BURMA POLICE

BURMA POLICE MANUAL

VOLUME I

ADMINISTRATION,

CRIME AND INSTRUCTIONS FOR EXECUTIVE DUTIES.

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Reprinted at the Ye Kye Mon Press, No.1, Lake Road, Rangoon.

1985

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PREFACE TO THE FIRST EDITION.

THIS Manual is intended to supersede all Circulars, Book Circulars, Circular Memoranda, and Memoranda referring to Civil Police issued by the Inspector-General of police previous to the 1st April 1894. The second volume, which will be published shortly, will contain portions of the Criminal Law and of the Law of Evidence which bear on police action, and a few explanatory notes will be added.

2. Correction and addition slips, in English and Burmese duly numbered and printed on one side of the paper only will be issued quarterly. These should be pasted into their appropriate places and a note duly entered in the Register of Corrections and Additions at the end of the volumes.

3. A translation of such portions of Volume I as are required by Subordinate Police Officers, and of the whole of Volume II, will appear in due course.

4. A free copy of the Police Manual in English will be issued to the office of every Commissioner, Deputy Commissioner, District Superintendent of Police, Subdivisional Officer, and Subdivisional Police Officer; and a free copy in Burmese, to every District Superintendent's and Subdivisional Police Officer's office, to every police station, and to every outpost in the Province. Training Depots will also be porvided with a certain number of copies in the Vernacular. Every police officer of and above the rank of Sub-Inspector is required to provide himself with a copy of the Manual at his own expense. Copies, at a cost of Rs. 4 for the two volumes, can be obtained at the Government Book Depot, Rangoon, from which the quarterly correction and addition slips can also be obtained. The subscription to these slips has been fixed at Re. 1 per annum, payable in advance.

S. C. F. PEILE, **Major,**
Inspector-General of Police, Burma.

The 1st April 1894.

PREFACE TO THE SECOND EDITION.

THIS Manual has been corrected up to the 1st February 1899.

S. C. F. PEILE, Lieut.-Col.,
Inspector-General of Police, Burma.

RANGOON, 1st February 1899.

PREFACE TO THE THIRD EDITION.

THIS Manual has been corrected up to the 1st January 1912 and issued under the authority of the Lieutenant-Governor.

H. PARKIN, Lieut.-Col.,
Inspector-General of Police, Burma.

RANGOON, 1st February 1913.

PREFACE TO THE FOURTH EDITION.

THIS Manual contains only orders affecting the District Civil Police Force in general. Orders relating to District Police Offices, the Railway Police, Arms, Ammunition, Accoutrements, Clothing and Miscellaneous Stores, Drill and Musketry Courses, Preventive Law, Finger Print are separately dealt with in various Manuals, viz. the District Police Office Manual, Railway Police Manual, Supply and Clothing Manual, Drill Manual, Manual of Preventive Law and Criminal Investigation Department Manual, Parts I and II.

R.W.MACDONALD, Lieut.-Col.,
Inspector-General of Police, Burma.

RANGOON, 6th January 1926.

PREFACE TO THE FIFTH EDITION.

The present edition includes the last editions of the Burma Police, District Police Office and Railway Police Manuals, together with such portions of the Criminal Investigation Department Manual, Part I, as are not the exclusive concern of the Criminal Investigation Department.

It is hoped that this consolidation into one manual of orders previously contained in several will make references easier. It has, at all events, made it possible to eliminate a considerable number of redundancies and inconsistencies.

The opportunity has been taken of regrouping the paragraphs so as to bring together cognate subjects.

The orders for the upkeep of registers have now been included in the chapters to which, having regard to their subject matter, they logically belong.

The registers have been renumbered according to the order of their appearance in the text.

This edition is published in four volumes as follows:—

Volume I contains orders which do not concern the subordinate police. This volume is not translated into Burmese and is not issued to police stations and training depots. Nor is it necessary for subordinate police officers to supply themselves with copies of it.

Volume II contains orders which the subordinate police are required to observe.

This volume is also published in Burmese and is supplied to all police stations and training depots, including those of the Railway Police. All officers of, and above, the rank of sub-Inspectors, including Railway Police Officers, are required to supply themselves at their own expense with a copy of this volume in English or Burmese.

Volume III contains orders relating especially to the Railway Police.

This volume is also published in Burmese, and is supplied to all Railway Police Stations.

All Railway Police Officers of, and above, the rank of Sub-Inspector are required to supply themselves, at their own expense, with a copy of this volume in English or Burmese.

Such of the orders in this volume as affect the district police having already been inserted in volume II, it is not necessary to supply this volume to the district police.

Volume IV contains the Appendices to Volume I.

These have been considerably increased in number so as to bring together all the more important orders and rules of Government to which reference is constantly necessary and have been bound together as a fourth volume so as to reduce the bulk of Volume I.

Volumes I, II and III are separately indexed and Volumes II and III also contain their own Appendices.

Appendices to Volume I are prefixed A (AI, AII, AIII, etc.), appendices to Volume II are prefixed B (BI, BII, BIII, etc.) and appendices to Volume III are prefixed C (CI, CII, CIII, etc.)

The numbering of paragraphs and chapters is consecutive throughout the first three volumes so as to avoid any confusion which might result from giving paragrahs and chapters the same number in separate volumes.

The revision has been drastic and chances designed to bring procedure into line with modern conditions have been frequently made. All police officers should, therefore, peruse the present edition carefully and make themselves thoroughly acquainted with its provisions.

R. C. MORRIS,

December 1939. Inspector-General of Police, Burma.

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THE BURMA POLICE MANUAL.

VOLUME I.

PART 1.—ADMINISTRATION.

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CHAPTER I.

The Organization of the Police Force.

SECTION I.—THE BURMA POLICE FORCE.

1. The Police Force consists of—

(a) Civil Police.

(b) Military Police.

The former are generally natives of Burma, the latter Indians. Burmans and other indigenous races.

SECTION II.— THE BURMA MILITARY POLICE.

2. The recruiting for the Burma Military Police is conducted under such orders as the Inspector-General may frame with the sanction of Government. All Military Police Officers are appointed under Act V of 1861, and enrolled under Act XII of 1928, and are given certificates of appointment. The Burma Military Police are formed into Battalions. Two or more British Officers are attached to each Battalion as Commandant.

3. The Commandant is responsible for the interior economy of the Battalion (pay, promotions, grant of furlough, supply of clothing, and clothing accounts, supply and renewal of accoutrements, care of arms, etc.), and for the discipline and training of the men at headquarters. The seniority-roll for promotion, the furlough register, the clothing, stores, and accounts (both Government and Private Funds), will be kept at headquarters by the Commandant; and he will note any requirements or

irregularities in these matters during his inspections on tour and make them good. In all districts where there are Burma Military Police Posts except the Mandalay District, District Superintendents of Police are responsible for the administration, interior economy, discipline, drill, and duty of the detachment, but the Commandant should, as a Military Officer, bring to the notice of the District Superintendent of Police any irregularities he may notice during his inspections such as insufficient nights in bed, over work, slackness, points of drill, etc., and ask the District Superintendent of Police to remedy them. In districts where there are no Military Police and their duties are carried out by a Frontier Force detachment, the District Superintendent of Police will be given the powers of an Assistant Commandant of the Frontier Force, and will become responsible for the administration, etc., of the detachment under him in exactly the same way as he is responsible in the case of a Military Police detachment as mentioned above. This does not apply to districts which are the headquarters of a Frontier Battalion, or at which an Assistant Commandant of a Frontier Battalion is stationed.

4. Battalion Commandants and Assistant Commandants of Military Police Battalions, when inspecting districts in which men of their battlions are stationed, are permitted to give orders direct to the Officer Commanding the Military Police detachment, both as regards the holding of inspection parades, and ordinary routine. They will, however, inform District Superintendents of Police of any such orders which they may issue.

5. The Commandant of each Battalion is invested with the powers of a Magistrate of the first class for the purpose of trying offences punishable under Act V of 1861 and Act XII of 1928, committed by men under his command, and with those of a Magistrate of the second class for trying members of his Battalion accused of offences under sections 379 and 380 of the Penal Code, in cases in which the complainants are also members of the Battalion.

Such offences committed elsewhere than at the headquarters of a Battalion are, in respect of Indian Officers,

exclusively triable by a District Magistrate, Assistant Commissioner, Assistant Superintendent in the Shan States exercising the powers of a Justice of the Peace, a Cantonment Magistrate, or a Commandant or Assistant Commandant of Military Police invested with the powers of a magistrate.

Lower ranks are triable by any magistrate competent to enquire into, or try the case.

6. When a vacancy occurs in the Military Police and the Commandant proposes to fill it by promoting a Military Police Officer serving in a district, the Commandant will request the District Superintendent of Police to report on the conduct of the Military Police Officer in question, and on his fitness for promotion, and will be guided by the Superintendent's report in making or recommending the promotion.

7. The Military Police occupy such stations and outposts as may be necessary for the maintenance of order, and furnish all guards and escorts required by the Civil authorities throughout the district which are not supplied by the Civil Police. The allocation of the Military Police is determined from time to time by Government, and no change of a permanent character in the distribution of the force can be made without Government's sanction.

8. The Burma Military Police being a special organization, the rules for the District Police, hereinafter laid down, do not apply to them except where they are specially mentioned. The rules for the Burma Military Police will be found in the Burma Military Police Manual.

Section III.--The Civil Police.

9. The Civil Police consist of five parts—

(a) The District Police.
(b) The Village Police.
(c) The Railway Police.
(d) The Criminal Investigation Department.
(e) The Training Schools.

10. The District Superintendent, subject to the general control of the District Magistrate, is the head of the Civil Police of a District. The special duties of the Civil Police are the investigation and detection of crime, the collection of intelligence, and the preservation of law and order.

11. The Village Police are under the control of the Deputy Commissioner and consist of persons appointed under section 5(3), Burma Village Act, 1907. Their duties are prescribed in Rule 3 of the rules under section 29 of the Burma Village Act.

The Village Police in the Bhamo, Myitkyina and Chin Hills Districts (including the Triangle levies and armed peons) are appointed as Police officers under sections 2, 7 and 8 of the Police Act (Act V of 1861).

SECTION IV.—THE RAILWAY POLICE.

12. The Railway Police are under the supervision and control of the Superintendent in charge, subject to the control of the Deputy Inspector-General of Police for Railways and Criminal Investigation. It is their duty to keep order on the railway premises, to furnish sentries over appointed places, to take up and investigate, in concert and communication with the District Police, all cognizable crime committed on the railway premises and on running trains, either by railway servants or by the public, and to watch the movements of suspicious characters travelling by rail and to report their presence immediately to the nearest police-station concerned. Their duties are set out in Volume III of this Manual.

SECTION V—THE CRIMINAL INVESTIGATION DEPARTMENT.

13. The Criminal Investigation Department is responsible for the investigation of such offences as may be made over to them, for the collection of intelligence, the maintenance of the Finger Print Bureau, and other various duties details of which are contained in the Criminal Investigation Department Manuals, Parts I and II.

SECTION VI.—THE TRAINING SCHOOLS.

14. The Burma Police Training School at Mandalay provides for the training of recruits of the rank of Sub-Inspector of Police upwards, and is directly under the control of the Inspector-General of Police.

The Detective Training School at Insein provides advanced training in modern detective methods for selected officers, and is under the control of the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma.

SECTION VII.—THE COMPOSITION OF THE DISTRICT POLICE.

15. Subject to the orders below and to such further exceptions as the Inspector-General may permit, the District Police consist of natives of Burma, who are appointed under Act V of 1861.

Natives of India, up to a maximum district strength which is fixed by the Inspector-General of Police, may be enlisted, but the special sanction of the Inspector-General of Police is necessary when it is desired to increase the number of Indian Constables in any district.

16. In districts where conditions permit the employment of ponies, certain Police Officers are mounted so as to increase their mobility. Each mounted Constable is required to provide himself with a pony, saddle and bridle. He draws Rs 10 per month from Government for the feed of his pony and the upkeep of his saddlery and gear.

The Inspector-General of police may sanction the grant of a conveyance (bicycle) allowance to a Government servant under his administrative control provided that—

(i) he is satisfied that a bicycle is a more suitable form of conveyance than a pony and is essential for the proper performance of the duties of the Government servant concerned, and

Finance Department Notification No. 43, dated the 26th April, 1938.

(ii) the cost of the bicycle allowance can be met from savings of corresponding or higher amount, resulting from a reduction, made at the time, in the number of pony allowances sanctioned for that district or any other district or districts.

A bicycle allowance may be sanctioned only if the conditions in Burma Travelling Allowance Rule 8 are satisfied and the allowance shall be subject to the conditions in Travelling Allowance Rule 9 (2) (b).

The amount of bicycle allowance shall be Rs. 6. per mensem when an officer provides his own bicycle and Rs. 3 per mensem when an officer is provided with bicycle by Government but has to maintain it and pay for all ordinary repairs.

SECTION VIII.—EXECUTIVE OFFICERS OF THE DISTRICT POLICE.

17. For police administrative purpose every district has been divided into subdivisions and circles, or, in some cases, into Circles only.

An Inspector will ordinarily be in charge of each circle and an Assistant or Deputy Superintendent in charge of each subdivision.

In addition an Assistant or Deputy Superintendent of Police is stationed at the headquarters of all districts with the exception of the Kyaukpyu, Sandoway, Kyaukse, Bhamo, Myitkyina, Upper Chindwin, and Salween Districts, where the duties of Headquarters Assistant are performed by an Inspector, and of the Northern Shan States, Arakan Hill Tracts, and the Chin Hills Districts, where there are no Headquarters Assistants.

There are Court Prosecuting Inspectors at the headquarters of all districts with the exception of the Northern Shan States, Southern Shan States, Upper Chindwin, Myitkyina, Bhamo, Salween, Kyaukpyu, and Sandoway Districts, in which a Sub-Inspector of Police is stationed as Court Prosecuting Officer.

The headquarters of the Court Prosecuting Inspector of the Pegu District are at Nyaunglebin, and of the Court Prosecuting Inspector Yamethin District at Pyinmana.

No Court Prosecuting staff is employed in the Arakan Hill Tracts and the Chin Hills.

The Inspector-General of Police is empowered to transfer the headquarters of Circle Inspectors and Court Prosecuting Inspectors of Police subject to the conditions that a reference has been made to the Deputy Commissioner of the District, that the previous consent of the Commissioner of Division has been obtained and that no extra expenditure will be caused by the change.

SECTION IX.—DISTRIBUTION OF THE BURMA POLICE.

18. The principal police charges are—

(i) the Range, under the control and supervision of a Deputy Inspector-General ;

(ii) the District, under the control of a District Superintendent of Police aided by one or more Assistant or Deputy Superintendents of Police ;

(iii) the Subdivision, under the charge of either an Assistant or Deputy Superintendent of Police;

(iv) the Circle, consisting of one or more police-stations and under the charge of an Inspector;

(v) the police-station, under the charge of a Sub-Inspector.

The Southern, Western and Northern Ranges comprise the following districts :—

Southern Range.	Western Range.	Northern Range.	
1. Hanthawaddy.	1. Bassein.	1. Thayetmyo.	11. Bhamo.
2. Insein.	2. Henzada.	2. Minbu.	12. Myitkyina.
3. Pegu.	3. Myaungmya.	3. Magwe.	13. Mandalay.
4. Tharrawaddy.	4. Maubin.	4. Pakokku.	14. Kyaukse.
5. Prome.	5. Pyapon.	5. Chin Hills.	15. Meiktila.

6. Toungoo.	6. Akyab.	6. Sagaing.	16. Yamethin.
7. Salween.	7. Arakan Hill Tracts.	7. Shwebo.	17. Myingyan.
8. Thaton.	8. Kyaukpyu.	8. Lower Chindwin.	18. Northern Shan States.
9. Amherst.	9. Sandoway.	9. Upper Chindwin:	19. Southern Shan States.
10. Tavoy.		10. Katha.	
11. Mergui.			

The Headquarters of the Southern and Western Ranges are at Rangoon, and those of the Northern Range at Meiktila.

19. (a) The police circle normally corresponds in area with one or more townships.

(b) The police circle is divided into police-station jurisdictions.

(c) The area under the jurisdiction of a police-station which has outposts subsidiary to it is subdivided between that station and its outposts.

(d) Every station and outpost jurisdiction is divided into a suitable number of village-tracts.

20. Police-stations and outposts are armed or unarmed according to local requirements. In such as are armed a civil police guard of one head constable and seven consables is ordinarily provided unless a guard is supplied by the Military Police. At unarmed posts at which there are treasure vaults, or in which prisoners are occasionally confined, a civil police guard of the same strength armed with dahs will be maintained. At unarmed posts at which there are no treasure vaults, or in which no prisioners are confined, no guard or sentry is ordinarily kept, but one constable will always be present.

21. No police-station may be permanently withdrawn, removed, or established without the previous sanction of Government. No premanent police outpost may be established without the sanction of Government, but an outpost may be withdrawn or removed with the sanction of the Inspector-General of Police, a report of such removal or withdrawal with brief reasons for the change being submitted to Government.

22. The Inspector-General of Police has power to sanction—

(a) changes in the jurisdiction of posts(i.e., transfer of villages from the jurisdiction of one Post to another), a copy of the printed revised jurisdiction statement when sanctioned, being forwarded to Government for information ;

(b) changes in the sanctioned strength of stations and outposts;

(c) changes in the status of posts, i.e., conversion of a station into an outpost and **vice versa**, Government being moved, when the status of an outpost is changed, to issue the necessary notification under section 4 (s) of the Criminal Procedure Code;

(d) schemes of re-organisation of permanent district Police forces, except the Northern and Southern Shan States, Arakan Hill Tracts and the Chin Hills and Salween Districts, involving additional expenditure of any amount in respect of any one district, provided—

(i) that it can be met from savings of a corresponding or higher amount in the aggregate of any other district or districts the re-organisation of which is considered at the same time,

(ii) that the formulae on which police station strengths, etc., are based shall de observed,

(iii) that no such re-organisation involves the creation or abolition of any appointment of or above the rank of Deputy Superintendent of Police, and

(iv) that copies of sanctions together with proposition statements and distribution statements of the forces affected are forwarded to Government in the Administrative and Finance Departments ;

(e) the alteration of the distribution of firearms throughout the districts in accordance with the principles laid down in paragraph 249 after consultation with local officers concerned, provided no increase of the total number of firearms in the districts, is involved, a copy of the revised distribution statement when sanctioned, being forwarded to Government.

Proposals for such changes will be submitted by the District Superintendent through the Deputy Commissioner, Commissioner, and Deputy Inspector-General of the Range, to the Inspector-General of Police ;

(f) the transfer of motor boats from one district to another,

(g) the grant of additional and special pays to Police officers who may, for administrative reasons, be appointed temporarily to hold dual charge of two independent posts simultaneously for not more than three months, subject to the scale laid down in Local Government's Police Department letter No. 549C36 (1809), dated the 12th January 1937.

23. The previous sanction of Government is required to any permanent change in the strength of the police of a district. When an increase of the strength is required the following procedure will be observed. The District Superintendent will submit through the Deputy Commissioner, Commissioner, and Deputy Inspector-General of the Range, the following statements :—

(a) A duty statement in form $\frac{\text{Ad. 28}}{\text{Police 91}}$ showing the number of officer and men required at district staff and headquarters lines.

(b) A duty statement in Form $\frac{\text{Ad 29}}{\text{Police 92}}$ showing the number of officer and men required at police posts.

(c) A statemement in Form $\frac{\text{Ad } 30}{\text{Police } 93}$ showing by ranks the strength proposed at the various police posts, and the number of officers and men required for the several duties performed at headquarters.

(d) A statement in Form $\frac{\text{Ad } 31}{\text{Police } 94}$ showing the proposed allocation of the police throughout the district, the jurisdiction (by headman's charges) of stations and outposts, and whether it is proposed to arm them or not.

SECTION X.—THE CADRE OF THE DISTRICT POLICE.

24. The officers and men borne on the strength of a District Executive Force are Sub-Inspectors, Station Writers, Head Constables, and they are distributed as detailed below :—

(1) Officers and men required for actual duty(excluding the District Training Depot).

(2) Reserve of Sub-Inspectors.

(3) Reserve of Constables (including the District Training Depot.)

The method of calculating the number of officers and men required is as follows :—

(1) Make a general total of Sub-Inspectors, Station Writers, Head Constables, and Constables, required at headquarters and at outstations in Form $\frac{\text{Ad } 30}{\text{Police } 93}$

This will comprise "The total number of men required for actual duty (excluding the District Training Depot)."

(2) 14 per cent of the total number of Sub-Inspectors on actual duty will give "The reserve of Sub-Inspectors" which is admissible for the district.

(3) 15 per cent of the total number of Station Writers, Head Constables, and Constables, on actual duty will give "The reserve of Constables in the district"

The reserve of Station Writers, Head Constables and Constables is expressed in terms of Constables. This reserve is divided as follows :—

6 per cent	... ...	Recruits.
4 per cent	... ...	Reserve for recurrent training.
5 per cent	... ...	Leave.

The Training Depot consists of recruits and men under recurrent training. An example is given below:—

Example.

(1) Total number of officers and men required for actual duty (excluding the District Training Depot)—

Sub-Inspectors of Police	40	
Station Writers	10	
Head Constables	50	
Constables	400	
		—500

(2) Resesrve of Sub-Inspectors—

At 14 per cent of 40—5·60 or	6

(3) Reserve of Constables—

At 15 per cent (10 + 50 + 400) 69·00—

Viz., 6 per cent recruits	28	
4 per cent recurrent training	18	
5 per cent leave	23	
		69
Total strength of District Executive Force ...		575

NOTE.—Fractions under a half are omitted and those of a half and over count as one.

25. In addition to the statements on Forms Ad. 28, 29, 30 and 31 / Pol. 91, 92, 93 and 94 a proposition statement on Treasury Form No.18 shewing the total increase or decrease in cost consequent on the proposed revision of the force, will be attached.

A proposition statement will be submitted only with—

(i) cases of general revision of establishment;

(ii) proposals which cannot be set out clearly without it; or

(iii) schemes which require the sanction of the Secretary of State.

In cases in which minor proposals for revision of establishment can be set out clearly without the submission of a proposition statement on Treasury Form No. 18, the proposals will be accompanied by a statement on Treasury Form No. 18A.

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CHAPTER II.

Ranks, Appointments, and Enlistments.

SECTION I.—RANKS OF THE PROVINCIAL POLICE.

26. (a) The superior officers of the police are—
(i) The Inspector-General of Police.
(ii) Deputy Inspectors-General.
(iii) District Superintendents of Police.
(iv) Assistant Superintendents of Police.
(v) Deputy Superintendents of Police.

NOTE.—Assistant Superintendents and Deputy Superintendents have the same departmental status.

(b) The other executive officers are—
(i) Inspectors of Police.
(ii) Sergeants.
(iii) Sub-Inspectors.
(iv) Station Writers.
(v) Head Constables.
(vi) Lance Head Constables.
(vii) Constables.

SECTION II.—INSPECTOR-GENERAL OF POLICE.

27. The Inspector-General of Police is appointed by Government. In practice the appointment is generally made from the rank of Deputy Inspector-General of Police.

The Inspector-General of Police is in command of the police of the whole Province (both Civil and Military), with the exception of the Rangoon City Police which is a separate charge, the Commissioner of Police, Rangoon, being directly under Government.

The responsibility for the command of the police force, its recruitment, discipline, internal economy, and administration, vests in the Inspector-General of Police. He is responsible for its direction and control, for its efficiency in the investigation and prevention of crime, and the preservation of law and order, and for advising Government in all matters connected with it. He is empowered to issue on his own responsibility such orders for the proper execution of the above duties as may be necessary, subject to the conditions that any order involving a question of principle, or an increase of cost (except when powers in this respect have been delegated to him) shall receive the prior approval of Government.

SECTION III.—DEPUTY INSPECTORS-GENERAL OF POLICE.

28. Deputy Inspectors-General of Police are appointed by Government on the advice of the Inspector-General of Police on promotion from the rank of District Superintendent of Police.

Promotion is by selection, and mere seniority confers no right to appointment.

Deputy Inspectors-General of Police are, subject to the general control of the Inspector-General of Police, in complete administrative control of their ranges, and are responsible for all measures for the prevention and detection of crime, and for the co-ordination of the efforts of their various districts.

For the purposes of administrative control, they are provided with office staffs, and all orders (except of a purely routine nature) for administration of their charges

will issue from, or pass through them. By constant touring in the districts of their charges they will keep in close touch with the District Police Officers, and maintain a close co-operation between them.

The Flying Squads, with which they are provided, will be employed in the detection and suppression of inter-district crime, and will work in cordial co-operation with the local police, the work of the whole being guided and directed by the Deputy Inspectors-General.

Should their flying squads be insufficient to cope with outbreaks of crime in their ranges, or should the outbreak of crime extend to more than one range, they will apply to the Inspector-General of Police for the loan of a special staff from the Criminal Investigation Department.

They will, in addition, hold a thorough inspection of all branches of police work in each of the districts of their ranges once a year.

They will keep in constant touch with the Commissioners and District Magistrates in their ranges, and be ready at any time to give the benefit of their advice and experience in police matters.

More detailed particulars of the duties of Range Deputy Inspectors-General are given in paragraph 606.

29. The Deputy Inspector-General of Police for Railways and Criminal Investigation has no disciplinary over the Police in the Ranges; but he will report to the Deputy Inspector-General of Police concerned all cases of neglect of duty which may come to his notice.

30. If the Deputy Inspector-General of Police for Railways and Criminal Investigation finds it necessary to issue an order to an officer serving in a range, he will inform the Deputy Inspector-General of Police of the Range, who will either ask the Inspector-General of Police to take the order in revision, or will see that the order is carried out. This does not apply to requests made by demi-official letter.

The same rule applies **mutatis mutandis** to cases where a Deputy Inspector-General of Police of a Range issues an order to an officer of the Criminal Investigation Department.

31. The Deputy Inspector-General of Police for Railways and Criminal Investigation, may intervene in cases of serious or important crime, if ordered to do so by the Inspector-General of Police, but the Deputy Inspector-General of Police of the Range concerned will always be informed. In such cases, copies of all reports, case diaries, etc., of Criminal Investigation Department Officers will be sent through the District Superintendent of Police, and Deputy Inspector-General of Police of the Range concerned, to the Deputy Inspector-General of Police for Railways and Criminal Investigation.

32. The Deputy Inspector-General of Police for Railways and Criminal Investigation has discretionary powers as regards the working up of cases in districts, in connection with which he may receive reliable information, but all such enquiries in districts made by him will be undertaken in consultation and co-operation with the Deputy Inspector-General of Police of the Range, and the District Superintendent of Police concerned.

SECSION IV.—DISTRICT SUPERINTENDENTS OF POLICE.

33. District Superintendents are appointed by Government on the advice of the Inspector-General of Police from the rank of Assistant Superintendent of Police.

In addition, in the same way a number of vacancies are filled by the promotion of selected Deputy Superintendents, who, on confirmation will become members of the Burma Police Service, Class I.

There is an efficiency bar in the time-scale of District Superintendents at the end of the 17th year of service.

No District Superintendent will be allowed to cross the bar unless he is considered fit to hold charge of a first class district.

Appointments to the selection grade are made by selection and the criteria for such a selection are (i) exceptionally meritorious service, and (ii) the ability to administer efficiently the police charge of the most difficult districts in Burma.

The District Superintendent is the executive head of the district police force. He is directly responsible for all matters relating to its internal economy, training, and management, and for the efficient maintenance of its discipline, and the efficient performance of all its duties.

He shall keep in close and constant personal touch with the District Magistrate, and keep him fully and promptly informed both by personal conference and written reports, of all matters of importance relating to crime and public order.

34. The District Magistrate as the chief executive authority in the district (vide section 1 of the Police Act V of 1861) is responsible for the peace and good order of his charge.

He should not, however, interfere in matters of departmental management and discipline, except when the conduct and qualifications of a police-officer affect the criminal administration of his district, and even then his power of intervention should ordinarily be exercised, not by issuing direct orders, but by bringing the case to the notice of the superior officers of the Police.

The principle determining the Commissioner's position and powers is that it is his duty as the local head of the administration to exercise supervision and control over the action of the District Magistrate in respect of police matters. The Police Department, like other departments under Government, is under the general control of the Commissioner in his Division.

35. In all matters of general police the District Superintendent is in the position of an Assistant to the District Magistrate.

36. The District Superintendent is responsible that the orders of judicial or other authorities are promptly and correctly obeyed.

SECTION V.—DISTRICT MAGISTRATES.

37. The District Magistrate shares with the Inspector-General of Police and his Deputies the responsiblity for the general success or failure of the criminal administration of his district, and it is the business of the District Superintendent of Police to give him the fullest assistance, and to carry out all orders which the District Magistrate may give as regards police to be pursued in dealing with crime. But the responsibility for the proper working of the police in all matters of detailed administration, discipline, and internal economy, rests primarily on the District Superintendent of Police.

38. It is the duty of the District Superintendent to give the District Magistrate the earliest and fullest information of all that occurs in connection with crime and criminals. He will report promptly to the District Magistrate, for the information of the Commissioner, and to the Deputy Inspector-General and the Inspector-General of Police for the information of Government (by telegram when the officers are not in the same station), all matters coming under the following heads:—

(1) Serious riots which indicate a disturbed condition over a wide area, or which are likely to be followed by disturbances elsewhere, unless repressive measures are promptly taken by the authorities.

(2) Collisions between Europeans of all classes and natives, which have a political importance as affecting local or genetal relations between two communities, but not cases of alleged assaults regarding which there is no confirmation, or assaults of a purely insignificant character.

(3) Outrages which have a political aspect,

(4) Calamities such as floods or earthquakes, which cause serious damage to life or property.

(5) All other events which have a political and administrative importance.

He will bring to the notice of the District Magistrate localities where crime is more rife than usual, and the names of village headmen and landholders who have failed in the performance of police duties; keep him informed of all appointments of officers above the rank of Sub-Inspector, and obtain his previous consent to any transfer of Court Prosecuting Inspectors and Sub-Inspectors; communicate to him the results of police investigations in all important pending cases, and consult him as to what more is necessary to be done. The District Superintendent of Police will inform the District Magistrate verbally, or in writing, as may be most convenient, at the earliest opportunity of all orders which the Deputy Inspector-General of the Range issues to him on matters affecting the detection and prevention of crime in his district, when such orders have not been issued through the District Magistrate owing to lack of time.

SECTION VI.— SUBDIVISIONAL MAGISTRATES.

39. The relations of a Subdivisional Magistrate with the police in his subdivision are laid down in Local Government Police Department "L" Circular No 7 of 1933 (Appendix A- VII).

SECTION VII.—DUTIES OF ASSISTANT SUPERINTENDENTS, DEPUTY SUPERINTENDENTS, AND INSPECTORS OF POLICE.

40. Assistant and Deputy Superintendents, and Inspectors, have the same duties in their respective spheres as the District Superintendent of Police, and are responsible to him for the proper administration of their charges, and the efficient performance by their subordinates of their duties in all respects.

SECTION VIII.— ASSISTANT AND DEPUTY SUPERINTENDENTS OF POLICE—GENERAL.

41. Assistant and Deputy Superintendents of Police have the same departmental status.

The Assistant Superintendents of Police and Deputy Superintendents of Police in independent charge of the police of the Bhamo, Myitkyina, Kyaukse and Sandoway Districts, and the Northern and Southern Shan States, exercise all the powers of a District Superintendent of Police.

Assistant Superintendents of Police and Deputy Superintendents of Police are otherwise employed as—

(a) Headquarters Assistants to the District Superintendents of certain districts;

(b) Subdivisional Police Officers;

(c) Executive Officers for duties in the Criminal Investigation Department, Police Supply Department, and in charge of Range Flying Squads.

SECTION IX.—ASSISTANT SUPERINTENDENTS OF POLICE.

42. Assistant Superintendents will be recruited by competitive examination both in England and in Burma.

Rules for recruitment in England.

Candidates must be above 19 and under 21 years of age on the 1st day of August in the year in which the examination is held. They must be unmarried. No person shall be eligible for admission to the examination who does not satisfy the Secretary of State—

(a) That his character is such as to qualify him for employment in the Burma Police (Class I).

(b) That he is a European British subject of non-Asiatic domicile whose father (if alive) is a British subject

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PREFACE TO THE FIRST EDITION.

THIS Manual is intended to supersede all Circulars, Book Circulars, Circular Memoranda, and Memoranda referring to Civil Police issued by the Inspector-General of police previous to the 1st April 1894. The second volume, which will be published shortly, will contain portions of the Criminal Law and of the Law of Evidence which bear on police action, and a few explanatory notes will be added.

2. Correction and addition slips, in English and Burmese duly numbered and printed on one side of the paper only will be issued quarterly. These should be pasted into their appropriate places and a note duly entered in the Register of Corrections and Additions at the end of the volumes.

3. A translation of such portions of Volume I as are required by Subordinate Police Officers, and of the whole of Volume II, will appear in due course.

4. A free copy of the Police Manual in English will be issued to the office of every Commissioner, Deputy Commissioner, District Superintendent of Police, Subdivisional Officer, and Subdivisional Police Officer; and a free copy in Burmese, to every District Superintendent's and Subdivisional Police Officer's office, to every police station, and to every outpost in the Province. Training Depots will also be porvided with a certain number of copies in the Vernacular. Every police officer of and above the rank of Sub-Inspector is required to provide himself with a copy of the Manual at his own expense. Copies, at a cost of Rs. 4 for the two volumes, can be obtained at the Government Book Depot, Rangoon, from which the quarterly correction and addition slips can also be obtained. The subscription to these slips has been fixed at Re. 1 per annum, payable in advance.

S. C. F. PEILE, **Major,**
Inspector-General of Police, Burma.

The 1st April 1894.

PREFACE TO THE SECOND EDITION.

THIS Manual has been corrected up to the 1st February 1899.

S. C. F. PEILE, Lieut.-Col.,
Inspector-General of Police, Burma.

RANGOON, 1st February 1899.

PREFACE TO THE THIRD EDITION.

THIS Manual has been corrected up to the 1st January 1912 and issued under the authority of the Lieutenant-Governor.

H. PARKIN, Lieut.-Col.,
Inspector-General of Police, Burma.

RANGOON, 1st February 1913.

PREFACE TO THE FOURTH EDITION.

THIS Manual contains only orders affecting the District Civil Police Force in general. Orders relating to District Police Offices, the Railway Police, Arms, Ammunition, Accoutrements, Clothing and Miscellaneous Stores, Drill and Musketry Courses, Preventive Law, Finger Print are separately dealt with in various Manuals, viz. the District Police Office Manual, Railway Police Manual, Supply and Clothing Manual, Drill Manual, Manual of Preventive Law and Criminal Investigation Department Manual, Parts I and II.

R.W.MACDONALD, Lieut.-Col.,
Inspector-General of Police, Burma.

RANGOON, 6th January 1926.

PREFACE TO THE FIFTH EDITION.

The present edition includes the last editions of the Burma Police, District Police Office and Railway Police Manuals, together with such portions of the Criminal Investigation Department Manual, Part I, as are not the exclusive concern of the Criminal Investigation Department.

It is hoped that this consolidation into one manual of orders previously contained in several will make references easier. It has, at all events, made it possible to eliminate a considerable number of redundancies and inconsistencies.

The opportunity has been taken of regrouping the paragraphs so as to bring together cognate subjects.

The orders for the upkeep of registers have now been included in the chapters to which, having regard to their subject matter, they logically belong.

The registers have been renumbered according to the order of their appearance in the text.

This edition is published in four volumes as follows:—

Volume I contains orders which do not concern the subordinate police. This volume is not translated into Burmese and is not issued to police stations and training depots. Nor is it necessary for subordinate police officers to supply themselves with copies of it.

Volume II contains orders which the subordinate police are required to observe.

This volume is also published in Burmese and is supplied to all police stations and training depots, including those of the Railway Police. All officers of, and above, the rank of sub-Inspectors, including Railway Police Officers, are required to supply themselves at their own expense with a copy of this volume in English or Burmese.

Volume III contains orders relating especially to the Railway Police.

This volume is also published in Burmese, and is supplied to all Railway Police Stations.

All Railway Police Officers of, and above, the rank of Sub-Inspector are required to supply themselves, at their own expense, with a copy of this volume in English or Burmese.

Such of the orders in this volume as affect the district police having already been inserted in volume II, it is not necessary to supply this volume to the district police.

Volume IV contains the Appendices to Volume I.

These have been considerably increased in number so as to bring together all the more important orders and rules of Government to which reference is constantly necessary and have been bound together as a fourth volume so as to reduce the bulk of Volume I.

Volumes I, II and III are separately indexed and Volumes II and III also contain their own Appendices.

Appendices to Volume I are prefixed A (AI, AII, AIII, etc.), appendices to Volume II are prefixed B (BI, BII, BIII, etc.) and appendices to Volume III are prefixed C (CI, CII, CIII, etc.)

The numbering of paragraphs and chapters is consecutive throughout the first three volumes so as to avoid any confusion which might result from giving paragrahs and chapters the same number in separate volumes.

The revision has been drastic and chances designed to bring procedure into line with modern conditions have been frequently made. All police officers should, therefore, peruse the present edition carefully and make themselves thoroughly acquainted with its provisions.

R. C. MORRIS,

December 1939. Inspector-General of Police, Burma.

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မြန်မာနိုင်ငံရဲတပ်ဖွဲ့ဌာနချုပ်

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ဆေးစစ်ဝဝုဒါရိုးကြီး ဝင်းဆေးပါး
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THE BURMA POLICE MANUAL.

VOLUME I.

PART 1.—ADMINISTRATION.

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CHAPTER I.

The Organization of the Police Force.

SECTION I.—THE BURMA POLICE FORCE.

1. The Police Force consists of—

(a) Civil Police.

(b) Military Police.

The former are generally natives of Burma, the latter Indians. Burmans and other indigenous races.

SECTION II.— THE BURMA MILITARY POLICE.

2. The recruiting for the Burma Military Police is conducted under such orders as the Inspector-General may frame with the sanction of Government. All Military Police Officers are appointed under Act V of 1861, and enrolled under Act XII of 1928, and are given certificates of appointment. The Burma Military Police are formed into Battalions. Two or more British Officers are attached to each Battalion as Commandant.

3. The Commandant is responsible for the interior economy of the Battalion (pay, promotions, grant of furlough, supply of clothing, and clothing accounts, supply and renewal of accoutrements, care of arms, etc.), and for the discipline and training of the men at headquarters. The seniority-roll for promotion, the furlough register, the clothing, stores, and accounts (both Government and Private Funds), will be kept at headquarters by the Commandant; and he will note any requirements or

irregularities in these matters during his inspections on tour and make them good. In all districts where there are Burma Military Police Posts except the Mandalay District, District Superintendents of Police are responsible for the administration, interior economy, discipline, drill, and duty of the detachment, but the Commandant should, as a Military Officer, bring to the notice of the District Superintendent of Police any irregularities he may notice during his inspections such as insufficient nights in bed, over work, slackness, points of drill, etc., and ask the District Superintendent of Police to remedy them. In districts where there are no Military Police and their duties are carried out by a Frontier Force detachment, the District Superintendent of Police will be given the powers of an Assistant Commandant of the Frontier Force, and will become responsible for the administration, etc., of the detachment under him in exactly the same way as he is responsible in the case of a Military Police detachment as mentioned above. This does not apply to districts which are the headquarters of a Frontier Battalion, or at which an Assistant Commandant of a Frontier Battalion is stationed.

4. Battalion Commandants and Assistant Commandants of Military Police Battalions, when inspecting districts in which men of their battlions are stationed, are permitted to give orders direct to the Officer Commanding the Military Police detachment, both as regards the holding of inspection parades, and ordinary routine. They will, however, inform District Superintendents of Police of any such orders which they may issue.

5. The Commandant of each Battalion is invested with the powers of a Magistrate of the first class for the purpose of trying offences punishable under Act V of 1861 and Act XII of 1928, committed by men under his command, and with those of a Magistrate of the second class for trying members of his Battalion accused of offences under sections 379 and 380 of the Penal Code, in cases in which the complainants are also members of the Battalion.

Such offences committed elsewhere than at the headquarters of a Battalion are, in respect of Indian Officers,

exclusively triable by a District Magistrate, Assistant Commissioner, Assistant Superintendent in the Shan States exercising the powers of a Justice of the Peace, a Cantonment Magistrate, or a Commandant or Assistant Commandant of Military Police invested with the powers of a magistrate.

Lower ranks are triable by any magistrate competent to enquire into, or try the case.

6. When a vacancy occurs in the Military Police and the Commandant proposes to fill it by promoting a Military Police Officer serving in a district, the Commandant will request the District Superintendent of Police to report on the conduct of the Military Police Officer in question, and on his fitness for promotion, and will be guided by the Superintendent's report in making or recommending the promotion.

7. The Military Police occupy such stations and outposts as may be necessary for the maintenance of order, and furnish all guards and escorts required by the Civil authorities throughout the district which are not supplied by the Civil Police. The allocation of the Military Police is determined from time to time by Government, and no change of a permanent character in the distribution of the force can be made without Government's sanction.

8. The Burma Military Police being a special organization, the rules for the District Police, hereinafter laid down, do not apply to them except where they are specially mentioned. The rules for the Burma Military Police will be found in the Burma Military Police Manual.

Section III.--The Civil Police.

9. The Civil Police consist of five parts—

(a) The District Police.
(b) The Village Police.
(c) The Railway Police.
(d) The Criminal Investigation Department.
(e) The Training Schools.

10. The District Superintendent, subject to the general control of the District Magistrate, is the head of the Civil Police of a District. The special duties of the Civil Police are the investigation and detection of crime, the collection of intelligence, and the preservation of law and order.

11. The Village Police are under the control of the Deputy Commissioner and consist of persons appointed under section 5(3), Burma Village Act, 1907. Their duties are prescribed in Rule 3 of the rules under section 29 of the Burma Village Act.

The Village Police in the Bhamo, Myitkyina and Chin Hills Districts (including the Triangle levies and armed peons) are appointed as Police officers under sections 2, 7 and 8 of the Police Act (Act V of 1861).

SECTION IV.—THE RAILWAY POLICE.

12. The Railway Police are under the supervision and control of the Superintendent in charge, subject to the control of the Deputy Inspector-General of Police for Railways and Criminal Investigation. It is their duty to keep order on the railway premises, to furnish sentries over appointed places, to take up and investigate, in concert and communication with the District Police, all cognizable crime committed on the railway premises and on running trains, either by railway servants or by the public, and to watch the movements of suspicious characters travelling by rail and to report their presence immediately to the nearest police-station concerned. Their duties are set out in Volume III of this Manual.

SECTION V—THE CRIMINAL INVESTIGATION DEPARTMENT.

13. The Criminal Investigation Department is responsible for the investigation of such offences as may be made over to them, for the collection of intelligence, the maintenance of the Finger Print Bureau, and other various duties details of which are contained in the Criminal Investigation Department Manuals, Parts I and II.

SECTION VI.—THE TRAINING SCHOOLS.

14. The Burma Police Training School at Mandalay provides for the training of recruits of the rank of Sub-Inspector of Police upwards, and is directly under the control of the Inspector-General of Police.

The Detective Training School at Insein provides advanced training in modern detective methods for selected officers, and is under the control of the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma.

SECTION VII.—THE COMPOSITION OF THE DISTRICT POLICE.

15. Subject to the orders below and to such further exceptions as the Inspector-General may permit, the District Police consist of natives of Burma, who are appointed under Act V of 1861.

Natives of India, up to a maximum district strength which is fixed by the Inspector-General of Police, may be enlisted, but the special sanction of the Inspector-General of Police is necessary when it is desired to increase the number of Indian Constables in any district.

16. In districts where conditions permit the employment of ponies, certain Police Officers are mounted so as to increase their mobility. Each mounted Constable is required to provide himself with a pony, saddle and bridle. He draws Rs 10 per month from Government for the feed of his pony and the upkeep of his saddlery and gear.

The Inspector-General of police may sanction the grant of a conveyance (bicycle) allowance to a Government servant under his administrative control provided that—

(i) he is satisfied that a bicycle is a more suitable form of conveyance than a pony and is essential for the proper performance of the duties of the Government servant concerned, and

Finance Department Notification No. 43, dated the 26th April, 1938.

(ii) the cost of the bicycle allowance can be met from savings of corresponding or higher amount, resulting from a reduction, made at the time, in the number of pony allowances sanctioned for that district or any other district or districts.

A bicycle allowance may be sanctioned only if the conditions in Burma Travelling Allowance Rule 8 are satisfied and the allowance shall be subject to the conditions in Travelling Allowance Rule 9 (2) (b).

The amount of bicycle allowance shall be Rs. 6. per mensem when an officer provides his own bicycle and Rs. 3 per mensem when an officer is provided with bicycle by Government but has to maintain it and pay for all ordinary repairs.

SECTION VIII.—EXECUTIVE OFFICERS OF THE DISTRICT POLICE.

17. For police administrative purpose every district has been divided into subdivisions and circles, or, in some cases, into Circles only.

An Inspector will ordinarily be in charge of each circle and an Assistant or Deputy Superintendent in charge of each subdivision.

In addition an Assistant or Deputy Superintendent of Police is stationed at the headquarters of all districts with the exception of the Kyaukpyu, Sandoway, Kyaukse, Bhamo, Myitkyina, Upper Chindwin, and Salween Districts, where the duties of Headquarters Assistant are performed by an Inspector, and of the Northern Shan States, Arakan Hill Tracts, and the Chin Hills Districts, where there are no Headquarters Assistants.

There are Court Prosecuting Inspectors at the headquarters of all districts with the exception of the Northern Shan States, Southern Shan States, Upper Chindwin, Myitkyina, Bhamo, Salween, Kyaukpyu, and Sandoway Districts, in which a Sub-Inspector of Police is stationed as Court Prosecuting Officer.

The headquarters of the Court Prosecuting Inspector of the Pegu District are at Nyaunglebin, and of the Court Prosecuting Inspector Yamethin District at Pyinmana.

No Court Prosecuting staff is employed in the Arakan Hill Tracts and the Chin Hills.

The Inspector-General of Police is empowered to transfer the headquarters of Circle Inspectors and Court Prosecuting Inspectors of Police subject to the conditions that a reference has been made to the Deputy Commissioner of the District, that the previous consent of the Commissioner of Division has been obtained and that no extra expenditure will be caused by the change.

SECTION IX.—DISTRIBUTION OF THE BURMA POLICE.

18. The principal police charges are—

(i) the Range, under the control and supervision of a Deputy Inspector-General ;

(ii) the District, under the control of a District Superintendent of Police aided by one or more Assistant or Deputy Superintendents of Police ;

(iii) the Subdivision, under the charge of either an Assistant or Deputy Superintendent of Police;

(iv) the Circle, consisting of one or more police-stations and under the charge of an Inspector;

(v) the police-station, under the charge of a Sub-Inspector.

The Southern, Western and Northern Ranges comprise the following districts :—

Southern Range.	Western Range.	Northern Range.	
1. Hanthawaddy.	1. Bassein.	1. Thayetmyo.	11. Bhamo.
2. Insein.	2. Henzada.	2. Minbu.	12. Myitkyina.
3. Pegu.	3. Myaungmya.	3. Magwe.	13. Mandalay.
4. Tharrawaddy.	4. Maubin.	4. Pakokku.	14. Kyaukse.
5. Prome.	5. Pyapon.	5. Chin Hills.	15. Meiktila.

6. Toungoo.	6. Akyab.	6. Sagaing.	16. Yamethin.
7. Salween.	7. Arakan Hill Tracts.	7. Shwebo.	17. Myingyan.
8. Thaton.	8. Kyaukpyu.	8. Lower Chindwin.	18. Northern Shan States.
9. Amherst.	9. Sandoway.	9. Upper Chindwin:	19. Southern Shan States.
10. Tavoy.		10. Katha.	
11. Mergui.			

The Headquarters of the Southern and Western Ranges are at Rangoon, and those of the Northern Range at Meiktila.

19. (a) The police circle normally corresponds in area with one or more townships.

(b) The police circle is divided into police-station jurisdictions.

(c) The area under the jurisdiction of a police-station which has outposts subsidiary to it is subdivided between that station and its outposts.

(d) Every station and outpost jurisdiction is divided into a suitable number of village-tracts.

20. Police-stations and outposts are armed or unarmed according to local requirements. In such as are armed a civil police guard of one head constable and seven constables is ordinarily provided unless a guard is supplied by the Military Police. At unarmed posts at which there are treasure vaults, or in which prisoners are occasionally confined, a civil police guard of the same strength armed with dahs will be maintained. At unarmed posts at which there are no treasure vaults, or in which no prisioners are confined, no guard or sentry is ordinarily kept, but one constable will always be present.

21. No police-station may be permanently withdrawn, removed, or established without the previous sanction of Government. No premanent police outpost may be established without the sanction of Government, but an outpost may be withdrawn or removed with the sanction of the Inspector-General of Police, a report of such removal or withdrawal with brief reasons for the change being submitted to Government.

22. The Inspector-General of Police has power to sanction—

(a) changes in the jurisdiction of posts(i.e., transfer of villages from the jurisdiction of one Post to another), a copy of the printed revised jurisdiction statement when sanctioned, being forwarded to Government for information ;

(b) changes in the sanctioned strength of stations and outposts;

(c) changes in the status of posts, i.e., conversion of a station into an outpost and **vice versa**, Government being moved, when the status of an outpost is changed, to issue the necessary notification under section 4 (s) of the Criminal Procedure Code;

(d) schemes of re-organisation of permanent district Police forces, except the Northern and Southern Shan States, Arakan Hill Tracts and the Chin Hills and Salween Districts, involving additional expenditure of any amount in respect of any one district, provided—

(i) that it can be met from savings of a corresponding or higher amount in the aggregate of any other district or districts the re-organisation of which is considered at the same time,

(ii) that the formulae on which police station strengths, etc., are based shall de observed,

(iii) that no such re-organisation involves the creation or abolition of any appointment of or above the rank of Deputy Superintendent of Police, and

(iv) that copies of sanctions together with proposition statements and distribution statements of the forces affected are forwarded to Government in the Administrative and Finance Departments ;

(e) the alteration of the distribution of firearms throughout the districts in accordance with the principles laid down in paragraph 249 after consultation with local officers concerned, provided no increase of the total number of firearms in the districts, is involved, a copy of the revised distribution statement when sanctioned, being forwarded to Government.

Proposals for such changes will be submitted by the District Superintendent through the Deputy Commissioner, Commissioner, and Deputy Inspector-General of the Range, to the Inspector-General of Police ;

(f) the transfer of motor boats from one district to another,

(g) the grant of additional and special pays to Police officers who may, for administrative reasons, be appointed temporarily to hold dual charge of two independent posts simultaneously for not more than three months, subject to the scale laid down in Local Government's Police Department letter No. 549C36 (1809), dated the 12th January 1937.

23. The previous sanction of Government is required to any permanent change in the strength of the police of a district. When an increase of the strength is required the following procedure will be observed. The District Superintendent will submit through the Deputy Commissioner, Commissioner, and Deputy Inspector-General of the Range, the following statements :—

(a) A duty statement in form $\frac{\text{Ad. 28}}{\text{Police 91}}$ showing the number of officer and men required at district staff and headquarters lines.

(b) A duty statement in Form $\frac{\text{Ad 29}}{\text{Police 92}}$ showing the number of officer and men required at police posts.

(c) A statemement in Form $\frac{\text{Ad } 30}{\text{Police } 93}$ showing by ranks the strength proposed at the various police posts, and the number of officers and men required for the several duties performed at headquarters.

(d) A statement in Form $\frac{\text{Ad } 31}{\text{Police } 94}$ showing the proposed allocation of the police throughout the district, the jurisdiction (by headman's charges) of stations and outposts, and whether it is proposed to arm them or not.

SECTION X.—THE CADRE OF THE DISTRICT POLICE.

24. The officers and men borne on the strength of a District Executive Force are Sub-Inspectors, Station Writers, Head Constables, and they are distributed as detailed below :—

(1) Officers and men required for actual duty(excluding the District Training Depot).

(2) Reserve of Sub-Inspectors.

(3) Reserve of Constables (including the District Training Depot.)

The method of calculating the number of officers and men required is as follows :—

(1) Make a general total of Sub-Inspectors, Station Writers, Head Constables, and Constables, required at headquarters and at outstations in Form $\frac{\text{Ad } 30}{\text{Police } 93}$

This will comprise "The total number of men required for actual duty (excluding the District Training Depot)."

(2) 14 per cent of the total number of Sub-Inspectors on actual duty will give "The reserve of Sub-Inspectors" which is admissible for the district.

(3) 15 per cent of the total number of Station Writers, Head Constables, and Constables, on actual duty will give "The reserve of Constables in the district"

The reserve of Station Writers, Head Constables and Constables is expressed in terms of Constables. This reserve is divided as follows :—

6 per cent	... ...	Recruits.
4 per cent	... ...	Reserve for recurrent training.
5 per cent	... ...	Leave.

The Training Depot consists of recruits and men under recurrent training. An example is given below:—

Example.

(1) Total number of officers and men required for actual duty (excluding the District Training Depot)—

Sub-Inspectors of Police	40	
Station Writers	10	
Head Constables	50	
Constables	400	
		—500

(2) Resesrve of Sub-Inspectors—

At 14 per cent of 40—5·60 or	6

(3) Reserve of Constables—

At 15 per cent (10 + 50 + 400) 69·00—

Viz., 6 per cent recruits	28	
4 per cent recurrent training	18	
5 per cent leave	23	
		69
Total strength of District Executive Force ...		575

NOTE.—Fractions under a half are omitted and those of a half and over count as one.

25. In addition to the statements on Forms Ad. 28, 29, 30 and 31 / Pol. 91, 92, 93 and 94 a proposition statement on Treasury Form No.18 shewing the total increase or decrease in cost consequent on the proposed revision of the force, will be attached.

A proposition statement will be submitted only with—

(i) cases of general revision of establishment;

(ii) proposals which cannot be set out clearly without it; or

(iii) schemes which require the sanction of the Secretary of State.

In cases in which minor proposals for revision of establishment can be set out clearly without the submission of a proposition statement on Treasury Form No. 18, the proposals will be accompanied by a statement on Treasury Form No. 18A.

—o—

CHAPTER II.

Ranks, Appointments, and Enlistments.

SECTION I.—RANKS OF THE PROVINCIAL POLICE.

26. (a) The superior officers of the police are—
(i) The Inspector-General of Police.
(ii) Deputy Inspectors-General.
(iii) District Superintendents of Police.
(iv) Assistant Superintendents of Police.
(v) Deputy Superintendents of Police.

NOTE.—Assistant Superintendents and Deputy Superintendents have the same departmental status.

(b) The other executive officers are—
(i) Inspectors of Police.
(ii) Sergeants.
(iii) Sub-Inspectors.
(iv) Station Writers.
(v) Head Constables.
(vi) Lance Head Constables.
(vii) Constables.

SECTION II.—INSPECTOR-GENERAL OF POLICE.

27. The Inspector-General of Police is appointed by Government. In practice the appointment is generally made from the rank of Deputy Inspector-General of Police.

The Inspector-General of Police is in command of the police of the whole Province (both Civil and Military), with the exception of the Rangoon City Police which is a separate charge, the Commissioner of Police, Rangoon, being directly under Government.

The responsibility for the command of the police force, its recruitment, discipline, internal economy, and administration, vests in the Inspector-General of Police. He is responsible for its direction and control, for its efficiency in the investigation and prevention of crime, and the preservation of law and order, and for advising Government in all matters connected with it. He is empowered to issue on his own responsibility such orders for the proper execution of the above duties as may be necessary, subject to the conditions that any order involving a question of principle, or an increase of cost (except when powers in this respect have been delegated to him) shall receive the prior approval of Government.

SECTION III.—DEPUTY INSPECTORS-GENERAL OF POLICE.

28. Deputy Inspectors-General of Police are appointed by Government on the advice of the Inspector-General of Police on promotion from the rank of District Superintendent of Police.

Promotion is by selection, and mere seniority confers no right to appointment.

Deputy Inspectors-General of Police are, subject to the general control of the Inspector-General of Police, in complete administrative control of their ranges, and are responsible for all measures for the prevention and detection of crime, and for the co-ordination of the efforts of their various districts.

For the purposes of administrative control, they are provided with office staffs, and all orders (except of a purely routine nature) for administration of their charges

will issue from, or pass through them. By constant touring in the districts of their charges they will keep in close touch with the District Police Officers, and maintain a close co-operation between them.

The Flying Squads, with which they are provided, will be employed in the detection and suppression of inter-district crime, and will work in cordial co-operation with the local police, the work of the whole being guided and directed by the Deputy Inspectors-General.

Should their flying squads be insufficient to cope with outbreaks of crime in their ranges, or should the outbreak of crime extend to more than one range, they will apply to the Inspector-General of Police for the loan of a special staff from the Criminal Investigation Department.

They will, in addition, hold a thorough inspection of all branches of police work in each of the districts of their ranges once a year.

They will keep in constant touch with the Commissioners and District Magistrates in their ranges, and be ready at any time to give the benefit of their advice and experience in police matters.

More detailed particulars of the duties of Range Deputy Inspectors-General are given in paragraph 606.

29. The Deputy Inspector-General of Police for Railways and Criminal Investigation has no disciplinary over the Police in the Ranges; but he will report to the Deputy Inspector-General of Police concerned all cases of neglect of duty which may come to his notice.

30. If the Deputy Inspector-General of Police for Railways and Criminal Investigation finds it necessary to issue an order to an officer serving in a range, he will inform the Deputy Inspector-General of Police of the Range, who will either ask the Inspector-General of Police to take the order in revision, or will see that the order is carried out. This does not apply to requests made by demi-official letter.

The same rule applies **mutatis mutandis** to cases where a Deputy Inspector-General of Police of a Range issues an order to an officer of the Criminal Investigation Department.

31. The Deputy Inspector-General of Police for Railways and Criminal Investigation, may intervene in cases of serious or important crime, if ordered to do so by the Inspector-General of Police, but the Deputy Inspector-General of Police of the Range concerned will always be informed. In such cases, copies of all reports, case diaries, etc., of Criminal Investigation Department Officers will be sent through the District Superintendent of Police, and Deputy Inspector-General of Police of the Range concerned, to the Deputy Inspector-General of Police for Railways and Criminal Investigation.

32. The Deputy Inspector-General of Police for Railways and Criminal Investigation has discretionary powers as regards the working up of cases in districts, in connection with which he may receive reliable information, but all such enquiries in districts made by him will be undertaken in consultation and co-operation with the Deputy Inspector-General of Police of the Range, and the District Superintendent of Police concerned.

SECSION IV.—DISTRICT SUPERINTENDENTS OF POLICE.

33. District Superintendents are appointed by Government on the advice of the Inspector-General of Police from the rank of Assistant Superintendent of Police.

In addition, in the same way a number of vacancies are filled by the promotion of selected Deputy Superintendents, who, on confirmation will become members of the Burma Police Service, Class I.

There is an efficiency bar in the time-scale of District Superintendents at the end of the 17th year of service.

No District Superintendent will be allowed to cross the bar unless he is considered fit to hold charge of a first class district.

Appointments to the selection grade are made by selection and the criteria for such a selection are (i) exceptionally meritorious service, and (ii) the ability to administer efficiently the police charge of the most difficult districts in Burma.

The District Superintendent is the executive head of the district police force. He is directly responsible for all matters relating to its internal economy, training, and management, and for the efficient maintenance of its discipline, and the efficient performance of all its duties.

He shall keep in close and constant personal touch with the District Magistrate, and keep him fully and promptly informed both by personal conference and written reports, of all matters of importance relating to crime and public order.

34. The District Magistrate as the chief executive authority in the district (vide section 1 of the Police Act V of 1861) is responsible for the peace and good order of his charge.

He should not, however, interfere in matters of departmental management and discipline, except when the conduct and qualifications of a police-officer affect the criminal administration of his district, and even then his power of intervention should ordinarily be exercised, not by issuing direct orders, but by bringing the case to the notice of the superior officers of the Police.

The principle determining the Commissioner's position and powers is that it is his duty as the local head of the administration to exercise supervision and control over the action of the District Magistrate in respect of police matters. The Police Department, like other departments under Government, is under the general control of the Commissioner in his Division.

35. In all matters of general police the District Superintendent is in the position of an Assistant to the District Magistrate.

36. The District Superintendent is responsible that the orders of judicial or other authorities are promptly and correctly obeyed.

SECTION V.—DISTRICT MAGISTRATES.

37. The District Magistrate shares with the Inspector-General of Police and his Deputies the responsiblity for the general success or failure of the criminal administration of his district, and it is the business of the District Superintendent of Police to give him the fullest assistance, and to carry out all orders which the District Magistrate may give as regards police to be pursued in dealing with crime. But the responsibility for the proper working of the police in all matters of detailed administration, discipline, and internal economy, rests primarily on the District Superintendent of Police.

38. It is the duty of the District Superintendent to give the District Magistrate the earliest and fullest information of all that occurs in connection with crime and criminals. He will report promptly to the District Magistrate, for the information of the Commissioner, and to the Deputy Inspector-General and the Inspector-General of Police for the information of Government (by telegram when the officers are not in the same station), all matters coming under the following heads:—

(1) Serious riots which indicate a disturbed condition over a wide area, or which are likely to be followed by disturbances elsewhere, unless repressive measures are promptly taken by the authorities.

(2) Collisions between Europeans of all classes and natives, which have a political importance as affecting local or genetal relations between two communities, but not cases of alleged assaults regarding which there is no confirmation, or assaults of a purely insignificant character.

(3) Outrages which have a political aspect,

(4) Calamities such as floods or earthquakes, which cause serious damage to life or property.

(5) All other events which have a political and administrative importance.

He will bring to the notice of the District Magistrate localities where crime is more rife than usual, and the names of village headmen and landholders who have failed in the performance of police duties; keep him informed of all appointments of officers above the rank of Sub-Inspector, and obtain his previous consent to any transfer of Court Prosecuting Inspectors and Sub-Inspectors; communicate to him the results of police investigations in all important pending cases, and consult him as to what more is necessary to be done. The District Superintendent of Police will inform the District Magistrate verbally, or in writing, as may be most convenient, at the earliest opportunity of all orders which the Deputy Inspector-General of the Range issues to him on matters affecting the detection and prevention of crime in his district, when such orders have not been issued through the District Magistrate owing to lack of time.

SECTION VI.— SUBDIVISIONAL MAGISTRATES.

39. The relations of a Subdivisional Magistrate with the police in his subdivision are laid down in Local Government Police Department "L" Circular No 7 of 1933 (Appendix A- VII).

SECTION VII.—DUTIES OF ASSISTANT SUPERINTENDENTS, DEPUTY SUPERINTENDENTS, AND INSPECTORS OF POLICE.

40. Assistant and Deputy Superintendents, and Inspectors, have the same duties in their respective spheres as the District Superintendent of Police, and are responsible to him for the proper administration of their charges, and the efficient performance by their subordinates of their duties in all respects.

SECTION VIII.— ASSISTANT AND DEPUTY SUPERINTENDENTS OF POLICE—GENERAL.

41. Assistant and Deputy Superintendents of Police have the same departmental status.

The Assistant Superintendents of Police and Deputy Superintendents of Police in independent charge of the police of the Bhamo, Myitkyina, Kyaukse and Sandoway Districts, and the Northern and Southern Shan States, exercise all the powers of a District Superintendent of Police.

Assistant Superintendents of Police and Deputy Superintendents of Police are otherwise employed as—

(a) Headquarters Assistants to the District Superintendents of certain districts;

(b) Subdivisional Police Officers;

(c) Executive Officers for duties in the Criminal Investigation Department, Police Supply Department, and in charge of Range Flying Squads.

SECTION IX.—ASSISTANT SUPERINTENDENTS OF POLICE.

42. Assistant Superintendents will be recruited by competitive examination both in England and in Burma.

Rules for recruitment in England.

Candidates must be above 19 and under 21 years of age on the 1st day of August in the year in which the examination is held. They must be unmarried. No person shall be eligible for admission to the examination who does not satisfy the Secretary of State—

(a) That his character is such as to qualify him for employment in the Burma Police (Class I).

(b) That he is a European British subject of non-Asiatic domicile whose father (if alive) is a British subject

or (if dead) was at the time of his death either a British subject or a person in the permanent service of the Crown or a person who had retired from that service.

Provided that in the case of a British subject the requirements of clause (b) of this rule may be waived by the Secretary of State if he is satisfied that their observance would occasion exceptional hardship and the candidate is so closely connected by ancestry or upbringing with His Majesty's Dominions as to justify special treatment.

Rules for recruitment in Burma.

A candidate must be a British subject who at the time of his birth and at the time of marking his application was domiciled in Burma and whose father (if alive) is a British subject, or (if dead) was at the time of his heath either a British subject, or a person in the permanent service of the Crown, or a person who had retired from that service.

Provided that in the case of a British subject the requirements of this rule may be waived by the Secretary of State if he is satisfied, that their observance would occasion exceptional hardship, and the candidate is so closely connected by ancestry or upbringing with His Majesty's Dominions as to justify special treatment.

A candidate must satisfy the Public Service Commission that his character is such as to qualify him for employment in the Burma Police (Class I).

A candidate must have attained the age of 21 and not have attained the age of 24 on the 1st day of August in the year in which he is selected for admission to the competitive examination.

The seniority among the probationers thus recruited will be determined as follows, namely, probationers recruited in Burma at the examination held in or about December will be placed below those recruited in the United Kingdom at the examination held in the preceding June, and those appointed from the same examination will be arranged in the order of passing.

43. A newly appointed Assistant Superintendent of Police will be on probation for two years. His confirmation will depend upon his passing the prescribed departmental examinations, and upon his showing himself to be in every way fit for the appointment. On his arrival in Burma he will undergo nine months' training at the Burma Police Training School during which time he will be instructed in law, languages, police accounts and procedure, drill, and riding. After his training at the School he will be posted to a district under a selected District Superintendent of Police for training in practical work. The ordinary Departmental examinations prescribed in the Manual of Examination Rules will be taken in the usual course. The rules in this paragraph do not apply to Assistant Superintendents of Police appointed by promotion from the Burma Police (Class II).

44. (1) The period of Post School Training of an Assistant Superintendent of Police will ordinarily last 12 months and this period will be split up as follows:—

I. **In the office of the District Superintendent of Police for three months.**— He will be under the direct orders of the Headquarters Assistant ; attend special weekly parades, and supervise the drill of the men at the depot and in the Reserve on at least two other days of the week ; hold weekly kit inspections at the depot ; check night patrols and visit all guards in the town at least two nights a week ; and assist the Headquarters Assistant to carry out musketry practice during the musketry season.

In regard to actual office work, he will be attached to the Accountant for the first month and learn the work of the Accountant and his Registers as thoroughly as possible. He will himself write up the Daily Cash Book and Contingent Registers during the last ten days of the month. He will also personally receive and disburse the pay of the men at the depot and headquarters lines, and see that the Acquittance Rolls are completed and correctly resubmitted to office.

For the second month, he will be attached to the Store Clerk, and will accompany the Headquarters Assistant whenever the latter has occasion to visit the Store-room and Magazine. For the last ten days of the month, he wil himself write up all Registers maintained by the Store Clerk, prepare indents, and generally carry out the duties of the Store Clerk under his guidance and that of the Headquarters Assistant.

For the first half of the third month, he will be attached to the Crime Clerk, and Finger Print Officer, and learn their work and Registers as possible. He will Personally write up Registers No. I and 2 for one week under the guidance of the Crime Clerk.

For the second half of the third month, he will be attached to the head Clerk and learn the remaining office Registers. For one week, he will personally write up the General Order Book, and all Registers, Character and Service Rolls, etc., connected therewith, under the guidance of the Head Clerk.

During his three months' training in office, he will peruse every Register kept up therein, and at the same time study the orders contained in the Burma Police Manual and elsewhere regarding their upkeep.

II. **Attached to an important Police-station for two months.**— For the first month, he will learn the procedure for the upkeep of the Registers of a police-station and everything else connected with the interior working of a police-station. For this purpose he will carry out the work of a Station Writer, and will personally, from time to time, make the necessary entries in Registers Nos. 4, 4A, 5, 7, 8. 9, 10, 11, 12, 25, 26, 26A, 26B, 27, 27A, 27B, 29, 30, 31, 32, 36, 37A, and 36B, and write up Bad Character Files and Rolls, reports to office, etc. He will attend, and take command of parades at the police-station at least twice a week, and personally hold the regular police-station kit inspections, and check Government Property and Exhibits. He will go out on night patrol at least three times a week, and look up registered criminals at their residences in the

locality. He will personally receive and disburse the pay of the officer and men at the police-station, and complete the Acquittance Roll before resubmitting it to office.

For the second month, he will continue to carry out the above duties as far as possible, and, in addition, carry out the investigation of at least three unimportant cases under the guidance of the Police-station Officer. He wil also accompany the Police-station Officer when the latter is engaged in the investigation of cases of more importance, and study the methods of investigation adopted by him, and the steps he takes to bring the cases to light, and prepare them for presentation in Court. He will also accompany the the Surveillance Head Constable for one week, and learn the work upkeep of Registers connected with the surveillance of Criminals.

III. **Attached to a Subdivisional Police Officer for two months.**— During this period he will perform all the duties of a Subdivisional Police Officer under the instruction and supervision of the Subdivisional Police Officer to whom he is attached. He will always accompany the Subdivisional Police Officer on tour when he goes out to supervise the investigation of cases, check criminals etc. He will also prepare and submit reports to office, hold enquiries, etc., under the Subdivisional Police Officer's instructions.

IV. **Attached to a Subdivisional police Officer for two months.**— During this period he will generally assist the Court Prosecuting Inspector in all his duties, study cases sent up for trial, and submit reports on cases tried, especially on those ending in acquittal or discharge, pointing out wherein the prosecution failed and bringing to notice cases which should be taken up on revision.

In addition to the above duties, he will personally conduct the prosecution of two or three petty cases, and attend the Sessions Court or other First Class Courts and render all assistance possible to the Public Prosecutor.

V. Attached to the District Superintendent of Police for four months.—During the remaining period of his training he will be under the direct control of the District Superintendent of Police, and will be deputed to carry out such duties as supervision of the work of surveillance staffs in criminal areas, inspection of one or more police-stations, holding of departmental enquiries into the conduct of Constables and Head Constables, of a special or political nature, investigation of particular cases, etc. For a portion of this period, he will be attached first to the Detective Staff and learn the work and duties of this Department under the guidance of the Detective Inspector of Police, and then to the motor-vehicles staff to learn the duties of the police as regards traffic and registration of motor vehicles.

(2) Throughout the period of his training, he will submit Weekly Diaries, through the Headquarters Assistant or Subdivisional Police Officer concerned, showing exactly what he has done on each day of the week.

(3) The District Superintendent of Police will keep a Progress Report for each Probationary Assistant Superintendent of Police in the Form below, in which he will enter his remarks as the probationer completes each state of his course. The District Superintendent of Police will satisfy himself, by personally examining and questioning the officer, that his progress has been satisfactory in each stage before passing him into the next stage of the course, and will not depend on the reports of his subordinate officers. These reports will be filed in the District Confidential File of the officer concerned.

(4) The District Superintendent of Police will not recommend any Probationary Asssistant Superintendent of Police for confirmation until he is satified that he has satisfactorily passed through each stage of his course of training.

