

State Reserve Lines

Chapter 5

Introduction

1. Sikkim being a compact State there are no District Reserve Lines. A single Reserve Lines at the State level attends to the requirements of all district police units and other branches of PHQ. The State Reserve Lines (SRL) is headed by a Superintendent of Police who function under the direct supervision of the ADGP/IGP, Hqrs. & General Administration branch. When deployed in the districts or with a branch the personnel of the State Reserve Lines would be under the control of the concerned district SP or the branch head. The functions of the State Reserve Lines Police are intended to:

- (1) supplement the local police strength where it is not adequate to deal with law and order disturbances;
- (2) provide security to authorized persons or places;
- (3) guard vital installations, arms and ammunition and other important places;
- (4) escort the prisoners;
- (5) participate in ceremonial parades and guards of honour;
- (6) Playing of band at parades and State functions.
- (7) help in rescue operations in the event of natural calamities and other disasters;
- (8) to man armed or unarmed outposts and conduct armed patrolling where called for;
- (9) to provide striking forces or mobile squads for special bandobusts including elections;
- (10) Management of arms and ammunition in the State Armoury;
- (11) Maintenance of motor transport of the Civil Police;
- (12) Recruit constables for the civil police. As per latest government orders SIs and equivalent rank and above officers are to be recruited by the State Public Service Commission.

Organisation structure

2. The SRL consists of the following main sections:
 - (1) General Duty/Reserve Police Section
 - (2) Motor Transport Section
 - (3) Sikkim Police Band
 - (4) Police Central Stores (uniform articles)

Functions & Responsibilities

3. **General Duty/Reserve Police Section:** This is the main section for deployment of manpower for following kinds of duties:

- a) Guards & Escorts: SRL provides house guards to VIPs, at vital installations, important and vulnerable Govt. buildings, ceremonial guards and guards of honour to the VVIPs/VIPs, visiting foreign dignitaries, during commemoration day and other various formal occasions, and also provides escorts to VIPs, protected persons, prisoners, treasury, valuables and for other miscellaneous duties. The chapter on Guards & Escorts may be referred to for detailed instructions in this regard.
- b) Deployment of Reserve Force: SRL provides reserve force for assistance to the District Police during law & order situations, emergencies like natural calamities and for other police arrangements requiring additional manpower. The organization, duties, utilization, movement, arms & equipment held and records to be maintained in the Reserve Police are given in the succeeding paragraphs.
- c) Ceremonial Parades: SRL is the nodal branch to coordinate and organize ceremonial parades during national functions like Independence and Republic day and other state functions.
- d) Armoury: An armoury manned by trained armours is available for safe custody and periodical maintenance of arms and ammunitions for civil police. The arms

and ammunitions are issued to the personnel deployed for security and guard duties on day-to-day or temporary basis only with the order of the SP.

- e) Police Buildings & Quarters: The PHQ building and all other Police quarters situated in and around the capital city of Gangtok are looked after by the Lines. The proposals for minor and major repairs and allotment etc. are moved by it.
- f) Discipline and turn-out: The SLR holds regular PT, drills and other activities for maintaining a high order of discipline and proper turn-out of the force. It shall also be responsible for reforming undisciplined personnel.
- g) Deployment of Home Guard Sainiks: The SLR is authorized to keep Home Guards as sanctioned by the Government for deployments as per Sikkim Home Guards Act and orders issued by the DGP.
- h) Appointments: All appointments in the rank of Constable to the Civil Police are initiated by the SRL. The unit shall also maintain the records for appointments on compassionate ground as per the scheme of the Government. Appointments in the other technical units eg. Communication branch, Finger print unit etc are initiated by the concerned branches.
- i) Consumers Co-operative Society: Management of Sikkim Police Consumers Co-operative Society Ltd. as one of the welfare activities and a police canteen to be set up in due course rests on SRL.
- j) Such other functions and duties as may be assigned to the unit by the State Government or the DGP.

Organisation of the State Reserve Police

4. (1) The Reserve Police in the State Police Lines is organised on the administrative pattern of a battalion.
- (2) Officers of the rank of DSP/Addl. SP shall assist the SP and be in charge of the Reserve Police. He will be assisted by the Reserve Inspector, a Reserve Sub-Inspector (RSI)/ARSI assisted by HCs and PCs. Each section of men in Reserve Police will function under the command of the senior-most Head Constable of that section.
- (3) One Reserve Inspector each will be in charge of Administration and operations, motor transport, quarter master duties, and welfare. They will be assisted by such staff consisting of RSIs, ARSIs, HCs & PS including technical staff as necessary.
- (4) The ARSI will be the staff officer of group of personnel of the strength of about a platoon. He will be under the immediate control, and at the disposal of the RSI and may not ordinarily be available for personal command of platoons or sections in the field.

