerator below:-

(a) Fires are not permitted in the vicinity of, nor in, any government building, except in authorised fire places, stoves or ovens.

(b) No fires or lights, except those authorised for hospitals, duty office rooms and guardrooms, are allowed between lights out and reveille.

(c) All fires will be swept out before unoccupied rooms are closed for the night. The raking out of fire on to the hearthstone is to be avoided, Towards the time of lights out all fires will be allowed to die down.

(d) All store-sheds, offices, workshops will be checked before closing hours daily. Persons incharge of such buildings will daily render certificates to their respective officers that no oily rags, cotton waste, oily papers are lying in or around the buildings and sheds under their charge and that all electric switches including main switch are turned off and all kinds of fires have been extinguished.

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(e) Smoking in a store-room or any place where dry grass, straw or combustible material is lying about, is forbidden.

(f) Care will be exercised to avoid risk of fire when oil stoves or lamps are in use.

(g) If a chimney catches fire, the fuel will be raked out at once and precautions taken to stop a draught.

(h) Fireworks or bonfires in barracks or camps are prohibited.

(i) Empty packing cases or inflammable material will not be stacked against the outer walls of buildings or enclosures.

(j) No tent, screen or cooking place will be allowed within a hundred yards (91.44 m) of a thatched or wooden building and charcoal braziers when in use will be protected by wicker frames.

(k) Roofs and walls of cookhouses will be kept clear of soot, and chimneys swept once a month.

(l) Petrol, kerosene, or other mineral oil or empty tins will never be stored in a building containing a mechanical vehicle.

(m) Replenishment of fuel tanks of mechanical vehicles will only be made in the open air, and at a distance of not less than ten yards (9.144m) from any shed or building and at a safe distance from any naked lights. Petrol tanks will remain closed and petrol taps turned off while the vehicle is in a building.

(n) Smoking is prohibited within a garage, store house, offices located in a store house, a motor shed and in all vehicles carrying explosives and POL. Smoking is also prohibited in the front seats of any cab or vehicle. In places where smoking is not prohibited, ash trays or metal containers of suitable type must be provided for the discarded cigarette ends.

(o) The greatest care will be taken to prevent the leakage of petrol, kerosene, and other mineral oils and frequent examinations will be made to ensure that no leakage is taking place. Drip pans will be provided under all oil drums from which oil is decanted by means of cocks.

(p) Petrol fires will be extinguished by the use of chemical fire extinguishers of foam type and/or by smothering with sand or earth. On a fire breaking out, attempts to extinguish it and the removal of all petrol in the immediate vicinity of the flames will be conducted simultaneously. If the fire is being fed from a leak in a petrol pipe or tank the supply of petrol should, if possible, be cut off, or the vehicle moved with the object of preventing the petrol from the leak feeding the flames. Attempts should at the same time be made to beat out the flame near the leak with a coal or; anything suitable so as to sever the flames from the leak. If a petrol fire has become too fierce to be extinguished and if there is a supply of petrol which is either feeding the flames or liable to do so, at doors and windows should he closed and every aperture which will admit air should be Mocked with wet mud or rags.

(q) Mechanical vehicles, should be garaged with their brakes off to enable their immediate removal.

(r) If a mechanical vehicle catches fire, and it is not possible to move it away, all other vehicles in the vicinity should be drawn away from the burning vehicle.

(s) Chemical fire extinguishers should be maintained and inspected according to instructions issued from time to time.

(t) Unauthorised persons will not interfere with electric, gas or water supply systems in military buildings, nor will fuse wires be replaced except by authorised personnel.

(u) No unauthorised electrical appliances should be permitted,

(v) All fuse boxes will be examined once a month by certified electricians who will render a certificate to the Commandant, that fuses of correct amperage only are fitted.

(w) All electrical wiring will be periodically examined and care will be taken to see that they are not laid in proximity of readily inflammable material.

709. **Inflammable oils**.

(a) In all stations where inflammable oils are to be kept or where the quantity is to be increased, a board, will be assembled to decide upon the location of the store, the quantity of oil which may be kept therein and the Regulations under which it may be issued. The board will be guided by the provisions of the petroleum acts in Force and by the statutory Rules and Regulations issued by the Central Government and will conform to them as far as circumstances allow.

(b) In framing these instructions the board will ensure that the oil is not stored where men can have access to it at night or where it is near magazines or storehouses and that the hours of issue are only by daylight so that the utmost precautions are used to avoid danger from fire.

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(c) The Commandant/Officer Commanding will issue orders that lights are at no time to be taken into the oil stores. Stores of Petroleum, Oil and Lubricants in buildings other than those specifically reserved for this purpose is forbidden, buildings used as Petroleum, Oil and Lubricants stores are to be provided with ample means of ventilation both at ground and roof level, naked lights are not to be brought within 30 feet (9.144 m) of Petroleum, Oil and Lubricants stores, and that foam extinguishers, sand tins or dry earth is to be placed outside store rooms.

(d) As far as possible the building will be bounded off with brick walls, etc., in such a way that the contents do not flow out in case of an accident but are contained in the bund walls.

(e) Oil containers will be stored on a layer of sand at least 4 inches (0.102 m) deep and groups of containers will be separated from each other by means of sand bags.

710. **Fire appliances**. Fire engines will be kept near a quarter-guard or a suitable place as decided by the local commander/Commandant, the key of the building being hung up in the guard room. Engines will be kept clean and the hose properly dubbed. Maintenance of fire engines/trailer fire pumps and other appliances will be carried out as per instructions issued from time to time by Directorate General Assam Rifles/Ministry of Home Affairs.

711. **Action to be taken when an outbreak of fire is reported**. As soon as an outbreak of fire is reported the station commander will hurry to the scene of fire to study the actual circumstances of the case closely on the spot. He will take the following action:-

(a) Detail a responsible officer, not connected in any manner with the Unit affected, to inspect the scene of fire after it has been put out, and discover any clues that may help in determining the cause and origin of fire. The officer will be made available to give evidence before the court of inquiry which will be convened to investigate the fire.

(b) Inform the incident to Directorate General Assam Rifles through chain of command with detailed report.

(c) Permit essential operations to salvage material which may be damaged if left in situ, if necessary in the interests of service. Before the scene of fire is disturbed:-

(i) have an accurate diagram of the scene prepared; and

(ii) get the scene of fire, photographed from different angles.

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712. **Courts of Inquiry on fires**.

(a) A Court of inquiry will be assembled whenever a fire, explosion or similar occurrence, involving the destruction of public property, takes place. In case of fire, sufficient time will be allowed to permit the arrival of a representative of Sector Headquarters/Inspector General Headquarters/Directorate General Assam Rifles or Inspector fire services of the State Government where notification has been received that they will attend. Officers on the strength of, or attached to the Unit affected by the fire will preferably not be detailed as members of the court of inquiry. The court will ascertain:-

(i) The origin of the fire.

(ii) By whom it was discovered.

(iii) The action taken by the person making the discovery.

(iv) To whom the fire was first reported by the person making the discovery.

(v) The length of time between the discovery of the fire and the sounding of the alarm.

(vi) The name of the officer in command of the fire arrangements.

(vii) The length of time after the alarm and before the appliances were at work a jet or jets playing on the fire.

(viii) Whether the fire piquet turned out in sufficient numbers and with promptitude.

(ix) Whether there was any failure as regards water supply or the working of the fire appliances.

(x) The action taken to warn the local fire brigade of the outbreak.

(xi) The length of time between the warning of the local fire brigade and its arrival.

(xii) The extent of the assistance given locally or by the local fire brigade.

(xiii) The period from the alarm until the fire was extinguished.

(xiv) The extent of damage done to persons, buildings and contents of buildings.

(xv) The responsibility for the outbreak of the fire.

(b) Fire Adviser and representatives of Sector Headquarters/Inspector General Headquarters/Headquarters Directorate General Assam Rifles attending courts of inquiry will be allowed to question witnesses and such questions and answers will be recorded in the proceedings of the court of inquiry.

(c) An estimate furnished by the Engineer representative of the cost of any structural repairs rendered necessary by the fire will be attached to the proceedings.

(d) Until a court of inquiry has assembled and completed its investigations, Commandant/Officer Commanding Unit concerned with the outbreak of fire will ensure that no movement of debris is allowed beyond that which is necessary to:

(i) Safeguard life or property.

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(ii) Prevent further outbreaks.

(iii) Permit essential operations to salvage materials which may be damaged if left in situ. Any material so salvaged will be stored separately until investigations have been completed by the court of inquiry.

(e) The Court of Inquiry of all the cases pertaining to losses due to fire will be forwarded to Director General Assam Rifles. The same will be processed by the Q Branch at Directorate General Assam Rifles. The Q Branch at Directorate General Assam Rifles will take necessary inputs from all the branches and then process for the regularization of the losses to the Ministry of Home Affairs.

713. **Reports of outbreak of fire**.

(a) Immediately an outbreak of fire occurs involving loss of, or damage to, public property, the OC Unit concerned will report by signal to headquarters of the next higher formation/station commander giving:-

(i) Date, time and location of outbreak.

(ii) Estimated loss.

(iii) Type of property involved e.g., accommodation, stores, equipment, vehicles.

(b) The report in accordance with Sub Para (a) above will be reported to higher formations according to the authorised financial power.

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CHAPTER XXXV
DUTIES IN GARRISON/STATIONS

714. **Administration in Garrison/Station**. Garrison/Station is administered under the Standing Operating Procedures issued by the Garrison/Station Commander.

715. **Station boards**.

(a) Where considered necessary, a board of officers will be assembled under the orders of the station/Garrison commander to submit recommendations regarding the allotment, acquisition or disposal of land, and the scale of hot weather establishments and appliances; to take over new or reconstructed buildings from the Engineer branch as the case may be and hand them over to the Units or departments concerned and to furnish reports on such other matters as may be directed.

(b) A station board will consist of an officer as Presiding Officer and one or more members who will normally be subordinate officers or senior under officers belonging to the departments or services concerned provided they possess the necessary technical knowledge. Should the presiding officer be an officer of a service concerned, a regimental officer may be detailed as a member. Whenever possible the Senior Medical Officer/Chief Medical Officer should be detailed as the medical member. Estates officers will not be appointed as members of station board. In certain cases, information may be required from them before the recommendations of a station board are made; and such information will be obtained independently from them.

