

Chapter 12

Guards and Escorts

Guards

1. One of the important duties of the police is to provide guards to various persons, places, prisoners, jails and other vulnerable establishments that require protection. Escorts are provided for prisoners, cash and important persons as a security measure.

1.1 The functions of police guards

- (1)-A. Protection of the person, premises, records and properties for which guards are posted.
 - B. Protection of police arms and ammunition and effective repulsion of any attacks on armouries.
 - C. Ceremonial guards of the Unit or VVIP or on important occasions.
 - D. Protection of vital installations and communications entrusted to police.
 - E. Prevention of escape of prisoners and guarding of prisoners in sub-jails for which police guards are provided.
- (2) Guards are generally posted in uniform. In special cases police guards may be posted in plain clothes under specific orders of the concerned Superintendent of Police
- (3) The weapons to be issued depend on the subject of guard and also special circumstances. The SP will determine the nature of weapons to be issued subject to guidelines in this Chapter.

- (4) The personnel of the guard can be from civil police, or the armed police.
- (5) Guards are also provided by the personnel of the Paramilitary Forces and other security organisations of the State or Central Government and their Corporations.
- (6) The guards are classified into the following categories
 - A. Class A1: This category consists of guards posted at armouries, or for protection of police establishments in areas where threat perception is high.
 - B. Class A2: Jail Guards
 - C. Class A3: Guards for protection of persons and VIPs at their residences or while on camp classified into X, Y, Z and Z+ categories.
 - D. Class A4: Police offices, police station guards other than in Category A1.
 - E. Class B1: Treasury and Bank guards
 - F. Class B2: Vital installations
 - G. Class B3: Essential Services
 - H. Class B4: Guards at Government offices where public generally have access and where threat perception is high
 - I. Class C1: Ceremonial guards including guard of honour
 - J. Class C2: Any other guards, which are of miscellaneous nature and/or on occasions like guarding of ballot boxes, examination papers etc.
- (7) The general rules for the guards mentioned herein apply to various types of guards with special provisions wherever applicable.

2. A guard should ordinarily consist of 1 HC and 4 Constables with 1 sentry point with the strength being increased when the sentry posts are more or the threat perception is high. The sentry post may include a fixed point or a given area within or immediately outside the premises being guarded. The Head Constable also known as the guard officer will be in charge of the guard. In the absence of the Head Constable, the senior most constables will be in-charge. Men are deputed on guard duty for two or three months at a stretch. The hours of

sentry duty for each member of the guard will be fixed in advance for a day of 24 hours from 8 p.m. to 8 p.m.

2.1 General rules for All Guards

- (1) For all standing guards, printed orders shall be displayed in guardrooms and Police Stations. All guard personnel should be made familiar and thorough with every standing order of the guard. These orders shall contain instructions on the following points:
 - A. The main purpose of the guard
 - B. The nature of threat likely targets of attack and methods
 - C. The strength of the guard
 - D. The number of Rifles/muskets/weapons of other description and the quantity of ammunition
 - E. The number of police officers to be present during the day and during the night
 - F. The number of sentries required to be posted during the day and during the night, specifying their exact position, the extent of their beats, and their duties and responsibilities
 - G. The arms to be carried by sentries by day and night
 - H. The periods of sentry duty
 - I. The posting and relief of sentries

- J. The maintenance of a Sentry Relief Book
 - K. The premises and articles for which the sentry is responsible
 - L. The duties of the officer-in-charge
 - M. Instructions to report immediately to the Station House Officer any important occurrence and instructions to meet emergencies and contingency plan.
 - N. The inspection of the guard by the Station House Officer or an Officer of equal rank and above.
 - O. A warning that neglect of guard duty will entail severe punishment
 - P. The equipment and facilities provided and their use
- (2) After the sentry's relief at 6 p.m., the Guard Officer and the men on duty between 3 p.m. and 6 p.m. may be given off until 9 p.m., provided that, during their absence there are, besides the sentry who goes on duty, the third sentry who returns after availing himself of 'off duty' from 3 p.m. to 6 p.m. and an officer in-charge of the guard, who may be the Station Writer. The whole guard must be present in the guardroom at 9 p.m. except the sentry on duty from 6 p.m. to 9 p.m., who may be allowed an hour off from 9 p.m. to 10 p.m. for his meal.
- (3) The period of sentry duty is ordinarily three hours for all guards. However, it will be 2 hours for A1 guards or others at the discretion of the SP according to the need.
- (4) In normal situation sentries may leave the guard, as soon as relieved, for a period equal to the duration of their sentry-go. On return they must remain in waiting and may be employed on any light duty, not involving absence from the premises. The

guard officer shall on no account quit his guard when on duty except to obey a call of nature and, before quitting the guard; he shall place the next senior officer in-charge by an entry in the Sentry Relief Book. He shall not permit any officer from quitting the guard. Leave, with prior intimation to the SP or Company Commander as the case may be, is granted only for special purpose and for the shortest possible period. An entry regarding the grant of leave should be made in the Sentry Relief Book.

- (5) The guard personnel should be changed periodically normally every two three months. In respect of A1 guards in armouries the personnel may also be changed more frequently as per the discretion of the SP.
- (6) The fire-arms of the guard shall ordinarily not be loaded but shall always have the bayonets fixed, and shall be kept in the guard room when not in use.
- (7) In the event of the Guard Officer or any Constable on guard duty being absent or becoming incapacitated by sickness from remaining at his post, the fact shall be immediately reported to the Sub-Inspector or such Senior Officer as may be near at hand. Each officer shall forthwith take measures to send a substitute or relieve the incapacitated policemen. When a constable is sick or absent at the time of his turn of sentry duty, another constable shall be posted in his place, a note being made on the reverse of the Duty Roster.
- (8) The arms to be issued to the guard should be determined by the circumstances and class of each guard. In Class A1 either SLR or AK 47 or carbines can be carried. Each Police Constable forming part of the guard shall carry 10 rounds of ammunition in his pouch, which he shall wear open and in front to facilitate quick loading. The Guard Officer shall be responsible for the ammunition being correct. Those carrying automatic weapons particularly in A1 class of guards should be provided with 2 magazines each and proportionate rounds of ammunition.

- (9) **The duties of the Guard Officer:** He is responsible for the regularity and good conduct of the guard, for the correct performance of their duties and for seeing that the men are at all times properly dressed. He shall also acquaint himself thoroughly with the orders on the guard.
- (10) He shall ensure that all standing orders regarding duties of the guard are duly observed and shall satisfy himself, as soon as the guard is mounted, that all such orders are known and understood by the men.
- (11) Ensure that the Constables on guard duty are not under influence of liquor or intoxicating substances. Should any such incident be reported, the Guard Officer shall report the matter to his superior Officer without delay.
- (12) He shall detail the duties for men constituting the guard for the next 24 hours making entries in duty roster in form at Appendix I.
- (13) He should conduct mock exercises to deal with situations that may arise specific to each guard. The concerned SHO and Company Commander should personally associate with these exercises and also ensure that they are carried out from time to time.
- (14) -A. The sentry must be on the alert during his turn of sentry duty;
- B. must be in uniform;
 - C. must not lounge about;
 - D. must not converse with any one;
 - E. must on no account quit his arms;
 - F. must not leave his post till relieved;
 - G. should move at a measured pace in the assigned area keeping a watch all the time on the sentry point.

(15)-A. On the approach of a person or persons, the sentry should call out in a sharp tone, “Hello! Who comes there?” (Parkha Timi ko hau?) and simultaneously take up “On guard” (TAN SHASTR) position. The words of challenge should also be repeated in Nepali when the approaching person is a stranger. When there is reasonable apprehension of an attack from him or when two or more persons approach, the sentry should call out the guard.

B. If the approaching person or persons at once halt and reply satisfactorily, the sentry will say “advance one at a time (in the case of two or more persons) and be recognized” (PARICHAY KO LAGI EK EK GARI AGHI BARA). After the person(s) have been recognised by means of passes or otherwise” the sentry or the Guards Officer will say “pass, all is well” (JAU, SAB THEEK CHHA). After the person or persons have passed, the sentry will slope arms and the guard, if turned out, will be dismissed to the guard room.