(5) Range Deputy Inspectors-General of Police will inspect Progress Reports whenever they visit District Headquarters, and will make a point, when possible, of interviewing Probationary Assistant Superintendents of Police and questioning them on their knowledge.

Form of Progress Report on Probationary Assistant Superintendent of Police.

Name—

Rank—

District—

Date of joining District from Training School—

I. Three months after he has been attached to the District Superintendent of Police's office.

Report—

District Superintendent of Police.

Dated—

II. Two months after he has been attached to a police-station.

Report—

District Superintendent of Police.

Dated—

III. Two months after he has been attached to a Subdivisional Police Officer.

Report—

District Superintendent of police.

Dated—

IV. One month after he has been attached to a Court Prosecuting Inspector of Police.

Report—

District Superintendent of Police.

Dated—

V. Four months after he has been attached to the District Superintendent of Police.

Report—

District Superintendent of Police.

Dated—

45. During the first year of training and probation an Assistant Superintendent of Police will draw the minimum pay of the appointment in the inferior scale of the Burma Police Service, Class I.

46. An Assistant Superintendent of Police is required to pass the following examinations:—

Burmese Elementary Standard.	... Within one year.
Burmese Lower Standard Hindustani Elementary Standard. Criminal Law Drill Riding	Within two years.
Burmese Higher Standard	...Within three years.

An Assistant Superintendent of Police will not be entitled to draw his first increment until he has passed in Burmese by the Elementary Standard; his second increment until he has passed in Burmese by the Lower Standard, Hindustain by the Elementary Standard, Criminal Law, Drill, and Riding; and his third increment until he has passed in Burmese by the Higher Standard. If, through failure to pass any of the above examinations within the period prescribed, an Assistant Superintendent of Police has, for a time, rendered himself ineligible to draw any of the above-mentioned increments, he will, on passing the appropriate examination or examinations, be restored to the incremental scale according to the length of his service. These rules do not affect the right of Government to withhold the first or any increment if they consider that an officer has been idle or negligent.

47. There is an efficiency bar in the time-scale of Assistant Superintendents of Police at the end of the ninth year of service. No officer will be permitted to cross the bar unless he is considered fit for a superior appointment.

48. The Rule for the Examination in Burmese of Non-Burman Assistant Superintendents, Deputy Superintendens, and Inspectors will be found in Chapters II, III and IV of the Manual of Examination Rules.

The Rules for the examinations of Police Officers in Criminal Law are contained in Appendix A-XII of this Manual, and in Hindustain in Chapters III, IV and VII of the Manual of Examination Rules.

49. Sub-Inspectors of Police who have not passed through the Burma Police Training School, may, with the previous sanction of the Inspector-General of Police, appear for the examination in Criminal Law. European Sergeants of Police may also appear for the examinations in Criminal Law, Burmese, Elementary and Lower Standards, and Hindustani Colloquial Standard.

SECTION X— DEPUTY SUPERINTENDENTS OF POLICE.

50. Deputy Superintendents are appointed by the Governor from the rank of Inspector on the recommendation of the Inspector-General of Police after consultation with the Public Service Commission but the consultation is limited to the question of whether the qualifications of the candidate nominated by the Inspector-General of Police are sufficient and whether his record proves him to have the requisite character and ability for promotion. [**Vide** Regulation 4 of the Public Service Commission (Functions) Regulations.]

The scale of pay for Deputy Superintendents appointed on or after 1st of September 1931 is Rs. 300—25—600. There is an efficiency bar in the time-scale of Deputy Superintendents at the stage of Rs. 450.

No Deputy Superintendent will be allowed to cross the bar unless he is considered fit to hold charge of a heavy subdivision or to be Headquarters Assistant of a first class district.

Five appointments are made to a Selection Grade. Promotion is by selection, and mere seniority confers no right to appointment.

Note— For officers officiating continuously or confirmed as Deputy Superintendents before the 1st of September 1931 the scale of pay is Rs. 250— $\frac{50}{2}$ —300— 50—350— 25— 550— 20— 650— 25—675— $\frac{25}{2}$ 700— $\frac{25}{2}$ —725— $\frac{25}{2}$ —750. There is an efficiency bar in this scale at the stage of Rs. 500, and the criterion for crossing this bar is the same as in the case of the new scale.

51. On the 1st of December of every year the Commissioner of Police, Rangoon, Deputy Inspectors-General of Ranges, and the Deputy Inspector-General of Police for Railways and Criminal Investigation will submit to the Inspector-General of Police in Form $\frac{\text{Ad. } 18}{\text{Police } 57}$ the names of Inspectors considered fit for promotion to the rank of Deputy Superintendent of Police. Names of the Court Prosecuting Inspectors of Police for promotion may be submitted in very exceptional cases. On receipt of these recommendations, a Selection Board, presided over by the Inspector-General of Police, will be held in the office of the Inspector-General of Police at which the Commissioner of Police, Rangoon, and Deputy Inspectors-General will consider the recommendations received and will select the Inspectors considered most suitable for promotion. The names of these will be entered, year by year, in a Waiting List which will be maintained in the office of the Inspector-General of Police, and the order of entry will be in accordance with the seniority of the officers concerned as shown in the Gradation List. The names of Inspectors who have in any one year been selected for promotion will be placed on that year's list according to their seniority amongst themselves.

The list will be published in the Police Gradation List and in the **Burma Police Gazette** for the information of all officers.

If, at any time, an Inspector whose name is borne on the list, misconducts himself, or is subsequently considered unfit for promotion to the rank of Deputy Superintendent of Police, the Commissioner of Police in the case of the Rangoon Town Police, the Deputy Inspector-General of Police for Railways and Criminal Investigation, or the District Superintendent of Police of the district concerned will at once report the fact to the Inspector-General of Police. The District Superintendent of Police will submit his report through the Deputy Inspector-General concered. It will be left to the discretion of the Inspector-General of Police to decide whether the officer's name should be removed from the list or not.

SECTION XI.—INSPECTORS OF POLICE.

52. Inspectors are appointed by the Commissioner of Police, or a Deputy Inspector-General of Police, on promotion from the rank of Sub-Inspector or Sergeant subject to the provisos contained in paragraphs 54, 55 and 56.

53. Seniority Lists of Court Prosecuting and Executive Sub-Inspectors of Police will be published half-yearly in the Police Gradation List, in addition to the district lists. The Commissioner of Police, Rangoon, and Deputy Inspectors-General will send in these lists to the Assistant Inspector-General of Police by the 10th of May, and the *10th of November, each year, after checking the names* of the Sub- Inspectors of Police under their command, the dates of their appointment as Sub-Inspectors of Police and their seniority.

54. On the 1st of December of each year the Commissioner of Police, Rangoon, Deputy Inspectors-General of Police of Ranges, and the Deputy Inspector- General of Police for Railways and Criminal Investigation, Burma, will submit to the Inspector-General of Police the names of five, ten, and five Sub-Inspectors of Police, respectively for promotin to the rank of Inspector of Police, in Form $\frac{\text{Ad. 18}}{\text{Police 57}}$. The remarks of Deputy Commissioner and the Commissioner are not necessary. Normally, recommendations will be made in the order of seniority as shown in the seniority lists, but, if for any reason, a Deputy Inspector-General of Police considers a Sub-Inspector of Police recommended to him for promotion by a District Superintendent of Police unfit for promotion to the rank of Inspector of Police, he will inform the Sub-Inspector of Police concerned of the fact that he has been passed over, giving brief reasons, a note to this effect being made in Form $\frac{\text{Ad. 18}}{\text{Police. 57.}}$. The Commissioner of Police, Rangoon, and the District Superintendent of Police will likewise inform any Sub-Inspector of Police who has been passed over by them in their recommendations to the Inspector-General of Police and Deputy Inspectors-General of Police respectively.

55. There is nothing to prevent a Sub-Inspector, who has been passed over in one year, being recommended for promotion in a subsequent year, provided his work or conduct, as the case may be, shows improvement.

56. On receipt of these recommendations the Inspector-General of Police will select Sub-Inspectors to be placed on the Waiting List for promotion to Inspector. If for any reason, he considers one of the Sub-Inspectors of Police recommended by the Commissioner of Police, Rangoon, and Deputy Inspectors-General to be unfit for promotion, he will inform the Sub-Inspector of Police concerned of the fact that he has been passed over, giving brief reasons. The provisions of paragraph 55 will also apply to any Sub-Inspectors who have been passed over for promotion by the Inspector-General of Police.

57. The names of the Sub-Inspectors of Police who are selected for promotion to the rank of Inspector will be placed on the Waiting List in accordance with their seniority as shown in the seniority lists with **inter se** seniority for each of officers seleceted for promotion from year to year. The Inspector-General of Police, normally will cause the Commissioner of Police, or Deputy Inspectors-General of Police, to make promotions in the order of seniority as shown in the Waiting List as vacancies occur. The list will be published in the Police Gradation List, and the **Burma Police Gazette** for the information of all officers.

Sub-Inspectors of Police on promotion to the rank of Inspector will ordinarily be tried out in a first class district of Lower Burma before being confirmed in their appointments.

58. If at any time a Sub-Inspector, whose name is borne on the list mentioned in paragraph 57, misconducts himself, or is subsequently considered unfit for promotion to the rank of Inspector, the District Superintendent of Police of the district concerned will at once inform the Deputy Inspector-General of Police of the Range. It will be left to the discretion of the

Deputy Inspector-General of the Range to decide whether he should ask the Inspector-General of Police to remove the Sub-Inspector's name from the list or not.

The same principle applies, **mutatis mutandis**, to the Commissioner of Police, and the Deputy Inspector-General of Police for Railways and Criminal Investigation, in respect of Sub-Inspectors under their command.

59. In their recommendations Deputy Inspectors-General of Police will state what English Educational qualifications each officer recommended for promotion holds.

60. The scale of pay of Inspectors, both Executive and Court Prosecuting, is Rs. 140—5—200—10—250.

The following are the efficiency bars and the criteria for crossing them :—

Court Prosecuting Inspectors of Police.

Stage of pay. Rs.		Criteria.
175	...	Ability to conduct prosecutions in important police cases.
210	...	Ability to conduct prosecutions in complicated cases, and general fitness for promotion to Court Prosecuting Deputy Superintendent of Police.

Executive Inspectors of Police.

175	...	Satisfactory work and conduct, and competence to discharge efficiently the duties of an average circle.
210	...	Satisfactory work and conduct, and competence to discharge efficiently the duties of a heavy circle.

Note.—For officers who were in the executive service before the 1st of September 1931 the scale of pay is Rs. 175—10—295.

There are efficiency bars at the stages of Rs. 205 and Rs. 255 and the criteria for crossing the bars are the same as in the case of the new scale.

For Inspectors of Police, European or otherwise, in Drill.

61. Unless specially exempted by the Inspector-General of Police all officers of the rank of Inspector are required to qualify in drill within two years of their first appointment as officiating Inspector.

62. Drill examinations will be held twice a year in February and August. There will be two examination centres, one in Rangoon, and one in Mandalay. Inspectors from Upper Burma districts will be examined in Mandalay by the Principal, Burma Police Training School, and those from Lower Burma districts will be examined in Rangoon by the Assistant Inspector-General of Police.

63. The qualification necessary to be obtain a certificate from the Assistant Inspector-General of Police, or the Principal, Burma Police Training School, is that the officer has a thorough knowledge of the contents of the Burma Police Drill and Musketry Manual.

64. No officer will be confirmed in the rank of Inspector until he has so qualified.

SECTION XII.— SUB-INSPECTORS OF POLICE.

65. Seventy per cent of the vacancies in the rank of Sub-Inspector are filled by nomination and selection from suitable registered candidates, and thirty per cent by promotion from the rank of Station Writer and Head Constable. The Selection Board will consist of the Inspector-General of Police as Chairman, the Deputy Inspectors-General of Police and two non-officials. Directly recruited Sub-Inspectors will be appointed by the Principal, Burma Police Training School, on the advice of the Selection Board. The minimum educational qualification required for cadet Sub-Inspectors is the Burma High School Final Examination. Candidates possessing the Burma High School Final Examination Certificate, or a Certificate of higher Examination will,

after registration, appear before the Selection Board. All cadet Sub-Inspectors will be on probation for two years, viz., one year at the Police Training School for theoretical training, and the other year in a district for practical training.

66. No Head Constable, Station Writer, or officiating Sub-Inspector of Police will be promoted substantively to the rank of Sub-Inspector of Police until—

(1) he has completed the special abbreviated course of three months at the Burma Training School ; and

(2) has passed an examination at the end of this course similar to that taken by directly appointed Sub-Inspectors of Police, but which, if the candidate is insufficiently acquainted with English, will be set in the Burmese language ; provided that failure to pass this examination shall not necessarily debar an officer from officiating as a Sub-Inspector of Police. The examination prescribed will be conducted by the Principal, Burma Police Training School. In order to secure a pass an officer must obtain sixty per cent of the total marks and fifty per cent in each subject.

67. In November each year the Inspector-General of Police will call on all District Superintendents of Police and officers in independent charges, the Commissioner of Police, Rangoon, and the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, to submit the names of officers of the rank of Head Constable or Station Writer whom they consider fit to undergo an abbreviated course of training at the Burma Police Training School, Mandalay. District Superintendents of Police and officers in independent charges will submit their recommendations through their Range Deputy Inspectors-General of Police who will state whether or not they endorse recommendations. The Inspector-General of Police will then select officers to undergo abbreviated course of training. Officers who qualify at the final examination will be entered in a Waiting List for promotion. Seniority inter se will be

given according to the marks obtained and for this purpose the marks at all examinations held during the the year will be consolidated into one list. The Waiting List will be made out in the month of January each year. Before they are allowed to attend the Burma Police Training School, all officers will be warned that, on promotion to the rank of Sub-Inspector of Police, they will be liable to transfer to other districts.

68. A Head Constable or Station Writer or an officiating Sub-Inspector of Police selected to attend the Training School may officiate or continue to officiate as a Sud-Inspector of Police, provided that there is a permanent vacancy for him in his district and that no other officer is appointed to officiate in that vacancy, and will be trated as on duty whilst undergoing the three month's course.

69. District Superintendents of Police, officers in independent charges and the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, will submit to the Inspector-General of Police on the 1st of January, 1st of July, and 1st of October each year a statement in the form given below showing the strength of permanent Sub-Inspectors of Police in their districts or department. They will at the same time state whether the Head Constables, Station Writers, or officiating Sub-Inspectors from their districts or department whose names appear in the Waiting List are still considered fit for promotion. On receipt of the statements, orders will be issued for the promotion and transfer, if necessary, of such officers as many be required to fill vacancies. The orders of appointment of ranker Sub-Inspectors of Police will be signed by the District Superintendent of Police of the district in which they are serving or in the case of officers serving in the Criminal Investigation Department by the Personal or Crime Assistant, as the case may be. The Commissioner of Police, Rangoon, will intimate to the Inspector-General of Police, from time to time, which of the officers whose names appear in the Waiting List and who belong to the Rangoon City Police he proposes to confirm in the rank of Sub-Inspector of Police.

Quarterly statement showing the strength of permanent Sub-Inspectors of Police.

District.	Court Prosecuting Sub-Inspectors of Police.			Executive Sub-Inspectors of Police.								
				Sanctioned strength.			Actual strength.			Vacancies.		
	Sanctioned strength.	Actual strength.	Vacancies.	Direct appointments 70 per cent.	Rankers 30 per cent.	Total.	Direct appointments.	Rankers.	Total.	Direct appointments.	Rankers.	Total.

70. Every application for admission as a Sub-Inspector to the Police Training School wil be made to the District Superintendent of Police of the district in which the candidate's parents ordinarily reside, on forms which may be obtained free from a District Police Office. On receipt of the application, an Officer not below the rank of Inspector will take the candidate to the Civil Surgeon for examination, with Form $\frac{\text{Ad. 13}}{\text{Police 30}}$, and on this form the left thumb mark of the candidate will be taken in the presence of the Medical Officer.

71. If the Medical Officer certifies that the candidate is fit for service, the District Superintendent of Police will have the necessary entries made in form $\frac{\text{Ad. 72}}{\text{Police 127}}$, and these will be duly verified by an officer not below the rank of Inspector.

72. District Superintendents of Police in all districts, and the Commissioner of Police in Rangoon, will maintain in their offices a register of the candidates who are eligible and whom they consider suitable for direct appointments as Sub-Inspectors. The names of approved candidates, together with full particulars regarding each candidate, will be entered in the register as soon as possible after the entries in Form $\frac{\text{Ad. 72}}{\text{Police 127}}$ have been verified. The names of candidates nominated by Deputy Inspector-General will be entered in the register of the district, in which the parents of the candidates reside. The appointment of Sub-Inspectors is a matter of very great importance, and the registration in districts will receive the personal attention of the District Superintendent of Police himself. He will get in touch with the Headmasters of Anglo-Vernacular Schools in his district, with the object of securing for the police the best possible material. The register will be produced at inspections, and any orders passed by the Inspector-General of Police, or by the Deputy Inspector-General of a Range, or, in Rangoon, by the Commissioner of Police, will be recorded in it against the names of the candidates concerned. District Superintendents have discretion to register the name of any candidate who appears suitable, but no candidate will be registered

who has not passed the High School Final Examination. In no case will a candidate be registered who is not acquainted with English.

73. The number of vacancies to be filled by selection will be notified annually by the Inspector-General of Police. The number of vacancies in each district and Rangoon Town will be advertised in the newspapers, and communicated to all District Superintendents of Police. A number slightly in excess of the number required will then appear before the Central Selection Board mentioned in paragraph 65. All candidates who are required to appear before the Selection Board will be reimbursed the cost of third class fares for the journeys from the District headquarters to the place where the Selection Board is held, and back. These orders apply equally to candidates in Government service, provided that they are not otherwise eligible for the concession.

74. On receipt of orders to send the candidates before the Selection Board, District Superintendents will have each of them medically re-examined so as to ensure that no unfit candidate shall appear before the Board. The Civil Surgeon will record the result of this examination on Form Miscellaneous II-54 (Certificate of Health and Age).

75. * * * * *

76. Candidates for direct appointment as Sub-Inspector of Police must possess the following physical qualification :—

	Indigenous races of Burma, Gurkhas, and Garhwalis.	Anglo-Indians and Indians.
Height	... 5 feet 3 inches.	5 feet 5 inches.
Chest	... 31 inches.	33 inches.
Age	... Beween 20 and 25.	Between 20 and 25.

NOTE.—The Inspector-General of Police may, by a special order in each case and for specific reasons, authorize the enlistment of cadets over the prescribed limits of age, or under the prescribed limits of height or chest measurement.

77. Cadet Sub-Inspectors will be posted to the Burma Police Training School for eleven months' training commencing from the 1st of January each year, and will draw Rs. 50 per mensem during the period under training. They will all undergo the same training, and those passing highest at the final examination at the school will be allowed the option of becoming Court Prosecuting or Executive Sub-Inspectors.

78. A complete working dress uniform will be issued to each Cadet Sub-Inspector of Police on entering the School. This will be the property of Government until the Cadet Sub-Inspector of Police is posted to a district on passing the final examination, when it will become his personal property; all replacements will be made at the expense of the officer concerned.

79. Before the final examinations at the end of the training course in the Burma Police Training School are held, the Inspector-General of Police will announce the number of vacancies to be filled in each district for Court Prosecuting and Executive Sub-Inspectors of Police respectively, and cadets will be allowed to state the districts to which they prefer to be posted.

No guarntee will be given, but, as far as possible, endeavour will be made to meet their wishes.

80. Cadet Sub-Inspectors, while under training at the Burma Police Training School, will be on probation.

On completing their school course both Court Prosecuting and Executive Sub-Inspectors of Police will be posted to districts, and will be on probation for a further period of one year, during which time they will be supernumerary to the district strength and will count against the reserve. During this period of probation they will draw pay at the rate of Rs.55 per mensem.

81. Executive Sub-Inspectors will undergo the following course of training :—

(a) Attached to a Circle Inspector of Police whom they will invariably accompany on tour ... ...3 months.

(b) Attached to a Court Prosecuting Officer from whom they will learn the preparation of cases for trial and the duties of a prosecuting officer ... ... 2 months.

(c) Attached to a Station Writer. In the last month they will perform the duties of Assistant Station Writers 3 months.

(d) Attached to a Police Station Officer whom they will assist in the investigation of cases and surveillance duty During the last month they will investigate petty cases under the Police Station Officer's supervision ... 4 months.

82. Court Posecuting Sub-Inspectors will be attached for training to the Public Prosecutor, or, when that officer is not engaged on Government work, will assist the Court Prosecuting Staff in the Lower Courts.

83. District Superintendents will not recommend Sub-Inspectors of Police for Confirmation unless they show themselves really fit for their work.

In the case of Probationary Executive Sub-Inspectors of Police they will be guided by the reports of the police officers to whom they have been attached.

Enquiries as to the progress and capabilities of probationary Court Prosecuting Sub-Inspectors of Police will be made from the Public Prosecutor and the Magistrates before whom they have appeared.

84. At the end of the probationary period of one year District Superintendents will report on the progress and capabilities of the Sub-Inspectors under training (in the case of Court Prosecuting Sub-Inspectors of Police through the District Magistrate) to the Deputy Inspector-General of the range, who will decide whether they are fit for confirmation. If the Deputy Inspector-General does not consider a Sub-Inspector of Police fit for confirmation he may order a further period of probation not exceeding one year, and may discharge him at any time during this extended period of probation if he does not consider him likely to prove an efficient officer.

Discharges of this nature are not punishments and will not be entered as such in the Annual Administration Report.

85. On confirmation Court Prosecuting Sub-Inspectors of Police will draw the following scale of pay :—

Rs. 60—5—100— $\frac{5}{3}$ —115—5—125 with efficiency bar at Rs. 85 and 105.

The criteria for passing the bars are—

(a) The first bar—Ability to conduct prosecutions in ordinary police cases.

(b) The second bar—Ability to conduct prosecutions in important cases and general fitness for promotion to Inspectors of Police.

NOTE.—For officers in service before the 1st of September 1931 the scale of pay is Rs. 100—5—175, the efficiency bars, for which the same criteria as in the new scale are prescribed, coming at the stages of Rs. 125 and Rs. 150.

86. On confirmation Executive Sub-Inspectors of Police will draw the follwing scale of pay :—

Rs. 60—5—100 — $\frac{5}{3}$ —115 with efficiency bars at Rs. 85 and 105.

The criteria for passing the bars are :—

(a) The first bar—Competence to act as Station Officer of an average Police Station.

(b) The second bar—Competence to act as Station Officer of the heaviest Station in the district.

NOTE.—For officers who were in executive service before the 1st of September 1931 the scale of pay is Rs. 75—4—135, the efficiency bars of which the same criteria as in the new scale are prescribed, coming at the stages of Rs. 95 and Rs. 115.

SECTION XIII.—SERGEANTS OF POLICE.

87. Sergeants are appointed directly by the District Superintendent of Police with the approval of the Assistant Inspector-General of Police, Burma. They will be on probation for two years, and their confirmation will be decided by the Deputy Inspector-General of the Range concerned on the reports of the District Superintendents of Police under whom they have been and are serving.

The scale of pay for Sergeants is Rs. 100—5—150. There is an efficiency bar in the time-scale at the stage of Rs. 125. No Sergeant will be permitted to cross the bar unless he has a sound knowledge of Motor Vehicle Rules, is competent to control traffic independently at important points, and to conduct Motor Vehicle prosecutions in Court, and unless his work and conduct are satisfactory.

Sergeants are borne on a provincial list.

SECTION XIV.—STATION WRITERS AND HEAD CONSTABLES.

88. Station Writers and Head Constables are appointed by the District Superintendent of Police on promotion from the rank of Lance Head Constable or Police Constable. No direct appointment to the rank of Station Writer or Head Constable may be made. No Lance Head Constable or Police Constable may be promoted to the rank of Station Writer or Head Constable unless he has passed a qualifying examination for that rank and has completed three years' satisfactory service in the force. Two lists will be maintained of candidates for promotion to Head Constables, viz.—(1) men who have passed the Head Constable examination and (2) men who are suitable for special posts such as Surveillance Head Constable, etc. The percentage of promotions to the rank of Head Constable from the latter class will be fixed at 20 per cent of sanctioned strength of Head Constables and such promotions are subject to the approval of the Deputy Inspector-General of Police.

The scale of pay of Station Writers is Rs. 40— $\frac{2/8}{3}$ —50. There is an efficiency bar in the time scale at the stage of Rs. 45. No Station Writer will be permitted to cross the efficiency bar unless he is considered competent to perform the duties of Station Writer in the heaviest station in the district.

NOTE—For officers in the service before the 1st of September 1931 the scale of pay is Rs. 45— $\frac{3}{2}$ — 60, the efficiency bar, for which the same criterion as in the new scale is prescribed, coming at the stage of Rs. 51.

The scale of pay of Head Constables is Rs. 32— 3— 40. There is no efficiency bar in this scale.

NOTE—For officers in the service before the 1st of September 1931 the scale of pay is Rs. 40— $\frac{2/8}{5}$ —45.

In districts in which Head Constables are sanctioned for employment as motor prison van and omnibus, or as drivers and serangs of police motor boats, such appointments may be made direct on condition that the persons appointed are technically qualified for the posts and the appointment is approved by the Deputy Inspector-General of Police of the range. Head Constables appointed for these purposes will be exempted from the obligation to pass Departmental examinations as long as they hold such posts.

89. Lance Head Constables are appointed by the District Superintendent of Police. They draw the pay and allowances of their substantive rank which is that of a Constable. No direct appointment to the rank of Lance Head Constable may be made. No Constable may be promoted to the rank of Lance Head Constable who has not passed the qualifying examination for Station Writer or Head Constable, unless for work of the most exceptional nature, and then only with the approval of the Deputy Inspector-General. Lance Head Constables may be appointed up to a maximum of 6 per cent of the total sanctioned number of Constables.

SECTION XV.—POLICE CONSTABLES.

90. Constables are enlisted by the District Superintendent of Police. They will be on probation for one year and will be confirmed in their appointments by the District Superintendent of Police. District Superintendents of Police must realize the importance of securing good material in the lower ranks, and they will be held responsible that men of the right type are enlisted. The Inspector-General of Police and the Deputy Inspectors-General of Ranges will pay particular attention to this subject at their periodical inspections.

The scales of pay for Constables are as follows:—

	Upper Burma, (except Mandalay District), and the Shan States.	Lower Burma, Mandalay District, and the Railway Police.
On enlistment	20	21
After 2 years	21	22
After 5 years	22	23
After 9 years	23	24
After 14 years	24	25
After 19 years	25	26
After 24 years	26	27

In addition, Constables who have completed 25 years' service are entitled to a Good Conduct pay of Rs. 2 on the following conditions:—

(a) that not more than 5 per cent of the district strength of Constables draw this pay ;

(b) that it is drawn only by Constables with a first class record and

(c) that it is withdrawn as soon as an entry of a major punishment is made in the character and service roll, and restored only after the Constable has served for at least one year without any further entry of a major punishment in his character and service roll.

NOTE.—For Constables recruited before the 1st of September 1931 the scales of pay are—

	Myitkyina, Pakokku, Katha, Shwebo, Sagaing, Upper and Lower Chindwin Districts.	Akyab, Arakan Hill Tracts, Kyaukpyu, Sandoway, Salween, Thaton, Amherst, Tavoy, Mergui, Mandalay, Kyaukse, Meiktila, Yamethin, Myingyan, Magwe and Minbu Districts.	Bassein, Henzada, Myaungmya, Maubin, Pyapon, Pegu, Tharrawaddy, Prome, Thayetmyo, Toungoo, Hanthawaddy, and Insein Districts, and the Railway Police.
On enlistment	22	24	26
After 2 years	24	26	28
After 8 years	26	28	30
After 15 years	28	30	32

In addition Constables serving in Mandalay Town draw an allowance of Rs. 2.

91. No illiterate recuit, whether Indian or belonging to an indigenous race of Burma, will be enlisted under any circumstances, except in the Salween District and the Arakan Hill Tracts.

Indian recruits before enlistment will be examined as to their literacy, the subjects and the marks to be allotted being as follows:—

Reading	...	25
Writing	...	25
Arithmetic	...	25
Colloquial Burmese	...	25
Total	...	100

No Indian recruit obtaining less than 50 per cent of the marks in each subject at this examination will be enlisted.

The examination in reading, writing, and arithmetic will be held under the supervision of the District Superintendent of Police, in the Urdu, Nagari, or Gurmukhi script, whichever is best known to the particular recruit. The District Superintendent of Police will obtain the services of some Government officer who is acquainted with the script in question, to assist him in the examination.

Qualifications.

92. No recruit shall be enlisted in the Civil Police as a Constsble who has not the following physical qualifications :—

Height.	Chest measurement.	Age.
(i) All indigenous races in Burma. Gurkhas, and Garhwalis, 5ft. 3 in.	31 in.	Between 18 and 25.
(ii) Indians, 5ft. 6 in.	33 in.	Between 18 and 25.

The enlistment of recruits over the prescribed limit of age, or under the prescribed limits of height or chest measurement, may be sanctioned by the District Superintendent of Police in special cases. All cases in which such enlistments are sanctioned, will be mentioned in section 8 of the Annual Administration Report. Ex-Soldiers, including reservists and pensioners of the Indian Army, who are under 35 years of age may be enlisted in the Civil Police.

Probation and Enrolment.

93. The name of every candidate desirous of enlistment will be submitted to the District Superintendent by the officer-in-charge of the police-station in the

jurisdiction of which the candidate resides, on Form $\frac{\text{Ad. 13}}{\text{Police 30}}$ a supply of which will be kept in all police stations. The form will be submitted through the Circle Inspector or Subdivisional Police Officer, who record his remarks on it. These officers will be held responsible that all candidates recommended by them for enlistment are suitable in every respect. The obverse of the form contains a certificate to be signed by the officer-in-charge of the police-station and by two headmen, that the candidate is literate and of good moral character. It contains a descriptive roll of the candidate. The District Superintendent, if satisfied with the candidate's qualifications and references, will order him to appear before the Civil Surgeon, or if the candidate does not reside at or near the headquarters of a district, before the Sub-Assistant Surgeon in charge of the hospital nearest to the candidate's home, for examination as to his bodily fitness for service in the police, making the necessary entries for that purpose on the reverse of the form. The Civil Surgeon or Sub-Assistant Surgeon, as the case may be, will state his opinion in the form of certificate set apart for his entries. Should the certificate be favourable the District Superintendent will either enlist the candidate at once if he has a vacancy, or will file his petition in a separate file to be kept for such petitions, and inform the petitioner that notice will be sent to him when he is required to report himself for enlistment. The District Superintendent will satisfy that every candidate for enlistment has been recently vaccinated, or has been revaccinated in adult life, or bears the marks of small-pox acquired in adult life.

A certificate granted by a Sub-Assistant Surgeon is provisional only, and any candidate enlisted on such a certificate must appear before the Civil Surgeon for re-examination at the earliest opportunity. It is essential that he be re-examined by the Civil Surgeon within the period of probation laid down in paragraph 94. If the Civil Surgeon agrees with the opinion of the Sub-Assistant Surgeon, he will countersign the certificate.

In the case of Indian recruits whose homes are in India, a verification roll of the applicant in Form Ad. 5M Police will be forwarded to the District Superintendent of Police of the district in which he resides, in order that it may be ascertained that he is of good character.

The finger prints of all recruits, both Indian and of races indigenous to Burma, will be taken and forwarded to the Finger Print Bureau for comparison with the finger prints of men dismissed, removed, etc.

No prospective recruit shall be enlisted until his antecedents have been verified in the above manner.

94. Every recruit Constable will remain on probation for one year. This period may be extended by the District Superintendent of Police to eighteen months if necessary. At the end of the period of probation the recruit will either be confirmed in his appointment, or discharged as unlikely to prove an efficient police officer. Discharges of this nature are not punishments and will not be shown in the Annual Administration Report as such.

95. When a District Superintendent of Police confirms a Constable in his appointment at the end of the term of probation he will record an order to this effect, in his Service Roll.

96. Every police officer, on being enlisted, shall receive an order of appointment in Form Ad. 12 Police 13 as enacted in Act V of 1861. In the case of a Constable, Head Constable, or Sergeant this will be signed by an officer of the rank of District Superintendent of Police. In the case of a Sub-Inspector of Police appointed direct the Principal of the Burma Police Training School will sign the order.

The Village Police in the Bhamo, Myitkyina and Chin Hills Districts (including the Traingle levies and armed peons) on being enlisted, will receive an order of appointment in the Form prescribed above, signed by the Deputy Commissioner.

97. Orders of appointment will be carefully preserved. Every man will carry his order of appointment constantly with him, and be prepared to exhibit it as his warrant of office whenever his authority is called in question. When a Constable goes on leave, his order of appointment will be deposited with his uniform in the store-room or police station. An order of appointment ceases to have effect whenever the person named in it ceases for any reason to be a police officer, and will then be given up to the Subdivisional Police Officer, if any, or Circle Inspector, by whom it will be forwarded to the District Superintendent. Failure to surrender an order of appointment is punishable under section 28 of the Police Act.

SECTION XVI.—CONDITIONS OF SERVICE.

98. No police who has been dismissed may be re-entertained in the service unless the order of dismissal has been set aside on appeal or revision, or unless the special sanction of Government has been obtained.

99. A District Superintendent may re-enlist a Constable, a Head Constable or Station Writer who (1) has resigned, (2) has been discharged, or (3) has been removed on account of being sentenced to a term of imprisonment, provided that the offence for which he has suffered imprisonment was not a non-bailable offence, or an offence as a public servant. A District Superintendent may also, with the approval of the Deputy Inspector-General of the Range, re-enlist a Constable, a Head Constable or a Station Writer who has been departmentally removed.

If an ex-police officer who was originally of a rank higher than Station Writer applies for re-enlistment, his application together with his discharge certificate, a copy of Form $\frac{\text{Ad. 13}}{\text{Police 30}}$ and a copy of the entries in the long roll relating to him, will be submitted to the Inspector-General of Police for sanction.

The re-entertainment of a police officer of any rank who has suffered imprisonment for a non-bailable offence,

or for an offence as a public servant, and has been removed, requires the sanction of the Inspector-General of Police. Any application for the re-entertainment of such an officer will be submitted with the documents above mentioned to the Inspector-General direct.

The orders regarding the re-instatement of a police officer who is struck off the strength as a deserter are contained in paragraph 175.

100. The re-enlistment under the provisions of paragraphs 99 and 179 of a Government servant who has been removed from the service in consequence of his conviction in a criminal case, amounts to a fresh appointment for purposes of Fundamental Rule 22. Such Government servant will draw only the minimum pay of the time-scale on re-enlistment, and his past service will not count either towards leave or increment.

General Conditions of Service.

101. The following are the general conditions of service in the police force. All probationers will be made acquainted with them.

I. A police officer shall devote his whole time to the the police service alone. He shall not take part in any trade or calling whatever unless expressly permitted to do so (section 10 of the Police Act, and Rule 15 of the Government Servants' Conduct Rules).

He shall report any acquisition or alienation of immovable property by him or by his dependents.

NOTE.—The prohibition against taking part in any trade or calling applies also to clerks in police-offices who are not executive officers of the force and are not enlisted under the Police Act.

II. He shall faithfully and honestly use his best abilities to fulfil all his duties as a police officer.

III. He shall conform implicity to all rules of the service.

IV. He shall submit to discipline, observe subordination, and promptly obey all lawful orders.

V. He shall serve and reside wherever he may be directed to serve and reside.

VI. He shall wear, when on duty, such police dress and accoutrements as may be prescribed for his rank of the service, and shall always be neat and clean in his appearance.

VII. He shall allow such deductions to be made from his pay and allowances as may be required for kit, quarters, and the like, under the rules of the service.

VIII. He shall promptly discharge such debts as the District Superintendent may direct him to pay off, and shall not have money transactions with any other police officer, or borrow money from a resident of the district in which he is employed, under pain of dismissal (Rule 8 of the Govenment Servant's Conduct Rules).

IX. He shall not withdraw from the service without distinct permission, and shall not be entitled to withdraw in any case unless he has given the officer competent to sanction his withdrawal two months' notice, and has served continuously for eighteen months.

X. He shall not on any occasion, or under any pretext, directly or indirectly, take or receive any present, gratuity, or fee from any person whatsoever, without the sanction of the competent authority, **vide** paragraph 230.

XI. He shall act with respect and deference towards all officers of Government, and with forbearance and civility towards private persons of all ranks. In private life he shall set an example of peaceful behaviour, and shall avoid all partizanship.

XII. A police officer is liable to immediate removal or dismissal for incompetence, negligence, or misconduct. He may be punished for offences at the discretion of the superior officers empowered to inflict punishments.

XIII. Every article of kit and accoutrements, his order of appointment, and any quarters which may have been supplied to a police officer at the public cost, shall be immediately delivered up or vacated (as the case may be) when he ceases to belong to the force.

XIV. No police officer shall join the Auxiliary or Territorial Forces, or hold a Commission in the Army in India Reserve of Officers, except with the express permission of Government, which will rarely if ever be granted.

XV. The Secretary of State reserves to himself the power to remove from the service on the recommendation of Government, any officer of the Burma Police Service, Class 1, who is proved to be unfit for further advancement. Similarly in the case of all officers belonging to the other classes of Burma Police Service, Government reserves to itself the right to remove from the service on the recommendation of the Inspector-General of Police, any officer who is proved to be unfit for further advancement.

XVI. Every Government servant, if at any time he should be offered a bribe, is required to make an immediate report of the the fact to his official superior. Failure to comply with this order will in itself be a breach of discipline, but the duty of a Government servant is not limited to the making of a report. The offer of a bribe is a criminal offence, and all possible steps shall immediately be taken to ensure that the offence may be brought home to the bribe-giver in a criminal trial in cases where circumstances indicate that such a course of action is feasible.

XVII. No police officer of any rank shall submit petitions to superior officers for promotion. Any attempts to influence the minds of officers with powers of promotion by applications or recommendations direct or indirect, outside the official prescribed promotion reports, Character Rolls and Confidential files, will be treated as serious breaches of discipline.

XVIII. No police officer of any rank shall, while he is a member of the Police Force, exercise his right to vote at an election to a Legislative Body, Municipal or Town Committee, Circle Board, or District Council.

CHAPTER III.

Headquarters Assistants, and Readers.

SECTION I.—DUTIES OF HEADQVARTERS ASSISTANTS.

102. There is, in the majority of districts, a Headquarters Assistant, usually an Assistant Superintendent of Police or Deputy Superintendent of Police (though in a few minor districts the appointment is held by an Inspector)

His chief duties are to assist the District Superintendent of Police in the control and supervision of all police at headquarters, and to carry out the routine office duties so that the District Superintendent of Police may be able to spend more time on tour in the district.

He is responsible for the supervision of the training of the men in the District Training Depot, and of the headquarters staff including the reserves, and also for the custody of the magazine, arms, police stores, and equipment.

He will supervise the work of the Court Prosecuting Staff at headquarters, and will visit frequently by day and by night all police-guards, the headquarters lock-up where one exists, and the hospital.

103. The Headquarters Assistant will receive the morning report of the Headquarters lines and enquire into, punish, or report for punishment (according to the nature of the offence) all breaches of discipline.

104. At District Headquarters, the District Superintendent of Police or the Headquarters Assistant will keep the keys of the magazine, and the officer who holds the keys will be held responsible for the safe custody and correctness of both the Civil and Military Police ammuntion.

The Headquarters Assistant will have charge of one key of the office cash chest, the other key being retained by the Head Clerk.

105. The Headquarters Assistant will supervise personally the maintenance of the following registers:—

(1) Register of arms, ammunition, and military stores deposited(Form $\frac{\text{Ad. 24}}{\text{Police 48}}$).

(2) Register of firearms lent out (Form Ad. 82).

(3) District Superintendent's Stock-book of Government firearms (Form $\frac{\text{Ad. 23}}{\text{Police 49}}$).

(4) Magazine Account (Form Police 7S).

(5) Stock-book (Form Police 6S).

(5) Register of Target Practice (Form $\frac{\text{Ad. 25}}{\text{Police 78}}$).

106. In the absence from headquarters of the District Superintendent, the Headquarters Assistant will—

(a) take charge of the Police;

(b) hold the fortnightly inspection of all arms, accoutrements, and kit of the police at headquarters;

(c) be present at the firing of the annual musketry course;

(d) take charge of the office of the District Superintendent and the duties pertaining thereto.

107. The Headquarters Assistant will supervise the work of the Head Clerk who is in charge of the office. He will check and be responsible for the accuracy of all returns and for their submission on the proper dates.

108. Every evening before office is closed the Headquarters Assistant will see (i) that all warrants received have been duly endorsed and despatched to the officers concerned ; that any orders issued by Magistrates have been sent to the officers concerned ; (iii) that the daily cash accounts have been written up, and that the balance shown in the register tallies with the actual cash in hand.

109. District Superintendents are not absolved from responsibility for any grave neglect on the part of the Headquarters Assistant of the rules laid down in the preceding paragraphs. District Superintendents will be held to strict account in any such case unless they can show that they have exercised adequate supervision over their subordinate officers.

110. The Headquarters Assistant will, if instructed by the District Magistrate, inspect the Register of Receipts and Sale of Arms and Ammunition (Form Arms 30) of every licensed vendor of arms at the headquarters of the district once a month. The result of the inspection of the stock and registers of each shop will be reported in writing to the District Magistrate through the District Superintendent of Police.

SECTION II.—ALLOTMENT OF READERS.

111. One Sub-Inspector is employed as Reader to every District Superintendent of Police, for whom a Stenographer is not sanctioned. and one as Reader to every Subdivisional Police Officer.

CHAPTER IV.

The District Detective Staff.

112. The duties of Flying Squads, which consist of trained Detective Officers attached to the Deputy Inspector-General of each Range, will be found in paragraph 1680 of this Manual, Volume II. Similarly in each district there is a District Detective Staff under the immediate orders of the District Superintendent of Police. It is essential that there should be the maximum of co-operation between District Detective Staffs and Surveillance Staffs of police-stations as laid down for Deputy Inspector-General's Flying Squads in paragraph 1680 of this Manual, Volume II. The duties of District Detective Staff will be as under :—

(1) The linking up and co-ordination of all forms of organized crime in district, i.e., crime committed by gangs whose activities cover more than one police-station jurisdiction. The actual investigation of individual cases in this categorv will only be taken over by members of the District Detective Staff under the direct orders of District Superintendent of Police.

(2) The upkeep of gang files containing full information regarding each gang, together with the history sheets of individual members of gangs who commit organized dacoity, robbery, burglary, cattle theft, boat theft, cheating, arson, counterfeiting, forging Government Currency Notes, and human kidnapping for ransom. These files will be of great utility in the event of a gang being notified eventually as a criminal tribe.

(3) The upkeep of the "Registers" of criminal tribes as laid down in sections 4 and 6 of the Criminal Tribes Act, 1924.

(4) The investigation of case of a technical nature which are not of sufficient importance to invoke to the assistance of the Criminal Investigation Department. The District Superintendent of Police alone will decide when District Detective Staffs are to take up the investigation of case of this nature.

(5) The maintenance of the blank book containing information regarding coining and forged Government Currency Notes obtained in the district in accordance with the procedure laid down in paragraph 375.

(6) To take such action as is considered necessary by the District Superintendent of Police on information of a criminal or political nature gathered from the weekly diaries of police-station Surveillance staffs.

(7) To take such action as is considered necessary by the District Superintendent of Police on information of a criminal or political nature gathered from the weekly

confidential reports of Circle Inspectors and Subdivisional Police Officers. (**Vide** paragraph 17, Criminal Investigation Department Manual, Part II.)

(8) To maintain a file for each gazetted absconder, missing history sheet criminal and conditionally released prisoner whose whereabouts are unknown, in which will be placed any papers received in the office of the District Superintendent of Police, relative to any of these men, to co-ordinate the work of tracing absconders and missing criminals between different police station jurisdictions, and to track down and effect the arrest of dangerous and important absconders when directed to do so by the District Superintendent of Police.

(9) The District Detective Staff will be responsible to the District Superintendent of Police for obtaining and collating information regarding political and other matters set forth in paragraph 16 of the Criminal Investigation Department Manual, Part II, and Crime which has a political significance. This information will be embodied in a weekly report to the District Superintendent of Police.

Statements of witnesses or informers, which are important, will be attached to the weekly report. In the event of the situation in a district being abnormal from the political or criminal point of view a daily report will supersede the weekly report.

Copies of the weekly or daily report as the case may be will be sent, if he considers it necessary, by the District Superintendent of Police with his comments, if any, to the Deputy Commissioner, Deputy Inspector-General of Police of the Range and Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma. A copy of this weekly or daily report, when it affects Rangoon Town or any other district, will also be sent to the Commissioner of Police, Rangoon Town, or to the District Superintendent of Police of the district concerned.

(10) The District Detective Staff will be responsible to the District Superintendent of Police for the upkeep of records in the Intelligence Branch Almirah.

(11) Empty cartridge cases, revolver bullets, etc., recovered from scenes of crime will be carefully kept, together with a record of the case in order that comparison may be made by the Principal of the Detective Training School with cartridges and bullets fired from suspected guns, pistols, etc., and with similar exhibits recovered subseqtently at other scenes of crime.

(12) A selected Sub-Inspector of Police of the District Detective Staff will assist in the investigation of all cases of robbery and dacoity in which firearms are used occurring in the district, but solely with a view to tracing the source or sources of the firearms and ammunition employed in them. His investigation may continue, if necessary, after the Police Station Staff have closed their investigation. At the conclusion of his investigation into each case he will write a precis embodying the results of his enquiry, and submit it to the District Superintendent of Police for perusal and orders. Any information which he may obtain will be abstracted and entered in the arms and ammunition record for the district as laid down in paragraph 383. The Detective Sub-Inspector of Police charged with this work will be changed as infrequently as possible so that he may acquire a comprehensive knowledge of the sources of illicit arms and ammunition in the district. He will write separate case diaries which will be handed over to the Investigating Officers for filing in the case files.

113. Inspectors and Sub-Inspectors of Police who have passed out from the Detective Training School will invariably be employed on the District Detective Staff in preference to any other officers, but such Sub-Inspectors of Police will not be retained on the District Detective Staff so long as to prejudice their prospects of promotion, and they may be posted as Police Station Officers for such periods as may by necessary to enable them to acquire the experience of a Police Station Officer.

CHAPTER V.

Resignations and Discharges.

RESIGNATIONS.

114. Resignation of service in the police or removal, or dismissal from it for misconduct, or inefficiency, entails forfeiture of past service [Article 418 (a), Civil Service Regulations].

115. No officer shall withdraw himself from duty or resign his office without the permission of the District Superintendent, unless he has given to that officer at least two months' notice in writing of his intention to resign, and has continuously served for eighteen months. Failure to comply with this rule entails, on conviction before a Magistrate, a penalty not exceeding three months' pay, or imprisonment, with or without hard labour, up to three months, or both these penalties (section 29, Police Act).

116. No police officer shall be permitted to resign whilst under trail, or while his conduct is under enquiry either magisterial or departmental, in connection with an alleged offence or violatian of duty, which would, if established, subject him to punishment.

117. It frequently happens that policemen give in their resignation owing to their not being able to agree with their comrades at a particular police-station or outpost, or because their health suffers from repeated attacks of sickness. Such resignations will not be accepted as matter of course. If the man tendering his resignation is of good character, experience, and ability, and the District Superintendent has reason to believe that a transter to another district, station, or outpost would meet the case, the latter will arrange such a transfer in communication, in the case of a man desiring transfer out of district limits, with the District Superintendent or the district to which the man is desirous of deing atfnsferred.

DISCHARGES.

118. Whenever a police officer is discharged either at his own request, or for physical or mental incapacity, or in consequence of being removed or dismissed for misconduct, he will be given a discharge certificate in the prescribed form (Form Ad. 97) which bears a brief descriptive roll on the back

The District Superintendent will see that the reasons for discharge are entered in the form, and will himself, after a perusal of the man's record, assess his conduct and make the necessary entry as to his character.

The reasons for discharge having already been noted, the character given will be based solely on an appraisal of the service rendered before the event which led to discharge.

A discharged police officer will be cautioned carefully to preserve his discharge certificate, in order that he may be able to produce it in the event of his seeking reemployment under Government.

119. Every officer discharged, removed, or dismissed from the police shall surrender to the District Superintendent his order of appointment. Orders thus delivered up will be destroyed by the District Superintendent. Failure to surrender this order, together with all clothing, accoutrements, and other necessaries supplied to him by Government for police purposes, the defaulter liable, on conviction before a Magistrate, to a fine not exceeding Rs. 200 or to imprisonment, with or without hard labour, up to six months, or to both these penalties (section 28, Police Act).

120. Any police officer discharged, removed, or dismissed will be paid in full up to the date of disharge, removal, or dismissal, any money he may be due to pay to Government being first deducted.

CHAPTER VI.

Pensions and Gratuities.

RECORDS OF SERVICE.

121. For all ranks of and below the rank of Sub-Inspector of Police a Character and Service Roll (Form $\frac{\text{Ad. 16}}{\text{Police 52}}$) is maintained in English in the office of the District Superintendent of Police.

121. For all ranks of and below the rank of Sub-Inspector of Police a Character and Service Roll (Form $\frac{\text{A d. 16}}{\text{Police 52}}$)is maintained in English in the office of the District Superintendent of Police.

The roll contain a record of every incident in a man's service which may involve forfeiture of portions of his service, or effect the amount of his pension. Entries are checked by the General Order Book, the Hospital and Defaulters' Registers (Forms $\frac{\text{Ad. 11}}{\text{Police 70}}$ and $\frac{\text{Admin. 25M}}{\text{Police}}$), and are verified and checked at the time of entry by the District Superintendent of Police or, in his absence, by the Headquarters Assistant.

NOTE 1. The necessary statements of service of every applicant for pension or gratuity will be perpared from the Character and Service Roll (Articles 823 and 824, Civil Service Regulations).

NOTE 2.—To obviate inconvenience and delays in the disposal of pension applications, the District Superintendent of Police will carefull verify the dates of birth of every police officer of and below the rank of Inspector as recorded in the Character and Service Roll and Service Book and record therein an entry to this effect under his own signature. This verification will be thorough and final, and when done, the District Superintendent of Police will specifically warn each and every officer and man concerned that the verification is final and that no applications from them for the alteration of the dates of their birth will be entertained by the Inspector-General of Police under any circumstances whatsoever in the future. The same procedure will be followed as regards all future entrants.

Fifty-five Years' Rule.

122. Ordinarily all Constables, Head Constables and Station Writers will be required to retire on attaining the age of fifty-five years. The District Superintendent of Police may, however, sanction the retention of these officers in service after their attaining the age of fifty-five years, if he considers it necessary to do so on unquestionable public grounds which will be recorderd in writing, and every such officer will be sent before the Civil Surgeon for examination as to his fitness or otherwise for further service. If certified to be fit for further service, the District Superintendent of Police may sanction the officer for one year only at a time, but if he is found to be unfit for further service he will be retired. Every such sanction for retention expires on the last day of the official year, i.e., 31st March, and shall then be renewed if further retention is considered desirable. The Inspector-General of Police sanctions the retention or retirement of Sub-Inspectors, Sergeants, and Inspectors of Police. Ordinarily these officers will also be required to retire on their attaining the age of fifty-five years, but the Inspector-General of Police may sanction their retention, by granting them yearly extensions of service after their attaining the age of fifty-five years, in cases where he considers their retention necessary on unquestionable public grounds which shall be recorded in writing, and provided also they produce certificates of fitness for further service on each occasion from the Civil Surgeon, subject to the exception that he cannot sanction their retention after the age of sixty years. In all other cases, the orders of Government are necessary.

Note I.—To avoid the submission of a number of separate reports, all police officers who have attained (of age about to attain) the age of fifty-five years, will be called into headquarters in the month of February, and sent before the Civil Surgeon for examination. A return of all the Sub-Inspectors, Sergeants and Inspectors who are declared by the Civil Surgeon to be fit for further service will be submitted so as to reach the Inspector-General of Police on or before the 1st March. The Inspector-General of Police will then inform District Superintendents whether an extension of service has been granted or not.

NOTE 2.—Notwithstanding that sanction to retention in the service for a specified period has been given, a Sub-Inspector, who is found unfit for service before the expiry of that period, may be retired with the sanction of the Inspector-General of Police.

123. If the Civil Surgeon declares an officer unfit for further service, his services may be at once dispensed with (Article 455, Civil Service Regulations; but see paragraph 127 below).

124. An officer who has attained the age of fifty-five years may, at his option, retire from the service (Article 464, Civil Service Regulations).

125. The rules which govern the amount of superannuation pension which may be granted are contained in Articles 474, 486 and 487, Civil Service Regulations.

126. An officer who is retired on a superannuation pension cannot be re-employed in Government service without the sanction of the competent authority (Article 520, Civil Service Regulations).

INVALIDING.

127. An invalid pension proportioned to the length of service is granted to an officer who is certified bodily or mental infirmity for further service in the Police. If the invalid's service is less than ten years, a gratuity only is admissible (Articles 441 and 474, Civil Service Regulations).

128. If the incapacity is the result of irregular or intemperate habits, no pension can be granted (Article 454, Civil Service Regulations).

129. District Superintendents and Civil Surgeons shall be on their guard against endeavours to retire on invalid pension by officers who are capable of serving longer. Medical Officers confine themselves to recommending leave to such policemen as are not likely to benefit by a further stay in hospital, and do not certify that a

policeman is incapacitated for further service unless they are officially requested to report upon the subject (Articles 449 and 450 Civil Service Regulations).

130. An officer who has submitted a medical certificate of incapacity for further service shall as a rule, be discharged from the service at once.

131. An officer who has obtained an invalid pension may be re-employed if he regains health, or may be re-employed in another branch of Government service, subject to the proviso that he cannot draw, in pension and pay combined, a larger salary than he was drawing when he was pensioned (Article 519, Civil Service Regulations).

Pensions Generally.

132. The rules regarding Police pensioners are contained in Chapter XX (read with Chapters XVII to XIX) of the Civil Service Regulations.

Provident Funds.

133. The following are the orders dealing with the Police Officers' Provident Fund and the General Provident Fund :—

(1) **The Police Officers Provident Fund.**—This fund, full particulars of which are contained in Government of India Resolution No. 3824-p., dated the 18th August 1899, published in part II of the **Burma Police Gazette,** dated the 23rd September 1899, was absolutely closed to all future entrants into Government service on the institution of the General Provident Fund on the 1st August 1909.

(2) **The General Provident Fund.**— The General Provident Fund was instituted on the 1st August 1909. The rules regulating the Fund are embodied in a special pamphlet which is issued by the Government of India from time to time and are not reproduced in this Manual. Subscription is optional for all Civil Officers in service

which is superior within the meaning of Article 396 of the Civil Service Regulations, and whose pay is under Rs. 100 per month, and for officers, not being Europeans or Anglo-Indians, whose pay is over Rs. 100 per month. Subscription is compulsory in the case of all Europeans and Anglo-Indians in permanent employ on attaining a substantive pay of Rs. 100 per month or more.

CHAPTER VII.

Leave.

SECTION I.—GENERAL RULES.

134. The grant of leave to all ranks of Police Officers will be regulated by the Rules in Chapter X of the Fundamental Rules (1922) and the Burma Leave Rules, published in Local Government Financial Department Notification No 53, dated the 1st October 1934 (reporoduced in Part I of the **Police Gazette**, dated the 13th October 1934).

SECTION II.—CASUAL LEAVE.

135. No definition or rules for the grant of "casual leave" are contained in the Fundamental Rules, but casual leave up to a maximun of ten days may be granted in conformity with the Administrative Instructions issued by Government a copy of which is reproduced as Appendix A-XLV.

Casual leave for a longer period than ten days will only be granted under abnormal circumstances and in the case of Gazetted Officers requires the sanction of the Range Deputy Inspector-General of Police with the concurrence of the Deputy Commissioner and the Commissioner.

Deputy Inspector-General may grant casual leave to District Superintendents of Police and other officers in independent charge of Districts under their control with the previous concurrence of the Deputy Commissioner and the Commissioner.

District Superintendents may grant casual leave to officers of all ranks serving under them, but in the case of Assistant Superintendents of Police and Deputy Superintendents of Police, the previous concurrence of the Deputy Commissioner must be obtained. Assistant Superintendents of Police or Deputy Superintendents of Police in charge of independent Districts may grant casual leave to subordinate police officers of all ranks serving under them. These powers may not be any other officers subordinate to them.

In the case of officer of, and above, the rank of Deputy Superintendent of Police, a remark to the effect that the Commissioner and/or the Deputy Commissioner, as the case may be, has no objection to the grant of casual leave, will be noted on every application for such leave. Its omission entails a further reference and cause delay to the officer asking for leave.

Telegraphic requests for leave, to which a reply by wire is needed, will invariably be sent as **private** telegrams answer prepaid.

SECTION III.—LEAVE ACCOUNTS.

136. A leave account will be maintained for each Police Officer exeept those coming under the Burma Leave Rules.

137. The leave account of Gazetted Officer will be maintained by the Accountant-General, Burma, of an Inspector of Police and European Sergeant by the Inspector-General of Police, and of all other Police Officers by the head of the office in which he is employed. The leave account of Police Officers of, and below the rank of Sub-Inspector will be kept with their Character and Service Rolls.

SECTION IV.—AUTHORITIES WHO MAY GRANT LEAVE.

138. An application for leave or for an extension of leave will be made to the sanctioning authority through the usual channels.

139. Applications for leave, other than casual leave from Gazetted Officers, will be submitted in the prescribed form. Only under very exceptional cirumstances will an officer be permitted to proceed on leave in anticipation of sanction.

140. Leave, other than casual leave, to officers of the rank of Assistant Superintendent of Police and above will be granted by Government. Leave to Deputy Superintendents, Inspectors, and European Sergeants will be granted by the Inspector-General of Police, and will be notified in the **Police Gazette**. District Superintendents may grant leave of all kinds, admissible under the Rules, to officers below the rank of Inspector.

Section V.—Leave on Medical Certificate.

141. The procedure to be followed in connection with leave in India is contained in Supplementary Rules 84 to 86, and 103 to 130, of Burma Compilation of the Fundamental Rules, Volume I, and that relating to leave out of India is containedin Appendix No. 4 in Volume II ibid.

Section VI.—Hospital Leave or leave Taken owing to Sickness.

142. Leave may be granted to officers and men sick in hospital as under:—

(a) Casual leave, subject to a maximum of ten days in any one year.

(b) Hospital leave (not admissible to a rank higher than that of a Head Constable).

(c) Leave on average pay or half average pay as far as it is due.

(d) Leave not due on half average pay, subject to the conditions laid down in Fundmental Rule 81 (c) and the Government of India's orders thereunder.

(e) Extraordinary Leave.

As a general rule, when officers and men are sick for short periods of ten days or under, the leave will ordinarily be treated as casual leave, so long as admission to hospital is not of constant occurrence. To officers of and below the rank of Head Constable hospital leave may be granted in cases where leave is not admissible under the Burma Disability Leave Rules when ailments which are not caused by accidental injury can reasonably be ascribed to causes connected with the performance of their official duties, and are certified by the Civil Surgeon of the district in which they reside not to be directly caused by irregular or intemperate habits. Police Officers of, and above, the rank of Station Writer who are in hospital for more than ten days, and other ranks to whom no hospital leave is due, may be awarded leave mentioned in clauses (**c**), (**d**) and (**e**). If an officer or man has leave on full pay due to him leave on full pay will be given, and he will not be placed on half pay.

143. Hospital leave is admissible only to Head Constables and Constables, and the procedure for its grant is contained in Supplementary Rules 140 to143 of Burma Compilation of Fundamental Rules, and Supplementary Rules, Volume I.

144. The period of hospital leave will not count as duty for earning other leave. In the case of those Head Constables and Constables whose leave is regulated under the Fundamental Rules, the words "Hospital Leave" will be written across column 1 below the last entry in their leave account, and against these the total period of hospital leave granted will be shown in columns 2 and 3 thereof. This period will be excluded in calculating the period of other leave earned (columns 4 and 5) on the next occasion

145. In places where Compensatory Local Allowance is admissible under the rules it may be drawn for the portion of the hospital leave which is granted on average pay.

146. Head Constables and Constables applying for leave on the ground of sickness will be encouraged to take hospital leave, if admissible, instead of leave on medical certificate.

147. The number of men absent on leave at one time will ordinarily be limited to 10 per cent. of the force.

Section VII.—Absence Without Leave.

148. Absence from duty without leave, or overstayal of leave will entail loss of pay for the period of such absence. The period will not count as duty for pension, leave and increments. Half the period will also be debited to the leave account of the absentee.

If, nowever, the officer returns to duty, or applies for an extension of leave **within a period of 21 days** from the date of such absence without leave, or from the date of expiry of the leave already granted, and adduces reasonable grounds for such unauthorized absence, the authority competent to sanction leave (**i.e.**, the Inspector-General of Police in the case of Inspectors of Police, European Sergeants and Deputy Superintendent of Police, and the District Superintendent of Police in the of case of Sub-Inspectors of Police and lower ranks) may sanction any regular leave, due and admissible, to cover such absence. If the absence was wilful, **i.e.**, if it is not satisfactorily explained, the absentee will not be entitled to any leave salary for the period of such absence, which will be treated as misbehaviour for the purposes of the Fundamental Rule 15, and will render him liable to departmental punishment in addition.

149. If a Police Officer does not return to duty, or does not obtain an extension of leave within 21 days after the expiry of the leave originally granted to him. he will be abjudged a deserter, his name struck off the strength, and his place filled up.

150. Desertion will not be shown in the return of punishments, but the names of deserters will be published in the **Police Gazette**, the entry in the last column

of the Descriptive Roll in such cases being shown as "Struck off the strength as a deserter," and the finger impressions on the last page of their Character and Service Rolls will be sent to the Finger Print Bureau, Insein, for record.

SECTION VIII.—REPORTS ON RETURN FROM LEAVE.

151. All Civil Police Officers of, and above, the rank of Inspector arriving at Rangoon whether on return from, or departure on leave or on transfer, will report themselves in person at the office of the Inspector-General of Police. Officers proceeding on leave will communicate their addresses to the Assistant Inspector-General of Police.

CHAPTER VIII.

Transfers and Postings.

TRANSFERS.

152. Transfers of Inspectors, Sub-Inspectors, Station Writers, Head Constables, and Constables within a district will be made by the District Superintendent.

Transfers of Inspectors and Sub-Inspectors from one district to another in the same range will be made by the Deputy Inspector-General of Police.

Transfers of Inspectors from one range to another will be made by the Inspector-General of Police.

Transfers of Sub-Inspectors from one range to another will be arranged by Deputy Inspectors-General by mutual agreement. When a proposed transfer from one range to another cannot be mutually arranged, a reference will be made to the Inspector-General for orders.

The District Superintendent of Police will keep the District Magistrate informed of all transfers, and obtain his previous consent to the transfer of Court Prosecuting Officers.

Transfers of Station Writers, Head Constables, and Constables from one district to another will be made by mutual arrangement between the District Superintendents of the districts concerned.

Transfers of Inspectors within a district will be reported to the Assistant Inspector-General of Police for publication in the **Burma Police Gazette.**

153. The Inspector-General of Police will obtain the previous concurrence unofficially of Government to the transfer or posting of a District Superintendent, the Commissioner of the Division being previously consulted.

Government will then notify the transfer or posting in the **Burma Gazette** on receipt from the Inspector-General of Police of the necessary notification.

154. (i) The posting of Deputy Superintendent of Police to districts and of transfers within and beyond the limits of a district are ordinarily made by the Inspector-General of Police on his own motion or on the suggestion of the District Superintendent of Police.

(ii) The Inspector-General of Police will obtain the previous concurrence unofficially of Government to the transfer or posting of an Assistant Superintendent of Police.

(iii) The Commissoner of the Division will be consulted in the case of transfer from or posting to the Independent Charge of an Assistant Superintendent of Police or a Deputy Superintendent of Police.

(iv) All such transfers and postings will be notified by the Inspector-General of Police in Part I of the **Burma Police Gazette.**

(v) Officers on transfer are strictly prohibited from taking with them any Police Officer or inducing any Police Officer to resign on the promise of employment in the district to which they are being transferred.

155. (i) Police Officers of, and above, the rank of officiating Inspector and Sergeant of Police shall not ordinarily be posted to a charge within the jurisdiction of which any of their close relations (in which terms parents, parents-in-law, aunts, uncles, brothers, first cousins, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law are included) reside.

(ii) These orders will not apply to officers holding special appointments such as the Instructors in the Burma Police Training School at Mandalay, or to any appointments attached to the Criminal Investigation Department with headquarters at Rangoon or Insein, nor will they apply to officers posted to or stationed in Rangoon, the Chin Hills, the Arakan Hill Tracts, and the Salween District. They may also be relaxed at the discretion of the Inspector-General of Police in the case of officers posted to district in the Arakan Division and the Tavoy and Mergui District, when it is not found possible to send to that district an officer from Burma proper, or from another district in the same division.

(iii) In cases other than those specified in clause (ii) where it is deemed necessary for special reasons to relax the orders in clause (i), the posting will be carried out by the Inspector-General of Police who will at the same time report it to Government for information with a statement of the reasons therefor.

156. A list of relations of Police Officers as described in paragraph 155 (i) is maintained in the office of the Inspector-General of Police. In order that this list may be kept up to date, all Police Officers of, and above, the rank of Officiating Inspector and Sergeant (other than those European Police Officers of any rank who have no relations whatsoever of the kind referred to resident in Burma) are expected to report to the Assistant Inspector-General of Police any changes in the listl originally furnished by them. Newly appointed or promoted officers will submit the specified list of relations to the Assistant Inspector-General of Police on their first appointment or promotion, and similarly will be expected to keep the lists up to date.

157. Should the provisions of paragraph 155 (i) be overlooked at any time when a posting is made the District Superintendent of the district from or to which the posting is made will bring the matter immediately to the notice of the Assistant Inspector-General of Police.

158. Every officer who is transferred will, before his departure, be provided with a last pay certificate (Article 83, Civil Service Regulations).

159. Police Officers of, and above, the rank of Sub-Inspector under orders for transfer will be required to start within seven days of receipt of orders.

CHAPTER IX.

Punishments, Appeals, and Memorials.

SECTION 1.—APPROVED SERVICE.

160. (i) Constables are entiled to an increment of Re. 1 after two years' approved service, a second increment of Re. 1 after a total of five years' approved service, and subsequent increments of Re. 1 after nine, fourteen, nineteen, and twenty-four years' approved service respectively.

(2) The periods of approved service named in the preceding rule are subject to the interruptions specified in Rule 3. Periods spent on leave with pay will count towards approved service.

(3) The following constitute interruptions of approved service:—

(i) Suspension which by special order is not allowed to count towards pension or leave.

(ii) Extraordinary leave without allowances.

(4) Any such interruptions will require an additional period of approved service in order that the first, second, or third increment, as the case may be, may be earned. If any further interruption occurs in the

additional period it will entail a second additional period of approved service beginning from the conclusion of the first additional period.

Example.—A Constable of four years' service becomes liable to an interruption of one year. Being of four years' service he will in any case have to serve one more year to complete the five years' service ordinarily required to earn his increment, and he will then have to serve one more year as additional service before he can obtain it.

If he again becomes liable to an interruption of one year, he will have to serve that additional year on the completion of the additional year already awarded for his former interruption.

(5) An order witholding a future increment as a specific punishment will cleary state the period for which such increment is withheld.

The withholding of a future increment for a specific period will not affect the grant of further increments on the dates they would ordinarily fall due, unless the authority concerned orders that such postponement of increment will have the effect of postponing future increments, **vide** Rule 24 of the Fundamental Rules.

SECTION II.—PUNISHMENTS.

161. The punishments which may be awarded are detailed below :—

(1) Punishment drill, extra guard, fatigue, or other penal duty.

(2) Confinement to barracks for a term not exceeding fifteen days with or without punishment drill, extra guard, fatigue, or other penal duty.

(4) Confinement in the Headquarters Police Station for a term not exceeding seven days with or without forfeiture of all pay and allowances for that period.

(4) Withholding of future increments for a period which shall not be for less than four months. (This includes stoppage at an efficiency bar.)

(5) Removal from any office of distinction or special emolument.

(6) Censure.

(7) Reduction—

(i) to any place in the rank in which he is serving,

(ii) to a lower stage in the same time scale, perma-nently or temporarily,

(iii) to a lower rank.

(8) Suspension. [See Note (2).]

(9) Removal.

(10) Dismissal.

NOTE 1.—Of the punishments detailed above, (1), (2) and (3) cannot be inflicted on officers above the rank of Constable.

NOTE 2.—Suspension may be ordered only as a preliminary to an enquiry, and not as a substantive punishment.

162. (1) District Superintendents of Police (including Assistant or Deputy Superintendents of Police in independent charges of districts as inferior Police charges, and also the Assistant Superintendents of Police, Northern and Southern Shan States) may award the punishments enumerated in paragraph 161 as follows :—

(i) To Constables—all with the exception of (7)(iii).

(ii) To Head Constables and Station Writers—all with the exception of (2) and (3).

(iii) To Sub-Inspectors and Sergeants—all with the exception of (1), (2) and (3) ; and in the case of Sergeants (7) (iii).

(iv) To Inspectors (4), (5), (6) and (8).

(2) Deputy Inspectors-General of Police have all the powers of District Superintendents of Police, and in addition may award to Inspectors the punishments enumerated in paragraph 161 (7), (9) and (10).

(3) The Inspector-General of Police has all the powers of a Deputy Inspector-General of Police.

(4) An Assistant Superintendent or Deputy Superintendent may award punishments (1) and(2) to Constables for a period not exceeding seven days.

(5) An Inspector may be invested by the District Superintendent with the power to award punishments (1) and (2) to Constables for a period not exceeding four days.

163. The following table gives in a concise form the punishments which may be awarded by Police Officers to the District Police ;—

Officers who may award departmental punishments. (1)	Punishments which they may award. (2)	Police Officers in respect of whom punishments may be awarded. (3)	Remarks. (4)
Inspector of Police.	(1)Punishment drill, extra guard, fatigue, or other penal duty for a period **not exceeding four days.**	Constables...	Provided the Inspector is especially invested with these powers by the Deputy Superintendent of Police.
	(2) Confinement to barracks with or without punishment drill extra guard, fatigue, or other penal duty for a period **not exceeding four days.**	Do.	
Assistant or Deputy Superintendent of Police.	(1)Punishment drill, extra guard, fatigue or other penal duty for a period **not exceeding seven days.**	Do.	
	(2) Confinement to barracks with or without punishment drill, extra guard, fatigue, or other penal duty for a period **not exceeding seven days.**	Do.	

Officers who may award departmental punishments. (1)	Punishments which they may award. (2)	Police Officers in respect of whom punishments may be awarded. (3)	Remarks. (4)
District Superintendent of Police (including Assistant or Deputy Superintendent of Police holding independent district Police charges and the Assistant Superintendents of Police, Northern and Southern Shan States).	(1) Punishment drill, extra guard, fatigue, or other penal duty.	Do.	
	(2) Confinement to barracks for a term not exceeding fifteen days with or without Punishment drill, extra guard, fatigue, or other penal duty.	Do.	
	(3) Confinement in the Headquarters Police station for a term not exceeding seven days with or without forfeiture of all pay and allowances of that period.	Do.	
District Superintendent of Police (including Assistant or Deputy Superintendent of Police holding independent district police charges and the Assistant Superintendents of Police.	(4) Withholing of future increments. (This includes stoppage at an efficiency bar.)	Inspectors, Sergeants, Sub-Inspectors, Station Writers, Head Constables and Constables.	The withholding of such increments shall not be for less than four months.
	(5) Removal from any office of distinction or special emoluments.	Do.	
	(6) Censure ...	Do.	