716. **Planning and siting of new projects**. On the basis of overall location for Units/Establishments/Formations as approved by the Government of India, Ministry of Home Affairs, the General Staff (Operations) Branch of Directorate General Assam Rifles will issue a detailed Key Location Plan, based on which land will be acquired if not already available in the planed location. Thereafter, the concerned Formation/Establishment/Unit will prepare Zonal Plan with approval of the Director General Assam Rifles. All projects will thereafter be planned and sited strictly as per the approved Zonal Plan.

717. **Responsibility for sanitation**. Commandants Units and Station/Garrison Commanders are responsible for the sanitary conditions of all buildings and lands in the occupation and of lands reserved for use by any department and will take all measures necessary for the preservation of the health of those under their command.

718. **Distribution of conservancy duties**.

(a) The authorities are responsible for conservancy arrangements within the lines of all troops and non-combatants. The responsibility of the authorities is limited to services required to be performed outside those areas. They are as under:-

(i) Conservancy arrangements in the barracks of troops and other buildings and offices maintained;

(ii) The cleanliness of latrines used wholly or in part by personnel or their families; and

(iii) Collecting the waste, filth and rubbish from places listed in clauses (i) and (ii) above and placing it in receptacles conveniently located and supplied by the authorities.

(b) The authorities are responsible for carrying out the conservancy duties normally assigned to municipal bodies outside the area specified in Sub Para (a) above; namely:-

(i) The provision of receptacles for waste, filth and rubbish at convenient places;

(ii) The collection and removal of the waste, filth and rubbish from these recep-tacles;

(iii) The collection and removal of sullage water; and

(iv) Arrangements for disposal of waste, filth rubbish and sullage water.

(c) All conservancy arrangements for personnel will be made by the local authority concerned.

(d) All waste will be suitably segregated as per its classification and disposed of as per Government orders/policy on the subject.

719. **Payment for conservancy services**. In order to meet all expenditure on conservancy arrangements in the Garrison Budgetary provisions will be made by the Station Commander.

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720. **Latrines and urinals**.

(a) The construction and repair of latrines and urinals, together with the provision and maintenance of the furniture and appliances, other than privy pans for the same will be arranged for by the maintenance cell of the Engineer section.

(b) The maintenance cell of the Engineer section are also responsible for the construction and repair of incinerators and their connected structures at all stations where troops are quartered.

721. **Disposal of stable litter**.

(a) Stable litter is to be disposed of the best advantage of the State subject to the method adopted being approved by the local medical authorities. The Commandant Unit concerned will fix the rates by detailing of Board of Officers for selling of litter in the open market. The recovered money will be deposited in the government treasury.

IndiaCode

(b) Each Assam Rifles Unit/establishment which has Government animals on its strength will maintain a separate litter fund account which will be administered and audited in accordance with the Rules applicable to the accounts of regimental funds. The proceeds accruing from the sale of litter will be credited to the litter fund of the Unit concerned and will be used to meet the cost of petty improvements to Unit lines, purchase of seeds (flower, garden and vegetable), purchase of fuel for boiling animals' feed in Units, purchase of cleaning material for leather equipments and accoutrements, training animals, improvements to riding schools, sand baths, chhappars, pad-docks, litter carts, prizes for authorized competitions and animal shows, which would tend to improve the physique of the men and the care of animals and equipment. Sanction of the Station Commander/competent financial authority will be obtained before any expenditure is incurred in connection with military displays, prizes for authorised competitions and animal shows. Expenditure relating to any form of amusement or entertainment for the benefit of personnel will not be met from this fund.

722. **Standing camps**. In cases in which the issue of latrine furniture and removal appliances is sanctioned for use in a standing camp the necessary shelters and screens will be constructed by the troops. Condemned tents will be issued for the purpose.

CHAPTER XXXVI
MEDICAL AND HOSPITAL DUTIES

723. **Reports of illness**. When a patient becomes seriously or dangerously ill the Medical Officer will inform the Commandant of the Unit at once, giving such particulars as may be necessary to send to Next of kin and same will be intimated to Director (Medical)/ Colonel (Medical)/Staff Officer-1 (Health)/Staff Officer-2 (Medical) immediately.

724. **Attendance of Medical Officers**.

(a) Arrangements should be made for medical officers to be present at the firing practices when troops are operating at a distance from Units and where live ammunition is used.

(b) Medical officers will remain present when the Units of which they are in medical charge are inspected.

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725. **Civilians treated in Unit hospitals**. The Commandant of the Unit may permit personnel not entitled to treatment at Unit hospital of the Assam Rifles to be treated on humanitarian ground/emergent case.

726. **Bringing of food to hospitals**. Visitors and attendants are forbidden to bring food, drink, money or other articles to patients in hospital without the permission of the medical officer.

727. **Officers in Sick-in-quarter (SIQ)**. An officer on reporting sick list to the Unit hospital, medical officer may give him SIQ and accordingly endorse in SIQ register which will be put up to the Commandant of the Unit. In no case may he appear at any place of public amusement. With the written consent of the Commandant on the recommendation of the medical officer, he may appear at his own mess for meal and recreation. In the case of a staff or departmental officer the necessary information will be sent to the Unit Commandant.

728. **Medical attendance and treatment**. Personnel of Assam Rifles are entitled for medical attendance in Military Hospital in area of operations/civil/private hospitals (Empanelled under the Central Government Health Scheme), whereas their families and children/dependents are not entitled for treatment in Military Hospital.

729. **Annual medical & examination/medical re-categorisation**. All Assam Rifles personnel will undergo Annual Medical Examination/Medical re-categorisation examination as applicable at Assam Rifles hospitals on due date. Such medical board proceedings will be considered valid only after they have been countersigned and accepted by Director (Medical) or a higher authority so designated. The Medical state of

each individual will be reported annually and whenever a change in medical category of a person takes place by the Unit to Military Secretary Branch and Assam Rifles Record at Directorate General Assam Rifles as applicable. Such annual medical examination or re-categorisation if required to be carried out any other hospital than Assam Rifles Hospital will be done after due approval of Director Medical.

730. **Medical documents**. Medical documents and Annual Medical Examination Report of troops will be kept in Unit charge. The entries in the above medical documents regarding transfers, arrivals, discharge, etc., will be made by the medical Officer of the Unit.

731. **Sick reports of troops**.

(a) Particulars of personnel reporting sick will be entered in a sick report register, which will be put up to the Commandant. Normally sick parades will be in the early morning. Local arrangements will be made regarding the examination of men who report sick later in the day.

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(b) Following entries will be made in sick report Register:-

(i) Medicine and duty, that is - treatment and return to duty.

(ii) Attend 'A', 'B', and 'C, that is - attendance for treatment at the Medical inspection Room with such duties as may be recommended.

(iii) Hospital, that is - admitted into hospital.

(iv) Duty that is - reported sick unnecessarily.

NOTE

"Attend A" means attend for treatment as ordered and to perform ordinarily regimental duties.

"Attend B" means attend for treatment as ordered and to perform light duties only.

"Attend C" means attend for treatment and to be excused all duties.

732. **Report of injuries**. When an officer, Subordinate Officer, Under Officer or other Enrolled Persons is maimed or injured other than in action, a report will be sent to the Commandant of the Unit as soon as possible after the date on which the patient has been placed on the sick list whether in quarters or in hospital.

733. **Report of disability other than injury**. When an Officer, Subordinate Officer, Under Officer or a enrolled person, contracts a disability not due to injury, which ends either fatally or in a proposal for invaliding, a report will be made to Headquarters Inspector General Assam Rifles concerned.

734. **Sickness caused by an offence, misconduct or imprudence**. When a person subject to the Assam Rifles Act has been admitted to hospital on account of sickness believed to have been caused by an offence under the Assam Rifles Act, the Commandant of the Unit will make a preliminary inquiry into the case and acquaint the medical officer with the result in order that the latter may give or refuse the certificate referred to in Assam Rifles Act Section 69 (c). The medical officer will attend the subsequent investigation of the offence whether before a Assam Rifles Court or the Commandant, and give evidence in substantiation of the facts contained in his certificate. The certificate alone is not sufficient. When a person subject to the Assam Rifles Act Section 69 (d) is admitted to hospital on account of sickness caused by his own misconduct or imprudence, the medical officer will furnish the certificate.

735. **Medical examination on arrival at or departure from a station ex-India**. All ranks will be medically examined on their arrival at, and departure from, a station ex-India, the Medical Officer will enter his remarks in the Medical examination report and sign it.

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736. **Medical inspection on return from leave**. Commandant will ensure that all Subordinate officers, Under Officers and other enrolled persons are medically inspected not later than on the morning after rejoining their Units from leave/furlough.

737. **Monthly medical inspection of troops.** The medical officer will in respect of enrolled person in his charge monthly, or more frequently if necessary, conduct medical inspection to satisfy himself as to their personal hygiene. Whenever special examinations of personnel are made, each individual will be examined by the medical officer in private, and in the presence of a third person, who should be an Under Officer.

738. **Nursing Attendants/Assistants.** The employment of enrolled persons as sick attendant should seldom be necessary but if their services are specially required they will be detailed on the written authority of the Commandant of the Unit concerned. A sick attendant will not be employed for a longer period than one month.

739. **Visits by Officers to personnel in hospital**. When the hospital is situated in the same station as the Unit, personnel in hospital will be visited not less than once a week by an officer of the Unit to which they belong. An officer will be allowed access during visiting hours, no officer will be permitted to visit personnel during non visiting hours without permission from the Medical Officer.

CHAPTER XXXVII
BAND AND MESSES
SECTION I - REGIMENTAL BANDS

740. **Regimental band**. Each Assam Rifles Unit will maintain a Pipe Band, while a Brass Band will be maintained at the Assam Rifles Training Centre and School.

741. **Engagements.**

(a) With the sanction of the respective Commandant, Assam Rifles bands may accept engagements to play at entertainments given by private gentlemen or public bodies such as municipalities, cricket or football clubs, etc. In no circumstances will military bands, either in uniform or mufti, be allowed to take part in processions, communal or otherwise, religious ceremonies or political meetings, and demonstrations.