C. If a person fails to halt and reply when challenged, the sentry should turn out the guard and the Guard Officer will then institute enquiries and take such action as is required to deal with the situation. Fire may be opened only in self-defence when there is an apprehension of being over-powered or when there is a reasonable belief that the intruder is armed with fire arm or explosives or when there is an imminent danger of the property under guard being destroyed or sabotaged. Otherwise if a person cannot satisfactorily explain his presence there, he should be detained in the guard room and the SHO informed at once by telephone or other quickest means available followed by a report with a copy, in the case of a Reserve Lines for armed police guard, to the concerned Dy.SP or ASP in the lines or the Company Commander as the case may be.

D. If the approaching person is a visiting Officer and replies ‘visiting rounds’, the sentry, after satisfying himself regarding his identity, should call out the guard. The guard and sentry will pay appropriate compliments by Salami Shastr (present

arms) by day, and will stand Bajr Shastr (at the slope) by night, after which the guard will be dismissed to the guard room.

- (16) The lighting in the guard premises shall be so placed that its light may be diffused and illuminates only the main approach to the premises and at the same time will not enable any undesirable person or persons to easily spot out the sentry and attack him. The guard should have a torch light and during night.
- (17) The Guard Officer shall post the sentries. During nights, the sentry on duty is responsible for waking up the Guard Officer five minutes before he is due to be relieved for the latter to mount the next sentry.
- (18) Neglect of guard duty, absence from or sleeping while on sentry duty will be met with severe punishment.
- (19) In case where the responsibility for any loss of or damage to the property guarded by an armed guard cannot be fixed on any particular member or members of the guard, then the entire guard should be held jointly responsible for the loss or damage.

Compliments by Guards

(20)-A. During the day, sentries will give compliment on the approach of any senior officer as per entitlement i.e. butt salute/savdhan for GOs upto DySP rank and present arms for SP rank and above.

B. The procedure for paying compliments will be as follows:

On the approach of the officer the sentry on duty and the guard commander will take Salami Shastr position (present arms) only when the Officer takes up his position in front of the guard. The guard will not take Salami Shastr (present arms) position when the officer is still in the car. But, if the officer does not get

down from the car, the guard will take Salami Shastr (present arms) position when the car passes in front of it.

- C. When officers, on whose first appearance the compliments as stated above have been presented appears again during the same day, the sentry above will present arms. Gazetted Officers below SP rank will be given butt salute by the sentry.
- D. Guards will fall in, and do 'Salami Shastr' (present arms) to any body of troops or police passing the guard.
- E. When a guard is provided for a VIP, he will do Salami Shastr (present arms) only to the VIP and persons of higher rank and give butt salute to all others entitled to a salute.
- F. Turning out of fall guard for compliments should normally be confined to visits by police officers of IGP rank and above to outstation district hqrs or armed police camps district headquarters, armoury and also the other A1 guards. The intention of turning out is to enable the officer to judge the alertness turnout and response of the guard and the Unit as a whole. It is not a ceremony to be repeated in every guard except as specified as above. All other guards posted at other places including the residences of the VIPs should pay compliments to the VIP or the officer when he goes out for the first time and comes in at the end of the day. On other occasions clicking the heels to attention should be sufficient.

Special Rules for Particular Guards

Jail/Sub-Jail Guards

- 3-(1) The police guard if provided at a Jail/sub-jail will be responsible for the safe custody of prisoners, both when the prisoners are in the cells and when they are taken out for work or for any other purpose. The police guard duties at prisons in the State are confined to the perimeter security. Inside duties are performed by the prison staff.

- (2) At each relief, the Guard Officer shall go round the premises with the sentry on duty and the relieving sentry and note whether all is ok. If anything wrong is noticed a note shall be made at once in the Sentry Relief Book. The sentry should be on the move, keeping in view of the prisoners or property as far as possible.

- (3) The Officer in-charge of the guard must be present with the guard Constable when prisoners are taken out of the Jail/Sub-Jail under police escort.

- (4) In order to ensure that prisoners have nothing on them except their clothes, their persons must be searched every time they are put into their cells after being taken out and the concerned prison staff shall make an entry in the Book kept for the purpose that the prisoners were searched and that no contraband article, weapon or other article likely to facilitate escape or to make attempt on lives is left with them or kept with in their reach.

- (5) The duty timings of the Guard Officer shall be appropriately prescribed by the Superintendent of Police.

- (6) When prisoners are taken out of the Jail/Sub-Jail for any purpose, names of the prisoners taken out and the purpose for which they are taken out should be entered in the Sentry Relief Book, and the officer receiving the prisoners should

acknowledge them in the same book. When prisoners are brought back to the prison, a similar entry should be made in the SRB, and the sentry should acknowledge in the book that the prisoners have returned.

- (7) When prisoners pass in and out of the Jail/Sub-Jail, the guard must stand at such a distance that, should a prisoner try to rush and grapple with them, they may have time to react suitably.
- (8) In addition to the compliments provided for in the general rules, the prison or jail guard shall present arms to the Dy. Inspector-General of Prisons and the Superintendent of the Jail.
- (9) The guard shall resist by force all attempts made to break into or out of any part of a prison, and shall aid in the suppression of all violence or opposition to authority on the part of prisoners.
- (10) In the event of any attempt to break out of the jail or prison, or any other disturbance occurring, the guard shall immediately fall in, load and take all steps to prevent and control it, and the Guard Officer shall at once do his best to communicate with the jailor and his own superior Officers. If, however, prisoners assault the Prison Officer or attempt to break out of any particular ward or yard and if the Guard Officer considers that it would be dangerous to delay until the arrival of superior prison officials, he shall rescue the Prison Officer and shall administer loud and clear warning to prisoners that, if they do not immediately surrender and get back to the cells necessary force will be used including opening of fire. If it appears to the officer that there is no other means of quelling the disturbance, the Guard Officer shall direct his men to use necessary force including opening of fire upon the refractory prisoners in self defence in case a murderous attack is made upon the guard or on jail officials or other prisoners. Firing shall cease as soon as the prisoners flee back into the ward or cells or

surrender. On the arrival of the Superintendent of the Prison or a superior officer of police, the guard shall act under his orders.

(11) When prisoners attempt to escape, the guard should prevent the escape by all possible means in their power. If a prisoner does escape, the officer in-charge of the guard should detail one or two young and able-bodied police officers of the guard to pursue and capture him and send information at once to the SHO and the Superintendent of the Jail. The fact of escape and recapture if any should be recorded in the Sentry Relief Book. The guard should not fire causing death except:

A. in self-defence, when a murderous attack is made upon the guard; or

B. in the case of a prisoner charged with an offence punishable with death or imprisonment for life, if all other means of arresting him have failed.

(12) When prisoners are taken out for cooking, meals, answering calls of nature, attending court, bathing and exercise every morning and evening, the prison staff shall be responsible for guarding the prisoners taken out.

(13) The guard shall not take any part in the daily discipline of the prison.

(14) No outsider will be allowed to converse with a prisoner in the sub-jail except with the permission of Superintendent.

(15) The following further instructions should be complied with by the police guarding the jails/sub-jails.

A. A Warder/Head Warder of Prisons Department shall always be present both during day and night in the sub-jail premises. The keys of the jail shall be with him and in case of emergency the Warder/Head Warder is expected to take appropriate action.

The police guard should make arrangements to assist the Warder in dealing with the emergency requisitioning help from the area Police Station if necessary. The emergencies include a prisoner falling sick.

- B. The perimeter guarding of jails/sub-jails shall be carried out by the police.
- C. To enable the guard to watch the prisoners by night, the lights shall be so placed as to illuminate the wards and cells. The key of the door of the ward or cell shall be kept by the Warder/Head Warder;
- D. Whenever a long-term convict or a notorious criminal is enroute to a Court or hospital from a Central or District Jail, suitable precautions to prevent his escape should be taken.
- E. The police shall not interfere in the matter of jail administration. Their duties shall be limited to guarding perimeter and giving assistance in case of refractory behaviour on the part of the prisoners.
- F. An under-trial prisoner who has been admitted as an approver by a Court shall be kept separately at all times from other prisoners and no communication with him should be permitted.

Police guard for prisoners temporarily sent for treatment in civil hospitals

- (16) In the case of prisoners sent to a civil hospital for medical treatment, a regular police guard shall be arranged by the Superintendent of Police. If there is a separate ward for prisoners, a permanent guard will be posted at the ward in the hospital unless the ward is empty.