Ordinary duties of the Reserve Police

5. (1) The duties to be performed by the Reserve Police will be classified as “fixed”, “special” and “general” duties besides the functional classifications mentioned above. “Fixed” duties are those where the personnel performing those duties cannot be withdrawn in times of emergency, e.g., armoury and motor transport staff. “General” duties consist of guards, escorts and other miscellaneous duties.
- (2) In case the duty periods are long rotations should be effected.
- (3) Emergency strength - A minimum “emergency strength” as laid down by the DGP must always be available and ready for immediate action.

Utilisation and Briefing of the Reserve Contingents

6. A. The Reserve Police shall normally be deputed to assist the local police to meet the exigencies for bandobust, preserving order at festivals, large public

assemblies and when disturbance to peace is anticipated. The deployment of force for this purpose may be done by the SP, Reserve Lines on requisition by the district SP on the assessment of the situation. For deployment for long periods or outside the State Capital approval of the ADGP/Hqrs will be taken subject to confirmation by DGP.

- B. Whenever such reserve is deputed, a thorough briefing should be done by ARSI/Head of the section/Platoon Commander concerned with respect to their specific duties, topography, discretion of the task, reporting mechanism likely difficulties to be encountered and the way to overcome them. The ASP/DSP of the reserve lines police is responsible for the performance of the force.

Movement of the Reserve Police units

7. (1) The SsP in the districts shall have powers to deploy the Reserve units anywhere in their jurisdiction for any of the purposes stated in the preceding paragraph.
- (2) In case of emergency the district SP may apply through the DIGP/IGP (Law & Order) to the DGP for reinforcements.
- (3) The DIGP/Range, ADGP/IGP, L&O and DGP should be kept informed by radio/Fax of the mobilisation and demobilisation of the Reserve Police units.
- (4) The deployment for the purpose of riots and serious disturbances shall ordinarily not exceed one week and shall be withdrawn thereafter. The deployment for festivals shall be limited to the duration of the festival. In all other cases rotation should be provided with intervals for rest.

Reserve Police on detachment duty outside Gangtok

8. (1) A General Diary shall be maintained by the officer in charge of detachment, in which the movements of the officer in charge and of all personnel, the duties for

which they are employed, any incident and all particulars such as discipline, presence or absence of any personnel, sickness, injuries, use of fire arms or other events shall be entered.

- (2) A copy of the General Diary should be sent to the SP of the district if deployed outside the SRL hqrs.
- (3) The officer in charge of the detachment should equip himself with the briefing documents and instructions on the task to be performed and brief the personnel thoroughly before proceeding and after arrival. The requisitioning officer is responsible for making available all material in advance and any additional material on arrival.

Arms and Ammunition for public order duties

9. When called out for the maintenance of peace, the RIs, RSIs and ARSIs shall be armed with pistols/revolvers and the HCs and PCs besides lathies with rifles with 20 rounds of ammunition unless ordered otherwise.

Off-duty and relief

10.

- A. All Head Constables and Constables in the Reserve should have a clear day off every week. Ordinarily, the whole Reserve, except those employed on such duties as stand-to, motor transport and guards, should have their “off duty” on Sunday. The stand-to motor transport men who are on duty on a Sunday should be given “off duty” on any other day of the week.
- B. Normally it must be seen that policemen avail their weekly holiday undisturbed but they can be deprived of it in exceptional and unavoidable circumstances.

- C. All those on fixed duties shall attend morning parades at the State Reserve Lines Headquarters on Tuesdays and Fridays.

