



भारत सरकार / Government of India

सरकारी राजपत्र OFFICIAL GAZETTE

संघ प्रदेश दादरा एवं नगर हवेली तथा दमण एवं दीव प्रशासन
U.T. ADMINISTRATION OF DADRA AND NAGAR HAVELI AND
DAMAN AND DIU

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SERIES - I

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U.T. Administration of
Dadra & Nagar Haveli and Daman & Diu,
Home Department,
Secretariat, Vidyut Bhawan,
Kachigam, Nani Daman

No. PHQ/Estt-I/Police Sub. Service (D&A) Rules/2022/23-24/05

Dated 01/01/2024

Union Territory of Dadra & Nagar Haveli and Daman & Diu
Police Subordinate Service (Discipline and Appeal) Rules, 2022

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of section 46 of the Police Act, 1861 (Central Act 5 of 1861), read with section 2 and section 7 of the said Act, the Administrator, Dadra & Nagar Haveli and Daman & Diu, in superseding previous Rules, hereby makes the following Rules:-

1. **Short title and commencement:**

(1) These Rules may be called the Dadra & Nagar Haveli and Daman & Diu Police Subordinate Service (Discipline & Appeal) Rules, 2022.

(ii) They shall come into force at once.

2. **Interpretation:** In these Rules, unless the context otherwise requires:

(a) "Administrator" means the Administrator of the Union Territory of Dadra & Nagar Haveli and Daman & Diu appointed by the President under article 239 of the Constitution.

- (b) **"Appointing Authority"** in relation to a member of the service means the Authority empowered to make appointments to the post which the Police Officer or Personnel for the time being hold.
- (c) **"Dy. S.P./Sub-Divisional Police Officer"**: means the Officer appointed by the Administrator as the Sub-Divisional Police Officer of the Union Territory of Dadra & Nagar Haveli and Daman & Diu.
- (d) **"Additional Superintendent of Police"**: means the Officer appointed by the Administrator as the Additional Superintendent of Police of the Union Territory of Dadra & Nagar Haveli and Daman & Diu and include the corresponding functionary to the District Superintendent of Police for the purpose of Police Act, 1861 and Rules there under.
- (e) **"Superintendent of Police"**: means the officer appointed by the Administrator as the Superintendent of Police.
- (f) **"Deputy Inspector General of Police"**: means the officer appointed by the MHA as Deputy Inspector General of Police for the Union Territory of Dadra & Nagar Haveli and Daman & Diu.
- (g) **"Inspector General of Police"**: means the Officer appointed by the MHA as the Inspector General of Police for the Union Territory of Dadra & Nagar Haveli and Daman & Diu.
- (h) **"Disciplinary Authority"**: means the Authority competent under these Rules to impose on a member of the service any of the penalties of Rule 3 including penalties specified under clause (d to m) of said Rule 3.
- (i) **"Member of the service"**: means a Police Officer or personnel (Including Class IV employee of the Police Department) holding any of the posts specified in Column 2 of the Schedule and appointed thereto under the police Act, 1861 (Central Act 5 of 1861) including Non-Gazetted Police Officers on deputation to Dadra & Nagar Haveli and Daman & Diu Police from Centre/State Police Organisations.
- (j) **"Schedule"**: means the schedule to these Rules:
- (k) **"Service"**: means the Dadra & Nagar Haveli and Daman & Diu Police subordinate Service comprising the Police Officers and the personnel of the rank of Inspector and below including Police Drivers and Wireless operators. All Non-Gazetted Police Officers on deputation to Dadra & Nagar Haveli and Daman & Diu Police from Central/State Police Organisation shall be governed by these Rules.

3. Penalties:

(1) Subject the Provisions of Article 311 Constitution, the following minor and major penalties may, for good sufficient reasons and as hereinafter provided, be imposed upon the members of the service namely :-

Minor Penalties:-

- a) Extra drill guard duty;
- b) Confinement to the quarter; with or without extra drill;
- c) Reprimand either oral or written;
- d) Censure;
- e) Withholding of increment or promotion or both;
- f) Imposition of fine of any amount not exceeding one month's pay;
- g) Recovery from pay of whole or part any pecuniary loss caused to the Government by negligence or breach of lawful order;

Major penalties:-

- h) Reduction to a lower stage in the time scale of pay for a specified period, with further direction as to whether or not the member of service will earn increments of pay during the period of such reduction and whether on expiry of such period, the reduction will or will not have the effect of postponing the future increment of his pay;
- i) Forfeiture of approved service;
- j) Reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the member of the service to the time-service of pay grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the member of the service was reduced and his seniority and pay on such restoration to that grade, post of service;
- k) Compulsory retirement;
- l) Removal from service which shall not be disqualification for future employment under the Government;
- m) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

Explanation 1:- The penalties which are specified in these Rules are set out in the order of their severity, each one of them being more severe than the one preceding it.