Treasury Guards

- 4-(1) Guards should be provided only for non-banking Treasuries, if any who handle large amounts of cash on payment basis. For the security of Stamps and other valuable documents in banking sub-Treasuries no guard need be provided. Arrangements for their safe custody in specially designed Steel safes embedded in walls or floor coupled with electronic security devices and alarm systems will serve the purpose. The Alarm may be connected to nearest Police Station if desired for emergency action by the police.
- (2) Wherever Treasury Guards are provided the following instructions may be complied with. The period of sentry-go in the case of treasuries and sub-treasuries shall be three hours.
- (3) At each relief, the Guard Officer shall go round the premises with the sentry on duty and the relieving sentry and examine them thoroughly, noting whether all seals are correct. If there is anything wrong a note shall be made at once in the Sentry Relief Book.
- (4) The Officer in-charge of a treasury guard should be present every evening when the treasury is closed and every morning when it is opened.
- (5) He should examine the seals with the sentry on duty.
- (6) The private seal of the Treasury Officer will be affixed to the outside of the treasury door in addition to the official seal. The seal should not be broken except by that Officer's order.
- (7) No naked light or fire should be allowed near the treasury buildings. Only an electric light should be so placed as to throw light into the treasury room.

- (8) The Officer in-charge of the treasury guard should also receive the sealed bag containing the keys of the record rooms of the respective treasuries for safe custody and sign in the appropriate column of the register maintained for the purpose.

Police Station Guards

- 5-(1) Every Police Station should have a guard consisting of three men from 7 p.m. to 7 a.m., even if there are no prisoners in the lock-up or no cash in the cash chest. The guard will be mounted at 7 p.m. and the sentries posted at intervals of two hours as in the case of other guards. The guard will be relieved at 7 a.m. in the morning by the Station Writer. So long as the Station Writer is present in the station he will function as Guard Officer. When he goes home, he will hand over charge to the senior-most Constable of the guard, who, besides mounting sentry in his turn, will also act as Guard Officer. The Sub-Inspector and Head Constables should often check the guard.
- (2) There will be a station watch Constable during the daytime from 7 a.m. to 7 p.m. The Station Writer and the station watch Constable will be responsible for guarding the Government property in the Station during the daytime. The station watch Constable should be allowed to go first for his midday food and only on his return the Station Writer should go for his food. Both the Station Writer and the station watch Constable should not be absent from the Station at the same time. When the Station Writer leaves the station at night, he will hand over charge to the night guard.

Instructions regarding guards to Police Stations and Armed Outposts in areas affected by violence/extremist activity.

- (3) For Police Stations or Police posts located in areas affected by violence/extremist activity, guarding should be specially planned depending on the location, the

layout and the nature of the building, the area and material to be guarded and the existing threat perception. Where the perception is acute and there is every possibility of attack at any time the arrangements to be made should include bunkers or sand bag protection to sentries, securing of arms and ammunition, illumination, access control through pass system, identity card or code words. In such guards, there should be two sentry posts each covering the safety of the others from attack. Barbed wire fencing as an outer perimeter should also be provided. The guards should be re-inforced either by roof-top guard or a parallel guard armed with sophisticated weapons in areas where there is a threat by extremists. The strength of these guards should be decided by assessment of threat to a particular police station/outpost. It is advisable in such situations that normal police work be transacted in an OP in the village or town near the PS for convenience of public with unarmed Head Constables and Police Constables, with the Police Station itself being heavily guarded against attack by extremists. The Outposts may not function at nights in such situations. The OP or post may be located in a purely temporary structure.

Guards for VIPs

General

- 6-(1) Guards for VIPs have two aspects. The first and more important is the security aspect. The second relates to the ceremonial part. It should be remembered that all guards meant for VIPs are essentially for security. For the police on guard duty, being a uniformed force, it is necessary that due courtesy to the dignitary and ceremony associated with his visit is built into it, but not in such a manner or to the extent that it overshadows or obscures the main objective. All ceremonies therefore are to be kept to the barest minimum and done in dignity and decorum.

- (2) Where ceremonial part is to be given more importance in respect of certain dignitaries or occasions the guard should be separate and formed for the purpose

and dispersed soon after. This category is generally covered by Guard of Honour which is to be organised for specified dignitaries in the manner prescribed. The guard posted for security purposes should never be converted into some sort of Guard of Honour.

- (3) There will be no turning out of guards to any VIP or VVIP. The guard will pay compliments when he leaves for the first time, and when he returns before dusk back to the camp. This however will not include sentries posted at points other than the main gate. At other times, the sentry alone will pay appropriate compliments while others keep a watch on the surroundings.
- (4) Guards for dignitaries will be provided by the police having jurisdiction over the place where the dignitary stays, according to the security categorisation determined by the State Special Branch on the basis of the report of Security Review Committee (SRC) of the state or as per local threat perception determined by SP. The following points should be followed in providing guard;
 - A. If a dignitary does not wish to have a guard or escort, it may be withdrawn by the SP and the fact intimated to the DGP.
 - B. Where a regular guard is not contemplated at the camp of a dignitary in the succeeding sub-orders, but the place where he is camping is an out of the way place or if any trouble is apprehended, a guard must necessarily be posted, the strength of which should be decided by the Superintendent of Police depending upon the circumstances.
 - C. The standing orders for those type of guards should be drawn up, briefed to the guard personnel and proper training and rehearsals conducted at the place where it is posted or to be posted.

- D. The standing instructions should include the area to be covered by sentries, the access control, guarding areas and persons, the type of situations likely to be encountered and emergency action. The plain clothes security men should liaise with guards and guard in charge and brief him on any specific duties and make a clear entry. General instructions to be alert need not be recorded.
- (5) The strength and deployment of guard for the Governor and the Chief Minister of the State both at their residences and while on camp shall be determined by the DGP and Addl. DGP Intelligence and Security as per security categorisation determined by Security Review Committee (SRC) of the state.
- (6) Speaker of Legislative Assembly, Chief Justice/Judge/all Ministers of the State Government, Visiting Ministers of Government of India and other specified dignitaries of the Central and other State Governments shall be provided with a guard of 1 HC and 4 PCs at their residences. Additional guards for any of these dignitaries however will depend on the threat perception as determined by the Intelligence department from time to time or on assessment by the SP.

President of India, Prime Minister of India and Vice-President

- (7) Guards will be provided in accordance with the instructions contained in blue books issued by the Govt. of India for each of the VVIPs.
- (8) For the President of India, the Vice President and the Prime Minister, the instructions are also issued separately by the Intelligence department. For the Union Home Minister, the instructions issued from time to time by the Addl. DGP Intelligence and Security should be complied with.

Guard for the Governor and Chief Minister

- (9) The guard for the Governor and Chief Minister shall be provided by appropriate strength as per the security arrangements communicated by the Addl. DGP Intelligence and Security.
- (10) While on camp the strength of the guard detailed will be fixed with reference to the location of the place and the number of entrances. One man will be posted in front of the bungalow, one in the rear, one at the main gate, and as many as may be necessary along the perimeter of the bungalow compound. The guard of the camp residence of the Governor and Chief Minister will consist of 1 S.I., 1 H.C. and 10 PCs. Sentries in the front and rear of the bungalow will take their posts in such a way that there is no inconvenience caused to the VIP while entering or leaving the bungalow. The rest of the guard will be accommodated in a tent, or some other shelter to be provided for them at a place outside the bungalow compound and as close to the main gate as possible. This is only a rough allocation, and the Superintendent of Police should use his discretion in fixing the number of sentries according to the circumstances obtaining in each case.
- (11) Sentries in the front and rear of the bungalow will wear only rubber soled boots during night.
- (12) The guard will pay appropriate compliments at the main gate whenever the Governor or Chief Minister enters or leaves the bungalow. On the first arrival and final departure from the camp the whole guard will turn out. If a bugler is available, he will take post two paces to the right of the Guard Officer and will pay the salute during the compliment. The officer in-charge of the guard should be alert to the timings of arrival and departure of the VIP and should ascertain the VIPs programme from the Aide-de-Camp (ADC)/Secretary each day and make sure that the guard falls in at least ten minutes prior to the actual time of the

VIPs departure or arrival. The guard will turn out and present arms only during the daytime.