Officers who may award departmental punishments. (1)	Punishments which may award. (2)	Police Officers in respect of whom punishments may be awarded. (3)	Remarks. (4)
Northern and Southern Shan State)—concld.	(7) Reduction— (i) to any place in the rank in which he is serving, (ii) to a lower stage in the same time scale permanently or temporarily, (iii) to a lower rank.	Sergeants, Sub-Inspectors, Station Writers, Head Constables and Constables.	Punishment(7) (iii) cannot be awarded to Constables and Sergeants.
	(8) Suspension ...	Inspectors, Sergeants, Sub-Inspectors, Station Writers, Head Constables and Constables.	
	(9) Removal ...	Sergeants, Sub-Inspectors, Station Writers, Head Constables and Constables.	
	(10) Dismissal ...	Do.	
Deputy Inspector-General of Police.	All the powers of a District Superintendent of Police, and in addition the following:— (7) Reduction— (i) to any place in the rank in which he is serving,	Inspectors.	

Officers who may award departmental punishments. (1)	Punishments which they may award. (2)	Police Officers in respect of whom punishments may be awarded. (3)	Remarks. (4)
	(ii) to a lower stage in the same time scale permanently or temporarily. (iii) to a lower rank.		
Deputy Inspector-General of Police—**concld.**	(9) Removal ...	Inspectors.	
	(10) Dismissal ...	Do.	
Inspector-General of Police.	All the powers of a Deputy Inspector-General of Police.	Inspectors, Sergeants, Sub-Inspectors, Station Writers, Head Constables, and Constables.	

NOTE.—(a) The Commissioner of Police, Rangoon, has the powers of a Deputy Inspector-General of Police as regards punishing Inspectors of the Burma Police serving under him.

(b) The following are major punishments—
Punishments (7), (9) and (10).

(c) The following are minor punishments :—
Punishments (1), (2), (3), (4), (5) and (6).
For purposes of punishment Lance Head Constables count as Head Constables.

(d) Rules regarding the punishments of the Military Police Force by Officers of the Civil Police are contained in paragraph 85 of the Burma Military Police Manual.

General Rules.

164. Suspension may be ordered only as a preliminary to an enquiry and not as a substantive punishment. An officer into whose conduct a departmental inquiry is to be held should ordinarily be placed under suspension if there appear reasonable grounds for believing that the fact or conduct alleged will lead to the framing of a charge, and such charges, if proved, may result in his removal, dismissal, or reduction. The power of suspension may be exercised at any time during the preliminary investigation, or the inquiry proper. The respondent should ordinarily be suspended when charges are framed, though the officer conducting the preliminary investigation or enquiry proper should invariably consider the desirability of suspending the respondent at an earlier stage in the proceedings when a good **prima facie** case has been made out against him, and particularly when the continuance in officer of the respondent appears to be prejudicial to the public interest, or likely to result in the suppression of evidence. The period of time spent under suspension, and the consequent pecuniary loss and disgrace inflicted on the respondent, should be taken into consideration in determining the nature of any punishment which it may be decided to inflict.

165. The Inspector-General of Police or a Deputy Inspector-General of Police may, pending an inquiry, order the suspension of an Inspector, Sergeant, Sub-Inspector, Station Writer, Head Constable, or Constable. An Assistant Superintendent, Deputy Superintendent of Police, or Inspector, may suspend a Station Writer, Head Constable, or Constable, pending an inquiry by the District Superintendent of Police, only when such a course is necessary in the interests of discipline, but such departmenal order of suspension will not carry with it any reduction of salary unless, and until, it is confirmed by the District Superintendent of Police.

166. The Inspector-General or Deputy Inspector-General may suspend a Gazetted Civil Police officer, **i.e.**, District Superintendent of Police, Assistant Superintendent of Police, or Deputy Superintendent of Police,

but such departmental order of suspension shall not carry with it any reduction of salary in the case of District Superintendents and Assistant Superintendents of Police, unless and until it is confirmed by Government.

Gazetted Police Officers should be suspended only when such a course is necessary in the interests of discipline, and in all cases in which such an order of suspension is made a full and immediate report should be made so as to obtain the orders of Government.

167. An officer placed under suspension can be released from suspension only by the officer who has authority to award punishment, but should the enquiry disclose no offence, then the order of suspension may be removed by the officer who gave it.

168. When any non-gazetted Police Officer is placed, or is about to be placed, under suspension all fire-arms and ammunition in his possession will be taken from him, and placed in the nearest Police Station, or, if at headquarters, in the Store Room, and will not be returned to him unless, and until he is released from suspension and reinstated.

169. Railway Police Officers will not ordinarily be suspended by officers of the Distrtict Police.

170. A Police Officer does not cease to be a Police Officer while under suspension. During the term of suspension the powers, functions, and privileges vested in him as a Police Officer are in abeyance, but he continues subject to the same responsibilities, discipline, and penalties, and to the same authorities, as if he had not been suspended. He will not wear Police uniform.

170. An officer under suspension is entitled to no salary while he is absent from duty. But subsistence grant, at a rate not exceeding one-quarter of his salary, may be granted by the authority suspending him to an officer suspended from office pending enquiry into his alleged misconduct.

If an officer dismissed is re-instated on reconsideration or appeal, or if an officer suspended during enquiry into his conduct is re-instated, then the revising or appellate authority, (or, in the case of an officer suspended during enquiry into his conduct, the authority who suspended him), may grant to the officer for the period of his absence from duty—

(i) if the officer is honourably acquitted, the full pay to which he would have been entitled if he had not been dismissed or suspended, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal or suspension ; or

(ii) if otherwise, such proportion of such pay and allowances as the revising or appellate authority may prescribe (Fundamental Rule 54).

In a case falling under (i), the period of suspension or dismissal will be treated as a period spent on duty. In a case falling under clause (ii) it will not be treated as a period spent on duty unless the revising or appellate authority so directs.

172. The Inspector-General of Police may revise any order passed by a Deputy Inspector-General of Police or District Superintendent of Police. A Deputy Inspector-General of Police may revise any order passed by a District Superintendent of Police. Returns of all major punishments are submitted monthly in Form $\frac{\text{Ad. 9}}{\text{Police 11}}$ to the Inspector-General of Police through the Deputy Inspector-General of Police concerned, and the Inspector-General of Police or Deputy Inspector-General of Police, if he thinks fit, may call for the papers connected with any particular case.

173. In all cases of removal or dismissal the procedure enjoined by Local Government General Department 'G' Circular No. 49 of 1930 (Appendix A-V) laying down the procedure for Departmental Enquiries will be strictly observed.

SECTION III.—LIMITATION OF PUNISHMENTS.

174. Absence without leave (or in excess of leave) entails under account rules (a) forfeiture of pay for the period of absence and (b) forfeiture of past service (being an interruption of service). It therefore carries with it its own punishment ; and it ordinarily suffices on the first occasion to inform the officer of what he has risked by his folly, and to record an order placing him on leave without pay for the period of his absence.

Absence without leave, or in excess of leave for 21 days, completes the offence of desertion, and in these circumstances, the offender's name will invariably be struck off from the first day of such absence, any pay that may be due being forfeited.

175. Should, however, a man who has been struck off as a "deserter" (for 21 day's absence without leave) return and apply for re-instatement on the ground that ill-health, family bereavements, or other grave cause really prevented his return, his case will be carefully considered. If the District Superintendent considers the reason adduced unsatisfactory or unreliable, the order to strike off will be (by formally recorded order) confirmed. If, on the other hand, the applicant makes out a good case, the District Superintendent may re-instate him, and treat the period of unauthorized absence as leave without allowances. An application will then be made to the Inspector-General to cancel the descriptive roll which has been published in the **Police Gazette**.

176. When a Police Officer holding a permanent appointment is temporarily or permanenty reduced to a lower rank, he will be assigned his place at the top of the lower rank, save as may otherwise be expressly ordered by the punishing or revising authority.

177. The procedure laid down in paragraph 176 will be applied to the cases of directly appointed officers who are reduced from higher to lower rank.

178. When an officer who is 'officiating' or 'provisionally substantive' or 'on probation', is reverted, whether temporarily or permanently, to lower rank, he will resume the place in the lower rank which he originally held before his promotion to higher rank.

SECTION IV.—PUNISHMENTS TO BE INFLICTED IN SPECIAL CASES.

179. When a Police Officer has been sentenced to imprisonment for a non-bailable offence or for an offence as a public servant, and the sentence has been upheld on appeal, or has not been appealed against, he will be removed or dismissed from the force. In other cases the District Superintendent of Police will use his discretion.

180. When a Police Officer of, or below, the rank of Sub-Inspector of Police has been sentenced to a fine, has been bound down under section 562 Criminal Procedure Code, or has been admonished by any Criminal Court, his retention in the Force is optional with the District Superintendent of Police. If he is retained, the reasons for retention will be noted in the next monthly return of punishments. When an Inspector of Police is concerned, the cases will be reported to the Deputy Inspector-General of Police concerned for orders, through the Deputy Commissioner and Commissioner, and in the case of officers above the rank of Inspector of Police the case will be reported to the Inspector-General of Police, for orders, through the the Deputy Commissioner, Commissioner and the Deputy Inspector-General of Police concerned. When forwarding the papers for orders the District Superintendent of Police will state whether he recommends retention or otherwise, giving reasons if necessary.

181. When a Police Officer is arrested on a criminal charge, or imprisoned for debt, the trying Magistrate or Judge, will send notice through the District Magisitrate to the District Superintendent of Police who will place the Police Officer under suspension from the date of his

arrest. He will not be allowed any pay or allowances (except subsistence allowance) until the termination of the criminal or civil proceedings, when an adjustment of his pay and allowances will be made in accordance with the principles laid down in Rule 54 (**a**) or (**b**) of the Fundamental Rules, full pay and allowances being granted only in the event of the officer being exonerated from all blame by the Criminal Court or, if theimprisionment was for debt of its being satisfactorily proved by the officer that his liabilities arose entirely from circumstances beyond his control.

182. When a Police Officer who is an accused in a criminal case has not been arrested, he will ordinarily be suspended when charges are framed, but the desirability of suspending him at an earlier stage of the criminal proceedings when a good **prima facie** case has been made out against him, will invariably be considered, particularly when his continuance in office appears to prejudicial to the public interest, or is likely to result in the suppression of evidence. The trying Magistrate will inform the District Magistrate when charges are framed, or, if he considers that the accused should be suspended, earlier in the proceedings, and the District Magistrate will inform the District Superintendent of Police who will then pass orders regarding suspension or otherwise. On the termination of the criminal proceed ngs the pay and allowances of the officer will be adjusted in the manner laid down in paragraph 181.

183. If an appeal lies against the sentence of the convicting Court (sections 412 to 415, Criminal Procedure Code, action under the three last preceding paragraphs will be deferred till the period allowed by Articles 154 and 155 of Schedule I of Act IX of 1908 (the Limitation Act), for appeals, has expired. If an appeal has been presented within that period, the decision of the appellate Court will be awaited. During the interval, the Police Officer affected will remain under suspension, acting appointments being made, if necessary, in his stead (subject to the introductory proviso to Article 193, Civil Service Regulations).

184. When a Police Officer has been tried and acquitted by a criminal court, he will, as a rule, be re-instated from suspension, and will not be punished departmentally when the offence for which he was tried constitutes the sole ground of punishment. If, however, he be acquitted on technical grounds, or if the facts established by the judicial investigation show that his conduct or character as an official has been such as to make it undesirable that his services should be retained by Government, the District Superintendent may, after making a full record of the reasons, and obtaining the sanction of the Inspector-General, take departmental cognizance of such character or conduct. The above rule applies also when a conviction by a lower Court has been quashed by a higher Court.

SECTION V.—ADJUDICATION OF PENALTIES.

185. The chief object to be aimed at, and to be kept steadily in view, by every District Superintendent who has to abjudge a penalty on a subordinate is, that while the punishment shall also be appropriate to the character and cirumstances of the person punished. The same punishment inflicted on two different officers for the same offence may be very different in its incidence and effect.

186. District Superintendents of Police will avoid undue harshness in inflicting punishments. Offences indicating moral turpitude will be carefully discriminated from smaller wrong-doings. Every effort will be made to maintain discipline, and to correct the smaller the faults of officers by instructions and by warnings, without resorting to more severe punishment. This instruction more paricularly applies to the errors and omissions of young and inexperienced officer. A censure or warning, if conveyed at a personal interview is often far more effective than if communicated only in writing. District Superintendents, or in their absence Headquarters Assistants, will, therefore, hold orderly-room at a fixed time on each working day of the week to dispose of all cases of misconduct, or petty breaches

of discipline, and all other matters. such as personal representations, etc., in which they think fit to accord a personal hearing to a subordinate. In doing so they will be careful to maintain the authority of the immediate superiors of any man coming before them. An orderly-room register will be maintained in Form Ad.85 in which the substance of the complaint, charge, or request. will be entered together with the orders passed by the District Superintendent or Headquarters Assistant.

In inflicting punishments the general character of the officer affected, and his past services, will be take into consideration. No major punishments may be inflicted on a Police Officer, until proceedings have been drawn up against him as laid down in Local Government's General Department Circular No. 49 of 1930, except in cases where an officer's conduct can be adequately punished by measures less serious than (1) dismissal, removal, or reduction, or (2) (in the case of an officer on probation) discharge; in every such case the authority empowered to punish will consider whether, nevertheless, in the interests of justice, such an enquiry is desirable ; it will ordinarily be held whenever there is any doubt or dispute on a matter of fact. In the case of major punishments in which departmental enquiries are not mandatory, and in the case of those minor punishments which are appealable, all that is necessary for purposes of appeal is that the explanation of the officer concerned, the order of punishment, and the documentry evidence on which it is based, should be on record ; there is no need to adhere rigidly to the instructions laid down in "G" Circular No. 49 of 1930.

For the purposes of punishment an officer officiating in a higher rank will be treated as belonging to that rank.

187. In all case in which it is found necessary to reprimand a subordinate. care will be taken to see that this is not done in the presence either of his subordinates. or of outsiders. or in such a manner as will damage the status of the officer at fault.

188. Dismissal to a man of indifferent character and one year's service is scarcely a punishment at all, while to a man of 15 or 20 years' service, and good character, it is complete ruin. In awarding punishment, therefore, the greatest considerat on will be given to the character, antecedents, and length of service, of the offender, as well as to circumstances attendant upon his offence, such as the amount of provocation he received, and the temptation to which he was exposed.

189. It is of incalculable importance to encourage men to adhere to the truth. Honest statments, even when amounting to a confession of a fault which merits punishment, will be encouraged. District Superintendents will therefore, always give men the fullest consideration when faults are acknowledged and contrition is expressed. Even when a criminal prosecution is unavoidable, the fact that the delinquent has honestly admitted the offence will be urged before the Magistrate in mitigation of punishment. Lying and false defences will, on the other hand, be considered as an aggravation of an offence.

190. In determining what penalty should be awarded for a particular offence, the following general rules as to the appropriate use of the chief forms of punishment will be carefully borne in mind:—

(1) **punisnment drill and confinement to barracks, or in the Headquarters Police-Station, together with extra guard, fatigue, and other duties** are suitable punishments for petty dereliction of duty on the part of Constables, and may be fittingly awarded for absences from drill, carelessness in turn-out, want of care in the upkeep of arms and accoutrements, and petty offences of a like nature. Every man awarded punishment drill will be restricted to the Police lines until the period of drill awarded has expired, unless required to go upon duty, and will drill for two hours both morning and evening—a total of four hours a day. All punishment drill will be superintended by the Drill Instructor or an Assistant.

(2) **The withholding of future increments** may be awarded for repeated carelessness and disobedience of orders, and general unsatisfactory conduct in connection with work. Such orders will be passed in conformity with the Fundamental Rules, which require that, when an order withholding an increment is passed, the withholding authority shall declare the period for which it is withheld, and whether the postponement shall have the effect of similarly postponing future increments. In the absence of such a declaration the next and subsequent increments will fall due on the normal (incremental) dates.

Examples of the withholding of future increments are given below:—

(a) A Sub-Inspector of Police on Rs. 90 is due an increment of Rs. 5 on the 1st March 1928. In February 1928 an order is passed withholding this increment for six months, and declaring that this postponement shall **not** have the effect of postponing future increments. On the 1st September 1928 he will draw Rs. 95, and on the 1st March 1929, Rs. 100 (as the period spent under withdrawal of increment counts towards future increments).

(b) A Sub-Inspector of Police on Rs. 90 is due an increment of Rs. 5 on the 1st March 1928. In February 1928 an order is passed withholding this increment for six months, and declaring that this postponement shall have the effect of postponing future increments. On the 1st September 1928 he will draw Rs. 95, and on the 1st September 1929, Rs. 100 (as the period spent under withdrawal of increment does **not** count towards future increments). The normal date of increment is thus permanently altered from the 1st March to 1st September.

(3) **Removal from any office of distinction, or special emolument,** is an appropriate punishment for general incompetence and bad work.

Example.—A Sub-Inspector in charge of a station is unpunctual in the submission of his Reports and Returns, or is found wanting in local knowledge. He may be

removed from the charge of the station, and placed on investigation duty under a competent Police-Station Officer.

A mounted Constable neglects to feed his pony properly, for which purpose he is given Rs. 10 monthly by Government. He will be placed on dismonted duties.

(4) **Reduction in place in the same rank, to a lower stage in the time scale, or to a lower rank, either permanent or temporary,** is a punishment which may aptly be applied in all classes of serious dereliction of duty. On Sub-Inspector of Police, Station Writers, and Head Constables it may be inflicted for culpable ignorance of Police procedure, laziness and apathy in conducting the work of a Police-Station or Outpost, neglect of the records, delay in carrying out orders, want of local knowledge after long residence in the locality, and the like. As all the above shortcomings betoken a want of interest and zeal, it is only just that they who exhibit them should give place to more energetic and conscientious workers. But fair and repeated warning will be given in every instance, and opportunity for amendment afforded before reduction is ordered.

Fundamental Rule 26, as amended with effect from the 17th October 1928, requires that in the case of reduction to a lower post, or to a lower stage in the same time-scale, the authority ordering such reduction shall state the period for which it shall be effcetive, and whether, on restoration, it shall operate to postpone future increments, and if so, to what extent. It is important that the declaration be made at the time the order of reduction is passed. It should be noted that service already rendered in the stage of the time-scale from which an officer was reduced will count for incerment in that stage on his subesequent restoration to it.

In the case of permanent reduction to a lower stage in the same time-scale, or to a lower post, no question of re-promotion to the orginal stage in the time-scale or post arises. In the former case the service for increments will commence afresh in the particular stage in

the time-scale from the date of reduction. In the latter case the officer will draw the pay of the lower post as indicated in the reduction order, and will commence to draw increments afresh in the lower post.

Examples of temporary and permanent reduction to a lower stage in the same time-scale, or to a lower post, are given below :—

Temporary reduction for a period of six months from the 1st June 1929 of a Sub-Inspector of Police drawing Rs. 90 per mensem from the 1st March 1929:—

(a) To a lower stage in the same time-scale, or to a lower post, i.e., Station Writer, or Head Constable, or Constable, with the stipulation that the period of reduction will operate to postpone future increments on restoration to former post. On the 1st December 1929, i.e., on restoration he will draw Rs. 90, on the 1st September 1930. Rs 95, on the 1st September 1931, Rs. 100, and so on.

(b) To a lower stage in the same time-scale, or to a lower post, with the stipulation that the period of reduction will not operate to postpone future increment. On repromotion to the higher post on the 1st December 1929 he will draw Rs. 90, on the 1st, March 1930, Rs. 95, on the 1st March 1931, Rs. 100, and so on.

Permanent Reduction :—

(a) To a lower stage in the same time-scale. A Sub-Inspector of Police drawing Rs. 90 with effect from the 1st March 1929 is on the 1st June 1929 reduced to Sub-Inspector on Rs. 80. He will draw Rs. 85 on the 1st June 1930, Rs. 90 on the 1st June 1931, Rs. 95 on the 1st June 1932, and so on.

(b) To a lower post. A Sub-Inspector drawing Rs. 90 from the 1st March 1929 is reduced to Head Constable on the naximum pay of Rs. 40 from the 10th March 1929. From the 1st January 1930 he is appointed to officiate as a Sub-Inspector or permanently as such. He will begin on the minimum pay of Sub-Inspector of Police, i.e., on Rs. 60 only.

(5) **Removal and Dismissal**.—Discrimination will be exercised in awarding these punishments as the after-effects of each differ considerably. A person "removed" may be re-employed in the department from which he is "removed" or in any other department, but a person who has been "dismissed" cannot be re-employed in any capacity under Government without the special sanction of Government [Local Government "G" Circular No. 49 of 1930 (Appendix A-V)]. As regards the re-enlistment of a man who has been removed, please see paragraph 99.

Removal will be ordered as a punishment when other minor punishments have been tried, and have failed to effect any improvement. It will also be ordered when a man has been convicted magisterially of such ofiences as negligently allowing a prisoner to escape, sleeping on duty, neglect of duty, and offences in which no moral disgrace, fraud, dishonesty, or continued and wilful disobedience, or neglect are involed. Such offences may render employment of the man guilty of them undesirable in the Police, but do not prove his unfitness for employment in, and should not exclude him from, other departments where qualities which are desirable in a policeman may not be necessary.

Dismissal is the last resource, and will not ordinarily be ordered until all other means of punishment have been tried and failed. For incorrgible offenders, confirmend bad characters, men who smoke opium in excess, confirmed drunkards, and man sentenced to imprisonment for offences involving moral disgrace, fraud, and dishonesty, continued and wilful disobedience or neglect, it is the best (indeed, the only) appropriate punishment ; for the sooner the service is rid of these the better. The intentional making, or causing to be made, of a false entry in a General, or Case, Diary, or in any report, will also be punished with dismissal.

The Standing Orders of Government laying down the procedure to be followed by officers holding enquiries which may involve the dismissal or removal of Government servants are contained in General Department "G"

Circular No. 49 of 1930 which is reproduced as Appendix A-V.

(6) **Prosecution.**—It will very seldom be necessary for a District Superintendent to resort to a prosecution under section 29 of the Police Act, as he has ample powers to deal with the majority of the cases of neglect of duty committed by the Police. The fine that a Magistrate can inflict can be adequately met by reduction, or deprivation, of increment, as the case may be, and all therefore that is gained in any case by sending a man up for trial is a few months' imprisonment; the man comes out of jail with his reputation gone, and not improbably become a bad character for life. Except, then, in cases of peculiar aggravation, and where the offender is of bad character and quite incorrigible, recourse will not be had to the Magistrate's Court.

Intimation will be given by the District Magistrate to the District Superintendent in all cases in which the prosecution of a Police Officer for an offence, other than an offence under section 29 of the Police Act (see paragraph 858 of the Burma Courts Manual) is instituted on complaint, or by a Magistrate **suo motu**. On receipt of such intimation, the District Superintendent will arrange that a Police Officer is deputed to attend the Court, and watch the case, on behalf of the Police, and that a certified copy of the man's long roll or service book, as the case may be, is placed before the trying Magistrate, whose attention will be specially drawn to the man's character before sentence is passed. The object of this instruction is to ensure that the Magistrate may, in deciding the case, and in considering the sentence (if any) to be awarded, have an opportunity of taking into consideration the past record of the accused in the Police, and such other circumstances as the District Superintendent may wish to urge in extenuation or mitigation of the sentence.

Section VI.—Records of Enquiries.

191. The records of all serious cases of misconduct, and of cases affecting the public, will be submitted by the District Superintendent to the District Magistrate who, if he is dissatisfied with the orders passed by him,

has power to send them on with his recommedation, through the Commissioner, to the Deputy Inspector-General concerned. The District Magistrate has also the power to call for any papers relating to the conduct or character of a Police Officer.

192. The following procedure will be observed by District Superintendents of Police when forwarding papers to the office of the Deputy Inspector-General concerned regarding the conduct of any Police Officer above the grade of Sub-Inspector.

A precis of the case will be attached to the forwarding letter containing—

(a) the charge in brief, and name of the officer who prepared it, original paper, and statements of witnesses;

(b) the defence in writing in original;

(c) a certified copy of the service book containing up to date records of good service and punishments;

(d) the remarks of the District Superintendent of Police together with his recommendation as to a suitable punishment.

193. In reporting a case of removal or dismissal, it will invariably be stated whether the standing orders regarding the procedure to be observed have been obeyed. These orders are reproduced in Appendix A-V for information and guidance.

194. Removals and dismissals of men from the Civil Police will be reported in Form $\frac{\text{Ad } 20}{\text{Police } 44 \text{ (a)}}$. A copy of this form will be submitted immediately, in a case of departmental removal or dismissal, and after the expiry of the period allowed, for an appeal in the case of criminal conviction, to the Inspector-General of Police. These rolls are duly published in the **Police Gazette**.

A list is maintained in the Secretariat, and published each year in the month of March, of all officers who have ceen dismissed, other than Police Officers of and below the rank of Head Constable, officers in inferior service, and officers whose service is not pensionable. Whenever an officer of and above the rank of Station Writer is dismissed, the dismissal should be promtly reported to the Secretary to the Government of Burma, Judicial Department, a copy of the report being forwarded to the Secretary to the Goverament of Burma, Home Department, by the officer who passed the orders. The report, which need not be accompanied by the service book of the officer, should be made in the form given in Local Government's General Department "G" Circular No. 49 of 1930.

The descriptive-rolls of men who have deserted from the Police Force, and who have been consequently struck off the strength as deserters, will also be published in the **Police Gazette**.

In cases where the removals or dismissals are due to conviction under section 29, Police Act, the particular offence for which the men were convicted will be clearly specified in descriptive-rolls.

Warning Notices of all punishments—Judicial or departmental—which may be inflicted upon members of the Police Force for ill-treatment of witnesses in connection with the investigation of cases and for bribery will be submitted to the office of the Inspector-General of Police for publication in the **Police Gazette**. On such warning notices appearing in the **Police Gazatte** it will be incumbent on District Superintendents to forward a Burmese translation of them to every Police-Station and Outpost in the district for information.

195. When a Burman or Indian member of the Police Force of under thirty-five years of age is dismissed, or removed from, or otherwise leaves the force, whose re-enlistment is considered undesirable, the sheet of the Character and Service Roll containing his finger prints will be extracted, and his age, village, district,

date of enlistment, and father's name will be noted on the reverse. It will then be forwarded to the Finger Print Bureau for record. When the man has attained the age of thirty-five this sheet will be returned to the District Superintendent of Police for record or destruction. **vide** Appendix A XXI.

SECTION VII.—RE-INSTATEMENT AFTER ENQUIRY.

196. If a Police Officer who has been suspended by a a District Superintendent pending a departmental enquiry into his conduct is re-instated at the close of the enqiry, the District Superintendent may grant to him, for the period of his absence from duty—

(i) if the officer is honourably acquitted—full pay;

(ii) otherwise, such portion of his pay as may seem expedient.

197. If full pay is not given, the period of suspension does not count as service for pension, save with the special sanction of Govenment, unless the District Superintendent expressly declares at the time that it shall so count (Rules 43, 53, 54 and 65 of the Fundamental Rules, and Article 417 of the Civil Service Regulations).

SECTION VIII.—ORDERS RELATING TO DEPARTMENTAL ENQUIRIES.

198. The standing orders of Government laying down the procedure for conducting departmental enquiries are contained in Local Department "G" Circular No. 49 of 1930, reproduced as Appendix A-V of this Manual.

The orders will be strictly followed in every detail so that there will be no need to upset procedings on account of technical irregularities. Failure to observe these rules may invole Government in civil actions for wrongful dismissal.

The following points will be noted when holding a formal enquiry :—

(a) The grounds on which it is proposed to take action will be communicated in writing to the respondent and will take the form of—

(i) a definite charge or charges.

(ii) a statement of the allegations on which each charge is based,

(iii) any other circumstances which it is proposed to take into consideration in passing orders on the case, and

(iv) a statement that the respondent is called upon to show cause against dismissal or any other lesser punishment.

The above wil be translated into the vernacular if the respondent is unacquainted with English.

(b) The respondent will be required—

(i) to put in a written statement of his defence.

(ii) to state whether he desires to be heard in person, and whether he desires an oral enquiry.

(c) If the respondent desires an oral enquiry, or to an oral enquiry is ordered—

(i) the witnesses in support of such allegations as are not admitted will be examined in the presence of the respondent who is entitled to cross-examine them,

(ii) the respondent's oral statement in his defence will be recorded, and

(iii) all witnesses whom respondent produces in his defence will be examined in his presence.

(d) Copies of the evidence recorded will be supplied, free of charge, if asked for during the enquiry.

(e) A finding will be recorded on each charge together with a clear statement of the reasons on which each finding is based.

(f) A diary will be prefixed to the proceedings in which will be recorded briefly at each stage in the case he action taken.

(g) On the conclusion of an enquiry in which an order detrimental to the respondent is passed, he will be informed of the time limit fixed for the submission of his appeal and of the authority to whom an appeal, if one lies, should be addressed. A note to this effect will be made in the diary.

199. When transmitting appeals to higher authority the Character and Service Roll, the Service Book, if any, the Confidential File of the appellant together with all the records in the case will be submitted.

SECTION IX.—APPEALS.

200. The punishments that may be inflicted on Police Officers and the rules governing their imposition are detailed in Sections II to V. No Police Officer should be given any departmental punishment except as provided for in the rules laid down in Section II.

201. No appeal shall lie in cases in which the following punishments have been awarded :—

(1) Punishment drill, extra guard, fatigue or other penal duty.
(2) Confinement to barracks, or
(3) Confinement to the Headquarters Police-Station.
(4) Withholding of future increments. (This includes stoppage at an efficiency bar.)
(5) Removal from any office of distinction or special emolument.
(6) Censure.

In all other cases only one appeal shall lie and the course of such appeal shall be—

(a) from the District Superintendent of Police to the Deputy Inspector-General of Police concerned.

(b) from the Deputy Inspector-General of Police to the Inspector-General of Police.

The table below shows the punishing and appellate authorities :

Police Officers of the rank of	Authority in whom the power of punishment has been vested.	Powers vested : (a) Minor punishments. (b) Reduction. (c) Suspension. (d) Dismissal or removal.	Appellate Authority.
(1)	(2)	(3)	(4)
(a) Inspector of Police (in all sections of the force except the Flying Squad)	District Superintendent of Police concerned.	(a) and (c) ...	Deputy Inspector-General of Police of Range concerned.
	Deputy Inspector-General of Police of Range concerned.	(b) and (d) ...	Inspector-General of Police.
(b) Inspector of Police (Flying Squads).	Deputy Inspector-General of Police of Range concerned.	(a), (b), (c) and (d).	Inspector-General of Police.
(c) European Sergeant.	District Superintendent of Police concerned.	(a), (b), (c) and (d).	Deputy Inspector-General of Police of Range concerned.
(d) Sub-Inspector of Police (in all sections of the force except the Flying Squads).	District Superintendent of Police concerned.	(a), (b), (c) and (d).	Deputy Inspector-General of Police of Range concerned.
(e) Sub-Inspector of Police (in the Flying Squad).	Deputy Inspector-General of Police of Range concerned.	(a), (b), (c) and (d).	Inspector-General of Police.
(f) Station Writer.	District Superintendent of Police concerned.	(a), (b), (c) and (d).	Deputy Inspector-General of Police of Range concerned.

Police Officers of the rank of (1)	Authority in whom the power of punishment has been vested. (2)	Powers vested : (a) Minor punishments (b) Reduction (c) Suspension (d) Dismissal or removal. (3)	Appellate Authority. (4)
(g) Head Constable.	District Superintendent of Police concerned.	(a), (b), (c) and (d).	Deputy Inspector-General of Police of Range concerned.
(h) Lance Head Constable.	District Superintendent of Police concerned.	(a), (b), (c) and (d).	Deputy Inspector-General of Police of Range coucerned.
(i) Constable (in all sections of the force except the Flying Squads).	District Superintendent of Police concerned.	(a), (b) (c) and (d).	Deputy Inspector-General of Range concerned.
(j) Constable (in the Flying Squads).	Deputy Inspector General of Police of Range concerned.	(a), (b), (c) and (d).	Inspector-General of Police.

202. An appeal against an order of dismissal, removal, reduction, or against any other executive order connected with an appointment may be summarily rejected if it is presented more than six months after the date on which the order was communicated to the appellant, unless he is able to show that the delay was unavoidable, and that he used due diligence in prosecuting his appeal.

The appellate authority may at his discretion for good cause shown extend the period to twelve months.

203. Disciplinary Rules for the Subordinate Services made by Government are reproduced as Appdendix A-VI.

204. When the inquiry is completed and orders have been passed, the respondent, is entitled, in order to exercise his right of appeal, to copies of the following documents, on payment of the requisite copying fees :—

(i) the charges ;
(ii) the defence ;

and to copies of the following without payment of fees:—

(iii) the recorded statements of witnesses examined in the course of the inquiry unless these have been previously supplied ;

(iv) the orders of the officer holding the inquiry containing his findings ;

(v) the reconmmendations of the officers through whom the proceedings of the inquiry pass, and the final order of the authority disposing of the case, where final orders have not been passed by the officer who held the inquiry. If the appeal is successful, the appellate authority may order the refund of the fees.

205. No petition of appeal will be accepted unless—

(ii) it is within time ;
(iii) it is accompanied by a copy of the order appealed against, and, if the appellant has been removed, or dismissed, by the discharge certificate ;
(iii) it is submitted through the officer whose order is appealed against.

206. Petitions of appeal which are not prepared and submitted strictly in accordance with the rules in the preceding paragraph will be returned to the petitioner.

207. Any Police Officer submitting an appeal against an order which is not appealable, or, if still in the service, submitting an appeal direct to the Deputy Inspector-General of Police concerned for to the Inspector-General of Police, is liable to punishment for insubordination.

208. The foregoing rules regarding appeals will be explained to all recruits, and a knowledge of them is necessary to a pass certificate in any Police examination.

209. The officer to whom an appeal is presented for submission to the appellate authority will at once pass it on, together with—

(i) the record of the departmental enquiry on which the order appealed against was based, (if this has not already been forwarded to the Deputy Inspector-General or Inspector-General's office);

(ii) any remarks which he has to offer.

210. If the case is not an appealable one, and there has been no departmental enquiry, he will simply forward the petition with his remarks.

SECTION X.—RE-INSTATEMENT AFTER APPEAL.

211. Subject to the proviso that, without the permission of Government no expenditure may be incurred excess of what would have taken place if the officer had remained on duty, if on appeal an officer who has been—

(i) removed or dismissed,

(ii) suspended pending enquiry into his alleged conduct, is re-instated, the appellate authority may grant to him for the period of his absence from duty—

(a) if the officer is honourably acquitted full pay;
(b) otherwise, such portion of his pay as may seem expedient (Fundamental Rule 54).

212. If an officer, who has been supended pending enquiry into his counduct, is re-instated on appeal, but with forfeiture of any part of his pay and allowance for the period of suspension, this period does not count for pension unless the appellate authority expressly declares at the time that the period shall so count (Fundamental Rule 54).

213. If an order of removal or dismissal is reversed on appeal the appellate authority may declare that the past service of the re-instated officer shall count for pension (Article 419, Civil Service Regulations).

CHAPTER X.

Orderly Room.

214. The District Superintendent of Police or, in his absence the Headquarters Assistant, will hold orderly room each working day of the week at a fixed time.

The two objects of holding orderly room are—

(a) to accord a hearing to officers and men who wish to make personal representations, e.g., requests for leave or for transfer, etc.;
(b) to enquire into case of minor misconduct, and to inflict summary punishment, or convey a verbal warning or reprimand.

The great advantage of according a personal hearing to an applicant or misdemeanant is that he feels that he has been given a full opportunity of stating his case direct without the intervention of a third party, and even if his request be not granted, or he be adjudged guilty of misconduct, as the case may be, little feeling of soreness results.

All cases for orderly room will be entered in the Orderly Room Register (From Ad. 85), the headings of which are self-explanatory.

In case of misconduct a misconduct sheet (Form Ad. 101) will be made out in addition, and produced with the misdemeanant before the presiding officer.

Cases which require the holding of a formal departmental enquiry according to the provisions of Local Government "G" Circular No. 49 of 1930 will not be dealt with at orderly room.

Such major punishments as do not necessitate the holding of a formal enquiry, and all minor punishments may, however, be inflicted summarily, after consideration of the misconduct sheet, and such personal explanation as the misdemeanant may offer.

All major and minor punishments other than verbal warnings or reprimands will be entered in the General Order Book and Character and Service Rolls, and the latter will invariably be consulted with a view to assessing the misdemeanant's past record before orders are passed.

The Misconduct Sheet containing the order of punishment will be forwarded to the officer detailed to supervise the carrying out of punishment, and, on its completion, will be endorsed by him to the effect that the punishment has been duly carried out. He will then return the misconduct sheet to the office of the District Superintendent of Police where it will be placed in the Personal File of the officer concerned.

Separate misconduct sheets will be made out for each officer even if two or more are charged with the same offence.

Orderly Room Registers will not be maintained at police-stations, but District Superintendents of Police, Subdivisional Police Officers, and Circle Inspectors of Police, will accord personal interviews when visiting police-stations to such officers as may desire them, and will deal, **mutatis mutandis**, in the same way with any such minor cases of misconduct as may have recently occurred.

CHAPTER XI.

Accusations Against, and Misconduct, of the Police.

215. Accusations against the Police of torture, ill-treatment, extortion, or any other serious misconduct which form the subject of a report made to a Police Officer, or which come to the notice of a Police Officer in the course of an investigation or otherwise, promptly enquired into by a superior officer of Police. Immediate information will at the same time be given to the District Magistrate with whom it will rest to decide whether the Police investigation shall go on, and whether, and when it shall be stopped in favour of a Magisterial inquiry, or in other words, whether, and when, the case shall be sent to a Magistrate for trial.

216. When similar accusations come to the notice of a Magistrate otherwise than on regular inquiry or trial he may, if he has powers under section 190 (1) (c) of the Code of Criminal Procedure, and thinks it expedient, take cognizance at once of the offence, and proceed in accordance with the provisions of the Code. If the Magistrate has no such power or of, as will happen in most cases, he considers that further investigation is necessary before it is decided that the accused Police Officer should be placed upon his trial, he will record his information in a note and send it to a superior Police Officer, in which case procedure in paragraph 215 will be followed.

217. In every case in which strictures are recorded by Magistrates in a judgment or in a separate note on the conduct of the police upon matters coming to light in the course of inquiries and trials, a copy of the judgment, or note will be sent at once by the Magistrate to the District Magistrate concerned. The District Magistrate, on receipt of the copy of the judgment or note, will cause the matter to be dealt with in accordance with the instructions contained in paragraph 215. Nothing in this section shall be taken to deprive

Range Deputy Inspector-General or District Superintendents of Police from ordering a departmental enquiry or investigation into the conduct of a subordinate Police Officer in cases where the District Magistrate has not thought it necessary to order that such investigation or enquiry should be held.

218. When similar strictures are passed by the High Court, or by a Court of Sessions, the procedure will be as follows:—

(i) In all serious cases, if the facts are not sufficient to warrant the immediate institution of criminal proceedings, and if the Court has indicated that in its opinion an enquiry of a special (that is to say an enquiry other than a departmental or Police investigation) is necessary, the District Magistrate will report the matter through the ordinary channel for the orders of Government, which will issue instructions for a public enquiry to be held by a commission of officers for the purpose. Such a commission will ordinarily consist of two officers not belonging to the Police Department, one of whom has had judicial experience. In all such cases whether the case is to be the subject of criminal proceedings or of a special enquiry, the District Magistrate will send a copy of the judgment or of the separate note to a superior Police Officer, who will promptly hold a preliminary investigation of the facts with a view to the local collection of evidence and the production of witnesses. Any such enquiry must, however, be regarded as preliminary and ancillary to the special enquiry, or in the event of a criminal prosecution being instituted, to such prosecution, and it is obligatory that all the evidence available, whether derived from the Police Officer's enquiry or otherwise, shall be laid either before a Criminal Court or the special commission.

(ii) In all other cases, i.e., if the strictures are not of a serious nature, and if the Court has not indicated that, in its opinion, an inquiry of a special nature is necessary, the procedure indicated in paragraph 217 will be followed.

219. The principles on which the orders contained in paragraphs 214 to 218 are bassed are that prompt and thorough investigation, such as will inspire public confidence, shall be made into any accusations of the nature mentioned ; and that for this purpose there shall be a free resort to Magisterial inquiry in all serious cases. While in cases of an exceptional nature, where a Superior Court has expressed an opinion that a special inquiry is necessary, public investigation will be made by a special commission appointed by Government.

220. In cases of torture or ill-treatment by the the Police, the District Superintendent of Police will submit an immediate report the Deputy Inspector-General Police concerned, and such further reports as may be necessary.

The Deputy Inspector-General will submit a precis of each report to the Inspector-General of Police as soon as possible after he has received it.

CHAPTER XII.

Suits and Prosecutions Against Police Officers acting in their Public Capacity.

These fall under the following heads :—

(A) Civil Suits in respect of acts purporting to be done in the discharge of official duty : and

(B) Criminal Prosecution for offences alleged to have been committed while purporting to act in the discharge of official duty.

A.—Civil Suits.

221. (1) Under section 80 of the Civil Procedure Code (Act V of 1908) no suit shall be instituted against a Police Officer in respect of any act purporting to be done by him in his official capacity, unless the plaintiff

has given such officer not less than two months' notice (including the particulars mentioned in the section quoted) of his intention to file the suit.

(2) Under the First Schedule to the Limitation Act (Act IX of 1908) any suit for compensation for doing, or omitting to do, any act alleged to be in pursuance of any law in force has to be instituted within ninety days from the date of the act or omission; and for any other suit in respect of any act or order of a Police Officer purporting to be in his official capacity, and in exercise of powers conferred on him by law, the period of limitation is one year.

(3) If the prescribed notice has not been given, or the suit has not been instituted, within the prescribed period of limitation, the Police Officer shall move the Court to dismiss the suit.

(4) If a Police Officer receives notice that, after the prescribed period of two months a suit of the kind described in sub-paragraph (2) above will be instituted against him, he shall immediately report the fact through the prescribed channels to the District Superintendent of Police under whom he is serving, and at the same time shall furnish a full report of the facts and circumstances of the case. The District Superintendent of Police shall, after such enquiry as may be necessary (such enquiry being made urgently), and if he considers that the Police Officer acted in good faith, submit to the District Magistrate a full report of the facts, together with his reasons for recommending that the Police Officer be defended at the expense of Government. If the District Magistrate, after consultation with the District Superintendent of Police, agrees in the recommendation, he shall forward the report with his remarks and recommendations through the Commissioner of the Division and the Deputy Inspector-General of Police concerned if time permits, to the Inspector-General of Police; the recommendations should include proposals for employing either the Public Prosecutor or private counsel to undertake the defence of the suit. These proposals will take into account the importance

and difficulty of the suit and the circumstances involved, and, in the event of its being proposed to employ private counsel, definite terms shall be proposed. If the District Magistrate does not agree in the recommendations of the District Superintendent of Police he shall forward the latter's report with his remarks through the Commissioner of the Division, and the Deputy Inspector-General of Police concerned, to the Inspector-General of Police. In this contingency also the District Magistrate shall make definite proposals for undertaking the defence of the Police Officer concerned, in case Government decides to undertake the defence at its own expense. If the Inspector-General of Police considers that the officer's defence should be undertaken at the expense of Government he will submit the case to Government with his reasoned recommendations accordingly. If Government considers that the Police Officer should be defended at its own expense, orders to that effect will be issued direct to the District Magistrate with copies to the Inspector-General of Police, the Deputy Inspector-General of Police concerned, the Commissioner of the Division, and the Superintendent of Police. Government's orders will authorise the agency to be employed to undertake the officer's defence.

[6]

NOTE.—In the case of the Criminal Investigation Department, Range Flying Squads, and Railway Police the District Magistrate for the purposes of this sub-paragraph will be the Magistrate of the District in which the case is instituted.

B.—Criminal Prosecutions.

222. (1) Criminal prosecutions of Police Officers are subject to the provisions of section 197 of the Criminal Procedure Code, and of section 42 of the Police Act (Act V of 1861), so far as these provisions are applicable. Section 197 of the Criminal Procedure Code lays down that "when any public servant who is not removable from his office save by or with the sanction of the Governor or some higher authority is accused of any offence alleged to have been committed by him while acting or purporting to act in the discharge of his

official duty, no Court shall take cognizance of such offence except with the previous sanction of the Governor." The relevant portion of section 42 of the Police Act lays down—" All actions and prosecutions against any person which may be lawfully brought for anything done or intended to be done under the provisions of this Act, or under the general police powers hereby given, shall be commenced within three months after the act complained of shall have been committed, and not otherwise." This section prescribes a three months' period of limitation for any prosecution falling within the limits of the section.

(2) If the provisions referred to above are not complied with, the fact should be brought to the notice of the Magistrate, who will presumably dismiss the complaint.

(3) If within the prescribed period of limitation (if applicable) an application is made for sanction to prosecute a Police Officer for whose prosecution for the offence alleged the sanction of Government is required, the matter shall be dealt with, **mutatis mutandis**, as in the case of a notice of a civil suit, vide paragraph 221 (4) above; but where an application for sanction to prosecute is made, it must in every case be submitted for the orders of Government with a definite recommendation that sanction be either granted or refused, and in the former case that the defence be undertaken at the expense of Government or not. If it is recommended that the defence should be undertaken at the expence of Government definite proposals for the employment of the Public Prosecutor, or private counsel, for the defence shall be submitted.

(4) If a criminal complaint is laid against a Police Officer for which no sanction is required, and action has to be taken on a complaint already laid, if the District Magistrate considers that the defence should be undertaken at the expense of Government, an application should be made to the Magistrate to postpone the trial in order to enable the orders of Government to be

obtained. The recommendation of the District Magistrate regarding the defence of the case should be transmitted with the least possible delay, his letter being marked "Immediate", and dealt with by all the officers concerned as immediate.

223. In the case dealt with in paragraph 222 (4) the Magistrate may refuse to grant a postponement, or the postponement may not be long enough for the orders of Government to be received. In all such cases, and in any case in which the orders of Government are not received by the date of the institution of a civil suit, the District Magistrate, if he has recommended that the suit be defended at the expense of Government, will put into effect the proposals submitted by him, at the same time reporting that he has done so. If he has dissented from the recommendation of the District Superintendent of police that the criminal case or suit be defended, he should inform the Inspector-General of Police by telegram that the suit has been intituted, or, in the case of a criminal prosecution, that the date of the first hearing has been fixed (giving not less than several days notice of the date of such hearing), and that no orders regarding the defence have been received.

224. If the decision is against the Police Officer being defended at the expense of Government, or if he declines to accept the arrangements for his defence, he may take, at his own expence, such measures as he considers necessary for his defence; and if the verdict of the Court is in his favour Government will ordinarily reimburse his expsnses. It is to be clearly understood, however, that Government does not undertake to pay any except reasonable expenses.

225. If the Police Officer wins the case and costs or damages or compensation are awarded to him, the expenditure incurred by Government up to the limit of such damage or compensation shall be refunded by him.

226. If in a case in which Government has undertaken the defence of an officer the decision of the first Court is against him, the question whether an appeal

shall be filed at the expense of Government, or whether the damages awarded to the plaintiff or the fine imposed shall be paid by Government, shall be decided by Government either on the application of the officer concerned, who should move his immediate superior in the matter, or on the representation of the District Superintendent of Police under whom he is serving. The latter should then follow the procedure laid down in paragraph 221 (4).

227. As legal proceedings against Police Officers, particularly Civil Suits, must interfere with the discharge of their public duties, and are likely to cause harassment to them, the District Magistrate should instruct the counsel appearing for the officer concerned that he should request the Court to deal with the case with the utmost possible expedition.

CHAPTER XIII.

Rewards.

Rules for the Grant of Departmental Rewards to Civil Police Officers.

228. When a Police Officer has performed specially meritorious service for which it is considered desirable to reward him, the most appropriate form of reward is to grant him promotion.

229. In granting promotion as a reward for good service due regard must be had to the seniority and qualifications of the officer whom it is proposed to reward. In cases where his position on the seniority roll, or his lack of the necessary qualifications, debar him from immediate promotion, a money reward may be granted.

230. The following officers are empowered to grant rewards up to the amount noted against each, to a member of the police for work done in the course of his ordinary duties, when the work is, in the opinion of

the officer ganting the reward, of such exceptional merit or of such an arduous or peculiar nature as to justify a special reward :—

		Rs
(a) Inspector-General of Police	...	500
(b) Deputy Inspectors-General of Police	...	200
(c) District Superintendents of Police	...	50

231. The grant of a reward is subject to the condition that funds are available in the budget of the officer granting the reward. When a District Superintendent of Police recommends a Police Officer for a reward which is beyond his own power of sanction he will invariably submit the recommendation to, or through, the Deputy Inspector-General of the Range in the form prescribed by the Inspector-General of Police. Officers above the rank of Inspector are not eligible for the receipt of money rewards. The grant of rewards for work done outside the ordinary course of an officer's duties is governed by Article 72, Civil Service Regulations. The grant of shot-guns as rewards will be restricted as much as possible and under no circumstances will revolvers be given as rewards.

232. Rewards offered by any private person or corporate body to members of a District Police Force in recognition of successful investigation of crime, or the arrest of criminals, or the recovery of stolen property, or other good work, or as a stimulus to detection, may be accepted only by the District Superintendent of Police concerned. Such rewards or deposits made in advance will not be received in cash, but the private person or corporate body concerned will be requested to credit the amount into the local treasury under the head "XIX. Police—K. Miscellaneous—(3) General Police Rewards." For this purpose a chalan in triplicate will be prepared in the Police Office and handed over to the party concerned. The original copy of the receipted chalan will be presented to the District Superintendent of Police by the party concerned, the duplicate copy being retained by $\frac{\text{him}}{\text{them}}$. An acknowledgment of the receipt of the chalan will be given by the District Superintendent of Police to the party concerned.

When a reward thus offered and credited into the treasury has been earned, the District Superintendent of Police will submit through the District Magistrate to the Range Deputy Inspector-General of Police—or through the District Magistrate and the Deputy Inspector-General of Police to the Inspector-General of Police, if the amount of the reward exceeds Rs. 500, a report showing the conditions on which the reward was offered and certifying that they have been complied with, and requesting sanction to pay to the Police Officers concerned the whole, or a part only, of the reward, as the circumstances of the case may justify. The reward thus sanctioned will be a charge to Government under the head "24. Police—(3b) All Allowances, etc.—Fluctuating—(iv) Honoraria, etc. to Officials."

If the reward, or any part of it, is not earned, the whole or the part, as the case may be, will be refunded to the private person or corporate body concerned on application under the sanction of the Deputy Inspector-General of Police, or of the Inspector-General of Police, if the amount involved exceeds Rs. 500 in any one case. The refund if ordered will be drawn from the Treasury on a "Refund" Voucher in the prescribed form and charged to the head "XIX. Police—**Deduct** Refunds."

A register will be kept in each Police Office in the following form, in which all particulars regarding the receipt, and payment, or such rewards will be entered at the time of each transaction :—

Register of Rewards received from the Public for the Detection of Crime, etc.

1. Amount of reward offered and credited.
2. Name and address of the private person or corporate body who offered the reward.
3. On what account or in what case.
4. Credit chalan No. and date.
5. No. and date of Deputy Inspector-General of Police's / Inspector-General of Police's sanction to the payment of the reward or for refund to the party who deposited the amount.

6. To whom paid or refunded.
7. Date of payment or refund
8. Amount withdrawn and the No. and date of Treasury Voucher.
9. Remarks.

NOTE.— In the case of the Criminal Investigation Department the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, will be the sanctioning authority when the amount involved in any one case does not exceed Rs. 500. In other cases the orders of the Inspector-General of Police should be obtained. The Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, will also be responsible for the maintenance of the prescribed register.

233. In addition to, or in lieu of, a reward in money or in any other form, a good service certificate in Form $\frac{\text{Ad. 15}}{\text{Police 98}}$ may be granted by the District Superintendent to a Police Officer of and below the rank of Sub-Inspector, who renders outstanding services, or exhibits special detective ability in the investigation or detection of a criminal case, or who shows bravery or zeal in arresting, or attempting to arrest out lawsr dangerous criminals.

Good service certificates will be given only for really good work, and will not be made cheap or lightly prized by being distributed broadcast in every petty case. Each certiffcate will relate to a separate case or act of good service. Certificates will be shown at kit inspections. In making promotions, District Superintendents will take into account the possession of certificates. Similarly, the possession of certificates will be taken into consideration owards the mitigation of punishment. Men who resign, or are merely removed, will be permitted to retain possession of their certificates. Men who are dismissed will be deprived of them.

The form needs little explanation. It is in counterfoil and the description of the good work done will be identical in both foil and counterfoil. A note of the award of a good service certificate will, at the time of granting it, be made in the space set apart for commendatory entries in the character and service roll of the man concerned thus :—"G.S.C. P.S. F.I.R. No. of 19 ."

The counterfoils of good service certificates will be preserved for 30 years.

234. Applications from non-gazetted Police Officers for rewards or Good Service Certificates on account of special work done in a district other than that to which they are attached for the time will be submitted in writing to the District Superintendent in whose district such work was done through the applicant's own District Superintendent who will endorse and forward the application if he approves of it.

235. The following rules on the subject of the proclamation and payment of rewards for the arrest and conviction of criminals, and for information in respect of the commission of offences, are prescibed by Government. These rules do not affect the payment of rewards under the express provision of any Act, or Regulation, or rule having the force of law, and do not apply to case under the Customs, Excise, Opium, Stamp and Forest Acts :—

Rules for the Offer and payment of Rewards in Criminal Cases.

1. For the arrest or attempted arrest of criminals, for information which leads to their arrest or conviction, or for assistance in procuring, or attempting to procure, their surrender, rewards may be offered and paid as follows :—

(a) By the Commissioner of a Division, the Inspector-General of Police, the Deputy Inspector-General of Police of a Range, or, in Rangoon, the Commissioner of Police, not exceeding Rs 1,000 in respect of any one person.

(b) By a Deputy Commissioner, not exceeding Rs. 500 in respect of any person.

(c) By a District Superintendent of Police, not exceeding Rs. 250 in respect of any one person.

(d) By a Superintentent of Police appointed under section 7 of Rangoon Police Act, 1899, not exceeding Rs. 50 in respect of any one person.

2. For courage and determination shown in resistance to robbers and dacoits, rewards may be offered and paid as follows :—

(a) By the Commissioner of Police in Rangoon and Commissioner of a Divison, not exceeding Rs. 1,000 to any one person.

(b) By a Deputy Commissioner, not exceeding Rs. 500 to any one person.

3. A reward according to the following scale shall be paid to any one securing the recapture of an escaped prisoner:—

	Rs.
For a prisoner under sentence of seven years' imprisonment or more	80
For any other prisoner whether under trial or convict	40

The reward will be paid by the Magistrate of the district in which the prisoner is captured, or, if the prisoner is captured in Rangoon, by the Commissioner of Police. Provided that no rewards shall be paid in any case in which an escaped prisoner voluntarily gives himself up, or to any person responsible for the safe custody of the prisoner when he escaped. Provided also that, for reasons to be recorded, the Magistrate of the district, or the Commissioner of Police, as the case may be, may in any case reduce the amount of the reward or withhold the payment thereof. This rule does not prevent the offer or payment of larger rewards under sub-paragraphs 1 (a) and (b).

Note.—The rewards admissible in sub-paragraphs 1, 2 and 3 may be paid to the widows, orphans or other genuine dependent or dependents of persons who die as the result of injuries sustained during the arrest or attempted arrest of, or while offering resistance to or securing the recapture of criminals.

4. For information which leads to the discovery of firearms or ammunition in respect of which there is reason to believe that an offence punishable under the Arms Act has been committed:—

A District Superintendent of Police or, in Rangoon, a Superintendent of Police appointed under section 7 of the Rangoon Police Act, 1899, may offer or pay a reward up to Rs. 50, a Deputy Commissioner up to Rs. 100, a Commissioner or the Inspector-General of Police or, the Deputy Inspector-General of Police of a Range or, in Rangoon the Commissioner of Police up to Rs. 250.

5. The previous sanction of Government shall be obtained for the offer or payment of any reward not specially authorized by these rules.

6. A sum shall be entered yearly in the Police budgets for rewards payable under those rule other than rewards debitable to the Jail Department under sub-paragraph 3. The sum provided in the Provincial Police budget shall be allotted by the Inspector-General of Police to the serveral districts. The Inspector-General of Police may make transfers from the allotment of one district to that of another. Provision shall also be made in the Jail Department budget for the payment of rewards under sub-paragraph 3 for the recapture of prisoners who have escaped from Jail. This sum shall be allotted by the Inspector-General of Prisons, who makes transfers from the allotment of one jail to that of another.

7. The Inspector-General of Police, besides distributing the budget provision for rewards between districts according to requirements so far as he can foresee them, will retain a sufficient reserve to cover extraordinary expenditure which may occur in any district or districts. Whenever a District Superintendent of Police finds that the amount at his disposal for rewards is becoming exhausted he shall at once report the fact to the Inspector-General of Police. The Inspector-General will then, if satisfied as to the necessity, supply the District Superintendent of Police with additional funds either from his reserve or by reappropiation from the

funds already allotted to some other district. If the Inspector-General finds that the total funds at his disposal are becoming exhausted, he shall take early steps to obtain an additional grant or to reappropriate the necessary amount from other sources at his disposal under competent sanction.

8. Ordinarily rewards granted elsewhere than in Rangoon shall be paid by the District Superintendent of Police. But the Deputy Commissioner may pay a reward himself or may order it to be paid by any officer Subordinate to him.

9. Gazetted Officers and Myooks shall not receive rewards except with the special sanction of Government.

10. No reward shall be offered or paid under these rules to any soldier except with the previous sanction of the General Officer Commanding, Burma Independent District.

11. No reward may be paid under these rules to any Police Officer, other than a rural Police Officer, except with the previous sanction of the Deputy Inspector-General of Police or, in Rangoon, the Commissioner of Police. Nor may reward be paid under these rules to any servant of Government, whether a Police Officer or not unless it is a reward of the nature described in Rule 48 of the Fundamental Rules, i.e., a reward which has been offered for the arrest of a criminal or for information or special service in connection with the administration of justice.

12. No reward shall be offered under these rules to any jail official. Nor shall a reward be paid under these rules to any jail official except with the previous sanction of the Inspector-General of Prisons.

236. When a reward is offered for the apprehension of an absconder a time limit for the operation of the reward shall invariably be fixed, which shall not exceed two years. At the end of this period the the District Superintendent of Police will review the case,

and decide whether the offer of the reward shall remain in force or whether, owing to the lapse of time, the importance of ensuring the apprehension of the absconder having lessened, the offer of the reward shall be withdrawn, of the offer of a smaller reward shall be substituted.

Rewards for Seizing and Impounding Cattle.

136A. Civil policemen may, with the prior sanction of the District Superintendent of Police, receive rewards for seizing and impounding cattle under the provisions of section 11 of the Cattle Trespass Act (Act I of 1871, as amended by Act I of 1891).

137. Police Officers who have rendered long and especially meritorious service or who have performed acts of gallantry are eligible for the conferment of certain titles, medals, and distinctions, of which a list of those most commonly conferred is given below :—

The Most Eminent Order of the Indian Empire The Most Excellent Order of the British Empire		For long and meritorious service.
The Indian Order of Merit (Civil Division)	...	For gallantry.
Sardar Bahadur ... Sardar Sahib ...	For Sikhs only ...	For long and meritorious service.
Khan Bahadur ... Khan Sahib ...	For Mussalmans only...	
Rai Bahadur ... Rai Sahib ...	For Hindus only ...	
Rao Bahadur ... Rao Sahib ...	For Hindus of Southern India only.	
Kyetthaye Zaung Shwe Salwe Ya Min.	For indigenous races of Burma only.	For long and meritorious service.
Thuye Gaung Ngwe Da Ya Min.	Do.	For valour or service of an active kind.

Ahmudan Gaung Tazeik Ya Min.	Do.	For long and meritorious service.
King's Police Medal Burma Police Medal	... ...	} For gallantry } or long and meritorious service.

Certificates of Honour with or without awards such as guns, revolvers, swords, etc.

Conferrable by the Inspector-General of Police.

Good Service Certificates:

Recommendations for such awards, exept good service certificates conferrable by the Inspector-General of Police, will be forwarded through the Deputy Commissioner, Commissioner, and the Deputy Inspector-General of Police, to the Inspector-General of Police.

Recommendations for the awards of Good Seruice Certificate of the Inspector-General of Police will be forwarded direct to the Inspector-General of Police through the Deputy Inspector-General, and the actual selection of officers for the award will be made by a Committee of Deputy Inspector-General of Police.

CHAPTER XIV.

Loss and Forfeiture of Medals.

238. The following procedure will be followed in case of the loss of a decoration by a member of the Civil Police ;—

I. A Board will be assembled to enquire into the circumstances attending the loss of the decoration, the members of which will take evidence and report whether the loss was, or was not, due to carelessness on the part of the owner, and whether the decoration should be replaced at the cost of the State or that of the owner.

II. In the case of the loss of a decoration by a member of the Military Police serving elsewhere than at battalion headquarters, or by a member of the district or Rangoon City Police, the Board will consist of the District Superintendent or Assistant Commissioner of Police as President, and two subordinate Police Officers as members.

III. The Board will invariably record evidence as to the character of the Police Officer whose case is under investigation, and when no testimony beyond the loser's own assertion regarding the loss is produced, the Board, except under very special circumstances, which it will record in its finding, will deal with the case as if it were proved that the loss occurred from neglect.

IV. If the loss be proved to have occurred from carelessness or neglect the Board may recommend that the loser may, after two years' good conduct reckoning from the date of the assembly of the Board, be provided with a new decoration at his own expense.

V. If the loss be proved to have been accidental, the loser may be recommended by the Board to be supplied with a new decoration at once, either at his own expense, or at that of Government, according to the circumstances of the case, it being understood that in order to justify the replacement of a decoration at the public expense, the loss must be proved to have occurred on duty by some accident entirely beyond the control of the loser. In all other cases, such as the loss of a medal cut from a tunic, or stolen from the person, the loser must pay for it himself.

VI. The proceedings of the Board will be submitted to the Inspector-General of Police for approval accompanied by a return in the form prescribed under sub-paragraph XII. If the Board has recommended that the cost of the medal or decoration lost should be defrayed by the loser, and if the application is supported by the Inspector-General, the Deputy Controller of Military Accounts, Burma, will issue a receivable order authorising the Treasury Officer concerned to receive the cost.

The amount will then be paid into the Treasury, the chalan being made out in favour of the Deputy Controller of Military Accounts, Burma, and forwarded to the Inspector-General of Police.

On no account will the cost be paid into Treasury until the receipt of the receivable order mentioned above.

VII. When the Board does not recommend that the decoration be replaced at once, the proceedings shall not be forwarded to the Inspector-General until the prescribed time has elapsed.

VIII. The cost of medals varies but is roughly in the neighbourhood of Rs. 5 each.

IX. A decoration bestowed by a Foreign power cannot under any circumstances be replaced.

X. If the Inspector-General approves of the proceedings of the Board, he will forward them, with an application for the replacement of the decoration lost, of the Officer Commanding the regiment in which the decoration was earned, for verification and transmission, through the General Officer Commanding the district, to the Controller of Military Accounts concerned when the Board has recommended that the decoration be replaced at the loser's expense; to the Secretary to the Government of India, Military Department, when the Board has recommended that the decoration be replaced at the expense of the State.

In cases of men who earned decorations in regiments which have been disbanded, or in the Police, or a Mililtary Department, applications for their replacement will be forwarded direct to the Military Department for verification and disposal.

XI. The proceedings will be prepared on a separate sheet or sheets in each case, unless the circumstances attending the loss be actually the same in each.

XII. In cases where clasps have not been lost, they will be transmitted with the proceedings so that they may be attached to the new medal.

Return of to whom it is recommended that new medals be issued at expense, to replace others lost.

Name.	Description of medal.	Description of clasp.	Corps or department in which the medal was earned, and regimental number and rank at the time.	Whether verified by Officer Commanding former corps or by head of former office, or from records in Military Department, Government of India.	Brief statement of cause of loss.
(1)	(2)	(3)	(4)	(5)	(6)

I certify that, after a careful investigation, I am satisfied that the decoration was lost in an accidental manner involving no culpability on the part of the loser.

The 19 District Superintendent of Police.

239. No application to replace a lost medal shall be forwarded if it has been lost in contravention of these orders.

240. The following rules, specifying the procedure to be adopted with regard to the forfeiture of medals by members of the Burma Police who have been, or may in future be, dismissed for certain offences, have received the sanction of Government :—

(i) any Police officer convicted of an offence punishable with transportation, either under the Penal Code or under Burma Act XII of 1928 ;

(ii) any police officer convicted of cowardice ;

(iii) any Police officer convicted of desertion ;

(iv) any police officer convicted of malingering, feigning; producing, or aggravating disease or infirmity ;

(v) any police officer convicted of theft or embezzlement of public money or goods, or of money or goods the property of a comrade ;

shall forfeit any medal in his possession granted for service in the field, and any medals which may remain unissued to him.

241. Medals forfeited under the foregoing rules will be transmitted to the Secretary to the Government of India, Military Department, through the office of the Inspector- General of Police.

242. In the preparation of medal-rolls the word "dismissed" will be restricted to cases where the dismissal has been in consequence of a conviction of one of the offences specified above ; the term "discharged" being used in other cases.

CHAPTER XV.

Housing.

Lines and Quarters.

243. The Police buildings at district headquarters comprise :—

[12](1) The Police Station and Lock-up.

(2) The District Training Depot.

(3) Barracks or cottages with outhouses.

(4) The Magazine.

(5) The District Store Room.

The whole (except the headquarters Police Station and Lock-up) constitute the "Police Lines."

Outside district headquarters, the lines ordinarily consist of :—

(1) A police Station or an Outpost building according to sanctioned establishment.

(2) Barracks or cottages.

(3) Outhouses.

Police Stations are built according to Public Works Department standard type plans which provide for defensible and non-defensible buildings of various sizes, as local conditions and the accommodation required, dictate.

Quarters according to Public Works Department standard type plans are provided for Inspectors, Sub-Inspectors, Station Writers, Head Constables, married and single Constables and European Sergeants.

Police Building at the headquarters of districts, of sub-division, and townships, are generally of a permanent nature, and are constructed and maintained in repair by the Public Works Department.

At outstations Police buildings are usually erected and maintained from Petty Construction and Repair Funds allotted to District Superintendents of Police for the purpose. Such buildings are erected according to the public Works Department standard type plans but are of a semi-permanent nature only, cheaper materials and methods of construction being employed.

244. All subordinate Police Officers and Constables shall, where quarters are provided for them, reside in the lines, except such as may be especially exempted by the District Superintendent for reasons which will be entered in the Order Book. Police Lines shall be kept clean and tidy, a party of Constables being placed, when necessary, on fatigue duty for the purpose. The roads intersecting the blocks of houses which form the "lines" will be raised and the drainage made as perfect as the nature of the site permits. Trees will, if possible, be planted where shade is deficient. All wells will be covered in. Latrines will be attached to all

lines, the particular type of latrine being decided on in consultation with the officer in medical charge. At Police Stations where no public conservancy arrangements exist, and where the bucket system cannot be used, the bored-hole system of latrines is likely to be found serviceable and has the advantage of not requiring the services of a sweeper. Wherever, therefore, no public conservancy arrangements exist and the bucket system cannot be used, the advice and assistance of the Public Health Department will be invoked with a view to adopting the bored-hole system.

245. The state of the lines at headquarters is the special concern of the Headquarters Assistant or Deputy Superintendent who is required to inspect them daily.

CHAPTER XVI.

Police Arms and Ammunition.

246. The Police are armed with :—

(a) 410 (smooth) bore Lee Enfield muskets.
(b) Dahs.
(c) Batons (for use in towns only).

Inspectors and Sub-Inspectors are armed with revolvers and swords.

A brown leather scabbard with steel mountings and a brown leather sword knot are issued with each sword.

Sergeants are armed with revolvers but on ordinary duty will wear a baton.

The scale of ammunition issued to Inspectors, Sub-Inspectors, and Sergeants is detailed in paragraph 1138 of this Manual, Volume II, and that of accoutrements in Appendix XIV of the Police Supply and Clothing Manual.

247. A Gazetted Officer shall purchase and maintain a revolver or pistol at his own expense.

Government has sanctioned the possession as part of the equipment of a gazetted police officer, of two revolvers or pistols free of fees.

248. A revolver will not be issued to any Inspector of Police, Sub-Inspector of Police, or Sergeant unless the District Superintendent considers that he is competent to use it with reasonable efficiency.

249. The following are the general principles on which the Civil Police is armed :—

(a) The whole of the Civil Police force should be trained in the use of firearms.

(b) Arms should be available within reasonable distance of all police stations for use in emergencies, but no more should be provided than are likely to be required at one time.

(c) At police stations where the Civil Police are required to perform the duties of Military Police, or to do escort duty, or to guard considerable quantities of treasure, or where the stations are situated in turbulent or frontier tracts, muskets in sufficient quantities should always be available.

(d) It is essential that firearms be kept only at posts where, owing to the strength of the Civil Police, and the security of the buildings, the danger of the arms falling into the hands of bad characters is reduced to a minimum.

To give effect to the above principles, the following are the ordinary arrangements:—

(i) At district headquarters muskets will be provided for one hundred per cent of the full estimated number of recruits at the training depot, plus one for each drill instructor, and for fifty per cent of the headquarters strength (excluding the training depot), the latter percentage being subject to increase or decrease in cases where the headquarters strength is, owing to special circumstances, unusually small or unusually great.

(ii) At subdivisional headquarters arms will usually be supplied up to fifty per cent of the strength, provided that the buildings are reasonably defensible and that, owing to the numbers of the Civil Police the arms may be considered practically safe.

(iii) At township headquarters where the Civil Police carry out similar duties to those of the Military Police, arms will usually be supplied up to fifty per cent of the strength, under conditions similar to those laid down for subdivisional headquarters.

(iv) At stations other than district, subdivisional and township headquarters, the Civil Police will only be armed with muskets when carrying out duties similar to those carried out by the Military Police. Arms will be allowed up to fifty per cent of the strength and subject to the same conditions as laid down for subdivisional or township headquarters.

Before arms are issued to a Police Station other than at the headquarters of a district, the District Superintendent of Police shall satisfy himself, and certify in writing that the arms will be kept in a secure place and be rrasonably safe against a sudden attack. These certificates are renewed annually and are filed in the office of the District Superintendent who is personalyl responsible for their safe custody and punctual annual renewal.

250. (1) Where there are no Military Police the Police are responsible for the custody of arms.