Duties of the Personnel of Reserve Police

11. A. Reserve Inspector

- (1) The departmental status of Reserve Inspector is equivalent to that of an Inspector of the civil police.
- (2) The Reserve Inspector in charge of a company strength or more of personnel shall check the platoon-wise duty rosters of his company daily and on that basis prepare the daily morning statement in Form I and submit it to the SP, Reserve Lines through the ASP/DSP recording his own arrival and departure at R.L. Headquarters. He shall personally maintain all other records of the Company strength of personnel he is in charge. He shall hand over his sealed duplicate keys to the Reserve Sub-Inspector when he leaves headquarters. He shall assign, by specific written orders every week, for the checking of all Reserve Police guards of his Company strength. In case he is outside district Headquarters with the deployed reserve police force the daily report will be submitted by the Addl. SP/DSP in charge. A consolidated statement of deployment shall be submitted daily to SP. He shall be assisted by as many RSIs/ARSI's and other ranks as necessary.
- (3) He will be in charge of State Reserve Line Police Control Room.
- (4) He will be responsible for dispatch and receipt of Reserve Police Contingents, deputing personnel for guards, escorts, bandobust duties as per orders, issue of necessary documents required for journey and for presentation to the concerned authorities at destination. On their return, checking arms and equipment and other material and stores issued to them or brought by them, and making entries accordingly in the General Diary.
- (5) He will take periodical feedback from personnel deployed at distant locations and putting up gist to the SP through concerned ASP/DSP.
- (6) He will prepare day-to-day schedule of duty and deployment.

- (7) He will be overall responsible for the custody of all working keys and of all the Duplicate keys in sealed covers.
- (8) He should be available at Headquarters and not leave his residence without prior permission of the DSP.
- (9) His functions also include reception of all sick personnel from platoons recording their names in the sick register, dispatch to hospital in charge of an officer along with their medical history sheets, to enable the Medical Officer to make entries in the case of the discharged men. The Medical History sheets of the discharged personnel shall be returned to the Platoon Commander.

B. Quarter Master Reserve Inspector/ QM Reserve Sub – Inspector

- (1) The Quarter Master RI/RSI will be in charge of the armoury, arms and ammunition, Tentage, Stores, Government property, sports and duty meet and band. He is responsible for the distribution, maintenance, upkeep of arms and ammunition to the reserve police as well as to the local police of the district. He will be in charge of tear gas and other riot control equipment and other accoutrements for the Reserve and District Police.

C. Motor Transport Officer (of the rank of PI/SI)

- (1) The functions and responsibilities of the Motor Transport Officer in the SRL – are given under the chapter on Motor Transport Section.

D. Headquarters Reserve Sub-Inspectors

- (1) The Headquarters Reserve Sub-Inspectors, will be assisting the RI Operations in the running of the SRL Control Room and assist him in all his duties. One RSI/ARSI will always be on duty in the Headquarters of the Reserve Lines which would also function as a Reserve Lines Police Control Room.
- (2) Management of the Control Room, prompt despatch of messages and keep the senior officers informed of the happenings, reported in the Control Room.

- (3) Whenever the Headquarters RSI leaves the control room, send returns to it he shall hand over charge to his relieving officer by an entry in the general diary and signature by both the officers.
- (4) Maintenance of the general diary in which everything that happens in the armoury, as well as in the Control Room all events that are reported to the Reserve Police, the incidents and information given should be recorded.
- (5) Despatch of all escorts and parties of men and noting the same in the general diary as also and arrival of all escorts including escorts and parties of men from other districts. He shall inspect all men going out on escort and other duty and also after they return from, such duty including check of all equipment or stores or other material issued to them or brought by them and record it in the general diary.
- (6) Mounting and relief of armoury, magazine and PHQ Guards.
- (7) Assisting RI in reception of sick personnel and sending them to Medical Officer.
- (8) Ensure security of all equipment and other property, arms and ammunition, personnel who are in the premises during his spell of duty.
- (9) Keep in close touch with the State, District and city Police Control Rooms.

E. Duties of Reserve Sub-Inspector (operations)

The efficiency of his Reserve force depends on his capacity, commitment and professionalism.

- (1) Maintenance of the duty roster of his reserve and compliance of orders of Reserve Inspector regarding deputation of personnel.
- (2) Receiving of all sick reports of his reserve and their production before the Reserve Inspector Operations for passporting to hospital. He shall form up his men on parade each morning and evening and present to the Reserve Inspector a parade statement in Form I showing the details of the Head Constables and Constables who are present, those absent, and those on sick leave etc.
- (3) Nomination of HCs and PCs of his reserve for duties as may be required.

- (4) Inspection of the personnel before sending them to the Reserve Inspector Operations for passporting on duty.
- (5) Production of Head Constables and Constables who have misbehaved at the orderly room.
- (6) Implementation of orders awarding extra drill or guard to personnel of his reserve.
- (7) Service of orders on the personnel, received from the Reserve Inspector and obtain their explanations. Taking personal care of their health, welfare and other difficulties and bring all significant matters on this regard to the notice of RI for onward intimation to the SP.
- (8) To know all about each Constable and Head Constable and prepare an inventory of their skills and achievements and qualities and make entries in their small service books.
- (9) Enhance his own skill by constant training and self effort and his capacity for bold action in times of crisis.