(b) All correspondence in connection with band engagements will be conducted by the band president. An engagement will only be entered into subject to the exigencies of service and to the requirement that the acceptance of the engagement does not infringe current Regulations and instructions. A clause to this effect will be embodied in any form of contract agreement made. Engagements will not be sought through the public press, or initiated through the medium of musical or other agents. Approved engagements may, however, be accepted through agents acting directly on behalf of the party desirous of engaging the band, provided that no commission is deducted from the band's recognized fee.

(c) An engagement will not be accepted at a rate below the commercial scale appropriate to, and accepted in the locality by civilian bands of equal strength and for the same number and duration of performances. The proposed employer will be requested to furnish a certificate to that effect, unless it is already known that the fee is unobjectionable in this respect.

(d) An engagement will not be accepted if the Assam Rifles band is to replace a civil band which is on strike.

(e) Bands proceeding on an engagement outside area of responsibility of respective Inspectorate General will notify the Directorate General Assam Rifles in advance and will at the same time specify any requirements.

(f) All band personnel will be in possession of general duty uniform.

742. **Band committee**. The band of a Unit will be managed by a committee of three officers appointed quarterly. The accounts will be laid before the quarterly band meetings.

743. **Massed bands**. When Units are brigaded on parade and their bands are massed, the senior bandmaster will normally conduct, but the parade commander may change him at his discretion.

744. **Establishment**. Soldiers included in the establishment of bands will be fully qualified at all times to carry out efficiently the duties assigned to them. The numbers authorized by the respective establishments will not be exceeded for any duties, except those connected with playing out, on which occasions the band numbers, may be temporarily augmented by the inclusion of soldiers from within the Unit's establishment, provided that no unauthorized expense to the public is incurred.

745. **Playing of national anthems**.

(a) The official versions (full or short, as the case may be) of the National Anthem, will invariably be used without deviation in accordance with Para 458.

(b) All Units in possession of a recognized band will provide themselves with copies of National Anthem and all regimental marches.

(c) All additions and revisions of regimental marches will be incorporated in the band music library.

746. **Band property**.

(a) Band property, which has been issued from government sources free of charge will be regarded as vested in Directorate General Assam Rifles and will not, should the band cease to exist, be disposed of without the consent of Directorate General Assam Rifles.

(b) The Commandant is responsible that all vested band property is held available at all times in a serviceable condition. The inspecting officers will at their inspection, satisfy themselves that these orders are carried out.

747. **Training and discipline**. The bandmaster/pipe band-in-charge is responsible for the discipline as well as for the training of his band. He will ensure that all members of the band under his command receive instruction in the practical and theoretical sides of their work as called for in the technical standards for musicians. He will attend all parades with his band, and will accompany and be responsible for it when it plays in public places or attends an entertainment. A bandmaster is not permitted to wear plain clothes on duty.

748. **Transfers**. Should a soldier serving in the band of Assam Rifles Training Centre and School or another Unit desire transfer he will apply through the usual channels.

749. **Training for appointment as trumpet/bugle/drum/pipe major**.

(a) Two Under Officers should he earmarked as understudy respectively to the pipe major and drum major. The potential pipe major should undergo a piper course and the potential drum major should undergo a drummer course.

(b) Only those Pipers and Drummers, who have qualified at a pipe major's or drum major's course will be appointed as pipe or drum majors.

(c) Only those buglers and trumpeters who have qualified at a buglers' or trumpeters' course will be appointed as bugle or trumpet majors.

750. **Pitch of Unit bands**. In order to ensure uniformity of pitch of Unit bands, all bands will adhere to high pitch.

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SECTION II – OFFICERS' MESS

751. **Membership**.

(a) Every officer will be a member of the mess maintained by the Unit, establishment or formation to which he is posted. Where no mess is maintained by his Unit, establishment or formation; he will become a member of the station mess or any other mess conveniently situated.

(b) Every officer present, except a married officer, will be a dining member of the mess. A married officer will also become of a dining member of the mess when his family is not ordinarily residing at station.

(c) The Commandant and Second-in-Command (president of the mess committee) is responsible for ensuring that all the Regulations relating thereto are observed. He will also ensure that the mess is conducted without unnecessary expense or extravagance, and by his personal example and advice will encourage economical habits and careful management. The cost of living in the mess will be that which obtains throughout the service generally.

752. **Warning out**. An officer will not absent himself from mess dinner unless he has duly warned out.

753. **Establishment of Formation/Unit messes**.

(a) Any Formation/Unit may open a separate mess with the sanction of Headquarters Director General Assam Rifles.

(b) Where it is found desirable, an Inspector General Assam Rifles may authorize the establishment of a garrison officers' mess, or a mess for officers serving with a formation for whom there is no other mess available, provided that no expense is thereby caused directly or indirectly to the public. The Inspector General Assam Rifles will ensure that such mess is placed under the control and supervision of an officer selected by him, and that it is conducted in all respects on the lines of an officers' mess of a Unit. The accounts of a garrison or formation officers' mess will be laid before an audit board composed of officers to be detailed every quarter by the Inspector General Assam Rifles/Sector Commander the proceedings of such board will be laid before the Inspector General Assam Rifles/Sector Commander or an officer not below the rank of brigadier, to whom he may delegate the duty, for approval.

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754. **Mess bills**. Every officer will pay to the mess president his mess bill and all authorised subscriptions; on or before 15th of each month and the president of the mess committee will report in writing to the Commandant any omission to do so. The Commandant will call upon the officer to pay the bill and ask for his explanation for not having done it already. If the result be unsatisfactory and the accounts is not settled by the end of the month, a report will be made to the higher authority. The above procedure will also be followed by Commandants in the case of officers borne on the strength of the Units under their command, who are detached for duty at out stations, training and educational establishments, etc.

755. **Mess dress**. Designated Mess Dress will be worn on regimental guest nights and other special occasions. The wearing of civil clothes on other nights may be permitted at the discretion of Commandant/President Mess Committee. At all times the dress worn in mess will be formal. Overtly casual dress, track suits, half pants, loafers, sports shoes with civil dress, sandals or slippers in the mess are prohibited.

756. **Mess Under Officer**. An Under Officer is allowed to act as Mess Under Officer or caterer or superintendent of the mess establishment, but an Under Officer will not be employed in any menial capacity about the mess. He shall be duly supported by adequate staff as earmarked by the Mess Committee.

757. **Mess property**. A formal record of all mess property will be maintained. All silver items and trophies shall be photographed and proper record thereof shall be maintained. Regular stock taking of the mess property will be undertaken. Appreciation/depreciation of Mess property will be undertaken annually.

758. **Insurance**.

(a) The whole of the mess property other than that supplied by the Government will be insured against loss by fire or burglary, the premium being made a charge against the mess funds.

(b) All messes will maintain photographs and regimental history of their silver.

759. **Presents**. Presentation of costly silver cups/items and other embellishments from officers is prohibited. Small silver subscriptions if and when levied should normally be intended for utility items in the mess.

760. **Drinking of toasts in messes**. All toasts drunk in Messes in India will be drunk in non-alcoholic drinks. The following toasts will be drunk on the occasions and in the order indicated below:-

(a) On all normal occasions; The President's health.

(b) When an officer of the Commonwealth is being officially entertained in an officers mess: The Queen's health.

(c) When an important person of a foreign country outside the Common wealth is being officially entertained in a mess:

(i) The health of the head of the state of the foreign guest.

(ii) The President's health.

(d) When important persons of foreign countries and officers of the Commonwealth are being officially entertained in an officers' mess :

(i) The health of the head or heads of the state or states of the foreign guest or guests.

(ii) The President's health.

(iii) Any other toasts proposed will be after due concurrence of President Mess Committee.

761. **Quarterly mess meeting**. A mess meeting will be held once a quarter. The votes of the officers will be taken on any proposition on which a difference of opinion exists, and the point will be decided by the majority of votes, provided that the Commandant concurs.

The accounts for the last quarter and the proceedings of the quarterly audit board will be laid before this meeting.

762. **Detachments**. When a Unit furnishes a detachment of not less than one-third of its strength, a proportion of the mess fund, plate and equipment will be assigned for its use.

763. **Discipline**.

(a) In a regimental mess, the senior officer of the Unit present, entitled to command, is responsible for the maintenance of discipline at mess.

(b) In messes other than regimental, this responsibility rests with the officer who is senior by rank of those present.

764. **Handing and taking over**.

(a) Before handing over the command of a Unit or portion of a Unit in which an officers' mess is maintained, the Commandant will send to the formation commander a certificate that all debts owing by the mess have been paid, or that a sufficient amount is in hand to meet all liabilities. Should the Commandant be unable to furnish this certificate, he will explain the reasons which have necessitated the contracting of debts, so that the formation commander (when not below the rank of brigadier) may decide whether they will be paid by the Commandant or can be taken over by his successor.

(b) A copy of the certificate will be handed to the officer assuming the command, who will report to the formation commander whether he is satisfied with the state of the funds. In the case of Units changing stations at which station messes are maintained, a similar certificate will be furnished by the Commandant of the outgoing Unit.

765. **Annual inspection**. The superior formation commander will, at his annual inspection, closely investigate the manner in which the mess has been conducted, and will report to Headquarters Director General Assam Rifles through the usual channels should he find any infraction of the Regulations.

766. **Mess guests**. The cost of mess guests and entertainments will in all cases be borne by the officers concerned in proportionate shares calculated according to their total monthly emoluments.

767. **Private guests**. An officer entertaining private friends will bear the whole expense of their entertainment.

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768. **Mess committee**. The mess will be managed by a committee of at least three members appointed at the quarterly mess meeting.

769. **Charges against the mess fund**. The mess fund will be applied to defray charges, firstly for housing and tentage, secondly for lighting and wages of servants and lastly for the provision and upkeep of equipment.

770. **Mess donations**. Any voluntary donation will be approved by the General Body meeting in the Mess.

771. **Mess subscriptions**. The monthly rate of mess subscription for officers will be finalized in the Mess General Body Meeting.

772. **Rules for monthly mess subscription.**

(a) The subscription will be paid to the mess of which the officer is a member.

(b) An officer on annual or casual leave will pay full rates and on all other kinds of leave half rates.

(c) An officer on temporary duty not exceeding three months and when he is not temporarily a member of another mess will pay full rates of monthly subscription to his Unit/formation/station mess of which he was a member prior to proceeding on temporary duty.

