

POLICE ORDER No. 10

COMMANDANT

Duties of
Commandant,
Deputy
Commandant and
Assistant
Commandants of the
Orissa
Military
Police

1. The commandant is responsible for all matters concerning the internal economy and management of the Orissa Military Police Battalion for its efficiency and discipline and for the proper performance of all its duties. It shall be the aim of the Commandant to gain the confidence of his subordinates and to let them feel assured of due credit for good work and a fair hearing and loyal support in all difficulties; and secondly to have such knowledge of them, that his officers shall know that they can not impose on him and can not earn his good opinion or gain promotion except by hard, sincere and honest work, in order to ensure proper performance of duties by his subordinates he may issue circular orders endorsing copies to the deputy Inspector-General of Police, Military Police and Training for his information.

2. While at headquarters he shall attend morning parade, office and afternoon games and dispose of his official duties. He shall hold Orderly Room daily between 11.00 and 12.00 hours, except on holidays.

3. He is responsible for all Non-Gazetted rank promotions except for promotion to the rank of Subedar and Jamadar which will be done after approval of the Inspector-General and deputy Inspector-General, respectively.

4. He is responsible for the top secret and confidential correspondence and all correspondence with higher authorities will normally pass through and be signed by him.

5. He shall personally look to the training of D. S. Ps. and Sergeants in Advanced Course.

6. He will deal with building matters.

7. He will hold weekly inspection of barracks and take action where necessary.

8. He should give rewards within his powers in suitable cases.

9. He should exercise proper discipline among the force and award punishments where necessary within his powers. He is responsible to see that proceedings are disposed of in time.

10. He should personally deal with the cases of desertion from the Battalion.

11. He may personally pass posting orders within his Battalion so far it relates to Non-Gazetted staff (This includes transfers).

12. He should personally deal with leave applications and grant leave in deserving cases.

13. He will hold *Alochana Sabha* once a month.

14. He will exercise the powers delegated to him in O. M. P. Manual and carry out his duties and functions with the assistance of the various officers under his command stated below:—

(i) *Through Deputy Commandant—*

- (a) Control of public and force expenditure;
- (b) Management of force institutions and funds;
- (c) Security and welfare ;
- (d) Preparation of Budget and control of accounts.

(ii) *Through Adjustant—*

- (a) Conduct of all force and training cadres;
- (b) Recruitment and training;
- (c) Journey discipline and normal force routine;
- (d) Working of Reserve Offices etc., as specified in Police Manual, Chapters XIX, XXIX and XXXII of Volume I.

(iii) *Through the Quarter Master—*

- (a) Procurement, stocking, distribution and accounting of stores and equipment ;
- (b) Accommodation and buildings;
- (c) Hygiene and sanitation;
- (d) Management of trades men and followers ;
- (e) Purchase and maintenance of motor transport ;
- (f) Procurement, stocking, distribution and accounting of radio equipment.

15. The following routine inspection will be carried out by the Commandant once in six months:—

- (i) Quarter Master's Branch;
- (ii) Accounts control by Deputy Commandant;
- (iii) Private and Battalion accounts;
- (iv) Magazine, cloths and arms and ammunition;
- (v) M. T. and radios;
- (vi) Office general and confidential branch;
- (vii) Adjutant's Branch;
- (viii) Hospital.

16. While at headquarter she will check the Cash Book and Accountants cash once or twice a month at regular intervals.

17. He will allocate duties of various officers under his command as deemed fit from time to time.

18. Should at any time the number of Gazetted Officers in various lines be reduced or increased, it will be the Commandant's discretion to rearrange and redistribute the police duties and the responsibilities with prior approval of the Deputy Inspector-General, Military and Training.