F. Assistant Reserve Sub-Inspector

- (1) The Assistant Reserve Sub-Inspector assists the Reserve Sub-Inspector in the scriptory and general work of the reserve and such other work entrusted to him by their concerned RSI. The ARSI shall also be responsible for the state of the lines and other buildings and the parade ground. He shall report any irregularity or misconduct in the lines to the platoon and company commanders and correct it on the spot. He will attend parade and hold charge of the platoon or sections, if required. One ASI or HC from each colony of police quarters will be attached to the RSI for making comprehensive maintenance of quarters located in the State capital.

Records in the Reserve Police

12. The SP will check these records frequently and record his comments with signature and ensure compliance of instructions, if any.

Long Leave Register

- (1) Applications for Earned/Privilege leave will be entered in a register in Form II as and when they are received. Leave should be granted in that order except in the case of emergencies. Each platoon or more strength of personnel under a RI will have a register which along with the leave rolls, with leave eligibility noted therein by the RI is placed before the SP to enable him to know the number on leave in the platoon, and assess feasibility to grant the leave. The leave granted should be sufficient for the purpose for which it is applied and should not be refused except in emergencies.

Casual Leave Register

- (2) This will be maintained for each platoon in the same Form II as the Long Leave Register. The Reserve Inspector of the Company shall record his orders granting or refusing leave in the register. All cases of refusal shall be placed before the SP. It is desirable that long or casual leave is granted according to eligibility. The availability of adequate strength in a given situation, whether the leave is a ploy for malingering or avoid a particular duty should be the factors to be borne in mind. While casual leave or any leave is subject to exigencies of administration, there should be no room for favouritism or vindictiveness in this matter.

Duty Roster

- (3) This has to be maintained by each Platoon Commander in his own hand, checked and initialed by the concerned RI at least once a month. The nature of the Shramdan if any, performed should be clearly recorded.

Family Quarters Register

- (4) This Register should be maintained in Form III, indicating the names of the personnel in occupation of the quarters and the names of persons in the waiting list. The names should be entered in the waiting list in the

chronological order and the allotment of quarters as far as possible made in the same order.

Transfer Seniority List

- (5) Applications for transfer of constables from Reserve Police to Civil Police shall be put up for consideration of the Police Establishment Committee in accordance with rules and directions in this regard issued by the DGP. The seniority list in Form IV for transfers will be maintained and effected by the competent authority.

Seniority lists (also showing eligibility to promotion)

- (6) Up-to-date seniority lists and promotion panels if any, in Form V for promotion and automatic advancement scheme should be kept with the SP. Every entry or removal or alteration must be by a district Order. Separate and similar seniority lists with eligibility criteria noted must be maintained for the motor transport staff. Special rules have been laid down for all the above categories.

Counselling / Orderly Room

- (7) At the ceremonial and other weekly parades the SP shall ask the men whether they have any representation to make. If it is possible he shall take on the spot decision or otherwise announce his decision later. He shall also hold orderly room treating such situation as personal interview/Counselling. In the absence of SP, Addl. SP/DSP should hold orderly room once a week at the weekly parades. It can also be held during working hours. Platoon Commanders should personally march in their men and be present in the orderly room. Representation and Counselling including the sanction of leave, grant of PF advances, request for transfer, allocation of quarter and such other matter shall be dealt with. The particulars shall be entered in two registers in Form VI and VII. The request for orderly room by HCs and PCs

shall be complied with. It should be treated as personal interview cum Counselling. The following instructions shall be kept in mind in conducting orderly room.

- A. The officer while holding orderly room shall be dignified, firm, fair, understanding and sympathetic.
- B. The decision should be swift but not hasty.
- C. Patient hearing is necessary. Insulting, belittling or abusing or shouting or losing temper must be avoided.
- D. If the request cannot be considered, the position should be explained in clear terms.

Pay Disbursement Register

- (8) Pay and travelling allowance and all other monies due, if the same is not paid through the banks, should be promptly disbursed by platoon commanders under the supervision of RI/DSP.