(d) An officer absent from duty on account of sickness for over one month will after the first month, pay only quarter of the subscriptions leviable.

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773. **Annual mess subscription**. Annual Subscription for officers will be finalized during mess meetings.

774. **Payment of mess, band and other regimental subscriptions during leave pending retirement.** An officer who is granted leave pending retirement is liable for the payment of all mess, band and other regimental subscriptions during the privilege leave portion of such leave and for the payment of mess and band subscriptions at half the regimental rates during the furlough portion thereof.

775. **Payment of subscription on removal from one Regiment/Formation to another**. When an officer is removed from one Unit or formation to another by transfer, exchange, posting or promotion, his subscriptions will be due to his Unit or formation until, the date of his actually quitting it. The subscriptions will be paid according to the rank for which the officer is actually drawing pay.

776. **Accumulation of mess fund**. The Commandant will prevent an undue accumulation of the mess fund, ensuring that cash balances are kept as low as possible consistent with solvency. He will fix the rates of contributions and subscriptions, which will never exceed the prescribed limits.

777. **Monthly charges for all incidental expenses**. The monthly charges for all incidental expenses not covered by the monthly subscriptions of officers will be decided by the Commandant.

778. **Entertainments**. All entertainments in the Mess will be conducted keeping due austerity and economy in mind and extravagant expenditure will be avoided. Entertainments will not be vulgar, demeaning or having political, social or religious overtones.

779. **General subscriptions**. General subscription, whether voluntary or otherwise for entertainments will not be made without the sanction of the President Mess Committee. Fines, whether in money or drinks, will not be levied for any minor irregularities, nor will an officer be compelled to give donation in cash or a party on marriage or promotion.

780. **Mess bills of officers in custody or under suspension**. When an officer in custody or under suspension is unable to pay his mess bill from his own resources, on account of the withholding of his entire pay and allowances, the Commandant of the Unit/formation with which the officer is messing may claim from the pay authorities concerned messing charges, mess subscriptions, rent for government accommodation and hire charges in respect of government furniture. Wages of private servants are the concern of the officer himself and will not, therefore, be included in the mess bill. Similarly, the mess bill will not include charges on account of soft drinks, cigars, cigarettes, wine, playing cards, extra messing and bills on account of stores purchased from the mess contractor or mess grocery stores.

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CHAPTER XXXVIII
HOT AND COLD WEATHER ESTABLISHMENT

781. **Period**. The periods for which hot and cold weather establishments are admissible will be sanctioned by the Director General Assam Rifles based on the location of a particular Unit/Sub Unit as analyzed by board of officers which will include medical representative. It will be notified in Director General Assam Rifles orders.

782. **Provision of funds**. A bulk allotment of funds will be allotted by the Director General Assam Rifles to the Formations/Units. Allotments to Formations/Units will be notified in Director General Assam Rifles orders.

783. **Establishments**. The Inspector General and Deputy Inspector Generals Assam Rifles will be responsible for fixing the strength, altitude and weather conditions of a place for hot and cold weather establishments at each station.

784. **Register of establishment**. Formation/Unit will maintain a register which will establish the record of number of fire/sigries places and quantities of charcoal, firewood or electricity is consumed for a particular date.

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785. **Provision where not authorized**. When hot and cold weather appliances are not authorized in authorized scales or other orders of Government, it will be necessary to obtain Government sanction before such appliances can be fitted in any Assam Rifles building. Applications for the same will be forwarded by stations Commandant through the authorized channels to Headquarters Director General Assam Rifles for obtaining the sanction of the Central Government. Initiating and forwarding authorities will make their recommendations in consultation with their senior medical officers.

786. **Solar heaters**. Number of fire places, sigries or air conditioners/fans utilized for a financial year will be reduced for the succeeding financial year. The reduced quantity will be replaced by solar energy based gazettes. The funds for replaced quantity will be met from the appropriate head of account observing the nodal formalities.

CHAPTER XXXIX
INVENTIONS AND PATENTS

787. **Inventions by members of the Assam Rifles Forces.**

(a) All inventions by a member of the Assam Rifles, made by himself or in collaboration with some other person or persons, referred to in these Regulations as the "Inventor", shall be the property of the Government of India in the Ministry of Home Affairs and shall be held in trust by the inventor for the Government of India. The inventor shall not disclose his invention or any information whatsoever with regard to the invention to any person except as authorized by these Regulations. The trial or use of any invention shall not be carried out except as authorized by these Regulations.

(b) No inventor is permitted to apply for or obtain a patent except as laid down in these Regulations.

(c) Any person governed by these Regulations shall submit any invention he may make together with all accessory data including specifications, drawings, etc., and a full description of the invention in the following form, in duplicate, to the head of the establishment or his commanding officer, as the case may be :-

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FORM

"CONFIDENTIAL

(i) I/we hereby submit full details in respect of. . . . . (here give the title of the invention) together with all necessary data, including specifications etc., and a full description of the invention which are attached herewith.

(ii) I/we will act in accordance with the provisions of Regulations for "Inventions by members of the Assam Rifles" issued by the Government of India in the Ministry of Home Affairs.

(iii) I/we have not left any record of the description of the invention or any of the data, specifications, drawings, etc., in respect thereof nor shall I/we subsequently leave any such information or take any further step to do so except as authorized under the said Regulations.

(iv) I/we shall not employ, without the previous sanction in writing by the Government of India in the Ministry of Home Affairs, art agent or any other person in connection with preparation of provisional specification or take any other action with regard to taking out a patent in respect of this invention in

India or in any other country except when and in the manner permitted by the, Government of India in the Ministry of Home Affairs.

(v) I/we hereby assign to the Government of India or any authority under it the benefit of the invention and of any patent that may be granted and the authority to enter into such agreement for its use by or on behalf of the Government as considered necessary.

(vi) I/we hereby declare that I/we am/are the true inventor/s of this invention based on the data attached herewith and that to the best of my/our knowledge and belief it has not been patented by anybody else, anywhere else hitherto.

Inventor's signature. . . . . .
Rank. . . . .
Date. . . . . .
Address. . . . .

CONFIDENTIAL"

(d) (i) The head of the Unit/Sub Unit shall forward the documents to HQ Directorate General Assam Rifles through the laid down channel of command for further submission to the Ministry of Home Affairs. The Commanders-in-chain will submit the documents along with the following remarks:-

(aa) The specific work on which the inventor is employed, the nature of his duties and the extent to which knowledge gained as & result of his employment has assisted the inventor.

(ab) The extent to which the inventor has used the facilities provided at Government expense in making the invention. The estimated needs of, or possible value of the invention to the Home Affairs services and the Government as a whole.

(ac) Recommendations, if any, as to further action deemed appropriate.

(ii) The latter officer will submit the invention and data to the Government of India in the Ministry of Home Affairs with his further remarks as per sub-Para (d)(i) above, together with an opinion as to the merits, utility and possible use of the invention. The forwarding officer should also report whether he has reason to doubt that the applicant is the true inventor or whether the invention is not a new one having been patented already.

(iii) The Government of India in the Ministry of Home Affairs will decide whether any such invention is likely to be of use to the services or to the Government and whether a patent should be taken with regard to it. The Government of India in the Ministry of Home Affairs will also decide whether any such invention is of such general interest and utility that the public interest would be best served by allowing the patent to be made available to an authority, person or body other than the services on such terms as the Ministry may lay down. In case the Government of India in the Ministry of Home Affairs decide not to take out a patent with regard to any such invention, it shall not be open to the inventor to apply for a patent in his own name unless permitted to do so by the Government of India in the Ministry of Home Affairs. The following policy will be followed regarding grant of such permission provided the invention is not considered useful to the Government -

(aa) If the invention is a direct consequence of the type of work on which the inventor is employed or as a result of his training on such work at government expense, permission will not normally be granted to him to take out a patent for the invention in his own name.

(ab) If the invention is in a field different from the type of work for which the inventor has been trained or is engaged in, then permission to take out a patent for the invention in his name will normally be granted to him.

(e) The inventor or any other person to whom the invention of data in regard thereto is communicated in the course of duty or who otherwise gains knowledge thereof shall not disclose it to any other person except as provided in these Regulations.

(f) Where the Government of India in the Ministry of Home Affairs decide to take out a patent, the inventor shall assign to the Central Government the invention and all patents which may be granted in respect thereof. All expenses in connection with the securing of patents and the assignment of patent rights will be borne by the government and the inventor shall execute all application papers, assignments and other documents required for carrying into effect the decision of the Government of India in the Ministry of Assam Rifles.

(g) The manner in which any invention may be dealt with is entirely at the discretion of the Government of India in the Ministry of Home Affairs.

(h) The inventor whose invention has been put into use by the government may be accorded where deemed necessary, commendation according to the procedure laid down separately for the purpose.

788. **Applications from persons not employed in the Force for the adoption of their inventions in the Assam Rifles Forces**.

(a) Applications from person not employed in the Force, submitting inventions for the consideration of the Government of India will be in the form of a letter addressed to the Secretary, Ministry of Home Affairs, Government of India.

(b) The letter of application should contain the following:-

(i) The nature of the invention with sufficient particulars to enable its merit to be considered, and evidence of the usefulness of the invention obtained by actual previous experiment.

(ii) Drawings, models or samples should accompany the letter or be sent separately at the same time. If models or samples are too bulky to send with the letter, information should be given as to the time and place where they can be inspected.

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(iii) Acceptance by the inventor that all designs, plans, drawings, samples or papers are submitted at the inventor's risk, and no responsibility for damage is incurred by the Ministry of Home Affairs, Government of India.

(iv) A statement whether the Inventor has acquired a patent under the Indian Patents and Designs Act, 1911 or whether application has been made for a patent under that Act.

(v) The remuneration or terms the inventor proposes to ask, should the Government of India desire to acquire exclusive use of the invention or to acquire unrestricted use of the invention, but also allowing the inventor a free hand to let others use it. If no remuneration is desired the fact should be stated.