DEPUTY COMMANDANT

There will be one Deputy Commandant for each Battalion. He will be occasionally or advance headquarters detachment duties or inspection tours. While at Battalion headquarters the duties of the Deputy Commandant will be as under:—

1. He will assist the Commandant in performance of his normal duties.
2. He will, in the absence of the Commandant, perform that officer's duties.
3. While on Inspection tours, he should hold Orderly Room.
4. He is responsible to the Commandant in the general training efficiency and welfare of the force.
5. He will supervise all office work, particularly of the Quarter Master's Branch.
6. He should read the P. Ds. of Jamadars and Subedars and forward them to Commandant with his remarks, where necessary.
7. He should supervise the training of Armourers, P. T. Course, Weapon Training, Bren Gun and Signalling Courses in the Battalion when such trainings are started
8. Without prejudice to the general responsibility of the Commandant he will be the Chariman and supervise all transactions of the Battalion (Force and private accounts) and will keep the accounts in their connected Pass Book, receipts, etc.
9. He will see that the instructions issued after the *Alochana Sabha* are carried out before the next *Sabha* is due to meet.
10. He will be responsible for running the following Force Institutions:—
 - (i) Ration Store
 - (ii) Canteen
 - (iii) Dairy
 - (iv) Agriculture Farm
 - (v) Battalion Force Fund
 - (vi) Officers Mess Fund
 - (vii) Private Force Fund
 - (viii) Educational Institutions, and
 - (ix) Pisciculture

11. He will be the Officer-in-charge of the accounts.
12. He will be directly responsible for the timely drawal and disbursement of the pay and allowances, including T. A. of the force and deal with returns pertaining to accounts.
13. He will be responsible for the maintenance of the Battalion history in a bound register
14. He should see to the training of the sports team and athletes with a view to improve their standard records should be kept of all sportsmen and athletes.
15. While posted at detachment headquarters the duties of the Deputy Commandant will be as under:—
 - (a) General supervision and control of the companies posted in that area;
 - (b) Quarterly inspection of the Companies in that area;
 - (c) Dealing with the disciplinary cases when especially empowered by the Commandant with the approval of the D. I.-G.;
 - (d) To arrange for the supply and management of providing amenities for Companies under his command.

He shall comply with any other orders issued by Commandant from time to time in regard to administration of the Companies posted under his command.

ADJUTANT

One of the Assistant Commandant shall be posted as the Adjutant by the Inspector-General of Police.

1. He will be in-charge of the Reserve Office and be responsible for the maintenance of Service Books and all records and documents of the Reserve.
2. He will be responsible for the training of recruits and other cadres, duly assisted by the training staff.
3. He will be responsible for providing all Guards and Fatigue at Force Headquarters and will issue written orders for all Guards and copies of such orders be displayed in the Guard Room.
4. He will maintain through the Head Clerk the Service Books of all executives and ministerial staff and followers.
5. He will put up before the Commandant all cases for promotion and confirmation.
6. He will be responsible for posting and transfer of all men up to and inclusive of Havildars and will see that the strength of each Company is up to the required strength.
7. He will be responsible for the issue of weekly force orders and special orders as and when necessary.
8. He will put up all Orderly Room cases received from Companies to the Commandant after scrutinising the various exhibits and evidence.
9. He will be responsible for recruitment in the Force and will put up all candidates for enlistment before the Commandant as per Recruitment Rules.

10. He will be responsible for selection, training and efficiency of all Instructors.
11. He will be responsible for planning, organising and running of all cadre courses in the Force.
12. He will arrange for the various Cadre Examinations as they fall due in consultation with the Commandant.
13. He will supervise the running of all messes.
14. He will check and certify the District (Battalion) Order Book at the end of the month and check all entries in Muster-Roll and other connected registers from time to time.
15. He will be responsible for submitting Force return at the end of the month for the drawal of the Force Pay Bill.
16. He will be responsible for supervising the work of Reserve Office staff.
17. He will be responsible for the postings, transfers and administration of all category of followers namely, Cooks, Water Carriers, Barbers, Dhobies and Sweepers.
18. He will be the Officer-in-charge of the Headquarters Company and as such he is responsible for the discipline and welfare of this Company.
19. He will be in-charge of the Battalion Canteen.
20. He will discharge all residuary functions of Adjutant not covered in this order.
21. He may look to the Hospital of the Battalion.
22. He will see to proper running of the Sepoys' Club and Garden.