Scale of Arms and Ammunition of the Reserve Police

13. The following are the scale of arms and ammunition for the Reserve Police fixed by the Government of India.

- (1) Arms for service:
 - A. One rifle or SLR per Head Constable and Constable
 - B. 4 Carbines for each 100 rifles authorised
 - C. One revolver/pistol per officer of and above the rank of Assistant Sub-Inspector
 - D. 4 V.L. Pistols for 100 members
 - E. One LMG per 100 members

- F. One E.Y. Rifle with discharger cup per platoon
 - G. One AK47 assault Rifle per platoon
- (2) Arms for training:
- A. .22 rifles - one per 20 trainees
 - B. .303 rifles/SLRs - one for each trainee
 - C. .455/.38 revolver - one per 10 trainees
 - D. Carbines Machine Thompson - one per 10 trainees
 - E. One LMG
 - F. One AK 47 per platoon
3. Ammunition for service:
- A. 100 rounds per rifle
 - B. 30 rounds per revolver
 - C. 192 rounds per CMT
 - D. 500 rounds per Bren Gun
 - E. 19 rounds per V.L Pistol - illuminating 12, red 4, and green 3
 - F. 20 grenades per E.Y. Rifle
 - G. 27 ballistic cartridges per E.Y. Rifle
 - H. 40 rounds .303 cartridge tracer S.G. per platoon of Armed Reserve
4. Ammunition for practice: (per annum)
- A. .303 rifle / 60 rounds per capita
 - B. .38/.455 Revolver - 60 rounds per capita
 - C. Carbine Machine Thompson - 15 rounds per capita
 - D. Bren Gun - 360 rounds per weapon
 - E. E.Y. Rifle - 10 grenades, 6 Dummy grenades, 50 Ballistite cartridges - per weapon
5. Ammunition for training: (per annum)
- A. .303 / 100 rounds per trainee

- B. .38/.455 Revolver - 70 rounds per trainee
- C. Carbine Machine Thompson - 50 rounds per trainee
- D. .22 rifle ball - 10 rounds per trainee
- E. Bren Gun - 300 rounds per weapon
- F. V.L. Pistols, illuminating 1 round per 15 men, red/green 1 round per 20 men
- G. E.Y. rifles - 10 grenades and 20 ballistite cartridges per E.Y. Rifle

Note: Blank ammunition @ 10 rounds per weapon per annum.

Tear Gas Squads

14-(1) For every about 100 service persons in the State Reserve Lines, there should be one tear gas squad consisting of 1 RSI/ARSI, 2 HCs and 12 PCs. The strength of the squad should be drawn equally from each Reserve sub-unit and attached to the SRL headquarters by rotation. The personnel should be replaced once a quarter by fresh batches drawn in a similar manner. This is to ensure that every person in the Reserve is trained in the use of tear smoke. The following is the scale of tear gas equipment for each squad -

- Riot Guns 7
- Truncheons 1
- Shell carriers 7
- Grenade carriers 7
- Gun carriers 7
- Fliterite shell carriers 1
- Auxiliary Equipment As prescribed for each service Coy of Armed Police
- Tear Gas Ammunition - do-
(for stock and practice)

Care and Custody of Arms

- 15-(1) **History of Arms:** All SHOs and other designated Officers of other Units to which arms and ammunition are issued shall maintain histories of the fire-arms supplied to each in Form VIII. The Quarter master RI shall also maintain a similar register for all weapons issued by the SRL armoury on the charge of each police unit. He shall scrutinise this register and ensure that each fire-arm is rebrowned in due time and also produced for AIA's inspection in accordance with the orders on the subject.

Inspection of Arms in Sub-Divisions by Armourers

16.

- (1) During the course of a year, the armourer of the Reserve shall inspect the arms held by the civil police in all four districts. He shall inspect every weapon borne on the strength of the District or Sub-division office/Police Station/unit. The unit heads/Sub-Divisional Officers/OCs of police station shall arrange to get all the weapons to the unit headquarters or the PS and get them examined and repaired by the armourer. The armourer will attend to only minor repairs at the unit headquarters. He will make out a list of arms requiring major repairs and the unit in charge shall send such arms to the State Reserve Lines Armory, where necessary repairs shall be undertaken. This procedure should strictly be followed to enable the armourer to test every weapon once a year..
- (2) During the course of the year, the armourer shall also inspect the arms and automatic weapons of the State Reserve Lines and point out the defects, if any, to the SP. He shall also attend to the half-yearly lubrication of arms.
- (3) When weapons are taken out, the policemen shall dry clean them and before returning them to the armoury, they shall apply oil to all the metallic portions. All RSIs shall inspect weapons of their respective platoons after every parade and see whether any parts are missing and whether they are cleaned properly. Any neglect in the care of arms shall not be permitted and such instances

should be promptly brought to the notice of the senior officers concerned for suitable action.