(c) Should the Government of India consider it desirable to try out an invention the inventor will, as a general Rule, be required to bear the expense of the provision of the article, its carriage, fitting up and removal, but the question whether such expenses will, in special cases, be finally borne by the Government of India or by the inventor will be decided by the President according to the circumstances of the case. The Government of India reserves the right to retain for future reference any designs, plans, drawing, models, samples or papers forming an essential part

of the description of the invention which may be forwarded, but if the inventor desires their return, the Government of India, will not refuse it unless they think there is good reason for doing so. It is desirable, however, that the inventor should keep copies. Should the invention be adopted for the services, terms for its use will be fixed by subsequent agreement and such terms will include the supply of two copies of all designs, drawings, patterns and particulars relating to the invention which may be considered necessary by the Government of India. It is to be understood that all such designs, drawings, patterns and particulars will be absolutely at the disposal of the Government of India for all purposes whatever, and that reasonable prices only be paid to cover the cost of their draughting and manufacture. No claim for remuneration for an invention will be held to be established unless the invention has been adopted. All claims for remuneration will be carefully considered, but any award which may be made will only be payable to the claimant when approved by the Government of India.

However, for all above inventions and patents Government of India policy on the subject as amended from time to time will apply.

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CHAPTER XL
FILM PRODUCTION: ASSAM RIFLES ASSISTANCE

789**. Application and agreement**.

(a) The request for Assam Rifles assistance in the making of a film by any private person, film company or other body (hereinafter called "The Producer") will be made to the Ministry of Home Affairs accompanied by full particulars of the assistance required, the place(s) where required, the dates and periods when required, at least three months in advance along with three copies of the complete script of the film to be produced. Ministry of Home Affairs after initial examination of such request from the producer shall forward the same to Directorate General Assam Rifles for further examination to confirm that:-

(i) The story/script of the film as also the scenario thereof do not contain anything adverse to the image and ethics of the Assam Rifles as a whole.

(ii) The script including scene details, as also the places where Assam Rifles assistance is to be provided have been cleared from military security angle.

(iii) The assistance required by the producer for production of his film is available at the place(s) and for the period desired without affecting the operational and training commitments of the Assam Rifles Units providing such assistance.

(b) In case of availability of the Assam Rifles assistance, Director General Assam Rifles will also indicate the rates for hire charges and the amount of insurance in respect of various components of the assistance. Ministry of Home Affairs shall assess the estimated cost of the assistance in consultation with Ministry of Home Affairs. The producer shall have to deposit the amount as assessed by Ministry of Home Affairs in advance in cash with Reserve Bank of India. Insurance cover for various components shall also be provided. A bank guarantee valid for one year from a nationalized bank for the equal amount shall also be furnished. Before the Assam Rifles assistance is actually provided the producer shall enter into an agreement with the Ministry of Home Affairs.

(c) Before processing any case for such film production requisite clearance from operational angle, were so applicable will be obtained from the concerned authorities.

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790. **Volunteers for taking part**.

(a) The personnel taking part in the production of a film will be volunteers. On these occasions they will be regarded as on Assam Rifles Forces duty and in the event of death or disability directly attributable to their participation, they or their dependents will be eligible for non-effective benefits under the current Regulations.

(b) If an officer, Subordinate Officer, Warrant Officer or other enrolled person or animal is injured or dies while engaged in the production of a film, the producer shall be informed in order that there may be an early opportunity of notifying the insurance company concerned of a potential claim.

IndiaCode

CHAPTER XLI
TATTOOS, PAGEANTS AND DISPLAYS

791. **Sanction**. The sanction of the under mentioned authorities must be obtained before Assam Rifles materials are used, or Assam Rifles personnel and animals are permitted to take part in any public display:-

(a) Directorate General Assam Rifles, for any tattoo, pageant or display which entails the concentration or movement of troops, or owing to the number of troops engaged or the time taken in rehearsals, affects the period of training, or when gate money is taken.

(b) Directorate General Assam Rifles for regimental displays, including horse shows, or the provision of items, such as musical rides at horse shows, at which admission charges are made.

(c) Inspectorate General for regimental sports, displays and horse shows to which admission is by invitation, or free. However, Directorate General Assam Rifles will be kept informed of the same.

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792. **Application for sanction**. When applying for sanction full details will be given of the nature of the display, the number of performances, the troops taking part, the time required for their training rehearsals; the estimated expenditure and the admission fee if any proposed to be charge. The proceeds accruing under such circumstances will however invariably be credited to the appropriate public fund.

793. **Expenses.** Sanction for personnel to participate in tattoos or similar displays to which admission is charged will be accorded on the condition that no expenses of any kind on account of pension, gratuity of compensation will fall on Assam Rifles funds. It will therefore be incumbent upon organizing committees to safeguard Government by full insurance cover. Assam Rifles personnel will be on duty when participating in these displays, including rehearsals, and in the event of injury or death they, or their families, will be eligible for full pensionary benefits.

794. **Spectators**. If a display involves risk to spectators they, both civil and military, will be insured at the expense of the organising committee.

795. **Insurance**. Insurance policies will be approved and sanction will be accorded, or promulgated when the Directorate General Assam Rifles is required, to the holding of displays in which Assam Rifles personnel are to participate, by the Inspector General of the area within which it is proposed, the display shall take place. Such approval, together with details as to the guarantees, will be communicated by the organizing committee to Units invited to take part.

796. **Injuries**. In the event of an injury being sustained by troops while engaged in tattoos or similar events or during rehearsals the organising committee will be informed immediately in order that they may have the opportunity of notifying the insurance company concerned of a potential claim.

797**. Treatment as on duty**. Whether a charge for admission is made or not, participation of Assam Rifles personnel in horse shows, assaults-at arms, regimental sports, service tattoos, pageants and displays, which are organized and provided a government charger or horse or an approved charger is ridden, will be treated as duty, and they and their families will be eligible for such benefits as are admissible under the Pension Regulations, where disabilities are attributable to or aggravated by service. An officer, subordinate officer, under officers or enrolled persons will also be regarded as on duty, and he and his family will be eligible for the casualty awards under the Pension Regulations when he suffers a casualty leading to his invalidation/death while taking part, in any horse show in a Unit team event or in an individual event organized by any of the competent authorities mentioned above.

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798. I**nsurance coverage**. Participants in musical drives, musical rides, rough riding and similar displays, on the occasions enumerated in Para 797, when a charge for admission is made, will be regarded as on duty, provided that adequate guarantees, for example full cover by insurance, are furnished by the organizers to cover any charge which may fall on Assam Rifles funds for pension or gratuities.

799. **Own risk.** In the case of all other displays, participation in which is neither organized nor permitted by competent authority the participants will, so far as the Ministry of Home Affairs is concerned, take part at their own risk. They will not be regarded as on duty and in the event of accidental injury/death they and their families will not be eligible for casualty award under the Pension Regulations.

800. **Assam Rifles bands**. The personnel of officially recognized regimental bands and trumpeters, buglers, drummers and pipers of Assam Rifles Units will be regarded as on duty when they are performing on parades, etc., and at purely regimental functions for which their services are given gratis. Engagements at tattoos or similar displays are governed by the general conditions laid down in the preceding para. Commandant may authorize such personnel to perform gratis on ceremonial occasions not of a strictly Force character when in their considered judgment it is expedient for the Force to be represented. On these occasions the men will be on military duty for non-effective purposes and the question of insurance will not arise.

801. **Participation of bandsmen in private engagements**. They will be warned that in fulfilling private engagements other than those covered in Para 800 they do so at their own risk and that in the event of injury they are not entitled to the benefits under the

Indian Workmen's Compensation Act and the chances of their having a claim under the Indian Fatal Accidents Act, XIII of 1885 are remote. Band committees of Units cannot therefore be held to be legally liable to any claim in that respect.

802. **Use of troops by state governments**. State Governments may sometimes require the use of detachments of troops for ceremonial purposes and for the provision of escorts or guards of honor in circumstances which are not covered by the ordinary Regulations on the subject. The principles will be:-

(a) In the opinion of the Central Government, the circumstances themselves justify the request;

(b) The troops can be spared; and

(c) Sufficient notice is given of the requirement.

The extra cost, if any, of supplying the service required (e.g., in the way of transport, equipment, etc.) will be met by a contribution from State to Central revenues.

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CHAPTER XLII
LEAVE OF ABSENCE AND HALF PAY LEAVE

803. **General instructions**. Individuals must rejoin on expiration of the leave granted as otherwise they are liable to be punished under the Assam Rifles Act and to have their pay forfeited for the period of overstayal. If unavoidably detained, the individual must immediately report the same telephonically to the Commandant/Adjutant of his Unit, followed by a letter countersigned by the headman of the village or by a government official.

804. **Application form**. Applications for leave by officers will be submitted on prescribed form. The form will also indicate any pending tasks for which he was detailed, particularly any Boards or Court of inquiry. The application form will also include their telephone numbers on which they may be contacted while on leave.

805. **Leave in anticipation of sanction**. No one will be permitted to leave his station in anticipation of the grant of leave by superior authority except in very urgent cases (in which case verbal permission of the immediate superior officer shall be taken), or on the recommendation of medical board when recommended for leave in India. In forwarding an application for leave in these circumstances to the sanctioning authority, the forwarding officer will endorse it accordingly.

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806. **Leave certificate**. A Leave Certificate will be given to every Subordinate Officers, Under Officers and other enrolled persons proceeding on earned leave or casual leave. The form will always be completed both in English and vernacular, and will include their telephone/mobile numbers on which they can be contacted while on leave.

807**.** **Address while on leave in India**. An officer granted leave will give his address and notify any change thereof to his Unit commander/superior officer. Subordinate officers, Under Officers and other enrolled persons going on leave will leave their addresses with their company or equivalent commanders, and communicate any subsequent changes, occurring while on leave, to them.

808. **Liability for recall**. All ranks taking leave are liable to be recalled at any time. The occasions on which conveyance is admissible on recall from leave are detailed in Government Rules promulgated from time to time.

809. **Cancellation of leave**. When an officer is promoted during leave, either in the same or to another Unit, or is posted, transferred or removed to, or exchanges into another Unit, his leave, other than sick leave, is liable to be cancelled. Leave on medical certificate, or on the recommendation of a medical board, will not be affected by such promotion or transfer.