Explanation 2: The following shall not amount to a penalty within meaning of the Rule, namely:-

- (i) Withholding of increment or pay of a member of service for his failure to pass any departmental examination in accordance with Rules or order governing the service to which he belong or post to which he holds or the terms of his appointment;
 - (ii) Stoppage of a member of the service at the efficiency bar in the time scale of pay on the grounds of his unfitness to cross the bar;
 - (iii) Non-promotion of a member of the service, whether in a substantive or officiating capacity after consideration of his case, to a service, grade or post for promotion for which he is eligible;
 - (iv) Reversion of a member of the service officiating in a higher service, grade or post to a lower service, grade or post on the ground that he is considered to be unsuitable for such higher service, grade or post or on any administrative ground unconnected with his conduct;
 - (v) Reversion of a member of the service appointed on probation to any other service, grade or post to his permanent service grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and order governing such probation;
 - (vi) Replacement of the service of a member of the service whose service has been borrowed form a State Government or an Authority under the control of a state Government at the disposal of the state Governments or the Authority from which the service of such a member of the service had been borrowed;
 - (vii) Compulsory retirement of a member of a service in accordance with the provisions relating his superannuation or retirement;
 - (viii) Termination of the service:-
 - (a) of a member of service appointed on probation, during or at the end of the period of his probation, in accordance with the terms of this appointment or the Rules and order governing such probation; or
 - (b) of a temporary member of the service in accordance with the provisions of sub rule (1) of rule 5 of the Central Civil Service (Temporary Service) Rules, 1965; or
 - (c) of a member of the service, employed under an agreement in accordance with the terms of such agreement,
- (2) (a) The penalty of reprimand mentioned at clause (c) of Sub-Rule (1) may be given when the offence is such as not to merit the penalty of censure.

(b) The penalty of censure mentioned at clause (d) of Sub-Rule (1) may be given when the offence is such as to affect the character of the Officer of his suitability for the service only after following due procedure laid down under rule 5 of these Rules.

(c) Deferred punishment: - any minor penalty falling within clause (c), (d), or (e) of Sub-Rule (1) can be held in abeyance when an Officer has a previous good record. Such penalty may be held in abeyance by the Authority is subordinate for any period ranging from three to six months at the end of which the order of punishment may be cancelled if the delinquent's conduct is found to be good while on duty during the period when the penalty is held in abeyance or such penalty may at once be confirmed.

The penalty so confirmed shall take from the date on which such penalty is originally awarded.

(d) The penalty of the recovery from the pay of the member of the service concerned of whole or part of the pecuniary loss caused to the Government by negligence or breach of lawful orders may be imposed in addition to any other penalty which may be imposed in respect of such negligence or breach of order.

4. **Disciplinary Authority:-**

(1) The Head of Department and Deputy Inspector General of Police may impose any of the penalties specified in Rule 3 on any member of the service.

(2) Without prejudice to the provisions of Sub-Rule (1), but subject to the provisions of Sub-Rule (3), any of the penalties specified in Rule 3 may be imposed on any member of the service by the Appointing Authority or the Authority specified in the Schedule in this behalf.

(3) Notwithstanding anything contained in this Rule:-

(a) Extra drill and guard duty may be awarded to a Police Constable for a period not exceeding fifteen days by the Chief of Police and for a period not exceeding twenty days by the Additional Superintendent of Police/ Superintendent of Police/ Dy. Inspector General of Police.

(b) A Police Constable, a Head Constable or a driver may be confined to quarters for a period not exceeding fifteen days by the Deputy Inspector General of Police / Superintendent of Police or Additional Superintendent of Police and for a period not exceeding ten days by the Chief of Police with or without the penalty or extra drill, guard duty.

(c) Except where any of the penalties specified in clauses (a) to (j) of sub-rule (1) of Rule 3 is imposed by the competent disciplinary Authority, no penalty specified in clauses (k) to (m) of that sub-rule shall be imposed by any Authority subordinate to the Appointing Authority.