- (4) If any rifle is found rusty or any barrel bulged or neglected, the PC or HC to whom the weapon has been issued shall be dealt with appropriately. All RSIs shall maintain a book wherein details of inspection done and action taken against any Constable or Head Constable for missing parts or causing damages to his weapon should be entered. The Quarter Master RI/RSI should effectively supervise the work of armourers and more so, the work of the Platoon Commanders in this regard. Reports of the armourer, after his inspection of arms, regarding losses of and damages to arms due to neglect shall be promptly attended to by the concerned.
- (5) The following are the special instructions to armourers going out to inspect weapons in the district.
 - A. Thorough inspection of each and every arm including bayonets and scabbards that are produced for inspection. He must be supplied with a complete list of arms held by each unit/sub-division/Police Station.
 - B. The armourer on the spot shall carry out all minor repairs to weapons.
 - C. The armourer shall maintain a separate general diary in triplicate indicating the work done by him on each day. He shall send a copy of his general diary to the district SP concerned and get his acknowledgement and another copy to the SP, SRL through the Quarter Master, Headquarters.
 - D. He shall ensure that linseed oil is applied to the wooden portion of all rifles.
 - E. He shall take with him his tools and a few spares for the weapons to be inspected. Those arms that need attention in the armourer's shop shall be marked separately and brought to the State RL armoury.
 - F. It is neither the work nor the duty of the armourer to clean weapons but only to repair them. Unit heads/SDPOs/O/Cs of PS shall, therefore, ensure that all arms are cleaned thoroughly before the district armourer inspects them.

- G. A small table and two Constables shall be provided by the district police office/unit to enable the armourer to carry on with his work at the district hqrs or the unit or a PS.
- H. The armourer shall on his return to headquarters, submit a report in duplicate to the SP through the RI Headquarters on the work turned out by him and the condition of the arms in the unit/Sub-Division/PS. A copy of the report will be sent to the unit incharge. The above instructions relating to scale, History, Care & Custody and inspection of arms shall apply mutasis mutandis to the Armed Police units and arms issued by them to various officers, units or held in the battalion.

Annual trainings

- 17-(1) All personnel of the State Reserve Police should undergo training for 15 days once a year. The Addl. SP/DSP Lines shall be present of atleast 3 days and take an active part. It is important that officers should not permit themselves to become so rusty in their drill and out-door work as to be unable to efficiently command the Reserve Police when necessary
- (2) The SP should also keep himself in touch with the progress of training and attend parades from time to time.
- (3) During the annual trainings, Sundays should be totally free. The full routine will be carried out during the other days. If, however, a public holiday intervenes, it should be treated as a holiday. The SP should so schedule the training that there is a minimum of 12 training days for each annual training. The programme should also lay stress on practical demonstration and actual field situations and specific standards to be achieved in various spells.
- (4) During the annual trainings, the personnel in training shall not be deputed for other duties save in grave emergencies.

- (5) The two week programme should provide for parades of one and half hour duration in the morning except on Sundays and holidays. Lectures and demonstrations by officers from Addl. SP to RSI should be arranged between 1000 and 11:30 a.m. Rifle firing practice at the range shall be separately detailed. Due provision shall be made for regular instructions and practical training in-
- A. Squad, Company and arms drill, P.T., B.T. and lathi drill, Skirmishing (instructions),
 - B. Route marches and small tactical schemes,
 - C. Mob operations (drill and practicals),
 - D. Surround and search (instructional and practical),
 - E. Elements of bomb disposal,
 - F. Picket duties in disturbed conditions (including temporary, stay in localities),
 - G. Patrolling (riot affected, crime-prone, terrorist affected areas and highways)
 - H. Road bandobusts on VVIP security,
 - I. Election duty (mobile force or striking force),
 - J. Disaster and natural calamities,
 - K. Anti-terrorist operations (ambush, Counter-ambush and reaction),
 - L. First aid and Life saving
 - M. Camp layout discipline and routine
 - N. Field firing
 - O. Tent-pitching
 - P. Care of arms
 - Q. Hygiene and sanitation
 - R. Care of clothing and equipment
 - S. Leadership
 - T. Night marching by compass
 - U. Cooking (selected men) and games
 - V. Major and minor laws relating to police work

- (6) To accustom the State Reserve Lines personnel of conditions prevailing in forest, hilly and inaccessible areas, tours in such areas may be organized during which they should be trained specially in tactical work and anti-guerilla/terrorist operations in the field and other duties, which they might be called upon to perform in the forest areas, hilly and inaccessible areas. The following points should be kept in view:
- (a) Appropriate boarding arrangements and medical arrangements shall be made. The State LR&DM department may also be contacted for providing TA/DA etc. expenditure for such tours
 - (b) The SP, Reserve Lines will fix the date for the tour in consultation with the concerned district SP. The commandants of the Armed Police Battalions should also be consulted for joint tours with them.
 - (c) The camp site selected should vary from year to year and should be deep inside the forest, hilly areas, or remote areas and not in a village or hamlet or any habitation.