810. **Leave to Foreign Countries**. Personnel of the Assam Rifles desirous of proceeding on leave to a foreign country will obtain prior sanction of the Directorate General Assam Rifles. Applications for permission to proceed to foreign countries will be forwarded in accordance with the procedure which may be laid down from time to time by Directorate General Assam Rifles. All ranks will report their arrival to the Indian Embassies/High Commissioner/Deputy High Commissioner/Consulates/Legations in the countries concerned. Individuals who are not in a position to report personally may communicate their addresses by post immediately on their arrival in the country.

811. **Procedure for grant, accounting and regulation of leave on medical ground**. The procedure for grant, accounting and regulation of leave on medical ground in Assam Rifles will be as follows:-

(a) **Hospital Leave**. Subordinate Officer, Under Officer and other enrolled persons of Assam Rifles when receive treatment as an indoor patient in a recognised hospital on account of injuries sustained or falling sick in the performance of their duties, their period of hospitalisation will be treated as on duty, casualty for their date and time of admission into the recognised hospital and their date of discharge will be notified as in the past but the period of hospitalisation need not be regularised by granting leave.

(b) **Commuted Leave**. Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to government servant (other than a military officer), subject to the following conditions:-

(i) The authority competent to grant leave is satisfied that there is reasonable prospect of the government servant returning to duty on its expiry.

(ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

(iii) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilised for an approved course of study certified to be in the public interest by the leave sanctioning authority.

(iv) Where a government servant who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.

(v) Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the government servant for further service or in the event of his death.

Note. Commuted leave may be granted at the request of the government servants even when earned leave is due to him.

812. **Sickness during leave**.

(a) A soldier falling sick while on leave must report, himself sick at once to the Military Hospital/Central Armed Police Force hospital if one exists at the station or he will report to the civil hospital/dispensary if there is one at the station, for treatment. When neither service nor civil medical facilities are available at the station, he should report to the armed Forces/civil hospital/dispensary at the nearest station.

(b) In case of severe illness and when it is impracticable for him to report to the nearest medical officer or armed Forces/civil hospital/dispensary, he will obtain a certificate from the government civil surgeon stating that owing to the severity of his illness, it was impracticable for him to undertake the journey to such hospital. If a civil surgeon is not available in the station he may obtain such a certificate from an assistant surgeon employed in a government/district board hospital/dispensary and in the absence of this facility from the village headman. In either case the individual concerned is himself responsible for ensuring that the certificate is immediately sent to the authority which granted him leave. If the commanding officer has any reason to believe that a soldier has been admitted to a civil hospital, he will take necessary action to get it verified from the doctor concerned.

(c) A Medical certificate from a civilian government medical officer or a private medical practitioner will by itself not be accepted as entitling him to the grant of an extension of leave, except in very exceptional cases when

(i) it was impossible for the individual to follow the procedure mentioned above owing to severe illness and the non-existence of service/civil facilities nearby; and

(ii) the leave sanctioning authority is satisfied with the bona fides of the case,

(d) In view at the peculiar circumstances obtaining in Nepal and certain hill districts e.g. Kumaon, and other remote localities, the above procedure will have to be applied with discrimination at the discretion of the leave sanctioning authority.

813. **Reporting on termination of leave**.

(a) All Officers, Subordinate Officers, Under Officers and enrolled persons on termination of their leave, shall endeavour to rejoin their parent Unit. In case where direct reporting to the parent Unit is not feasible due to operational constraints, they will report to respective Transit Camps.

(b) The Commandant of a Assam Rifles Unit who allows a Subordinate Officer, Under Officer or other enrolled person, who is on earned leave, to report to his Unit, being satisfied that he cannot undertake the return journey to his parent Unit on due date for re-joining duties or is held up en-route to it on account of interruption of communications due to natural calamities will:-

(i) inform the parent Unit of the individual immediately the fact of his reporting to his Unit for issue of orders temporarily attaching him to that Unit; and

(ii) ensure that the individual proceeds to his own Unit as early as possible on resumption of communications.

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814**.** **Treatment of the period spent by service personnel in attending courts to give evidence**.

(a) The period of absence from duty in respect of officers, subordinate officers, under officers and enrolled persons who are summoned by courts of law, whether criminal or civil, or by properly constituted authority holding a departmental enquiry, to give evidence regarding facts which came to their knowledge in the discharge of their public duties, will be treated as duty.

(b) The absence of an individual, who is summoned to give evidence or to produce official documents in a civil suit, will be treated as duty irrespective of whether the Central Government is a party to the suit or not, provided that:

(i) in a case where he is summoned to give evidence the facts in regard to which he is to give evidence came to his knowledge in the discharge of his public duties and he is authorized by the Commandant/Superior Commanders to give evidence; and

(ii) in a case where he is summoned to produce official documents, he is authorised by the Commandant/Superior Officer to produce the documents.

NOTE

The civil suit referred to above may even be one in which a local body/private person is a party.

(c) If an individual is summoned as a witness by the courts or authorities, referred to in clause (a) above, to depose about facts, which came to his knowledge in his private capacity, the period of absence should be treated as normal leave (casual or earned) as may be due to him under the Rules. No special leave will be granted for this purpose.

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CHAPTER XLIII
CONFERENCES

815. **Assam Rifles Commanders conference**. The Assam Rifles Commanders Conference at Directorate General Assam Rifles will be held once in a year. The conference is held to discuss points pertaining to the overall growth and management of Assam Rifles. This conferences will be presided over by the Directorate General Assam Rifles and will also be attended by the Additional Director Generals Assam Rifles, Inspector Generals Assam Rifles, Principal Staff Officers, Staff Officers, Deputy Inspector General Assam Rifles Training Centre & School and selected Sector Commanders and Commandants. Any other officers so required for specific issues may also be called on direction of the Director General of Assam Rifles.

816. **Inspector General Assam Rifles conference**. The Inspector General Assam Rifles Officers Conference is held once a year at Directorate General Assam Rifles. This Conferences will be presided over by the Directorate General Assam Rifles and will also be attended by the Additional Directorate General Assam Rifles, Inspector Generals Assam Rifles, Principal Staff Officers, Deputy Inspector General Assam Rifles Training Centre & School and Commander 25 Sector Assam Rifles.

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817. **Other conference**. Official Conference other than those mentioned in this chapter may be convened, as considered necessary, at the discretion of Director General Assam Rifles.

CHAPTER XLIV
MISCELLENOUS

818. **Religious welfare**.

(a) All Commandants/Officer Commanding will ensure that troops under their command are provided with facilities, when required, to observe their respective religious Rules and rites.

(b) All officers in command will see that the conduct of the religious teachers is such as becomes their office. The Commandant/Officer Commanding will render them every assistance in carrying out their duties. The Commandant/Officer Commanding will afford facilities for the attendance of officers, Subordinate Officer, Under Officer, other enrolled persons and their families at public worship places. Should seditious or inflammatory language be made use of during the service in any place of worship not under Assam Rifles control, the senior officer, Subordinate Officer, Under Officer or Under Officer present will use his discretion in withdrawing the troops with as little interruption as possible, and taking them back to their quarters. The matter will be reported by him to the Commandant/Officer Commanding, who if necessary, will report to the formation commander.

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(c) **Duties of religious teachers**.

(i) The duties performed by religious teachers include conduct of religious functions and ceremonials at designated place & worship in Unit/ attending funerals, ministering to the sick in hospital, reading prayers with the convalescents, visiting soldiers under sentence in military prisons or detection barracks at least once a week and giving special religious instructions to the children during one or two working hours in every week besides attending generally to the religious instructions and welfare of the officers and soldiers and of their families.

(ii) Wherever possible religious teachers will give positive talks on spiritual welfare, at least once a week, to their respective class of troops. These talks might be based on suitable extracts from their holy books which could be of common application to any class of soldier. Such talks will not be inflammatory in nature nor will they in anyway demean other religious faiths or hurt the sentiments of any community in anyway.

(d) **Religious books**. Religious books will be purchased locally out of contingent grant/office allowance.

819. **Change of names: Officers and other ranks - procedure.**

(a) For the purpose of these orders "Name" includes surname, and is deemed to be changed if the spelling is altered.

(b) These orders do not apply where an officer or soldier merely contests the correctness of the entry of his name in his service records without desiring to assume or use a new name. In such a case, documentary evidence (e.g. a birth certificate or an affidavit) must be produced in support of his contention, when the error may be corrected without further formalities. Until the correction is made, the original records will be taken to be correct.

(c) If, without contesting the correctness of the entry of his name in his record of service, an officer or soldier desires to be described in official documents by a name different from that stated in his service records, he must either produce documentary evidence, e.g., an affidavit showing that the name by which he desires to be described is that by which he is usually known, or explain satisfactorily the circumstances in which the alteration in name is desired.

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(d) Every Government servant will go by his name as entered in the first page of his service book, which in turn is based on the name entered in his school certificate produced by him at the time of his recruitment.

(e) A Government servant wishing to adopt a new name or to affect any modification in his/her existing name may do so formally by Deed changing his/her name as under :-

BY THIS DEED I, the undersigned……(new name) now lately called……..(former name) employed as ……(Designation of the post held at the time by the Government servant) at ……..(place where employed in the Ministry/Department of the Government of India) do hereby:-

1. Wholly renounce, relinquish and abandon the use of my former name of…….and in place thereof do assume from the date thereof the name ……..and so that I may hereafter be called, known and distinguished not by my former name of …… but by my assumed name of ……..

2. For the purpose of evidencing such my determination declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions private as well as public and upon all occasions whatsoever use and sign the name of

…….as my name in place of and in substitution for my former name of ……

3. Expressively authorize and request all persons at all times hereafter to designate and address me by such assumed name of …… accordingly.

IN WITNESS WHEREOF I have hereunto subscribed my former and adopted names of ……and …….and affixed my seal this ……..day of …….

……

……

Signed and delivered by the above
Named……
Formerly…….
In the presence of:
Witnesses 1.
2.

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(f) The execution of the Deed should be followed by the publication of the change in a prominent local newspaper as well as in the Gazette of India at the employees own expense.

(g) Addition/ change in surname only on account of marriage/re-marriage of a female Government employee. The following requirements may be met for this purpose:-

(i) If the Government employee desires a change, she should give a formal intimation to her appointing authority of her marriage and request for a change in her surname.

(ii) Particulars of the husband may be given for making necessary entries in the Service Book.