- (13) If there are two gates for the bungalow occupied by the VIP when on tour, arrangements should be made for the VIP to use only one of them both for entry and exit, so that the guard may turn out near the gate used by the VIP.
- (14) The time of duty for each sentry will be two hours. The Guard Officer and his second-in-command will ensure that the reliefs are carried out in time. They will also by turns inspect the sentries and ensure that they are vigilant in their duties.
- (15) Sentries will present arms to the Governor and Chief Minister at every appearance. To all other persons entitled to a compliment, they will only give a butt salute at the camps of said VIPs. This will be particularly explained to all sentries posted in the front and rear of the bungalows and at the main gate.

Guards for Protected Persons

7-(1) Protective arrangements are ordered for various categories of people as per security categorisation by SRC, facing threat to their lives by reason of the office they hold or have held or public representatives, informants, factionists etc. The normal guard rules may cause hardship to the protectee and his family as also to the guard personnel. Following are some of the difficulties posed in guarding certain protected persons.

- A. The place of residence of protectees may not afford necessary facilities for a guard causing inconvenience to guard personnel affecting their capacity to guard. The protectee may not be in a position to travel by car, nor is he in a position to afford the cost of illumination and other requirements, accommodation for guard and gunmen. The access control or screening visitors may become difficult if the

person to be guarded has a small house in a busy area or is easily accessible to public.

B. There are situations when the guards or escorts provided to rival factionists come face to face.

(2) The following guidelines for guards, escorts and security men would minimize the difficulties to a great extent.

A. The strength of the guard at the residence should be 1 HC and 4 PCs or 2 HCs and 6 PCs depending upon the threat perception and feasibility. Ordinarily the normal guard rules will apply, but in certain circumstances instead of a fixed sentry post a specific beat may be arranged to guard the house. The guard may be trained and armed with carbines.

B. Usually a plain-clothes security man or uniform PSOs is provided to those for whom guards are provided at residence. There should be a close liaison between the two as to the response to any given situation.

C. In the event of the escort parties or security personnel confronting their counterparts of another protectee the matter should be informed to the local police at once and they should protect their own protectees rather than go against the other. The senior-most officer present will take charge of the situation until the local police arrive.

D. The unit officer providing guard shall be responsible for making necessary arrangements for the accommodation and other facilities for the proper stay of the guard. This may include hiring of accommodation for the guard, if needed.

Class-A Guards

8. The building or premises should have a perimeter wall and/or effective barbed wire fencing sufficiently high with a over-hang. In vulnerable areas concertina barbed wire at the base of the fencing or wall outside should also be provided. All approaches should be well lighted and whenever necessary searchlights should be provided. Only one entrance should be available with a strong gate.
 - (1) Sentry posts as necessary should be provided.
 - (2) Support sentry for each sentry post should be provided both during day and night.
 - (3) The sentry posts should be well protected, and should afford a good view of the area covered by the post.
 - (4) The guard should be armed with SLR or AK 47 rifles with two magazines and ammunition.
 - (5) The guardroom should be separated from the other area where arrangements for rest, guard weapons and other equipment should be made. Toilet facilities, drinking water and food arrangements should be made by the Company Commander.
 - (6) Plain clothes or uniformed Constables who are sent out or come in to the protected premises in course of duty when they go out and before entering should have instructions to move about in the surroundings of the area watching for any suspicious person. The SHO should at once verify any such suspicion discreetly. Guard waiting PCs at times can do this.
 - (7) Where residential houses are close-by the area beatmen should have a complete picture of occupants and visitors in the normal course of their work. It is important that neighbours are friendly and cooperate with police. This can be ensured, only if the police are friendly and do not interfere with their privacy and normal work.
 - (8) The SHO of the area should brief the guard in charge from time to time of any information he receives. All information received from superior officers should be communicated in the briefing sessions and also entered in Sentry Relief Book.

- (9) The nature of threat, the source of threat, the weapons likely to be used, the possible methods of entry specific to each place should all be entered in the Guard standing orders.
- 9-(1) The watch and ward duty of an organisation including government departments should be left to them as they may requisition the services of Central or State police forces or privately owned security agencies on payment or may have their own security guards. The bank, treasury, examination papers, archives, cash of government departments are some of the examples covered in this category. The main category of guards with which police is directly connected are those with internal security implications as well as protection of life of persons who face a specific threat by virtue of office they hold or held or being targets of terrorist or organised crime groups. This generally covers those in category A, B, C. Others in category B may in some circumstances acquire security implications in which cases police cover may be required during that period.

Guards for other departments

- (2) When other departments make applications for guards for emergency purposes, the Superintendent of Police should use his discretion for providing them.

Sentry Relief Book

10. A Sentry Relief Book in form at Appendix - II shall be maintained by all guards. The Sentry Relief Book maintained at the guard shall be written up every time a sentry is changed and signed by the Guard Officer and the relieving sentry. In this, the Guard Officer shall enter the absence of, or neglect of duty by any member of the guard, the escape of any prisoner, the fact of treasury seals being correctly received and correctly handed over, and the letting out of prisoners from their cells for any purpose, their return and all other details connected with the guard duty.

Officers, who check the guard will record their visits and particulars, if any, noticed by them in the “Sentry Relief Book”.

Guard Duty Roster

11. The Guard Officer shall send the guard duty roster in form at Appendix I every week to the Station House Officer if the guard is from the district police, or the Reserve Inspector, if the guard is posted from the State Reserve Lines or the Armed Police Battalion. On the reverse of this form should be noted the number of prisoners in the case of sub-jails, the number of seals in the case of treasury guards, the other particulars or remarks, if any, as well as the remarks of visiting officers. The Station House Officer or the Reserve Inspector will send this report to the SDPO or the DySP, Reserve Lines or the Company Commander as the case may be.

Private guards

- 12-(1) Police guards applied for by private parties will be supplied under the relevant provisions of the State Police Act.
- (2) If a private guard is provided by a Superintendent of Police in anticipation of the sanction of the DGP, care must be taken to see that the strength of the guard is equal to the work demanded of it. A guard for duty throughout the day and night should not consist of less than four men besides the Guard Officer.

Rules for the Presentation of Guard of Honour

13. The following rules governing the procedure for the presentation of Guard of Honour should be followed:

Composition and Strength

- 14.** The Guard of Honour will depend on the status of the personage for whom it is mounted.
- A. It will consist of 1 Gazetted Police Officer, 2 Junior Police Officers, 2 RSIs or ARSIs and 148 men, whenever mounted for the President of India.
 - B. It will consist of 1 Gazetted Officer, 2 Junior Officers, 2 RSIs or ARSIs and 98 men, whenever mounted for the Prime Minister of India and the Vice-President of India.
 - C. Appropriate strength of Guard may be mounted for the Union Home Minister or other high dignitaries as per instructions of the Government. In respect of foreign dignitaries instructions may be obtained from the Ministry of External Affairs, including on the strength of the Guard to be mounted.
 - D. It will consist of 1 Gazetted Officer, 2 Junior Officers, 2 RSIs or ARSIs and 48 men whenever mounted as per orders of the Government for the Union Home Minister.
 - E. Such types of guards need not follow the Guard rules regarding weapons, etc. but should effectively achieve the objective of protection by more professional and informal methods.
 - F. Instructions regarding the layout of the Guard of Honour, salute, inspection and other details are given in the Drill Manual. Every unit must frequently practice the drill for the presentation of the Guard of Honour and be able to present a Guard of Honour at a short notice.

Escorts

Escorts-General Rules

- 15- (1)** Escorts by road should report their movements to Traffic and all police stations en-route. If the escort vehicle has a wireless or other communication, the movements may be intimated by wireless or cell phone as the case may be to the police

stations. They need not reveal the purpose on wireless. Escorts must always travel/return in a body with the officer in charge.

Relief of escort to and from Sikkim -Treasure and Prisoners

(2) The following rules are prescribed for the relief of escort's in-charge of prisoners or treasure coming into or going out of the State of Sikkim.

A. In all cases where relief of escorts is necessary, three days clear notice should be given by wireless and/or fax by the dispatching officer to the first relieving station in the neighbouring State furnishing the following information.

B. In the case of prisoners —

- the number and class of prisoners
- whether dangerous, ordinary, under-trial, female or juvenile
- the strength of the escort to be relieved
- whether hostile or support demonstrations are likely at halting/stopping stations *en route*, and
- the date and probable hour of arrival of the escort.

C. In case of treasure —

- the value of the treasure
- whether in gold, silver etc. or currency notes
- the number of vehicles in which treasure is loaded
- the number of boxes in which the treasure is contained in each vehicle
- the strength of the escort to be relieved, and
- the date and probable hour of arrival of the escort.