(d) The misconduct of a Police Officer may be judged in relation to the position he was occupying at the time when such misconduct was committed. In case the Officer to be punished

was holding a higher rank at the time when he committed the misconduct, the Disciplinary Authority shall be an Officer in power to punish a Police officer of that higher rank.

(4) Authority to institute proceedings: -A Disciplinary Authority competent under these Rules to impose any of the penalties specified in clauses (a) to (k) of sub-rule (1) of Rule 3 may institute disciplinary proceeding against any member of the service for the imposition of any of the penalties specified clauses (l) & (m) of that sub-rule notwithstanding that such Disciplinary Authority is not competent under these Rules to impose any of the last mentioned two [i.e., (l) & (m)] penalties.

5. Procedure for imposing minor penalties:-

(1) Subject to the provisions of sub-rule (3) of Rule 7 no order imposing on a member of the service any of the penalties in clauses (d) to (g) of sub-rule (1) of Rule 3 shall be made except after

(a) Specified informing the member of the service in writing of the proposal to take action against him and of the imputations of misconduct or misbehavior on which it is proposed to be taken, and giving him a reasonable opportunity or making such representation as he may wish to make against the proposal;

(b) holding an inquiry in the manner laid down in sub-rules (3) to 21 of Rule 6 in every case in which the Disciplinary Authority is of the opinion that such inquiry is necessary.

(c) taking the representation, if any, submitted by the member of the service under clause (a) and the record of inquiry, if any held under clause (b) into consideration;

(d) recording a finding on each imputation of misconduct or misbehavior;

(2) The record of the proceedings in such cases shall include:-

(i) a copy of the intimation to the Government Servant of the proposal to take action against him.

(ii) a copy of the statement of imputations of misconduct or misbehavior delivered to him;

(iii) his representation, if any;

(iv) the evidence produced during the inquiry ;

(v) the findings on each imputation of misconduct or misbehavior; and

(vi) the order on the case together with the reasons thereof.

(3) The punishment mentioned at serial number (a) of sub-rule (1) of Rule 3 namely, extra drill and guard duty may be awarded to the rank of Constable after calling him/her in orderly room.

6. Procedure for imposing major penalties :-

(1) No order imposing any of the penalties specified in clauses (h) to (m) of sub-rule (1) of Rule 3 shall be made except after an inquiry held, as far as may be in the manner provided in this Rule.

(2) Whenever the Disciplinary Authority is of the opinion what there are grounds for inquiry into the truth of any imputation of misconduct or misbehaviour against a member of the service, it may itself inquire, or appoint under this Rule an Inquiring Authority to inquire into the truth thereof.

(3) In every case where it is proposed to impose on a member of the service any of the major penalties mentioned in clauses (h) to (m) of Rule 3, the grounds on which it is proposed to take action, shall except where such action is proposed to be taken on fact which have led to his conviction in a criminal Court be reduced to the form of a definite charge which shall be communicated to a person charged together with a statement of the allegation on which each charge is based and of any other circumstances in which it is proposed take into consideration in passing orders on the case. He shall be required to put in a written statement of his defence within ten days or within such further time as the Disciplinary Authority permits and to state whether he desires to be heard in person.

(4) (a) on receipt of the written statement of defence, the Disciplinary Authority may itself inquire into such of the articles of charge as are not admitted, or if it considers it necessary to do, appoint under sub-rule (2) an inquiry Authority for the purpose and where all the articles of charge have been admitted by the Government Servant in his written statement. The Disciplinary Authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in Rule -7.

(b) If no written statement of defence is submitted by the Government Servant, the Disciplinary Authority may itself inquire into the articles of charge or may if it considers it necessary to do so, appoint, under sub-rule (2), an inquiring Authority for the purpose.

(c) Where the Disciplinary Authority itself inquiries into any article of charge or appoint an inquiring Authority for holding an inquiry into such charge, it may, by an order appoint a member of the service to be known as the “Presenting Officer” to present on its behalf the case in support of the articles of charge.