(h) Deletion of surname or reversion to maiden name on divorce/ separation or death of the husband of female Government employee. Change may be permitted if a female Government employee gives:-

(i) An intimation to the appointing authority regarding change in marital status: and

(ii) A formal request for reversion to her maiden name.

(i) When a change of name has been approved, the following further action will be taken:-

(i) the change of name will be notified in Unit Part II Orders.

(ii) The service records/documents of officers/subordinate officers/under officers/enrolled person will be amended by all concerned. The new name will be recorded after the old name on all exiting official records and documents. On all documents subsequently prepared, the new name only will be used. New identity cards will be issued to officers and the old ones returned to the issuing authority for cancellation.

(iii) When a change of name/has been approved, the officer, subordinate officer, under officer or enrolled persons concerned may also take any other steps he may consider necessary or desirable to give publicity to the change of his name.

820. **Unit owned motor vehicles: Indemnity to the government**. Commandants of Units in possession of vehicles for the use of Assam Rifles personnel as passengers will indemnify the Government against any benefits payable either to the individual or to his dependants under the relevant government orders, if Assam Rifles personnel is injured or killed whilst driving, maintaining, or travelling in such a vehicle and against the charges for medical treatment and insure against this and any other liability they may incur arising out of such ownership.

821. **Holidays**.

(a) General holidays will be granted to Units/Establishments/Formations as may be sanctioned by the Central Government and notified by Directorate General Assam Rifles from time to time.

(b) Visits, inspections and holding of parades will, as far as possible, be avoided on Sundays/holidays.

822. **Music in stations**. Music may be played within the lines of Units with the permission of the commandant/Officer Commanding Unit until 10 pm. Any extension of these hours requires the sanction of the Station/Garrison Commander. Any centralized music arrangement in the station/Garrison will be after due approval of Station/Garrison Commander only.

823. **Civilian females/males in barracks lines/married accommodation**.

(a) The Commandant of Unit is responsible that no civilian females/males other than those mentioned below are permitted to reside in or are employed in the buildings or areas comprising the barracks or lines of any married accommodation occupied by the Unit under his/her command or otherwise under his/her control:-

(i) Officers' families and bonafied visitors thereto.

(ii) Persons entitled to be housed by the State and visitors thereto.

(iii) Persons authorised to be employed in such buildings or areas.

(iv) Private servants of the above.

(v) Sweepers employed exclusively on conservancy duties in the lines of troops and non-combatants.

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(b) The Commandant/OC Unit is responsible that unauthorized persons are excluded from the buildings or areas under his/her control and particularly that no person of known loose or immoral character is employed or is permitted to enter therein.

824**.** **Employment and hiring of transport**.

(a) The Rules regarding the use and hiring out of Government transport will be governed by the instructions issued by Ministry of Home Affairs from time to time through Directorate General Assam Rifles. The recoveries so made will be deposited in the Government Treasury by the concerned establishment/Unit/ Formations.

(b) **Hired transport and its employment**.

(i) The occasions when hiring of civil transport can be resorted to are as under :-

(aa) Turnover of Units.

(ab) Conveyance of troops.

(ac) Conveyance of school going children duly sanctioned by Ministry of Home Affairs.

(ad) Conveyance of Government officials when not provided with Government transport.

(ae) Collection of arms/ammunition/explosives/Government stores from factories to various Maintenance Groups Assam Rifles.

(af) Water Bowser for water ferrying on requirement basis.

(ag) Any other requirement than those mentioned above as approved by the Director General Assam Rifles .

(ii) All formation/Units utilizing/operating the contracts will maintain a Unit Transport Register and make all relevant entries of such hired transport as per instruction on the subject.

825. **Naming and re-naming of Assam Rifles barracks, lines and streets**. Buildings, barracks, lines, private streets and installations will only be named or re-named after famous Assam Rifles commanders or important battles fought by Assam Rifles personnel. The authority for sanctioning names will rest with Directorate General Assam Rifles.

826. **Station and Regimental Institutes**. Detailed instructions for the management of Station/Regimental institutes will be issued by Director General of Assam Rifles.

827. **Sainik Sammelans**. Sainik Sammelans will be held not less than once a month for disseminating to the troops information on all important matters affecting them and to enable their legitimate grievances and difficulties and their reactions to current affairs being ventilated to their Commandant/OC in the presence of all ranks. Commandant/OC will invariably be present at these Sainik Sammelans. Units will maintain the minutes of the Sainik Sammelans. Sector Commanders/Superior authority will inspect the ‘Sainik Sammelan Minute Books’ during their annual inspections of Units and the annual report will include their comments on this aspect.

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CHAPTER XLV
ASSAM RIFLES ORDERS AND POLICY INSTRUCTIONS

828. **Date orders take effect**.

(a) The Director General Assam Rifles may issue orders and policy instructions, either in the form of Assam Rifles Orders (AROs) or policy letters, to give effect to any of the provisions of these Regulations or any other matter connected with discipline, administration and training of Assam Rifles, provided that the orders/policy instructions issued by the Director General Assam Rifles shall not be inconsistent with provisions of the Assam Rifles Act, 2006, Assam Rifles Rules, 2010, these Regulations or the orders issued by the Central Government.

(b) Orders and policy instructions issued by the Central Government or the Director General Assam Rifles will take effect from the date they bear, unless otherwise specified.

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CHAPTER XLVI
CYBER SECURITY

829. **Cyber security**. The national policy on Cyber Security issued under the authority of Government of India shall be observed at all level. The General Staff Branch of Directorate General Assam Rifles shall further promulgate the national policy issued in this behalf through an Assam Rifles Order (ARO)/policy incorporating therein the national policy on the subject, which shall be observed and followed at all level.

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CHAPTER XLVII

CONTACT WITH FOREIGN NATIONAL AND LOSS OF IDENTITY CARD

830. **Contact with Foreign National**.

(a) Assam Rifles personnel are forbidden to contact, directly or indirectly, any foreigner while service of Assam Rifles, except with the official permissions of the Directorate General Assam Rifles.

(b) All Assam Rifles personnel are required to obtain prior permission for any kind of contact with foreign national whether physically, telephonically or by correspondence including e-correspondence and social media, from the competent authority as may be laid down in the Assam Rifles Orders (AROs) issued by the Directorate General Assam Rifles.

(c) The security clearance provided by the Directorate General Assam Rifles to visit abroad, or to contact with foreign nationals, or visit to installation by the foreigner shall be governed by the Assam Rifles Orders (AROs) issued by the Directorate General Assam Rifles. Similarly, all Assam Rifles personnel will be under obligation to intimate the Directorate General Assam Rifles through proper channel regarding visits by their responses to foreign countries or their employment in the foreign countries or in a foreign mission/embassy in India.

(d) The Directorate General Assam Rifles shall issue detail instructions with regard to the contact with foreign nationals, visit to foreign countries/foreign missions by the Assam Rifles persons and their spouses in the form of Assam Rifles Orders (AROs).

831. **Identity Card of Assam Rifles personnel**.

(a) Each Assam Rifles personnel will be issued with an Identity Card showing his Number, Rank, Name and other particulars. On retirement/discharge/dismissal/ removal, the Identity Card issued to Assam Rifles personnel shall be withdrawn before he is struck of the strength of the Unit/Establishment. Assam Rifles personnel proceeding on retirement shall be issued with fresh Identity Card applicable to a retired person.

(b) Identity Card are meant to establish the identity of an Assam Rifles person and it will be carried by them all times while on duty and shown to authorized person on demand. Instructions governing its issue, safe custody, accounting, withdrawal, replacement and action to be taken in case of its loss shall be issued by the Directorate General Assam Rifles and published in the Assam Rifles Orders (AROs).

832. **Identity Card to ex-Assam Rifles personnel**.

(a) All ex-Assam Rifles personnel who are in receipt of any pension from the Government of India on account of his Assam Rifles service shall be issued Assam Rifles Ex-Servicemen Identity Card.

(b) The Record Office of Directorate General Assam Rifles shall issue detail instruction providing guidelines for issue of such identity cards to Assam Rifles ex-serviceman in the form of Assam Rifles Orders (AROs) with approval of the Director General Assam Rifles.

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APPENDIX 'Q'

[Referred to in Para 381 (a)]

LONG ROLL

S/No	Regtl No, Rank & Name	Date of Birth	Date of Enrolm-ent	Father's/ Mother's Name	Religion and Class	Home Address	Date of Promotion with Part-II order	Course/Class/ Cadre with Part-II order
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)
						House Name Vill/Town PO Teh Dist NRS State Pin Tele No A/C No		

Medals and Decorations	Character	I/Card No with Date of issue	NOK	Details of Family Members	Date of		Cause of SOS	Remarks
					TOS	SOS		
(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)

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APPENDIX 'R'

[Referred to in Para 390 (a) (iv)]

ASSAM RIFLES SERVICE & CASUALITY FORM

(SUBORDINATE OFFICERS, UNDER OFFICER AND OTHER ENROLLED PERSONS)

(The entries made on this form must invariably agree with this recorded the Sheet Roll and or Causalities published in part two orders from time to time)

Personal No…… Rank …… Name …… Trade…….…. …….

Med Cat……

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ENLISTMENT PARTICULR	**PERSONAL PARTICULAR**	**POSTAL PARTICULAR**
Enrolled at Terms Age on Enrolment Service Record from	Father's Name Religion Class (Gen/SC/ST/OBC) Sub-Class (Caste/Tribe) Next of Kin	Village Post Office Nearest Railway Station and distance from the residence Thana/Police Station, Tehsil and District
EDUCATIONAL QUALIFICATION Civil Military	**COURSES PASSED**	**HONOURS & AWARDS**
PROMINENT OCCURANCE	**MUSTERINGS** Groups, Category & Class	**OPERATIONAL THEATRES**
ADMISSION TO HOSPITAL	**DISCHARGE FROM HOSPITAL**	**ANNUAL WEAPON TRAINING RESULTS**

Note :- All causalities affecting the military history of personal including important items mentioned above will be recorded with appropriate on the reverse of this form.

KINDERED ROLL AND NAME OF HEIRS

Note :- Men should be informed that changed of heirs may be made at any time, and that the Death of a nominated heir should be reported forthwith with a view to necessary alteratic made in the Roll.