(3) On receipt of the above information the officer concerned will put into force the escort rules of his own State, increase or reduce the strength of the escort in accordance with those rules and make any other arrangements he considers necessary.

- (4) It should be clearly understood that reliefs for inter-state escorts must always be provided and never refused or withheld on the ground that men cannot be spared.
- (5) Parties escorting treasure or prisoners by public transport from other States coming into Sikkim State and those escorting from the Sikkim State to places outside the State will normally be relieved at the destination in that State and vice-versa.
- (6) On receipt of information, SP State Reserve Lines, or the Commandant, State Armed Police as the case may be, should at once make necessary arrangements if relief is asked for.
- (7) Escorts for prisoners or treasure proceeding to a place outside Sikkim should, at their starting stations, be provided with air or railway tickets up to the destination of their charge and for the return journey. The cost will be borne by their respective units and got reimbursed from the Home (Jail) department or the Treasure agency.
- (8) Escorts arriving at Gangtok should report at the State Reserve Lines (SRL) duty Room, PHQ. The Officer-in-charge of the duty room should make necessary entries in the General Diary. They may deposit their arms and kits in the Reserve Lines or the Sadar police station, Gangtok or as directed by the Officer-in-charge of Reserve Lines Duty Room. The SP concerned will be responsible for necessary arrangements and safety of the Arms and equipment deposited at any of the places indicated above.
- (9) Escorts reaching at destinations outside the State shall report at the concerned police station and take necessary steps as per instructions given to them by their supervisory officers. The place of halt and steps to be taken by the escort party should be tied up in advance and briefed to the escort party.

- (10) Police cash escorts should travel by night, only on roads where night travel is safe, but should refuse to allow transshipment of cash after dark.

- (11) Escorts for cash and collection of arms and ammunition from ordinance depot will be provided by the State armed police and for VIPs, prisoners by the State Reserve Lines. The SRL may take personnel from the armed police if the requirement is high on a particular occasion.

Strength of cash escorts by road

16-(1)- A. The movement of treasure is being effected by the Reserve Bank to its agency banks like State Bank of India and other banks.

B. In Sikkim, currency chests are maintained with nationalized banks. These chests have to be supplied with currency and coins by the RBI periodically, apart from supply to other Issue Offices, if any. Further the RBI also issues diversion orders for supply of funds from one chest to other chests located in Sikkim, which also need escort to accompany such remittances.

C. The scale of escorts for cash in the schedule below is given as a general rule, to be increased if local conditions warrant.

Amount		By Road			
Over	Not Exceeding	By Bus or other Motor Vehicles			
		By Day		By Night	
Rs.	Rs.	HCs	PCs	HCs	PCs
--	15,00,000		2	1	4
15,00,000	25,00,000	1	3	2	6
25,00,000	50,00,000	1	4	2	8
50,00,000	1,00,00,000	1	5	2	10
1,00,00,000	5,00,00,000	1	6	2	12
5,00,00,000	--	1	8	2	16

- (2) Where two Head Constables are provided, an ARSI and a Head Constable may be deputed instead of two HCs.
- (3) Where the value of a remittance exceeds 1 crore, a Sub-Inspector or Reserve Sub-Inspector should be in charge of the escort, and where the value exceeds 5 crore, an Inspector or Reserve Inspector should be in charge of the escort.
- (4) Every member of the escort party should carry a firearm with at least 10 rounds of ammunition.

Treasure packed in boxes escorted within the district

- (5) When money is remitted within the district in locked boxes, the police escort should give a receipt in terms of sealed boxes. The escort officer should carefully examine the seals and locks and count the boxes. The loaded boxes have to be weighed in the presence of the escort as a precaution.

17. The following instructions are for the guidance of officers in charge of cash (treasure) escorts.

Receipt and Delivery — Duties of Officer-in-Charge of escort

- (1)-A. The escorts are solely and entirely responsible for the safe transit of the cash/treasure boxes and for handing over the boxes in the condition in which they received them.
- B. The escort officer shall see the boxes of notes and coins weighed. He shall satisfy himself that each box or chest is properly fastened and secured before he takes charge of it. He should refuse to take charge of treasure insecurely packed, reporting the reasons for so doing to his superiors.
- C. He will, if he is satisfied, sign the receipt at the foot of each copy of the invoice for bags packed in cases or boxes of marks and weights detailed above said to contain coins and notes to the value of Rs..... The blanks will be filled up in both figures and words.
- D. When the escort officer is relieved in the course of the journey, he will obtain a receipt for “..... /vehicles in good order said to contain coin to the value of Rs..... in bags” or for “..... boxes (or sealed wagons) in good order said to contain coin and/or notes to the value of Rs.....”. When the remittance reaches the addressee, the latter will count the bags and weigh the boxes and give receipt for “..... bags said to contain coin to the value of Rs.” or for “..... boxes of marks and weights detailed in the invoice said to contain coin and/or notes to the value of Rs.....”. If any box be of short weight or shows sign of having been tampered with, it should be opened in the presence of the escort officer; otherwise he should be allowed to return at once.

Currency Notes

- (2) When the remittance consists of currency notes entrusted to other officials with escort's security, the police forming the escort will be responsible for the safety of the concerned official and also for the consignment.

Use of firearms by escort of treasure

- (3) Persons attacking and attempting to loot treasure may be fired upon when the use of arms is necessary for the protection of the personnel and property, the order to fire in such an emergency being given by the escort commander. This course shall be resorted to only when the escort is convinced of the futility of all other means to defeat the attack and the attempt to loot the treasure. The escort should always keep its firearms ready for immediate use in an emergency.

Escort of Arms and Ammunition

18-(1) All consignments of arms should be sent or taken delivery of under police escort. For arms and ammunition in large number brought from outside the State the strength of the escort should be 1 SI, 1 HC and 8 other ranks including drivers/fitter.

- (2) This scale should be increased if the situation so warrants and in case arms are being brought or taken outside the State of Sikkim.
- (3) Arsenal authorities should be contacted in advance for confirmation of the following particulars.
 - A. The date on which the consignments will be ready for delivery;
 - B. Name & Designation of the officer to be contacted;

- C. number of arms and ammunition to be issued;
 - D. documentation necessary; and
 - E. other instructions, if any.
- (4) On receipt of confirmation from the Ordnance Depot, immediate arrangements should be made to depute necessary escorts as per the prescribed scale to take delivery of the consignments from the arsenals. A separate escort party should be sent to each arsenal.
- (5) At least 24 hours, notice of the date and approximate time of arrival of escorts should be given to Chief Ordnance Officer, so that arrangements may be made for transfer of consignments at the other end.
- (6) On receipt of the articles, the officer will check them and bring to the notice of the Chief Ordnance Officer the deficiencies, if any. The printed arsenal vouchers, which will be received by the officers from the arsenals, should be duly countersigned and returned without any delay, if the articles are correctly received.

Escorts

19. In common parlance the word escort means accompanying a person, property and thing for carrying him/it to a destination by providing adequate security and protection. In policing contexts the concept of Escorts means that a duly armed contingent is provided for the safe passage and carriage of persons, properties, items and things.

Classification

20. Requisitions are received for providing Escorts by the police for various reasons by different departments and organizations. However, looking to the general practice of use of Escorts, the Police Escorts can be classified into the following categories:

- A. Escorts for the prisoners and criminals
- B. Escorts for carrying cash, treasuries and other valuables
- C. VIP Escorts
- D. Miscellaneous Escorts

Modes of Travel

21 (1) The Police Escorts may adopt any of the modes of travel as per the need, necessity and urgency pertaining to the subject matter in question. Rail, road or air travel modes can be resorted to for Escort purposes. The Escort in-charge and the Escort party should keep in mind the advantages, disadvantages, difficulties entailed in the specifically selected mode of travel and should exercise all care and precaution to avert and prevent happening of any untoward incident and should ensure that under all circumstances safe passage up to the destination is available.

(2) Whenever travel by road is undertaken it should be ensure that journeys are completed before the dusk. It should also be ensure that communication facilities are available.