(5) The Disciplinary Authority shall, where it is not the inquiring Authority forward to the inquiring Authority –

- (i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehavior;
- (ii) a copy of the written statement of defence, if any, submitted by the Government Servant;

- (iii) a copy of the statement of witnesses, if any, referred to in sub-rule (3);
 - (iv) evidence proving the delivery of the documents referred to in sub-rule (3) of the Government Servant ; and
 - (v) a copy of the order, if any, Appointing the Presenting Officer.
- (6) The members of the service shall appear in person before the inquiring Authority on such day and at such time within ten working days from the date of receipt by him of the article of charge and the statement of the imputations of misconduct or misbehavior, as the inquiry Authority may, by a notice in writing, specify in this behalf, or within such further time, not exceeding ten days, as the inquiring Authority may allow.
- (7) The members of the service may take the assistance of any other member of the service to present the case on this behalf, but may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the Disciplinary Authority is a legal practitioner or the Disciplinary Authority having regard to the circumstances of the case, so permits.
- (8) If the member of the service who has not admitted any of the article of charge in written statement of defence or has not submitted any written statement of defence appears before the inquiring Authority, such Authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiry Authority shall record the plea, sign the record and obtain his signature thereon.
- (9) The inquiring Authority shall return a finding of guilty in respect of those articles of charge to which the members of the service pleads guilty.
- (10) The inquiry Authority shall, if the member of the service fails to appears within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge, and shall adjourn the case to a later date not exceeding fifteen days, after recording an order that the member of the service may, for the purpose of preparing of his defence;
- (i) Inspect within five days of the order or within such further time not exceeding five days as the inquiring Authority may allow, the documents specified in the list referred to in sub-rule (3):
 - (ii) submit a list of witnesses to be examined on his behalf;

Note:- If the member of the service applies orally or in writing for the supply of copies of the statements of witnesses mentioned in the list referred to in sub-rule (3) the inquiring Authority shall furnish him with such copies as early as possible and in any case not later than

three days before commencement of the examination of the witnesses on behalf of the Disciplinary Authority.

- (iii) give a notice within ten days of the order or within such further time not exceeding ten days as the inquiring Authority may allow, for the discovery or production of any documents which are in possession of Government but not mentioned in the list referred to in sub-rule (3):

Note:- The member of the service shall indicate the relevance of the documents required by him to be discovered or produced by the Government.

(11) The inquiring Authority shall on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the Authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition;

Provided that the inquiring Authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

(12) On receipt of the requisition referred to in sub-rule (11) every Authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring Authority.

Provided that if the Authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any such documents would be against the public interest or security of the State, it shall inform the inquiring Authority accordingly and the inquiring Authority shall, on being so informed, communicate the information to the member of the service and withdraw the requisition made by him/her for the production or discovery of such documents.

(13) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the Disciplinary Authority. The Witnesses shall be examined by or on behalf of the Presenting Officer and may be cross examined by or on behalf of the member of the service. The Presenting Officer, if any, shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the inquiring Authority. The inquiring Authority may also put such question to the witness as it thinks fit.

(14) If it shall appear necessary before the close of the cases on behalf of the Disciplinary Authority, the inquiring Authority may, in its discretion, allow the Presenting Officer, if any, to produce evidence not included in the list given to the member of the service or may itself call for new evidence proposed or recall and re-examine any witness and in such cases the member of the service shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment

of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring Authority shall give the member of the service an opportunity of inspecting such documents before they are taken on the record. The inquiring Authority may also allow the member of the service to produce new evidence, if it is of the opinion that the production of such evidence is necessary the interests of justice.

Note:-New evidence shall not be permitted or called for or any witnesses shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(15) When the case for the Disciplinary Authority is closed, the member of the service shall be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the member of the service shall be required to sign the record. In either case a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

(16) The evidence on behalf of the member of the service shall then be produced. The member of service may examine himself in his own behalf, if he so prefers. The witnesses produced by the member of the service shall then be examined by the inquiring Authority according to the provisions applicable to the witnesses for the Disciplinary Authority.

(17) The inquiring Authority may, after the member of the service closed his case, and shall, if the member of the service has not examined himself, generally question him of the circumstances appearing against him in the evidence for the purpose of enabling the member of the service to explain any circumstances appearing in the evidence against him.

(18) The inquiring Authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed and the member of the service or permit them to file written briefs of their respective case if they so desire.

(19) If the member of the service to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiry or fails or refuses to comply with the provisions of this Rule, the inquiring Authority may hold the inquiry ex-parte.

(20) Ex-parte Department Proceedings:-

(1) Notwithstanding anything contained in these Rules, the inquiry officer may, with the prior approval of the Disciplinary Authority, institute ex-parte proceedings in any case in which he is satisfied that the defaulter cannot be found or that in spite of notice to attend, the defaulter is evading service or refusing to attend without due cause.