Nearest Relative in the prescribed x Degree	Name	RESIDENCE Village/Town(Mohalla/Street) Post Office, Thana, Tehsil, District and State	Date of Birth	No and date of part two order (with Name of Unit)	Signature of JCO/Officer
1	2	3	4	5	6
Wife(d) Father Mother Son (e) Daughter (e) Others					

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No _____ Rank _____ Name_____Unit _____

CONTINUOUS SHEET

Pt II Order	Unit	Record of all Casualties	Place of Causality	Rank	Date	Signature of Ink by Officer

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APPENDIX 'S'

[Referred to in Para 464]

ENTITLEMENT OF GUARD OF HONOUR

S. No	VIP	Strength	Occasions	Bands	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1.	The President	150	On arrival and/or departure when public. All official visits are not public. Only formal visits notified as such by the Central Govt through local civil authorities and/or army HQ will be treated as public.	Two Bands	(a) National Salute. (b) The band will play the full version of the National Anthem.
2.	The Vice President	100	At special occasion concerned with police Forces.	One Band	General Salute, the band playing the first 8 bars of a slow march (without introduction) and drums beating.
3.	The Prime Minister	100	At special occasion concerned with police Forces.	One Band	General Salute, the band playing the first 8 bars of a slow march (without introduction) and drums beating.
4.	Governor	100	(a) On special occasions, Governor will be presented with Guard of Honor within jurisdiction. (b) On arrival to take over appointment once only. (c) On departure or relinquishing such appointment once only.	One Band	(a) National Salute. (b) The band will play the full version of the National Anthem. (c) Out-side their jurisdiction they are only entitled to a General Salute.
5.	Union Home Minister/MOS(Home) /Dy Minister (Home)	50	On special occasions connected with police, which should include a visit to a State Police / CPO/ Office/ Establishment	One Band	General Salute, the band playing the first 8 bars of a slow march (without introduction) and drums beating.
6	Chief Minister	50	On special occasions connected with police, which should include a visit to a State Police/CPO/ Office/establishment	One Band	General Salute, the band playing the first 8 bars of a slow march (without introduction) and drums beating.

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(a)	(b)	(c)	(d)	(e)	(f)
7	State Home Minister	35	On special occasions connected with police, which should include a visit to a State Police/CPO/Office/establishment	One Band	General Salute, the band playing the first 8 bars of a slow march (without introduction) and drums beating.
8	DG Assam Rifles	35	(a) On assuming and relinquishing command. (b) On official visits to a district Head Quarters/ Training Schools, when the visit is for Inspection/Ceremonial purpose, both on arrival and on departure.	One Band	General Salute, the band playing the first 8 bars of a slow march (without introduction) and drums beating.
9	Director General of Police/ Addl DGP	20-35	On official visits to a district Head Quarters/Armed Police Bus/Police Training Schools, when the visit is for Inspection/Ceremonial purposed, both on arrival and on departure.	One Band	General Salute, the band playing the first 8 bars of a slow march (without introduction) and drums beating.
10	Inspector General of Police	12-20		Two Buglers	
11	Dy Inspector General of Police	12		Two Buglers	
12	Heads of Foreign State	150	Foreign dignitaries will be presented the Guard of Honor only when they are on official visit a State Police/CPO office/Establishment	Two Bands	(a) National Salute. The band will play the full version of the National Anthem of the country on the visiting VIP followed by the full version of Indian National Anthem. (b) Gun Salute, subject to special instructions in each case by Ministry of Home or Ministry of External Affairs as communicated to HQ DGAR.
13	Vice-Head of Foreign State.	100		One Band	As above
14	Head of Diplomatic Mission	100		One Band	As above.
15	Head of Foreign Police Forces	20-35		One Band	As above.

NOTES 1. Special occasions when a Guard of Honour may be required to be presented will be notified by the Central Government.

2. No Guard of Honour will be provided in any station between the hours of sunset and sunrise.

APPENDIX 'T'

[Referred to in Para 473 (a)]

NATIONAL FLAG

National flag of India will be flown in accordance with the Flag Code of India

Distinguishing Flags for Motor Vehicles

Ser No	Officer	Shape of flags	Colour and design
1.	Director General	Rectangular (9" x 6")	Assam Rifles colours with AR kukri crest and three stars aligned towards the right of the flag equidistant from each other.
2.	Additional Director General/ Inspector General	Swallow tail (9" x 6" with the cut of the swallow tail 6" from the mast side)	Assam Rifles colours with AR kukri crest and two stars aligned towards the right of the flag at the pointed edges of the swallow tail equidistant from each other.
3.	Deputy Inspector General (on command/staff)	Pennant (With the apex of the triangle 9" in length from the mast side)	Assam Rifles colours with the crest and one stars aligned towards the right of the flag.
4.	Principal Staff Officers (PSOs) of the rank of Brigadiers	Pennant (With the apex of the triangle 9" in length from the mast side)	Assam Rifles colours with the crest and one stars aligned towards the right of the flag

Note. The car flag will be of blazer cloth with a hard buckram in the ratio of 3:2 (Length: width) and have an embroidered crest in the centre of both sides as in the Assam Rifle flag.

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Assam Rifles Flag

(a) Assam Rifles flags will be flown at the Headquarters and at the residence of the Commanders of the Formation down to an including Sector.

(b) By sports associations, if they care to obtain a Flag on payment, on occasions when representative matches are being played.

(c) Where the National Flag of India is flown in addition to the Assam Rifles Flag, both will be flown on two separate masts, with the Assam Rifles flag lower than the National Flag of India.

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PREFACE

1. "Assam Rifles Regulations" are issued under the authority of the Government of India. This is a comprehensive compilation of executive instructions covering the salient aspects of administration of the Assam Rifles. Officers at all levels shall be responsible for ensuring that these regulations are strictly observed and that any local instructions or regimental orders that may be issued are in conformity with the spirit and intention of these regulations.

2. These regulations, being non-statutory, are supplemental to the relevant statutory provisions, wherever they exist, and do not supplant them. Officers are expected to interpret and apply these regulations reasonably and with due regard to the interests of the Organisation of Assam Rifles, bearing in mind that no attempt has been made to provide for necessary and self evident exceptions nor for such matters as should ordinarily be dealt with by local authorities.

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3. Departmental orders and instructions are based on, and take their authority from, these regulations. Should any variance arise between such orders and instructions and "Assam Rifles Regulations", the latter shall prevail.

(Rajiv Mehrishi)
Secretary to the Government of India
Ministry of Home Affairs

New Delhi
November 18, 2016.

ABBREVIATIONS

ACR	-	Annual Confidential Report
ADG AR	-	Additional Director General Assam Rifles
AFMSD	-	Armed Forces Medical Service Document
AOE	-	Abstract of Evidence
AR	-	Assam Rifles
ARASU	-	Assam Rifles Administration Support Unit
ARA	-	Assam Rifles Act
ARC & MC	-	Assam Rifles Construction and Maintenance Company
ARMS	-	Assam Rifles Messing System
ARO	-	Assam Rifles Order
ARR	-	Assam Rifles Rules
ARSU	-	Assam Rifles Signal Unit
ARTC&S	-	Assam Rifles Training Centre and School
ASG	-	Assistant Solicitor General
Asst Comdt	-	Assistant Commandant
Brig (GS)	-	Brigadier General Staff
Bn	-	Battalion
BOO	-	Board of Officers
Brig (Adm)	-	Brigadier (Administration)
Brig (Pers)	-	Brigadier (Personnel)
BRO	-	Battalion Routine Order
BSNL	-	Bharat Sanchar Nigam Limited
CE	-	Chief Engineer
CGSC	-	Central Government Standing Counsel
CLO	-	Chief Law Officer
CMO (SG)	-	Chief Medical Officer (Selective Grade)
C of I	-	Court of Inquiry
Col (A)	-	Colonel (Administration)
Col (EME)	-	Colonel (Electrical and Mechanical Engineer)
Col (GS)	-	Colonel (General Staff)
Col GS (Int)	-	Colonel General Staff (Intelligence)
Col (Med)	-	Colonel (Medical)
Col (MS)	-	Colonel (Military Secretary)
Col (Prov)	-	Colonel (Provision)
Col (Rec)	-	Colonel (Records)
Comdt	-	Commandant
CPBO (AR)	-	Central Pay Bill Office (Assam Rifles)
CSO	-	Chief Signal Officer
CVC	-	Chief Vigilance Commission
CVO	-	Chief Veterinary Officer
DGAR	-	Directorate General Assam Rifles
Dir Med	-	Director Medical
DPC	-	Departmental Promotion Committee
Dy Comdt	-	Deputy Commandant
Dy IGAR	-	Deputy Inspector General Assam Rifles
Edn	-	Education
Enrld pers	-	Enrolled personnel
ERE	-	Extra Regimental Employment
Fmn	-	Formation
FTP	-	File Transfer Protocol

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GARC	-	General Assam Rifles Court
HOO	-	Head of Office
HQ	-	Headquarters
IGAR	-	Inspector General Assam Rifles
IFA (AR)	-	Internal Financial Advisor (Assam Rifles)
IO	-	Initiating Officer
IT	-	Information Technology
JCO	-	Junior Commissioned Officer
MHA	-	Ministry of Home Affairs
MoL&J	-	Ministry of Law & Justice
MS	-	Military Secretary
NCO	-	Non Commissioned Officer
OC	-	Officer Commanding
OIC	-	Officer In-Charge
PARC	-	Petty Assam Rifles Court
PAO (AR)	-	Pay and Accounts Office (Assam Rifles)
PO	-	Presiding Officer
PRO	-	Public Relation Officer
PSO	-	Principal Staff Officer
QM	-	Quarter Master
QR	-	Qualitative Requirement
ROI	-	Record Office Instruction
RO	-	Reviewing Officer
RR	-	Recruitment Rules
SARC	-	Summary Assam Rifles Court
Sect Cdr	-	Sector Commander
Sig	-	Signal
SO	-	Subordinate Officer
S of E	-	Summary of Evidence
SOP	-	Standard Operating Procedure
SRO	-	Senior Reviewing Officer
ST	-	Summary Trial
Tech	-	Technical
UN Cell	-	United Nations Cell
UO	-	Under Officer
UPAO	-	Unit Pay and Account Office
WO	-	Warrant Officer
2IC	-	Second in Command

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