(3) If there is need for break in the journey, it should be ensure that night stay arrangements are adequately made and there is sufficient provisions prisoners/criminals are being escorted for lock up etc. if journey is required to be made by train, reserved accommodation should be arranged in advance. For air and train journeys necessary permission of the Ministry of Civil Aviation/Railways or their designated authorities may be necessary if prisoners/criminals are being escorted and this should be tied up in advance. The strength of the Escort party should be carefully fixed in the light of journey time and number of prisoners and sensitivity of the item, thing or person being escorted.

Escort of prisoners

22. Strength & Composition of Escort Party

- (1) Police escorts should be provided by the SP for escorting all convicted persons from courts to jails, whenever a requisition is received from any of the courts according to the following scale.
-

Strength of Prisoners	Strength of Head Constables	Strength of Constables
1—2	...	2
3—5	...	3
6—7	1	3
8—10	1	5
11—15	1	8

For every two additional prisoners one more Constable should be added and for every ten additional prisoners one more Head Constable should be added. Should special circumstances like demonstrations enroute, the prisoner being a dangerous criminal etc. render the precaution of having a stronger escort desirable, the dispatching officer shall use his own discretion in the matter, keeping the SP informed of the steps he has taken. If an escort party is required to halt for the night at a place at which no secure lock-up exists, the strength of the escort shown above should be adequately increased. If the prisoners to be escorted from jail or to be produced in different courts, as are often the case, the strength of the escort should be as per the above scale for each court. As far as possible it may be ensured that in each court a proportion of 1:1 is maintained. The escort personnel should normally be armed with long-range weapons and no bayonets should be carried or fixed.

2. In a case where a female prisoner is to be conveyed, a woman police officer or a female (if no woman police officer is available) should be detailed to accompany.

3. When prisoners are of desperate and dangerous disposition, or from other causes, are likely to attempt to escape, the strength of the police guard shall be increased at the discretion of the local head of police.
4. For overnight journeys by train of more than twelve hours duration the escort Commander must maintain in his notebook, in Sentry Relief Book form details of sentries (the period should be as general rule two hours) as well as their acknowledgments of being posted and taking charge of the particular number of prisoners.

Specific Escorts: Instructions and Precautions

23. A. Escorts for Prisoners and Criminals

(i) The provisions of The Prisoners (Attendance in Courts) Act, 1955 and chapter 22 of the Cr PC are relevant in the contexts of these escorts.

(ii) The Superintendent of the jail is responsible for the production in court, at the appointed time of a prisoner remanded pending a magisterial inquiry or trial, and shall make suitable arrangements with the police for providing necessary escort.

(iii) The duty of escorting under trails prisoners from jails and lock-ups to courts for trial devolves on the police. The prison officer should give timely intimation to the police of the dates and the number of prisoners to be escorted to allow of the necessary arrangements being made.

(iv) While yardsticks regarding the strength of police escort parties/guards for escorting prisoners have been prescribed the arrangements need to be reviewed and strengthened in the context of escorting terrorists, extremists, dangerous criminals and other high security/escape risk prisoners. Prisoners are required to be escorted in various types of situations including escorting from prisoners to courts and hospitals vice versa and also from one prison to courts/prisons both within and outside the State. While in each case, the strength and composition of the escort party would require to be fixed after considering various relevant

factors including number of prisoners, their antecedents, mode of travel and duration of journey, etc. the under mentioned points may be kept in mind.

(v) Whenever an order for the production of a person confined in a prison is received from the competent court by the officer in charge of a prison, such officer shall send a copy of the court's order to the State Reserve Lines in Gangtok and the local police authority in case of other places who thereupon shall cause the necessary police guard to be detailed in accordance with the terms of the order and the person confined in a prison shall be entrusted to the custody of that guard. Whenever a person confined in a prison is produced before a court situated outside the district in which he is confined, the officer in charge of the prison shall report the fact of such production to the Superintendent of Police of the district.

(vi) Wherever the court and the prison are in the same city or town the person confined in a prison shall be taken from the prison to the court and back daily, until his attendance is dispensed with.

(vii) The police party should be thoroughly briefed by the jail authorities and senior police officials with regard to antecedents of prisoners, their habits, past modus operandi and whether they are high security/escape risks before handing them over.

(viii) Through physical search of prisoners should be conducted by both jail staff and escort party before taking them over. They should not be allowed to carry any articles, which can be used for offensive/escape purposes.

(ix) A receipt in the prescribed form of the Prison shall be obtained from the senior police officer of the escort whenever a prisoner, whether committed to the Sessions or under remand, is made over to the charge of such police officer for production in court.

(x) Only vehicles in good condition should be used for escorting terrorists and dangerous criminals. Two vehicles should be deployed if necessary or where the distance is long with

one acting as an escort vehicle in which a wireless set must be installed to report, at prescribed intervals if necessary the location and position of the party.

(xi) The police are responsible for the safe custody of any prisoner committed to their charge till he is returned to the jail or discharged from custody in the due course of law. Hand cuffing of prisoners can be done only with permission of court. In respect of prisoners who are dangerous, likely to escape, unruly, rebellious, it will be Jail administrations responsibility to bring the same to the notice of the court and take permission to hand cuff such prisoner from jail to court and back. In case the police authority think that any prisoner is dangerous or difficult to manage they also on this information as also keeping in view the nature of the offence, the background of the offender etc. and on their own enquiries should move the court through the prosecutor and arm the escort personnel with court's orders for hand cuffing the prisoner.

(xii) Handcuffs, locks, chains, etc. should be checked up thoroughly for being in good order. The party should invariably carry one long chain, rope and two steel rings with locks per prisoner. The party should be equipped with a spare set of handcuffs, powerful batteries/torches and light pistols. In exceptional cases leg irons, fetters could also be used as per relevant provisions of the jail/police manuals. However, in such cases detailed justifications and reasons should be recorded in writing in view of the Supreme Court Judgment and wherever necessary prior permission of Courts obtained.

(xiii) The Guard/Constable in immediate custody of the prisoners(s) should be unarmed to obviate the chance of getting overpowered and losing his weapon. However, other armed guards at the hand reach of the prisoner can cover the prisoner adequately. During transit, glass bottles for water should be avoided and only plastic bottles should be permitted. Items of equipments like chains/ropes/torches should be so placed that the prisoners have no ready access to them.

(xiv) The guards should so position themselves and be vigilant as to obviate/minimize possibility of chilly powder or other material being thrown in eyes/face as has been reported in several cases, particularly in congested areas. The police escort party should be cautioned to prevent any contact, exchange of articles or conversation with all (including friends and relatives) in transit and also in court premises. They should be warned against attempts by prisoners to gain their confidence resulting in laxity in custody and also against accepting and food, drinks, or hospitality while escorting prisoners.

(xv) As far as possible, feeding of both prisoners and the escort party should be completed before commencement of the journey. Whenever food on route becomes necessary the convoy should be stopped as far as possible at the police station/police lock-up premises and not in congested areas/bazaars. Food before being consumed by the prisoners shall be tasted/checked.

(xvi) For answering calls of nature etc. police stations/police lock-ups en route should be used. However, if it becomes necessary to stop en route, the leader of the escort party should select the spot. Where necessary, prisoners should be tied with long chain and only handcuff released. Under all circumstances, it has to be ensured that the prisoner(s) is always in close proximity and under the direct gaze of the guards at all times.

(xvii) Jail doctors should be instructed to recommend outside treatment only in the most deserving/critical cases. As far as possible separate and secure accommodation in the hospitals outside jail premises should be arranged for the prisoner and for the guards in the immediate vicinity.

(xviii) When a prisoner is to be escorted by rail, he will be taken to the railway station more than an hour before the departure of the train by which he is to travel. Till such time they should be kept at the local police station. At the railway station they should be detained in railway police stations, provided they have lock-ups. If there is no lock-up in the railway police station they should be kept in the railway police station under guard, reinforcements obtained if necessary, from the railway police station.

(xix) In courts where terrorists/dangerous criminals are frequently required to be produced, arrangements for earmarking a room or some other place for holding them in custody pending court proceedings should be arranged. In case of high escape risk prisoners, permission of the court to keep the prisoners in hand-cuffs, if necessary, fetters should be obtained and they be requested to take up their cases on priority to reduce waiting time. Special care should be taken while allowing prisoners to use toilet facilities. Conversation/communication, etc. with outsiders in court premises (which are generally crowded) should not be permitted.