(2) The procedure in such ex-parte proceeding shall, as far as possible, conform to the procedure laid down in this Rule above provided that the defaulter shall be deemed.

- (a) not to have admitted the misconduct contained in the summary of allegations, and
- (b) to have entered a plea of not guilty to the charges framed against him.

Provided further that if the accused Officer Subsequently appear or wants to take part in the disciplinary proceedings at any stage during the course of proceedings, he shall be permitted to do so. He shall, however, not be entitled to claim de novo proceedings or to recall for cross-examination of any witness, whose evidence has already been recorded. He shall be entitled to the inspection of the department file and to take notes of the proceedings, which have taken place in his absence.

(21) (a) Where a Disciplinary Authority competent to impose any of the penalties specified in clauses (a) to (j) of sub-rule (1) but not competent to impose any of the penalties specified in clauses (k) to (m) of that sub-rule, has itself inquired into or causes to be inquired into the articles of any charge and that Authority, having regard to its own findings or having regard to its own decision on any of the finding of any Inquiring Authority appointed by it, is of the opinion that the penalties specified in the said clause (k) to (m) of sub-rule 3 should be imposed on the member of the service, that Authority shall forward the records of the inquiry to such Disciplinary Authority as is competent to impose the last mentioned three penalties.

(b) The Disciplinary Authority to which the records of inquiry are so forwarded may act on the evidence on the record or may, if it is of the opinion that further examination of any of the witnesses is necessary in the interest of justice, recall the witnesses and examine, cross-examine and re-examine the witnesses and may impose on the member of the service, such penalties as it may deem fit in accordance with these Rules.

(22) Whenever any inquiring Authority after having heard and recorded the whole or part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring Authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by itself.

Providing that if the succeeding Inquiry Authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interests of justice, it may recall, examine, cross-examine, and re-examine any such witnesses as hereinbefore provided.

(23) (i) After the conclusion of the inquiry, a report shall be prepared and it shall contain:-

- (a) the articles of charges and the statement of the imputations of misconduct or misbehavior;
- (b) the defence of the member of service in respect of each article of charge;
- (c) an assessment of the evidence in respect of each article of charge ;
- (d) the findings on each article of charge and the reasons thereof.

Explanation:-If in the opinion of the inquiring Authority the proceedings of the inquiry establish any article charge difference from the original articles the charge, it may record its findings on such articles of charge and apprise the same to the disciplinary authority for discretion.

(ii) The inquiring Authority, where is not itself the Disciplinary Authority shall forward to the disciplinary Authority the records of inquiry which shall include.

(a) the report prepared it under clause (i);

(b) the written statement of defence, if any, submitted by the member the service;

(c) the oral and documentary evidence produced in the course of the inquiry;

(d) written briefs, filed by the Presenting Officer, if any, or the member of the service or both during the course of the inquiry; and

(e) the orders, if any made by the Disciplinary Authority and the inquiring Authority in regard to the inquiry.

7. Action on the inquiry report:-

(1) the Disciplinary Authority, if it is not itself the inquiring Authority may, for reasons to be recorded by it in writing, remit the case to the inquiring Authority for further inquiry and report and the inquiring Authority shall thereupon proceed to hold the further inquiry according to the provisions of Rule 6 as far as may be

(2) The Disciplinary Authority shall, if it disagrees with the findings of the inquiring Authority on any article of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

(3) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clauses (c) to (g) of sub rule (1) of Rule 3 should be imposed on the member of the service, it shall, notwithstanding anything contained in Rule 5, make an order imposing such penalties.

(4) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the Inquiry, is of the opinion that any of the penalties specified in clauses (h) to (m) of sub-rule (1) of Rule 3 should be imposed on the member of the service, it shall make an order imposing such penalty and it shall not be necessary to give the member of the service any opportunity of making representation on the penalty proposed to be imposed.

8. Communication of orders:- Orders made by the Disciplinary Authority shall be communicated to the member of the service who shall also be supplied with a copy of the report of the inquiry, if any, held by the Disciplinary Authority and a copy of its findings on each articles of charge,

or, where the Disciplinary Authority is not the inquiring Authority, a copy of the report of the inquiring Authority and a statement of the findings of Disciplinary Authority together with brief reasons for its disagreement, if any with the findings of the Inquiring Authority (unless they have already been supplied to him).