Housing

18. All ranks of the District Reserve shall reside, so far as accommodation permits, in the lines provided for them at the Reserve Headquarters.

Kit and arms inspection

19. The RI will hold quarterly kit and arms inspection and make lists of deficiencies and see that they are made good during the quarter.

Roll calls

20-(1) Roll calls of HCs and PCs will be held daily at 0900 hrs and 1630 hrs. No officer, HC or PC shall leave the lines or his notified residence after the evening roll call without intimation to the Duty Reserve Sub-Inspector.

- (2) The RSI or, in his absence, the ARSI shall call the morning roll of his men at the lines in the immediate presence of RI, who shall thereby check his parade statement. Bandsmen will also fall in for the roll call.

MOTOR TRANSPORT SECTION

21. The organization, structure and functions of the section and roles and responsibilities of its officers are stated in the chapter on MTS.

SIKKIM POLICE BAND

22. The Sikkim Police Band is an integral part of Sikkim Police which also caters to the needs of Armed Battalions. The two components of band i.e. Brass Band and Pipe Band perform separately as well as a combined band. The band master is an Inspector rank officer and reports directly to the SP/Lines. The strength of the brass & pipe bands shall be as notified by the Government from time to time. The following instructions relating to the police bands should be complied with:

- (1) The brass band, and where not available the pipe band should cater to all government functions.
- (2) The band is primarily intended for use at parades, making bugle calls and during police sports and other ceremonial functions of the Government. However private engagements may be accepted from persons, institutions or associations on application to the head of the office (SP/Lines), provided it does not interfere with the Government duties, and subject to the conditions that the fees prescribed for the requisition, per hour playing rates and transport charge are paid in advance and that the band shall not march on foot in processions.
- (3) The Band Master in charge of the band will act under the orders of the Head of the office (SP/Lines) in all matters connected with the band and the Fund. The band and the bandsmen/bandswomen will be under his supervision.

- (4) The band shall not be detailed for any private engagement without obtaining written orders of the SP. The fees will be paid in the police band welfare fund Account in the State Bank of Sikkim. The Accounts Office of the State Reserve Line Office shall audit the Band Fund account every year ending 31st March and submit a report to the head of the office.
- (5) The band fund which will be utilized for the purpose of band equipment, improvement of band and for welfare of band personnel.
- (6) Deployment for Misc. Duties: The band should ordinarily not be deputed for law & order and other misc. police duties except during grave emergencies.
- (7) Recruitment & Training of Band Personnel: The proposal for recruitment of band personnel and their training including for various musical courses outside the state is initiated by the SRL.
- (8) A register showing the details of all engagements of the band will be maintained in the Form IX by the Band Master and shall be checked at least once a month by the head of the Office.
- (9) The bandsmen are solely responsible for the proper maintenance and upkeep of their instruments.
- (10) The Band Master is responsible to see that the bandsmen have regular practice. He will inspect the instruments once a week and report any defect or damage immediately to the head of the office i.e. SP/State Reserve Lines.
- (11) All instruments and spare parts required for the band should be purchased in time.

- (12) A register of band equipment will be maintained, wherein a separate sheet will be set apart for each instrument. The date of purchase, cost, date and cost of repairs and other particulars will be entered in respect of each instrument in the sheet.

CENTRAL (UNIFORM) STORES

23. The police central stores section for uniform articles is headed by an officer of the rank of DySP who reports to the SP/Lines. He is assisted by as many SIs/ASIs/Constables as necessary. The functions of the Central Stores are:

- Procurement of all uniform articles and anti-riot equipment (excluding arms and tear gas for which the Sikkim Armed Police battalion is the prescribed unit) for civil police and armed battalions duly maintaining the approved design, colour and quality of the articles.
- Storage of uniform articles.
- Distribution of stocks to the sub-stores located at district headquarters and armed battalions.
- Issuance and maintenance of Kit Card for each individual member of the civil police who are entitled to free uniform. For the armed police battalions this would be done by their stores.
- Preparation of annual estimate of uniform articles on the basis of actual requirement for projecting the same in the annual budget.
- Review the different scales of uniform articles and submit recommendations for improvements in design, colour and quality.