(xx) Long distance journeys should invariably be performed by special jail vans, which ideally would provide prison condition. They should have separate compartments divided by iron grills and wire mesh for prisoners with seats with self locking belts and guards and separate section for armed escort. For long distances, provisions for toilets/urinals should if possible be made within the vehicles by having a small area/curtained portion-containing commodes/urine (plastic) bottles.

(xxi) The escort accompanying prisoners conveyed by police bus or prison van may unfix bayonets before embussing; but they shall always fix bayonets when superintending prisoners entering or leaving the bus or van. The police bus or van shall be brought as close as possible to the point where prisoners are to be taken out from their place of confinement. For this purpose, the driver shall comply to the best of his ability with the instructions of the escort officer regardless of the rank. If the prisoners are escorted in a public bus, the escort will so dispose itself as always to be between the prisoners and any door and between the prisoners and any member of the public. When parties escorting prisoners by road are required to halt for the night en route, halting places shall be selected, if possible where lock-ups are available.

(xxii) A person confined in a prison shall be taken by vehicle, but in case such mode of conveyance is not available or due to landslide etc. he will go on foot.

(xxiii) Persons confined in prisons and escorted by the police between any two places which are wholly or partially connected by bus, may be conveyed by bus, provided that the number of persons so escorted at a time is small and can be controlled easily, and their presence in the bus does not cause inconvenience or annoyance to members of the public using it. Actual conveyance charges should be paid in such cases.

(xxiv) Police escort for women prisoners shall include adequate number of women police officers.

(xxv) The cost of maintaining persons confined in a prison while out from the prison shall be advanced by the officer in-charge of the prison to the officer in-charge of the escort, provided that whenever possible, the escort shall be given articles of diet sufficient for the rations of the persons escorted during their absence, instead of money. If a person under escort is admitted into any prison, he shall be supplied with rations by that prison during the period that he spends there.

(xxvi) Conveyance and other incidental charges of under-trial prisoners sent from this State to other States and vice versa shall be borne by the State sending such prisoners.

(xxvii) Whenever a prisoner is sent for examination to, or has to halt at night en route at a station where there is a central or district jail, he should be confined therein. Where there is no central or district jail he should be confined in the police lock-up. If the escort is unable to reach a Central or District jail before sunset, the police should make necessary arrangements for the safe custody of the prisoner in the lock-up of the local police station, if available.

(xxviii) If the prisoner is taken to a Central or District jail, the jail or police establishment guarding it will be responsible for the custody of the prisoner. Whenever the escort desires to proceed the prisoner will be handed over for that purpose. Prisoner escorted under these rules will ordinarily not be admitted into a jail after sunset, and ordinarily not handed over to the escort before the sunrise. In exceptional circumstances they may be admitted and handed over after sunset and before sunrise with the prior approval of the DIG/SP Central Prison, Gangtok.

(xxix) If the prisoner is taken to a police lock-up, in which there are no other prisoners, the police in charge of the lock-up will permit the prisoner escorted under these rules to occupy a ward in the lock-up, the key of which will be handed over to the escort and the prisoners, the prisoner will be entirely under the charge of the escort with its prisoner, the key of ward occupied will be returned to the police in charge of the lock-up. In the event of a police lock-up being occupied by other prisoners, the prisoner will be confined with them, the police in charge of the lock-up being then responsible for his safe custody. The duty of supplying the prisoner with food and of watching him cook and eat will rest with the police escorting him.

(xxx) While escorting prisoners to and from courts or while waiting outside the courts, no one should be allowed to speak to or to approach any prisoner. When a convict is removed to give evidence in a court situated at a place other than that where he is undergoing his sentences, he should be delivered for custody until such time as his attendance in court is required, to a prison, or in the absence of a prison into a lock-up at the place where the court is situated. When his attendance is no longer required, he should be taken to the nearest district or central prison.

(xxxii) When a person confined in a prison has to travel by rail or by air, the entire cost of railway or air fare for the prisoner and the escort will be arranged by the prison administration/Home (Prisons) department to ensure that the required court orders.

(xxxiii) Persons confined in a prison under 'A' Class, if escorted singly, shall be permitted to travel, if they so desire, in any class of accommodation higher than that, which is permitted to them at their own expense, which shall include any extra cost on account of the escort accompanying them.

(xxxiiii) When a person confined in a prison is sent from one prison to another or for treatment/production outside the State it shall be the responsibility of the Jail administration warrant or warrants of commitment and other necessary documents (including necessary

permissions from railways or civil aviation authorities if the journey is by rail/air) are sent with the prisoner (s) through the police escort party.

(xxxiv) For the purpose of the Prisoners (Attendance in Courts) Act, 1955, and these rules, the Superintendent of the prison shall be deemed to be the officer in-charge of the prison”.

Arms of Escort of Prisoners

24. (i) On escort duty with prisoners, the Head Constable or Head Constables in the escort should not carry arms. Of the Constables forming the escort, not more than half the number will carry arms. In a party of one Head Constable and three Constables, one Constable should have a rifle; in a party of one Head Constable and six Constables, three Constables should have rifles. No Head Constable or Constables should carry any side arms on such escort duty. Instead of side arms, batons may be provided, if necessary. Each Constable armed with a rifle will carry 10 rounds of ball ammunition in his pouch. In such parties, the Head Constable will arrange that there is only one-armed Constable who will walk in front of the party. When there are several armed Constables, there should be one in front and the others divided on either side of the prisoners. It will be the duty of the Head Constable-in-charge to keep in his possession all warrants or correspondence relating to the prisoners. It will be the duty of the Constables without arms to hold the prisoners' ropes or chains to prevent their escape.

(ii) These orders regarding arms to be carried by escort parties will apply when normal conditions exist. When disturbances occur or are apprehended, the proportion of arms carried shall be increased at the discretion of the officers dispatching the escort party, and in such times the same authority may also vary the amount and nature of the ammunition carried. Escort parties required to halt at nights at places in which no secure lock-up exists should be provided with sufficient arms to ensure their safety from attack and permit them to mount the necessary sentries.

(iii) Should an escape be attempted, and prisoners resist the effort of the escort to prevent the escape, escort will be fully justified in using firearms for their own protection or to overcome the prisoners' resistance and, if necessary, for either purpose in shooting or using

force on the prisoners. This extreme course should never be resorted to unless in cases of absolute necessity as allowed under the law.

Documents When Prisoners Transferred to Another Jail

25. The following documents relating to each prisoner transferred will be given to the officer-in-charge of the escort to be delivered to the Superintendent of the receiving jail. His original warrant or warrants duly endorsed, a copy of the committing court's judgement if available, the order of any appellate court and any order of government on any petition made by the prisoner, a nominal roll, his history sheet, his remission ticket (if he is under remission system), his medical case (if he is transferred on medical grounds), duplicate and triplicate lists of all private property belonging to the prisoner, list of clothing, bedding and other Government property sent with him, and a certificate regarding his health in the transferring jail and of prisoner's fitness to travel, signed by the medical officer.

Securing of Prisoners Under Escort

26. When prisoners under escort are handcuffed, they should always be handcuffed in pairs, the left wrist of the one being hand-cuffed to the right wrist of the other. When the number under escort consists of an odd number, as three, five, seven, nine, etc., the odd man should be hand-cuffed to other prisoners. In cases of dangerous or refractory characters special measures should be taken with a view to securing their custody under the order of the Superintendent of Police. While halting, such precautions only should be taken as are absolutely necessary for security. If leg irons are used, leather gaiters must be used for each prisoner to prevent abrasion of the skin. Convict warders and convict overseers need not be handcuffed when under escort from on jail to another.

Instructions for Using Handcuffs

27. (i) The use of handcuffs not only causes humiliation to the prisoner but also destroys his self-respect and is contrary to the modern notions in the treatment of offenders. Prisoner should not normally be handcuffed, unless he is violent or disorderly or circumstances necessitate such handcuffing. No person arrested by a police officer or remanded to custody

by a magistrate on a charge of having committed a bailable offence, shall be hand-cuffed unless for some special reasons it is believed that he is likely to escape.

(ii) A prisoner should not normally be handcuffed unless he is violent and disorderly, or circumstances necessitate such handcuffing. Fetters should not be imposed on any prisoner admitted in a hospital except with the approval of the medical officer and in no case prisoners who are aged and bed ridden in hospital should be hand cuffed or fettered. In no case handcuffs or fetters, should be imposed on women prisoners, juvenile prisoners or civil prisoners.