(2) Whenever the district authorities are of opinion that any post (which according to the provisions of paragraph 249 would normally be armed) should not be armed, the District Superintendent will submit a report to that effect to the Inspector-General of Police giving full reasons for the proposed exemption.

The report will be forwarded through the Deputy Commissioner, Commissioner and Deputy Inspector-General.

CHAPTER XVII.

Miscellaneous.

Orderlies and Guards over Private Buildings.

251. No orderlies may be used in a district except one Constable, who will be detailed as store orderly.

No Police guards, civil or military, over private houses are allowed, except in disturbed localities, and then only with the sanction of the Inspector-General. Permission to retain such a guard will be obtained afresh every six months, failing which the guard will be withdrawn.

PART II.—CRIME AND INSTRUCTIONS FOR EXECUTIVE DUTIES.

CHAPTER XVIII—CRIME REGISTERS.

SECTION I—REGISTER NO. 1—THE CRIME REGISTER (FORM $\frac{\text{Crime } 24}{\text{Police } 61}$).

252. The particulars of every cognizable offence reported to the Police will be entered in this register.

253. The register will be divided into groups of offences corresponding with Statements A and AA, Parts I and II, of the Annual Report (See Appendix A-XXII), the headings of each serial will be written at the top of the pages and the register properly indexed on the fly-leaf. Each group of offences will have so much space allotted to it as may be necessary.

254. Separate pages will be opened for prosecutions under sections 109 and 110, Criminal Procedure Code.

255. Separate pages will be opened for prosecutions nnder sections 21 and 22 of the Criminal Tribes Act, 1924.

256. A page or so under each group of offences will be left blank for entering cases of previous years, which were pending trial, or investigation at the close of the year, and for undetected cases of previous years brought to light during the year.

257. For the purposes of this register and the returns based on it the term " cattle" means bovine animals (including buffaloes), elephants, horses. donkeys, and mules only.

258. At the end of each day the Crime Clerk will enter in the register all the particulars required to fill up the various columns. These particulars he will obtain from the Register of Police Cases—Officer Register

No.2. As each case is entered he will enter in the first column of the Register of Police Cases, in red ink, the word "entered", and date and initial the entry.

259. In cases where the investigation is not completed he will enter such particulars as are available, and subsequently, any additional particulars that may have been obtained later.

260. If a case sent up by the Police is convicted under a section or law other than that entered in the register, a red line will be drawn through the orginal entries, and fresh entries made under the serial heading which includes the offenders for which the offenders in such case were actually convicted; if one person is convicted of the offence entered by the Police and another of a different offence, the original entry as to persons will similarly be expunged and a fresh enty made of the separate conviction. Every alteration will be made so that the original entry remains legible. When cases are transferred from one serial number to another, a note will be made in the remarks column, e.g., "Transferred to Serial No. 34 (o), Section 379, Penal Code, page 46."

261. When a case is transferred from one Police Station to another Police Station in the same district, a red ink line will be drawn through the original entries, and new entries made showing the name of the new Police Station and the number of the new First Information Report. When a case is transferred from one district the entries in the register of the district transferring the case will be similarly cancelled, and the case recorded in the register of the district receiving it on transfer on receipt of the new First Information Report from the Police Station concerned.

When a case is sent up for trail before a Magistrate and transferred by him under section 28A of the Burma Village Act to a Burma Village Committee for trial the case will be sturck off the Register and shown as "Transferred to Village Committee," the Magistrate's order of transfer on Form $\frac{\text{Crime } 18}{\text{Police } 125\text{A}}$ being recorded in the remarks column of the register as the authority for the cancellation of the entries relation to the case.

262. A case will not be shown as transferred to another district until the latter district has acknowledged acceptance of it.

263. Cognizable cases, which are reported to the Police and also direct to a Magistrate will, if the report to the Police and the complaint to the Magistrate relate to the same set of facts, be struck off the register as having been dealt with by direct complaint, and a note to this effect made in the remarks column of the register with a reference to the Court of trial, and the number and date of the trial record.

264. In case under the Arms Act, the kind of arms seized will be entered in columnd 6 (Property column).

265. When a case is compounded under section 323, Penal Code, it will be shewn as non-cognizable in column 9 and struck off as such in Office Register 2. Cases of this nature will not be shewn as true. When cases are struck off as non-cognizable, the section will be given.

266. In Opium and Excise cases, the amount of opium, liquor, etc., seized, will be entered in column 6 (Property column), a new heading being given "Total amount of opium or quantity of liquor, etc., seized." The letter "P," "E," or "V.H." will be entered in the remarks column to show whether the seizure was made by the Police, Excise, or a Village Headman.

267. (i) If action under the Village Act has been taken, the latters "V.A." will be entered in the remarks column.

(ii) In hurt cases the kind of weapon used will be entered in the remarks column.

268. Cases of house-breaking in which theft is the motive will be entered under a separate serial number.

269. In all prosecutions under the preventive sections the authority sanctioning the prosecution will be quoted in the remarks column.

270. Separate pages of this register will be opened for section 17 of the Gambling Act, and section 3 of the Opium Amendment Act.

271. A note will be made in the remarks column under Serial 26 showing whether each entry falls under section 392 or 394 of the Penal Code.

272. * * * *

273. The cases and persons pending Police investigation and pending trial will then be carried forward to the register for the new year.

274. It is the duty of the District Magistrate to compile and send complete to the District Superintendent of Police, so as to reach that officer by the 15th January in each year, the following statements for the previous year ending the 31st December :—

(a) Statement A (Form $\frac{\text{Ad I}}{\text{Police I}}$) for all direct cognizable cases and persons concerned in such cases;

(b) Statement AA (Form Ad. 1A) for all direct cognizable cases and persons concerned in such cases other than those contained in Statement A ;

(c) Statement B, Parts I and II (Form $\frac{\text{Ad. 2}}{\text{Police 2}}$) for non-cognizable cases and persons concerned in such cases ; and

(d) Statement C (Form $\frac{\text{Ad. 3}}{\text{Police 3}}$) for property stolen and recovered in direct cognizable cases and in non-cognizable cases.

275. The following are the statements of crime which are included in the Police Administration Report. The instructions hereinafter given for the compilation of Statements A, AA, and C apply equally to the Crime Register—

Statement A—Return of Cognizable Crime.

Part I.—Return af Cases (Form $\frac{\text{Ad. 1}}{\text{Police 1}}$).

Part II.—Return of persons concerned in cases ($\frac{\text{Ad. 1}}{\text{Police}}$).

Statement AA.—Return of Cognizable Crime—i.e., offences not specified in Statement A.

Part I.—Return of Cases (Form Ad. 1A).

Part II.—Return of persons concerned in cases (Form Ad. 1A:).

Statement B.—"Return of Non-cognizable Crime"

Part I.—Return of cases (Form $\frac{\text{Ad. 2}}{\text{Police 2}}$).

Part II.—Return of persons concerned in cases (Form $\frac{\text{Ad. 2}}{\text{Police 2}}$).

Statement C.—Return of Property stolen and recovered (Form $\frac{\text{Ad. 4}}{\text{Police 3}}$).

Statement C-1.—Return of Important Crime showing working results (Form Ad. 3B):—

(1) of cases,

(2) of persons concerned in cases,

(3) property stolen and recovered:

276. Statements A and AA (Parts I and II) will be compiled in the office of the District Superintendent of Police.

277. Both parts of Statement B on receipt from the District Magistrate will be checked in the office of the District Superintendent of Police in accordance with the instructions issued for compilation to District Magistrates before the figures contained therein are accepted.

Offences under other special or local laws not cognizable by the Police will not be shown separately for each Act. The figures will be consolidated and shown in a single line against Serial No.33 of Statement B, Parts I and II.

278. The information required for Statement C will be obtained partly from the office of the District Magistrate (paragraph 274) and partly from the District Superintendent's Crime Register, and both sets of figures will be incorporated in one statement.

279. The following instructions for filling up Statements A, AA, and C will be carefully observed :—

Statements A and AA.—General Instructions.

280. I.—The classification of cases is that shown in columns 1, 2 and 3 of Statements A and AA.

II.—When a person is arrested on one charge, but convicted or acquitted on another, his case will be entered under the heading of the crime of which he has been convicted or acquitted.

III.—Cases in which any of the accused are convicted will be entered under the heading of the most serious offence for which a conviction might have been obtained against any of the offenders ; but persons convicted entered according to the exact offence of which they may individually have been found guilty, the fact of transfer from any other head (of cases) being noted in the column of remarks in the district returns. Similary, presons acquitted will be entered under the heading of the gravest crime charged against them.

IV. Attempts and abetments will appear under the heading of the offence attempted or abetted, except in the case of the substantive abetments provided for by sections 115 and 117 to 119, Penal Code, which form a separate entry (1) in the return.

V. Care will be taken that the acts of separate offenders committed independently of one another and without a common object are not shown as one case. It is only where offences are jointly committed by several persons, in pursuance of a common aim, that can be looked upon as one case. Mistakes occur chiefly in nuisance cases,which are generally individual acts.

VI. Cases will be recorded only in the district in which they are tried. When a case is transferred from district A to district B, there will be no record of it in district A under the heading "Cases." Should any arrests have been made the persons arrested will appear in the column of remarks (Part II) as transferred in district A, and in column 5 of Part II in district B.

VII. No attempt will be made to reconcile the figures in the judicial statements with those in the Police statements.

VIII. A cognizable case instituted on complaint will not, if it is referred to the Police for investigation, be thenceforward treated as a "Police case."

IX. The number of acquittals which take place in Appellate or Revisional Courts will be shown in the column for remarks (of Parts I and II). The order which is in force at the close of the year for which the statement is prepared will be accepted as the final one. If the order of the Lower Court has been reversed or modified within the year, it is the order of the Appellate or Revisional Court which will appear in the statement.

X. An explanatory note will be made in the column for remarks (of Part I) showing the number of cases withdrawn or in which convictions were not obtained owing to the death of the accused or lunacy during trial, and cases compounded. The number of persons concerned in such cases will be shown in the column for remarks of Part II. All cases withdrawn owing to the escape of the accused, or owing to the evidence being insufficient. will be classed as undetected and shown as such in column 13.

XI. Cases taken up as cognizable offences, and afterwards discovered to be non-cognizable offences, will not be transferred to the statement of non-cognizable crime (Statement B), but will be shown in column 9 of Statements A and AA, Part I.

XII. No case will be struck off the Police statements. Cases declared to be "false" or "non-cognizable" will be shown in the statements and entered in columns 8 and 9 of Statement A and AA, Part I, as the case may be.

XIII. Cases in which persons are dealt with by Magistrates under section 562, Criminal procedure Code will be shown in the statements as convicted.

Instructions Regarding the Filling up of Columns. Statements A and AA, Part I.

281. **Column 3.**—Offences under Special and Local Enactment will not be shown separately for each Act. The figures will be consolidated and shown in a single line against Serial No 2 of Statement AA. The only exceptions to this will be cases under the Criminal Tribes Act (Act VI of 1924), which will be shown separately as Serial No. 3.

Column 4.—In this column will be shown all undetected cases of previous years in which accused persons are arrested or sent up for trial during the years under report, as well as the pending cases shown in column 10 of the previous year. Should there be any differences between the number of cases shown as pending in column 10 of the previous year's return and the number brought forward to column 4 of the return for the year under report, the difference will be explained.

Column 5.—This column will include all cognizable cases reported to the Police during the year. It will not include cases referred to the Police for investigation by a Magistrate.

Column 6.—Will show the number of cases in which the Police refused investigation under section 157 **(b)** of the Criminal Procedure Code.

Column 7.—Will show the difference between columns 4 **plus** 5 **minus** 6.

Column 8.—In this column will be entered only cases shown in column 7 which have been proved or declared to be deliberately false before or after trial.

Column 9.—In this column will be entered cases shown in column 7 which have been classified as mistakes of law or fact or decalared non-cognizable before trial.

Column 10.—Will include all cases pending trial before Magistrates at the close of the year as well as those pending Police investigation at the close of the year (i.e., cases in which no Charge Sheet or Final Report has been submitted).

Column 11.—Will show the number of true cognizable cases convicted. Cases declared non-cognizable and entered in column 9 will be excluded from the total of convictions. Figures in this column will therefore equal the figures entered in column 7 **minus** the total of columns 8, 9, 10, 12, and 13 and the number of cases referred to in the foot-note of the statement marked §.

Column 12.—Will show the number of true cognizable cases acquitted or discharged. Cases proved to be false before or after trial entered in column 8, and cases declared to be due to mistakes of law or fact or non-cognizable and entered in column 9, will not be entered. That is to say, the figures entered in column 12 should equal the total of colnmn 7 **minus** the total of columns 8, 9, 10, 11, and 13, and the number of cases referred to in the foot-note of the statement marked §.

Column 13.—In this column will be shown all true cognizable cases which remain undetected at the close of the year. All cases withdrawn owing to the escape of an accused or owing to the evidence being insufficient will

be classed as undetected. Cases will also be classed as undetected in which the accused has died or escaped before trial or in which, though detected, the accused evading arrest, whether the evidence has been recorded under section 512, Criminal Procedure Code, or otherwise.

Columns 14 and 17.—Are self-explanatory.

Columns 15 and 16.—The figures for these columns are obtained from the District Magistrate as explained in paragraph 274.

Column 18.—For information required to be entered in this column, see paragraph 280 X.

Statements A and AA, Part II.

282. **Column 3.**—Persons concerned in offence under Special and Local Enactments will not be shown separately for each Act. The figures will be consolidated and shown in a single line against Serial No. 2 of Statement AA, the only exception being persons concerned in proceedings under the Criminal Tribes Act (Act VI of 1924), who will be shown separately, as Serial No. 3.

Column 4.—This column will contain the persons entered in column 12 of the previous year.

Column 5.—Will show all persons arrested by the Police during the year, whether of their own motion, or under the orders of a Magistrate after investigation had been refused by the Police, or the Police had reported the charge to be false, and will include also all persons received on transfer from other districts.

Columns 6 and 7.—Are self-expanatory.

Column 8.—Will show only those persons whose cases have been finally disposed of by trial, and will equal the total of columns 9 and 10.

Column 9.—Will show the number of persons entered in Column 8 who have been convicted, including

those ordered to give security for good behaviour, and persons released on probation of good conduct under section 562, Criminal Procedure Code.

Persons convicted in cases declared to non-cognizable will also be entered, a note being made in the column of remarks showing how many of the persons were convicted of non- cognizable offences.

Column 10.—Will show the number of persons entered in column 8 acquitted or discharged. Persons acquitted in cases proved to be "Flase" or "Mistaken" and persons concerned in cases allowed to be compounded will also be entered. A note will, however, be made in the remarks column showing the number of persons concerned in compounded cases.

Column 11.—Will show all known absconders "wanted" by the Police for true cognizable cases reported during the year, whether the absconders have been proclaimed or evidence recorded against them under section 512, Criminal Procedure Code, or not.

Column 12.—Will show all persons concerned in cases pending Police investigation, and all persons pending trial before Magistrates at the close of the year, whether the persons are in custody or on bail.

Column 13, 14 and 15.—The figures for these columns are obtained from the District Magitrate as explained in paragraph 274.

Column 16.—For information required to be entered in this column, see paragraph 280 X.

Statement C.

283. In cases which are proved or declared to be "False" or "Mistaken ' the property entered as stolen property will be struck out. In cases in which investigation has been refused property will not be entered. In cases pending Police investigation or pending trial at the close of the year, the amount of the property stolen and recovered will not be entered in the statement for that year, but will be brought on to the statement for the following year.

Statement C-1.

284. The instructions for compiling this statement are given at foot of the statements itself.

SECTION II.—**Register No. 2—Register of Police Cases (Form $\frac{\text{Crime } 25}{\text{Police } 45}$).**

285. This register will be divided into as many parts or volumes as there are Police Stations in the district, and will be carried on from year to year till filled. It serves chiefly as an index to cases reported at Police Stations. The register is in foolscap size, which should ordinarily permit of five cases being entered on each page.

286. The kind of weapon used in hurt cases will not be entered in this register but in Register No. 1.

287. Columns 1, 2, 3, 4, and 5 are self-explanatory and will be filled in from the First Information Report. Cases will be entered according to their Police Station numbers. If a later number comes to hand before an earlier one, a space will be left for entering the earlier number when it arrives. In cases in which investigation has been refused the value of the property taken, if any, will be entered in column 4.

Column 3 will always show the section under which an accused person is convicted. This sometimes differs from the section under which he is sent up for trial.

In cattle theft the letters "C.T." and in ordinary theft the letters "O.T." will be entered under the number of the section in column 3.

288. Column 6.—In this column, for convicted cases the names of convicted accused, or absconders, and the dates of their convictions will be shown in red ink. A brief note of the sentences imposed will also be made. In cases not convicted the result will be briefly indicated by the usual letters, namely "M" for mistaken; "F" for false; "N/C" for non-cognizable; "A.M."

for acquitted mistaken ; "D.T." for discharged true ; "Cpd" for compounded ; the date of delivery of judgment in each case being also inserted. The results of prosecutions under sections 182 and 211, Penal Code, will be shown below the entries relating to the First Information Report from which they originated.

For this purpose the Court Prosecuting Officer will make out a copy of Form $\frac{\text{Crime 18}}{\text{Police 125A}}$ in all cases under these sections, and after having had it filled in the usual way, and after adding the particulars of the orininal First Information Report will send it to the office of the District Superintendent of Police.

289. Column 7.—In this column will be shown the Final Report or Charge Sheet number of the case with the date of the Final Report or Charge Sheet, and, in addition, the date on which it is received in the office.

290. (I)Column 8.—In convicted cases for which Finger Prints are necessary, the Finger Print number and date of each person convicted, and in the case of an old offiender the letter "O.O." with the figures 1, 2, 3, 4, according as to whether the offender has been convicted once, twice, thrice, or four times will be entered in the same line as the name of the person concerned.

(II) In oplum cases the letter "P", "E" or "V-H" will be entered to show whether the case was taken up by the Police, or the Excise Department, or by a Village Headman.

291. If any reference to details of convictions is required, Form $\frac{\text{Crime 18}}{\text{Police 125A,}}$ which will be filed in the case file, will supply the necessary information.

292. The Headquarters Assistant will check the entries in this register weekly and will at the same time enter his initials and the date of check. The District Superintendent of Police also, whenever he examines the register, will enter his initials and the date.

293 The District Mrgistrate may call for and inspect this register whenever he thinks it necessary or desirable to do so.

294. If the letter "D" appears at the head of a First Information Report form in red ink, a similar "D" in red ink will be entered below the entry of the case in Register No. 2. This is to enable the return of cases in which the consumption of liquor has occurred to be made out for submission to the Superintendent of Excise.

295. The District Superintendent of Police will furnish to the Superintendent of Excise each month a list of cases with full details in which there is evidence of the consumption of liquor by accused, complainants, or witnesses so as to enable him to direct an investigation into the source of supply of such liquor.

296. Non-cognizable cases will not be entered in this register, which is a Register of Police (i.e., congnizable) cases only.

297. In a case in which an offence was committed in foreign territory and the accused was arrested and tried in British Territory, the usual entry (provided the case be a cognizable one) will be made in this register. When a case is transferred from one Police Station to another Police Station in the same district, a red ink line will be drawn through the entries in the register under the Police-Station transferring the case and new entries made in the register under the Police-Station to which the case has been transferred, the number of the new First Information Report being entered. When a case is transferred from one district to another district the entries in the register of the district to which it has been transferred on receipt of the new First Information Report from the Police-Station concerned.

298. A case will not be shown as transferred to another district until the latter district has acknowledged acceptance of it.

299. Cognizable cases which are reported to the Police, and also direct to a Magistrate will, if the report to the Police and the complaint to the Magistrate relate to the same set of fact, be struck off the register as having been dealt with by direct complaint and a note to this effect made in column 6 of the Register.

SECTION IIA.—**Register No. 2A—Reward Register.**

299A. A Reward Register will be maintained by the Crime Clerk in manuscript in the following form :—

19 . . . . . Rewards paid to . . . . . .

Serial No.	Rank.	Name.	Station or Village.	Case No. and P. S. in which reward is granted or Magistrate's case No. for Special Laws.	Reward granted.	Date of sanction and by whom.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

This Register will be maintained in 3 parts, namely :—

(a) Departmental, in which will be entered all rewards paid to police Officers by the District Superintendent of Police for police cases, and by Magistrates for cases under Special and Local Laws.

(b) Headmen, for rewards paid by the District Superintendent of Police for assistance to the police in the prevention and detection of crime.

(c) Ten-house gaungs and members of the public, for rewards paid by the District Superintendent of Police for assistance to the police in the prevention and detection of crime.

In the remarks column the date of return of rewardee's receipt will be noted.

The advantages of maintaining this register are as follows :—

(1) It will keep a check against double payments.

(2) It will furnish facts and figures required for columns 22 and 23 of Statement E and for comment under section 7, in the case of departmental rewards, and also under section 31 (Village Headmen, Rural Police, and police relations with the public) of the Police Administration Report.

(3) It will furnish facts and figures for the information of the Deputy Commissioner (of the number of Headmen and Ten-house-gaungs rewarded by the police) for comment in the Village Administration Report.

(4) It will be useful in watching whether income-tax has been paid or not—**vide Police Gazette** Memorandum No. 108, dated the 29th of September, 1934.

SECTION III.—**Register No. 3.—Prosecuting Police Officer's Register (Form** $\frac{\text{Crime 43}}{\text{Police 64}}$**).**

300. This register will be kept up by all Court Prosecuting Inspectors and Sub-Inspectors and needs no explanation. It will be kept in English and will be initialled daily by the Senior Police Officer at the place where the Court Prosecuting Officer is stationed.

CHAPTER XIX.

Register of Finger Prints and Identification of old Offenders.

SECTION I.—Duties of the District Police as regards Finger Prints after conviction.

301. The finger prints of all persons, who have been convicted of any of the following offences, will be taken for permanent record:—

(a) All persons convicted under Chapters XII and XVII of the Penal Code, except sections 241, 254, 262, 263, 263 (a), 385, 403 (property only, not cattle), 417, 421 to 428, 434, 448, 449, 451, 453 and 461.

(b) All persons convicted for any offence punishable with one year's rigorous imprisonment and upwards in connection with political agitation.

(c) All persons convicted under sections 215 and 403, Penal Code, with reference to cattle only.

(d) All persons convicted under sections 170, 171 328, 363 to 373, 467, 471, 474, (so far as it refers to section 467), 489 (a),489 (b), 489 (c), and 489 (d) of the Penal Code.

(e) All persons convicted under sections 107, 108, 109, and 110, Criminal Procedure Code, and section 17 of the Gambling Act, and ordered to execute bonds under section 118, Criminal Procedure Code, and all notified members of criminal tribes.

(f) Persons convicted under the Arms, Opium, Dangerous Drugs and Excise Acts, all such cases being put up to the District Superintendent of Police for decision as to whether the importance of the convict by reason of the large scale of his activities warrants the recording of his finger prints. The finger prints of seamen convicted of smuggling arms will invarialy be taken.

(g) All convicted persons not specially provided for above, for whom it is considered desirable that a finger print slip should be on record.

(h) All convicted persons classified as "habitual criminals" by the convicting Magistrate under the terms of Local Government Judicial Department Notification No. 78, dated the 5th July 1923.

(i) All persons convicted under sections 12 and 13 of the Burma Gambling Act.

(j) All persons deported under the Foreigners Act, or the Expulsion of non-Burman Offenders Act, 1925.

302. When submitting finger print slips for offences prescribed in sub-paragraphs (b), (c), (f) and (h) above, the words "Political" "Cattle," "Large Scale," "Seaman," and "Habitual Class" respectively will be entered in red ink against the sections.

303. The finger prints of all adolescent prisoners sentenced to imprisonment in any jail including the Meiktila Juvenile Jail, the Senior Training School and Borstal Training School, Thayetmyo, and any other special institution will be taken and will be sent to the Finger Print Bureau, Insein, for record, so as to facilitate identification in the event of re-conviction. In the case of adolescent convicts who belong to provinces in India, a second copy will be sent by the Burma Bureau to the India Bureau concerned.

The age of adolescence shall, for the purposes of these rules, be taken to be from 16 to 21, i.e., completed 16 to completed 21.

Juveniles, i.e., persons whose age is less than 16, will have their finger-prints taken according to the ordinary rules laid down in paragraph 301 above.

304. In consequence of the introduction of the Single Finger Print System for recording the finger prints of certain classes of criminals in Burma an extra

copy of the finger print record slip (Form $\frac{\text{Crime } 48}{\text{Police } 103}$) will be taken and submitted to the Finger Print Bureau (in addition to the copy or copies required by paragraph 305 below) of all persons convicted for the undermentioned offences :—

(a) Robbery and dacoity (Sections 392 to 402, Penal Code)	On first conviction for an offence of this nature. No extra slip will be required for subsequent convictions.
(b) Theft and burglary (Sections 379 to 382, 452 and 454 to 460, Penal Code).	On second conviction for either of these offences the first being for either. If through oversight no finger print slip was recorded on the first conviction two slips will be sent. If a former slip is on record at the time of the second conviction only one slip will be required but the number and date of the former slip will be quoted.

NB.—If a person already convicted under the Preventive Laws is subsequently convicted of burglary the instructions under (b) adove will apply and the criminal's finger prints will go into the Single Finger Print record.

305. The number of finger print slips required for record is as follows :—

(a) Of all convicts referred to in paragraph 301, who are natives of Burma, one copy will be taken for record in the Insein Bureau.

(b) Of all convicts referred to in paragraph 301, who are not natives of Burma, two copies will be taken, one copy for record in the Burma Bureau, and one for record in the Bureau of the convict's home Province.

(c) Of all seamen convicts referred to in paragraph 301 (f), six copies will be taken, one copy for the Burma Bureau and five copies for the other Maritime Bureaux in India.

NOTE.—Finger print slips of Chinamen need not be taken in duplicate, as required by paragraph 305 (b).

306. Whenever a non-Asiatic is convicted in a case of the type in which finger prints would ordinarily be taken for record under the rules, the finger prints and photographs of the convict will be sent to the Criminal Investigation Department for transmission to the Director, Intelligence Bureau, Government of India, who, in turn, will forward them to the head of the Police in the country of which the prisoner is a resident. Before the release of such a prisoner a report will be sent to the Director by the same agency, given information regarding the date, route, boat, etc., on or by which the prisoner will be travelling, in order that such information may be transmitted to the country of the man's origin.

307. When a prisoner escapes from Police or Jail custody, and his finger prints have been taken for search previous to his escape, the finger print slips will be sent at once to the Finger Print Bureau so that, should the prisoner be arrested in some district where he is not known, his identity may be established. When the slip has already been forwarded, it will be necessary to infrom the Bureau of the escape in order that the slip may be flagged with a red slip.

308. In the case of the disappearance of a history sheet criminal, the number and date of his finger print (if on record) will be sent to the Finger Print Bureau, where his slip will be flagged with a red slip. Such reports will be submitted with Form $\frac{\text{Crime 34}}{\text{Police 65A}}$.

309. The District Superintendent of Police or the Headquarters Assistant will scrutinize Form $\frac{\text{Crime 18}}{\text{Police 125A}}$ carefully on receipt. In the event of the criminal having committed one of the offences specified in paragraph 301, and being convicted, and the finger print slip not being attached, the Court Prosecuting Officer concerned will at once be called upon to explain its absence, and to furnish the slip. The District Magistrate's return on Form Criminal 134 will also be scrutinized. On receipt, the finger print slips will

immediately be tested by the Finger Print Sub-Inspector of Police.

310. If this procedure is followed, it should be impossible for any finger print slip to be overlooked. As an additional check, however, District Suserintendents of Police and Headquarters Assistants will occasionally check the Register of Police Cases (Register No. 2) with the Finger Print Register (Register No. 4).

311. In all cases of conviction in places where there is no Jail, and in all cases in which a person is sentenced to a fine or whipping, or placed on security for any of the offences referred to in paragraph 301, the finger prints will be taken by the Court Prosecuting Officer, or a Sub-Inspector, on Form Crime 48 / Police 103 in the Court immediately after jundgment is passed. In cases of imprisonment, the letters "F.P." and the date will be entered on the top right-hand corner of the Jail Warrant. The record slips will be attached to Form Crime 18 / Police 125A as in paragraph 309, and will be sent to the Office of the District Superintendent of Police.

312. The District Police, in whose jurisdiction the crime occurs, are responsible for taking finger print record slips of persons convicted of the offences specified in paragraph 301 of this Manual, who are sent up for trial by the Railway Police. Such finger print record slips will be given the district serial number, and will be despatched to the Bureau by the District Police, as laid down in paragraph 313.

In Rangoon Town, the Court Prosecuting Officer of the Railway Police will be responsible for taking all record slips in Railway Police cases, and will hand them over to the Finger Print Department of the Commissioner of Police, to be forwarded to the Bureau.

313. On receipt of the record slips by the District Superintendent of Police, they will be placed in open files as below, according to the date of sentence, and forwarded to the Finger Print Bureau on the 1st and

16th of each month, after the period of three months has elapsed since the date of sentence, unless an appeal is known to be pending at the time. If an appeal is pending, the slips will be transferred to the file from which the slips will be submitted next in order—

A-1 will contain the slips of convicts whose sentences date from the 1st to 15th months of January, April, July, and October.

A-2 will contain the slips of convicts whose sentences date from the 16th to the end of the months of January, April, July, and October.

B-1 will contain the slips of convicts whose sentences date from the 1st to 15th of February, May, August, and November.

B-2 will contain the slips of convicts whose sentences date from the 16th to the end of the months of February, May, August, and November.

C-1 will contain the slips of convicts whose sentences date from the 1st to the 15th of March, June, September, and December.

C-2 will contain the slips of convicts whose sentences date from the 16th to the end of the months of March, June, September, and December.

On April 1st the slips of file A-1 will be removed from this file and placed in the seventh file "D" for despatch to the Bureau on April 16th. This leaves file A-1 empty and ready for slips from April 1st to 15th and so on.

314. In places where there is no jail, the jail number for entry in the slips will be obtained from the Superintendent of the Jail in which the convict is imprisoned. For this purpose the District Superintendent of Police, or other officer concerned, will fill in and send a list in Form $\frac{\text{Crime}}{48\text{A}}$ along with the warrants committing the prisoners to jail. The Superintendent of

the Jail will cause the necessary particulars to be entered in columns 5 and 6 of the form and will return it to the escort that brought the prisoners or, if that is not possible, will return it duly filled in to the issuing officer within 24 hours (Sundays and Jail holidays excepted).

Great care will be exereised to ensure that the name of the original jail and other particulars entered in the form are correct.

315. If sentences are set aside on appeal, the slips will be removed from the file and placed in the case file. Similarly any alteration of sentence will be noted on the slip.

316. The finger prints of persons convicted of offences, specified in paragraph 301, and sentenced to a fine, whipping, to find security, or to a term of imprisonment of three months or less, will not be dealt with as described in paragraph 313, but will be placed in File D ready for despatch with the next batch of finger print slips due for submission to the Finger Print Bureau. The finger prints of a person who, in default of finding security, goes to jail for a period exceeding three months will be dealt with as described in paragraph 313.

317. In any case in which a finger print record slip has been forwarded to the Bureau, and the sentence is subsequently altered or set aside on appeal, intimation on Form Criminal 180 will be sent by the District Superintendent of Police to the Bureau for necessary corrections to be made on the slip. The Finger Print Bureau will acknowledge receipt of Form Criminal 180.

318. When a person (other than Indian temporarily residing in Burma), whose permanent residence is in one district, is convicted outside the district, his finger print slip with Form $\frac{\text{Crime 45}}{\text{Police 131}}$ will be forwarded immediately to the District Superintendent of Police of his home district, who will number the slip, enter it up in his Office

Register No.4(paragraph 320)and forward it to the Bureau. Form $\frac{\text{Crime 45}}{\text{Police 131}}$ will be returned to the district from whence it came as an acknowledgment. The slip will also be entered in Register No. 4 of the district in which the man was convicted but without a serial number, and a note will be made against the entry showing the despatch number and date on which the slip was sent to the convict's home district. The serial number of the criminal's home district, when received, will be entered in red ink, e.g., $\frac{77}{\text{Monywa}}$. If, subsequently, the sentence is altered or set aside on appeal, intimation on Form Criminal 180 will be sent to the Bureau through the District Superintendent of Police of the convict's home district.

319. Each batch of slips sent in by the District Superintendent of Police for record in the Finger Print Bureau will be accompanied by a list (Form $\frac{\text{Crime 45}}{\text{Police 131}}$). A form of receipt in Form Crime 52 will be forwarded with the list, which will be signed and returned to the District Superintendent of Police.

320. For the purpose of recording the number of finger print slips submitted by district officers to the Central Bureau, it will be necessary to keep up in every district office a register in Form $\frac{\text{Crime 45}}{\text{Police 131}}$ called Office Register No.4. Entries will only be made in this register on the date the slips are placed in the "D" (paragraph 313).

321. When finger print slips are eventually entered in this register, a double date will be entered in column 5, thus $\frac{\text{5th June 1915}}{\text{13th September 1915}}$. The top date will be that on which the finger prints were actually taken, the bottom will be that of their despatch to the Bureau. This double date is necessary to facilitate the check between the entries in this register, and the Jail Attendence Register and Jail Warrant (paragraph 1577, Burma Police Manual, Volume II).

322. When a new enty of the finger print is made in Register No. 4, the old entry, if any, in the register will be cancelled.

For example—

(1) Nga Pyu is convicted in 1909 and his finger print slip despatched for record. His Serial No. in Register No. 4 is 28.

(2) In 1912 he is convicted a second time, and the slip containing particulars of both convictions is received, his new finger print Serial No. being 35. In the space provided on Form $\frac{\text{Crime 48}}{\text{Police 103}}$, the number and date of his former slip (say No. 28 of 1909)will be entered, Serial No. 28 of 1909 will now be cancelled, and a forward reference to Serial No. 35 of 1912 will be made in the remarks column of Register No. 4. Similarly a back reference will be made to Serial No. 28 of 1909 in the remarks column of the new entry (No. 35 of 1912).

(3) If Nga Pyu is again convicted, Serial No. 35 of 1912 will be cancelled, and a forward reference made to the new entry. In the remarks column of the new entry, back references will be made both to Serial No. 28 of 1908 and to Serial No. 35 of 1912.

There will be only one uncancelled entry for each person in Register No. 4 but in the remarks column there will be found references to all slips previously submitted.

323. The age of the individual, his date of sentence, section, and the Mdgistrate's case number and official designation, will be entered in columns 2 and 3 of Office Register No. 4.

324. After the entry in Register No. 4 is completed, the finger print number and date will be entered in column 8 of Register No. 2 to enable officers to see at a glance whether the record slip has been submitted to the Bureau or not. If this number is not found entered in column 8 of Register No. 2, the record slip should be in its appointed file (paragraph 313).

SECTION 11.—RELEASE FROM JAILS OF PRISONERS OF CERTAIN CLASSES.

325. On the 15th of each month in all jails, a statement in Jail Form No. 65, showing the names and places of residence of prisoners classified as habitual (including all persons undergoing imprisonment in default of security under section 110, Criminal Procedure Code, and persons convicted under section 176, Penal Code, for disobeying an order issued under section 565, Criminal Procedure Code), prisoners convicted under the Criminal Tribes Act, persons imprisoned for failing to furnish security under section 107, 108, or 109, Criminal Procedure Code, and prisoners convicted of offences noted in the margin, who are to be released during the succeeding month will be sent by the Superintendent of the Jail to the District Superintendents of Police of the districts in which their places of residences are situated.

(1) Offences against the State, sections 121—130 (inclusive), Penal Code.
(2) Holding up cattle to ransom—section 215, Penal Code.
(3) Coining—sections 231—263A (inclusive), Penal Code.
(4) Kidnapping—section 365, Penal Code.
(5) Cattle theft—sections 379 and 380, Penal Code.
(6) Robbery and dacoity—sections 392 to 402 (inclusive) Penal Code.
(7) Receiving stolen property-sections 412 and 413, Penal Code.
(8) Cheating—sections 419 and 420, Penal Code.
(9) House-breaking—sections 457 to 460 (inclusive), Penal Code.
(10) Note forgery—sections 489 (A to D), Penal Code.
(11) Concealing Arms—section 20, Arms Act.
(12) Offences in connection with terrorist crime.

In the following instances in which the above procedure cannot be followed, the statement in Jail Form No. 65 will be sent along with the released prisoners so that necessary action can be taken on it at the same time as released prisoners are received by the police:—

(a) Prisoners whose sentences are altered no appeal to the term of sentence already undergone, or reduced to a short term of sentence, which does not afford a month's notice.

(b) Prisoners sentenced to flogging only.

(c) Prisoners whose release is effected by the Inspector General of Prisons immediately on the grant of special remission, or on the recommendation of the Central Revisory Board.

In such cases, if the prisoner's place of residence is in a district other than that in which the jail is situated, Jail Form 65 will be sent by the District Superintendent of Police, who receives it, along with Form Crime 63 or 63A, as the case may be, to the District Superintendent of Police of the district in which the prisoner's place of residence is situated.

The entries relating to criminals convicted in Railway Police cases will be made in red ink. A duplicate copy of the statement will be sent to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma. If any names are omitted from the statement supplementary lists will be sent to the officers concerned. In the remarks column of the statement the word "Habitual" is entered against those prisoners who have been so classified. At the end of the statement is entered in red ink information regarding the death of any such prisoners, or of any other prisoners whose finger prints are on record, which took place in the month previous to the one in which the statement is forwarded. The letters F.P. are also marked against the name of every prisoner whose finger impressions are on record.

The letter "F.P." and the date will be entered in the remarks column of Jail Form 65 against the name of every prisoner whose finger prints are on record.

326. On receipt of the statement the District Superintendent of Police of the district in which the prisoner's place of residence is situated will notfiy on Form Crime 58, the date of release to the officer-in-charge of the police-station concerned, who will enter the date in the index card of the prisoner and ascertain if he has or has not returned to his place of residence. If the prisoner

has not returned within a reasonable time, not exceeding one month, the officer-in-charge of the police-station will endeavour to trace his whereabouths, and, if he succeeds, will send particulars of the prisoner in Form Crime 34 Police 65A (Conviction Register) in duplicate to the police-station in the jurisdiction of which he is believed to be residing. If he is traced, the officer-in-charge of the latter police-station will return the duplicate copy to the police-station of issue as an acknowledgment.

Should the police-stations be in different district, the form will be forwarded and returned through the two District Superintendents of Police concerned.

In order that the Railway Police may maintain effective supervision over released criminals convicted in Railway Police cases, District Superintendents of Police of districts on the line of Railway will forward extracts from the statement as regards Railway Police cases to the Superintendent of Railway Police who, on receipt of the extracts, will forward the necessary intimation to the Railway Police-station concerned.

The statement in Jail Form No. 65, and all supplementary lists, will be carefully checked in the office of the District Superintendent and, if it is found that the names of any men are included whose finger prints should be on record, but are not, immediate action will be taken to have the finger prints recorded.

327. (i) Prisoners, whose sentences have been conditionally remitted under section 401, Criminal Procedure Code, and members of Criminal Tribes, will not be released at the jail gates, but will be first brought before the District Magistrate of the district in which they are at the time confined, if he so directs, and then before the District Superintendent of Police, who will take the action indicated in sub-paragraph (ii) or (iii).

(ii) If the place of residence of such a prisoner be situated in the same district as that in which he is confined at the time of expiry of sentence, he will, subject to the

orders of the District Magistrate, be released at the district headquarters.

On releasing the prisoner the District Superintendent of Police will arrange to send Form Crime 59 to the officer in charge of the police-station in the jurisdiction of which the prisoner's home is situated, who, on receipt of the form, will inform the headman of such prisoner's village of the date of his release, and file it in the police-station order File (file No. 14).

(iii) If the place of residence of such a prisoner be situated in a district other than that in which he is confined when his sentence expires, he will be forwarded by the District Superintendent of Police of the district in which he is confined together with a memorandum on Form Crime 63 to the District Superintendent of Police of the district in which his place of residence is situated, who, on arrival of the prisoner will have him brought before the District Magistrate, if he so directs, and subject to the order of the District Magistrate will arrange for his release at the district headquarters in sub-paragraph (ii) above.

NOTE.--Prisoners convicted in the Shan States and Karenni will not be sent back there for release unless they are natives of the Shan States and Karenni or have fixed homes there. Before a prisoner's release the Superintendent of the Jail will ascertain from the Assistant Superintendent of the State concerned whether the prisoner has a fixed home there.

(iv) It is the duty of the Superintendent of Jail to cause such a prisoner (whether his place of residence be in the same district as the jail or in another district) to be brought before the District Magistrate, or the District Superintendent of Police of the district where he is confined, together with a memorandum on Jail Form 86, on such date before the expiry of the sentence as may allow time for journey of the prisoner to the headquarters of his home district, so that his final release may take place on the date on which his sentence of imprisonment expires, and all authorities concerned will note carefully the date of expiry of the sentence in order that the release may be punctually carried out on that date.

(v) If such a prisoner has no fixed place of residence and is confined in the district in which he was originally convicted, he will be released in the manner indicated in (i) and (ii) above. If he was originally sentenced in another district, he will be brought before the District Magistrate of the district in which he has served the final part of his sentence, and will either be released there and then in the manner indicated in (i) and (ii) above, or will be sent to the district in which he was sentenced [according to the procedure laid down in (iii) above] as may from the circumstances of the case, and the prisoner's desire, seem to the District Magistrate to be reasonable.

(vi) In all cases such a prisoner, if destitute, will be furnished by the District Superintendent of Police with travelling expenses at the following rates for the journey from the district headquarters where he is finally released to his home village :—

(1) Subsistence allowance of 4 annas (annas four only) per head per diem.

(This allowance will be liable to reduction in respect of any meals supplied on the day of his departure for home. For the calculation of subsistence allowance a journey of 18 miles on foot should be considered a day's journey for males and 12 miles for females).

(2) Actual fares of the lowest class for journeys by public conveyance as defined in Rule 6 (12) of the Burma Travelling Allowance Rules.

(3) Actual expenses for journeys by boat or sampan where these are ordinary mode of conveyance.

328. (i) All prisoners of the classes mentioned in paragraph 325 other than those mentioned in paragraph 327, will be released on the day their sentences expire at the gate of the jail in which they are confined. The Superintendent of the Jail in such cases will invariably send information in good time to the District Superintendent of Police of the district in which the prisoners are confined, of all prisoners about to be released, so

that arrangements can be made for attendance, at the jail, of a Police Officer or officers detailed to receive prisoners released, together with Jail Form No. 95, their passage warrants and expenses.

(ii) The District Superintendent of Police, on receipt of information of the prisoners to be released on the date specified, will arrange to depute an officer, or officers, for the aforesaid purpose. The officer, or one of the officers so detailed, will be the officer whose duty it is under paragraph 1577 Burma Police Manual, Volume II, to attend at the jail for the purpose of taking finger prints, and it will be his first duty to see that the finger prints of all habitual criminals mentioned in Jail Form No. 65 due to be released that day have been taken, and, if they have not been taken, to take them immediately. The officer, or officer so detailed, will see that each prisoner is, so far as possble, set moving in the direction of his normal place of residence, and will on no account make over the passage warrant and expenses to him until he is in the train or steamer travelling in that direction. The District Superintendent of Police will then send information of the release of the prisoners in Form Crime 63A and Jail Form No. 65, if any, to the District Superintendents of Police of the districts in which their places of residence are situated, who will in turn send Form Crime 59 to the officer-in-charge of the police-station in the jurisdiction of which the prisoners' homes are Situated.

329. All transfers to Indian jails ordered under paragraph 552 of the Jail Manual will be intimated by the Inspector-General of Prisons to the Inspector-General of Police, Burma, who will inform the District Superintendent of Police of the district in which the prisoner was convicted. The Distrtict Superintendent of Police concerned will immediately, on receipt of the information, communicate with the District Superintendent of Police of the District in which the jail to which the prisoner has been transferred is situated, with a view to keeping him under surveillance, or reporting his intention to return to Burma.

330. At the end of the list mentioned in paragraph 325, information regarding the death of any prisoner whose finger prints are on record, which took place in the month previous to the one in which the statement is forwarded, will be entered in red ink. On receipt of this informarion in the office of the District Superintendent of Police, the name of the criminal will at once be expunged from Register 4 (paragraph 320), and the Finger Print Bureau will be imformed by the despatch of Form $\frac{\text{Crime 46}}{\text{Police 134}}$ in the same way as information is given of finger print criminals who die in their homes (paragraph 332).

SECTION III.—FINGER PRINT FILES.

331. The following files for finger print work will be kept up in the office of the District Superintendent of Police by the officer-in-charge of finger print work :—

(1) A circular order file, which will be a main file and contain all circular orders regarding finger print work.

(2) Files "A-1" to "D" (paragraph 313) containing finger print slips received from Court Prosecuting Officers for submission to the Finger Print Bureau.

(2A) File of defective finger print slips received from Court Prosecuting Officers along with Form Crime 18 / Police 125A

All defective slips thus received will be placed in a file with an index in the following form so that the District Superintendent of Police may exercise an effective check over the final submisson of such slips. The index will be kept up in a blank, pages being allotted to each Police-station according to requirements. The index will be of a permanent nature, continuing from year to year. On receipt of an acknowledgment of a satisfactory slip by the Finger Print Bureau, the

defective slip and connected correspondence will be destroyed and the name of the convict concerned scored out in the index.

Name of Police-station.....

Name and Father's Name	F. I. R. No. and Year:	Date of receipt of defective F. Ps.	Reason why defective.	No. and date of orders calling for fresh F. Ps.	No. and date of reminders.	Date of receipt of satisfactory F. Ps.	No. and date of acknowledgment by F. P. Bureau.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(3) Files for acknowledgment memoranda of finger print record slips forwarded to the Bureau (Form Crime 52)—

(a) If defective slips are returned by the Bureau, an order sheet will be attached to the memorandum, and on this sheet will be shown what action has been taken, i.e., the officer to whom the slip has been made over for verification, report, etc.;

(b) When the slips are re-submitted to the Bureau, the number and date of the letter or memorandum with which they

are forwarded, will be entered in the form at the lower half of the acknowledgment memorandum, Form Crime 52, and no office copy of such letter or memorandum need be kept;

(c) The acknowledgment from the Bureau of rejected slips resubmitted will be pasted on the order sheet as stated in (a) above;

(d) Thus all acknowledgments and particulars of resubmission for each batch of record slips will be found together, and an easy check will then be ensured. No other correspondence or papers will be placed in this file.

(4) Files for correspondence regarding finger prints sent to the Bureau for record.

File 3 above will contain receipts and nothing more, but there is bound to be correspondence regarding defective slips returned by the Bureau, either between the District Superintendent of Police's office and police-stations in his district or with other districts, jails, etc. Such correspondence will be placed in file 4 which will be kept up in segments, each segment relating to one batch of slips, which have been despatched to the Bureau. A segment will be filed only when the defective slips are resubmitted to the Bureau and correspondence about that particular batch of slips is closed. If no slips are rejected by the Bureau, no segment for that batch need be opened.

(4A) It is laid down in paragraph 318 that the finger prints of a person who is convicted outside his home district will be sent with Form $\frac{\text{Crime } 45}{\text{Police } 131}$ to the office of the District Superintendent of Police of his home district for transmission to the Finger Print Bureau. Form $\frac{\text{Crime } 45}{\text{Police } 131}$, with the finger print number and date, will

be returned by the convict's home district to the sending district as a receipt. These receipts will be placed in file 4A.

(4B) File of correspondence with the Finger Print Bureau in connection with finger print record slips returned for verification of pervious convictions. The papers relating to each sip. or bath of slips, will be filed in segments, and will include an order sheet showing the action taken and the punishment, if any, awarded to the responsible officer.

(5) **File of death reports.**—The District Superintendent's file of deaths reported to the Bureau (paragraph 332) will take the form of an index in the following form:—

Serial No.	Name of deceased.	Police-station.	Number of F. P. and date it was sent to Bureau.	Date and place of death.	Number and date of memorandum reporting death.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

This file will be a permanent file and will be kept up in book form, a bound book being used for the purpose and the pages ruled by hand. Each page will contain

about 20 names and entries therein will serve as an office copy of the death report, Form $\frac{\text{Crime } 46}{\text{Police } 134}$ which is sent to Bureau. The names of men who have died will be scored out from the Finger Print Register No. 4 (paragraph 320).

Receipts of death reports will be acknowledged by the Bureau, and these acknowledgment memoranda will be kept in a separate file (5A).

Reports from police-stations, and miscellaneous correspondence regarding the deaths of finger print criminals, will be kept in an ephemeral file, 5B, which will be a yearly compilation. It will be destroyed after the lapse of one year.

(6) **File of alteration of sentences on appeal of convicts whose finger print slips have already been submitted to the Finger Print Bureau** (vide **paragraph 317 above**).— If the orders contained in paragraph 313 are properly carried out, there should be few intimations to be sent. This file will be kept up as an index in the following form :—

Serial No.	Name.	F. P. No. and date.	No. and date of intimation to the F. P. Bureau.	Remarks.
(1)	(2)	(3)	(4)	(5)

Receipts of alteration of sentences will be acknowledged by the Bureau, and these acknowledgment memoranda will be kept in a separate file (6A).

(7) File of letters from the Bureau returning defective search slips for reprint 101 Criminal Investigation Department Manual, Part I). Copies of letters from

the Bureau will be sent to the police-station, the originals being filed in this file. This file will be indexed.

(7A) File of correspondence between the District Superintendent of Police and his staff concerning defective search slips.

(8) **File of intimation of arrest of local criminals by police of other districts, Form Crime 55 (paragraph 342).**—This file will be kept up in segments, each segment relating to one Form 55. A segment will be filed only when the action indicated in paragraph 342 to 345 is complete. The file will also be indexed as below :—

Serial No.	Name.	Father's Name.	Village and Police-station of district which criminal in resides.	District in which arrested.	Offence for which arrested.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(9) File of correspondence from the Bureau regarding "B" class criminals about to be released from jail, whose finger prints cannot be traced at the Bureau (Jail Form 65), (see paragraph 325).

(10) File of elimination list in Form Crime 67 (see paragraph 333). These will be kept in serial order in one permanent file from the time the system started. Miscellaneous correspondence will be kept in a separate file (10A) and destroyed at the end of each year. These lists are the authority for striking out names from Register No. 4.

(11) File of monthly statements of convictions in direct cases received from the District Magistrate (Form Criminal 134).

(12) File of correspondence relating to jail Warrants of other districts.

(13) File of correspondence with jails in cannection with Form Crime 49A (lists of convicts sent to jail).

(14) File of correspondence relating to the flagging of finger print slips and acknowledgment memoranda.

(15). File of correspondence relating to the cancellation of the flagging of finger print slips and cancellation memoranda.

SECTION IV.—ELIMINATION OF REDUNDANT FINGER PRINT SLIPS.

332. On the occurence of the death in his home of any person whose finger print is on record, the Station Writer will submit a report to the District Superintendent of Police. who will forward a death report in Form $\frac{\text{Crime46}}{\text{Police 134}}$ to the Insein Bureau. This will be acknowledged.

333. Those slips, which it is proposed to remove from the record and destroy, will be sent out by registered post with Form Crime 67 in duplicate, to the district concerned for scrutiny. On receipt, the slips will be checked personally by the District Superintendent of Police, with a view to ascertaining whether any

of them should be retained, either because of subsequent convictions not being notified, or because the criminal concerned has been wrongly classified, or for any other sufficient reason, which will be recorded on the slip concerned. Occasionally it may be necessary for the District Superintendent of Police to refer to the Police Station Officer in whose jurisdiction the criminal resides. The District Superintendent of Police will use his discretion about this. If subsequent convictions are traced, they will be entered and duly attestd, and the slips will be returned to the Bureau by registered post, together with the original Form Crime 67, the duplicate being kept for record in the office of the District Superintendent of Police. The other slips will be destroyed, this fact also being duly noted on both copies of Form Crime 67.

334. The slips destroyed will be struck out of the District Superintendent's Register No. 4 (Finger Print Register) and out of the Finger Print Bureau Extract List (Form $\frac{\text{Crime 45}}{\text{Police 131}}$) in red ink, and a note made of the date of their destruction.

Section V.—Miscellaneous Instructions Regarding Finger Prints.

335. The District Superintendent of Police and other senior officers should, checking the work of investigating officers, satisfy themselves that sufficient practical use is being made of the finger print system in the investigation of crime.

336. When undertrial prisoners are detained in a jail, the jail authorities are required by paragraph 712 of the Jail Manual to examine such prisoners in order to ascertain whether they have been previously convicted. Whenever a previous conviction is discovered in this way, an intimation of the fact will be sent to the police before the trial of the prisoner.

337. When, subsequent to conviction, the prison authorities discover that a prisoner classed as a first

offender has been previously convicted, the Superintendent of the Jail will address his intimation of the fact to the District Superintendent of Police, and forward it through the District Magistrate.

338. In cases where one district sends a finger print slip to another district for verification and transmission to the Bureau, the despatching officer will be careful to see that the list (Form $\frac{\text{Crime } 45}{\text{Police } 131}$) accompanying the slip bears the same number as does the copy sent to the Bureau for information. The receiving officer will see that the slip is not included in the general list of slips taken in his district, but will send it on with a separate list, noting the district from whence it came, and the number and date of the forwarding memorandum.

339. The finger prints of all Indians on enlistment in the police will be taken in duplicate and the slips forwarded to the Finger Print Bureau, Insein, and to the Bureau of the Province to which they belong, for comparison with the finger prints of men dismissed, removed, etc.

340. The finger prints of all Burmans on enlistment in the police will be taken, and the slips forwarded to the Finger Print Bureau for comparison with the finger prints of men dismissed, removed, etc.

341. The finger prints of all cadet Sub-Inspectors of Police will be taken on enlistment and sent to the Finger Print Bureau for search.

342. In a case where a criminal is arrested outside his home district, and his identity is traced by means of a search slips, the Figer Print Bureau will send Form Crime 55 to the man's home district.

343. On receipt of this form, the information contained therein will be sent to the police-station to which the man belongs, and the Police Station Officer will be called upon to report whether he is an absconder, or a

history sheet criminal, from his jurisdiction. If the latter he will explain why the district where he was arrested was not informed of his visit.

344. The District Superintendent of Police will note in his Finger Print Register No. 4 (Form $\frac{\text{Crime } 45}{\text{Police } 131}$), against the criminal's name, the fact of his arrest elsewhere (see paragraph 320).

345. The district where the criminal was arrested will be furnished with a short account of the criminal's history, certified copies of his previous convictions, and asked to intimate the result of trial.

346. The following is the list of Finger Print Bureaux and their addresses in India, and the Straits Settlements :—

(1) **Bengal.**—The Crime Assistant to the Deputy Inspector-General, Criminal Investigation Department, Calcutta.

(2) **Untited Provinces of Agra and Oudh.**—The Deputy Inspector-General in charge, Finger Print Bureau, Allahabad.

(3) **Burma.**—The Deputy Inspector-General of Police for Railways and Criminal Investigation, Insein.

(4) **Bombay.**—The Officer-in-charge, Finger Print Bureau, Bombay Presidency, Poona.

(5) **Central Provinces.**—The Officer-in-charge, Finger Print Bureau, Nagpur.

(6) **Madras.**—The Officer-in charge, Finger Print Bureau, Madras.

(7) **Assam.**—The Inspector-General of Police, Assam, Shillong.

(8) **Punjab.**—The Superintendent of Police in charge, Finger Print Bureau, Phillaur.

(9) **Hyderabad.**—The Officer-in-charge, Finger Print Bureau, Hyderabad (Deccan).

(10) **Karachi.**—The Officer-in-charge, Finger Print Bureau, Karachi.

(11) **Rajputana.**—The Officer-in-charge, Finger Print Bureau, Ajmere.

(12) **Mysore.**—The Inspector-General of Police, Mysore, Bangalore.

(13) **Baroda State.**—The Officer-in-charge, Finger Print Bureau, Baroda.

(14) **Bihar and Orissa.**—The Deputy Inspector-General of Police, Criminal Investigation Department, Bihar and Orissa, Patna.

(15) **Staits Settements.**—The Register of Criminals, Kuala Lumpur, Straits Settlements.

(16) **Cochin State.**—The Officer-in-charge, Finger Print Bureau, Cochin State, Trichur.

(17) **Travancore State.**—The Officer-in-charge, Finger Print Bureau, Travancore State, Trivandrum.

CHPTER XX.

Important Crimes.

347. On receipt of the First Information Report of an important crime the District Superintendent of Police will have an accurate translation in English made, in loose forms Crime 15 / Police 34 (First Information Report forms), and send one copy each to the District Magistrate, Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, and Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, and Deputy Inspector-General of the Range. One copy will also be filed in his office.

In the case of First Information Reports in Range Important Crimes, the District Superintendent of Police will have 3 copies made and will send one copy each to the District Magistrate and the Deputy Inspector-General of Police of the Range. The third copy will be filed in his office. No copy will be sent to the Deputy Inspector- General of Police for Railways and Criminal Investigation, Burma.

If the District Magistrate considers the crime of sufficient importance he will forward his copy to the Commissioner of the Division.

Important crimes will be given an annual district serial number, irrespective of the class of crime. A separate series of numbers for Range Important Crimes will be given.

In cases which are only technically important crimes, and which are intrinsically of little importance, and in cases in which at the time of report the accused was in custody and the charge against him established, further reports need not be forwarded. If, however, the District Superintendent of Police decides that futher reports are unnecessary he will specifically state at the end of the English copy of the First Information Report that he does not propose to forward further reports.

348. First Information Reports of important crimes will contain all available details of the crime and a futher report will be submitted immediately full details are available. In reports on murders, the motive, whether premeditated or not, and names of suspects, will be mentioned.

349. If the District Superintendent of Police decides to send further reports, a copy of an accurate precis in English will be sent to the District Magistrate (who will not ordinarily forward it to the Commissioner), the Deputy Inspector-General of Police for Railways and Criminal Investigotion, Burma. and the Deputy Inspector-General of the Range. One copy will be filed together with the English copy of the First Information Report.

The reports, which will show the progress of the investigation, will be submitted with as little delay as possible.

If any of the above officers desires a further report in a case in which the District Superintendent has intimated his intention of submitting no further report, he will call for it.

350. In case of an extraordinarily serious crime occurring, or of an important action with dacoits taking place, or of a serious crime in which Europeans are concerned being reported, the District Superintendent will submit a brief telegraphic report to the Deputy Inspector-General of Police for Railways and Criminal Investigation, to the Deputy Inspector-General of the Range and to the Inspector-General of Police, to be followed in due course by the usual reports. It is impossible to lay down any hard-and-fast rule as to when a telegraphic report should be made; the matter is left to the discretion of District Superintendents.

CHAPTER XXI.

Miscellaneous Crime Records.

(1) Examination of Surveillance Officers' Diaries : (2) Maintenance of Crime Graphs and Crime Maps : (3) Maintenance of Arms and Ammunition Records.

351. (1) The police-station surveillance staff diaries, which are submitted weekly by the Police Station Officer to the District Superintendent of Police under paragraph 1624 of this Manual, Volume II, will be examined by the Detective Staff, who will mark any useful extracts regarding absconders or missing history sheet criminals, and put them up to the District Superintendent of Police for perusal and order as to whether any of the information marked should be entered in the index cards.

The Detrctive Staff will be responsible fcr bringing to the notice of the District Superintendent of Polize the name of any important absconder or missing history sheet criminal about whose whereabouts reliable information has been received, and will take the orders of the District Superintendent of Police as to whether a member of the Detective Staff should be detailed to trace the missing man or not.

(2) A crime graph in Form Crime 96 for each of the follwing forms of crime will be kept up on a district basis in the office of the District Superintendent of Police by the Crime Clerk :—

(a) Dacoity.
(b) Robbery of all kinds.
(c) Cattle theft.
(d) House-breaking (property only).

In the Graphs the figures for the preceding three years as well as for the current year will be shown.

As regards Cattle theft. graphs will be maintained for each police-station jurisdiction separately on the same lines as the graphs for the whole district.

As regards House-breaking, graphs will similarly be kept up on a police-station basis but only in jurisdictions with urban areas and only if so ordered by the Range Deputy Inspector-General of Police.

Instructions for the upkeep of Crime Graphs will be found in Form Crime 96.

A Crime Map for the whole district will also be matntained in the office of the District Superintendent of Police by the Crime Clerk for the forms of crime detailed below :—

(a) Dacoity.
(b) Robbery of all kinds.
(c) Cattle theft.
(d) House-breaking (property only).

The different forms of Crime will be denoted by different coloured flags. The flags will bear the First Information Report number on one side and the date of occurrence on the other. In cattle theft cases the flag indicating the place of occurrence will be joined by a thread to a flag showing the residence of the thief or suspected thief. If the residence of the thief is situated beyond the district, a flag bearing the name of the village will be placed outside the district boundary in the direction of that village and will be joined with the flag indicating the place of occurrence by a thread.

When cases are struck off as "false", "mistaken", or "non-cognizable", or when a year has elapsed since their occurrence, the flags will be removed from the Crime Map. The Crime Map will be hung up in the office of the District Superintendent of Police and will be on as large a scale as possible. Extra large scale maps will be also maintained by the Crime Clerk in exactly the same manner as the District Crime Map, for house-breaking cases (property only) committed in the following towns :—

Moulmein, Mandalay, Akyab, Bassein, Prome, Pegu, Myingyan, Yenangyaung, Toungoo, Insein and Pakokku.

(3) An Arms and Ammunition Record for the district will be maintained by the District Detective Staff under the personal supervision of the District Superintendent of Police. The procedure for its upkeep is laid down in paragraph 383.

CHAPTER XXII.

Absconders and Missing Criminals.

SECTION I.—REGISTER No. 5—HUE AND CRY INDEX (FORM CRIME 29).

352. This Index will be maintained in Form Crime 29 and will require re-writing only once in five years. At the commencement of each year the absconders still on the registers will be given fresh serial numbers if necessary.

353. In the remarks column will be entered—

(1) the name and rank, police-station and district, of the Police Officer, Village Headman, or villager, who arrested the absconder ;

(2) if his finger impressions are on record at the Finger Print Bureau, the finger print number and date.

354. On receipt of Form $\frac{\text{Crime 28}}{\text{Police 62}}$ for an absconder as laid down in paragraph 1506, Burma Police Manual, Volume II, or for a missing Criminal Tribes Act criminal, the members of the District Detective Staff will satisfy themselves that the provisions of paragraphs 363 to 368, have been complied with. They will also make out a copy of Form $\frac{\text{Crime 28}}{\text{Police 62}}$ for each gazetted absconder or Criminal Tribes Act criminal, and place it in the file of the individual concerned. A note of any special orders issued from time to time by the District Superintendent of Police in connection with the tracing of the absconder or missing criminal, and any special information they may receive about him will be entred in this file. After the District Detective Staff has taken necessary action, the hue and cry notice received from the police-station will be given to the Crime Clerk to be fowarded in original with an English translation to the Crime Branch of the Criminal Investigation Department. When the notification appears in the **Crime Gazette**, the necessary entries will be made in the file of the individual by the District Detective Staff.

355. The file of an absconder or missing criminal kept by the District Detective Staff will be destroyed, and the entry in the Hue and Cry Index (Register No 5) cancelled, only when the person is arrested, or dies, or when the District Superintendent of Police orders its cancellation.

356. All reports under the above head received from other districts will be filed in the respective files.

SECTION II.—REGISTER NO. 6—INDEX OF UNTRACED HISTROY SHEET CRIMINALS AND CONDITIONALLY RELEASED CONVICTS (FORM CRIME 79).

357. The index will be maintained in Form Crime 79 similarly to Office Register No. 5, and particulars of missing history sheet criminal, will be forwarded by the police-station on Form $\frac{\text{Crime } 34}{\text{Police } 6\text{-A}}$ A note will be made against each entry showing the number and date of the letter sent to the Finger Print Bureau asking that the missing history sheet criminal's record slip may be flagged. The number and date of the acknowledgment from the Bureau will also be entered.

358. On receipt of Form $\frac{\text{Crime } 28}{\text{Police } 62}$ for a missing history sheet criminal as laid down in paragraph 3527, Burma Police Manual, Volume II, the District Detective Staff will make a copy and place it in a special file and then send the original to the Crime Clerk, who will, after entering the necessary particulars in Register No. 4, farward it to the Central Finger Print Bureau together with an English translation to flag the missing history sheet criminal's record slip.

359. Particulars of a person conditionally released whose residence is unknown will be forwarded by the police-station to the office of the District Superintendent of Police on Form $\frac{\text{Crime } 28}{\text{Police } 62}$ with the conditions of release entered therein and the entries 'Conditionally released prisoner' noted on the top of the form. The details will be entered in Register No. 6 by the Crime Clerk who will then forward it together with an English translation to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, for publication in the **Police Crime Gazette**. The entries in the index will be made in red ink and will bear no serial number.

360. A file in Form $\frac{\text{Crime } 28}{\text{Police } 62}$ will be maintained by the District Detective Staff for each person conditionally

released whose residence is unknown. When the notification appears in the **Police Crime Gazette**, the necessary entries will be made in the file of the individual concerned.

361. A note will be made in the remarks column of Register No. 6 to show when and how each missing history sheet criminal or conditionally released prisoner is traced and by whom.

362. The file of a missing history sheet criminal or conditionally released prisoner will be destroyed when the individual is traced, or dies, or when the District Superintendent of Police orders the cancellation of his name in Register No. 6.

SECTION III.—THE GAZETTING OF ABSCONDERS.

363. The name nf an absconder will be published in Part I (**a**) of the **Police Crime Gazette** only when he has committed any of the following offences ;—

(1) Murder.

(2) Dacoity.

(3) Rape.

(4) Kidnapping human beings for ransom.

(5) Counterfeit coining.

(6) Forging Currency Notes.

(7) Robbery, house-breaking, theft, embezzlement, cheating, criminal misappropriation, but in the case of these particular offences, only when the finger prints of the absconder are on record at the Finger Print Bureau.

364. The names of individuals absconding for offences I (**a**) of the **Police Crime Gazette**, until evidence has been recorded against them under section 512, Criminnl Procedure Code, and until action has been taken against them under sections 78 and 88 of the Criminal Procedure Code.

365. When an absconder has satisfied the conditions of paragraph 363 and 364 above, the officer-in-charge of the police-station having jurisdiction, will send a descriptive-roll of the absconder direct to the District Superintendent of Police in Form $\frac{\text{Crime } 28}{\text{Police } 62}$. He will note on the form the designation of the Magistrate, and the numbers and dates of the cases in which action has been taken, under sections 87, 88 and 512 of the Criminal Procedure Code. The District Superintendent of Police will then cause the absconder's name to be entered in the hue and cry index (office Register No. 5) mentioned in paragraphs 352 to 356. When the name has been entered in this register, the report received from the plice-station on Form $\frac{\text{Crime } 28}{\text{Police } 62}$ together with an English translation, will at once be sent by the District Superintendent of Police to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein, for publication in Part I (a) **Police Crime Gazette**.

366. When hue and cry notices of absconders and notices of missing Criminal Tribes Act criminals, jail escapees, and absconding ticket-of-leave prisoners, are sent to the office of the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein, for publication in Part I of the **Police Crime Gazette**, particulars of the First Information Report (number and date), and the name of the police-station will be given against every entry relating to the previous convictions (if any) of the criminals concerned.

367. When a convict escapes from the Andamans, Burma Jails or Police custody, a telegraphic report will at once be sent to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein. This will be followed by a detailed bilingual report containing the desciptive roll, finger print number and date, and photograph number and date. A notice will then be published in Part I (c) of the **Police Crime Gazette**, and the Finger Print

Record Slip will be red-flagged at the Bureau. If a reward is subsequently offered, an additional bilingual notice will be submitted for publication in Part II (f) of the **Police Crime Gazette**.

368. The names of persons wanted for offences under the Criminal Tribes Act, absconding ticket-of-leave prisoners, and escaped convicts from the Andamans, the jails, or police custody, will be entered in office Register No. 5.

CHAPTER XXIII.

Forged Notes and Counterfeit Coins.

369. The appearance of any forged note of the value of Rs. 10 and over, whether old or new, will be communicated immediately to the Currency Officer, Rangoon, by letter, by the District Superintendent of Police in whose district the forged note apppears. In the case of forged Government currency notes of less value than Rs. 10 only new forgeries will be reported to the Currency Officer, Rangoon. The reporting officer will state in his letter the denomination of the forged note, the datel the serial letters and numbers, and the consecutive number. A copy of this report will be sent on the same day to the Crime Assistant to the Deputy Inspector-Genera, of Police for Railways and Criminal Investigation, Burma, Insein.

370. All forged notes of the value of Rs. 10 and over,and new forgeries of note less value than Rs. 10, when no longer required, will be sent with a copy of the report by the District Superintendent of Police concerned to the Commissioner of Paper Currency, Rangoon, through the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein.

371. On the conclusion of the enquiry, a full report, with the particulars of notes passed, of the **modus operandi** of the forgers, if known, and of any other persons concerned, will be submitted to the Crime

Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein.

372. In coining or note forgery cases in which an Asiatic who is not a resident of India, is convicted, and in which there is reason to believe that the false coins or notes have been manufactured abroad, a report will be forwarded to the Criminal Investigation Department, which will send a copy to the Director, Intelligence Bureau, Government of India. If any foreign criminal, whether Asiatic or non-Asiatic, is convicted in a coining or note-forgery case which may arouse international interest, a copy of the report will be sent for the imformation of the Director.

373. The presentation of old forgeries of forged Government currency notes of less value than Rs. 10 will be reported by the District Superintendent of Police concerned to the Currency Officer, Rangoon, monthly, on the 1st of each month, the notes in question being sent to him with the report. A copy of this report will be sent to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein.

374. The disposal of implements and materials used for counterfeiting currency notes will be decided by the Court which tries the case. Where the exhibits are ordered to be delivered to the police for destruction, the District Superintendent of Police will, if he considers that any paricular exhibits are of special interest, and should be preserved, send them to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein, for deposit in the Police Museum. In other cases, the District Superintendent of Police will personally arrange for the destruction of the exhibits.

375. A blank book will be kept up in two parts for information regarding coining and forged Government Currency Notes obtained in the district. This blank book will be kept up by the District Detective

Staff. Quarterly notes will be made as regards counterferit coins seized during the last quarter, the quality of the spurious coins, their methods of construction, the source of illicit supply, the names of persons and localities suspected to be concerned in their manufacture, their sympathisers and utteres. The same instructions will be followed as regards the quarterly entries regarding the seizure of forged Government Currency Notes. In all cases where a particular series becomes common in a district special pages will be opened for this series, so that a cursory examination will show the different places where the particular series has been seized, and names of persons who have distributed them.

A copy of the quarterly note rearding counterfeit coins and forged notes will be sent to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein, who will file it in the permanent files kept for each district.

CHAPTER XXIV.

Procedure in Respect of Firearms.

SECTION I.—RULES FOR REPORTING THE LOSS AND SMUGGLING OF FIREARMS.

376. Written reports will be made by District Superintendent of Police and Political Officers, to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, of losses, thefts, and recoveries of arms, important components, and ammunition falling under the following categories, of which they may receive information from any source, whether military, civil, or private :—

(i) Machine guns, light automatics, grenades and articles of Royal Air Force armaments.

(ii) Rifles, revolvers and pistols, Government or private.

(iii) Barrels and bolts of ·303 bore.