24. The Central Stores shall maintain the following registers and all entries in the above registers except Sl. No. 4 below shall be certified by a Gazetted Officer. The entries in Kit Cards shall be attested by the sub-store in-charge or his senior officer.

- 1) Receipt Register in Form X
- 2) Stock Book of Uniforms in Form XI

- 3) Individual Uniform Ledger in Form XII
- 4) Kit Card in Form XIII
- 5) Issue Expense Voucher in Form XIV

FORM - I

**Chapter – State Reserve Lines
See para 11 A(2), E(2)**

**MORNING STATEMENT OF DUTY OF ARMED RESERVE FOR 20 .
PLATOON**

	RIIs	RSIs.	ARSIs.	HCs.	PCs.	Remarks
1. Sanctioned Strength						
2. Actual Strength						
3. Present on Parade.						
4. (1) Guards						
(2) Escorts Local						
(3) Escorts distant						
(4) Long Leave						
(5) Casual Leave						
(6) Absent						
(7) Under suspension						
(8) Medical Leave						
(9) Hospital						In patient Out patient
(10) Reporting sick						
(11) Under strength						
(12) Miscellaneous duties						
*5. Fixed duties						
(1) Armourers						Sanctioned on duty
(2) Drivers						Sanctioned on duty
(3) Cleaners						Sanctioned on duty
(4) Orderlies						Sanctioned on duty
(5) Carpenter						Sanctioned on duty
Total of 5						
6. Available in Emergency						
7. Total of 4, 5 and 6						

FORM - I (Contd.)

REPORT OF GUARD CHECKED

Location of the Guard	Day and hour of check _____	Checking Officer	Remarks
-----------------------	--------------------------------	---------------------	---------

1.

2.

3.

FORM - I (Contd.)

DAILY DIARY OF RESERVE INSPECTOR
RESERVE SUB-INSPECTOR FORPLATOON.

Reserve Inspector.
Reserve Sub-Inspector.

POLICE QUARTERS REGISTER

Lines Location	Line Quarter Number	Number & Rank	Name	Allotment Order No.	Date of occupation and vacating	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

FORM - VI

Chapter – State Reserve Lines
See para 12(7)

ORDERLY ROOM REGISTER I

Name of Constable or Head Constable.....Number.....

Sl.No.	Date of O.R.	Held by RI/DSP	Details of charge and date of offence	Orders of officer holding O.R.	Signature of officer holding O.R.	Date on which orders have been carried out	Signature of Reserve Inspector	Reference to page number of O.R. Register II
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

N.B.: – Four pages should be left for each person

FORM - VII

Chapter – State Reserve Lines
See para 12(7)

ORDERLY ROOM REGISTER II

Date of O.R.	Officer holding O.R.	Numbers and ranks of persons placed before the officer	Nature of offence committed	Punishment awarded	Signature of officer holding O.R.	Reference Page numbers of O.R. Register I	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

ARMS HISTORY SHEET

Type of Weapon

Unit No.

Body No.

Bolt No.

Issued on

Date of issue

Inspections		Lubrication date	Details of all repairs and rebrowning and new parts supplied and remarks of inspecting armourer, etc.	Initials of the armourer
By whom	Date			
(1)	(2)	(3)	(4)	(5)

FORM - X**Chapter – State Reserve Lines
See para 24****RECEIPT REGISTER**

Date of Receipt	From whom Received	Articles Received	Qty. Received	Stock Page No.	Sl. No.	Remarks

KIT CARD



SIKKIM POLICE

Rank & No. _____

Name _____

KIT CARD

Name : _____

Rank & Name : _____

Badge No. : _____

Date of appointment : _____

Date of Discharge : _____

Ledger Page No : _____

FORM - XIV

Chapter – State Reserve Lines
See para 24

**GOVERNMENT OF SIKKIM
POLICE CENTRAL STORES, RESERVE LINES,
GANGTOK**

**ISSUE EXPENSE VOUCHER
(in duplicate)**

Vr. No.Central Stores Date of issue

.....20.....

Issued to

.....

Issuing

authority.....

From Station.....To

Station.....

Sl. No.	Nomenclature	Quantity issued (in words)	Remarks

Note: Receiver shall hold full responsibility for loss/damage of the above Govt. properties in any circumstances.

ISSUING OFFICERRECEIVING OFFICER

Signature

Signature

Rank & Name

Rank & Name

Unit

Unit

COUNTERSIGNED