9. Common Proceedings:- (1) Where two or more members of the service are concerned in any case then order is to be issued by competent Disciplinary Authority directing that the disciplinary action against all of them may be taken in common proceeding. However, approval of the highest Disciplinary Authority will be taken to post them under one Disciplinary Authority, if they are posted under different disciplinary authorities.

10. Special procedure in certain cases:- Notwithstanding anything contained in Rules 5 to 9:

- (i) where any penalty is imposed on a member of the service on the grounds of conduct which has lead to his conviction on a criminal charge, or
- (ii) where the disciplinary Authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these Rules, or
- (iii) where the Police Officer charged with misconduct refuses or fail to attend inquiry without reasonable excuse or has absconded or has deserted or cannot be found without inordinate delay, or
- (iv) where the Disciplinary Authority is satisfied that in the interest of security of the State, it is not expedient to hold an inquiry in the manner provided in these Rules the Disciplinary Authority may consider the circumstances of the case and make such orders thereon as it deems fit.

11. Provisions regarding Officers borrowed from the State Government etc:-

(1) Where and order of suspension is made or a Disciplinary Proceeding is conducted against a member of the service whose services have been borrowed by one department from another department or from a State Government, the Authority lending his service (hereinafter in this Rule referred to as the "lending Authority") shall forthwith be informed of the circumstances leading to the order of the suspension of the member of the service or of the commencement of the Disciplinary Proceeding, as the case may be.

(2) In the light of the findings in the Disciplinary Proceeding conducted against the member of the service if the Disciplinary Authority is of the opinion that any of the penalties specified in clauses (d) to (g) of sub-rule (1) of Rule 3 should be imposed on him it may, subject to provisions of sub-rule (3) of Rule 7 and after consultation with the Lending Authority, pass such orders on the case as it may deem necessary;

- (i) provided that in the event of a difference of opinion the Borrowing Authority & the Lending Authority the service of the member of the service shall be placed at the disposal of the Lending Authority,

(ii) if the Disciplinary Authority is of the opinion that any of the penalties specified in clauses (h) to (m) of Rule 3 should be imposed on the Government Servant, it shall replace the service of such member of the service at the disposal of the Lending Authority and transmit to it the proceedings of the inquiry for such as it may deem necessary.

12. Suspension:-

(1) Notwithstanding anything contained in clause (i) of sub-rule (1) of rule 3, the Appointing Authority or any Authority to which it is subordinate or the Disciplinary Authority or any other Authority specified in the schedule in that behalf by the Administrator by general or special order, may place a member of the service under suspension.

(2) An order of suspension made or deemed to have been made under this Rule shall continue to remain in force until it is modified or revoked by the Authority competent to do so.

(3) Where a member of the service is suspended or is deemed to have been suspended. (Whether in connection with any Disciplinary Proceeding or otherwise) any other Disciplinary Proceeding is commenced against him during the continuance of that suspension, the Authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the member of the service shall continue to be under suspension until the finalisation of all or any such proceedings.

(4) An order of suspension made or deemed to have been made under this Rule may at any time be modified or revoked by the Authority which made or is deemed to have made the order or by any Authority by which that Authority is subordinate as specified in the Schedule in this behalf.

(5) During the terms of such suspension, the powers, functions and privileges vested in him as a Police officer shall be in abeyance but he shall continue to be subject to the same responsibilities discipline and penalties and to the same Authorities, as if he had not been suspended.

(6) A Police Officer under suspension shall be transferred to the lines at Head Quarters, if not already posted there. He shall attend all roll calls and shall be required to perform such duties and to attend such parades as the Superintendent of Police/Additional Superintendent of Police may direct provided that he shall not perform guard duty or any other duty entailing the exercise of powers or functions of a Police Officer, shall not be placed on duty involved the exercise of responsibility and shall not be issued of with ammunition. A Police Officer under suspension shall ordinarily be confirmed to lines, when off duty, but shall be allowed responsible facilities for the preparation of his defence when transferred to the line. Lower or upper subordinate shall deposit their kits in the line and shall not wear any article of uniform till they are reinstated or specifically permitted by the Superintendent of Police. The Head Quarters can be changed for the reasons to be recorded in the order.

(7) When a member of the service is kept under suspension for more than six months in connection with a departmental inquiry, steps will be taken to review the subsistence allowance as provided in the relevant Rule.