(iv) Ammunition for cannon, machine guns and rifled firearms.

(v) High explosives, whether in bulk, or in made up charges, including fuses and detonators.

(vi) Smooth-bore firearms except locally made and muzzle-loading. Converted Martini-Henris and Lee Enfields are classed as smooth bores.

Copies of the reports will also be sent to the Deputy Inspector-General of Police of the Range concerned who will satisfy himself that adequate steps are at once taken to recover lost or stolen firearms.

377. Reports concerning any of these categories (i) to (v) will be made by telegram, whenever there is **prima facie** evidence, or reasonable suspicion of a recent theft. In othercases reports will be made by letter. In all cases, every effort will be made to include, either in the initial report, or in a very early continuation report, the fullest possible details, both for the identification of the missing arms, components or ammunition, and as regards the methods and identity of the thieves.

378. In the particular case of revolvers and pistols, all losses, thefts and recoveries will be reported in the forms at Appendices A-XVI to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal, Investigation, Burma, Insein, who will send copies to the Director, Intelligence Bureau, Simla, New Delhi. The reports regarding recoveries will include information, if possible, as to where, when, and from, the weapon was obtained by the person from whom it is recovered. All reports will be submitted as soon as convienient after the loss, theft, or recovery.

379. In the case of ammunition for rifled firearms, no report need be made, unless more than ten rounds are lost or recovered.

480. Deliberate attempts to smuggle arms and ammunition into Burma will be reported promptly to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein, who will inform the Director, Intelligence Bureau, Government of India. Similarly the discovery of firearms which appear to have been deilberately smuggled into Burma will also be reported to the same quarter.

481. In all instances full particulars of the articles seized, such as the maker, name, place of manufacture, number, bore, and other distinguishing marks in the case of firearms, and the case of cartridges, will be communicated at the time the report is made, or as soon afterwards as possible. Information, if available, obtained from the smuggler or otherwise, as to where, when, and from, the weapon, etc., were obtained will also be given. Whenever, a prosecution is initiated with resepect to a reported case of smuggling or attempt to smuggle arms or ammunition, the result will also be communicated to the Crime Assistant to the Deputy Inspector-Ganeral of Police for Railways and Criminal Investigation, Burma, Insein, who will inform the Director, Intelligence Bureau, Government of India.

482. All reports of losses, thefts, seizures, and recoveries of firearms, etc., except of locally made or muzzle-loading firearms, will be published in the **Police Crime Gazette**. Such reports will invariably include all details necessary to establish the identity of any particular weapon or component part.

SECTION II.—DISTRICT RECORD OF ARMS AND AMMUNITION.

483. An Arms and Ammunition Record for the district will be maintained by the District Superintendent of Police. This book will be divided into six parts in which quarterly entries will be made. These parts will be for entries as under:—

(1) The total number of licenses for pistols, revolvers guns, and rifles which have been issued in the district

(2) The names of licensees suspected to lend guns or furnish ammunition for the commission of Crime.

(3) The names of persons suspected to possess unlicensed or stolen guns in the district. A quarterly note will be made to show what action has been taken to seize these guns during the past quarter.

(5) Quarterly notes of any illicit source of supply of ammunition in the district, and steps taken to check it.

(5) The names of persons belonging to the district whose firearms have been stolen from them with the description of the weapon stolen. Quarterly notes will be made to show what action has been taken during the past quarter to recover them.

In this connection a blank book, with several pages allotted to each firearm, will also be maintained. It will have an index showing the firearms stolen and the page numbers allotted to each weapon. On these pages will be recorded an account of the theft, the orders issued by the District Superintendent of Police, and the action taken to trace the weapon, and all important information received concerning it. The quarterly notes in Part 5 will be written up from the information in this book.

(6) The names of individuals belonging to the district whose guns have been withdrawn, and the reasons for which they were withdrawn.

384. An annual statement of firearms reported lost or stolen in the province, and remaining unrecovered, is compiled and published in January by the Crime Branch of the Criminal Investigation Department, as a **Special Arms Supplement to the Police Crime Gazette.** One copy will be placed for convenient reference in Local "Arms" file mentioned in paragraph 383. Another copy of **Special Arms Supplement** will be made from time to time so that it is kept up to date.

All Police Officers will be on the look out for these firearms, and whenever a weapon is seized or recovered this list will be consulted.

SECTION III.—MISCELLANEOUS INSTRUCTIONS.

385. All Maritime District Superintendents of Police, and the Commissioner of Police, Rangoon, will submit monthly reports in the form shown at Appendix A-XIV, of firearms seized or recovered from ocean-going vessels.

386. In order that persons who have had their arms licenses cancelled as a result of conviction, or on the grounds of being untrustworthy, or undesirable persons, may not obtain a license in another district, the Commissioner of Police, Rangoon, and all District Superintendents of Police will immediately report such cancellations to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein, in order that they may be published in the **Confidential Supplement to the Police Crime Gazette**. A consolidated list of such persons will be issued in January each year along with the statement mentioned in paragraph 384.

387. When verifying arms in the form "Extract from the sale book," District Superintendents of Police will see that the following particulars are entered in the last column "Result of verification" :—

(1) The District License Number.

(2) Whether a duplicate copy of the license has been filed in the police-station concerned.

CHAPTER XXV.

The District Police and the Criminal Investigation Department.

388. Correspondence for the office of the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, will be addressed as follows :—

(i) All correspondence connected with finger print work such as finger print, search, and record slips, death reports of persons whose finger prints have ben submitted for record, character and service rolls of **ex**-policemen to be placed on record, etc., and all other correspondence about finger print matters.	To the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein, and in the top left-hand corner the words "Finger Print Bureau."
(ii) All correspondence connected with crime, such as reports for publication in the **Police Gazette** and its **Supplement,** important crime reports, reports regarding forged notes, coining, etc., and all other correspondence about crime matters.	To the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein, and in the top left-hand corner the words "Crime Branch." If of a confidential nature, letters will be addressed to the Crime Assistant (by name).
(iii) All correspondence regarding matte s not falling under (i) and (ii), and not being of a political or confidential nature.	To the Personal Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, P. O. Box 137, Rangoon.
(iv) Intelligence Branch Diaries, correspondence regarding it, and other letters of a political or confidential nature, or which concern the press and do not concern crime.	To the Personal Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, P. O. Box 137, Rangoon (by name).

389. In any special case, however, which a District Superintendent of Police considers should be brought to the personal notice of the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, the letter may be addressed to the latter officer by name, whichever branch of the Criminal Investigation Department it may concern.

SECTION II.—CASES TO BE TAKEN UP BY THE CRIMINAL INVESTIGATION DEPARTMENT.

390. Crimes falling under the following categories will be investigated by the Criminal Investigation Department :—

(a) Murders, or any other serious crimes in which drugs or poisons have been used.

(b) The forgery of Government currency or promissory notes.

(c) Important coining cases, especially those in which dies have been used, including the manufacture or possession of instruments of coining; also enquiries into the prevalence of counterfeit coins in the currency.

(d) Theft of Government arms and ammunition, and all illicit trade in arms.

(e) Trade in women for immoral purposes.

(f) Any important case in respect of which the assistance of the Criminal Investigation Department is sought by the district authorities, or by the Deputy Inspector-General of Police of the Range, or in which intervention is ordered by the Inspector-General of Police.

(g) All cases of importance in which registered or insured letters or parcels are lost during transit in the Post.

(h) Cases of incendiarism, or other forms of fraud committed with a view to cheat Insurance Companies, in which the District Superintendent of Police considers that assistance from the Criminal Investigation Department is necessary.

(i) All cases of bogus companies formed with a view to defraud the public.

(j) Fraudulent civil suits.

(k) Cases of a political nature.

391. With a view to preventing the instiution of fraudulent civil suits in Courts situated at such a distance from the homes of defendants that it is practically impossible for them to contest the claims satisfactorily, paragraph 179 of the Burma Courts Manual lays down the followlng rules :—

(1) Where clear evidence of the falsity is forthcoming, the suitor should be prosecuted under section 209 or section 210 of the Penal Code, a charge under section 193 being added where there is evidence that the plaintiff has given, or fabricated, false evidence in the course of the suit.

(2) Where there is reason to suspect that a suit is of the nature indicated, Civil Courts may, before giving sanction for prosecution, ask the Deputy Inspector-General of Police for Railways and Criminal Investigation to make enquiries.

(3) If sanction has been given without invoking the assistance of the Deputy Inspector-General, the Magistrate taking cognizance of the offence may, if he thinks fit, ask for such assistance.

(4) The Government of the Province, where the criminal case is tried, will bear the costs of the proceedings including the actual expenses incurred by the defendant in the fraudulent civil suit and his witnesses.

Section III.—Reports on important events to be submitted to the Criminal Investigation Department.

392. In the event of an extraordinarily grave crime, or of an important riot, or of any crime in which Europeans are concerned, occurring, the District Superintendent of Police will submit a telegraphic report to the Deputy Inspector-General of Police for Railways and Criminal Investigation, to be followed in due course by the usual report. It is impossible to lay down hard and fast rules as to when a telegraphic report should

be made, but District Superintendent of Police will bear in mind that the Criminal Investigation Department is responsible for keeping Government informed of all important occurrences, and that it is better to use the telegraph too freely than not at all.

393. Information regarding crime of the kind referred to in paragraph 390 will be sent to the Criminal Investigation Department by District Superintendents of Police, as soon as it is obtained. The telegraph will be used if the distance of the district from Rangoon necessitates it.

SECTION IV.—INSTRUCTIONS FOR THE EMPLOYMENT OF THE CRIMINAL INVESTIGATION DEPARTMENT IN THE DISTRICTS.

394. When the Investigation of a case is taken up by an officer of the Criminal Investigation Department he will, unless otherwise specified by the Deputy Inspector-General of Police for Railways and Criminal Investigation, be under the control and supervision of the District Superintendent of Police of the district concerned, who will be responsible for the investigation of the case. In cases of a secret or political nature, and coining, forged note, gang, and other cases in which several districts are concerned, the control of the investigation will remain with the Deputy Inspector-General of Police for Railways and Criminal Investigation who will be responsible for the investigation. It is however, the duty of both the Criminal Investigation Department and the District Police to assist each other in the investigation of these cases to the utmost of their powers.

395. The Crime Branch will not investigate cases occurring in Rangoon Town, except those of a Political nature unless asked to do so by the Commissioner of Police. If, in any case, the Commissioner of a Division or the District Magistrate, or the Commissioner

of Police, Rangoon, reguires the assistance of the Criminal Invesigation Department, he will communicate directly with the Deputy Inspector-General of Police for Railways and Criminal Investigation who will comply with his request to the best of his ability.

396. A Deputy Inspector-General of Police of a Range may at any time indent on the Criminal Investigation Department for a special staff to deal with organized gangs of criminals operating over a large area in his Range, when he has no members of Flying Squad and District Detective Staffs available. If the organized gang works over large areas in more than one Range, the Deputy Inspector-General of Police for Railways and Criminal Investigation will take control. When a special Criminal Investigation Department staff is attached to the Deputy Inspector-General of Police of a Range, copies of all reports, etc., will be sent by the Deputy Inspector-General of Police of the Range to the Deputy Inspector-General of Police for Railways and Criminal Investigation for record.

CHAPTER XXVI.

Duties of the District Police in Connection with the Railway Police.

SECTION I.—COMMUNICATION OF INFORMATION BY THE DISTRICT POLICE TO THE RAILWAY POLICE.

397. All District Superintendents in charge of districts through which the Railway line passes will send the names and full descriptive rolls of all habitual criminals and suspected persons, who are in the habit of travelling by train, to the Superintendent of the Railway Police. On receiving these particulars the Superintendent of Railway Police will at once send them to the officers-in-charge of the Railway Police-stations in the districts in which such persons reside in order that the necessary steps may be taken for their supervision. Travelling Head Constables and Constables will note the names (with full particulars) in their note-books in alphabetical order for

ready reference; and it will be considered one of the most important duties of the Railway Police to get to know all such bad characters and suspected persons by sight.

398. It is essential that the Superintendent of Railway Police be kept acquainted with the movements of habitual criminals from India, and District Superintendents will furnish to him without delay any information they may receive about such persons.

SECTION II.—RAILWAY ACCIDENTS.

399. In the case of the following accidents, namely:—

(a) accidents attended or usually attended with loss of human life, or with grievous hurt as defined in the Penal Code, or with serious injury to property; or

(b) collisions between trains, of which one is a train carrying passengers; or

(c) derailments of trains carrying passengers, or any part of such trains,

the station-master nearest to the place at which the accident has occurred, or where there is no station-master, the Railway servant in charge of the section of the Railway on which the occurred, will give notice of the accident by telegraph to the Government Inspector, the District Magistrate, and the District Superintendent of Police of the District in which the accident has occurred, to the Superintendent of Railway Police, and to the officer-in-charge of the police-station within the local limits of which it has occurred.

NOTE—For the purposes of rule (a) the phrase "accidents usually attended with loss of human life" includes all accidents to passenger trains such, for example, as slight collisions, derailments, train-wrecking, or attempted train-wrecking, cases of running over obstructions placed on the line, of passengers falling out of trains, or of fires in trains in which no loss of life, of passengers falling out of trains, or of fires in trains in which no loss of life, or grievous hurt as defined in the Penal Code, or

serious injury to property has actually occurred, but which by the nature of the accident might reasonably have been expected to occur : also cases of land-slides, or of breaches by rain or flood, which cause the interruption of any important through line of communication for at least 24 hours.

400. On the occurrence of any of the accidents mentioned in paragraph 399,, or of any collision between goods trains, it is the duty of the District Superintendent of Police of the District in which the accident has occurred to make arrangements with the least possible delay for establishing a guard over the wreckage to prevent looting.

CHAPTER XXVII.

Police Crime Gazette.

401. When a criminal of any class, whose description has been published in the **Police Crime Gazette,** has been traced, the District Superintennent of Police by whom he has been found, will send a report (on Form Crime 31 Police 37) to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein, for insertion in the next **Police Crime Gazette,** and in asking for cancellation of the notice regarding him will quote the serial number, page, part and date of the **Police Crime Gazette,** containing the original notice. District Superintendents will see that cancellations are made in all copies of the **Police Crime Gazette,** and in the index to Part I, issued to them, or to officers under their orders.

402. Notices of missing persons will not ordinarily be sent for publication in Part II (**d**) of the **Police Crime Gazette** unless there is reason to believe that they have disappeared as a result of foul play, and all such notices will be accompanied by photographs, if available. The latter will be reproduced in the **Police Crime Gazette.**

403. The photographs of unidentifiied dead bodies will be taken locally and reproduced together with full

descriptions for public circulation in the district in which the corpse was found and if considered necessary in neighbouring districts. It is left to the District Superintendent of Police however to decide whether such a course is likely to be useful or productive of results. If he considers that a sucessful reproduction for identification purposes is impossible, then no action is necessary. The original photograph will then be filed in his office for record and possible future use.

The finger impressions of unidentified dead bodies will invariably be taken and sent to the Finger Print Bureau for search.

404. Notices as regards stolen property and rewards will only be sent for publication in Part II (f) of the **Police Crime Gazette** in serious crimes of provincial importance. There is no object in sending such notices when the crimes committed are merely of local importance, and in such cases, notices will be printed or cyclostyled, and circulated by the District Superintendent of Police when considered necessary.

405. When notices are sent for publication in Part II, (f) of the **Police Crime Gazette**, a short account of the crime for which the reward is offered or in which the property was stolen will always be given.

406. No reports are required in Part III (a) of the **Police Crime Gazette**, in cases in which loeally-made, or muzzleloading firearms are lost, stolen, or recovered.

407. Notices sent for insertion in the **Police Crime Gazette** will be in both English and Burmese, and written on separate sheets of paper for each language, not on half margin side by side ; they will be written on one side of the paper only, and on a separate sheet from any covering letter or docket. Proper names, when transliterated, will be spelt in the authorized manner (see "Tables for the Transliteration of Burmese into English"). All names of persons and places will be printed.

408. Full advantage will be taken of the **Confidential Supplement to the Police Crime Gazette** to disseminate news of important crime, movements of inter-criminals and absconders, activities of inter-district gangs, etc., and reports in this connection will be forwarded without delay to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein.

409. A large number of the notices received in the Crime Branch of the Office of the Deputy Inspector-General of Police for Railways and Criminal Investigation, for publicatton in the **Police Crime Gazette**, or the **Supplement to the Police Crime Gazette**, are incorrectly prepared, or lack essential particulars, such as the names of the village, police-station, or district to which the criminal under report, or their parents, or friends belong. The return of these notices for correction and their re-checking entails a considerable waste of time. The Headquartets Assistant, or a responsible officer, will personally see that such notices are correctly prepared, and that they contain all the essential particulars required.

410. If it is discovered that the particulars as published in the **Police Crime Gazette** are incorrect, or can be profitably amplified, correct particulars, and the additional information available, will be sent to the Crime Branch so that a revised notice may be published.

411. Every District Police Officer, and Subdivisional Police Officer, will have Part I and the **Confidential Supplement to the Police Crime Gazette** bound separately every half year. Parts II and III, and the **Special Forged Note Supplement** will be kept in files for ten years, and will then be destoryed. District Superintendents of Police, when inspecting Subdivisional Police Officers, will see that the volumes and files respectively of the **Police Crime Gazette** are complete and in good order. Circle Inspectors will keep their copies of the **Police Crime Gazette**, each part filed separately, for five years, after which they may be destroyed.

412. On the 1st January and 1st of July in each year, each District Superintendent will submit to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein, an index to the notices in Part I of the **Police Crime Gazette**, for the preceding half year. This index will contain the names of all criminals who are still untraced.

413. The Chief Superintendent of Excise, Burma, issues a **Confidential Excise Supplement to the Police Crime Gazette** weekly to Superintendents of Excise and Excise Officers in charge of Districts, who will forward their copies to District Superintendents of Police for perusal and return.

District Superintendents of Police will take such extracts as they consider to be of interest or importance and return the Supplement to the Superintendents of Excise.

If a District Superintendent of Police wishes to refer to a previous issue, he can do so in the office of the Superintendent of Excise, who keeps bound volumes."

CHAPTER XXVIII.

Escorts.

SECTION I.—GENERAL INSTRUCTIONS FOR ESCORTS.

414. Military or Civil Police escorts, returning to their headquarters on completion of their escort duty, will be utilized, in the event of their services being required, as escorts for prisoners, treasure, or ammunition, so as to save a new escort being detailed. Much economy both in men and money can thus be effected.

415. The rule that escorts are to proceed direct to their destination and are not to be relieved **en route**, applies to all escorts travelling in Burma. In cases in which an escort is required for any place outside Burma, e.g.,

Calcutta or Madras, the escort will be provided from the 1st Rangoon Military Police Battalion.

District Superintendents of Police, and the Assistant Superintendents of Police or Deputy Superintendents of Police in independent charge of districts, will apply to the Battalion Commandant, 1st Rangoon Military Police Battalion, for the required escorts. In such cases the District Superintendent, or Assistant or Deputy Superintendent of Police concerned, will give 72 hours' notice to the Battalion Commandant that an escort will be required and will at the same time furnish him with the following details:—

(a) The nature of the duty, i.e., the number of prisoners, etc.

(b) The mode of transit and destination.

(c) The probable date and hour of arrival.

(d) The number of handcuffs required.

(e) If the prisoners are dangerous, a warning to that effect.

The Battalion Commandant will provide the escort, and also give notice by telegram to the Commissioner of Police, Calcutta or Madras, as the case may be, in order that reliefs may be provided at these places. The particulars referred to in (a) to (e) above will be furnished and also the strength of the escort to be relieved.

District Superintendents of Police in the Arakan Division need not apply to the Battalion Commandant, 1st Rangoon Military Police Battalion, for escorts to Calcutta if they can provide escorts from their own Military Police detachments. In such cases the District Superintendent of Police concerned will give the Commissioner of Police, Calcutta, at least 72 hours' notice of the despatch of escort and of its strength.

416. The escape of a prisoner from the custody of either the Civil or Military Police will be at once reported by the District superintendent to the Assistant Inspector-General through the Deputy Inspector-General of the Range. A copy of the report will be forwarded to the Commissioner of the Division through the Deputy Commissioner, and if the escape was from the custody of the Military, Police acopy will also be sent to the Battalion Commandant. The report will give full details of the escape, including the offence with which the prisoner was charged together with the names of the Police Officers responsible. A further report will be submitted within a fortnight, stating what punishment has been awarded to the Police Officer responsible for the escape, and what steps have been taken to recapture the escaped prisoner. A further report will be submitted when the escaped prisoner has been recaptured. Copies of all further reports will be forwarded to the Commissioner of the Division through the Deputy Commissioner, and in cases where the Military Police are concerned, also to the Battalion Commandant. The escape of persons charged with, or convicted of offences classed "Important Crimes" (paragraph 1754, Burma Police Manual, Volume II) will be reported by the Inspector-General to Government.

417. Enquiries held into secapes of prisoners from Police custody have in some instances indicated great lavity of discipline, and it is necessary to impress upon Civil and Military Police Officers of all ranks that they are responsible for the discipline of the men under their command, and that this responsibility will always be strictly enforced. Whenever an escape of prisoners is facilitated by laxity of discipline, attention will be directed not merely to the conduct of the sentry and men immediately concerned, but also the extent to which superior officers have failed generally to maintain proper order strict discipline. It is not sufficient for superior officers to impress upon their subordinates their duties in connection with the safeguarding of prisoners, or to pay occasional visits to sentries at night. The main point to make clear is that it is the duty of superior officers to see that their orders are carried out and to maintain a high standard of discipline.

The District Superintendent of Police will not, as a rule, deal departmentally with cases in which a Police Officer of any rank has negligently allowed the escape of prisoners from his custody. After sufficient preliminary inquiry he will decide whether a criminal prosecution is necessary or not. A prosecution may not always be advisable, and a decision on this point can only be arrived at after a consideration of the characters of the men concerned and of the special circumstances of the case. In cases where the District Superintendent of Police considers such a prosecution to be unnecessary he will record his reasons in writing, forward the papers to the District Magistrate and ask permission to deal with the culprits departmentally. The District Magistrate will record his reasons in writing in all cases in which he permits the District Superintendent to hold a departmental enquiry in lieu of a prosecution.

418. The duty of providing escorts for prisoners including Civil prisoners transferred from one jail to another devolves upon the District Superintendent of Police, to which the Jail Department will give notice of atleast 48 hours of the date on which it is proposed to despatch a convoy of prisoners, and the number to be despatched. The convenience of the Police as to whether men are available for escort duty or not must be consulted. Civil prisoners will not be handcuffed.

419. In districts in which the Military Police are under the direct control of the District Superintendent, the duties above specified as devolving on the Battalion Commandant, or the senior Military Police Officer will devolve on the District Superintendent, or on the officer at headquarters who may be delegated by the District Superintendent to perform the duties. When the District Superintendent is on tour, the responsibility for the proper discharge of such duties will devolve on the Senior Police Officer left at headquarters.

SECTION H.—TREASURE ESCORTS.

420. The following is the strength of escorts for treasure by road. For sums not exceeding Rs. 50 a single

Sepoy or Constable armed with side arms or **dah** only (the man to be of known integrity and trustworthiness) will suffice :—

By Road.

Amount.	Strength of escort.	Armed with.
Rs. 50 o Rs. 1,000 ...	Two Sepoys or two Constables.	Side-arms or **dahs.**
Rs. 1,000 to Rs. 10,000 ...	One Non Commissioned Officer and two Sepoys or one Head Constable and two Constables.	Rifles and bayonets or muskets and 40 rounds of ball each.
Rs. 10,000 to Rs. 1,00,000 ...	One Havildar and ihree Sepoys or one Head Constable and three Constables.	Rifles and bayonets or muskets and 40 rounds of ball each.
Over one lakh ...	One Havildar and five Sepoys or one Head Constable and five Constables.	Rifles and bayonets or muskets and 40 rounds of ball each.

Provided that extra Sepoys or Constables shall be added to the escort when necessary so that there shall not be less than one Sepoy or Constable to each cooly, mule, bullock cart, or other vehicle carrying treasure.

If the sum exceeds two lakhs. one Indian Officer or Sub Inspector will be in charge of the escort.

For three lakhs and over the escort will consist of one Indian Officer, one Havilder and nine Sepoys or one Sub-Inspector of Police, one Head Constable and nine Constables plus one Sepoy or Constable for every lakh over three lakhs, subject to a maximum of one Indian Officer or one Sub-Inspector of Police and twenty-five other ranks.

Carriage, cooly, or other means of conveyance will only be provided when the treasure exceeds in weight 500 tolas.

By Steamer.

421. If treasure is to be sent by a British India Steam Navigation ship a Military Police Guard accompanied by a Treasure Official will escort the treasure to the steamer and make it over to the Commander. No guard is required in ships of the British India Steam Navigation Company, the Commander being responsible for the safe custody of the treasure. If treasure is sent by any Burma Government vessel, a Police escort of the prescribed strengh, accompanied, if necessary, by a Trersury Official, will proceed with the treasure to the place of destination.

On some of the services of the Irrawaddy Flotilla Company the despatch of a Police escort with treasure is compulsory under the agreements with Government. On these services the Police escort is carried both ways free of charge. A Treasury Official will also proceed with the treasure and the mate's receipt to the place of destination.

On certain other services the despatch of a Police escort is optional. It is generally cheaper to despatch an escort, the fares of which are defrayed by Government, rather than to pay the enhanced rates demanded for the carriage of specie if no escort is sent.

Treasure, with the exception of currency notes, will be shipped as specie and paid for at the agreed rates. Currency notes are carried at merchandise freight rates

provided that the notes are sent in charge of escorts for whom ordinary passenger fares are paid. Notes will be sent on these terms in all cases where they are more advantageous to Government than the payment of specie rates without an escort.

Treasure escorts by launches or steamers will be of the strength laid down in paragraph 423, provided that total strength of the escorts shall not ordinarily exceed one Indian Officer, three Non-Commissioned Officers and twelve Sepoys.

422. Escorts over treasure usually proceed direct to their destination and are not relieved **en route**.

Special Treasure Escort Rules.

423. The following rules apply to the escort of treasure between sunrise and sunset in the towns of Rangoon, Mandalay, and such other towns as from time to time may be ordered by the Inspector-General of Police :—

(1) When the treasure is in gold the strength of the escort shall be as follows :—

Amount.	Escort.	Remarks.
£30 to 500 ...	1 Non-Commissioned Officer and 2 Sepoys or 1 Head Constable and 2 Constables.	
£500 to 10,000 ...	1 Non-Commissioned Officer and 3 Sepoys or 1 Head Constable and 3 Constables.	£9,000= 1 box. £1,03,000= 1 cart load.

For each extra £ 10,000 above £ 10,000 one extra Sepoy or Constable will be provided. If the sum exceeds £ 40,000 one Indian Officer or Sub-Inspector will be in charge of the escort.

Sums of £ 50 and under may be escorted by one trustworthy Sepoy or Constable armed with side-arms only.

(2) When the treasure is of silver, copper, or notes the strenth of the escort will be that laid down in paragraph 420.

(3) When gold forms part of a mixed treasure to be conveyed, the strength of the escort will be that indicated in sub-paragraph (1) above.

(4) The escort to and from launches or steamers in all towns, except those noted above, will be of the strength laid down in paragraph 420.

(5) When the treasure is despatched by launch or steamer with an escort of less strength than the escort prescribed in paragraph 420, the District Superintendent of Police, or Battalion Commandant, at the place of disembarkation will be informed by telegraph, and he will arrange for sufficient men to make up the strength required to meet the launch on arrival.

In all cases where the journey to be undertaken by the escort involves a halt at a place where no Police Station exists, one extra Sepoy or Constable will be added to its strength for the purposes of keeping a sentry posted.

SECTION III.—ESCORTS OVER ARMS AND AMMUNITION.

424. No hard and fast rules can be laid down as to the number of men required for escort on arms and ammunition as this varies with the itate of the district and the importance of the convoy.

The strength of the escort will be fixed with the above considerations in mind and the officer who despatched the escort will be held responsible if, in the event of a mishap occurring, he has not applied these principles correctly.

425. Whenever arms and ammunition are despatched by road to or from a railway station or wharf they will always be sent under escort.

SECTION IV.—ESCORTS OVER PRISONERS.

426. The strength of escorts which should ordinarily suffice is laid down in paragraph 1199 Burma Police Manual, Volume II, but District Superintendents will use their discretion in increasing the strength whenever they think that extra vigilance is required. At places where there are no Military Police, the duty of providing escorts over prisoner devolves entirely on the Civil Police. At places where both Military Police and Civil Police are stationed, the Civil Police will provide escorts over all the prisoners appearing for trial before Courts in the station, including the Sessions Court, except when the District Superintendent of Police or the Headquarters Assistant or the Subdivisional Police Officer considers that they are of such a specially dangerous character as to warrant a Military Police escort. When prisoners are taken from a jail to Courts outside the station, a Military Police escort will be provided. In all other cases the Civil Police will to the extent of their power and wherever possible perform escort duty with prisoners on journeys by rail, road, boat or steamer.

427. Expenses on account of the grant of daily allowance and passage money to female attendants or relatives accompanying female lunatics will be debited to the head "Cost of Escorts."

428. When the Superintendent of a Jail requires a Police Guard to escort prisoners he will forward a requisition on Form $\frac{\text{Jails}}{75}$, mentioning the number of prisoners to be escorted, their names and character. In the

case of jails situated at places where Military Police are located the District Superintendent of Police on receipt of such a requisition will forward it to the Battalion Commandant, or to the Senior Military Police Officer, as the case may be, filling in, in the column provided for the purpose, the strength of the escort required. In the case of jails situated at places where no Military Police are located, armed Civil Police will be used.

The Military Police Officer will fill in the column showing the rank and name of the officer-in-charge of the escort, the number of men comprising it, and the date of its departure. It is his duty—

(i) to supply the escort requisitioned for ;

(ii) to see that such escort is properly armed and equipped ; and

(iii) to see that the Indian Officer or Non-Commissioned Officer in command understands thoroughly the contents of the requisition and his duties in connection with the safe custody of the prisoners committed to his charge.

CHAPTER XXIX.

Maintenance of order and Public Safety.

429. In cases of emergency the District Superintendent, with the concurrence of the District Magistrate, may reinforce a particular Police Station demanding additional strength, or assemble any portion of his force at a particular point : but if the change in distribution is more than temporary, a report showing the grounds of the action taken will be forwarded for the information of the Inspector-General through the Deputy Commissioner, Commissioner of the Division, and the Deputy Inspector-General.

430. Under section 30, Police Act, as amended by Act VIII of 1895, the District Superintendent and the Assistant Superintendent have power—

(a) **to direct conduct** of all assemblies and processions on the public roads, or in the public street, or thoroughfares ;

(b) to prescribe (i) **the routes by which,** and (ii) the times at which, such processions may pass ; and

(c) to regulate the use of music in the streets on the occasion of **festivals and ceremonies.**

If he is satisfied that an assembly is to be collected, or a procession formed, which the District or Subdivisional Magistrate thinks likely, if uncontrolled, to cause a breach of the peace, the District Superintendent or Assistant Superintendent, as the case may be, may require by general, or special, notice that the person convening, or collecting, the assembly, or directing, or promoting, the procession, shall apply for a license. He may then, on application, issue a license specifying the name of the licensee and defining the conditions on which the assembly or procession is to take place. No fee will be charged on the application for, or grant of, a license. These powers have also been conferred upon Deputy Superintendents by Judicial Department Notification No. 40, dated the 11th March 1908.

431. Any Police Officer, not below the rank of Inspector, or any officer in charge of a Police Station, may stop any procession which violates the conditions of a license granted under the last paragraph, and may order it or any assembly which violates those conditions to disperse. Any assembly or procession which neglects or refuses to obey any order as above is an unlawful assembly.

432. These powers are very ample, but they will not be exercised without consulting the District

Magistrate. The mistake, too, will not be made of supposing that the Police can regulate the use of music in **private houses or enclosures.**

433. It is the duty of the District Superintendent to acquaint himself with the Police arrangements made in past years for the conduct of a periodical public religious procession. He will make all necessary arrangements, when such a procession is about to recur, in consultation with the District Magistrate, following, as far as may be, the procedure previously adopted.

434. When an important fair or pagoda festival, at which large numbers of pepole are likely to be present, is about to be held in any district, the Superintendent concerned may, if he considers it desirable, ask District Superintendents of other districts to depute plain clothes Police Officers, or men from their districts, for detective duty thereat.

Officers or men so deputed will report to, and act under, the orders of the Senior Police Officer in charge of the festival or fair, but will not be employed on regular watch and ward duties. The names of officers or men who do good work at these fairs will be brought to the notice of their respective District Superintendents.

435. A District Superintendent will not grant a license for an important public religious procession of a novel character, where public feeling is excited, without taking the orders of the District Magistrate. If any such procession is allowed, any sums necessary to defray the cost of barriers, additional Police, and the carriage of such Police, will be deposited with the District Superintendents by the managers of such procession before the license is granted.

436. Under sections 127, 128 and 551, Criminal Procedure Code, any officer of, or above, the rank of officer in charge of a Police Station may disperse by force any unlawful assembly which refuses to disperse. By section 132 any Police Officer so acting in good faith is absolutely protected from any penal consequences.

437. If the acts or omissions of any person or persons thereaten to give rise to a riot, or breach of the peace, the District Superintendent will consider whether he should not in accordance with the duty of preventing offences laid on him by sections 23 and 24, Police Act, and section 149, Criminal Procedure Code, make an application to the District Magistrate under section 144, or section 145, Criminal Procedure Code, for the issue of an order addressed to the individual or individuals complained of, or to the public generally, or whether he should apply to have the person or persons bound over to keep the peace under section 107, Criminal Procedure Code.

438. The employment of Military Police on purely Civil Police duty such as keeping order at steamer **ghats**, pagoda festivals, fairs, **pwes**, etc., is strictly forbidden and such duties will be entrusted entirely to the Civil Police. If a severe fracas is expected at such gatherings armed Military Police may be utilised, but they will invariably be kept aloof and in reserve under their own officers and not be allowed to mix with the mob.

439. District Superintendents will do their best to protect the interests of the public by bringing to the notice of the District Magistrate any public nuisance (section 23 of the Police Act) which calls for removal under Chapter X, Criminal Procedure Code, and by instructing their subordinates to protect public roads and other property, as they are empowered to do by section 152, Criminal Procedure Code.

440. The employment of additional and punitive Police, etc., is regulated by sections 13 to 16 inclusive of the Police Act as amended.

If a District Superintendent of Police considers that punitive Police are necessary in his district he will submit his proposals to the District Magistrate, **vide** Appendix A-XXVI.

CHAPTER XXX.

Action by the Police in seasons of scarcity.

441. In seasons of scarcity the District Superintendent of Police will require all Police Officers in charge of stations and outposts to submit special reports from time to time on the following matters :—

(1) Increase in crime, which may be attributed to a general rise in prices or scarcity of food.

(2) Wandering of needy or starving persons.

(3) Emigration from, or immigration to, the area under their charge.

(4) Deaths believed to be due to want of food.

(5) Cases of starvation or severe want.

(6) Decrease in the above symptoms of scarcity.

442. The District Superintendent of Police will submit the reports under the preceding section, with his own remarks, to the Deputy Commissioner.

443. The District Superintendent of Police will provide the guards required for famine camps, and organize a system of patrols to visit the lanes and bye-ways of towns and villages, rest-houses, or **zayats**, as well as the main roads, in order to conduct starving wanderers to the nearest relief work, or if they are unable to go so far, to the headman of the nearest village, for the purpose of receiving relief.

444. He will take extra precautions for the protection of markets, and all places where grain is stored, and place special patrols on lines of communication along which grain is carried.

445. He will report from time to time the Deputy Commissioner what increase (if any) in the force under his command is needed. If any increase is made he will take the necessary steps for reducing the force when the increase ceases to be required.

CHAPTER XXXI.

Control and Supervision of the Police Force.

446. It is the duty of the District Superintendent to maintain a vigilant supervision of his subordinates by frequent and thorough inspections, which will be made at all seasons of the year.

447. All gazetted officers and Inspectors of Police will wear uniform when holding inspection parades, inspecting guards or Police Stations, when in office, or when in attendance at a Court of Justice (Appendix No. A-I).

448. *They will also appear in uniform when on duty* with His Excellency the Governor, and on all public occasions or visits of ceremony when its use is dictated by orders, by custom, or by official propriety. The District Superintendent will show an example in this respect, as all his subordinates are bound by rule to wear uniform when on duty, unless from the nature of the duty, **e.g.**, investigation or surveillance, it is undesirable to advertise the presence of the Police.

449. On the Ist and 16th of every month, provided these dates do not fall on a Sunday or gazetted holiday, when the parade will be held the next day, the District Superintendent of Police or Headquarters Assistant will parade the available Police of all ranks for inspection of kit, arms, and accoutrements.

450. The District Superintendent of Police will frequently test the progress made by recruits in their knowledge of drill and procedure, and will see that the Depot Drill Instructor and Headquarters Assistant or Deputy Superintendent are doing their duty in training the men at headquarters. He will, while at headquarters, take command of the headquarters force at drill at least once a week.

451. The lines will be visited by the District Superintendent or the Headquarters Assistant or Deputy Superintendent every day.

452. All Police guards at headquarters will be visited not less than three times per week, by the District Superintendent or by the Headquarters Assistant, or Deputy Superintendent. It is the duty of the Subdivisional Police Officer and Circle Inspector of Police to visit all Civil Police Guards at their headquarters not less than three times a week by day or by night when they are in headquarters and at least once by night when they visit a Police Station outside their headquarters.

453. The rules as to the regular inspection of Police Stations are contained in paragraphs 467 to 486, but occasional inspections will be held, as frequently as may be necessary with reference to the importance of the charge visited, the state of discipline thereat, and the circumstances of the place. Surpise visits will from time to time be made.

454. As local information is a great desideratum, and this can only be obtained by long residence, the District Superintendent will avoid needless transfers of his subordinates posted at Police Stations. Officers in charge of Police Stations will, as a rule, not be moved for at least two years.

CHAPTER XXXII.

Touring and Inspections.

SECTION I.—TOURING.

455. In Burma there is not, as in India, a regular touring season, but officers are expected to spend a certain proportion of every month in the interior of the district, visiting Police Stations and Outposts, and making themselves generally acquainted with the district and its inhabitants. For this, and for other administrative purposes, every Gazetted Police Officer other than a Headquarters Assistant serving in a district which the Inspector-General of Police has notified as a district in which Police Officers shall maintain ponies, will keep at least one pony, even though he may already be in possession of a motor-car or motorcycle.

456. No fixed rule can be laid down as to the number of days a District Superintendent, an Assistant, or a Deputy Superintendent, or a Circle Inspector, should be out of headquarters on inspection or otherwise; but usually a Superintendent should be able to spend 15 days in every month touring, a Subdivisional Police Officer 20 days, and a Circle Inspector 20 days. It is essential that a Circle Inspector visit each of his Police Stations normally at least once a month, and devote several days in each to a very careful review of the crime, the surveillance, the distribution of duties, and accounts. He will also go round the lines at each visit to make certain the lines and buildings are being kept clean and tidy. When working in the Police Station the Inspector will examine every man detailed for any duty while he is present in the Police Station to ensure that he has got proper orders recorded when necessary and is properly turned out. When he visits a Police Station he will examine the note books of all officers and men present, and see that they are being properly maintained.

457. Before leaving headquarters, the District Superintendent will infrom the Deputy Commissioner of his intention, telling him at the same time the route which he intends to follow, so that in case of urgent necessity the Deputy Commissioner will know where to communicate with him. Before leaving the station, the Superintendent will place the Headquarters Assistant in charge of the Police and the office. In districts where there is no Headquarters Assistant, the Senior Police Officer at headquarters will be placed in charge.

458. In order that systematic and cordial co-operation may be maintained between the Police of adjoining districts, District Superintendents will make a point of meeting and freely communicating with the District Superintendents of neighbouring districts. It is unnecessary to obtain previous sanction or leave to visit an adjacent district, but the District Superintendent should previously inform the Deputy Commissioner his intention. These orders refer **mutatis mutandis** to Subdivisional Police Officers, Police Station Officers,

and members of the Surveillance Staff, who will meet and discuss matters with Police Officers of adjoining stations, within or without their own district. District Superintendents will make arrangements accordingly. All meetings between such officers will be noted in monthly reports or diaries, or in the General Diary, as the case may be.

SECTION II.—CHECKING POLICE-WORK ON THE SPOT.

459. One of the main advantages of touring is that it enables superior Police Officers to apply checks on all sides to the working of the Police. Unless local checks are systematically applied, subordinates work for results as they appear in statements only, a tendency which cannot but lead those who are lazy and unscrupulous into committing or conniving at serious irregularities.

460. District Superintendents, Subdivisional Police Officers, and Circle Inspectors of Police, when in camp, will make a point of visiting each town or village which is noted for its criminality. They will make enquiry in the towns and villages in which history sheet criminals reside as to their mode of living—if necessary questioning the criminals themselves. They will thus be able to test the efficiency of the Surveillance Staff and the correctness of the information gathered by them, and to decide from personal knowledge whether history sheets may safely be discontinued. They will ascertain the manner in which the system of surveillance is carried out, and satisfy themselves that the persons to whom it is applied are not unnecessarily harrassed ; at the same time they will not fail to collect and record all valuable information which may be procurable regarding registered criminals resident in the neighbourhood.

They will also visit as many villages in the interior of their charges as possible.

At such visits, which should not be unduly brief, every effort should be made to get into touch with

the villagers and to ascertain the state of crime, the activities of criminals, and whether the subordinate police have been carrying out their duties in a satifactory manner.

Notes of all information received will be made, and, on return to headquarters, necessary orders to subordinates issued.

Deputy Inspectors-General of Police will scrutinise the reports and travelling allowance bills of officers under their control and check any tendency on their part to confine themselves to the beaten track.

461. In the jurisdiction of each Police Station, one or two cases of unnatural or sudden death in respect to which the Police have sent in reports under section 174, Criminal Procedure Code, will be examined, merely as a matter of precaution. The knowledge that the details of an inquest may, in due course, form the subject of enquiry on the spot is a salutary check upon irregularities.

462. Reports of subordinates which have led to cases being classed as "false," "mistaken," or "non-cognizable" will be verified, and the question as to whether crime is being freely reported and not burked, carefully investigated on the spot.

Enquiry will also be directed to the adequacy of Police arrangements on the occasion of pwes and other local gatherings.

SECTION III.—MISCELLANEOUS SUBJECTS OF ENQUIRY.

463. In addition to the matters already touched upon the following subjects must recive attention from District Superintendents, Subdivisional Police Officers, and Circle Inspectors of Police, when on tour :—

(a) The working of the Gambling, Excise, Opium, Forest, Arms, and other local Acts.

(b) The working of the Burma Village Act so far as Police work is concerned.

(c) The state of village fences and the upkeep of night watchmen in villages in which the Deputy Commissioner has ordered their maintenance.

(d) If the cattle-pounds are in charge of the Police it will be verified in regard to each pound inspected that the building is in good order, that the herdsman gets his pay regularly, that the cattle are properly fed and watered, that the scale of feeding charges is correct, that the scale of feeding charges is correct, that receipts are duly given, that the proclamation required by law is posted at the Police Post, and that the notice is proclaimed at the market place nearest to the place of seizure.

The requirements of the law in this last respect, it may be observed, are most easily met by sending a written order to the headman directing him to publish the notice in the village by beat of gong. Enquiries will be made in a certain number of cases as to whether fees have been properly charged and credited.

464. District Superintendents of Police, Subdivisional Police Officers and Circle Inspectors of Police, will make themselves personally acquainted, as far as Possible, with the headmen in their jurisdictions, and will use every endeavour to enlist them on the side of order, and to induce them to co-operate with the Police. Any gross neglect of duty, or any good service rendered, will be promptly brought to the notice of the Deputy Commissioner.

465. They will be ready at all times to enquire into any complaints which way be put forward respecting the conduct of any of their subordinates, and will personally satisfy themselves that on irregularities in the way of forced labour or of non-payment for supplies are practised.

NOTE.—Before leaving any village where they have halted, they will send for the headman and will ascertain that all claims have been settled, and that no complaints are made against any of their followers.

466. The greatest accessibility will be manifested to the people, and every opportunity seized of going amongst them unattended, hearing what they have to say, and ascertaining, if possible, whether the Police are doing their duty honestly, impartially, and without oppression. When the people know him as a good friend constantly amongst them, the District Superintendent, Subdivional Police Officer, or Circle Inspector of Police, will have some chance of gaining their valuable aid.

SECTION IV.—GENERAL INSTRCTIONS REGARDING INSPECTIONS.

467. District Superintendents, Subdivisional Police Officers, and Circle Inspectors of Police, will each inspect thoroughly every Police Station and outpost in their jurisdictions once a year.

In addition to long and detailed inspections that officers may make, they will, as often as possible, make short and informal inspections without previous notice. Thus an examination may be made of all the records of undetected cases reported within the month prior to the inspection, and of the registers connected with the cases; or the accounts may be examined, or the history sheets of criminals scrutinized. Rough and ready inspections of the nature indicated are, when frequently made, extremely valuable in enabling superior officers to check dilatoriness or irregularity of procedure on the part of subordinates.

Special visits will be paid to stations where the work appears to be in an unsatisfactory state, and it may be necessary to make detailed inspections of such stations more than once a year.

468. The principal object of inspection is to see that the Police are working properly for the control and prevention of crime. Whilst, therefore, it is necessary to examine registers, records, clothing, equipment, furniture, and buildings, in order to see that they are in good order, that rules are duly observed, that economy is practised, money well spent, and that correspondence and orders

passed received prompt attention. it is still more necessary to examine the conduct of investigations, the collection of information about criminals, the local progress of crime, the application of preventive measures, and the co-operation invited from, and given by, village headmen and the public. These details will be examined on tour as well as in the Police Stations, and all inspecting officers in a district will aim at completing their detailed inspections in the rains, so that they may be free to examine the work of the Police in the interior of their charges during the course of their tours in the open season.

469. A quarterly return (Form $\frac{\text{Ad. 21}}{\text{Police 29}}$)will be submitted to the Deputy Inspector-General of the Range, through the Deputy Commissioner, showing the Police Stations and outposts inspected by District Superintendents,Subdivisional Police Officers, and Circle Inspectors of Police.

There are separate columns headed "F" and "I" for showing whether the inspections were formal or informal.

SECTION V.—METHOD OF HOLDING INSPECTIONS.

470. The first things to be looked to in making a detailed inspection of a Police Post are (a) the state of the building and its equipment (including hand cuffs, leg irons, locks, etc.); (b) the state of the prisoners' cage, most particular care being paid to the slightest defect which may be seen ; (c) the condition of the quarters, and whether the men reside in them ; (d) the state of each man's kit, and of the arms, ammunition, and accoutrements ; (e) the examination certificates held by the men.

471. The men will then be drilled, examined as to their knowledge of law and procedure. The acquaintance of the surveillance staff with the matters which they are required by rule to know will be tested, and their note books examined.

NOTE.—Inspecting Officers will lose no opportunity of familiarising themselves with the qualifications and characters of ranks under their command, and of endeavouring to increase their efficiency by taking a personal interest in them.

472. Attention will then be turned to the work and knowledge of the officer in charge of the Police Station in respect of—

(a) the instruction of subordinates in drill and procedure, and in details regarding bad characters and absconders:

(b) the distribution of duties :

(c) the Crime Index, the Confidential Crime Register, History Sheets, and the characteristics of headmen and prominent members of the public :

(d) undetected cases of the jurisdiction ;

(e) surveillance over criminals;

(f) the identification of old offenders ;

(g) the supervision and check of the Station Writer, his registers, and accounts ;

(h) occupations outside of their Police duties followed by any of the men.

473. The inspecting officer will then direct his examination to the station records. The entries in the General Diary for any one month since the date of the last inspection will be read over, and the connected entries, which are required by rule to be made concurrently in other registers, carefully traced. The proper recording of all reports as received, the writing up of convictions and descriptive-rolls in the Crime Index, and of the names of released convicts in the register of conditionally released criminals, will be checked with particular care. The history sheets of criminals will be examined and any unnecessary ones discontinued.

474. The early encashment of the cash orders accompanying the pay and acquittance rolls, and prompt disbursement of pay and travelling allowance, are important items, and will be next dealt with. The men will be asked whether they have regularly received their pay.

475. Other matters requiring examination are—

(a) the property in the exhibit-box; the length of time it has been there; the circumstances under which it was seized by the Police; the authority for the retention;

(b) the treatment of persons arrested in the matter of bail, handcuffing, dieting, etc;

(c) the prompt execution and return of processes; the reporting of deaths of civil pensioners; etc.;

(d) the time for which each member of the staff has been attached to the Police Station.

476. The case work of the Police Station will next be inspected, errors in procedure being explained. If Case Diaries are found to be diffuse or to contain irrelevancies, the inspecting officer will re-write a Case Diary as it should be written, as an example.

477. All important crimes reported since the last visit will, of course, come under scrutiny, but if copies of each day's diary have been regularly submitted, and the investigation properly controlled, there should be little room for further action.

478. The inspection, however, to be of any practical value, will go deeper than the enquiries above indicated. In all cognizable cases (and in cases of important crime especially) where there has been failure to trace the offenders, it is the duty of the inspecting officer to see by an examination of all the Police proceedings in detail (and, if necessary, by a visit to the spot) whether his subordinates have, in conducting their investigations, done all

that was possible. It is also his duty to instruct them as to what was wrong or defective in their procedure, and thus to ensure, if possible, greater success in future.

479. Detailed attention is, in most districts, given by inspecting officers to the action of the Police in important crimes, and every clue is usually followed up which may lead to the detection and conviction of the perpetrators. The same regard, however, is not everywhere paid to the ordinary offences with which the Police have to deal; and there is marked failure in many districts in dealing with the oft-recurring crimes of burglary and theft.

480. Although statistics are essential to the maintenance of due control and supervision over Police work they will be used with judgment and discrimination, not as a standard to be worked up to, but as a test for indicating where defective work is to be looked for, their chief purpose being to direct attention to particular points of working and to indicate where further enquiry is necessary. Police work will be judged not by statistical results but upon the facts elicited by these enquiries. A relatively high rate of criminality, or a low rate of detection, does indicate that something is wrong, but it does not in itself justify the conclusion that there is undoubted administrative failure on the part of the Police Officers are particularly warned against putting pressure on their subordinates by injunctions to detect particular cases or cases generally.

481. Inspecting Officers will particulary eschew any action, and avoid the use of any language, which may lend colour to the impression that the work of their subordinates will be judged by an arithmetical standard and not according to merit.

482. Investing Officers will also be made clearly to understand that neither pecuniary rewards nor promotion will be given in consideration of high percentages of convictions, and that merit will be judged solely with reference to actual work performed by them in particular cases.

483. It is notorious that a number of offences against property are not reported because complainants do not consider that the property is worth the time and trouble involved, or for other reasons.

Although it is undesirable that pressure should be brought to bear to make complainants report such cases, it will be impressed on officers in charge of Police Stations that a large volume of petty unreported cases of theft and house-breaking reflects serious discredit on them, and that it is their duty either by preventive action, or patrolling, to do their utmost to put an end to this state of affairs.

In other words the object to aim at is not merely a high standard of success in reported cases but adequate control of crime both reported and unreported.

484. The same remarks apply with equal force to cases in which investigation has been refused.

485. Thus when a Police Station is inspected, a careful examination of (a) offences refused investigation, (b) cases investigated but not detected, and (c) an enquiry into the volume of unreported crimes against property, is necessary before any judgment can be passed on the work of the officer in charge. The latter will, according to circumstances, be praised, instructed, or punished and made to see that his work in detail has been scrutinized and gauged. Good men are thus encouraged to increased exertion, and the removal of inefficient men from a position for which they have proved themselves unfit is ensured. Summary inspections, which deal only with superficial facts and figures, are of little value and for all practical purposes might as well be carried out at headquarters.

486. It will not be forgotten that any serious defects in the state of discipline, or in the character of the work done at a Police Station, imply a failure of duty on the part of the Subdivisional Police Officer and Circle Inspector unless those officers can show that they have already done their best to correct what is wrong.

SECTION VI.—TIME OCCUPIED IN INSPECTION.

487. It is obvious that in order to make a thorough inspection of a Police Station a stay of more than a few hours is necessary. The practice of hastening from Police Station to Police Station, even if the object be to complete the tale of inspections within a certain period without regard to the time given to each visit, is one to be avoided.

SECTION VII.—SUBJECTS OF INSPECTION.

488. When inspecting, remarks will be recorded only of things found wrong and not of things found right, thus considerably shortening Inspection Notes which might otherwise become prolix. This does not debar commendation of any really good work.

489. If irregularities are discovered, the precise irregularity and its remedy will be stated, and not merely a note made that such and such thing was found to be "irregular" or "incorrect." By this plan inspection notes not only convey to superior officers a good idea of the working of a district, but also teach subordinate officers their faults and omissions.

SECTION VIII.—OFEICERS ENTITLED TO INSPECT POLICE STATIONS.

490. Commissioners and Deputy Commissioners are at liberty to inspect everything connected with the working of the Police under them as far as crime matters are concerned. Magistrates subordinate to a District Magistrate have no controlling authority, and except in the exercise of their magisterial functions, so far as is provided by law, have no Police authority. Local Government "L" Circular No. 7 of 1933 (Appendix A-VII) defines the relations of a Subdivisinnal Magistrate with the Police of his subdivision, and lays down that a Subdivisional Magistrate has no powers over the Police beyond those which are given to him by law, and that no part of the general control and direction

over the Police of a district which is given to the District Magistrate by section 4 of the Police Act (Act V of 1861) is vested in the Subdivisional Magistrate.

SECTION IX.—INSPECTION NOTES.

491. Inspection notes will be dealt with as follows:—

The Inspection notes of a District Superintendent of Police, Subdivisional Police Officer, or Circle Inspector, will not usually be copied and sent to higher authority. A District Superintendent may, however, forward such extracts from them as he considers necessary to the Deputy Commissioner. This will rarely be necessary, as the general result of an inspection will be entered in the District Superintendent's monthly report and any reference necessary can always be made by an unofficial note.

A copy of the inspection notes of a Deputy Commissioner (which are ordinarily recorded in the file of inspection notes) will be forwarded to the Commissioner, who may, if he considers it necessary, forward extracts from them to the Inspector-General of Police for information. The copy will be returned by the Commissioner for record in the office of the District Superintendent.

The inspection notes of a Commissioner will be forwarded to the Deputy Commissioner, who will, after noting the action taken by the District Superintendent of Police, return them to the Commissioner. The Commissioner, if the notes contain matter which, in his opinion, should be brought to the notice of the Inspector-General of Police or of Government, will forward extracts containing such matter, together with the marginal notes of the Deputy Commissioner, on the subject, to the Inspector-General. The Inspector-General will forward such extracts to the Secretary to the Government of Burma, Home Department as should be seen by Government. The Commissioner's notes annotated by the Deputy Commissioner will be returned by the

Commissioner to the Deputy Commissioner with any further remarks which may be necessary, for record in the officer of the District Superintendent, and for any action which may be required.

The inspection notes of the Inspector-General will be forwarded to the Commissioner, through the District Superintendent and Deputy Commissioner, who will note on them the action taken, and will be returned by the Commissioner to the Inspector-General through the Deputy Inspector-General of the Range concerned. Copies of these inspection notes will be furnished to District Superintendents of Police for record in the office or Police Station.

Extracts containing matter which is of interest to Government will be sent by the Inspector-General to the Secretary to the Government of Burma, Home Department.

Officers, through whose hands inspection notes pass, will mention any orders they may themselves have issued on matters dealt with in the notes. This procedure ensures that necessary action is taken on all points brought to notice and prevents the same action being taken by two officers. A copy of the inspection notes of Commissioners, and Deputy Commissioners, and of all Police Officers above the rank of Inspector, will be entered in the file of inspection notes. The inspection notes of a Subdivisional Magistrate will be forwarded to the Deputy Commissioner.

SECTION X.—INSPECTIONS BY THE DEPUTY INSPECTORS-GENERAL OF POLICE.

492. Deputy Inspectors-General of Police of Ranges are required to inspect the headquarters of all districts in their ranges once a year, with the exception of the Hill District of Arakan, the Salween, Upper Chindwin, Myitkyina, Bhamo, and the Northern Shan States, which will be inspected at least once in two years. The Chin Hills District will not be inspected at all.

The inspections of Deputy Inspectors-General of Ranges will include both the administrative and criminal work in a district. The cause of the pervalance of crime in a district will be thoroughly investigated. Special attention will be paid to criminals for whom there are History Sheets, and to those against whom action has been taken under the preventive sections. Special notes will be made on the working of the preventive sections.

SECTION XI.—ACTION IN REGARD TO INSPECTION NOTES.

493. The original copy of the inspection notes of a Deputy Inspector-General of a Range will be forwarded through the District Superintendent of Police, the Deputy Commissioner, and the Commissioner to the Inspector-General of Police, who will return it to the Deputy Inspector-General of Police concerned for record in his office, after passing any orders that may be required. Extracts of any portion of these notes affecting the branches of the Criminal Investigation Department, and copies of all notes on crime, will be sent to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, for his information. The duplicate copy will be filed in the office of the District Superintendent of Police.

The District Superintendent of Police will note on both copies the action he has taken.

494. Deputy Inspectors-General of Police of Ranges and the Deputy Inspector-General of Police for Railways and Criminal Investigation, will not hold formal inspections of any particular Police-station, but for the purpose of gaining any information, which they may require regarding crime in a district, they may visit police-stations and make whatever enquiries they may consider necessary. General results of enquiries at any Police-station in a district will be incorporated in the district inspection note.

495. Two copies of the inspection notes of districts by the Deputy Inspector-General of Police for Railways and Criminal Investigation will be made.

One copy will be sent to the Inspector-General of Police, thiough the District Superintendent of Police (who will note on them the action taken), the Deputy Commissioner, and the Commissioner, and will be returned to the Deputy Inspector-General of Police for Railways and Criminal Investigation. The remarks of the officers through whom the inspection notes have passed, and the orders of the Inspector-General of Police, will then be copied on the second copy of the inspection notes, which will be filed in the office of the Deputy Inspector-General of Police for Railways and Criminal Investigation for future reference. The original copy will then be forwarded direct to the District Superintendent of Police concerned for necessary action. When the notes contain matters of a confidential nature, they will be forwarded under closed and sealed covers.

496. The Deputy Inspector-General of Police for Railways and Criminal Investigation, when inspecting the Finger Print or Crime Branches of the office of a District Superintendent of Police, will send extracts of any parts of his inspection notes, which are of common interest, to Deputy Inspectors-General of Police of Ranges, for their information. Deputy Inspectors-General of Police of Ranges will also adopt the same procedure.

497. Notes of inspections will be written in half-margin and wherever they contain any specific orders for rectifying defects or irregularities, the word "order" will be written in the margin.

498. Inspecting officers will insist that a note of the completed action taken on each remark, instruction, or order, contained in their inspection notes is duly posted against its appropriate paragraph by the officer concerned, (leaving the inner quarter margin blank for filing) and will verify compliance at the next inspection.

499. In the case offices or stations so situated that inspections are infrequent, the inspecting officer may with advantage require the submission of his notes,

so annotated, by the officer concerned, in order to ascertain whether proper action has been taken. He will then return them.

500. Copies of inspection notes, type-written where possible, will be sent as soon as practicable after the inspection to the offices or stations inspected, and in the case of Police Stations they will be accompanied by a translation in Burmese. It is noticeable that in many Police Stations only a portion of the inspection notes of officers have been translated into Burmese although the Police Station Officer is unacquainted with English. This apparently indicates that the notes are unnecessary prolix. When the inspection has been made by the Inspector-General of Police or other superior officer the translation of his note will be made in the District Superintendent's Office.

501. Inspection notes on all offices and stations by superior officers, and on his own office by a District Superintendent of Police, will be filed together. These inspection notes will not be destroyed for five years. The office copies of inspection notes on subordinate offices or stations will be filed in the office of the Inspecting Officer in correspondence files, and destroyed under the orders in paragraph 588. The whole file will be classed as C. (Appendix A-XIX).

SECTION XII.—INSPECTIONS BY MILITARY POLICE OFFICERS.

502. Battalion Commandants and Assistant Commandants, when inspecting districts in which men of their Battalion are stationed, are permitted to give orders direct to the Officer Commanding the Military Police detachment, both as regards the holding of inspection parades and ordinary routine. They will, however, inform District Superintendents of Police of any such orders which they issue.

CHAPTER XXXIII.

Diaries and Reports.

SECTION I.—DIARIES OF SUBDIVISIONAL POLICE OFFICERS AND INSPECTORS OF POLICE.

503. Every Subdivisional Police Officer, and every Inspector, with the exception of the Detective Inspector, will maintain a diary, and record daily therein the work on which he has been engaged, the Police Stations or places, if any, he has visited, the information he has received, and any orders he has issued to his subordinates.

Prosecuting Inspectors of Police will note in their diaries particulars of cases they have prosecuted, and any information of interest obtained from, or noteworthy facts about the conduct of such cases.

Diaries of Circle Inspectors will be submitted fortnightly through the Subdivisional Police Officer, if any, and of Subdivisional Police Officers and Court Prosecuting Inspectors fortnightly direct to the District Superintendent, who will forward them to the Deputy Commissioner, if they contain matters of special interest.

SECTION II.—MONTHLY REPORTS OF DISTRICT SUPERINTENDENTS OF POLICE.

504. District Superintendents will submit monthly reports on all matters of interest from a Police point of view which have occurred within their charges.

Reports will be in duplicate, the carbon copy being sent direct to the Deputy Inspector-General concerned, and the original through the Deputy Commissioner and Commissioner to the Deputy Inspector-General, who will, if they contain any matter of special interest, forward them to the Inspector-General of Police.

SECTION III.—GENERAL INSTRUCTIONS AS TO THE SUBMISSION OF DIARIES AND REPORTS.

505. Reports of District Superintendents will be submitted on the 5th of each month, and diaries of Subdivisional Police Officers and Inspectors of Police

on the 5th and 20th of each month. As they are confidential documents they will be forwarded under a cover addressed by name to the officer for whom they are intended. and the same rule will be observed by all officers through whose hands they pass.

The actions of officers of other departments will not be criticised in reports or diaries, but will form the subject of a separate communication where necessary.

Diaries and reports, which will be written on foolscap paper, half-margin, the inner half being left blank for the remarks of superior officers, will be returned direct to the District Superintent of Police, Subdivisional Police Officer, or Inspector of Police, as the case may be, who will file them in a confidential file.

Files of monthly reports and fortnightly diaries will be maintained for six years and formally handed over to successors.

SECTION IV.—MONTHLY REPORTS OF INSPECTORS-GENERAL OF POLICE.

506. Deputy Inspectors-General of Ranges will submit a monthly report to the Inspector-General of Police by name giving a brief review of crime in their Ranges and any administrative matters of importance which have come to their notice. The report for the preceding month will be sent so as to reach the office of the Inspector-General of Police by the 25th of the next month at the latest.

507. The Deputy Inspector-General of Police for Railways and Criminal Investigation, will send a copy of his fortnightly report to Government, to the Inspector-General of Police, by name, for the the latter's information.

PART III. - OFFICE WORK.

CHAPTER XXXIV.

Office Staff and Office Organization.

SECTION I.--GENERAL OFFICE ORGANIZATION.

508. A clerical establishment is provided for the offices of all District Superintendents of Police, whichare staffed according to the importance of the district. A Sub-Inspector as Reader, or in some of the more important districts, a Stenographer, is attached to every District Superintendent of Police. Reader Sub-Inspectors of Police are also attached to all Subdivisional Police Officers. No person will be entertained as a clerk otherwise than in accordance with the clerkship rules. Persons with no knowledge of Burmese will not be entertained, unless the services of a competent Burman or Burmese speaking non-Burman cannot, after due advertisement, be obtained. The orders as regards the preferential treatment of natives of Burma in govermment service are laid down in Appendix A-XXVIII of this Manual.

509. It is impossible to lay down any hard and fast rule as to the distribution of work between the various members of the clerical staff of a District Superintendent's Office as much depends upon the capacity of the clerks. It is sufficient to say that, though the work should be distributed between the various clerks, the Head Clerk will be held responsible that all work is properly done. In order to enforce this responsibility, it is obvious that his authority in the office must be upheld.

510. The prohibitions laid down in paragraph 101 of this Manual apply also, **mutatis mutandis,** to clerks employed in Police Offices. Such clerks are prohibited, under pain of dismissal, from having pecuniary transactions with each other, or with members of Police Force. They will not be allowed to take part in any trade or calling, without the written permission of the Inspector General, or of the District Superintendent of Police.

Section 11.
The Conduct of Official Correspondence.

511. The following are the orders of Government as to the channel through which official correspondence generally will pass:--

All important correspondence between the Head of a Department and a Deputy Commissioner will pass through the Commissioner. If the Head of a Department considers that a question submitted to him direct by a Deputy Commissioner is important, he will send the papers to the Commissioner for remarks.

All important correspondence between the Head of a Department and his subordinates will, subject to the detailed rules below, pass through the Deputy Commissioner, provided that, if the Deputy Commissioner is absent from the station and the matter is urgent, a departmental officer may write to his departmental superior direct, noting on his letter that he writes in the absence of the Deputy Commissioner. In such a case the papers will be laid before the Deputy Commissioner immediately on his return to headquarters.

Matters of routine, periodical return, etc., may continue to pass direct between the Head of a Department and his officers. It is desired, however, as far as possible, to secure to Commissioners and to Deputy Commissioners an opportunity of expressing their views on all matters which affect the criminal administration of a district.

In the case of a difference of opinion between the Head of a Department and a Deputy Commissioner, the latter may request a reference to the Commissioner.

512. Procedure in correspondence will be regulated by the following rules:—

(a) Correspondence relating to the maintenance of law and order, the suppression and detection of crime, and the conduct and qualifications of Police Officers of, and above the rank of Sub-Inspector, affecting the criminal administration of the district, will pass through the District Magistrate, and in important cases through the Commissioner also.

Any communication submitted by the District Superintendent of Police, and passing through the Commissioner, will be forwarded by the latter to the Inspector-General of Police through the Deputy Inspector-General of the Range.

All other correspondence will pass between the Inspector-General of Police and the District Superintendent of Police as directed in Appendix A-XVII of this Maunal.

All correspondence relating to matters of an administrative nature will be submitted by District Superintendents of Police to the Inspector-General of Police through the Deputy Inspector-General of the Range.

The District Magistrate may direct further enquiry,or call for further information,with respect to any communication forwarded by the District Superintendent of Police before sending it on. He will endorse all correspondence which passes through his hands, and may add thereto his opinion, or any suggestions which he desires to offer, or any directions which he may wish to issue, to the District Superintendent of Police in connection therewith. The District Magistrate may authorize the Distict Superintendent of Police to forward any such communications direct to Deputy Inspetors-General and the Inspector-General of Police during the absence of the District Magistrate. The Distict Superintendent of Police will endorse the communications thus :—

"Forwarded direct in the absence of the District Magistrate as requested."

(b) It is the duty of the District Superintendent of Police to conform to the directions of the District Magistrate ; but if he disagrees he may refer the question through the District Magistrate to the Commissioner who will refer it through the Deputy Inspector-General of the Range to the Inspector-General of Police with his own opinion.

(c) These rules apply, **mutatis mutandis,** to the District Magistrate and Battalion Commandant or Assistant Commandant of Military Police. The Military Police in Burma are departmentally under the control of Battalion Commandants; but it is impossible for them to

exercise so close a supervsion as if their charges were only in one district; the District Superintendent of Police is expected to take an interest in the discipline and comfort of the Military Police in his district and freely communicate his opinion to the Battalion Commandant. In all matters except those of mere routine Battalion Commandants will correspond through the District Magistrate of the district concerned.

SECTION III.—RECEIPT OF DOCUMENTS AT DISTRICT HEADQUARTERS.

513. All covers received, except those marked "Confidential" or addressed to the District Superintendent of Police by name, will be opened in the presence of the District Superintendent of Police, or the Headquarters Assistant, if there is one, and when the District Superintendent of Police is on tour, in the presence of the officer in charge of his current duties at Headquarters. The contents of each cover will be compared with the list noted in the top left hand corner. All telegrams will be opened by the District Superintendent of Police himself, if at headquarters, and, when he is absent, by the officer in charge of his current duties. Covers addressed to the District Superintendent of Police by name, or marked "Confidential" will be opened by the District Superintendent of Police only.

When the covers are opened, every document will at once be marked at the top of the first page with the office stamp, showing the date of receipt.

514. The amount of postage marked as due on postal articles delivered under the superscriptions of "Service Unpaid" or "On Union Service" is required to be initialled by the Postmaster or other officer authorized on his behalf by the Postmaster-General of the office of delivery, and whenever any alteration is necessary in the amount as entered in figures, the amount due is required to be written in words, and attested by the signature in full of the Postmaster, or other officer aforesaid. Payment will be refused unless the alteration or erasure is vouched for as laid down.

515. The District Superintendent of Police or other officer entrusted with the duty of opening covers, will distribute the receipts direct to the heads of the various departments of the office: he will never send them in an office basket by a peon or clerk. In order that the receipts may be registered without delay, the clerks in charge of the registers will attend with their registers at a fixed hour daily, and will not leave until all documents have been registered. Confidential and other papers received and kept in his own possession by the head of the office will not be registered unless and until they pass through the office or are filed in the office records. Letters will ordinarily be opened only once a day, all received after the hour fixed for the attendance of the registering clerk being dealt with on the day following, with the exception of telegrams, letters marked "Urgent," and letters addressed to an officer by name, which will be opened on receipt, and registered at once.

516. When receipts are distributed, the officer in charge of the department will affix a red slip to every document marked "Urgent," to every document which he considers urgent, and to every telegram. These will be submitted to the District Superintendent of Police or his Headquarters Assistant at once.

SECTION IV.—RECEIPT OF ALL CORRESPONDENCE.

517. The serial number given to each document in the Register of Letters Received, or in the Bill Register, as the case may be, will be written in red ink at the top of the first page of the document. When several enclosures are received with a letter, the letter only need be registered.

518. To each letter, endorsement, memorandum, or telegram, which is registered, the Registering Clerk will attach an Order Sheet either of blank paper or in Form "Miscellaneous Gen. 16" when the letter, etc., is addressed to the District Superintendent of Police and in Form "Miscellaneous Gen. 17" when the letter, etc., is passing through the office on its way to the addressee. The register number, and the spaces provided for entering the date of receipt, and the date of passing will

always be filled up. Telegrams will be pasted on this order sheet, the quarter inner margin of the telegram being left loose and folded down.

SECTION V.—RECEIPT OF PUBLICATIONS FOR THE LIBRARY AND OF MAPS.

519. Books and maps, correction slips, etc., received will be entered in Register No. 29 (Form Ad. 102) and orders obtained as to their distribution.

The orders for the upkeep of the Register are contained in paragraph 852.

520. A list of Government Manuals showing the latest number of correction slips issued will be published in the **Burma Gazette** once a quarter.

Correction slips will be issued in pamphlet form, quarterly, printed on both sides of thin paper, and paged and numbered continuously. There will be no index. They will not be cut up, and pasted into the Manuals, but will be strung together and kept intact in a pocket provided on the outside of the back cover. Clerks will correct these manuals by making against the sentence or passage to be corrected, a manuscript reference in the margin of the page, to the number of the relevant correction slip. A list of the Books, Manuals, etc., to be maintained in the Libraries of the offices of District Superintendents of Police is given in Appenpix A-XXXVI.