QUARTERS MASTER

One of the Assistant Commandants shall be posted as the Quarters Masters by the Inspector-General of Police.

1. He will be hold charge of all Government buildings and constructions in the Battalion area and will arrange their timely repairs and inspections.
2. He will be responsible for preparation of proposals of building, projects and other constructional requirements and deal with the correspondence on the subject.
3. He will be the force Motor Transport Officer and will thus be responsible for the upkeep, maintenance, repairs and sound performance of all Motor Transport held on charge either at headquarters or at detachments and will keep the running accounts of all vehicles of the Force as prescribed by the Motor Transport Running Rules. The Battalion M. T. Jamadar and transport staff will be under his administrative control.
4. He will be responsible for regular indenting and supply of motor parts and workshops, tools, equipments and accessories.
5. He will be responsible to ensure regular and timely supplies of petrol, oil and lubricants required for running and maintenance of Motor vehicles at headquarters and detachments. He will ensure that all precaution for the proper stocking of inflammable and explosive oils and observed for preventing of any accidental fire, etc.
6. He will be responsible for the administration, efficiency training, employment and enforcement of disciplinary orders on all Motor Transport personnel employed under him.

7. He will be responsible for procurement, storage and issue of all uniforms and clothing requirements of force as per O. M. P. Rules and instructions issued on the subject from time to time. He will also be responsible for procurement and issue of repairing materials and expendable stores to meet requirements of the force.

8. He will be responsible for supervision and administration of the Tailors and Shoe Makers and Workshop for timely manufacture and repairing of uniform articles and will ensure that sufficient stock of all required uniform articles duly manufactured is maintained by the clothing stores. A minimum of 3 months supply of replacement of uniform should be maintained at all times.

9. He will ensure that all consignments are received in tact from the Railway authorities against Credit Notes to be issued by him or in contrary he will arrange to obtain open delivery of stores received where suspicion of tampering the packages exists.

10. Consignments received from suppliers or procured by local purchase will be taken on stock by the Quarter Master after their verification and acceptance by the Committee. Any deficiency or damage or deviations from accepted samples should be brought to the notice of the Commandant immediately. In each case specific orders should be obtained for necessary action.

11. He will be responsible for conservancy and sanitation in the Battalion area and will enforce suitable hygienic measures through the Hygiene and Sanitation staff will be subject to his administrative control.

12. He will be responsible for procurement, storage, issue and repairs of all bicycles held by the Force as per orders and instructions on the subject.

13. He will ensure that no animal or poultry is kept by any individual residing the married accommodation without specific orders of the Commandant.

14. He will be responsible for the allotment of quarters to all subordinate officers, other ranks, followers and ministerial staff for which he will maintain a waiting list and issue allotment order as per instructions issued by the Commandant on the subject.

15. He will be responsible for maintenance of all records maintained in the Quarter Master Store.

16. He will be responsible for conducting surprise checks of stocks held under his administrative control at least once a month and regular holding of stock-taking boards, audit boards, condemnation boards and auction boards.

17. He will be responsible for maintaining a budget control register which should contain the allotment sanction for different heads and all purchases made from time to time should be recorded, so that there should not be deviation in allotment.

18. He will be responsible for maintaining the sanction book for all local purchases made to meet immediate requirements of the force. He will ensure for the purpose of local purchase that all formalities and obligations laid down in the Financial Regulations and orders issued are satisfactory. Strictest economy will be ensured by him in case of procurement of stores by local purchase.

19. He will be responsible for arranging all organised moves of companies or contingents from Headquarters to detachments and *vice versa* or from one detachment to the other place where strength of bodies is one platoon and above.