(iii) No person arrested by a police officer or remanded to custody by a magistrate, on a charge of having committed a bailable offence, shall be handcuffed unless for some special reasons it is believed that he is likely to escape.

(iv) When an accused is in court during the trial he must be held to be in the custody of the court. If the accused is so dangerous that it is necessary to handcuff him, a representation should be made to the court and the court will issue proper instructions in the matter. Accused persons while in courts during trial should not be handcuffed except with the permission of the court.

(v) Under trial prisoners while being escorted to and from courts, shall not be handcuffed and chained unless there is a reasonable expectation either from the heinous nature of the crimes with which they are charged or from their character or behaviour that such persons will use violence or will attempt to escape or that an attempt will be made to rescue them. The same principle will be applied to convicts proceeding in public places in police custody. The decision as to whether handcuffs and chains should be used or not will ordinarily lie with the Station House Officer or in his absence, with the officer next below him in seniority.

(vi) Whenever accused, but un-convicted persons are handcuffed, the facts and the reasons for it shall be stated in the Station House Diary. Whenever it is considered necessary to handcuff the accused, but un-convicted prisoners confined in a sub-jail when taken out in the precincts of the sub-jail for food or exercise, the orders of the Superintendent of the sub-

jail should be obtained in the prescribed register kept for the purpose by the officer-in-charge of every sub-jail guard. In regard to refractory, violent or dangerous prisoners, the officer-in-charge of the sub-jail guard or the senior police officer present may impose handcuffs in cases where the orders of the Superintendent of the sub-jail can not be obtained in time to avoid risk, provided the facts shall be reported to the Superintendent at once.

Method of Using Handcuffs and Chains

28. (i) In securing a prisoner under escort, the primary issue is that the policeman in charge should be alert. If there be negligence in this respect, no amount or method of tying or handcuffing will prevent a prisoner's escape. If it be necessary to use handcuffs, the key-holes of the handcuffs should be kept uppermost, as in this position it is not easy to open them by striking on some hard substance. Care should also be taken that the handcuffs are not too large; otherwise, prisoner can slip his hand through them. It should also be ensured that the handcuffs are in good working condition.

(ii) When there is only one prisoner, there is the simple device of attaching the handcuffs to the prisoner's right hand and to a Constable's left. Both the prisoner and the Constable can walk in comfort but the prisoner cannot escape. It is sometimes advisable to handcuff a prisoner with his arms behind his back. The prisoner can walk quite comfortably but cannot run fast; and at the same time, he cannot strike the handcuffs on some hard substance to break them open. When travelling by train, a prisoner who is handcuffed behind cannot easily escape as he finds it difficult to jump out and then pick himself up again.

(iii) Leading chains may also be used in addition to handcuffs. The leading chain has a steel ring of a diameter of two inches and a handle. The steel ring should be passed through one of the pairs of handcuffs in an unlocked position and thereupon the handcuff put on the prisoner. Both cuffs should be locked: otherwise the leading chain will slip off.

(iv) The officer-in-charge of the escort should be supplied with two pairs of removable leg-shackles if available, to be temporarily substituted for handcuffs when convicts are easing themselves on the journey.

(v) Before taking the convicts, the officer-in-charge of the escort should ensure that all handcuffs and fetters when used are secure and are in good order and that none of the convicts can possibly rid themselves of them without aid. This examination will be repeated whenever the convicts halt or resume their journey. The police should provide the handcuffs and leg-shackles.

Treatment of Sick Prisoners

29. (i) When the convict becomes seriously ill on the road so as to be unfit for travelling, he should be left at the next station or outpost to be taken as soon as he can be moved to the nearest jail or lock-up, there to be treated by the Medical Officer and a report of the circumstances should be made to the Superintendent of the dispatching jail and the jail to which the convict was travelling. If a convict coupled to another falls sick, he should be uncoupled from his companion, the latter being coupled to any odd convict, there may be in the party.

(ii) In case of death among convicts, the officer-in-charge will report the fact to the nearest Police Station and make arrangements for the due custody of the corpse until the arrival of the Magistrate to hold the inquest. The officer-in-charge of the station, when such death is reported, will be responsible for the due disposal of the body after inquest.

(iii) When an escort is required for a person suffering from an infectious disease, the officer providing the escort, will be given full details of the disease and whether the person is badly infected with. The officer providing the escort will then obtain the services of an ambulance for conveying the person to the infectious diseases hospital or to any other destination. In such cases arrangements should at once be made to get the escort party inoculated before they are deputed unless they are already inoculated. On return from duty, the Constable should hand in their uniforms, which should be sent at once for fumigation. The Constables should also be advised to have a bath before mixing themselves with the other Constables.

(iv) Detenues are allowed to use their personal cash property for legitimate purposes during journeys while under police escort. The police escort will be in custody of the personal cash property and should maintain accounts of the expenditure incurred during transit.

Escorts for the Protected Persons and VIPs

30. (i) Escorts are provided for certain categories of protected persons who face imminent threat by virtue of their present or past political or administrative assignment or views they hold on certain issues. The Addl. DGP Intelligence circulates list of such persons to the SP/CP, for whom escort is to be provided. The escort can be in uniform or in plain clothes. The weapons to be generally carried are SLRs, Carbines and pistols/revolvers without bayonets. The escort usually consists of 1 HC and 2 PCs. The strength and the number of vehicles may be increased if specifically ordered. One reliable vehicle with a trained driver is provided for each escort. The other equipment should consist of a first aid box, ropes, power torches, and fire extinguishers and smoke candles. The personnel should not wear tight fitting clothes, as it would restrict quick movement.

(ii) The duties to be performed by the escorts of the protected persons shall to afford protection to the protected person against attack while on journey. The escort vehicle should be 15 metres behind the protected person's vehicle and move up if the latter's vehicle slows down. The escort car should not be stopped unless it is inevitable. Except the escort personnel, no other person should be allowed to travel in the escort car. While on the move, the escort personnel should keenly observe the route and whenever needed should take preventive steps at vulnerable points of ambush. While on the move the doors of the car should not be locked. While on the move the doors of the car should not be locked while communicating on VHF the message should be brief and to the point. One should not indulge in unnecessary long talk and should not tune on radio in the escort car. When the protected person's car stops the escort should take position near his car to ward off any attack. If the protected person is moving by walk or if the car is moving slowly, the escort may walk along watching out, keeping two paces behind the PP's position in car. Extra care and caution should be taken at places where threat is perceived or where prior warning of threat has been

received. Escort personnel should not get mixed with any commotion or celebration and should only cover the Protected Person (P.P.). They should take particular care against accidental or hasty firing of the weapon. Specific instructions given on each occasion should be complied with.

Miscellaneous Escorts

31. (i) Police Escorts are required for different purposes on various occasions. Some such occasions could be escort for transporting arms and ammunitions, postal remittances, escort of juvenile offenders and escorts or soldiers etc., etc. The provisions applicable to other escorts are also applicable to these escorts. However, looking to the specific conditions, demands and requirements of each of these escorts decision with regard to their strength, mode of transportation, weapons, relief etc. should be taken on the merits of each case and the escort party should be briefed accordingly with the purpose and objectives of each case along with care and precautions to be exercised by the escort party.

(ii) When the children are on remand, the Police Department should provide necessary escort facilities for to and from journeys of the inmates either to the courts, hospitals, certified schools and when under orders of transfer or of repatriation for restoration to their parents, etc. On all these occasions, the police should be in plain clothes and no child or young person shall be handcuffed or roped.

(iii) A military escort should be applied for, for the purpose of escorting soldiers still in service who are in the custody of the civil power, from one place to another whether before or after sentence. Police escorts should not be furnished for the purpose exclusively.

Appendix I

**Chapter – Guards & Escorts
See paras ____ & ____**

GUARD DUTY ROSTER.

Nature of Duty	Duration of duty		Number and Name of the Constable Appointed	REMARKS
	From	To		

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Station

Officer In charge of the Guard.

Dated

20

Appendix II

Chapter – Guards & Escorts
See para ____

SENTRY RELIEF BOOK

(1)	Number of Post.	(2)	Number of Sentry Posted.	(3)	At what Hour Posted.	(4)	Number of Rounds of Ammunition with Sentry when Relieved.	(5)	Number of Prisoners.	(6)	Signature of Head Constable Posting Sentry.	(7)	Signature of Sentry.	(8)	REMARKS.
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On Label Outside: Sentry Relief Book.