521. The rank and designation of the officer to whom, or the name of the Police Post to which, Law Books and Manuals are issued, and the date of issue, will be stamped on several pages of the publication, and when indents are submitted to replace such books the date on which the last issue was made, and the rank of officer, or name of the Police Post, requiring the books, will be carefully noted in the indent.

522. The Register of Letters Received, and the Bill Register, will be examined and initialled on a fixed day every week by the District Superintendent of Police, or Headquarters Assistant, and invariably by the District Superintendent of Police on his return from tour. This examination provides a check on the despatch of

business in the office, and also ensures that the District Superintendent of Police, is not kept in ignorance of correspondence which has been received during his absence from Headquarters.

SECTION VI.—ISSUE OF CORRESPONDECE.

523. Letters before issue from the office will be registered by the Despatching Clerk in the Register of Letters Issued (Office Register No.26), and the serial number of entry in that register will be written on the office copy, if any, and on the document itself. Identical issues to different persons will be given different numbers. If no office copy is kept the word "Original" will be written after the number; thus "109 Original" both in the register and on the document. The Head of the Department will use his discretion about making office copies of correspondence. For example, no copy need be kept of letters merely advising the despatch of books, or the receipt of documents, of reminders, or of merely formal letters. The serial number of the document taken from this register will be followed by the symbol of the subject head taken from Appendix A-XVIII, and the number of the file under that head in which the office copy, if any, of the document, is filed, e.g., letter No. 150 about accounts will be numbered 150—1A.-5 (if file 5 be the file in which the office copy is filed).

524. Reminders issued from the office will be registered in the Register of Letters Issued. They will also be entered in the Local or Postal Despatch Register, a note of their despatch being made on the margin of the office copy (if any) of the original document. The District Superintendent of Police will, by general or special order, note the dates weekly, fortnightly, or monthly, on which reminders will ordinarily issue.

SECTION VII.—ISSUE OF DOCUMENTS BELONGING TO THE LIBRARY AND OF MAPS.

525. The issue of Books, Correction Slips and Maps (other than maps intended to be filed in proceedings) will be noted in the respective columns of the Register of Books and Publications Received (Ad.102) and also in the Local or Postal Despatch Registers (see paragraph 526). The forwarding letter, if any, will be registered in the Register of Letters Issued (see paragraph 523).

SECTION VIII.—DESPATCH OF DOCUMENTS OTHER THAN TELEGRAMS.

526. The Despatching Clerk will maintain one or more *Local Despatch Registers (see Appendix A-XXI,* serial 27) for entry of such documents as are sent by messenger, and a Postal Despatch Register (Appendix A-XXI, serial 28) for such as are sent py post. In one or other of these he will note all documents issued, and place them in covers, which he will address, close, frank, and, if necessary, stamp. The contents of each cover will be described on the outside, by writing at the top left-hand corner the number as entered in the Register of Letters Issued in the case of documents entered therein, the case number and year in case proceedings, the name of the return in the case of periodical returns, the number and description in the case of registers, maps, books, accounts or processes sent to another office, and the words "Reminders on....." in the case of reminders.

527. Covers will not be closed before an hour or hours to be fixed under the orders of the head of the office, with due regard to the time of departure of the mail or mails by which letters are usually, or may, conveniently, be sent. At the time fixed by the head of the office, all communications which are intended to be despatched by the particular mail will be available, and will be sorted out with reference to the officers to whom they are addressed. All letters for the same office will then be placed in one envelope, or in as few envelopes as are absolutely necessary. As few postage labels as are sufficient to cover the postage will be attached to covers.

528. The practice in vogue in many Government offices of prepaying the postage on official postal articles by means of many stamps of low value, when a relatively small number of stamps of high denominations would suffice, causes serious waste of postage stamps, and is open to serious objection from a postal point of view.

529. Official correspondence will be sent through the post in covers of not more than sufficient size. The transmission of a small packet in a large cover involves a waste of stationery and of postage stamps, and renders the packet liable to damage in transit.

530. All letters sent by Government officers in their official capacity in reply to communications of any kind received from private individuals or associations. will be despatched "service paid."

531. Covers containing official correspondence which is not of a confidential nature will be addressed to the officer for whom they are intended by his official designation only without the addition of his name. With the exception of confidential letters all communications, which are sent through the Local Despatch Register will be sent open and not enclosed in envelopes. Letters intended for firms, banks, and private individuals will be enclosed in envelopes.

532. Confidential letters or papers will be sent in double covers. The inner cover will be addressed to the officer concerned by name, will be marked "Confidential," and will be sealed. The outer cover will be addressed in the manner prescribed in paragraph 531 ; it will not be marked confidential and need not be sealed, but it will be registered if the letters or papers are of importance and are sent by post. Care will be taken to see that the inner cover does not fit so closely within the outer that the former will be likely to be torn when the latter is opened. When confidential letters are intended for local officials, they will be sent in a single sealed cover through the Local Despatch Register.

533. All parcels (not letters) which contain confidential papers and which are sent by post, will be addressed to the officer concerned by name. The outer cover as well as the inner cover will be so addressed.

SECTION IX.—DESPATCH OF TELEGRAMS.

534. Telegrams will always be numbered in a separate series. The number will always commence the telegram, without the word "number" being prefixed. No register of telegrams will be kept. The draft of the telegram will be written on a separate sheet of paper, and placed in the file to which it relates. It will not be written on the counterfoil of the telegraph form, on which, however, as well as on the draft, the number will be noted.

535. Whenever a telegram is despatched from a place where there is a telegraph office, the date and place of despatch. are shown by the telegraph office in the copy of the telegram delivered to the addressee, and need not be mentioned in the body of the form.

536. Whenever a telegram is despatched from a place where there is no telegraph office, the date and place of despatch will be stated in the body of the telegram. Thus a telegram sent from Cheduba on the 1st February will begin as follows:—

"(Here enter the number) Cheduba, 1st February."

537. When a telegram is repeated the date and place of despatch will be given, if it is necessary or advisable that the addressee should know when, and from what place, the repeated telegram was originally despatched. Thus, in repeating a telegram from the Township Officer, Salin, despatched on the 1st February, the officer who repeats the telegram will telegraph as follows:—

"(Here enter the number) Township Officer, Salin, telegraphs : Salin 1st February, Begins..... .....ends."

538. Unless there are special instructions to the contrary in the telegram, the telegraphic reply, if any, will be sent to the original place of despatch and will quote the number of the telegram replied to.

539. If the sender of a telegram desires the telegraphic reply to be sent to some station other than the station of despatch, he will add at the end of the message the word "Reply," and the name of the station to which the reply is to be sent.

540. Telegrams relating to leave, arrangements for journeys when travelling allowance is drawn, or other private business, are **private** and will not be sent on the **public service**, and if a telepraphic reply is wanted it will be prepaid.

541. Under the orders of the Government "State" telegrams may be tendered for despatch at any Railway Telegraph office, provided the telegrams are paid for in service stamps.

542. Telegrams will be classed either as "Express" or "Ordinary." As a general rule, State telegrams will be sent in the "Ordinary" class, and messages will be classed as "Express" only—

(a) in cases of great emergency, and

(b) in cases where the despatching officer knows that the line is blocked, and considers his message sufficiently important to take precedence of ordinary traffic.

543. Police telegrams despatched in connection with the detection of crime will take precedence over Foreign Private and Express Inland telegrams. Such telegrams will be classed after "Foreign State" telegrams. The concession is restricted to telegrams despatched by Police Officials, and, to enable the telegraph authorities to distinguish the messages and deal with them properly, all such telegrams will be marked "Special Police." They may be tendered for despatch at any Government or Railway Telegraph Office.

(i) Police Station Officers, Circle Inspectors, and Officers senior to them, are authorized to despatch Special Police telegrams.

(ii) It is important that this concession be restricted to the purposes for which it is granted. Any tendency on the part of subordinates to abuse the privilege will be promptly checked.

(iii) Special Police telegrams are charged for at double Express rates.

Owing to the cost, i.e., four times the ordinary rate, of Special Police telegrams, their use will be restricted to emergencies, and, in less urgent cases, Ordinary or Express telegrams will suffice.

544. Telegrams will, except when extreme precision is important, be expressed in as few words as possible; and mere auxiliary or connective words, which can obviously be filled in by the receiver, will be omitted.

545. In the case of multiple telegrams, it is not as a rule necessary to include in the text of the telegrams the designations of all the officials to whom the teleg-

ram has been repeated. This will be done only in exceptional circumstances and for special reasons. In the great majority of cases when a telegram is addressed to several officers, the case is governed either by specific orders or by a well understood practice, and the officer receiving the telegram will assume that the officer despatching it has obeyed the orders or followed the usual practice.

Post copies of telegrams will invariably be despatched the same day.

546. Telegrams will not be sent in cases where a letter would serve the purpose equally well; as for example, in communicating information of a routine character, and in the case of periodical returns which are not urgent, and the despatch of which by telegrams is not specifically ordered.

547. The three dangers therefore to be specially guarded against are—

(1) the sending of "Special Police" or "Express" telegrams in cases not of great urgency;

(2) undue prolixity in messages ;

(3) the sending of a telegram when a letter would serve the same purpose.

548. Service stamps only will be used in payment of State telegrams. In affixing stamps to telegrams care will be taken to use the smallest number possible, and stamps of the higher values will be procured to such extent as may be necessary.

549. Recoveries made by the Head of an Office at the instance of the Telegraph Check Office on account of service stamps used irregularly on private telegrams, will be remitted to the local treasury and not to the Check Office. The treasury receipt, however, will be sent to the Check Office, who will see therefrom that the amomts due for recovery, have been credited to Government.

550. No cash entry will be made by the Telegraph Office in the receipt for any telegram paid for in service stamps. If any officer is compelled to send a telegram at a time when he is temporarily without service stamps,

he will pay for it in cash, and the receipt granted to him will then state the value of the telegram, but will not bear on it the word "State." The value of the telegram may subsequently be recovered from Government. The officer concerned submitting as his voucher the receipt for the telegram, together with a certificate signed by him, that the telegram was sent on State service and that cash payment was unavoidable.

SECTION X.—PERIODICAL REPORTS, RETURNS, AND INDENTS.

551. Periodical Reports and Returns do not as a rule require any forwarding letter or memorandum. It is sufficient if they are headed "Annual, or quarterly, (as the case may be) report, return, or statement (as the case may be) of....." and the following endorsement written at the foot :—

"Forwarded to the..... "

Care will be taken to see that all the columns of returns are filled in as far as is possible and that reasons are given for any unavoidable omissions.

552. When periodical returns are blank, a separate memorandum for each blank return in Form Misc. Gen. 25 will be sent.

553. A calendar of periodical reports and returns due in, and from, the office will be prepared for each department in Form Land Revenue III—Miscellaneous 22 and 23, and kept in the department for reference.

554. The list of all such returns is contained in Appendices A-XXIV and A-XXV of this Manual, and no fresh periodical return will be called for from any Police Office or Station, without the express orders of the Inspector-General of Police.

555. District annual reports will be written in half margin and on one side of the page only, and each new section will commence on a fresh sheet. If remarks on the report are written in the margin, care will be taken that such remarks do not fall within the inner quarter margin, which will invariably be left blank for filing.

556. Office copies of periodical reports and returns will be filed in correspondence files which will be entered under the appropriate head in the Register of

Correspondence files (see Appendix A-XXI, serial No.33). All correspondence in connection with them will issue from, or be placed in, the files in which the office copies of the reports or returns are kept.

SECTION XI.—DISPOSAL OF PERIODICAL RETURNS.

557. The office copies of all periodical returns may be classed as "C" papers and destroyed at the beginning of the third year following the year to which the figures relate. Extracts from any periodical report which are of permanent interest will be kept at the discretion of the District Superintendent of Police in a permanent file. Office copies of periodical reports and returns will never be sent to the Record Room.

SECTION XII.—CORRESPONDENCE.

558. The heads under which all correspondence will be classified, and the symbol by which each head will be referred to, are given in Appendix A-XVIII. The files opened under each head will be distinguished by the addition of an Arabic numeral 1,2,3, etc., after the file symbol: thus, file 1.O-5 means File No. 5 under Head 1.O-Officers.

559. A separate file will be opened for each distinct subject of correspondence. But great care will be taken that files are not unduly multiplied by opening more than one file for topics which naturally fall within the same subject. A separate file must not be opened for any circular or notification unless it forms the starting point of correspondence. When correspondence on a particular subject continues after the close of the year during which it commenced a new file will be opened at the commencement of the next year.

Correspondence in connection with particular crimes will be filed in the case file.

560. Correspondence files (other than confidential files) will be cased in covers in Form Misc. Gen. 1. Files will be paged, each sheet of paper being counted as one page and not as two. No letter will be filed until some action, such as the issue of a reply or of orders calling for a report from some subordinate officer not at headquarters, has been taken on it, or a definite order to file has been passed. The draft of every reply

or letter issued will be filed immediately after the Order Sheet on which the order to issue is passed. The papers in a file will be fastened together by a cord, lace, or narrow tape passed through two holes six inches apart on the left-hand margin, equidistant from the centre, and tied in a bow, so as readily to admit of the insertion of fresh papers.

561. A Register of Correspondence Files (Office Register No. 33) in Form Ad. 32 or Misc. Gen. 9 will be kept up in sections, one or more pages being allotted to each of the heads mentioned in Appendix A-XVIII. When it is obvious from the local circumstances of the district that any head is likely to be blank (e.g.Marine in Meiktila) that head will be omitted altogether. Any correspondence falling under a head so omitted which does chance to be received can be entered in a file under the head "Miscellaneous." A fresh volume will be opened on the 1st January in each year.

562. A list of confidential files (except the Confidential files of officers)will be entered in an Index Register, all in one series and not by heads.

Both the files and the register will be kept in a confidential almirah. Confidential Files will be cased in pink covers (Form Misc. Gen. 2),

563. × × × × × × × ×

SECTION XIII.—DRAFTING.

564. The District Superintendent of Police will either draft replies to letters himself, or pass orders indicating the nature of the reply to be sent. In the latter case the letter will be drafted by the officer in charge of the department, and the draft written in half margin will be put up for the District Superintendent' s approval before it is copied, unless it is of a routine and trivial nature. In many cases no draft or office copy of a letter is necessary (see paragraph 523).

565. English terms in official correspondence will be avoided as far as possible. It is sometimes necessary to employ English words for which there exists no Burmese equivalent, and the precise meaning of which can be conveyed in Burmese if at all, only by a long

periphrasis. But wherever it is possible to use a Burmese word which expresses with sufficient accuracy for the immediate purpose the meaning to be conveyed, this will be done. Whenever it is necessary to use an English term, an explanation of the meaning or Burmese equivalent will be given.

556. All communications from Police Officers in Burma to Police Officers in a different Province will be written in English when not written in the language of the district to which they are sent.

567. The subject matter as well as the department (if any), the number and date of all letters and other communications (except reminders) replied to or referred to will be quoted in the reply at sufficient length to render it clear.

568. Demi-official letters will not be cited in official correspondence.

569. Only one subject will be dealt with in any one letter. Paragraphs will be numbered.

570. Every question put, or point dealt with, will be answered or dealt with in the reply. If any question cannot be fully answered the reply will state the cause of delay and the probable date on which the omission will be made good. If this is not done there is nothing to show that the particular question or point has not been overlooked.

571. Recommendations will not be made without sufficient reasons being given. The authority which has to decide whether the recommendation shall, or shall not, be adopted with, or without, modifications will not be asked to exercise its power on the mere request of an officer, but will be given means of forming a judgement on the recommendation and on all the facts and surrounding circumstances which have induced the officer to make it.

572. Suggestions, reports, letters, and explanations, from subordinates will not be forwarded with a mere endorsement, but the matter will be submitted in a complete and compact form so that orders can at once be passed instead of the communication forming merely

the commencement of correspondence. Should any English documents accompany the papers forwarded, a Burmese translation of these will also be forwarded. The subject will be divested of unnecessary matter, and the case add the issues for decision will be clearly put. Letters will be complete in themselves, the facts in so far as they are necessary, the point for decision, and the distinct recommendation being clearly stated. Neither the original documents nor a copy thereof will ordinarily be sent, unless they are necessary for the elucidation of the subject, or affect, the personal status of an officer in Government or public employ, or unless they themselves, and not the matter contained in them, are the subjects of comment, or unless they form portions of a record submitted.

573. Whenever a matter is submitted affecting the personal status of an officer for whom a service book, or charcter roll, and confidential file are kept, these documents will be forwarded as well as all papers connected with, or bearing on, the case.

574. When any proposal or report requires to be illustrated by a map or plan, every such map or plan (other than plans appended to estimates for Public Works) will, in the absence of specific orders to the contrary, be submitted in duplicate if the order of any any authority snperior to the Commissioner is likely to be required, and in triplicate if the proppsal has to be submitted to Government through the Head of the Department. A correct office copy of the plan will aslo be kept as the copies submitted will ordinarily not be returned.

575. Every such map or plan will be, if possible, not larger than a half sheet of foolscap (13½ inches by 8½ inches) and will have a clear margin not less than one inch wide on the left side for filing. When larger maps are necessary they will be folded concertina fashion. If they are very large it will generally be convenient to submit with them a small scale index map half foolscap size.

576. Every such map or plan will show a north point and a scale, and will be signed and dated, and

marked "Enclosure to letter No.....dated .....from the.....to the....."

577. When any map is submitted to illustrate a proposal for alteration of boundaries the existing and proposed boundaries will be clearly marked with paints of different colours. Every object named in the definition of boundaries will be named on the map also.

SECTION XIV.—COPYING.

578. An inner quarter margin, and a space of an inch at the top and bottom of each page, will be left blank.

579. In every case in which there are enclosures to a letter or endorsement, a detailed list of them will be given at the foot of such letter or endorsement. and a line will be drawn in the margin as shown opposite to this section, as a reminder to the despatcher to see that the enclosures are duly attached.

580. When the copy is completed the copyist will write at the foot of the draft "Copied by" and add his initials and the date.

SECTION XV.—COMPARING, SIGNING, AND DESPATCHING.

581. All fair copies will, on completion, be compared with the draft and initialled at the foot by the comparer, who will then send them with the draft and connected files to the clerk of the department. The latter is responsible that all copied enclosures are correct and will mark them "True Copy" over his signature at the foot. At 4 p.m. or such other hour as may be fixed, he will submit the fair copies for signature to the District Superintendent of Police, or Headquarters Assistant (if any), or other officer to whom the District Superintendent of Police has by written order in the order book delegated the duty of approving drafts and signing fair copies. It is incumbent on the officer who signs a letter to read it and to see that it is correct before he signs it.

582. On return of the fair copies signed, the clerk of the department will cause them to be placed with their connected files, and will then send them to the despatching clerk, who will register, (if necessary), and despatch, them (see paragraph 521).

583. The use of stamps for affixing signatures is forbidden except in the case of formal printed orders, or notices and when allowed by the Post Office Rules.

584. In all letters addressed to a Police or Civil official, and in all copies of correspondence forwarded to these officers, the name as well as the official designation of the writer will be set out at the head of each letter or endorsement. In the case of demi-official letter signed by the Head Clerk of an office, or by a subordinate Police Officer of non-gazetted rank, such letters will be signed as follows:—

H. A. WILLIAMS, Inspector,

or

MAUNG BA THAN, Head Clerk,

for.....

District Superintendent of Police.

SECTION XVI.—CORRESPONDENCE FILES.

585. Correspondence files containig letters to which replies are due will be kept apart from other files in a "Pending papers almirah." Seven compartments in this almirah will be allotted to correspondence ; six of them will be labelled with the names of the days of the week, Monday to Saturday, and the seventh, which will be of double size, will be labelled "Other pending correspondence files." At the bottom of the file cover of each correspondence file in which there is pending correspondence, a slip of paper bearing the words "(number and date of letter) Remind on (date) " or "Put up (number and date of letter) on (date)" will be pinned when the draft of the letter is placed in the file, or the order to put up is passed. The slip will be doubled so that half of it appears on the front of the file cover, and half at the back, and will be secured in its place by a pin passed through both ends of the slip and the file cover, between them. If the date fixed for the issue of a reminder, or for submission of the papers, is a day of the current week, the file will be placed at once in the compartment bearing the name of that day.

If the date fixed falls in the next or some succeeding week, the file will be placed in the compartment labelled "Other pending correspondence files." On the afternoon of the last working day in each week, the files in this compartment will be examined, and of them as are marked for submission or other action on some day of the next week, will be distributed among the six compartments bearing the names of the days of the week.

586. All correspondence will be kept by the calendar year.

587. Correspondence files of the current year, and of the last two years, will be kept together in the office divided by heads and not by years, e.g. the three bundles of files under Administrative Head 1A will be kept in the same compartment or in adjoining compartments; if in the same compartment the files for each year will be tied up together in one bundle. At the beginning of each calendar year the files for the third preceding year will be sent to the Record Room with the connected Register of Correspondence Files (Register No. 33, Appendix A-XXI) after the papers marked C under the next section have been seen, removed and destroyed.

588. The class letter A, or B, in the last column of Appendix A-XVIII roughly indicates that the majority of the files in that head of correspondence against which it is placed will (A) require to be kept pemanently or (B) may be destroyed after six complete years. But there will be exceptions in both directions. For example, some files about Arms and Explosives ought to be kept permanently, while there may be unimportant files in connection with officers. Each file has to be marked A, B, or C according to its own value. Appendix A-XIX and the following sentence give further guidance on this point. Though a file may be classed A or B as a whole it may contain papers which should be classed C. Appendix A.-XIX enumerates a number of classes of such ephemeral papers. A whole file may be marked C if all the papers in it are of the C class. Files and papers will be classified by the District Superintendent of Police or, subject to his control, by an officer or clerk appointed

by him. Classification will be effected as opportunity offers, but, in any case, before the files are sent to the record room.

589. If a whole file is classified as C and is destroyed, the District Superintendent of Police or such officer as he may appoint (not below the rank of an officer acting in the position of Headquarters Assistant), will draw a red line through the entry in the Register of Correspondence Files and will date and initial it. Case files in the District Superintendent's Office will be kept for the purposes in Appendix A.-XX and then destroyed.

590. A press or rack is provided, divided into as many compartments as there are Police Stations in the District. Every First Information Report with the subsequent case diaries, etc. relating to it, after being entered in the Register of Police Cases, will be deposited in the compartment belonging to the station whence it was received.

591. A similar press is provided for the copies of Station General Diaries received in office.

SECTION XVII.—MAIN FILES.

592. Main Files will contain only documents required for permanent reference, such as Circulars, Memoranda, Rules, Regulations, Notifications, etc., which contain Standing Orders issued by Government, or by the Inspector-General of Police, or any other superior authority, or by the District Superintendent of Police himself, and which must be followed until cancelled or amended. They have the same force as orders contained in the Manuals and Codes.

593. As the chief object of Main Files is to be a guide to correct procedure it is of primary importance that they should be properly maintained.

594. A list of Main Files which will be maintained in every District Police Office is given in Appendix A.-XVIII. This list is drawn up according to the Heads and Subjects of Correspondence. Files which are not applicable to a district may remain blank, but the remaining Main Files will be numbered in accordance

with this list. A similar list of Main Files will be maintained in each Range Office.

595. The Head Clerk will be held responsible for the proper upkeep of the Main Files of the Administrative Department, and the Crime Clerk, under the supervision of the Head Clerk, for those of the Crime Department.

596. Government's Notifications and Circulars are published in Part I of, and in the Supplement to, the **Burma Gazette**, and all those which concern the Police Department are reproduced in Part I of the **Police Gazette**. The Circulars and Memoranda of the Inspector-General of Police are published in Part II of the **Police Gazette**.

597. Government's Circulars and Notifications which concern the Police Department are also issued to all District Superintendents of Police on loose sheets, and loose copies of all the Circulars and Memoranda of the Inspector-General of Police are issued to all District Superintendents of Police along with the **Police Gazette** itself.

589. Advance copies of Circulars and Memoranda in cyclostyle form are issued only when the subject matter is of an urgent nature.

599. These Main Files are permanent files for reference, and do not belong to any one year. All papers will be filed in chronological order.

600. The Head Clerk will mark "M.F." on all papers that contain permanent orders, and he will be held responsible for the proper filing of these papers, the issue of necessary orders, and the completion of the action taken thereon.

601. Papers are often received, such as letters, notes, etc., the whole or part of which contain orders of such a nature as to require permanent reference. Copies such letters, etc., in whole or part, will be placed in main Files. Accordingly, the District Superintendent of Police, when passing orders on letters, etc., will, where necessary, order that any part or the whole of the letter be placed in the Main File concerned. Such copies will invariably be made on the typewriter.

602. When a Circular or Notification, or any other Standing Order, needs a reply, or asks a report, or contains any matter in connection with a previous reference, a copy of it will be filed in the Correspondence File concerned.

603. Main Files proper will be kept up to date by marginal references to amending orders, (if the amendment is short it will be copied in full), and by removing from the file any order that is entirely cancelled and inoperative. A set of rules orders which is entirely superseded will invariably be marked to that effect, but will not be removed from the main File proper if acts done under it are still outstanding.

604. Unless a circular or notification or other standing order is received under cover of a letter or endorsement conveying definite instructions or asking for a report, or in connection with previous correspondence on the subject, no copy of it will be placed in a correspondence file.

605. Copies of circulars, notifications, and other standing orders which are forwarded to subordinate officers merely for information and guidance will be sent without any forwarding endorsement. Their despatch will, however, be noted on the copy in the Main File and in the Local or Postal Despatch Register (see-paragraph 526).

CHAPTER XXXV.

Miscellaneous Instructions on Office Work.

SECTION I.—THE OFFICE OF THE DEPUTY INSPECTOR-GENERAL OF POLICE OF A RANGE.

606. The duties to be undertaken by the Deputy Inspector-General of a Range in his office will be as under:—

General Department.

(1) to sumit to the Inspector-General of Police the Annual Reports of each district with a comprehensive

review of the Police Work and administration of the year on a divisional and not on a range basis;

(2) to deal with all appeals against punishment as laid down in Schedule to Appendix A-VI;

(3) to take on revision procedings of departmental enquiries in the case of Sub-Inspectors, Station Writers, Head Constables, Constables, Clerks and Menials;

(4) to sanction all transfers of Police Officers of, and below, the rank of Inspector from one district to another within his Range. In the case of Inspectors all transfers will be reported to the Assistant Inspector-General of Police for publication in the **Police Gazette**:

(5) to grant casual leave to Gazetted Officers provided Deputy Commissioners and Commissioners have no objection;

(6) to forward to the Assistant Inspector-General of Police with his recommendations, applications for leave except casual leave from Inpectors;

(7) to report to the Inspetor-General of Police cases of torture, ill-treatment, or very serious misconduct towards the public and the action taken;

(8) to report to the Inspector-General of Police escapes from Police custody ;

(9) to check and record the quarterly report of inspections ;

(10) to submit his personal nominations (if any) for admission to Military Colleges ;

(11) to receive and, after sending them to the Inspector-General of Police for perusal and return, to record handing over notes of District Officers ;

(12) to report cases of misconduct on the part of Gazetted officers, and Inspectors to the Inspector-General of Police ;

(13) to award punishments to officers and men as laid down in paragraph 163 which details special powers to Deputy Inspectors-General ;

(14) to recommend the confirmation of Probationary Deputy Superintendents, and Inspectors, when reports are called for by Inspector-General of Police ;

(15) to confirm Probationary Sub-Inspectors of Police ;

(16) to confirm officiating Sub-Inspectors of Police to the number authorized by the Inspector-General of Police ;

(17) to submit a report to the Assistant Inspector-General of Police if any officiating Inspector of Police is considered unfit for retention in his appointment ;

(18) to keep up the seniority list of permanent Sub-Inspectors of Police ;

(19) to select the names of Sub-Inspectors of Police for promotion to the rank of Inspector, and submit them to the Assistant Inspector-General of Police as laid down in paragraph 54 ;

(20) to submit recommendations for the promotion of Inspectors to the rank of Deputy Superintendent on December 1st of each year ;

(21) to transfer clerks in Police Offices of Districts in his Range in cases of special necessity ;

(22) to check and submit to the Assistant Inspector-General of Police monthly Returns of Force.

(23) to transmit memorials addressed to Government, or to the President of the Union of Burma, with connected papers and recommendations thereon unless they should be withheld under the rules in Local Government General Department Circular No.47, dated the 22nd July 1909.

(24) to submit to the Inspector-General of Police any appeals or memorials appellate orders with connected papers and recommendations unless they should be withheld under the relevant rules of Local Government General Department Circular No. 47, dated the 22nd July 1909

Financial Department.

(1) to sanction the grant of temporary advances from the General Provident Fund to Non-Gazetted Officers who are in receipt of Ks. 150 per mensem or over ;

(2) to sanction departmental rewards to Police Officers and men up to Ks. 200 ;

(3) to sanction the grant of rewards offered by private persons or bodies to Non-gazetted Police Officers and men up to Ks. 500 ;

(4) to sanction the payment of rewards not exceeding Ks. 1,000 for the arrest of offenders ;

(5) to accord approval of Committee Proceedings and Survey Reports on unserviceable Police boats at a cost not exceeding Ks. 250 in each case ;

(6) to report defalcations and losses of public money on the part of Officers and Clerks in his Range ;

(7) to forward the Annual Budget Estimates for his own Office Establishment ;

(8) to sanction the payment of rewards not exceeding Ks. 250 for information which leads to the discovery of firearms and ammunition ;

(9) to receive and forward to the Inspector-General of Police with his recommendations, applications for House Building Advances, and House Purchasing Advances and Repairs, from Officers and Clerks in his Range;

(10) to forward applications from officers for Motor Car, Motor Boat and Motor Cycle Advances, and for advances for purchase of typewriters with his recommendations in each case ;

(11) to receive from the Assistant Inspector-General of Police the Inspection Notes of the Audit Department on District Superintendents' Offices, and to check and rectify all matters brought to notice in them at his Inspections of or visits to, the District Superintendent's Office,

Statistical Department.

(1) to receive and forward to the Assistant Inspector-General of Police consolidated and self-contained proposals on subjects connected with the--

(a) Re-organization of the Force ;

(b) Re-distribution of the Force ;

(c) Armament or dis-armament of Police-Stations ;

(d) Changes in Police Circles or Inferior or Superior Gazetted Charges;

(e) Changes in jurisdictions of Police-Stations and Outposts ;

in the Districts of his Range.

Buildings Department.

(1) (a) to deal preliminarily with all correspondence from his District Superintendents of Police, relating to Public Works Department Minor Works ;

(b) to forward with his recommendations to the Assistant Inspector-General of Police all proposals for Minor Works, which should include the approximate cost of each work, which are either urgent, or necessary, or both, for the purpose of obtaining an assurance of funds ;

(c) to forward all projects to the Inspector-General of Police for final sanction allotment of funds after complying with clause (b) ;

(2) (a) to deal preliminarily with all correspondence relating to Public Works Department Major Works which are referred to him by his District Superintendents of Police ;

(b) to submit to the Assistant Inspector-General of Police proposals for Major Works with his recommendations and explanations as to the necessity and urgency of the works;

(c) to obtain and forward to the Assistant Inspector-General of Police Line Plans and Plinth Area estimates after the provisions of clause (b) above have been complied with ;

(3) to examine, sign, and forward to the Assistant Inspector-General of Police all Line Plans and Site Plans (Preliminary and detailed) of petty Construction and Repairs and Public Works Department(Minor and Major) projects ;

(4) to sanction the sale or dismantlement of buildings not borne on the books of the Public Works Department in accordance with paragraph 927.

Confidential Department.

(1) to forward to the Inspector-General of Police recommendations for titles and rewards to be given by Government, and to prepare and submit recommendations himself in the case of officers of his Flying Squads ;

(2) to prepare annual confidential reports on all District Superintendents of Police, and Deputy Superintendents of Police in independent charge, and submit them through the Deputy Commissioners and Commissioners to the Inspector-General of Police ; to prepare the reports on Gazetted Officers and Inspectors of his Flying Squads, and submit them direct to the Inspector-General of Police ; to forward the reports of other Gazetted Officers and Inspectors to the Inspector-General of Police ;

(3) to forward annual certificates of the secret documents in his possession to the authority concerned;

(4) to receive and forward the annual recommendations for **PYIDAUNGSU (UNION) MEDALS** : [There are two classes namely, GOLD and SILVER Medals. The PYIDAUNGSU (UNION) GOLD MEDAL is awarded for meritorious service or for gallantry to members of the recognized POLICE (including UNION

MILITARY POLICE) and FIRE SERVICES, who have performed acts of exceptional courage or skill or exhibited conspicuous devotion to duty.

THE PYIDAUNGSU (UNION) SILVER MEDAL is similarly awarded to members of the recognized POLICE (including UNION MILITARY POLICE) and FIRE SERVICES, who have performed services of conspicuous merit. Recommendations for bars to the Medals may be made for acts of gallantry only. The Medal for gallantry and Bar carries certain monetary allowances for Officers of the rank of Inspector and downwards.] :

(5) to receive and forward the annual recommendations for YE AHMUDANGAUNG TAZEIKS : [First Class for gazetted officers and Second Class for non-gazetted and other ranks. Members of recognized POLICE (including UNION MILITARY POLICE) and FIRE SERVICES are eligible for the award of these Medals, for long, faithful, and honourable service.]

Crime Department.

(1) to keep up Gang Files of inter-district gangs in his Range with information obtained by his Flying Squads ;

(2) to forward to the Inspector-General of Police and the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Weekly Reports of the action taken when he assumes control of the investigation of inter-district crime in districts situated in his Range ;

(3) to submit on the 25th of each month to the Inspector-General of Police, Monthly Reports giving brief reviews of the state of crime and other matters of Administrative importance in the districts of his Range. These reports will in due course be returned adn recorded by the Deputy Inspector-General of Police after he has carried out any instructions conveyed to him ;

(4) to forward to the Inspector-General of Police, Monthly Reports of District Superintendents of Police, if they contain any matters of special interest.

SECTION II.—CORRESPONDENCE AT DISTRICT HEADQUARTERS.

607. Correspondence between the District Magistrate and the District Superintendent of Police will generally be carried out by unofficial note. Official correspondence between these officers is prohibited.

SECTION III.—THE PERUSAL OF OFFICE RECORDS.

608. A District Superintendent is kept informed of what is going on in his district by a careful examination of the following records. A District Superintendent who wishes to keep a grasp of the criminal work of his district will neglect none of these means of information and control :—

(i) The First Information Reports.

(ii) The copies of the General Diaries which reach his office.

(iii) The copies of the Case Diaries submitted daily during the investigation of cases of important crime.

(iv) The Fortnightly Reports and Diaries of Subdivisional Police Office and Circle Inspectors of Police.

(v) The Final reports of cases.

(vi) The Register of Police cases.

609. In cases where no investigation has been undertaken the reasons given for not undertaking it will be scrutinized, and they appear defective, the officer in charge of the Police Station concerned will be addressd on the subject through the Circle Inspector.

610. In the absence of the District Superintendent, the Headuarters Assistant or Deputy Superintendent will pass on all reports to the District Magistrate. District Superintendents Will keep themselves informed of the action taken by the Headquarters Assistant or Deputy Superintendent on all reports received during their absence.

SECTION IV.—THE DISPOSAL OF GENERAL DIARIES.

611. All General Diaries received in the office of the District Superintendent will be read by a responsible clerk or officer who will draw the attention of the District Superintendent of Police to any matters of interest. Any passage in the General Diaries which contains matter of which the District Magistrate should be informed, or which calls for his orders (e.g., prevalence of cattle disease, damage done by floods or blight, insanitary condition of villages, malpractice of subordinate officers of other departments, neglect of duty by village headmen or village watchmen) will be marked by the District Superintendent, and the General Diaries, as marked, sent to the District Magistrate for perusal.

612. When a General Diary contains a report of a serious fire, the District Superintendent will at once communicate it to the Deputy Commissioner. When 200 houses or more have been destroyed in any one conflagration, or a large tract of Government reserved forest has been burnt, a special report giving particulars of the origin and progress of the fire, and the amount of assistance (if any) afforded by the Police in extinguishing it, will be sent direct to the Inspector-General of Police. The latter will communicate the information to Government.

613. When a General Diary contains a report of a first case of cholera or of small-pox in a village, a copy of the entry will be sent to the District Magistrate, who will forward it to the Civil Surgeon. If the death of a civil pensioner is reported, a copy of the entry will be forwarded to the Treasury Officer through the District Magistrate.

SECTION V.—THE CONTROL OF INVESTIGATIONS IN IMPORTANT CASES.

614. In all cases classed as "important crime" (paragraph 1754, Burma Police Manual, Volume II), a copy of the entries made in his Case Diary by the Investigating Officer will be forwarded daily to the District Superintendent while the investigation lasts. The

District Superintendent is thus in a position to control the investigation and to point out any irregularities of procedure. The practice has other advantages. It is a security against what is called the "fudging" of Case Diaries. Doubts often arise as to the genuineness of certain pieces of evidence, and as to the time at which certain information was given. The honesty of the Police is often unjustly suspected, and they are accused of having compiled their Case Diaries, after the investigation was completed, instead of writing them up from day to day as the investigation proceeded. The copies filed and kept ready for reference in the District Superintendent's office should serve to refute any such allegations and suspicions. District Superintendents will satisfy themselves by occasional comparison that the copies sent to them are true copies of the actual entries in the Case Diaries. They will also be careful to note the dates of receipt on each copy of the Case Diary as it comes to hand.

SECTION VI.—THE CONTROL OF PROSECUTIONS.

615. It is the duty of Court Prosecuting Officers at headquarters to bring to the notice of the District Superintendent of Police or, in his absence, the Headquarters Assistant, any cases which have been faultily sent up, and to ask for orders either to obtain a further remand, or to consult the Public Prosecutor, or to take such other steps as may be necessary to rectify the faults.

616. By section 344, Criminal Procedure Code, a Court may adjourn a trial and remand the accused if "from any reasonable cause" it becomes "necessary or advisable" to do so. Now in most cases the existence of a previous conviction which is relevant under section 75 of the Penal Code is a "reasonable cause", for allowing time to adduce proof of it (if there is sufficient assurance that proof will be forthcoming within a definite period), as the penalty which the Court may award is enhanced if the conviction is established. The District Magistrate will usually take care to see that Subordinate Courts allow the Police fair play in this respect.

617. The District Superintendent of Police will call for the proceedings of a proportion of cases which have failed in Court, and peruse them, so as to ascertain in what way, if any, the Police are to blame. Court Prosecuting Officers will also report to the District Superintendent of Police any features of interest in the cases they prosecute.

From these two sources of information the District Superintendent of Police should be able to discover mistakes on the part of his subordinate officers. Any such mistakes will be brought to the notice of the officer concerned either verbally or by letter.

SECTION VII.—HANDING-OVER NOTES.

618. A District Superintendent of Police, Subdivisional Police Officer or Circle Inspector of Police, under orders of transfer, will write a full handing-over note in duplicate for the information of his successor.

One copy will be given to the relieving Officer. One copy of a handing-over note of a District Superintendent of Police will be forwarded through the Deputy Inspector-General of Police concerned to the Inspector-General of Police for information.

In the case of a Subdivisional Police Officer the duplicate copy will be forwarded to the District Superintendent of Police for information and record in his office. The same applies to a Circle Inspector of Police, the duplicate copy being forwarded through the Subdivisional Police Officer (if any).

The Deputy Inspector-General of Police will report to the Inspector-General of Police any District Superintendent of Police, and the District Superintendent of Police will report to the Deputy Inspector-General of Police any Subdivisional Police officer or Circle Inspector of Police, who fails to write a full and detailed note.

Both relieving and relieved District Superintendent of Police will sign a handing-over certificate in respect of the confidential files in the following form and file it in a special file:-

Certificate.

We the undersigned respectively made over and received correct the confidential files as contained in the following Index Registers:-

(a) Index Register of Confidential Personal Files of Officers.

(b) Index Register of Confidential Files of Miscellaneous Orders, Correspondence, etc.

Relieved Officer. Relieving Officer.

619. Handing-Over Notes will take the following form :—

Chapter headings.

(1) Criminal.
(2) Notes on Jurisdictions.
(3) Political.
(4) Personnel.
(5) Touring.
(6) General.
(7) Sport.

Chapter Subdivisions.

(1) **Criminal.**—Important crime (murder, dacoity, robbery). Human Kidnapping. Cattle Theft. Gambling. Preventive sections. Village Headmen. Open season patrols. Border crime, its connection with bordering districts.

(2) **Notes on Jurisdictions.**—A note on each Police Station jurisdiction, state of buildings, state of crime in the jurisdiction, bad villages, good and bad headmen. etc.

(3) **Political.**—Burmese, Indian, and Chinese Politics, each with a separate heading.

(4) **Personnel.**—Notes regarding officers and clerks, promotions recommended to Head Constable, Sub-

Inspector of Police, Inspector of Police,and Deputy Superintendent. Officers recommended for decorations, etc.

(5) **Touring.**—Notes as to how and when to visit certain places. Notes on motor roads.

(6) **General.**—Anything else that has not been included in the above chapters. Conduct of the Police generally. Military Police. Festivals, Buildings, Sports Fund, Band, Football, etc.

(7) **Sport.**—Notes on shooting and fishing. This is hardly a matter of official interest but is of value not only for recreative purposes but because it is a valuable method of getting into touch with the villagers.

CHAPTER XXXVI.

Office Registers.

620. The Head Clerk is responsible for the general supervision of all the clerks in a Police Office. For the uniform management of every Police Office the work is divided into two departments :—

(a) Criminal.

(b) Administrative.

A list of the registers to be kept up, with the length of time they are to be preserved, will be found in Appendix A-XXI.

621. Each Police Office will be provided on the criminal side with a press divided into the same number of compartments as there are Registers; into each of these compartments will be placed the register itself and all papers, applications, and files relating to the subject.

622. For the administrative side a press divided into at least 50 compartments will be kept. Every register and all correspondence relating thereto will have a compartment to itself. Any spare compartments in this press will be reserved for correspondence connected

with miscellaneous returns, petty construction, repairs, and original works, and for matters appertaining to Military Police.

623. The registers mentioned above will be kept up as laid down hereafter, and any deviation from the procedure now laid down is absolutely prohibited.

CHAPTER XXXVII.

Accounts.

SECTION I.—PAY BILLS.

624. Pay bills of all ranks of the District Police Force (including Inspectors, but excluding Gazetted Officers) and of the office establishment, will be drawn on T.F. No. 19.

625. To prevent double disbursements of pay, etc., office copies of salary and other bills will be clearly marked with the words "Office" in large letters in red ink at the top, and will only be initialled, and not signed in full.

626. As an additional precaution against any possible fraud the following instructions will also be strictly carried out:—

(1) The totals and the component items of the establishment and other bills will be cheked by a Gazetted Officer and the words "Totals checked" recorded on the bill under the dated initals of that officer before the bill is signed by the drawing officer.

(2) When the drawing officer checks an acquittance roll, he will himself total up the items of it, check total against the total of the corresponding establishment bill, and the money received from the Treasury, and see that any difference betweeen the totals is properly accounted for.

(3) When the officer signs the absentee statement accompanying an establishment bill, he will see that a

diagonal line is drawn across the blank space, if any, below the last entry. Similarly, if the statement is blank, he will see that a diagonal line is drawn across it with the word "blank" in brackets in the middle of the line.

NOTE.—As in District Police Offices bills are generally drawn by the Headquarters Assistant, the checks mentioned above will be carried out by that officer, and in districts where there is no Headquarters Assistant, or where the Headquarters Assistant is not a Gazetted officer, they will be carried out by the District Superintendent of Police or Deputy Superintendent of Police in charge of the District himself.

627. Rules as regards the method of fixing the cost of Punitive Police will be found in Appendix A-XXVI.

628. The District Superintendent of Police is responsible that all amounts drawn from the treasury as pay for the members of the Police Force duly reach the payees.

Distribution Register (Register No. 7) and Working Sheets (Forms Ad. 51 A and Ad. 104A-J).

629. Register No. 7 will be kept up by the Accountant and will show the sanctioned strength at each Police Station, Outpost, Depot, etc., in the district, and the names of the officers and men stationed thereat.

On the 25th of each month the Accountant will consult the General Order Book and from it transcribe into the various forms Ad. 104 all relevant entries regarding enlistments, discharges, promotions, reductions, etc.

When this has been done, the monthly return of force and the monthly pay bill of the force will be made out, and also separate pay and acquittance rolls (Form Ad. 51 Police 13) for each Police Station, etc.

The acquittance rolls will be sent to the Station Writer by name, with the cash order or cash for the pay of the Police at his Police Station accompanied by a General Remittance receipt in duplicate.

630. The Distribution Register will be kept up as follows :—

(1) Separate part will be opened for each Police Station, Training Depot; etc.

(2) One or more blank pages will be left after each part for the entry of additional names.

(3) Three or more (according to the strength of the Police Station) lines space will be left after the list both of Sub-Inspectors of Police and Head Constables for the same reason.

(4) If a man is promoted from one rank to another in the same station his name will be re-written in the space allotted to his new rank. If a man is transferred to another station a note of transfer will be entered against his name in both the old and new station roll.

Thus—

Transferred from Labutta, 16th June.	in the new Roll.
Transferred to Wakema, 16th June.	in the old Roll.

631. The cost of additional Police employed under sections 13 and 14 of the Police Act for the benefit of private individuals, or for corporate bodies such as Cantonment and Municipal Committees, Port Trusts, Banks, etc., will be calculated as follows :—

(1) Cost of the pay of the force employed (exclusive of the pay of the Reserves) plus an additional charge of 8⅓ per cent of the maximum pay of all posts, including the pay of the Reserves, and 12½ per cent of the average pay of all posts, including the pay of the Reserves, for pension and leave respectively.

NOTE.—In those additional Police Forces in which no revision of strength has been made, the old rates of $\frac{1}{12}$th and $\frac{3}{16}$ th will be retained.

(2) Contingencies at $\frac{1}{10}$th of the cost of the pay of the force (item 1 above).

(3) Cost of clothing at Ks.13-0-per Station Writer, Head Constable and Constable per annum.

(4) Travelling charges (according to estimated requirements).

(5) Cost of building Police Stations and barracks (if necessray).

The amounts will be recovered monthly and paid into the Treasury to the credit of Government.

No Constable will be employed on a lower salary than that of a Constable of the district in which he serves, and an extra Police Officer will be employed in excess of the regular Police establishment to perform the duty of each additional Police Officer when such duty is likely to last for a longer period than one month.

632. The members of the Police Force are excluded from the operation of the rule embodied in Article 113(3) of the Burma Treasury Manual subject to the condition that a note regarding the issue of last pay certificates must always be made against the names of the subordinates concerned in the Distribution Register (Police Ad. 51A).

633. When the pay of a police station, training depot or headquarters lines is drawn in cash, the Station Writer or the Officer-in-charge in the case of a training depot or headquarters lines will come in to receive it, accompanied by a police constable.

634. The amount of each pay bill be written clearly in words at the foot of the bill and the word "kyats" will precede the amount.

635. At the end of the month the General Order Book, relevant Character and Service Rolls, the Distribution Register, and Working Sheets, and the Monthly Return of Force, and Pay Abstract, be put up to the District Superintendent of Police who will then certify in the General Order Book in the manner prescribed in paragraph 859 of this Manual.

636. An annual increment in the time-scale may be drawn as it falls due, unless otherwise ordered, but specific orders will be obtained before passing an efficiency bar. *Increments granted or stopped will* be shown in the return of force; the increment certificate attached to the pay bill will correspond with the entries in the return of force.

Register No 8—Register of Increments (Form Ad. 105).

637. In order to ensure that increments are granted as they fall due, a Register of Increments will be kept up in Register No. 8. (Form Ad. 105)

A sufficient number of pages will be allotted to each month of the year, and the names of officers will be entered in the part relating to the month in which their increments fall due.

In the column relating to the year in which the next increment will be drawn, will be entered the date the increment will fall due. As soon as one increment has been drawn the date of drawing the next increment will be entered in the register.

If, for any reason, e.g., reduction, suspension, etc., the month in which increments will be drawn is changed, the name of the officer concerned will be transferred to the pages allotted to the month in which, in future, his increment will fall due.

So as to avoid alterations, however, District Superintendents of Police will, as far as possible, avoid passing any orders which will have the effect of changing the date of drawing future increments.

Whenever any order is passed, e.g., postponement of crossing the efficiency bar, grant of leave without pay, reduction in the time-scale or rank, etc., which will affect a man's pay a calculation will be made at once and the date when his pay will be next affected by the grant of increment, or restoration to his normal place, will be entered in the appropriate part of the register.

638. The pay of the regular Police, the office establishment, and the additional Police Forces, if any, will be drawn separately.

Moreover, for facility of audit, separate bills will be prepared for each section of the Police Force and of the office establishment as detailed below :—

(a) District Executive Force—

(i) Inspectors.

(ii) Sub-Inspectors.and

(iii) Constebulary (Station Writers, Head Constables and Constables).

(b) Office Establishment—

(i) Head Clerk.

(ii) Other clerical establishment, and

(iii) Menial establishment (Peons).

639. The pay of temporary establishments (Police Force and Office Establishment) which are entertained under sanction will also be billed for separately and the sanction quoted (Article 64, Civil Account Code).

640. The pay and allowances of establishments which are chargeable to different budget heads will be drawn on separate bills, e.g., the Motor Vehicles clerk whose pay is debitable to "101. Charges on account of Motor Vehicles Taxation Act—b. Mofussil—Voted."

Similarly the pay of the additional Police Forces, the entire cost of which is debitable to the "General Police Fund", and recoverable from the parties concerned, will be drawn on a separate bill quoting the sanction in each case.

641. In the case of the district executive force, District Superintendents of Police may temporarily vary the strength of the various ranks of the Police Establishment sanctioned for their districts up to the rank of Sub-Inspector, by making an excess appointment in a

lower rank against a vacancy in a higher rank, but an excess appointment in a higher rank cannot be made against a vacancy or vacancies in a lower rank, nor may the total numerical strength be increased. For each vacancy in a higher rank only one extra appointment in a lower rank is admissible (Article 136, Burma Treasury Manual, Volume I).

642. Police Officers officiating in a higher rank will draw officiating allowances in accordance with Fundamental Rule 31.

643. Full details of names both of substantive, and acting officers will be entered in the pay bill in the column "Name of incumbent." In the first money column will be shown the full amount of pay claimed, and in the second money column, the full amount of leave salary claimed, whether drawn or not. In the third column will be entered all compensatory allowances. In the fourth money column will be noted the amount claimed, and held over for future payment. The sixth money column will show the amount actually drawn for each section. When salary is drawn for a portion of the month only, the date at which it is drawn and the number of days for which it is claimed, will be stated either against the name of the employee in the body of the bill, or in a note at the foot of the page; the salaries of the persons included in each section will be marked off in it, and the total of each section will be entered in red ink (Article 64, Civil Account Code).

644. Mounted Civil Police Constables in Burma are entitled to draw their mounted allowances in full, for any period of absence on leave of not more than four months, provided a certificate is produced that a pony has been actually maintained, and that no extra expense is thereby caused to the State, i.e., that no mounted allowance is drawn by a Constable taking the place of the man on leave.

645. Under Artice 64 (2), Civil Account Code, the names of Police Officers, of, and below, the rank of Station Writer, need not be shown in the pay abstract.

and no entries need be made in the absentee statement in respect of them, unless a Police Officer in superior service is granted full pay during leave under the Fundamental Rules. In such case, if a substitute has been appointed in his place, and the sanctioned number in his rank has been exceeded thereby, and if the excess so caused cannot be met by a corresponding deficit in the higher rank, it is necessary for audit purposes that the name of such absentee should be shown in the absentee statement. In the office copy of the pay bill a note of the names of the absentees for whom pay or allowance is claimed, and withheld, will be kept to facilitate preparation of supplementary pay bills, and to avoid drawal of pay or allowances for the same person a second time.

646. All salaries remaining undisbursed at the end of the previous month, both at headquarters and at outstations, will be shown in the column headed "Detail of pay of absentees refunded," and deducted from the total amount of the bill. Details of pay of absentees refunded will be checked with the reports received from Station Writers.

647. Hospital leave is inadmissible to Police Officers above the rank of Head Constable.

648. Hospital leave may be granted to any Police Officer of, and below, the rank of Head Constable, while sick in hospital, or receiving medical aid as an out-door patient. Full particulars will be found in paragraphs 143 to 146. It does not count as service for any leave.

649. Instructions regarding recoveries ordered by the District Superintendent for loss clothing, arms, and accoutrements are contained in paragraph 69 of the Police Supply and Clothing Manual.

650. Register 9, **The Stores Deduction Register** will be maintained in Form Ad. 86. The register should be kept up in two parts (a) clothing and (b) accoutrements and miscellaneous stores. Separate pages will be allotted for each month. The names of police officers and men from whose salary deductions are made in

monthly instalments,will be carried forward each month, their names being entered in red ink, until full recoveries have been made. The register will be maintained by the Stores Clerk.

650A. Register 9A. **The Register of Miscellaneous Deductions** will be maintained in form Ad. 87A. In this register will be recorded all deductions (other than those included in Register 9 and those mentioned in paragraph 706), Accountant-General's objections, recovery of Travelling Allowance, and other short term advances (e.g., under Article 159, Civil Account Code) etc., in which the amounts are recovered in three or less monthly instalments. Sufficient space should be allowed in each case for the entry of the necessary monthly instalments. This register will be maintained by the Pay Clerk.

651. The District Superintendent of Police will check the deductions made in the pay bill on account of recoveries ordered by the Accountant-General, with reference to the retrenchment orders, office copies of half margin memoranda and Register 9A and see that no delay occurs in effecting these recoveries. No cash recovery will be made, when deduction by short drawal from the next bill presented for payment at the treasury is possible.

652. The entries in the increment certificate embodied in the pay bill will be checked with General Order Book, Increment Register and the Character and Service Rolls before the certificate is signed by the head of the office.

653. The previous service of military policemen transferred to the Civil Police will count towards pension and increment but not towards leave in the Civil Police.

654. Time spent on leave, with allowances, counts towards incements in the same manner as if, during it, the officer had actually held or officiated in (as the case may be) the appointment, on which he has a lien, but he cannot draw the increment until he rejoins duty.

655. Time passed under suspension does not count towards increments if the suspension is a penalty for

misconduct, but an officer in directing reinstatement of a person who has been suspended may declare that the time shall count.

656. Salary, allowances, or pension can be drawn for the day of a man's death ; the hour at which death takes place has no effect on the claim, **vide** Article 39 (a) of the Civil Account Code, Volume I.

657. Income-tax deductions.—× × × × × ×

Note. Under the present rules income-tax statement is prepared as follows :—

INCOME-TAX STATEMENT OF - - - - - - - -
for the year 195-5

Income for	Pay	CLA	Pension	Total	Subscription to G.P.F.	Subscription to Life Insr.	Remarks.
Sept.							
Oct.							
Nov.							
Dec.							
Jan.							
Feb.							
Mar.							
April.							
May.							
June.							
July.							
August.							
Total.							

Total Income for the year 195 - 5 ... ... K

By Allowance of earned income 1/5 of Total income, but should not exceed K.4000/- ... ... K

By an allowance for Wife & Children

Allowance for Wife K. 1000/-	K
Allowance for 1st Child K. 500/-	K
Allowance for 2nd Child K. 400/-	K
Allowance for 3rd Child K. 300/-	K
Allowance for the next Child K. 200/-	K
But total Allowance limited to K. 2500/-	Total Allowance K = K.

Total Income for Taxation = K.

On the 1st K. 1500/-	at Nil %	K. Nil	
On the next K.	at 7 %	K.	
On the next K. 5000/-	at 13 %	K.	
On the next K. 5000/-	at 22 %	K.	
On the next K.	at 32 %	K.	
		K.	K.

Average rate of Income-tax in pyas per kyat =

Rebate on K. being subscription to Life Insurance / G.P. Fund.

at Pyas per Kyat ... ... K.

Net Tax Payable = K.

Monthly Rate of Income-tax = _____ = 12

658. Any excess or deficiency in the amount of deductions made from the taxable income of the officer during a year may be adjusted by the Drawing Officer by reducing or increasing the amount of tax to be recovered from the officer concerned in the subsequent months of the financial year ; but any such excess or deficiency after the last pay bill for the financial year has been drawn, can be regularised only by the Income-tax authorities—section 18 of the Income-tax Act (1922).

659. The entries in the absentee statement attached to the pay bill will be made in accordance with the sections [Article 66(a), Civil Account Code]. The names

of Police Officers in inferior service will not be included in the statement. In preparing the absentee statements, care will be taken to see that all the columns are correctly filled in as required by the headings. To avoid unnecessary correspondence regarding commencement and end of leave, the hour (a.m. or p.m.) of an absentee's departure on, and return from, leave or deputation, will be entered in the columns provided for the purpose.

660. The District Superintendent, before signing the disbursement certificate attached to the bill, will satisfy himself that pay has been acknowledged by the proper persons, and that the acquittance rolls of all the police-stations have been duly received back in his office, after disbursement.

Leave Registers—Registers Nos. 10 and 10A.

661. A register in manuscript form will be maintained in which will be entered all applications for leave.

Leave will ordinarily be granted in the order of application as shown in the Waiting List. The names of officers who do not avail themselves of the leave when their turn comes will be expunged from the register.

The register will be divided into two separate parts (a) for Sub-Inspectors of Police and (b) for lower ranks.

662. A register for casual leave will be maintained in Form Ad. 84 (Register No. 10A). This register will be consulted when applications for casual leave are received so as to prevent the grant of an excessive amount of leave in any one year.

663. All kinds of leave other than casual leave will be entered in Form Ad. 104A as laid down in Paragraph 629.

664. Arrears of pay will not be included in the ordinary monthly bill but will be drawn in a separate bill the claim for each month being entered separately with a quotation of the bill form which the charge was omitted,

or withheld, or in which it was refunded by short drawal. or of any special sanction under which the claim is preferred (Article 137, Burma Treasury Manual, Volume I).

Such bills may include as many items as are necessary; bnt no claim aginst Government not preferred within six montns of its becoming due can be paid without the sanction of the Accountant-General [Article 8(b) of the Civil Account Code, Volume I].

Claims of officers, whether gazetted or not, to arrears of pay, allowances, or increments, which have been allowed to remain in abeyance for a period exceeding one year cannot be investigated by the Accountant-General except with the approval of the authority which appoints the officer in respect of whom the claim is made, and claims in respect of a period exceeding three years prior to the date of the claim cannot be paid without the special sanction of Government (Article 15 of the Burma Treasury Manual, Volume I).

665. Service Books are a contemporary record in minute detail of a person's official career. Non-pensionable service will be distinctly shown as such in column 2 of the service book, and every entry will be attested, at the time, by the head of the office, whose orders have caused it. It should be possible to prepare the pay bill by checking the last pay bill with the service books. Special attention is drawn to the rules regarding service books contained in paragraphs 845—849.

666. Salary and establishment bills may be signed at any time on the last working day of the month by the labour of which the salary is earned, and are for payment on the next working day. But salary and establishment bills payable at Provincial Headquarters, which require to be pre-audited, and those payable at District Treasuries, may be signed and presented for payment two or three days respectively before the last working day of the month to which they relate. Payment of such bills, however, will not be made before the first working day of the next month. In the following cases only may the salary due to date be

passed before the end of the month (Article 38, Civil Account Code) :—

(a) When an officer proceeds out of the Union of Burma on deputation or on leave. If an officer wishes, under Fundamental Rule 91, to draw his leave salary in India, he will not be paid up to the date of his relief, but will be allowed to draw his pay for the period he was on duty, and leave salary for the rest of the month in one bill at the commencement of the next month.

(b) When an officer is transferred from the Civil Department to the Military, or is transferred in the Civil Department to another audit circle.

(c) When an officer finally quits the service of Government or is transferred to foreign service.

(d) If the first six days of the month are public holidays on which salaries are not disbursed at the Treasury, Government, if it thinks fit, any direct the payments of the salary bills, except those of gazetted officers, on the last open day before the said holidays.

SECTION II.—DISTRIBUTION OF PAY OF DISTRICT EXECUTIVE AND OTHER LOCAL FORCES.

667. (a) The pay of the police force of the district will be drawn as soon as possible after the beginning of the month from the treasury at the headquarters of the district.

(b) The pay of outlying police stations at places where there are sub-treasuries will be disbursed by means of cash orders Payable at those sub-treasuries.

(c) Any other arrangement for the disbursement of pay requires the special sanction of the Inspector-General of Police.

(d) The Station Writer is responsible for drawing and disbursing the pay of his police-station and that of an outpost subordinate to his police-station.

668. The District Superintendent, when presenting the pay bill for the Police Force, will attach thereto a memorandum showing how much of the total amount he requires to be paid at headquarters in cash, and how much he requires to be paid at each sub-treasury. Amounts required at a sub-treasury will be remitted by cash orders by name to the Station Writer who, when drawing the amounts, will be accompanied by a Constable.

669. Promptitude in disbursement of pay will be insisted on throughout the district. Whenever cash orders are sent by post they will be forwarded under registered cover by name.

670. When the pay of the men at headquarters cannot be disbursed at once, it will be placed in the Police cash chest by the Head Clerk, in the presence of the District Superintendent, or of such officer, not below the rank of Inspector, as he may appoint on his behalf, and will be kept under guard (paragraph 702), till it is disbursed, or until the end of the month, when the amount undisbursed will be refunded by shortdrawal in the following month's bill. One key of the cash chest will always remain in the possession of the District Superintendent, or of the officer appointed by him as above.

671. No pay of a police-station, depot, or headquarter lines will be paid to a Police Officer below the rank of Station Writer. Travelling allowance and other Government money will not be entrusted to constables or riflemen for despatch. In urgent casses when it is found necessary to send such money by hand no person of a lower rank than a Head Constable in the Civil Police and a J.G.O. in the Union Military Police will be entrusted with it and every precaution will be taken to prevent loss, such as sealing up the money in an envelope.

672. If at the time the pay of the force is being drawn men belonging to any station or outpost are at headquarters, their pay will be disbursed to them at

headquarters and the Station Writer concerned informed accordingly.

673. If a man is temporarily absent on duty from the police-station or outpost at which he is stationed, and it is reasonably evident that his pay will reach him if sent either by money-order or through the pay roll of another police-station, the District Superintendent will so send it, at the same time informing the Station Writer concerned.

674. A Station Writer is also empowered to disburse by money-order addressed by name to the Station Writer pay of men whose names are on the pay roll of his police-station, and who may be transferred from his police-station before the receipt of pay at his police-station. In such cases Government will pay money-order commission.

675. When any portion of the pay of the men at any police-station which has been made over to the Station Writer for disbursement cannot be disbursed ot once, it will be kept at the police-station, where it will remain till it is disbursed, or until the end of the month. At the end of the month, the Station Writer will note the amount still undisbursed on his monthly pay bill, and the District Superintendent will refund the amount by shortdrawal in the following month's bill. The undisbursed pay of policemen may be deposited in a treasury or treasure chest (**vide** note 2 under Article 4, Burma Treasury Manual).

676. Any officer who receives pay from another will give a receipt for the amount received. The latter is held responsible for the amount, until he produces the receipt on the pay rolls of the persons to whom the money has been disbursed, or the receipt of another officer to whom it may be his duty to make over the amount.

677. If any officer escorting pay sleeps **en route** at any place where there is a police-station, the money will be put into the cash chest, or strong box of the station, in the presence of the Station Writer, and an entry made in the General Diary signed by poth officers.

678. In sending out pay to any station, outpost, etc., the instructions contained above will be strictly adhered to. The station writer or other officer deputed to take the pay will be accompanied by a constable.

679. Disbursing officers will take care that the dated signature of each person who receives the pay is taken on the acquittance roll. On no account will one man be allowed to write another's name, but in the case of an illiterate man, his left thumb impression will be taken, and attested by the disbursing officer with the date. A fifteen pyas stamp will be affixed when the amount due to any one man exceeds Ks. 20. Receipts given by mounted police constables are exempted from stamp duty.

680. When all the pay has been disbursed, the disbursing officer will at once write at the foot of the acquittance roll a certificate as follows :—

In English.

"Certified that I have personally disbursed the pay as shown in the above pay roll, that I have paid to each man the full amount due to him, and that the signature or thumb impression made in the acquittance roll was made by himself personally, or by his authorized agent."

Signature and rank.

In Burmese.

မြန်မာ

ရရှိငွေသည်ယခုငုံစံပါလစာများကို ရသင်သောနာမည်ပါ လူများကိုယ်တိုင်ကို ကျွန်တော် ကိုယ်တိုင်ဝေပေးပြီးပါပြီ။ လက်မှတ် သို့မဟုတ် လက်ဗွေနှိပ်အနှတ်သည် ငွေခံယူသူ ကိုယ်တိုင် သို့မဟုတ် ငွေခံယူသူက ခွင့်ပြုသည့် ကိုယ်စားလည်လက်ရေး ဖြစ်ပါကြောင်း သက်သေခံလက်မှတ် ရေးထိုးပါသည်။

လက်မှတ်၊ ဆာဒူး။

681. After the certificate has been duly signed, the acquittance roll will be stamped on each sheet with the police-station office seal and forwarded with the least possible delay to the office of the District Superintendent of Police.

682. As soon as the certificates and acquittance rolls are received at headquarters, they will be examined and put into a case file by the Accountant. When he has gone through them all and found them correct, he will write a cerificate on the case file to that effect, and place them before the District Superintendent. They will then be signed by the District Superintendent, and carefully filed. The working sheets (Form Ad. 104 A toJ) will also be placed in the same file.

683. The pay due to members of the force will not be paid to any other person, unless under written authority from the man to whom it is due, or under legal authority.

684. The following procedure will be observed for the disbursement of pay of officers and men on leave :—

(i) If the leave is spent in the district where he was serving, the leave pay will be disbursed through the police-station in whose area he resides, the money being sent to that police-station along with the pay of its staff.

(ii) If the leave is spent either in India or in a district in Burma other than the one he was serving in, he will make his own arrangements for drawing the leave allowance by anthorizing some one in the head-quarters staff to draw it on his behalf. The letter of authority which will be addressed to the District Superintentendent of Police of his district will invariably be accompanied by a **life certificate** and a **receipt** (stamped, if necessary) duly signed by the payee for the full amount of the leave pay.

In cases, however, where the above procedure is not feasible, there will be no objection to the remittance by money-order at his expense of the amount of leave allowance **direct** to the payee provided that he has furnished a receipt (stamped, if necessary) for the full amount of his leave allowance and life certificate granted by a responsible Government servant.

686. Sums due as salary or otherwise to the estate of a deceased subordinate will under no circumstances be paid into Court.

In cases to which the Disposal of Police Officers Estates Act (Burma Act VIII of 1922) applies, such sums will be handed over to the Committee constituted under the said Act as laid down in Appendix A-XLIII, and will be dealt with by the said Committee in accordance with the provisions of the Act.

A file with a proper index, will be opened immediately on receipt of the report of the death of any person subject to the Act. This file will contain not only the correspondence and other papers relating to the disposal of the estate, but also a detailed account of the receipts and expenditure in the following form :—

Name and Rank——— Date of casualty———

Receipts.					Disbursements.						
Date of receipt.	From whom received.	Particulars.	Amount received.	Dated signature of the District Superintendent of Police.	Date of payment.	To whom paid.	Particulars.	Amount paid or transferred to Deposit Account in the Treasury.	Dated signature of payee or No. and date of acknowledgment if remitted, or No. and date of Treasury Chalan crediting to deposit account.	Dated signature of District Superintendent of Police.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

The transactions relating to the pay, travelling allowance and other dues from Government, which are realized and credited to the estate, will pass through the Office Cash Book and other appropriate subsidiary registers. No other monetary transactions relating to the receipts or disbursements of the estate will be shown in the Office Cash Book. Sums, if any, due to Government out of the estate will be paid direct into the treasury, and the fact intimated to the District Superintendent of Police or Officer-in-charge of the district. In such cases also the transactions will not pass through the Office Cash Book.

A separate cash book will not be maintained in respect of these estates.

686. The following procedure will apply to cases of persons who are not subject to the Disposal of Police Officers' Estates Act:—

Salary and other allowances claimed on behalf of a deceased officer will only be paid to his heirs, without the production of the usual legal authority (1) to the extent of Ks. 500, after such enquiries into the right and title of the claimants, as the Collector or other officers responsible for the payment may deem sufficient; (2) for the excess over Ks. 500, under the orders of Government on execution of an indemnity bond with such sureties as it may require, if it is satisfied of the right and title of the claimant, and considers that undue delay and hardship would be caused by insisting on the production of Letters of Administration; and in the case of a gazetted officer also after pre-audit by the Accountant-General, Burma. In any case of doubt, payment will be made only to the person producing legal authority [Article 30 (b) of the Civil Account Code].

687. All appointments and promotions will, as far as possible, be arranged to have effect from the 1st or 16th, and all transfers from the 16th of the month. This facilitates the preparation of bills. In the case of transfers, it will ordinarily secure the entry of the pay of the policeman transferred for the full month in the pay bill of the police station where he was located at the close of the month.

SECTION III.—METHODS OF DISBURSEMENT.

688. All money, including pay, rewards, house rent, Petty Costruction and Repairs Funds, etc., forwarded from the office of the District Superintendent of Police-stations, etc., will be accompanied by a General Remittance Receipt (Form Police Ad. 49A), in duplicate, which will be prepared by using indelible pencil and carbon paper, and will be given a District Serial Number and also a Police-station Serial Number. The particulars of the sum remitted and its purpose, with the Bill Nos., etc., in the case of Police-station Bills, will be quoted on the General Remittance Receipt, the total amount of which will be expressed both in figures and in words.

Details of disallowances, and of sums allowed over and above the original amount claimed, will be shown in the remarks column or below the total, and will be reasonably lucid, and the amount of such disallowances, etc., will be expressed both in figures and in words.

689. Except for police-stations where there is no sub-treasury (cash order system) or Post Office (money order system), payments in office will be avoided. Should any sum be paid out in office both the original and duplicate copies of the General Remittance Receipt will be despatched to the police-station concerned in the usual way, but will not be sent by the person receiving payment unless it happens that he has to carry the mails to the police-station. The sending of cash out by Constables will also be avoided as far as possible. The signature of the person receiving payment in office will be taken in the Office General Remittance Receipt Book.

690. All payments in the Office Cash Book will have a corresponding entry on some General Remittance Receipt. All General Remittance Receipts that refer to one page of the Cash Book will bear that page number. All receipted General Remittance Receipts will be filed serially each month according to the pages of the Cash Book. Within the following month the Accountant should be able to certify on the file cover of the previous month's General Remittance Receipts that all have been

received back and have been duly filed in proper page sequence. The Headquarters Assistant will check this from time to time.

NOTE.—These files will be retained in the office for period of three years after which they may be destroyed.

Procedure at Police Stations and other Police Offices.

691. When General Remittance Receipts are received in police-stations, their receipt will be noted in the General Diary. When the Cash Order or Money Order is cashed this will also be shown in the General Diary and both dates and both General Diary entry numbers will be entered in the original copy of the Genearl Remittance Receipt which will be signed by Police-Station Officer and returned to the office within seven days of encashment together with such receipts as may be required.