20. The Quarter Master is responsible for the procurement, storage, maintenance, safe custody and supply of the following stores :—

- (a) Small arms and accoutrements,
- (b) Barrack furniture stores
- (c) Ammunition and high explosives,
- (d) Equipment stores including tentage and cooking utensils,
- (e) Arsenal stores,
- (f) Small arms component parts.

- (g) Armourer and carpenter tools,
- (h) Lighting stores
- (i) Sanitation stores
- (j) Petty expendable stores
- (k) Tear smoke ammunitions and stores
- (l) Range stores

21. He is responsible for the upkeep of the armament and accoutrements and will therefore supervise the working of the Unit Armourers in this connection.

22. He is responsible for the correct preparation and prompt disposal of all the documents in his office.

23. He will also arrange to receive the following periodical returns on the dates prescribed against them and would ensure their correctness—

- (a) Quarterly return of Barrack furniture, equipment and arsenal stores (By 5th of January, April, July and October).
- (b) Monthly return of arms and ammunition by 5th of every month.

He should be responsible for submitting annual return to the D. I.-G. as per P. M. Rule No. 1125.

COMPANY COMMANDERS

A gazetted officer of the rank of Assistant Commandant (Deputy Superintendent of Police) will be placed in charge of each Rifle Company.

(1) The Company Commander is responsible to the Commandant for the discipline administration, training efficiency and welfare of the Company.

(2) He is responsible for the sanitation and cleanliness of his office, company barracks and area. He should therefore, inspect the barracks and his company areas every day in the morning.

(3) He will supervise the messing arrangements of his company and see that his men are properly fed at a cheaper cost. He should check the mess account once a week and submit to the Commandant the mess account at the end of the month stating clearly the cost of each meal and the type of menu that his men had in the previous month. He should inspect the kitchen and dining hall ever day and see that every thing is perfectly clean and there is no trace of flies and other insects.

(4) He will take personal interest in the education of his Company and will organise education classes for the 1st class, 2nd class and 3rd class certificate examination. He should also ensure that there will not be a single illiterate person in his Company.

(5) He will hold hygiene classes and impart instructions to his men on hygiene and sanitation, so that each man understands the demerits of keeping themselves dirty and unclean and will, therefore, safeguard against the preventible diseases specific lectures with charts and diagrams should be arranged with the Medical Officer regarding causes and evil effects of Venereal Diseases and the precautionary measures to be taken from the very beginning.

(6) He will be present at pay parade and see that all men of his Company are paid and the Battalion deductions made correctly and the acquittance rolls are signed and completed in his presence duly attested by him. Under no circumstance he will allow his Subedars to disburse the pay and T. A. of his men. He will ensure that the acquittance rolls after disbursement of pay and T. A. should be returned within a week from the date of receipt of the same and refund the undisbursed amount to the Commandant vide P. M. Rule 976(a).

(7) He is responsible that the uniform and the equipment of his Company is maintained in very high order and is replaced when required without waiting for the lapse of the period. He will see that all ranks of his Company turn out very smartly and correctly dressed both when an uniform and in mufti. He will personally condemn all articles of uniform and equipment needing replacement as per O. M. P. Rules.

7. He should maintain a daily diary in which be recorded daily the work done by his men and other matter of interest affecting the detachment. If the deployment has been made on section basis the Section Commanders should also maintain similar diaries, a copy of which should be sent daily to his Company Commander.

8. He will send a weekly report of the existing situation and the work done etc., by his men to the Deputy Inspector-General of Police, and Training and his Commandant in the form to be prescribed by the D. I.-G. of Police and Training.

9. In the event of any so ever happening such as engagement with the public or enemies which injuries by firing and otherwise are inflicted or received, immediate information be~~n~~ sent to the Commandant and Deputy Inspector-General of Police, Military Police and Training.

10. He should carefully inspect before taking over any accommodation supplied to or any articles such as furniture loaned for the use of his company and he should see that they are carefully looked after and returned as far as possible in the condition they have been taken over.

11. He will prepare standing orders for outposts under his command and inspect the out-post every morning . Copy of standing orders will be forwarded to Commandant for approval.