(8) An order of suspension made or deemed to have been made under this rule shall be reviewed by the authority which is competent to modify or revoke the suspension [before expiry of ninety days from the effective date of suspension] on the recommendation of the Review Committee constituted for the purpose and pass orders either extending or revoking the suspension. Subsequent reviews shall be made before expiry of the extended period of suspension. Extension of suspension shall not be for a period exceeding one hundred and eighty days at a time.

A. Suspension in the Departmental cases:- A police Officer whose conduct is under departmental inquiry shall ordinarily be placed under suspension only:

(a) When it appears likely that the charge framed, if proved, render him liable to dismissal or removal from service, or

(b) When the nature of the accusation against him is such that his remaining on duty is prejudicial to the public interest or detrimental to investigation into the accusation.

(c) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a member of the service under suspension is set aside in appeal under these Rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further order.

B. Suspension in Judicial cases: - The cases of suspension during pendency of criminal proceedings or during detention under a Law Providing for preventive detention shall be dealt with in the following manner:-

(a) A member of the service who is detained in custody any Law providing for preventive detention or as a result of a proceeding on criminal charge shall, if the period of detention exceed 48 hours and unless he is already under suspension from the date of detention, be deemed to be under suspension from the date until further orders by the Appointing Authority. A member of the service who is undergoing a sentence of imprisonment, shall be dealt with in the same manner pending decision on the disciplinary action to be taken against him.

(b) A member of the service against whom a proceeding has been taken on criminal charge but who is not actually detained in custody (i.e. a person released on bail) may be placed under suspension by an order of the Disciplinary Authority. If the charge is connected with the official position of the Government Servant or involved any moral turpitude on his part, suspension shall be ordered under this Rule unless there are exceptional reasons for not adopting this course. In the latter case, permission of the next higher Authority for not suspending the individual concerned shall be obtained.

(c) A member of the service shall be deemed to have been placed under suspension by an order of the Disciplinary Authority w.e.f. the date of his conviction if, in the event of a conviction for an offence,

he is sentenced to a term of imprisonment exceeding forty- eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation: The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed for the commencement of imprisonment after the conviction and for this purpose, intermittent period of imprisonment, if any, shall be taken into account.

(d) Whereas penalty dismissal, removal or compulsory retirement from service imposed upon a member of the service is set aside or declared or rendered void in consequence of or by a decision of a Court of Law and the Disciplinary Authority on a consideration of the circumstances of the case, decided to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the member of the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

C. Suspension in cases of escape of prisoners from Police custody: -

(1) If a prisoner escapes or is rescued from Police custody, the Police officer immediately responsible, shall forthwith be suspended from duty. A searching Departmental Inquiry shall at once be held by or under the order of the Deputy Inspector General of Police. The object of the inquiry shall be elucidation of all circumstances connected with the escape or rescue and the determination of issues whether the escape or rescue could have been prevented by the exercise of such vigilance and courage on the part of the Police Officer immediately responsible as might reasonably have been expected, and whether it was rendered possible or facilitated by any neglect or omission of duty on the part of any superior Police Officer.

(2) On the conclusion of the inquiry, if it is found that no misconduct is attached to the Police Officer or Officer suspended, the Disciplinary Authority shall reinstate the official/officer suspended.

(3) If the inquiry establishes negligence or connivance in an escape, thereby creating a presumption that an offence under Section 221, 222, or 223 I.P.C. has been committed, the Police Officer concerned shall be prosecuted in a criminal Court, unless the Deputy Inspector General of Police decides, for reasons to be recorded in writing that the case shall be dealt with departmentally. If the inquiry establishes a breach of discipline or misconduct not amounting to an offence under any of the Section of the I.P.C. mentioned above, the case shall ordinarily be dealt with departmentally.

Dismissal or removal from service shall normally follow a judicial conviction, for finding of guilt in a Departmental Inquiry for negligence resulting in escape of a prisoner.

13. Order under which no appeal lies:- Notwithstanding anything contained in this part, no appeal shall lie against:-

(i) any order made by the Administrator:

(ii) any order of an interlocutory nature or the nature of a step-in-aid or the final disposal of a Disciplinary Proceedings, other than an order of suspension;

(iii) any order passed by an inquiring Authority in the course of an inquiry under Rule 6.

14. Order against which appeal lies: - Subject to the provision of Rule 13, a member of the service may prefer an appeal against all or any of the following orders namely:-

(i) an order of suspension made or deemed to have been made under Rule 12.