692. On the reverse of the duplicate copy of the General Remittance Receipt, the Station Writer will enter the disbursements. The amounts of bills for recoupment of the Police-station Pemanent Advance will be signed for by the Station Writer and all other sums will be signed for by the payees. He will, under standing order, show each disbursement in General Diary. Each day he will show the balance in hand and this balance will be showed separately from the permanent advance balance at the end of the General Diary. There may be one or more General Remittance Receipts in which there are undisbursed balances. All these undisbursed amounts will be shown in proper detail, the General Remittance Receipt's number and date being noted as described in paragraph 1388 of the Burma Police Manual, Volume II.

693. All signatures, wherever taken, will be dated. Where a signature is taken in a definite register in the police-station it is not necessary to take it again on the General Remittance Receipt but where it is taken on a receipt form which is forwarded to the office an extra signature will be taken on the General Remittance Receipt. This signature is a duplicate one and need not be taken over a stamp.

694. The General Remittance Receipts in Police-Stations will be properly filed in File No. 10 and the Subdivisional Police Officer and Circle Inspector of Police will frequently check the General Remittance Receipt file with the Registers and General Diary to see that disbursements are not delayed.

NOTE.—The files of General Remittance Receipts will be kept in the Police-Station for two years after which they may be destroyed.

695. No cash order or money order will be cashed by a Constable. If the amount is less than Ks. 800 a Head Constable may be sent to cash the cash or money order ; otherwise the Police-Station Officer or the Officer-in-charge of the Police-Station or the Station Writer will personally cash the order. Pay cash orders will be cashed by the person named in the cash or money-order.

696. For disbursement of Rewards, Petty Construction and Repairs Money, Secret Service Money, etc., the Subdivisional Police Officer and the Circle Inspector of Police will maintain their own files of duplicate general remittance receipts which in essence form their cash books. They will, **mutatis mutandis,** follow the Police-Station procedure.

SECTION IV.— THE HEADQUARTERS CASH CHEST.

697. No private money, jewellery, etc., will ever be kept in the cash chest under any pretext whatsoever. The cash chest will be opened only in the presence of the District Superintendent, or Deputy Superintendent of Police, or in their absence by a senior Police Officer at headquarters.

698. Every cash chest will have two locks. The key of one lock will be kept by the Head Clerk, the other by the District Superintendent, or Deputy Superintendent of Police, or in their absence, by the senior Police Officer at headquarters. The duplicate keys of both locks will be kept in a sealed envelope in a safe in the treasury.

699. Except in very urgent cases, the cash chest will never be opened after the office has once been closed, and in such emergent cases, only between the hours of 7 and 10 a.m.

700. No one belonging to the office of the District Superintendent of Police except the Head Clerk or Accountant will be authorized to receive any sum, however small it may be, from the treasury and for this purpose the name of the clerk authorized will be notified to the treasury. The Head Clerk or Accountant when receiving any amount from the treasury will invariably be accompanied by a permanent clerk and a peon. All other sums of money sent to the office of the District Superintendent of Police will be received only by the District Superintendent of Police or the Headquarters Assistant personally. All moneys thus received during the day will be kept in the custody of the Headquarters Assistant until deposited in the cash chest and all disbursements will be made by the Head Clerk under the orders and in the presence of the Headquarters Assistant. The Headquarters Assistant will verify the cash balance every evening and will be held responsible for any shortage.

NOTE.—The procedure prescribed for receiving money from the treasury will also be strictly followed when money has to be taken from the cash chest if the latter is located at a distance from the District Superintendent's office.

701. Receipts for money will be signed by the District Superintendent, Deputy Superintendent of Police, or by the senior Police Officer at headquarters.

702. A cash chest will not be kept in the Police Office, but in the charge of a Police guard, either the guard over the District Treasury Vault or the guard over the headquarters Police-Station, whichever is more convenient, and directly under the eye of a sentry, who has been given formal charge of it.

703. Every case of defalcation or embezzlement or loss of public money will be at once reported through the Deputy Inspector-General of Police concerned to the Inspector-General of Police to enable him to take action as laid down in Article 34 of the Burma Treasury Manual, Volume I, Seventh Edition.

The report will not be delayed pending enquiries to fix the responsibility.

A criminal case will then be opened and a proper investigation made. The question of prosecution or otherwise will be referred to the District Magistrate on completion of the investigation.

A regular departmental enquiry will be instituted only when the District Magistrate considers that evidence is insufficient for a prosecution, or if the District Superintendent of Police is not satisfied with the orders passed by the Court.

SECTION V.—THE DAILY CASH BOOK.

704. Office Register No. II, Daily Cash Account Book (Treasury Form No 69).—In this book will be shown the receipt and expenditure of all Government money, including all transactions in connection with the permanent advance, passing through the office. The pay of the men will be entered through the books as follows :—

On the debtor side "Received Ks. XYZ."

On the creditor side "Disbursed as per salary cash account book Ks. X, Ks. X, Y, Ks. X, Y, Z," as the case may be.

705. This book will be balanced daily and the balance at the end of each day should correspond with the actual cash in the treasure chest **plus** the total of the paid vouchers. i.e. vouchers for sums paid out of the office imprest and awaiting recoupment from the Treasury. It will be signed daily by the District Superintendent of Police or the officer in independent charge of the district himself except when he is absent from headquarters on tour when it will be signed by the Headquarters Assistant or senior officer at headquarters. Before doing so, the officer will satisfy himself by a careful scrutiny of the contingent register, etc., that all transactions for the day have been entered. Whenever the cash book is closed the officer concerned will check the actual cash in hand with the closing balance and will certify that he has found it correct. Signatures will invariably be dated.

706. Messing charges payable to a food contractor by the men under training at a District Training Depot will be deducted from the pay of the men and disbursed direct to the contractor after obtaining his receipt—stamped when necessary. Deduction on account of subscriptions to the District Police Fund, and on account of Police Co-operative Credit Society or Stores, or any other private fund authorised by the Inspector-General of Police, will be made from the pay of officers and credited to the respective fund accounts.

Recoveries on account of messing charges and private funds will be shown as separate items in the Acquittance Rolls and Salary Cash Account Book.

These recoveries or deductions will be shown in the Salary Cash Account as disbursements made to the Messing Contractor and to the administrators of the various private funds, from whom receipts, stamped if necessary, must be obtained.

The District Superintendent of Police (or in his absence the Headquarters Assistant) will exercise strict personal supervision over the accounts of the private funds, and will see that all sums due to be credited to these funds are actually received andcredited; and that they are acknowledged by corresponding receipts, stamped when necessary.

Rules for the administration of District Police Funds are contained in Appendix A-XXXIX.

707. Sale of Deputy Commissioner's Ammunition.—The District Superintendent of Police will not receive cash payment for the issue of ammunition to gun licenseholders, but will issue a chalan for credit of the amount due into the treasury.

708. The daily closing balance will account for the permanent advance at headquarters. A daily abstract will be entered shewing the various sums in hand which make up the daily cash balance, such as undisbursed pay, recoveries of lost clothing, deduction of attachments, etc. The amounts disbursed out of the permanent advance among the police-posts will be shown in detail

at the end of each financial year so as to tally with the permanent advance of the district, as sanctioned by the Inspector-General.

709. The amount of each bill relating to each part of the subsidiary register as drawn from the treasury, will be entred in the cash-book, noting the item number, and the number of the register, in the columns provided for the purpose on the debtor side of the cash-book, in addition to quoting the treasury voucher number,in order to facilitate checking the correctness of the amount drawn from the treasury with the bills admitted for payment by the District Superintendent, **e.g.**—

Register No. 7, Part I, items (**a**) to (**d**)—
Treasury Voucher No. dated Amount.
Register No. 13, Part I, items (**a**) to (**d**)—
Treasury Voucher No. dated Amount.

710. Only the daily totals of each subsidiary register **i.e.**, the advance register, the travelling allowance register and the salary cash account book, and the daily total of each part of the contingent register need be entered on the payment (or creditor) side of the cash-book.

711. When payments are made by cash order, or remittance transfer receipt, the number and dates of such order or receipt will be recorded in the advance register, salary cash account-book, or the bill register as the case may be.

712. If more than one advance is made during the day, or more than one recovery of an advance is effected during the day,the daily total of the advance register only need be shown in the cash-book.

713. All moneys drawn from the treasury, and all disbursements of such moneys entered in the cash-book, will be checked by the District Superintendent with the subsidiary registers, to see that the amounts are at once posted in the cash-book.

In order to facilitate checking of the disbursements, the Accountant will prepare a "Daily Statement of Pyaments" in Form Ad. 48D. The distribution of the expenditure under different heads of accounts will be shown in it. The office General Remittance Receipts and the original copies of other General Remittance Receipts received back from the Police Stations will be filed immediately under the Daily Statement to which they refer. In the blank headings of the columns the diffrent heads of accounts will be entered.

714. A cerificate that the entries have been checked with the check register of bills, etc., presented at the treasury for encashment, and found to be correct, will be signed in the daily cash account book at the close of each month by the District Superintendent of Police, or by his Headquarters Assistant or Deputy Superintendent.

SECTION VI.—THE SALARY CASH ACCOUNT BOOK.

Office Register No. 12. Salary cash account book, Form Ad. 47 / Police 68, with Pay and Acquittance rolls, return of force, pay abstract and working sheets in one file.

715. In this book will be shewn all the totals of disbursements of pay to headquarters, Police Stations, Military Police at headquarters and posts, Punitive Police. The disbursements shewn in this book will correspond with the pay and acquittance rolls. The number of men to whom pay is disbursed with the number shown in the return of force.

716. All disbursements of pay of clerks at headquarters will also be entered. Entries will not be made in the disbursement side of this book, until the sums are actually disbursed. The entries in the book will be totalled at the end of the month and the book placed before the District Superintendent of Police for signature.

717. A note of all undisbursed pay at Police Stations will be made in the salary cash account book and refunded in the following month's pay bill.

SECTION VII.—CONTINGENT CHARGES.

Classification of Charges.

718. Appendix II (Part II) of the Burma Budget Manual, Volume II, prescribes the sub-units of Expenditure (detailed heads) subordinate to the Primary Units "Supplies and Services" and "Contingencies" under the various Budget heads.

719. Appendix A to the Burma Treasury Manual, Volume II, shows wherever necessary the description of charges under each sub-unit subordinate to the Primary Unit "Contingencies". It also shows generally the sanction required for expenditure of a contingent nature even, though not classified under these two Primary Units, and the particulars to be given in the bill.

720. No contingent expenditure requiring the sanction of the higher authority will be incurred without obtaining the previous sanction of authority.

721. Contingent expenditure in Burma is divided into two classes, namely, Audited (that which requires no countersignature) and Countersigned (that which is under the direct supervision of the Controlling Officer and for which monthly detailed bills have to be submitted to him for check, countersignature and transmission to the Accountant-General, Burma).

722. Contingent charges incurred in respect of the Civil police and in respect of "23. Jails, Convict Settlements, etc." are treated as Audited Contingencies and drawn in T. F. No. 38. Full instructions regarding preparation of bills for such contingencies are contained in Articles 162 to 166 of the Burma Treasury Manual, Volume I.

723. Contingent charges incurred in respect of the purchase and transport of Military Police rations and in respect of Marine Stores and Fuel (oil and wood fuel) are treated as countersigned contingencies and are drawn on T.F. No. 39. Full particulars regarding the preparation of these bills are contained in Articles 167 to 170 of the Burma Treasury Manual, Volume I.

Office Register No. 31.—Register of Contingent Charges.

724. Only one register in Form T.F.No. 37 will be maintained for each financial year (1st April to 31st March) which will be divided into as many parts as are necessary, i.e.,—

Part I.—Civil Police Contingencies—audited drawn on T.F. No. 38.

Part II.—Civil Police Supplies and Services—audited drawn on T.F. No. 38.

Part III.—Civil Police Allowances and Honoraria, etc., Fluctuating—Honoraria to Officials (Departmental and other rewards) drawn no T.F. No. 38.

Part IV.— Military Police audited contingencies drawn on T.F. No. 38.

Part V.—Military Police countersigned contingencies (Purchase and transport of rations) drawn on T.F. No. 39.

Part VI.—23, Jails, Convict Settlements, etc., drawn on T.F. No. 38.

Part VII.—Marine Audited Contingencies (27. Ports and Pilotage—Office expenses and miscellaneous) drawn on T.F. No. 48.

Part VIII.—Marine Countersigned Contingencies [27. Ports and Pilotage (a) Stores, (b) Fuels] drawn on T.F. No. 39.

Full instructions for the upkeep of this register are pasted inside its cover and are also given in Chapter VI of the Civil Account Code, Volme I. and in Chapter VI of the Burma Treasury Manual, Volume I.

The instructions contained in the succeeding paragraphs of this Section will be read together with those contained in Chapter VI of the Civil Account Code, Volume I, and Chapter VI of the Burma Treasury Manual, Volume I.

725. For account purposes, all prisoners, whether under-trial or convicted, are considered as under-trials until made over to the Jail Department, and separate accounts need not be kept.

726. Contingent accounts for each month will be kept separately, and at the close of the month, the total expenditure during the month will be shewn.

727. In addition the total expenditure in previous months will be shewn. The total expenditure up to date will then be shewn as under :—

	Ks.
Total expended this month	50
Total expended in previous month ...	200
Total	...250

728. It is unnecessary to give details of all expenditure as the form only requires the details of unusual charges requiring special sanction : such as details of office expenses, recurring charges (as house rent, etc.,) petty construction and repairs, and rewards. Brief details of all charges exceeding Ks. 25 will, however, invariably be entered in the contingent register for purposes of local audit of the account as the sub-vouchers therefor, being forwarded to the Accountant-General, will not be available for the inspection of the Outside Audit Staff, **vide** Note 4 under Article 162 of the Burma Treasury Manual, Volume I.

729. The contingent register will be initialled in the column "Date" when entries are made. The District Superintendent or his Headquarters Assistant will himself initial the entries in the contingent register, and it is intended that he should himself check the entries in the register by comparison with the sub-vouchers, which are laid before him, and which will be cancelled by him at the same time.

730. When the original and subsequent additional allotments and withdrawals of allotments are entered

in the register they will invariably be initialled by the District Superintendent of Police or officer in independent charge of the district himself.

731. The total amount of every contingent abstract will be entered in the remarks column of the register in figures as well as in words and the entries shown thus: "Passed for payment for Ks. only." The entry will then be signed by the District Superintendent or his Headquarters Assistant.

732. At the close of every month, the total amount of each contingent abstract will be brought forward and a grand total struck which will agree with the detailed bill in the case of countersigned contingencies, e.g.,—

	Ks.
Abstract No. 1, sub-vouchers 1 to 18, dated 10th ...	500
Abstract No. 2, sub-vouchers 19 to 34, dated 20th ...	500
Total.....	1,000

and so on.

733. The amount of the work bill in the case of work done by a Government factory (such as a Jail, Mint, Workshop, etc.) and the amount of the bills of the Telegraph Department for telephone rents, etc., which are not charged in the contingent bill, but adjusted by book transfer in the account office (see Article 111, Civil Account Code, and 179, Burma Treasury Manual), will be noted in the register and the contingent expenditure increased under the appropriate detailed head of account, so as to work out the remaining balance available.

734. The balance at the end of every month will be struck, to watch the progress of expenditure.

735. An amount disallowed by the countersigning officer, as extravagant or inadmissible under one detailed head will be adjusted by a short charge on a subsequent

bill. The actual charge for each head in the register will be worked out by entering the amount retrenched in black ink with a **minus** sign in the column of the retrenched head on the line of total for the bill in which the adjustment is made : the forward totals will thus be correct. A note will be made in the remarks column against items disallowed.

736. Government expects that every public officer will exercise the same vigilance in respect to petty contingent expenditure as he would do if spending his own money—Article 91 of the Civil Account Code, Volume I.

737. To secure prompt communication when investigating crime, Police Station Officers in charge of Police Stations and Detective Police Officers are authorized to use the telegraph freely (**vide** paragraph 1669 of the Burma Police Manual, Volume II). Such officers will, however, not pay for telegrams in the ordinary way, but will meet the charges by affixing service postage labels, and to enable them to do so, District Superintendents of Police will purchase a supply of service postage labels from the treasury, and distribute them among the different Police Stations. The value of the stamps distributed will form a fixed imprest to be recouped as required by the District Superintendent of Police from time to time.

738. The Detective officers of the Criminal Investigation Department will ordinarily receive their supplies of service labels from the office of the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, but should they run short while investigating cases, they can apply either to the District Superintendent of Police of the district in which they are, or to the officer in charge of the nearest Police Station for the necessary amount of service labels to despatch any telegrams that are necessary.

739. Telegram charges submitted by officers in charge of Police Stations will be supported by copies of the telegrams despatched and the telegram receipts and these will be carefully scrutinized before the imprest is recouped.

740. The detailed headings in Part VI (paragraph 724) are ;—

(a) Dieting prisoners in lock-ups, or in custody in Magistrate's camps.

(b) Conveyance of under-trial, and convicted prisoners, prior to being made over to the jail authorities.

(c) Remuneration charges for under-trial prisoners.

(d) Fettering charges for undertrial prisoners.

(e) Escort charges by village headmen and villagers. Each heading will have its own column, with the allotment noted at the top of the register.

741. The monthly detailed contingent bills for countersigned contingencies will be prepared in T.F. No. 40 and submitted to the Controlling Officers before the 7th of the month succeeding that to which they relate.

742. The same order of heading will always be observed in the abstract end detailed bills. Any unusual charge not falling under any of the above headings will be described in the column headed "Description," and the amount entered in the special column provided for the purpose.

743. Before the register is brought into use by the disbursing officer, it will be ruled, and as the clerk pays away any money he will enter the date, name of payee, and number of sub-voucher in the three columns to the left, the amount in the proper column (marking off all the others) and in the case of any unusual charge, he will also take against the description the initials of the officer incurring it. If vouchers have been destroyed, the letter "D" will be entered in the remarks column.

744. When expenditure, for which a lump sum is granted under a single special sanction, is continued over more than one month, the second and subsequent months' bills will bear a note of how much has been spent up to date (Article 102, Civil Account Code, and Article 166, Burma Treasury Manual).

745. When the use of a purely vernacular voucher is unavoidable, a brief abstract will be endorsed in English, stating the amount, the name of the payee, and the nature of payment.

746. When the signature on the voucher is given by a mark or seal or thumb impression, it will be attested by a senior Police Officer. Vernacular signatures will always be transliterated [Article 13 (f), Civil Account Code]

747. Police Station Officers will incur contingent expenditure out of the permanent advance held by them and submit contingent and travelling allowance bills to the office of the District Superintendent of Police as often as may be necessary but not less than twice in a month for recoupment of their permanent advance.

Note—

Permanent advance is not intended ordinarily to meet travelling allowance advances at places where there is a Treasury or Sub-treasury. Advances of Travelling Allowance should ordinarily be claimed on a simple "Claim for advances of Travelling Allowance" presented at the local Treasury or Sub-treasury, specifying details of the advances and for whom claimed.

748. Bills received from Police Stations in the District Superintendent's office will be stamped with the date stamp of the office of the District Superintendent, checked and passed for payment.

749. The bills so passed will be entered in the contingent, travelling allowance and other subsidiary registers and admitted for payment.

750. The District Superintendent of Police will pay the amount so admitted out of the permanent advance held by him at headquarters or when the amount in his hands is not sufficient, will draw money from the treasury on abstract bills for payment.

751. Payment of the Police Station bills will be made either by cash order and be accompanied by a General Remittance Receipt in Form Ad. 48A.

752. Contingent bills of Police Stations will be classified in the detail of contingent charges, at the time they are passed for payment at headquarters to facilitate check of the entries recorded in the contingent register.

753. Lock-ups and prisoners' cages are lighted as a rule by single wick hurricane lanterns. In certain large lock-ups double wick hurricane lanterns, kerosene gas lamps, or electric lights are installed. Any proposal to increase the illumination of a lock-up or prisoner's cage requires the prior sanction of the Inspector-General of Police. When submitting such proposals District Superintendents of Police will give full reasons for the proposed increase together with a statement of the cost, both capital and recurrent, stating also the source from which it is proposed to meet the expenditure.

754. One tin of kerosene per quarter is the maximum amount allowed for a single wick hurricane lamp, double this amount being allowed for one with a double wick.

755. Lighting Charges.--The scale of kerosene oil allowed for hurricane lamps at Police Stations and Lock-ups and the financial powers of the Inspector-General of Police to sanction recurring expenditure on account of energy charges thereat are contained in Item 58 of Appendix A to the Burma Treasury Manual, Volume II, and District Superintendents will see that the scale of oil consumption and energy charges is not exceeded.

To facilitate the check of consumption of oil, the Accountant will maintain a blank note book showing the number of lamps of various descriptions at each Police Station and Lock-up in the district in which he will enter the total quantity of oil supplied thereto each quarter.

756. The fact of Payment of rewards will be noted on the order conveying sanction for payment, quoting the number and date of voucher, on which payment has been made. The amount sanctioned will be drawn by the District Superintendent of Police.

757. Rewards to Informers, and for capture of Proclaimed Offenders : Secret Service.—In cases in which it is not desirable to disclose the names of the persons, a certificate to that effect will be given by the District Superintendent, and attached to the contingent bill, instead of the payees' receipt.

758. Rewards to Non-officials for Bravery and Meritorious Service.—Rewards to villagers for resisting dacoits, etc., come under this category. The rewards will be drawn by the District Superintendent of Police on T.F. No. 38 under the sanction of competent authority— (Item 98 of Appendix A to the Burma Treasury Manual, Volume II.)

759. Departmental Rewards to Civil Police Officers.— The previous sanction of the authority competent to sanction the rewards is necessary and the number and date of sanction and the amount of the reward paid in each case will be distinctly shown in the bill (T.F. Fo. 32) and not included with other rewards—Item 97 of Appendix A to the Burma Treasury Manual, Volume II.

760. The procedure for the payment of Municipal taxes on Government buildings is laid dowu in Item 93 of Appendix A to the Burma Treasury Manual, Volume II.

761. Abstract Bills.—When the permanent advance from which the head clerk has been making disbursement begins to run short, or a payment larger than the permanent advance has to be made, the accountant will rule a red ink line across the page, add up the several columns and enter the cross total in the column of "Total of each contingent abstract." He will then post the several totals in a form of contingent abstract, in the respective form of each class of Police charge, detailing against each entry the number of sub-vouchers, and also entering in its proper place the description of each unusual charge. He will then lay this contingent abstract with the sub-vouchers, and the registers before the head of the office who will put his initials against the date of each payment, and sign the abstracts, which the clerk will then date, number, and present for payment at the trasury.

762. When a contingent bill is prepared,or an entry is made in the contingent register and placed before the District Superintendent or the Headquarters Assistant, all sub-vouchers relating thereto will also be put up and after the contingent bill has been checked and signed, all sub-vouchers will be cancelled by or in the presence of the officer signing the bill. All sub-vouchers for sums in excess of Ks. 25 will be attached to the relevant contingent bills presented at the Treasury for encashment as required by the Certificate recorded in the contingent bill form. The sub-vouchers for and under Ks. 25 will be retained in the office till they are inspected by the outside Audit Staff of the Accountant-General's office and, the objections, if any, raised thereon have been finally settled, after which they will be destroyed by or in the presence of the District Superintendent or the Headquarters Assistant.

Retention in the office of sub-vouchers in excess of Ks. 25 until they are called for by the Accountant-General not only swells the amounts placed under objection against the department in the Accountant-General's office and thus evokes adverse criticism in the Audit Report but also creates unnecessary correspondence with the Aubit Office and should therefore be strictly avoided.

763. Drawing of money on abstract bills when the permanent advance in hand is more than ample to meet the charge is irregular. Every payment which can be met from the permanent advance will be met therefrom. The procedure for the recoupment of the permanent advance is laid down in Articles 153 and 154 of the Burma Treasury Manual. Volume I, which will be strictly followed.

764. Contingent bills for petty sums will not be presented at the treasury except on the last working day of the month or on transfer of the Drawing Officer (District Superintendent of Police or Officer in independent charge of the district).

765. No money will be drawn from the treasury until it is required for immediate disbursement and if, for any reason, any moneys drawn remain undisbursed,

they will be immediately refunded into the treasury on a chalan quoting the number and date of the treasury voucher or vouchers in which they were originally drawn. The expenditure already recorded in the Contingent Register will be reduced by the sum refunded by noting the amount with a minus(—)sign against the detailed head or heads concerned and the "total" column of the Contingent Register. If, however, the amount so refunded relates to an amount drawn in the preceding financial year the credit will be taken to "XIX Police. Recoveries of overpayments" and the contingent expenditure of the year in which the amount is refunded will not be affected thereby.

766. It is important that no amount be drawn from the treasury in the month of March of any financial year which there is no reasonable hope of disbursing within that month.

767. Contingent charges will be recorded and treated in the accounts of the month in which they are actually disbursed from the treasury (Article **90**, Civil Account Code, Volume I). If for any reason a contingent bill presented at the treasury on the last or any previous working day of the month is not paid by the treasury in that month but is paid only in the following month, the charges drawn on that bill will therefore be treated as expenditure of the month in which the amount was actually drawn from the treasury and not as expenditure of the month in which the bill was presented at the treasury.

768. It will always be remembered that the disbursing officer is responsible for keeping his expenditure within the budget allotment. If at any time during the year the disbursing officer considers that his allotment is likely to be exceeded, he will, before incurring any further expenditure under the heads concerned, apply to the Inspector-General of Police for the requisite additional allotment. Officers incurring expenditure in excess of their allotments are liable to be held pecuniarily responsible for such excesses.

NOTE 1.—Money indisputably payable will, however, never be left unpaid : and money paid will under no circumstances be left out of the accounts. It is no economy to postpone inevitable payments, and it is very important to ascertain, liquidate and record the payment of all actual obligations at the earliest possible date—Article 194 of Civil Account Code, Volume I.

NOTE 9.—When an expenditure of urgent nature is incurred under the orders contained in Note 1, but for which no allotment has been sanctioned or the existing allotment is found insufficient to meet the demand, immediate steps will be taken to obtain the requisite allotment or additional allotment.

769. District Superintendents have no power to transfer funds from one budget head to another and will therefore apply to the Inspector-General of Police when such transfer is deemed necessary.

770. Detailed contingent bills will be submitted as under :—

Nature of Detailed Bill.	To whom to be sent.
26F.c. Special Police—Police Food Supply ...	Superintendent, Police Supplies.
25C. Ports and Pilotage—Purchase of Marine Stores and Fuel, etc.	Nautical Adviser to the Government of Burma.

SECTION VIII.—THE CHECKING OF BILLS.

771. **Bill Register (Office Register No. 14).**—A bill register in Form Police Ad. 48 will be maintained to enable a watch to be kept over the payment of bills received from Police Stations. The entries in the register will be made in the presence of the District Superintendent of Police or his Headquarters Assistant or Deputy Superintendent at the time of opening the post, and each entry will be initialled and dated, at the time it is made, in column 6. When intialling column 10, the amount will be compared with the contingent, or travelling allowance register as the case may be. This

register will enable the District Superintendent of Police to keep a watch over any delays in payment of Police Station bills.

772. Treasury Pass Book(Office Register No.15).—A check register of bills, etc., presented at the treasury for encashment, will be maintained in T.F. No. 37A and kept in the personal custody of the District Superintendent of Police or his Headquarters Assistant. All bills, etc., will be signed by the District Superintendent of Police or his Headquarters Assistant, before being presented for encashment, and will first be entered in this book, which will be sent together with bills, etc., to the treasury. The entries will be checked and initialled by the Treasury Accountant, as the bills are passed. The entries in the book will also be checked and initialled at the end of each month by the District Superintendent of Police or his Headquarters Assistant.

773. Deductions made by the Treasury Officer, on retrenchment orders from the Accountant-General, will be shown in full in this register, with an explanatory note to guard against mistakes as the daily cash account book which should tally with this register shows only the net amount drawn from the treasury.

SECTION IX.—ADVANCES.

774. Register No. 16.—Register of Advances from the Office Permanent Advance will be maintained in Form Ad. 87. Only advances made from the Office Permanent Advance will be recorded in this register. Such advances will be recovered in cash and the Office permanent Advance recouped as early as possible. This register will be maintained by the Accountant.

774A. Register No. 16A.—The Register of Long-term Advances will be maintained in Form Ad. 87B. This register will be used for recording the recovery of long-term advances on account of house-purchase, building or repair, conveyance or typewriter purchase, advances from the General Provident Fund, etc. A

separate page will be allotted to each individual concerned, and each instalment will be entered as it is repaid. When an advance is fully repaid, the interest due according to the rate mentioned in the order of sanction will be calculated and its recovery will also be entered in the individual account. This register will be maintained by the Pay Clerk.

775. An advance register by which recoveries will be watched will be maintained in Form Ad. 87.

SECTION X.—COURT ATTACHMENTS.

776. **Court Attachment Register (Office Register No. 17).**—This register is maintained in Form Police Ad. 50, which is self-explanatory. Each entry will be initialled by the District Superintendent of Police. Standing orders relating to Court attachments are contained in Section 60 (1) of part I of the Civil Procedure Code and Rule 48 of Order XXI of Appendix E to the first schedule thereto and in Appendix A-XLII.

SECTION XI.—THE GENERAL ORDER BOOK.

777. **General Order Book (Register No.32.)**—It is essential that at the close of each month a certificate in the form mentioned in paragraph 859 be given and signed by the District Superintendent of Police.

SECTION XII.—ACCOUNTANT GENERAL'S OBJECTIONS.

778. Office copies of the half margins issued by the Accountant-general will be kept in a bound book and reviewed by the District Superintendent monthly. He will see that Accountant-General's objections received prompt attention and that they are **finally** disposed of within two months from the date of receipt. If any objection cannot be disposed of within a fortnight an **ad interim** reply will be sent indicating what action is being taken.

Section XIII.—Travelling Allowance.

779. **Gazetted Officers.**—The Travelling Allowance of Imperial Police Officer will be drawn on T. F. No. 9 (pink colour) and that of Provincial Police Officers, i.e., Deputy Superintendents of Police including those officiating as District Superintendents of Police will be drawn on T.F. No. 9 (buff colour).

780. The travelling bills of all gazetted police officers in the District Police require the countersignature of the Deputy Inspectors of Police concerned.

Assistant Superintendents of Police and Deputy Superintendents of Police who are not in independent charge of districts will submit their travelling allowance bills in duplicate to the District Superintendent of Police who, after scrutiny, will forward the original copies of the bills through the Deputy Commissioner to the Deputy Inspector-General of Police of the Range concerned. Similarly District Superintendents of Police and other officers in independent charge of districts will prepare their bills in duplicate and submit the original copy through the Deputy Commissioner to the Deputy Inspector-General of Police of the Range. The duplicate copies of the bills will be kept in the office of the District Superintendent of Police in a separate file for each financial year with an index showing the names of officers, date of claim, period to which the claim relates and the amount.

781. District Superintendents and Officers in charge of districts will also attach to their monthly reports a precis of their movements during the month.

782. In order to watch the progress of expenditure against the budget allotment, the amounts for which the claims are passed by the Deputy Inspector-General of Police will, on the return of the bills after countersignature and before they are returned to the officers concerned, be entered in the relevant parts of the Office Register No. 18 (T.F.No. 95A), vide paragraph 788—and the memorandum of budget allotment will then be filled in in both copies of the bills.

783. Any amount subsequently refunded in cash into the Treasury as a result of an audit objection or for any other reason, will be entered with a **minus** sign below the last entry of the progressive total in the relevant part of Register No. 18 and the total expenditure reduced thereby.

784. Inspectors — The travelling allowance of Inspectors will be drawn on T.F. No. 34. Separate bills may be prepared for each Inspector or the claims of more than one officer may be grouped together in one bill as may be found convenient for purposes of disburse ment but the blaim by an Inspector will not be included in the bill for Sub-Inspectors and other lower ranks.

785. For purposes of travelling allowance the sphere of duty of Executive Sub-Inspectors and officers of lower rank in the District Police is assumed to be the area within a radius of 15 miles of their headquarters i.e. the District Headquarters or the Police Station to which they are attached. The jurisdiction of Court Prosecuting Sub-Inspectors of Police is limited to their headquarters and they are accordingly entitled to travelling allowance for any journey which takes them a distance of over five miles from their headquarters stations.

786. Sub-Inspectors and Lower Ranks.—The travelling allowance bills of Sub-Inspectors and lower ranks will also be prepared in T.F 34. The procedure for the preparation and submission of travelling allowance bills by Police Stations to the District Superintendents of Police is laid down in paragraph 1383 of the Burma Police Manual, Volume II.

787. Procedure at Headquarters.—On receipt of these bills in the District Superintendent's office they will be checked with the Command Certificate and with reference to Rules ond Standing Orders and passed for payment of the amount due and admissible.

As each bill is passed for payment its total will be entered in Office Register No. 18 (Miscellaneous.II-59) and initialled by the District Superintendent of Police or the Headquarters Assistant as the case may be.

788. Office Register No. 18 in miscellaneous II-59 will be maintained for the record of the travelling allowance of all police officers in the district. This register will be divided into five parts :—

Part I will contain the travelling allowance charges of all Civil Police Officers of and below the rank of Deputy Superintendent of Police (including those officiating as District Superintendents of Police) which are debitable to the District Superintendent's allotment under "24 C. a. District Police—Allowances, etc., Fluctuating Allowance, Fluctuating, **Voted**."

Part II will contain the travelling allawance charges of the Military Police which are debitable to the allotment under "26. F.a. Police Force, Allowances, etc.— Fluctuating, Travelling Allowance—Fluctuating, **Voted**."

Part III will contain travelling allowance charges of Burma Police (Class I) Officers which are debitable to " Travelling Allowance, Charged."

Part IV will contain the travelling allowance charges of escorts over treasure which are debitable to "**39. Currency**."

Part V will contain the travelling allowance charges of the Motor Vehicles Staff which are deditable to the head "10D. Charges on account of Motor Vehicles Taxation Act. b. Mofussil — Allowances. etc., Fluctuating—Travelling Allowance—Voted."

789. If there is sufficient permanent advance the bills received from Police Stations will be paid therefrom and the fact of payment recorded in the remarks column of the Travelling Allowance Register and attested and dated by the District Superintendent of Police or the Headquarters Assistant.

790. When the balance in the permanent advance is low and whenever bills of the headquarters staff which cannot be paid out of the permanent advance have to be encashed, a line will be drawn across the Travelling Allowance Register and the entries (excepting those

which have been circled—**vide** paragraph 794) since the preparation of the last bill totalled and consolidated into an abstract in T.F. No. 34 in the same order as entered in the Travelling Allowance Register. The abstract will be prepared in indelible pencil and a carbon copy taken. The entries in the first page of the form will, however, invariabiy be in ink. This abstract supported by the original (indelible pencil) copies of the station bills (in English and an-English translation of the vernacular bills and) signed and countersigned by the District Superintendent of Police or the Headquarters Assistant as the case may be, will be sent to the Treasury for encashment. The carbon copies of the bills (in English and the bills in vernacular together with the carbon copy of the consolidated abstract) which will be clearly marked "office copy" and initialled and dated by the officer signing the original copy, will be retained in the office duly stamped as cancelled.

791. Similarly bills for Inspectors and the headquarters staff will be entered in the Travelling Allowance Register as they are passed and will be signed and countersigned by the District Superintendent of Police or Headquarters Assistant as the case may be, and presented at the treasury for encashment, the office copies of the bills being retained in the office as prescribed in paragraph 790.

792. A line will be drawn and the total struck in the Travelling Allowance Register each time a bill is prepared for encashment and the total attested by the dated signature of the District Superintendent of Police or the Headquarters Assistant as the case may be at the same time as the bill is signed and countersigned.

793. A progressive total will be struck each time a bill is prepared and will be noted in the remarks column of the Register so as to enable a watch to be kept over the progress of expenditure against the respective allotments. At the same time the memorandum of the budget allotment will be filled in in the space provided for it in the travelling allowance bills.

794. When bills of Deputy Superintendents of Police after countersignature by Deputy Inspectors-General of Police are received back in the District

Superintendent' s office at a time when it is not convenient to close Part I of the Travelling Allowance Register for preparation of travelling allowance bills of the subordinate officers for encashment at the treasury they may be entered in the register below the last entry but with the amount circled round and the progressive total struck in the remarks column of the register against this entry by adding the amount of this bill to the last progressive total. The amount so arrived at will be entered in the memorandum of budget allotment in the officer's travelling allowance bill.

The same procedure shall also be followed in respect of bills of Inspectors which shall be prepared by them in T.F. No.34 in duplicate in ink and in respect of any bills of other subordinate officers when those have to be drawn and disbursed immediately.

795. Any amounts for which the command certificates are not received will be held under objection in the District Superintendent's office. When the command certificates are subsequently received, the objections will be removed and the dates of the journeys corrected if necessary.

796. Bills for journeys performed on account of escorts over treasure which are debitable to " 39. Currency" will be subjected to the same scrutiny as other bills and entered in Part IV of Office Register No. 18 before they are sent to the Treasury for payment. The District Superintendent has no control over the allotment under this head which is held by the Accountant-General.

797. Every evening the items in Parts I, II and IV below the last line which have been paid from the permanent advance, will be totalled and the total carried to cash book, to account for the deficiency in permanent advance.

798. Bills passed but not paid from the permanent advance will be excluded when adding up the daily total for the purposes of paragraph 710.

799. The original budget allotments and the subsequent modifications therein, sanctioned by the Inspector-General of Police in respect of the Civil and Military

Police will be entered at the top of the page in the relevant parts of the Travelling Allowance Register and the modified figures will be carried over to the next and the succeeding pages as may be necesary. All entries will be attested by the dated initials of the District Superintendent of Police or other Officer in charge of the district or by the Headquarters Assistant if he is a gazetted officer.

800. Travelling Allowance drawn for an officer, but not paid to him within thirty days from the date on which it is drawn, will be refunded by shortdawal in the next bill presented for travelling allowance. If no such bill is presented by the end of the month the undisbursed amount will be refunded into the treasury cash.

General Rules.

801. The travelling allowance of an officer, on whatever duty he may be employed, is chargeable to the same head as his pay.

802. The travelling allowance of an officer transferred from one department to another is debited to the department to which he is transferred.

803. The travelling allowance of an officer called away from his duty to give evidence in any Court, is, during the period of his absence, debited to the department which would bear the charge if the officer were on duty.

804. All travelling allowance bills of officers other then the head of a department will be countersigned before payment.

805. The duty of countersigning travelling allowance bills of all District Superintendents of Police, Assistant Superintendents of Police and Deputy Superintendents of Police has been delegated to the Deputy Inspectors-General of Police under whom they serve. The District Superintendent of Police is the countersigning authority in respect of the travelling allowance bills of his office establishment and of the Inspectors of Police under his

command. The Headquarters Assistant, if he is of gazetted rank, is the countersigning anthority in respect of the travelling allowance bills of subordniate Police Officers of and below the rank of Sub-Inspector of Police.

The duty of countersignature cannot be re-delegated by these officers to any other lower authority. These officers will be held personally responsible for any irregular claim passed by them.

806. In calculating travelling allowance at mileage rates, fraction of a mile will be omitted from the total of a bill, but not from the various items of which the bill is composed.

807. When an officer is transferred at his own request or in consequence of his own misconduct, the authority sanctioning his transfer will, by a special order (which will be communicated to the Accountant-General) direct whether all or any of the concessions allowed by Rules in Section IV of the Burma Travelling Allowance Rules should be withheld or reduced (Rule 81 of the Burma Travelling Allowance Rules).

In the absence of such an order the Accountant-General will assume that the officer has been transferred for reasons of public convenience.

808. In the case of non-gazetted officers a certificate from the head of the office may be accepted in lieu of the copy of the order.

809. The authority competent to order the transfer may, if it thinks fit, by special order, permit an officer transferred for misconduct, to draw travelling allowance.

810. For the purpose of travelling allowance, Constables are classed as inferior servants and all other Police Officers are superior servants [Rule 6 (9) (c) of the Burma Travelling Allowance Rules].

811. Police Officers, as well as other Government officers, when travelling, by sea or river, will travel by Government vessels, whenever such vessels are available.

812. Journeys to draw pay of the force either at District Headquarters, at the nearest Sub-treasury, or at a Police Station usually gets the pay and allowances of its staff are a recognized duty of the police force. Travelling Allowance can therefore be drawn for such journeys if it is otherwise admissible under the Burma Travelling Allowance Rules.

Travelling Allowance for Journeys on Tour, Transfer, etc.

813. The travelling allowance of all Civil Officers and men is regulated by the Burma Travelling Allowance Rules published with the Local Government Finance Department Notification No. 45 of the 19th November, 1927, as subsequently amended or modified and the Annexures appended thereto.

Travelling Allowance to Police-men whose homes are in India when proceeding on and returning from leave.

814. Head Constables and Constables whose homes are in India and who were appointed substantively in the District Police and the Rangoon Town Police prior to the 8th February 1933, are entitled to the grant of a free passage for themselves by sea, river or rail, by the class to which they are entitled, to and from their homes when proceeding on or returning from leave, subject to the conditions (1) that the maximum number of free passages granted does not exceed three in the course of the Head Constable's and Constable's entire service ; (2) that a free passage shall not be granted until a Head Constable or Constable has completed 5 years' service in the District Police or the Rangoon Town Police;(3) that a second free passage shall not be granted till he has completed 15 years' service ; and (4) that a further free passage shall not be granted till he has completed 25 years' service.

NOTE.—1. The cost of tickets for the forward steamer and Railway journeys both in Burma and India will be advanced to the men from the office permanent advance which will be subsequently recouped by drawing the amount from the Treasury on a Travelling Allowance bill (Form T.F.

No. 34). If at any time the amount of the permanent advance is found to be insufficient to meet the demands, the requisite amount will be drawn from the Treasury forthwith on a separate Travelling Allowance bill and disbursed to the men as quickly as possible. The cost of tickets for the return journeys will in the first instance be paid by the men themselves and recouped as soon as they return to duty.

NOTE.—2. This concession in no way affects the order contained in paragraph 147 of this Manual, restricting the percentage of men who may be allowed leave at one time.

NOTE 3—The grant of free passages should be recorded in the last column of the leave page of the Character and Service Rolls of Head Constables and Constables against the leave entries with dated initial of the officer sanctioning the leave.

NOTE.—4. The fact of the grant of this concession will be noted on each occasion in the Character and Service Roll or the Head Constable and Constable concerned to enable the District Superintendent of Police to watch the grant of the concession on the subsequent occasion or occasions.

Grant of Advances of Travelling Allowance to Subordinate Police Officers of and below the rank of Inspectors travelling on duty beyond the limits of their districts.

815. The orders of Government on the subject are reproduced in Appendix A-XXIX.

Grant of Advances of Travelling Allowance to the members of the Flying Squads.

816. The orders of Government and the Rules relating to the grant of such advances are reproduced in Appendix A-XXX.

817. Unless there are very urgent and special reasons to the contrary, no journey will be made by rail or steamboat which can be performed with sufficient speed on foot, and no letters or papers will be sent by messenger, or rail, or steam-boat, which can be sent with sufficient speed on foot, and no letters or papers will be sent by messenger or rail or steam-boat which can be sent by post.

SECTION XIV.—PROCEDURE REGARDING FEES REALIZED ON ACCOUNT OF POLICE SUPPLIED TO PRIVATE FUNCTIONS, THEATRES, ETC.

Office Register No. 19—Register of Proforma Account of Receipts and Expenditure relating to fees realized on account of Police Supplied to private functions, theatres, etc.

818. This register will be maintained in Form Ad. Police 100. Each entry will be initialled by the District Superintendent of Police or the Headquarters Assistant.

Full instructions for its upkeep will be found in Appendix A-XI.

SECTION XV.—LAUNCHES AND MOTOR BOATS.

819. Charges for the use of Government Vessels—large steam or motor-launches, hoouse-boats and small motor-boats—permanently allotted to the District Superintendent of Police or hired by him from other departments are debitable to the head "24C. a. District Police—Charge for Launches—Voted.

The full rate of hire is debitable to this department for all days on which a Government launch or boat is employed by the District Superintendent of Police or his subordinate officers. A launch or boat will be held to have been continuously employed from the date it if required to leave its headquarters to the date of its return to headquarters and also, in the case of a steam lauch, for any day on which, though not actually leaving headquarters, the vesset is kept under steam by the order of the officer using her.

820. The sale-proceeds of empty tins for kerosene oil, lubricating oil, etc., will be credited to the head "XX. Ports and Pilotage—Sale-proceeds of Vessels and Stores" and the fines imposed under Rule 7 of the Burma Government Launch Rules on members of the crews because of excess consumption of marine stores and fuel or because of other trivial offences will be credited to the head "25. Ports and Pilotage—(C) (b) (1) Fuel—Reduction of charges.

SECTION XVI.—AUDITORS' INSPECTIONS.

821. Government has laid down that these inspections are not to be too frequent, and are not to become a regular audit, as this would weaken the responsibilsty of the executive officers for the keeping of their own accounts. It is to be clearly understood that nothing in the nature of a local or test audit should be performed, nor should anything be done to weaken the responsibility of the District Superintendent of Police in accounts matters. The work of the peripatetic staff should be merely educative, and should be strictly confined to inspection, with suggestions, for improvement in method and system.

CHAPTER XXXVIII.

Records of Services.

CHARACTER AND SERVICE ROLLS—REGISTER NO. 20 (FORM $\frac{\text{AD. } 16}{\text{POLICE } 52}$).

822. A Character and Service Roll will be maintained in English in each District Superintendent's Office in which will be recorded for each man in the constabulary up to and including the rank of Sub-Inspector, all the details called for by the form. If there are two or more men of the same name serving in a district the father's name of each will be entered on the outside of his Character and Service Roll and the numbers I, II, III, etc., suffixed to the name so as to prevent confusion between them. The utmost care will be taken that all information required in the form is correctly given and that entries are checked by the General Order Book, Hospital Register, and by foils of Good Service Certificates. The Finger Print Search Slip Form $\frac{\text{Crime } 49}{\text{Police } 115}$ Enlistment form (Form $\frac{\text{Ad. } 13}{\text{Police } 30}$) and and in the case of men belonging to other districts and provinces the verification roll Form $\frac{\text{Police}}{5\text{M}}$ (Indians) will be neatly pasted in after the last page of the Character and Service Roll. All entries will be made in ink and signed by the District Superintendent of Police at the

time, or if he is absent from headquarters by the Headquarters Assistant or Deputy Superintendent. Erasures will on no account be allowed.

823. In the space set apart for marks of indentification in serial number 2, all scars and peculiarities will be noted.

824. The particular relation to whom the Police Officer desires to leave his presonal property should he die whilst serving in the Police will be specially mentioned in serial number 4.

825. When a man leaves the force, brief reasons for leaving will be entered in the space set apart for the purpose in serial number 10, thus:—" Resigned at his own request," "Convicted of receiving an illegal gratification," etc., and the character which he bore previous to his discharge will also be entered below. The character given to the man will tally with the character recorded on his discharge certificate.

826. When a man is admitted into hospital the first two columns of serial number 14 will be filled in. On discharge from hospital the information required in the remaining columns will be entered from the counterfoil of the Hospital Admission tickets. In the case of men admitted into hospital at an outstation, however, the entries can only be filled in on receipt of the counterfoil of the Hospital Admission tickets from the Station Writer.

827. In addition to war medals, decorations, rewards by special promotion, grant of good service certificates, notes of good conduct and awards by Government, such as the grant of a silvermounted dah, presentation of revolver or gun, certificate of honour, etc., the grant of all the money rewards mentioned in paragraph 230 will be recorded in the space set apart for the purpose in serial number 15.

828. If the punishment is a magisterial conviction, the Magistrate's case number and date, and whether any departmental penalty as the result of the conviction has

been (imposed, will be mentioned. If the punishment was awarded by a Deputy Inspector-General, or by the Inspector-General of Police, the number and date of the letter awarding the punishment will be quoted.

829. In the case of a reduction, the necessary entry will also be made in the space set apart for "Appointments, Promotions and Reductions" in serial number 9. When all such entries are made the general order number and date will invariably be quoted in the blank space on the left-hand side of the column and each entry will be attested by the signature of the District Superintendent of Police or Headquarters Assistant and dated. When entries are made of releases from suspension it will be clearly noted whether the accusations have been found to be entirely false or whether, although the allegations were not proved, there were reasonable grounds for believing them to be true.

830. Punishments awarded at outstations by Sudivisional Police Officers or Inspectors will be entered on receipt of the Monthly Return of punishments awared by them.

831. On the last page of the roll the rolled finger impressions of all the fingers (including thumbs) will be accurately recorded.

832. When a man is transferred from one district to another the necessary entries will be made in the space set apart for that purpose on page 3 and the character and service roll will then be sent under registered cover to the District Superintendent of Police concerned.

833. Character and Service Rolls will be handled carefully and will not be subjected to rough usage. They will be kept in a small press under lock and key in the personal custody of the Head Clerk. The press will be divided into as many compartments as are required, each compartment containing as many Character and Service Rolls as they are conveniently hold, and being also large enough to allow of the rolls being placed therein without being crushed or folded. For convenience of search each compartment will be labelled with the Constabulary numbers of the Character and Service Rolls which it contains.

SECTION II.—LONG-ROLL—REGISTER NO. 21

(FORM $\frac{\text{AD. } 17}{\text{POLICE } 53}$

834. As Character and Service Rolls are destroyed three years after death, dismissal, resignation or discharge, it is necessary for purposes of reference and as an Index to Character and Service Rolls to maintain a register showing the following particulars of each man in the Constabulary up to and including the rank of Sub-Inspector :—

(b) Constabulary numbers, name, father's name, residence and race.

(a) Age and date of enlistment.
(c) Date and reasons for leaving the force and character on leaving.

835. Half of one double page of the Long Roll will be devoted to such Constabulary number. To each district will be assigned as many numbers as the number of the sanctioned strength and old numbers will not begin to be used until the last Constabulary number assigned to the district has been utilized. Thus if the sanctioned strength of a district is 250, old numbers rendered vacant by death, discharge, etc., will commence to be used only when the last number, namely 250, has been utilized ; but when old numbers are being assigned, the first one vacant in serial order from 1 to 250 will be the first assigned. By this method the Constabulary numbers in a district will not require constant revision whilst provision will be made for the revision of order on appeal or for re-enlistment. Care will be taken that the entries in every respect with the similar entries made in the Character and Service Roll and that erasures are not allowed.

SECTION III.—SENIORITY-ROLL—REGISTER NO. 22
(FORM POLICE—AD. 80.)

836. A companion volume to the Long Roll showing the order of seniority of every man in the force from

Sub-Inspector downwards will be kept in form Police—Ad.80.

INSTRUCTIONS FOR KEEPING UP THE SENIORITY-ROLL.

837. (a) A book in Form Police Ad. 80, will be divided off according to district requirements, with separate parts for Court Prosecuting Sub-Inspectors, Sub-Inspectors of Police, Station Writers, Head Constables, Lance Head Constables and Constables.

(b) Names of men will be written sufficiently far apart to enable the dates of successive increments to be entered in column 4.

(c) In the column of remarks the reasons for passing over a man will be entered. If passed over more than once for the same reason, recourring entries need not be made every time that a man is passed over, the first entry being sufficient unless, or until, fresh reasons exist. Names of man will be written sufficiently far apart to allow of remarks being entered. If necessary every alternate page may be left blank.

838. When a Police Officer, holding a permanent appointment is temporarily or permanently reduced to a lower rank, he will be placed at the top of the lower rank save as may otherwise be expressly ordered by the punishing or revising authority. The first page of each rank will therefore be left blank to enable the necessary entries to be made.

839. The procedure laid down in paragraph 838 will be followed in the cases of directly appointed officers who are reduced to lower rank.

840. When an officer who is "officiating" or "provisionally substantive" or "on probation" is reverted, whether temporarily or permanently, to lower rank, he will resume the place in the lowar rank which he originally held before his promotion to higher rank.

841. At the end of each part divided off for permanent Prosecuting Sub-Inspectors, Sub-Inspectors, Station Writers and Head Constables a few pages be left blank on which to enter the names of officers officiating in these ranks.

SECTION IV.—HOSPITAL REGISTER—REGISTER No. 23

(FORM $\frac{\text{AD. 11}}{\text{POLICE 70}}$)

842. This register will be compiled from the Hospital Tickets (Form $\frac{\text{Ad. 10}}{\text{Police 14}}$) of all Police Officers of and below the rank of Sub-Inspector of Police.

The entries in this register will be made on each occasion an officer of or below the rank of Sub-Inspector of Police enters or leaves hospital and will show the number of officers attending hospital in the year.

Similar entries will also be made in Character and Service Rolls, and will show the number of times the officers concerned have been admitted to hospital during their service.

The attention of officers is drawn to Article 288, Civil Service Regulations.

843. On receipt of hospital tickets from Police Stations the entries will be checked with the General Diaries and an entry will be made in the General Order Book and the Hospital Register, stating the nature of the disease, the serial numbers and dates of the General Diary entries, and the dates and hours of admission and discharge. Although Police Officers above the rank of Head Constable are not entitled to hospital leave, the admission of Sub-Inspectors into hospital will be entered in the Hospital Register and Character and Service Roll, but the days spent by them in hospital will be treated as leave due to them and entered in the page for leave in the Character and Service Roll. Men of and below the rank of Head Constable are entitled to hospital leave, vide paragraph 143 of this Manual.

SECTION V.—HOSPITAL TICKETS.

844. On receipt of the General Diary and the Hospital Tickets in Form $\frac{\text{Ad. 10}}{\text{Police 14}}$ in the office of the District Superintendent the necessary particulars in respect of Police Officers ineligible for hospital leave will be

entered in the General Order Book and the Hospital Register. The Hospital tickets of Police Officers eligible for hospital leave, **vide** paragraph 142 will be forwarded to the Civil Surgeon for countersignature and the necessary entries in respect of them will be made only on their return from the Civil Surgeon.

Before the tickets are forwarded to the Civil Surgeon for countesignature it should be seen that the entries on the reverse of the form have been properly filled in by the medical officer who treated the patient.

The Hospital tickets of men who die in hospital will be forwarded direct to the office of the District Superintendent of Police by the Medical Officer in charge of the hospital.

SECTION VI.—SERVICE BOOKS—REGISTER No. 24 (FORM T.F. No. 33).

845. A service book will be maintained for every Police Officer of the rank of officiating Inspector of Police and permanent Inspector of Police. The instructions printed on the fly-leaf of the book will be carefully observed. It is important that the entries on the first page should be renewed or re-attested at least every five years. The thumb and finger impressions once given do not require repetition or re-attestation. All entries from the Character and Service Rolls of Officers who have been promoted from the ranks will be made in their Service Books in which all entries will continue to be made until the officer either quits the service or is promoted to Gazetted rank.

846. The necessary particulars of Gazetted Officers are maintained by the Accountant-General and are published annually in the History of Services of Gazetted Officers.

847. As soon as an Officiating Inspector is confirmed in his appointment, his Service Book will be sent, under registered cover, to the Inspector-General of Police for scrutiny and return. Every Officer will see to the correct

maintanance of his Service Book. He will sign ever entry made therein and also see that such entries ar duly attested by the signaaure of the District Superintendent of Police or other responsible Gazetted Officer. When an Inspector is appointed to officiate as a Deputy Superintendent of Police his Service Book will be kept by the District Superintendent of Police of the District to which he belongs but as soon as he is confirmed such an appointment, his Service Book will be sent under registered cover to the Accountant-General for record.

848. The procedure of verification of services of officers for purposes of pension, under Article 908 of the Civil Service Regulations depends on the correct maintenance of Service Book. The establishment returns show only the names of officers holding permanent appointments, it is therefore necessary that extracts of departmental orders showing the nature of the temporary or officiating vacancy in which or in the chain of which, the applicant for pension was appointed, should be attached to the Service Books, to facilitate work, and to avoid delay in the disposal of pension applications.

849. The Service Book will be kept under lock and key in the office of the District Superintendent, and be transferred with and officer from district to district, the book being forwarded under registered cover to the officer's new district.

CHAPTER XXXIX.

Miscellaneous Registers.

SECTION I.—REGISTERS OF LETTERS RECEIVED AND ISSUED—

REGISTERS NOS. 25 AND 26 (FORMS MISC. GEN. 10 AND 11).

850. An examination of these registers shows how far the work of the office is up to date. Care will be taken that the columns shewing the subject matter of the letter received and of the letter issued are intelligently filled in. Full instructions regarding the upkeep of these registers are given in paragraphs 217 and 523 of this Manual.

SECTION II.—DESPATCH BOOKS REGISEERS NOS. 27 AND 28 (FORMS MISC. GEN. 12 AND 13).

851. This register is kept in two books, one for postal, the other for local despatch. Letters or papers for despatch by post only will be entered in the Postal Despatch Register. Letters and papers for local delivery will be entered in the Local Despatch Register, in which the acknowledgment of the recipient will always be obtained. The expenditure on service postage labels will be carefully scrutinized and checked from time to time. Full instructions as regards the upkeep of these are given in paragraph 526 of this Manual.

SECTION III.—REGISTER OF BOOKS, ETC., RECEIVED—REGISTER NO. 29 (FORM AD. 102).

852. This register is intented to show what books, maps, and other publications are received in the office of the District Superintendent of Police and their distribution.

There are also columns designed to show the receipt and distribution of correction pamphlets.

Sufficient space will be allotted in register for each Manual, Law Book, Map or other publication.

For publications such as the Burma Police Manual to which corrections are numerous, several pages will be allotted so as to allow adequate space for the entry of the receipt and distribution of correction pamphlets issued in the future.

For Codes of law which are rarely amended very little space will be needed.

This register will be used for the check of the annual statement of books, etc., on charge submitted by Police-Stations, etc.

SECTION IV.—CATALOGUE OF BOOK—REGISTER NO. 30 (FORM MISC, LIBRARY: I).

853. This register will contain a catalogue of all books. maps, etc., of whatever kind maintained in the offices of District Superintendents of Police.

A sufficient number of pages will be allotted to each letter of the alphabet and the books will be entered in the pages set apart for the letter with which their titles begin.

For this purpose the words "Burma" before the titles of local Acts and "Indian" before those of all-India Acts will be disregarded.

For instance the "Burma Village Act" will be shown under "V" and not under "B," and the "Indian Evidence Act" under "E" and not under "I."

There are certain books in constant use by Branch Clerks. These, although entered in the Library catalogue will not be kept in the custody of the Librarian, but will be issued to the Branch Clerks concerned, their receipts for the books and any correction pamphlets subsequently received and issued to them being obtained and kept in a special file. The Branch Clerks will be held responsible for the custody and upkeep of the books issued to them.

SECTION V.—CIRCULAR ORDERS—REGISTER No. 31.

854. Circular Orders will be kept up in two files (A) and (B). File (A) will contain copies of all Circulars issued by Government and the Inspector-General of Police in both English and Burmese. These Circular Orders will be cancelled or amended in accordance with instructions issued by Government or the Inspector-General of Police.

So as to make it possible to check (A) Circulars in police-stations, Government's and Inspector-General of Police's Circulars filed in (A) file in the headquarters office will be numbered in one series irrespective of origin, and a note made on each circular issued to police-stations which comes after a circular not so issued, to the effect that the previous circular or circulars (numbers to be quoted) were not issued to police-stations. All Circular Orders which the District Superintendent of Police may issue to suit local requirements will be

kept in File (B) in both English and Burmese. Serial numbers will be consecutive, not annual. The year of issue will, however, be shown as the denominator of a fraction of which the serial number is the numerator. No Circular Orders of the District Superintendent of Police over ten years old will remain in force, but in January each year District Superintendents of Police will check the Circular Orders of the tenth year before with a view to reproducing any orders which they consider should subsist. This will ensure that old orders which are still of use are brought to notice from time to time and at the same time prevent the accumulation of obsolete orders.

855. Circular Orders will be headed—

"OFFICE OF THE DISTRICT SUPERINTENDENT OF POLICE.

CIRCULAR ORDER NO.

Dated

and will be written on two-thirds of the page only, the inner one-third of the page being left as a blank margin. The catch-word or subject of the order will be entered at the top of this blank space.

856. A copy of every Circular Order will be forwarded to the Subdivisional Police Officer, if any, for information and record in his office.

SECTION VI.—GENERAL ORDER BOOK—REGISTER No. 32 (BLANK FORM.)

857. This register which will invariably be kept up by the Head Clerk will contain solely orders issued by the District Superintendent of Police on matters appertaining to the discipline and control of the Force, such as orders of promotion, punishment, discharge, leave, or any other matter affecting service or pay. Orders will be written in the book, half margin, and the catch-word or subject of the order will be entered

at the top of the blank space, and below will be entered the number given to the vernacular translation sent to the Police-Station concerned. This number is the yearly serial Miscellaneous Order number of the station, and the translation of the General Order therefore becomes an ordinary Miscellaneous Order issued to the station and a copy will therefore be placed in the Miscellaneous Order File mentioned in paragraph 860.

858. All orders of major punishments will be entered in the Monthly Return of Force and all orders of punishments, whether major or minor (other than verbal warnings or reprimands) will be entered in the Character and Service Roll of the officer punished.

859. The Order Book will be examined by the Accountant every day, and a precis of the orders of appointments, transfers and any orders affecting the pay of the force will be entered by him in the Working Sheets Forms Ad. 104 A. to J. He should also satisfy himself that the necessary entries have been also made in the Deduction Register, Character and Service Rolls, Service Book, Return of Force, Hospital Register, Leave Register, Seniority Rolls and Long Rolls. The entries in the Order Book will then be initialled by him. This is most important as the District Superintendent of Police has to sign a certificate to this effect in the Pay Abstract.

A certificate in the following form will be given in the Order Book at the end of each month and signed by the District Superintendent of Police :—

CERTIFICATE.

(1) Certified that the promotions, reductions, transfers, etc., ordered during the month have been duly transcribed in the Long Rolls, Character and Service Rolls and Service Books and Subsidiary Registers and acted on in checking and preparing the Monthly Pay Bills.

(2) Certified that the following are the only pension cases in which pensions have not yet been finally sanctioned and that these pension cases are being dealt with promptly :—

No... ... ...retired on... ... ...
No... ... ...invalided on ... ...

(3) Certified that the following enquiry cases in which respondents are suspended are still pending :—

Enquiry against No ... ...
Suspended from ... ...
Enquiry against No ... ...
Suspended from ... ...

(4) Certified that the following cases of disposal of estates are still pending :—

Estate of No... ... ...
Died on ... ...
Estate of No... ... ...
Died on ... ...

District Superintendent of Police.

A copy of this monthly certificate will be sent to the Range Deputy Inspector-General of Police, who will thereby be able to watch the disposal of pension papers, and estates, conduct of departmental enquiries and duration of suspensions, and keep his District Superintendents of Police up to the mark, if necessary.

860. A separate file of Miscellaneous order for each station will be maintained in the District Superintendent's Office and this file will contain, in addition to the translation of general orders referred to above, all orders in Burmese issued to that station.

SECTION VII.—REGISTER OF CORRESPONDENCE FILES—REGISTER NO. 33 (FORM MISC. GEN. 9).

861. Full instructions as regards the upkeepof this register are given in paragraph 561 of this Manual.

SECTION VIII.—CONFIDENTIAL FILES OF OFFICERS—REGISTER NO. 34.

862. A separate confidential file in a pink cover (Form Misc. Gen.2) will be maintained for each Deputy Superintendent, Inspector and Sub-Inspector, whether permanent or officiating. An index register

containing a list of these files will also be maintained. If there are two or more officers of the same name serving in a district the father's name of each will be entered on the outside of his file and the numbers I, II, III, etc., suffixed to the name so as to prevent confusion between them.

863. The file of an Inspector or Sub-Inspector will contain as complete a history of him as possibe. The opening entries will give datails of the officer's parentage, birth-place and educational qualifications, a note being made of any special influence he may have in any particular locality. Every important fact connected with the official history of an officer will be noted **at the time of occurrence, e.g.,** the receipt of reward or certificate, a transfer for misconduct or for any other unfavourable reason, etc. The file will, in short, give a complete record of an officer's character and capabilities. Entries will be made on plain paper written on one side of the page only.

In addition to the above, the file of an Inspector will contain the duplicate copy of the Annual Confidential Report in Form Ad. 18 B.

864. The file of a Deputy Superintendent of Police will consist only of the duplicate copy of the report in Form Ad. 27.

865. The confidential files of Sub-Inspectors of Police will be written up annually in Form Ad. 18 B. i.e., entries will be made in their files by the District Superintendent of Police in the month of December each year regarding their general conduct, honesty, work, etc., during the year. Should the District Superintendent of Police be transferred, however, he will write up the files before handing over charge irrespective of the month, except when the transfer is within three months of the date of making the last annual entries.

866. When an officer goes on leave, his confidential file will be retained until he returns. When an officer is transferred the file will be sent under registered cover to the District Superintendent of Police of the district to which he is transferred. A confidential report on the

officer's work and capabilities will be made on Form Ad. 18B in the case of the Inspector of Police, and Form Ad. 27 in the case of Deputy Superintendent of Police, in duplicate, by the District Superintendent of Police and the original copy submitted to the Inspector-General of Police through the usual channel within ten days of the relinquishment of office by an officer transferred or proceeding on leave. The duplicate copy will be filed for record in the officers' confidential files in the office of the reporting officer. These reports will not, however, be submitted if an officer is proceeding on short leave without replacement and is to rejoin the same appointment.

In case of Sub-Inspectors of Police a note will be made on Form Ad. 18 B and will be filed in the officers' confidential file before it is despatched to the District Superintendent of Police of the district in which he is transferred.

Deputy Inspectors-General of Police will call for the confidential files of officers at their formal inspections with a view to checking the use made of Form Ad. 18B by District Superintendents of Police.

When a Deputy Superintendent of Police is posted to the charge of the district his confidential file will be forwarded to the Inspector-General of Police, for record in his office.

867. Full entries, apart from those made in the Annual Confidential Report form, will be made on each officer of the rank of Deputy Superintendent of Police, and Inspector of Police before a District Superintendent leaves the district on transfer or otherwise and copies of these entries will be forwarded to the Inspector-General, for insertion in the confidential files of the officers concerned, which are maintained in the Inspector-General's Office. The Inspector-General will similarly supply District Superintendents with copies of entries, for insertion in the district confidential files of officers when necessary.

868. A Deputy Inspector-General of Police, on relinquishing charge of his duties as Deputy Inspector-General will record a confidential note in duplicate on

the work, conduct and character of the gazetted officers under his control. The original copies of these notes will be handed by the Deputy Inspector-General to his successor in office for submission to the Inspector-General of Police on the 31st of December—along with his own comments or report—through the channel or channels laid down in paragraph 982. The duplicate copies will be filed in the confidential files of the officers concerned.

SECTION IX.—ACQUISITION OF LAND BY POLICE OFFICERS OR CLERKS—REGISTER NO. 35.

869. A file in Form Ad. 93 containing a list of Police Officers above the rank of Constables and Clerks serving in the district and of their dependents who have acquired or alienated land in the district, or in other districts in the Province, with particulars of the land, etc., will be maintained in each District Police Office for ready reference.

Under the Rules circulated with Local Government's Appointment Department "G" Circular No. 35 of 1930, reproduced as Appendix No. A-IV all Government servants in superior service (as defined in Article 396 of the Civil Service Regulation, 5th Edition) are required to report immediately, in the form appended to the rules, in duplicate, every permanent acquisition or alienation of land by themselves, or of land held by, or managed by, their wives or members of their families living with and in a way dependent on them. The acquistion of a single plot of land for a man's own residence is required to be reported. The form for each officer will be filed in this character and service roll or service book or confiidential file. The District Supeintendent of Police, on receiving a report in duplicate, will after due check file one copy and, if the report concerns an officer above the rank of Sub-Inspector, submit the other copy direct to the Assistant Inspector-General of Police. If the report concerns a Sub-Inspector or Station Writer or Head Constable, the District Superintendent of Police will file both copies in the character and service roll, on service book,

or confidential file of the officer concerned and his obligation is limited to seeing that the management of the land does not interfere with the officer's public duties unless he considers it a bar to the officer's employment in the district. In the latter case he will report the matter to the Assistant Inspector-General of Police and give his opinion and recommendation.

870. Constables are exempted from the operation of the orders requiring officers in superior service to make a declaration of the landed property in their possession but a watch will be kept over any Constable who is found to be acquiring land.

871. Full instructions for the submission of these reports are given in Inspector-General of Police's Circular No. 15 of 1935, and in **Police Gazette** Memorandum No. 29of 1924, both of which are reproduced in Appendix A-IV.

SECTION X.—REGISTER OF TARGET PRACTICE—REGISTER No. 36 (FORM $\frac{\text{AD. } 25}{\text{POLICE } 78}$)

872. Full instructions regarding this register are given in Chapters XI and XII of the Drill and Musketry Manual, 1931.

SECTION XI.—STOCK-BOOK OF FORMS AND REGISTERS—REGISTER NO. 37 (FORM MISC. GEN. 14).

873. Full instructions regarding the upkeep of this register are given in Local Government's Revenue Department "G" Circular No. 20 of 1932.

SECTION XII.—STOCK-BOOK of STATIONERY—REGISTER NO. 38 (FORM MISC. GEN. 35).

874. Care will be taken to prevent the issue of Government stationery otherwise than on the public service. The stock of stationery will be placed in the

charge (under lock and key) of the Head Clerk and issued by him only. An account of the receipts and issues of stationery will be kept in a book which is supplied for the purpose by the Superintendent of Stationery. Accounts of the stationey supplied for the use of the—

(a) District Superintendent's Office;

(b) Subdivisional Police Officers' Offices;

(c) Police Stations and Outposts;

(d) Training Depot;

will be kept separately, and all issues acknowledged in the book by the signature of the officer who receives the articles. A specimen showing the manner in which entries are made is pasted on the fly-leaf of these books. The rules regarding special articles of stationery laid down in Local Government's Revenue Department "G" Circular No. 20 of 1932, as amended by subsequent Circulars, will also be consulted.

The stock book will be checked annually by the head of the office or by a responsible officer. In the office of a District Superintendent of Police, the Headquarters Assistant may be authorized to carry out the check. In small offiices the work will be carried out by the head of the office himself, but the verification may be restricted to 10 per cent of the items, preference being given to the more expensive itmes. The officer carrying out the check will attach a certificate of check to the stock book.

875. Under Local Government's Revenue Department "G" Circular No. 20 of 1932, the authority conferred on officers to purchase rubber stamps and stationery locally has been withdrawn and all articles of stationery which are entered in the Stationery Price List will be obtained from the Superintendent, Government Printing and Stationery, Burma. Other articles which are not so included in the Price List and most of which do not really fall under the category of stationery, may, however, be purchased locally and debited to office contingencies. The cost of all stationery obtained from the Superin-

tendent, Government Printing and Stationery, Burma, will be debited to the stationery allotment granted by Government and not to office contingencies.

876. Officers purchasing articles of stationery which are ordinarily obtainable from the Stationery Depot at Rangoon will be held personally responsible for the infringement of the orders which may possibly involve the making good of the expenditure.

877. Articles of stationery will be supplied by the Superintendent, Government Printing and Stationery, Burma, with advice notes in duplicate, one copy of which will be returned to the Government Press duly signed and the other retained in the office for record and for check of the entries in the Stock Book by Inspecting Officers.

SECTION XIII.—LOCKS AND KEYS—REGISTER NO. 39 (T.F. FORM NO. 210).

878. The rules regarding the custody and care of Government locks and keys are contained in Government of Burma, Finance Department "G" Circular No. 26 of 1939 which is reproduced as Appendix A-XLI. All locks of "Chubbs", "Hobbs," and "Dass" make and other good locks of European, Indian, and American manufacture will be entered in this register. Common bazaar locks will not be entered.

The attention of all officers is drawn to the necessity of both relieved and relieving officers checking the list when a transfer of office occurs and of an annual check in the month of July by the District Superintendent of Police or Headquarters Assistant.

SECTION XIV.—REGISTER OF REGISTERS IN THE RECORD ROOM—REGISTER NO. 40 (FORM $\frac{\text{JUDICIAL}}{\text{GENERAL 5}}$).

879. All registers in the record room will be entered in this register. When files are removed from the Record

room for destruction the initial of the District Superintendent of Police or Headquarters Assistant and the date of destruction will be entered in the last column of the form.

SECTION XV.—INSPECTION NOTES—REGISTER NO.41.

880. In this file will be entered copies of the inspection notes made from time to time by all inspecting officers. Copies of inspection notes on districts will be furnished to District Superintendents by all Inspecting Officers. These inspection notes will be filed in the file of inspection notes and laid before Inspecting Officers at the periodical inspection of districts in order that these officers may note whether the orders passed at previous inspections have been fully attended to or not. District Superintendents of Police are particularly on any orders conveyed in such notes. A District Superintendent of Police will inspect his own office once every year, and enter the results of his inspection in this file. It is not necessary that the inspection of his office by a District Superintendent of Police should be continuous. It is often preferable, to avoid dislocation of work, to carry out the inspection piecemeal as opportunity occurs. The whole office will however be inspected within each period of twelve months.

CHAPTER XL.

Store Room Registers.

SECTION I.—REGISTER OF ARMS, AMMUNITION AND MILITARY STORES DEPOSITED WITH THE DISTRICT SUPERINTENDENT OF POLICE—REGISTER NO. 42 (FORM $\frac{\text{AD. } 24}{\text{POLICE } 48}$)

881. Full instructions for the upkeep of this register (Form $\frac{\text{Ad. } 24}{\text{Police } 48}$) are given in Directions 58 to 64, Burma Arms Manual, 1926.

SECTION II.—REGISTER OF DEPOSITED FIREARMS LENT OUT—REGISTER NO. 43 (FORM AD. 83).

882. All deposited firearms lent out, even if only for short periods will be entered in this register. Full instructions will be found in Directions 58 to 64, Burma Arms Manual, 1926.

SECTION III.—DISTRICT SUPERINTENDENT OF POLICE'S STOCK-BOOK OF GOVERNMENT FIREARMS—REGISTER NO. 44 (FORM $\frac{\text{AD. } 23}{\text{POLICE } 49}$)

883. In this book will be entered all firearms ordered by the Deputy Commissioner to be retained. Orders as regards the upkeep of this register will be found in the Burma Arms Manual, 1926.

SECTION IV.—MAGAZINE REGISTER AND REGISTER OF POLICE STORES—REGISTERS NOS. 45 AND 46 (FORMS $\frac{\text{POLICE}}{7.S.}$ AND $\frac{\text{POLICE}}{1.S}$).

884. In these books a page will be given to each kind of ammunition, or to each article of Government equipment, issued by the Police Supply and Clothing Department, including firearms, as the case may be. Instructions regarding the upkeep of these books will be found in Chapter XVI of the Police Supply and Clothing Manual.

885. To ensure the compilation of correct returns, transfers of officers between the 27th of last month of each quarter, and the 2nd of the following month, will be avoided whenever possible. The equipment of officers in transit between those dates is frequently overlooked, and confusion caused in the returns. For the same reason stores will not be sent from or returned to headquarters between those dates.

886. A District Superintendent of Police, etc., on receipt of intimation of his impending transfer will call upon each Police Station Officer to submit a certificate

in the form prescribed in Appendix XVIII of the Police Supply and Clothing Manual to the effect that his last quarterly return as submitted in form $\frac{\text{Police}}{9\text{-S}}$, represents the actual amount of arms, ammunition, accoutrements, and miscellaneous stores on charge at his police-station at the time. If, owing to fresh issue receipts, etc., subsequent to the submission of the last return, the Police Station Officer is unable to submit the above certificate he will submit a report detailing the changes which have occurred and the reasons therefor. The relieving officer shall hold the Police Station Officer responsible for any shortages or other irregularities that may occur between the date of submission of the above certificate or report and the date on which he visits the police-station and verifies the Government property therein.

SECTION V.—STOCK-BOOK—REGISTER NO. 47(FORM $\frac{\text{POLICE}}{6\text{-S}}$).

887. In this register will be entered all livestock and movable Government property, whether of European or other manufacture, such as safes, despatch boxes, boats, furniture, etc, which are not included in the returns submitted to the Superintendent of Police Supplies, Burma, or in any other office registers.

The form is the same as that in use at police-stations.

A separate part will be opened for—

(a) District Headquarters (including the office).

(b) Each Subdivisional Police Officer's Office.

(c) The District Training Depot.

(d) Each Police Station.

(e) Each Out-post.

A new page will be begun each year of which the first entry will be the balance at the end of the preceding year.

New articles bought at headquarters for issue to the units mentioned in (b), (c), (d), and (e) above need not be first entered in (a) the headquarters part. It will

suffice if they are entered under receipts in the part relating to the unit to which they are issued.

The register will be checked annually by the District Superintendent of Police or Headquarters Assistant with the annual returns submitted by police-stations, Subdivisional Police Officers, and the Training Depot.

888. When a District Superintendent or any other officer takes charge of an office, the stock book will be carefully checked and signed by both the relived and relieving officers. A report will be made to the Inspector-General of any damage to or deficiency in the stock (Local Government's Financial Departmen! Circular No. 53 of 1896).

889. Great importance is attached to the independent scrutiny of the stock book by Controlling Officers at their inspections and Deputy Inspectors- General of Police of Ranges will check this register as carefully as possible at their inspections of District Police Offices and report in their inspection notes any glaring irregularities or discrepancies they may notice or submit a special report to the Inspector-General of Police with the least possible delay.

CHAPTER XLI.

Buildings.

SECTION I.—GENERAL INSTRUCTIONS.

890. All new police-station buildings both of the defensible and non-defensible type required for the Civil Police will be of a permanent type.

891. In addition to police-station buildings all existing semi-permanent or temporary buildings when they need to be renewed, will be replaced by buildings of a permanent type, if funds are available.

892. The erection of these premanent buildings will be carried out by the Public Works Department according to type plans.

893. Temporary buildings will only be constructed in places where it is unlikely that funds for erection of permanent buildings will be available immediately. Repairs or alteration to buildings borne on the books of the Public Works Department will be executed by that department. The District Superintendent of Police will bring the necessity of such repairs to the notice of the Executive Engineer in charge. Petty repairs to doors, windows, glass and other fixtures may be executed when necessary by the District Superintendent, and charged for in a contingent bill under paragraphs 288—294 of the Burma Public Works Department Code, 1st Edition, 1933, Volume I.

SECTION II.—MAJOR AND MINOR WORKS.

894. The procedure by which sanction to the execution of Major Civil Works (i.e., Works estimated to cost over Ks. 10,000 each) is obtained as laid down in Local Government's Finance (Budget) Department "G" Circular No. 2, dated the 11th January 1929. Plans and estimates for major works should be forwarded through the Deputy Inspector-General of the Range.

895. The Inspector-General of Police is competent to accord administrative approval and financial sanction to minor Police Works other than residential buildings in respect of which he is, the administrative authority up to a maximum of Ks. 10, 000. The procedure for obtaining administrative approval and financial sanction and funds for minor works is laid down in the Inspector-General of Police's Circular Order No. 43-2B. Misc. 16 (IX), dated the 4th October 1928. If the approximate cost of a work exceeds Ks. 10,000 the procedure stipulated in paragraph 894 will be followed.

896. The procedure for obtaining administrative approval and funds contained in the Circular Order referred to above also holds good in the case of works relating to residential buildings costing not more than Ks. 10,000, but as the Inspector-General of Police is not competent to accord financial sanction to such works, the procedure laid down in paragraphs 510 and 511 of

the Burma Public Works Department Code, 1st Edition, 1933, Volume I, will be followed in obtaining financial sanction to them.

897. In applying for any work the District Superintendent will state whether a site is available and what the cost of compensation, if any, will be. This information will be obtained from the Deputy Commissioner.

898. If any major work is financially sanctioned by Government it will be entered in the Priority List of Major Works maintained by the Inspector-General of Police and Government in the Administrative Department and as soon as it is included in the Provincial Budget Estimates the Chief Engineer will take steps to have detailed plans prepared. Should, however, the work be very urgent Government will be requested by the Inspector-General of Police to obtain a Token Vote of the Legislative Council in order that it may be executed during the year. The Chief Engineer will also be requested at the same time to have detailed estimates and plans prepared.

899. In the case of works under the Police Cottage Scheme whether major or minor the Inspector-General of Police will forward a list of Cottages proposed to be constructed during the next financial year to Government for inclusion in next year's Budget Estimates and at the same time will ask the Chief Engineer to have detailed estimates and plans for the works prepared. These detailed estimates and plans on receipt will be forwarded to Government for financial sanction.

900. Additions and alterations to old building costing over Ks. 10,000 also require the adminstrative approval and financial sanction of Government, and District Superintendents of Police will submit their applications to the Inspector-General of Police direct for approval, and when approved, the same procedure as above will be followed.

901. Officers are required to fill up and sign all authorized forms of requisitions, completion reports,or other vouchers that may be required by the Executive Engineer in connection with the execution of any work.

902. No District Superintendent of Police will sign a plan and estimate for the erection of any residential building in his district unless a responsible Public Works Department Officer has personally explained the plan to him and discussed all its details and he has satisfied himself that, neither in construction nor siting, will the building present any unavoidable disadvantages making for the discomfort of those who will be compelled to reside in it, both in dry and wet weather. More detailed instructions are contained in the Inspector-General of Police's Circular No. 24, dated the 30th December 1926.

SECTION III.—FINANCIAL POWERS OF POLICE OFFICERS AS REGARDS THE CONSTRUCTION AND REPAIR OF BUILDINGS FROM POLICE FUNDS.

903. Subject to the conditions laid down in paragraph 906 the Inspector-General of Police is empowered to accord financial sanction to estimates for the construction of temporary Police buildings at Police Stations situated elsewhere than at District, Subdivisional and Township Headquarters, provided that the cost of a project does not exceed Ks. 10,000.

The Inspector-General of Police is empowered to accord financial sanction to estimates for repairs to all temporary Police buildings whether at District, Subdivisional and Township Headquarters or elsewhere, provided that the cost of the project does not exceed Ks. 10,000. District Superintendents of Police are empowered to accord financial sanction to estimates for repairs to temporary Police buildings only provided that the cost of any one project does not exceed Ks. 500 and that the total cost of repairs to each building over any period of five consecutive financial years does not exceed the following limits :—

	Ks.
One Sub-Inspector of Police's cottage ...	250
One Head Constable's cottage	200
One Police Constable's cottage	150
One Police Station building	150
One other building	150

In order to ensure that the five-yearly limit for each building is not exceeded District Superintendents of Police will submit certificates to the effect that the expenditure, including the present bill has not, during the current year and the preceding four year, exceeded the above limits, along with each (contingent) bill for repairs. These certificates will be subjected to a test-check by the Auditor.

A project may consist of any number of works to be executed at one time at the same station. A project for repairing a number of buildings can be sanctioned only if the cost of the project itself, and that of each building included in it, is within the sanctioning power of the District Superintendent of Police. The practice of splitting up an estimate for a project into several parts in order to allow of each part being sanctioned separately is strictly prohibited.

SECTION IV.—RULES REGARDING RENTING HOUSES FOR POLICE OFFICERS.

904. House rent allowances for Police Officers up to and including the rank of Inspector who are entitled to free accommodation, but for whom Government quarters are not available, are admissible. Under Article 100 and Appendix V (15) of the Civil Account Code, however, the sanction of Government may be obtained to rent houses for the accommodation of officers entitled to free quarters provided that—

(a) in the case of Inspectors and Sub-Inspectors suitable houses at a reasonable rental are available, and

(b) in the case of Station Writers, Head Constables, and Constables, accommodation in one big house or group of houses is available, so that the men may be kept under discipline.

905. The orders relating to the hiring of quarters for Government Officers entitled to free quarters and not supplied with Government residences are published in Appendix A-XXXII.

SECTION V.—CONSTRUCTION AND MAINTENANCE OF TEMPORARY BUILDINGS POLICE FUNDS (PETTY CONSTRUCTION AND REPAIRS).

906. The Inspector-General of Police has been empowered to sanction all kinds of projects relating to the construction of temporary Police buildings in accordance with their respective type plans at Police Stations elsewhere than at District, Sub-divisional and Township Headquarters and to the maintenance of temporary Police buildings whether at District, Sub-divisional and Township Headquarters or elsewhere provided that:—

(i) temporary Police buildings situated in close proximity to a road maintained by the Public Works Department shall ordinarily be constructed by that Department;

(ii) the cost of each project does not exceed Ks-10,000 and does not exceed by more than 10 percent the cost of the same project calculated at the maximum limits the cost laid down for individual buildings, viz, Ks. 1.400 for a Sub-Inspector of Police's house, Ks. 900 for a Head Constable's house, Ks. 1400 for Police Constable's house (double unit) and Ks. 2,200 for a Police Station building and lock-up, and funds are available in the sanctioned Budget Estimates under "24. K. Works." or are made available by reappropriation or otherwise, and

(iii) the specifications and dimensions of the materials to be used in construction as laid down in the type plans are strictly adhered to.

With reference to item 6 (a) of Schedule II to the Devolution Rules, His Excellency the Governor has been pleased to order that the Police Department may undertake the Police works sanctioned by the Inspector-General of Police according to the above instructions.

907. In the month of August the District Superintendent of Police will obtain from each Police Station a list of works relating to the construction as well as the maintenance of temporary buildings. The Police Station Offier will furnish details of each work with its

approximate cost and state whether it is urgent and what is the necessity for it. On receipt of the lists from Police Stations the District Superintendent of Police will prepare a consolidated list excluding such items as he considers unnecessary and submit it to the Assistant Inspector-General of Police so as to reach him on or before the 15th of September, after which date no list will ordinarily be considered. In the case of each work relating to construction the District Superintendent of Police will state whether the Police Station is in close proximity to a road maintained by the Public Works Department and also whether a site is available, and if so, whether the land is Government or private property; if the latter, the probable cost of acquiring it, or if it has already been acquired, the cost of acquisition (this information will be obtained from the Deputy Commissioner).

908. The Assistant Inspector-General of Police, if funds are available, will ask the District Superintendent of Police to call for sealed tenders for constructional works required at places not situated in close proximity to roads maintained by the Public Works Department and for maintenance works which the District Superintendent of Police is not competent to sanction. The procedure for calling for and acceptance of sealed tenders is laid down in the Inspector-General of Police's Circular Order No. 7/1B-Misc.,—4, dated the 30th May 1933.

As soon as the work is sanctioned and funded, it will be commenced and a weekly report of progress will be included in the General Diary of the Police Station in which the work is being done. Any deviation from, or alteration of the original design that may be necessary will be reported at once to the District Superintendent of Police who if empowered to sanction the work will issue necessary orders, or in other cases will refer the matter to the Inspector-General of Police for orders. As soon as the work is completed the Police Station Officer will submit a report to the District Superintendent of Police who will pay for the work and forward a Completion Certificate in form T.F. No. 35 to the Accountant-General, Burma, who will return it to the officer who accorded financial sanction to the work.

The Public Works Department will be asked to undertake works for which funds are available and which are situated in close proximity to roads maintained by that Department.

909. The procedure to be followed when new rifle ranges are to be constructed is given below:—

(a) New rifle ranges will be so constructed as to permit of the use with safety of the high velocity rifles with which the Army and Military Police are armed.

(b) A Military Police Officer will invariably be consulted and the site approved of by him after personal inspection.

(c) Complete estimates, including provision for stop butts, firing platforms, markers' huts, trollies, and all other necessary paraphernalia will be submitted to the Inspector-General of Police for approval.

(d) The site plan will be approved by the local Site Committee.

For the regulations as to the construction of rifle ranges, "Small Arms Training, Volume V, 1931" obtainable on payment from the Manager, Government of India Central Publication Branch, Calcutta, will be consulted.

SECTION VI.—FILES OF BUILDINGS IN THE CHARGE OF THE POLICE—REGISTER NO. 48.

910. Files of buildings in the charge of the Police will be opened in duplicate for each Police Stations, one copy being kept in the office of the District Superintendent of Police and one in Police Station.

A single file for the Training Depot and the Headquarters Lines will be kept in the office of the District Superintendent of Police.

The first page of each file will be an index and the second a site plan of the Police land showing both Public Works Department ant Petty Construction and

Repairs buildings situated on it. All Petty Construction and Repairs buildings will have number plates affixed to them and corresponding numbers will be shown in the plan.

One or more pages in the file will be allotted to each separate Petty Construction and Repairs building or work.

Amongst works commonly constructed from Petty Construction and Repairs funds are police station buildings, living quarters, cook-houses, latrines, raised paths, and jetties. Every such work will be given a separate serial number and page or pages in the files.

The description of the work will, to ensure uniformity, show the following information in the order given below :—

(1) Serial number.
(2) Type of building, e.g., Sub-Inspector of olice's quarters, latrine or Police Constables' barrack.
(3) Number of units.
(4) Dimensions of the whole building.
(5) Materials of construction, i.e. of walls, floor, etc.
(6) Date of construction.
(7) Original cost of construction.

No further particulars will be required unless and until repairs are executed when notes will be made of the extent, date and cost of repair and of any change in the materials of construction.

The serial number of the work to be repaired will be shown in the estimates when estimates for repairs are submitted to the office of the District Superintendent of Police.

On receipt of the duplicate copy from the Police Station at the beginning of January each year, the District Superintendent of Police will have it compared with the original copy kept in the office and new items, if any, entered, afterwards returning it to the Police Station concerned.

SECTION VII.—RULES REGARDING SITE COMMITTEES.

911. Before taking any official steps as laid down in the succeeding paragraphs the District Superintendent of Police will consult the Deputy Commissioner unofficially with a view to the selection of a suitable site. He will then forward a rough site plan together with a description of the proposed site to the Deputy Inspector-General of the Range for approval. The Deputy Inspector-General will, if possible, inspect the site, or, if this is not feasible,will make certain that the site is adequate to contain the buildings proposed without overcrowding, that it is conveniently situated, and that it is in all other respects suitable.

The District Superintendent of Police on receipt of the approval of the Deputy Inspector-General will then take the official action laid down in the succeeding paragraphs.

912. In accordance with the procedure laid down in the Local Govenment's Public Works Department Circular No. 11 of 1927, the Executive Engineer will take steps to have a site definitely selected by the Site Committee before a deatiled estimate and palns are prepared.

913. The Site Committee will be composed of the following officers :—

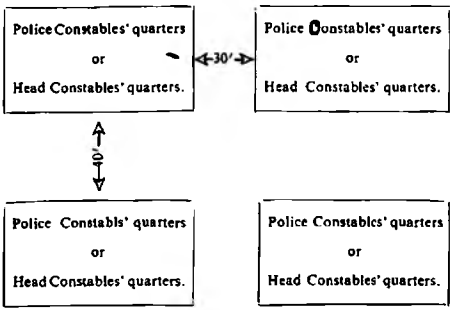
The Deputy Commissioner—**Chairman.**
The Civil Surgeon
The Executive Engineer } **Members.**
The District Superintendent of Police

914. In outlying stations the District Superintendent of Police may on his own responsibility depute an officer to represent him on the Committee.

915. At the time of selecting a site for the erection of Public Works Department quarters for Sub-Inspectors of Police, Head Constables and Police Constables the District Superintendent of Police will, as far as possible, arrange for the buildings to be spaced as follows :—

The distance between Sub-Inspectors of Police's quarters should not be less than 50 feet and the minimum distance from a fence line to the quarters should be 30 feet.

Double units of Constables' and single units of Head Constables' quarters should have clear spaces as shown below:—



As a rule the cost of land is small in comparison with the cost of construction of new buildings. It is therefore a mistake to crowd buildings too closely together. Wherever possible a sufficient amount of land will be acquired over and above present requirements so as to admit of expansion in the future.

916. The Executive Engineer will prepare a plan of the site selected and forward it with the proceedings of the Committee after both have been signed by the members to the Superintending Engineer of the Circle through the Deputy Inspector-General of Police of the Range.

917. The Superintending Engineer will, if he approves the site, countersign the plan and forward it with the proceedings of the Committee to the Inspector-General

of Police for countersignature and transmission to the Commissioner of the Division for his sanction, countersignature and return to the Executive Engineer.

918. If the officers named in the preceding paragraph are unable to agree to the site proposed, the case will be referred back to the Committee by the Commissioner, and, in the event of further objection to Government for orders.

919. The Executive Engineer, on receipt of the approved site plan, will address the Deputy Commissioner with a view to the acquisition of the selected site, but he will not commence work before the approved in the manner detailed above has been made over to him by the responsible Civil Officer (Parrgraph 241 of the Burma Public Works Department Code, 1st Edition. 1933, Volume I).

920. He is held responsible for any delay in execution of a work which may be due to his delay in taking the necessary measures towards the selection and acquisition of a site.

SECTION VIII.—RESPONSIBILITIES OF THE DISTRICT SUPERINTENDENT OF POLICE, THE HEADQUARTERS ASSISTANT, THE SUBDIVISIONAL POLICE OFFICER, THE CIRCLE INSPECTOR OF POLICE, AND THE POLICE STATION OFFICER AS REGARDS BUILDINGS CONSTRUCTED AND MAINTAINED BY THE POLICE DEPARTMENT.

921. When the construction or maintenance of buildings by the Police Department is carried out in the immediate neighbourhood of headquarters, the work will always be done under the personal inspection and supervision of the District Superintendent of Police or the Headquarters Assitant. When repairs are carried out at outlying stations they will be visited daily by the officer-in-charge of the police station and from time to time by the Circle Inspector of Police and the Subdivisional Police Officer who will check all accounts and the work done. The District Superintendent of Police will also inspect and construction works as often as possible and in any case, if practicable, on their completion.

922. These inspections, and the opinion of the Inspecting Officers as to the way in which the work is being executed, will be periodically reported to the District Superintendent of Police. On the completion of any work, similar inspections and reports will be made. In these it will be stated whether the work has been done according to the design and within the estimate sanctioned by the competent authority and whether the execution of it has been satisfactory or otherwise.

923. If these instructions are intelligently followed, there can be no excuse for bad work, or for exceeding estimates, or allowing sanctioned allotments to lapse, and there is little or no opportunity for misappropriation or waste of Government money. In every case the inspecting officer will be held responsible that there has been no fraud or waste.

SECTION IX.—GENERAL INSTRUCTIONS REGARDING BUILDINGS.

924. Money drawn in connection with buildings constructed departmentally out of Police funds is treated as contingent money and is drawn on contingent bills from the treasury as laid down in Article 165 of the Burma Treasury Manual, Volume I, 7th Edition. Officers may not draw money until it is required for payment; and may not draw money from the treasury in one financial year to be spent in the next financial year.

925. No work will be put in hand without a sanctioned estimate, and no work, however urgent, will be commenced without obtaining the written orders of the competent authority as well as a guarantee for funds.

926. Sums of fifty pyas and under will be omitted in the totals of estimates, and over fifty pyas treated as one kyat.

927. No buildings not borne on the books of the Public Works Department shall be sold or dismantled without the sanction of the Deputy Inspector-General of Police of the range concerned. In applying for sanction

to sell or dismantle old Police buildings District Superintendent of Police will state definitely that the building, which it is desired to sell or dismantle, is a Police building not borne on the books of the Public Works Department. All applications for sale or dismantlement of old buildings will be submitted after obtaining the approval of the Standing District Buildings Committee. The proceeds of sales of buildings cannot be utilized for other works but will be credited to Government.

The above orders shall apply in the Salween District and the Arakan Hill Tracts but shall not apply in the Federated Shan States and the Chin Hills District where no buildings not borne on the books of Public Works Department should be sold or dismantled without the previous sanction of the Commissioner concerned.

928. No suit may be brought against any contractor for failure to perform a building contract without the sanction of the Inspector-General of Police.

SECTION X—RULES REGARDING GOVERNMENT QUARTERS FOR GAZETTED OFFICERS.

929. Government quarters for officers are in the charge of the Executive Engineer, and will not be occupied or vacated without informing the Executive Engineer in writing.

930. Rent for quarters occupied will be deducted in the officer's monthly pay-bill. Officers will inform the Executive Engineer at which treasury their pay is drawn and he will recover the rent from the Treasury Officer concerned.

931. District Superintendent of Police will be held responsible for the regular monthly payment of rent for Government quarters occupied by themselves or by officers serving under them.

SECTION XI.—APPROPRIATION OF BUILDINGS ON THE BOOKS OF THE POLICE DEPARTMENT.

932. Subject to the restriction in paragraph 476 of the Public Works Department Code, Edition, 1933. Volume I, the Inspector-General of Police is empowered to

appropriate any residential building on the books of the Police Department for purposes other than that for which it was constructed.

CHAPTER XLII.

Official Publications.

SECTION I.—THE "POLICE GAZETTE."

933. The **Police Gazette** is divided into three parts, each part paged separately to admit of its being filed as a separate compilation as follows:—

Part I contains such extracts from the previous week's issue of the **Burma Gazette** (including Government of India Resolutions and Notifications and Resolutions and Circulars of the Local Government which are published in the **Burma Gazette**) as affect the Police Department and the orders of the Inspector-General of Police and of the Deputy Inspector-General of Police regarding the appointments, promotions, confirmations, reductions, reversions, postings, transfers, increments and leave of Inspectors of Police and Sergeants of Civil Police and of Indian Officers of the Military Police. The assumption and relinquishment of charges by Gazetted Civil and Military Police Officers and by Inspectors of Police and the postings and transfers of Assistant Superintendents and of Deputy Superintendents of Police as also the grant of leave to the latter officers are also notified in this part.

Part II contains departmental orders. In this part are reproduced all Police Circulars and departmental orders. The latter are styled "memoranda". The practice of issuing Circulars in cyclostyle form has been discontinued, and this part of the **Police Gazette** is therefore the sole medium thought which all orders, in any form whatsoever, except confidential ones, are conveyed to District Superintendents. This part of the **Police Gazette** will be very carefully perused and all orders contained therein noted and complied with.

Part III contains miscellaneous notices such as results of examinations, notices under the Disposal of Police Officers' Estates Act. Tour Programmes of His Excellency

the Governor and of Police Officers, and also quarterly lists of Police Officers and men of the Military and Civil Police who have been dismissed or removed on conviction of criminal offences or for other rersons, or who have been "struck off" on account of desertion, waiting lists of officers for promotion, warning notices of all punishments judicial, or departmental, inflicted upon the members of the Police Force for ill-treatment of prisoners or witnesses in connection with the investigation of cases, advertisements for clerks, etc.

The **Police Gazette** is published every Saturday at Rangoon in English only. An index to Part II of it is compiled as soon as possible after the close of the year.

Part I and II will be substantially bound together on receipt of the index after the close of the year and will be kept as a permanent record.

Part III will be kept for two years and than destroyed.

SECTION II.—OTHER OFFICIAL PUBLICATIONS.

934. Every DistrictSuperintendent is supplied with—

(i) a copy of the **Burma Gazette** every week;

(iii) a copy of the Civil List every quarter.

Part V and the **Extra Supplement** of the **Gazette** may be destroyed at the close of the year. The remaining parts will be kept unbound for five years and may then be destroyed or sold as waste paper.

A copy of the latest edition of the Postal Guide will also be kept in each District Superintendent's Office for use as a reference to names of places in other provinces. The book will be obtained from the Postal Department on cash payment.

CHAPTER XLIII.

Periodical Reports and Returns.

SECTION I.—ANNUAL REPORTS AND RETURNS.

935. The Annual Report will be submitted in the form shown in Appendices Nos. A.-XXII and A.-XXIII. It will be begun as sooon as possible after the close of the year which it reviews, in order that it may reach

the office of the Inspector-General of Police, Rangoon. by the 1st April of the year following. Careful attention will be paid to the instructions under each section.

936. These instructions are not intended to be exhaustive; they merely indicate generally the manner of treatment. No point mentioned in them will be omitted, but every year there will be other points of interest besides those specified, to which attention will be given. The arrangement of the matter within each section is at the discretion of the writer of the report. The report and attached statements will be submitted through the District Magistrate, Commissioner and Deputy Inspector-General of the Range as laid down in Appendix A.-XXIV.

937. To enable the District Superintendent to check and include the figures of crime, the District Magistate will send his annual statements as laid down in paragraph 274 of this Manual, to the District Superintendent not later than the 15th January in each year. The District Superintendent will submit his report and the statements as follows :—

(1) One copy of the statements, with copies of all tables accompanying the Annual Report, to reach the office of the Inspector-General not later than the 15th February. This copy will be forwarded direct.

(2) The report and another copy of the statements to leave his office not later than the 1st February. This will be forwarded through the Deputy Commissioner, who will transmit it together with his notes so as to reach the Commissioner not later than the 15th February. The Commissioner will forward the report and statements with his and the Deputy Commissioner's notes so as to reach the Deputy Inspector-General of the Range not later than the 1st March. These reports should reach the Inspector-General of Police by the 15th April.

938. The report will be written half margin on foolscap size paper. Each section will be complete in itself and portions of two sections will not be written on the same piece of paper. This is to allow of sections being filed separately in the Inspector-General of Police's office.

939. Commissioners and Deputy Commissioners will write their comments on the Annual Reports of District Superintendents either in the form of marginal notes or sparate notes as they think fit.

940. The remarks and criticisms of Deputy Commissioners on Police working in their districts and of Commissioners on Police working in individual districts in their divisions and in the division as a whole, will be furnished by them on foolscap size paper separate from district reports.

941. The Deputy Inspector-General of the Range will write a comprehensive review of the Police work and adminstration of the year on a divisional and not on a range basis.

942. Many officers bring forward in their periodical reports matters on which they consider that orders are required with a view to procuring the issue of orders on them. Matters of this description will invariably be submitted for orders in a separate official letter and will not be included in a periodical report the proper object of which is to state what has been done, rather than to suggest what should be done. These instructions are not meant to imply that everything in the way of comment should be excluded from a report. It is but natural and proper in describing what has been done, and the manner in which it has been done, to comment on the operation of the law and rules in force and on the action of the Government agencies employed and such comment very frequently suggests the issue of orders. But the comment will always be kept subordinate to the main object of the report, which is the recording of what has been done. The reporting officer will mark his comments and his suggestions as briefly as possible, saying, as the case may be, that he has referred, or intends to refer, the matter separately, and will not encumber his report with the elaboration of schemes of improvement. The result of submitting in periodical report proposals of the sort referred to, is that not being put forward in the proper manner, i.e., by means of a separate letter, they are either overlooked or lost sight of.

943. Eight returns accompany the Annual Report as Appendices. They are termed "Statements" and bear the letter of the Alphabet A, AA, B, C, CI, D, E and EI. Statements A, AA, and B are in two parts. They are set out in Appendix A-XXIII.

944. The Provincial Report submitted by the Inspector-General is mentioned in Appendix No. XXII. It is due in the Secretariat on the 1st July.

SECTION II.—RETURNS AND INDENTS.

945. Appendix A-XXIV contains a list of periodical reports, returns, and indents submitted by the District Superintendents to the office of the Inspector-General, and through the Deputy Inspectors-General and others.

946. A list of returns, corrected up to date, will be affixed to a board and hung up in a conspicuous place in every District Superintendent's office. District Superintendents will themselves see that their returns have been duly submitted, as they are held responsible for any delay or non-submission.

947. When for any period a return is blank, a copy of Form Misc. Gen. 25 (Post Card) intimating the name of the return will be forwarded to the office concerned.

SECTION III.—MONTHLY RETURNS.

No. 1.—Countersigned Contingencies under Police Food Supply.

No. 2.—Countersigned Contingencies under 25. Ports and Pilotage, Purchase of Marine Stores, Fuel, etc.

948. Please see paragraphs 723, 741 and 770.

No. 3.—Return of Force and Punishments.

949. This return will be submitted on Form $\frac{\text{Ad. 9}}{\text{Police 11}}$ The form shows the distribution of the Police Force of a district, with details of the duties at headquarters on which the men posted there are employed. The form is self-explanatory.

950. Subject to the general control of the District Magistrate and to such orders as may be issued by the Inspector-General of Police, District Superintendents may temporarily vary the strength of the various classes of the police establishment sanctioned for their district up to the rank of Sub-Inspector by making an excess appointment in a lower class against a vacancy in a higher class, but an excess appointment in a higher class cannot be made against a vacancy or vacancies in a lower class, nor can the liberty be used for increasing the total numerical strength. For each vacancy in a higher class only one extra appointment in a lower class is admissible.

951. The names of all Police Posts will be entered in this return circle by circle, the name of a circle being entered as a heading, to be followed by the names of its police-stations and finally of its out-posts. To the name of each Post the letters A or U to signify whether it is a defensible armed, or an indefensible unarmed, Post will be prefixed, and the letters S or O, to signify whether it is a Police Station or an Out-post, will be affixed.

952. All major punishments departmentally or magisterially imposed, will be entered in this return. Punishments of reduction of officers above the rank of Sub-Inspector will be entered in this return when orders reach the District Superintendent from the Deputy Inspector-General, or Inspector-General. Removals and dismissals will be entered immediately after orders are passed or in the cases of officers above the rank of Sub-Inspector when orders are received from the Deputy Inspector-General, or such higher authority as may deal with the case. Subdivisional Police Officers and Circle Inspectors will submit in manuscript form a monthly return of punishments inflicted within their jurisdiction for entry in this return. At the beginning of every month a return of all major punishments inflicted in the Return of Force. The entries should be very brief and no details need be given.

953. In drawing up this return special care will be taken to see that the causes of increase and decrease are entered on page 2 and the reasons of award of punishment entered on page 3 of the return.

954. A statement showing the sanctioned and actual number of Indians and their distribution by posts will also accompany this return.

955. Increments granted or stopped will be shown in this return. The increment certificate attached to the pay bill for that month will correspond in every case with entries in this return.

No. 4.—Return of Deaths of European Officers including members of the Civil Service of India, and Pensioners.

956. This return will be submitted on Form C.S.O. General 4, which is self-explanatory.

957. On the occurrence of casualties amongst European and Anglo-Indian Officers of and above the rank of Inspector and of casualties amongst officers of this description who retired from the service after holding such rank, a telegraphic report will be immediately submitted to the Inspector-General of Police in order that immediate information may be furnished to Government and to the relatives or friends of the deceased officer if none such be present on the spot. The telegraphic report will contain the name and address of relatives or friends present on the spot at the time of death or if no relatives or friends are present the name and address of either parties if known. The return prescribed in the preceding paragraph will then follow on due date with the necessary particulars recorded in it.

958. Casualties amongst Burman Police Officers, of and above the rank of Inspector, will also be reported by telegram but such casualties will not be included in the monthly return.

No. 5.—Statement of Contributions due and realised on account of additional Police Forces regularly supplied to Public Departments, Private Bodies, etc.

959. This return will be submitted in the form below in order to enable the Inspector-General of Police to watch that the contributions are regularly credited to Government. The return will show separately the amount of contribution due in respect of each of the additional Police Forces sanctioned by Government.

Statement showing the contributions due and realised on account of the additional Police Forces regularly supplied to Public Departments, Private Bodies, etc., for the month of 19.

No. and date of Government's sanction. (1)	Sanctioned numbers of officers and men of each rank and office establishment. (2)	Rate of contribution to be realised. (3) Per Mensem.	Rate of contribution to be realised. (4) Per Annum.	Amount realised during the month. (5) No. and date of Treasury Challn.	Amount realised during the month. (6) Amount.	Total amount realised from 1st April to date. (7)	Balance still to be realised (8)	Remarks. (9)

N.B.—Reasons for the delay, if any, in crediting the amount will be briefly explained in the "Remarks" column or in a covering note

No. 6.—Statement of Receipts and Expenditure.

960. This statement will be submitted monthly in the form prescribed in the Inspector-General of Police's Financial Department Circular No. 3'—4B-22 of the 9th August, 1924. The form is self-explanatory and needs no detailed instructions. The statement will leave the District Superintendent's Office punctually on the 7th of each month. If for any reasons the statement cannot be submitted in time the figures will be intimated by wire and the statement submitted as soon as possible thereafter.

No. 7—Result of inspections of the Register of Receipts and sales of Arms and Ammunition of licensed vendors by Headquarters Assistants, Subdivisional Police Officers, or District Superintendents of Police.

961. The result of inspections made by the Headquarters Assistant or the Subdivisional Police Officer or the District Superintendent of Police himself of the Register of Receipts and sales of Arms and Ammunition of licensed vendors will be reported in writing to the District Magistrate through the District Superintendent of Police.

No. 8.—Confidential Monthly Report of the District Superintendent of Police, or Assistant Superintendent of Police, or Deputy Superintendent of Police in independent charge of a district.

962. See paragraphs 504 and 505.

No. 9.—Absentee Statement of Head Clerks of the District Police Offices in Burma.

963. The statement will be submitted in T.F. No. 19A so as to reach the Inspector-General of Police's Office not later than the 10th of the month following

that to which it relates. If the statement is blank, a blank return will be submitted on due date in Form Misc. Gen. 25 (Post Card).

SECTION IV.—BI-MONTHLY RETURNS.

No. 1.—Bi-monthly Statements of probable anticipated savings and excesses in the Civil Police Budget grants (Form Ad.62).

964. A statement showing the probable savings and excesses anticipated in the allotments under all fluctuating heads subordinate to "24C.a. District Police, Voted, Charged and Defence Department estimates" as modified up to date will be submitted by the first week of August, October, December and February of each year direct to the office of tee Inspector-Gennral of Police tögether with an explanation for the savings and/or excesses under each detailed head of account. The statements will be prepared, based on the expenditure from the 1st of April to the 31st of July, 30th of September, 30th November and 31st of January respectively and on the probable requirements for the remaining months.

In the calculation of the estimate of expenditure for the remaining months of the year under "Contingencies," care will be taken to include the charges on account of rent of telephones, Jail bills for articles supplied, etc., which are due to be accepted during the year and adjusted by book transfer by the Accountant-General, against the allotment of the districts concerned, and also charges on account of Municipal and other taxes which are due to be paid during those months. The anticipated expenditure under charge for (hire of) launches will also be prepared as accurately as possible. It should be noted that under the latter head, the hire charges due not only on the Police Motor Boats but also on the Marine Launches and House-Boats, etc., which have been and are likely to be used by the District Police Officers should be taken

into account in arriving at the total probable expenditure under this head.

The withdrawal of savings and the grant of additional allotments shown in columns 6 and 7 of the statement will be ordered by the Inspector-General of Police on receipt of these statements and any application for additional allotment submitted separately in the meanwhile will not be considered except for special reasons.

SECTION V.—QUARTERLY RETURNS.

No. 1.—Return of Inspections (Ad. 21 / Police 29)

965. On receipt of the return of inspections from Subdivisional Police Officers and Circle Inspectors, the District Superintendent of Police will submit one return, showing the inspections performed and the number of days spent on tour by himself and by each of his officers after making any remarks that he may consider necessary, through the Depuuty Commissioner to the Deputy Inspector-General of the Range. The number of days spent on tour by himself and the other officers noted above will be entered in the appropriate columns in the cage at the foot of the form and the names of Subdivisions and independent Circles will be noted in the left hand side of the cage.

966. The columns of the form are self-explanatory. Care will, however, be taken that the number of inspections performed and the number of days spent on tour entered in columns 8 to 13 embrace figures from the 1st January of the year and include the figures for the quarter for which the return is submitted.

967. No inspection will be entered in the return unless proper inspection notes have been written and recorded.

968. The names of every Police-station, Depot and Outpost in the District, and the District Superintendent's Office will be entered in column 1 of the return whether it has been inspected during the quarter by the District Superintendent, Subdivisional Police Officer or Circle Inspector, columns 2 to 7, as the case may be, will be left blank, but the figures required in columns 8 to 13 will always be given.

969. The entries in column 1 will begin with the office of the District Superintendent and the District Training Depot. Below will be entered Circle by Circle (the name of the Circle being entered as a heading) the names of its Police-Stations and Out-post with abbreviations required by the heading affixed to each.

970. From this return it can be seen at a glance whether sufficient inspection duty is being performed. If for any reasons the inspections performed by any officer are insufficient the District Superintendent, when compiling the return will make a note in the "remarks" column giving the name of the officer and the reasons for the inadequate inspections.

971. * * * *

No. 3.—Result of inspections of Registers of Receipts and sales of Military Stores of licensed vendors by Subdivisional Police Officers, Circle Inspectors or Town Inspectors.

972. The result of inspections made by the Subdivisional Police Officer or Circle Inspector or Town Inspector of Register of Receipts and sales of Military Stores of licensed vendors will be reported in writing to the District Magistrate through the District Superintendent of Police.

No. 4.—Result of inspections of the explosives, registers of receipts and issues and places of

storage of explosives' licensees by the Circle Inspector of Police or the Subdivisional Police Officer where there is no Circle Inspector of Police.

972A. The result of inspections made by the Circle Inspector of Police or the Subdivisional Police Officer where there is no Circle Inspector of Police, of the explosives, registers of receipts and issues and places of storage of explosives' licensees will be reported in writing to the District Magistrate through the District Superintendent of Police.

No. 6.—Statement showing particulars in respect of British Soldiers holding appointments carrying special rates of pay.

973. This statement will be submitted punctually to the Accountant-General, Burma, at the close of each quarter.

The instructions relating to the submission of this return are contained in **Police Gazette** Memorandum No. 113, dated the 5th September 1931.

SECTION VI.—HALF-YEARLY RETURNS.

No. 1.—Index to the notices in Part I of the Police Crime Gazette of the preceding six months showing the names of conditionally released convicts and absconders still remaining untraced.

974. The heading is self-explanatory.

No. 2.—Indent for Clothing (Form Police 5S).

975. Instructions are given in paragraph 209 of the Police Supply and Clothing Manual.

Nos. 3, 4 and 4A.—List of Police Officers recommended for Indian and Burmese titles and Certificates of Honour and other tokens of recognition.

976. Full instructions for the compilation of these returns are given in this office Confidential Circular Memorandum No. 400-66C, Part IA, dated the 23rd March 1938, and this should be referred to before making recommendations. The most essential points in the Circular Memorandum are reproduced below for ready reference :—

(a) the returns are to be submitted confidentially through the prescribed channel, in Form C.S.O. General 7, to reach the office of the Inspector-General of Police on the correct dates. It is essential that these orders should be strictly complied with as recommendations received in contravention thereof will be rejected.

(b) The recommendations for the various Indian and Burmese titles must be made in the order laid down in the Circular Memorandum.

(c) The correct spelling in Burmese characters of Burmese names must be given.

(d) The most careful discrimination must be exercised in selecting candidates for the grant of titles or rewards, and none but the most suitable and deserving should be recommended.

(e) Recommendations previously made but not accepted may be renewed and in all such cases, the numbers and dates of the previous recommendations must be entered in the roll.

(f) The order laid down concerning the submissions of recommendations on behalf of persons engaged in purely clerical work must be strictly observed.

(g) Officers who have been recommended for titles or rewards of any description must, on no account, be informed of the fact.

(h) As the total number of such titles, etc., allotted to the Police Department is very small, only exceptional cases should be submitted.

No. 5.—List of Police Officers who wish to or should appear for the examinations in Burmese and Hindustani at the Departmental Examinations held in June and November (Form C. S. O. General 17).

977. See paragraphs 46, 48, and 49. The form is self-explanatory.

No. 6.—List of Police Officers who wish to or should appear for the examination in Criminal Law held in June and December of every year (Form C. S. O General 17).

978. See Appendix A-XII. The form is self-explanatory.

No. 7.—Recommendations for the Imperial Service Order and the Imperial Service Medal.

979. It has been ruled that all ranks of the Burma Police Force are eligible for the grant of the Imperial Service Order and the Imperial Service Madal. The statutes relating to this Order and Medal are published in Part II of the **Burma Gazette**, dated the 7th September 1912. District Superintendents of Police may therefore submit recommendations for the grant of the decoration in suitable and deserving case. Recommendations for awards in the Indenpendence Day Honours will be submitted confidentially in Form C.S.O. General 7 to the Inspector-General of Police through the Deputy Commissioner, Commissioner and Deputy Inspector-General of Police of the Range concerned so as to reach the Office of the Inspector-General of Police on the 1st September and 1st February respectively.

980. × × × ×

SECTION VII.—YEARLY RETURNS.

No. 1.— × × ×

981. × × × ×

No. 2- Confidential Reports on District Superintendents of Police, Deputy Superintendents of Police and Police.

982. The rules for the preparation and submission of annual and interim confidential reports on gazetted and Police Officers are as follows:-

Officers reported on	Reporting Officer	Form in duplicate	Channel	Date due in Inspector-General of Police's Office	Date due in Secretariat
All Deputy - Inspectors-General.	Inspector-General of Police.	As below on Form A.I.27.	... ...	10th. January annually	10th. February annually
District Superintendents of Police and officers of District Superintendents of Police status or officers in independent charge under control of Deputy Inspectors-General.	Controlling Deputy Inspector - General or Commissioner of Police, Rangoon.	-do-	In the case of territorial officers, through Deputy Commissioner and Commissioner or their equivalent in Frontier Areas or in the case of Rangoon Town Police Officers direct.	-do-	-do-
Officers of District Superintendents of Police status directly under control of Inspector - General of Police, i.e. Assistant Inspector - General of Police, Superintendent of Police Supplies, Principal, Burma Police Training College.	Inspector-General of Police.	-do-	... ...	-do-	-do-
Territorial Deputy Superintendents of Police, under control of District Superintendents of Police.	Controlling District Superintendent of Police or in Rangoon Assistant Commissioner of Police.	-do-	Through Deputy Commissioner, Commissioner and Deputy Inspector-General or in Rangoon through Deputy Commissioner of Police or Commissioner of Police.	-do-	-do-
Non territorial Deputy Superintendents of Police or officers of similar status.	District Superintendent of Police or Deputy Inspector-General in direct charge.	-do-	Through Deputy Inspector-General, if any, or Deputy Commissioner of Police and Commissioner of Police, Rangoon.	-do-	-do-
Inspectors of police	District Superintendent of Police, officer of District Superintendent of Police status or officer in independent charge concerned.	Ad. 18B.	Through Deputy Inspector-General to Inspector-General of Police.	-do-	-do-
Sub-Inspectors of Police	-do-	-do-	Filed	... ...	...
Clerks	-do-	...	Filed	... ...	...

CONFIDENTIAL REPORT ON OFFICERS OF THE BURMA POLICE (GAZETTED).

Name of Officer .....

How employed .....

(The report should comment generally on the way in which the officer has carried out his various duties during the year and should give an estimate of his personality, character with particular reference to his honesty and abilities, including detective power and ability to conduct prosecutions. A note on his relations with his fellow officers and the general public should also be included. It should also contain an opinion on any point specially required at any particular time.)

On receipt in the Inspector-General of Police's office of the confidential report relating to Gazetted Officer, this is forwarded to Government for information, remarks and return and filed in the Inspector-General of Police's Office. A duplicate copy bearing reporting officer's remarks only is filed by the reporting officer.

On receipt of the confidential reports on Inspector, the Inspector-General of Police (or in the case of Rangoon Police, Commissioner of Police, Rangoon), after recording his remarks on same, will file that copy in his office. A duplicate copy bearing reporting officer's remarks only is filed by the reporting officer.

In addition to annual confidential reports interim confidential reports in the same form will be submitted as laid down paragraph 862 to 868.

—Continued on Page 141.

983. × × × ×

983A. × × × ×

984. × × × ×

985. The method of preparation and communication of confidential reports on Police Officers is laid down in Home Department Confidential Memorandum No. 441 A 44, dated the 31st. December 1945. Explanations from Gazetted Police Officers will be submitted to Government through the usual channel, but no reply will ordinarily be sent thereto. The explanations of non-gazetted officers will be submitted through the usual channel and dealt with by the Inspector-General of Police, but no reply will ordinarily be sent thereto.

986. × × × ×

No. 3.—Return showing the quantity of high explosives, detonators and blasting powder in stock on the 31st December 19 , in Government Magazines in charge of the* ... ... (Form $\frac{\text{Admin.}}{\text{Police}}$ 39M).

987. All Police Officers in charge of Magazines in which high explosives, such as detonators and blasting powder are stored will submit to the Inspector-General of Police for transmission to the Secretary to the Government of Burma Judicial Department, a return in Form $\frac{\text{Admin.}}{\text{Police}}$ 39M, on or about the 1st February of each year.

To ensure uniformity in submitting the return the following points will be observed in its preparation:—

(a) The quantity of dynamite, gunpowder, gelignite, and other explosives will be shown in pounds.

(b) The quantity of fuse will be expressed in running feet.

* Insert designation of officer in charge of the magazine.

(c) The quantity of detonators will be given in numbers.

Nos. 4 and 9.—Annual Statements A to E with copies of all tables accompanying Report and Annual Statements and Report.

988. The instructions for compilation are set out in paragraphs 935 to 944 and in Appendices A-XXII and A-XXIII.

No. 5.—List of Non-gazetted officers 55 years of age.

989. This return will be submitted in From Ad. 38. / Police 110.

990. The District Superintendent will record his recommendations as to the desirability, or otherwise, of extending the services of officers mentioned in the return. Extension of service will be recommended for not more than one year at a time.

No. 6.—Requisitions for oil, lubricating (I. A. F. Z.-2098).

No. 7.—Indent for fish oil soap.

991. Instructions for these indents are given in Paragraphs 170, 194 and 216 of the Police Supply and Clothing Manual.

No. 8.—Statement showing all sums drawn before the close of the financial year and remaining undisbursed on the 31st March.

993. This statement will be submitted by District Superintendents of Police in duplicate. One copy will be addressed to the Secretary to the Government of Burma, Finance Department, through the Inspector-General of Police, Burma, and the other to the Inspector-General of Police direct. Each statement will be accompanied by an explanatory note stating fully in each case the reasons for the failure to disburse money or to refund it into the Treasury, before the close of the financial year (31st March), vide Local Government Audit Department "G" Circular

No. 9 of 1928, dated the 27th February 1928, and Inspector-General of Police's Financial Department Circular Memorandum No. 12—5B.-54, dated the 1st March 1928, to all District Superintendents of Police, etc.

No. 10.—Certificate of Check of the Stock Book (Office Register No. 47).

993. The actual stock in hand of such articles in the whole district at the end of each calendar year will be checked by the District Superintendent of Police or Headquarters Assistant with the register and the Police Station Return (Register No. 12) and a certificate in the following form will be forwarded to the Inspector-General of Police by the 15th April :—

"Certified that the articles entered in the District Stock Book (Office Register No. 47) were checked with the actual stock in hand in the District on 31st December and found to be correct except in the following cases:—

Serial No. of articles in Stock Book.	Name of Article.	Actual No. in stock on 31st December.	Excess.	Deficit.	Remarks and recommendations.
(1)	(2)	(3)	(4)	(5)	(6)

No. 11.—Returns of Arms and Ammunition (Form Police 10S).

No. 12.—Return of Accoutrements (Form Police 13S.)

No. 13.—Return of Miscellaneous Stores, issued by the Police Supply and Clothing Department (Form Police 14S).

994. Instructions as regards these returns will be found in paragraphs 228—230 of the Police Supply and Clothing Manual.

No. 14.—Names and addresses of the next-of-kin of European and Anglo-Indian gazetted and non-gazetted Police Officers including Sub-Inspectors.

995. In order that the Inspector-General of Police may take necessary action in the event of death or serious illness of or serious accident to European and Anglo-Indian gazetted and non-gazetted Police Officers including Sub-Inspectors, the names and addresses of the next-of-kin of every such officer who is present in the district at the time will be submitted to the Inspector-General of Police on the 1st May of each year.

996. The names of only the principal relatives or failing such those of the nearest relatives or friends will be mentioned. A full catalogue of the names, etc., of the officers' relatives is not required.

997. The orders in the Chief Secretary's General Department letter No. 1346—5C.-2, dated the 25th January 1917, to the Inspector-General of Police set out in full detail the action to be taken in all such cases.

No. 15.—Detailed statement of permanent establishment on the 1st of April (Form T.F.No.12).

998. This statement will be submitted as ordered in Article 62 of the Civil Code, Volume I.

No. 16.—Certificate of Verification of the Records of Service of Non-Gazetted Officers.

999. This certificate will be submitted in accordance with the orders contained in Rule 106 of the Supplementary Rules incorporated in the Local Government's Compilation of the Fundamental Rules.

Rubber stamps will not be used for affixing signatures either on the certificates which are forwarded to the Inspector General of Police or to those recorded in the Service Books or Character and Service Rolls, nor will cyclostyled slips bearing the cyclostyled signature of the officer be used. The certificate will be signed in ink by the verifying officer himself.

In offices where the Headquarters Assistant is an officer of gazetted rank, the verification will be carried out and the certificates signed by him—the District Superintendent of Police himself presonally verifying only 5 per cent of the records already verified by the former and furnishing an additional certificate to that effect. In the case, however, of district which are in the independent charge of Deputy Superintendents of Police and of district where the Headquarters Assistant is an officer of non-gazetted rank, the verification will be carried out and the certificate signed personally by the Head of the Office himself.

No. 17.—Recommendations for the grant of the Pyidaungsu (Union) Medals.

1060. Recommendations for the grant of the medal will be submitted by District Superintendents of Police through the Deputy Commissioner, Commissioner, and Deputy Inspector-General of the Range concerned under confidential cover in Form $\frac{\text{Ad. 18A}}{\text{Ad. 36M}}$ and will reach the office of the Inspector General of Police not later than the 1st August of each year.

The Royal Warrant and Regulations governing the grant of the Pyidaungsu (Union) Medal are published in Appendix A-XXXVII.

1061. The medal is open to all ranks of the Police Force and the names of officers recommended will be placed in what is considerd to be their order of merit. The particular acts or services on account of which the recommendations are made will be described as concisely as possible but at the same time with sufficient detail to enable their value to be accurately judged.

1002. Regulation 6 details the qualifications for the grant of the medal which are as follows:—

(a) Conspicuous gallantry in saving life and property, or in preventing crime or arresting criminals, the risks incurred to be estimated with due regard to the obligations and duties of the officer concerned.

(b) A specially distinguished record in administrative or detective service or other police service of conspicuous merit.

(c) Sucess in organizing Police Forces, or Fire Brigades or Departments, or in maintaining their organization, under special difficulties.

(d) Special services in dealing with serious or wide spread outbreaks of crime or public disorder of fire.

(e) Valuable political and secret services.

(f) Special services to Royalty and Heads of States.

(g) Prolonged service; but only when distinguished by very exceptional ability and merit.

1003. An officer will on no account be informed that he has been recommended for this medal.

1004. Before recommending an officer for this medal District Superintendents will,by careful enquiries, satisfy themselves that there is nothing in his past career to render him ineligible for the award and also that he has not incurred the censure of or been concerned in any proceedings which have been censured by any Magistrate or Court. A certificate to this effect is provided in the form itself and will be signed by the recommeding officer. Each recommendation will be accompanied by the Confidential File or Character and Service Roll, as the case may be (written up to date) of the officer concerned.

No. 18.—Recommendations for the grant of the Ye Ahmudangaumg Tazeik,

1005. Recommedations for the grant of the Ye Ahmudangaung Tazeik, should be submitted by District Superintendents of Police through the Deputy Commissioner, Commissioner, and Deputy Inspector-General of Police of the Range concerned under confidential cover in form $\frac{\text{Police Ad 18A.}}{\text{Police Admin. 36M.}}$ and should reach the office of the Inspector-General of Police not later than the 1st August each year. The Royal Warrant and Regulations governing the grant of the Ye Ahmudangaung Tazeik, are published in Appendix A-XXXVIII.

1006. The medal is open to all ranks of the Police Force and the names of officers recommended should be placed as far as possible in order of merit.

1007. The particular acts or services on account of which the recommendations are made should be described concisely with sufficient detail to enable their value to be accurately judged.

1008. The qualifications for the grant of the Ye Ahmudangaung Tazeik are as follows:—

(a) Conspicuous gallantry.

(b) Valuble services characterised by resource and devotion to duty including prolonged service of ability and merit.

1009. Awards for conspicuous gallantry will be made as soon as possible after the event and District Superintendents of Police should submit immediately their recommendations on Form $\frac{\text{Police Ad. 18A.}}{\text{Police Admin. 36M.}}$ through the usual channel to the Inspector-General of Police.

The medal is to be awarded for conspicuous gallantry and carries with it allowances which range from Ks. 2-50 a month. These allowances are normally continned until death and are therefore of very considerable value.

1010. Awards under clause (b) will be made annually on the 1st January and recommendation rolls must reach the office of the Inspector-General of Police by the 15th September.

1011. As in the case of the Pyidaungsu (Union) Medal, District Superintendents of Police should satisfy themselves, when recommending an officer for the Ye Ahmudangaung Tazeik, that there is nothing in his past career to render him ineligible for the award and that the officer concerned has not incurred the censure of, or been concerned in any proceedings in which he has been censured by any Magistrate or Court. A certificate is provided on the reverse of the form and should be signed by the recommending officer. Each recommendation should be accompanied by the Confidential File or Character and Service Roll, as the case may be, of the officer concerned.

No. 19.—Requisition for Practice Ammunition (I.A.F.Z.2098)

1012. Instructions as regards the submission of this return will be found in paragraph 180 of the Police Supply and Clothing Manual.

Nos. 20 and 25.—Indents for "Police" and "Miscellaneous" printed forms FormsMisc.Gen.30 and 31).

1013. No forms which are not standard forms appearing in the Guard Books of Police and Miscellaneous forms will be issued. The numbers of the forms as given in the Guard Books will be quoted in indents. Full directions for the compilation and submission of indents are given in Local Government's Revenue Department "G" Circular No. 20 of 1932, which will be strictly followed as non-compliance with the instructions will merely cause inconvenience and delay in the receipt of forms. Forms indented for in a supplementary indent will be calculated so as to last until the receipt of the forms supplied in the annual indent.

1014. Indents will be submitted through the Inspector-General of Police to the Superintendent, Government Printing, Burma, Rangoon.

1015. The orders of Government regarding the submission of indents for treasury forms are also reproduced in the abovementioned Circular.

No. 21.—Indents for Stationery (Forms Misc. Gen. 32 and 33).

1016. District Superintendents will submit so as to reach the office of the Inspector-General of Police not later than the 15th Augst of each year an indent in original in the form prescribed by the Superintendent, Government Printing, Burma, for stationery required for their offices, Police Posts, and Training Depot.

1017. In the indent care will be taken to quote accurately the description of the articles and to enter correctly in column 6 the rate and in column 7 the value of the articles indented for.

1018. The figures in the indent will be calculated for the ensuing financial year beginning with the 1st April following, and District Superintendents are requested to observe the strictest economy in the preparation of their indents. The total value of the indent as shown in column 7 will not exceed the allotment assigned to the district each year.

1019. The forms of indent and supplementary indent will be obtained by indent on the Superintendent, Government Printing, Burma. The general rules published in Local Government Revenue Department "G" Circular No. 20 of 1932 should be strictly followed.

No. 22.—Amendments to the list of Police-stations and Outposts with their nearest Post and Telegraph Offices and Police-stations corrected up to the 30th June.

1020. The printed list of the previous year will be corrected and submitted to the Inspector-General of Police. The lists will be prepared up to the 30th June of each year, but if the corrections are not extensive, an "addenda" and "corrigenda" slip may be submitted. The entries in the list are printed bilingually and copies will be circulated to all Police Posts for the use of Police Station Officers.

No. 23.—Budget Estimates (Form $\frac{\text{Ad. 61}}{\text{Police 79}}$).

1021. The Annual Budget Estimate of the Police Department is due in the office of the Accountant-General, Burma, on the 8th October of each year. To enable the Inspector-General of Police to compile his budget according to the requirements of each district, District Superintendents of Police will submit estimates of Receipts and Expenditure of their own districts for the ensuing financial year in Form $\frac{\text{Ad. 61}}{\text{Police 79}}$ together with the Schedule in Form B.M.F. 5 (Schedule A, Part I), so as to reach the office of the Inspector-General of Police not letter than the 20th August.

In framing the estimates and in preparing the Schedule care will be taken to enter correctly the rates and amount of pay and allowances of the Police Force and those of the office establishment that will be drawn dnring the financial year to which the estimates relate.

In the case of the Police Force the names of Inspectors, and Sub-Inspectors will be given with the details of pay and allowances shown against each. For the lower ranks, only the number of posts with the rates of pay and the amount to be drawn during the ensuing year will be shown.

As regards the office establishment, the names with designations, **viz.**, Head Clerk, Stenogapher, etc., will be shown for the clerical establishment. In the case of peons (menial establishment), only the number and the rates of pay to be drawn will be entered.

It should be remembered that the pay for March is payable only in April and is therefore chargeable against the allotment of the next official year. The following examples relating to the Budget Estimates for the year 1930-31 are quoted for guidance:—

(i) A Sub-Inspector of Police who is in receipt of pay at Ks. 111 per mensem in June 1929 is due his next increment of Ks. 4 on the 10th June 1930. In the sub-column

"Description of Pay" of column 5 (a)—"Pay," will be shown "at Ks. 111 from 1-3-30 and at Ks. 115 from 10-6-30 to 28-2-31."

In the sub-colnmn "Amount" will be shown Ks. 1,367 being the total amount due or the period 1st March 1930 to the 28th February 1931 at the above rates.

In districts where Compensatory Allowance based on the percentage of pay admissible the change, if any, in the rates of the Compensatory Allowance will be shown in the sub-column "Description of Allowances" of column 5(c)

"at Ks. form 1-3-30
and at Ks. from 10-6-30,"

and the total amount calculated at these rates will be entered in the sub-column " Amount."

(ii) A Sub- Inspector of Police who is in receipt of pay at Ks. 91 is due his next increment of Ks. 4 on the 1st March 1930. Against his name will be shown in the sub-column "Description of Pay," "Ks.95 from 1st March 1930," and in the sub-colum "Amount", Ks. 1,140.

(iii) Station Writers, Head Constables, and Constables and Office Peons need not be shown in the Schedule by name but only the number and rates of pay will be shown as explained below:—

	Ks.
10 Head Constables at Ks.40	4,800
2 Head Constables at Ks. 40 form 1st March 1930 and at Ks. 42-50 faom 1st July to 28th February 1931.	1,300
2 Peons at Ks. 15-50	372
1 Peon at Ks. 15 and at Ks. 15-50 from 1st June 1930 to 28 to February 1931.	185

(Fractions of a Kyat will be shown in the column "Amount," fifty pyas and over will be taken as one kyat and sums less than fifty pyas will be neglected.)

In cases of shortage of strength in any rank the number of vacant posts in each rank will be shown in column I of the schedule and the minimum rates of pay

and the corresponding rate of Compensatory Allowance will be shown in sub-columns "Description of Pay" and Description of Allowance" respectively of column 5, the total amount for the year calculated on such minimun rates being shown in the sub-columns "Amount" thereof.

The following allowances which are reckoned as "Pay" will also be entered in column 5 (a) below the amount repeseniting the actual pay:—

Detective Staff Allowance.

Training Depot Allowance.

Staff Allowance to Drill Instructors.

Motor Boat Allowance,

Language Allowance,

Telephone Allowance,

Station Officer's Allowance, and

Armourer's Allowance.

The following Allowances which go under "Allowances, Honoraria, etc.," will be shown in column 5 (c) against the names of officers or the number of appointments in the case of the lower ranks :—

(a) (i) Mounted Allowance.

(ii) Conveyance Allowance.

(b) Local Allowance

(c) Town Allowance.

(d) House Allowance, if any.

Separate Schedules will be prepared for—

(a) Each Temporary Establishment (Clerical or Police Force) quoting the number and date of the sanctioning letter, the period for which sanctioned, the rates of pay and allowances and the total amount.

(b) Each additional Police Force entertained for Public bodies and private companies or individuals the entire cost of which is not met by such bodies or individuals but is shared by them and Government in the prescribed ratio. The sanction and the period will also be quoted as in (a) above.

(c) Each additional Police Force, the entire cost of which is met by such bodies or individuals as in the case of the Police Force supplied to the Finger Print Bureau in the Magwe District and guards over the branches of the Imperial Bank of India, the Punitive Police Forces, etc. The sanction and the period will also be quoted in each case.

The actuals for the past three years and the anticipated expenditure for the current year will be furnished only for the fluctuating items of expenditure, i.e., for each of the sub-units(detailed heads)subordinate to the Primary Units, "Allowances, Honoraria, etc., Fluctuating," "Supplies and Services" "Contingencies," "Works" and "Charges for Launches"

In considering the expenditure likely to be incurred during the current year and in the coming year it is necessary to bear in mind the liabilities which will be adjusted by book transfer in the office of the Accountant-General, Burma.

A separate statement under "Charge for Launches" will be appended to the estimate showing—

(i) the name and class of each launch,

(ii) rate of hire,

(iii) number of days each launch is likely to be used during the ensuing year,

(iv) estimated expenditure (based on above calculations) of each launch,

(v) total estimated expenditure under this head.

The expenditure on "Petty Construction and Repairs" will be exhibited under the Primary Unit "Works" under which two sub-units (i) Petty, and (ii) Other, will be opened, the former to record such expenditure not exceeding Ks. 2,500 and the latter to record expenditure in excess of Ks. 2,500.

Any large variations between the anticipated expenditure for the current year and the proposed expenditure in the coming year under any head of account will be briefly but clearly explained in the letter forwarding the estimate.

In the case of all fluctuating items of expenditure the estimates will be for the amount of expenditure likely to be incurred during the period from 1st April to the 21st March as the charges are drawn for immediate disbursement and are accounted for in the month in which they are drawn.

The sanctioned number of appointments in each rank and the sanctioned number of Special Pays and Fixed Allowances will be shown in column 1 of the Budget Estimate form ($\frac{\text{Ad.}\ 61}{\text{Police}\ 79}$) against each rank and against each of the allowances detailed in column 2 thereof.

The arithmetical computations in the Schedules and in the Estimate will be carefully checked before submission.

No. 27.—Certificates that the Magazine or Magazines containing explosives are in good condition and securely guarded.

1022. At the close of each year a certificate on blank paper will be submitted direct to the office of the Inspector-General of Police. The annual certificate need not be submitted in the case of the Magazines which are Police ammunition magazines and which do not contain explosives.

No. 28.—Arms, Ammunition, and Military Stores received and sold during the year by licensed vendors.

1023. This return will be submitted to the Deputy Commissoner by the District Superintendent of Police annually on a date fixed by the Deputy Commissioner, and will be compiled from the annual returns submitted by licensees on the 10th April of each year to the District Superintendent of Police. The necessary instructions are contained in Direction 26 of the Burma Arms Manual.

No. 29.—Result of inspections of Register of Receipts and Sales of Arms, Ammunition and Stores of licensed vendors by District Superintendents of Police.

1024. This Register will be inspected by the District Superintendent of Police if so directed by the District Magistrate and the result of inspection will be reported in writing to the latter.

No. 30.—Annual Return of losses of all firearms and ammunition during the year ending the 31st December.

1025. This return will be submitted on the 1st January to the Deputy Inspector-General of Police for Railways and Criminal Investigation, who will compile and publish a statement of losses as a special supplement to the **Police Crime Gazette**.

No. 31.—Annual Recommendations for promotion to Deputy Superintendent of Police.

1026. This return will be prepared in Form $\frac{\text{Ad. 18}}{\text{Police 57}}$ and submitted through the DeputyCommissioner,Commissioner, and Deputy Inspector-General of the Range,

so as to reach the office of the Inspector-General of Police on the 1st December of each year. If the return is Blank it will be submitted direct.

No. 33.—Report on officiating Inspectors and Deputy Superintendents of Police as to their fitness for retention in their officiating ranks.

1027. On the 1st July of each year the Inspector-General of Police will call for reports from District Superintendents of Police in whose district are officiating Inspectors and Deputy Superintendents of Police as to whether they recommend the retention of those officers in their officiating ranks.

No. 34.—Yearly Certificate of possession of secret documents received from the office of the Inspector-General of Police (Form Ad. 88).

1028. This return will be submitted annually by District Superintendents on the 15th March direct to the Inspector-General of Police under confidential cover. All secret and confidential documents supplied by the Inspector-General of Police will be shown.

Deputy Inspector-General of Police when inspecting the offices of District Superintendents of Police will check the secret documents in their custody together with the returns of secret documents submitted by District Superintendents of Police.

No. 36.—Copies of sanction of the Housing Committees, Commissioners of Divisions or Government, as the case may be, to the hiring of quarters for the Police Officers and men entitled to rent-free accommodation but for whom Goverment quarters are not available for the period from the 1st April to the 31st March of the succeeding year.

1029. This statement which is due in the office of the Inspector-General of Police on the 15th April of each year is required for the regulation of the allotments to be granted under the head "Rents, Rates and Taxes" for the financial year concerned.

The statement will show the monthly rate of rental sanctioned for each quarter and also the total amount of rent payable in respect of each, during the financial year, 1st April to 31st March.

Orders relating to the hiring of quarters are contained in Appendix A.-XXXII.

No. 37.—Report on the Traffic in Women and Children (Form Ad. 99 and 99A).

1030. Government has ordered that a report on the traffic in women and children for the whole Province should be compiled by the Commissioner of Police, Rangoon and that the Inspector-General of Police should furnish the Commissioner of Police with facts and figures relating to places outside Rangoon for inclusion in his report.

In order that the Inspector-General of Police may be able to comply with these orders, officers concerned will submit to the office of the Inspector-General of Police, the required information not latter than the 15th July of each year on the two forms prescribed below—

Form Ad- 99 will give particulars relating to cases under sections 372 and 373, Penal Code, and under sections 8 and 9 of the Burma Suppression of Brothels Act, 1921, and Form Ad. 99A particulars relating to the total number of persons convicted under various sections of the Burma Suppression of Brothels Act, 1921.

The information required for the questionnaire reproduced in Appendix A-XL will also be supplied.

No. 39.—Annual Return of offences under the Obscene Publications Act.

1031. An annual return of offences under the Obscene Publications Act will be submitted to the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, Insein, in the form

at Appendix A-XLIV. The return will be submitted on the 1st July each year and will cover the period 1st July to 30th June. A consolidated statement will be prepared and a copy forwarded to the Special Branch for the information of the United Nations Organisation.

No. 40.— × × × × ×

1031A. × × × × ×

SECTION VIII.—LIST OF REPORTS AND RETURNS DUE IN THE OFFICE OF A DISTRICT SUPERINTENDENT.

1032.—Appendix A.-XXV contains a list of periodical reports and returns required in the office of every District Superintendent. For convenience of reference the number of the paragraph and the Manual requiring its submission is entered against each report or return in the remarks column of the list. No periodical report and return, other than those mentioned in the list, shall be called for by District Superintendents without the previous sanction of the Inspector-General of Police.