(ii) an order imposing any of the penalties specified in Rule 3 except mentioned at clauses (a) to (c) of that Rule whether made by the Disciplinary Authority or by any appellate or revising Authority

(iii) an order enhancing any penalty imposed under Rule 3;

(iv) an order which;

(a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of service as regulated by Rules or by agreement; or

(b) interprets to his disadvantage the provisions of any such Rule or agreement.

(v) an order:-

(a) stopping him at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar;

(b) reverting him while officiating in a higher service, grade or post to a lower grade or post otherwise than as a penalty;

(c) reducing or withholding the pension or denying the maximum pension admissible to him under these Rules;

(d) determining the subsistence and order allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof;

(e) determining his pay and allowances

(i) for the period of suspension, or

(ii) for the period from the date of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale of pay, to the date of his reinstatement or restoration of his service, grade or post, or

- (f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal or compulsory retirement of a lower service, grade, post, time-scale of pay or stage in the time-scale of pay or stage in the time-scale of pay to the date of his reinstatement or restoration to his service, grade or post shall be treated as a period spent on duty for any purpose.

Explanation:- In this Rule,

- (i) The expression “member of the service” includes person, who has ceased to be in service,
- (ii) The expression "pension" includes additional pension, gratuity and any other retirement benefit.

15. Appellate Authority:-

- (1) A member of the service including a person who has ceased to be in service, may prefer an appeal against all or any of the order specified in Rule 14 to the Authority specified in this behalf in the Schedule.
- (2) Notwithstanding anything contained in sub-rule (1):
- (i) an appeal against an order in a common proceeding held under Rule 9 shall lie to the Authority to which the Authority functioning as the Disciplinary Authority for the purpose of the proceeding is immediately subordinate;
- (ii) where the person who made the order appealed, against becomes, by virtue of his subsequent appointment or otherwise, the appellate Authority in respect of such order, an appeal against such order shall lie to the Authority to which such person is immediately subordinate.

16. Period of limitations for appeals :- No appeal preferred under Rule 14 shall be entertained unless such appeal is preferred within a period of forty days from the date on which a copy of the order appealed against is delivered to the appellant;

Provided that the appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

Provided further that if there are reasons to believe that an Officer is evading receipt of an order, the period of 40 days shall be counted from the date of dispatch of the order by the registered post acknowledgement due.

17. Form and contents of appeal:-

- (1) every person preferring to appeal shall do as separately and in his own name.

- (2) Every appeal shall set forth the grounds and shall be accompanied by a copy of the order of the Disciplinary Authority.
- (3) A copy of the original appealable shall be supplied to the person concerned free of cost.
- (4) The appeal shall be presented to the Authority to whom the appeal lies, a copy being forwarded by the appellant to the Authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.
- (5) The Authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate Authority without any avoidable delay, and without waiting for any direction from the appellate Authority.

18. Consideration of appeal:

- (1) In the cases of an appeal against ban order of suspension under Rule 12, the Appellate Authority shall consider whether in the light of the provisions of Rule 12 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.
- (2) In the case of an appeal against an order imposing any of the penalties specified in Rule 3 or enhancing any penalty imposed under the said Rule, the Appellate Authority shall consider:-
- (a) where the procedure laid down in these Rules has been complied with, if not, whether such non-compliance has resulted in violation of any provisions of the Constitution of India or in the failure of justice;
 - (b) whether the findings of the Disciplinary Authority warranted by the evidence on the record; and
 - (c) whether the penalty or the enhanced penalty imposed is adequate, inadequate or severe; and pass orders:
 - (i) confirming, enhancing, reducing or setting aside the penalty; or
 - (ii) remitting the case to the Authority which imposed or enhanced the penalty or any other Authority with such direction as it may deem fit to the circumstances of the case;

Provided that :

- (i) if the enhanced penalty, which the Appellate Authority proposes to impose is one of the penalties specified in clause (h) to (m) of sub-rule (1) of Rule 3 and an inquiry under Rule 6 has not already been held in the case, the Appellate Authority shall subject to the provision of Rule 10, itself hold such inquiry or direct that such inquiry be held in accordance with the

provisions of Rule 6 and thereafter, on a consideration of the proceedings of such inquiry and after giving the appellant a reasonable opportunity, as far as may be in accordance with the provisions of sub-rule (4) of Rule 7, of making a representation against the penalty proposed on the basis of the evidences adduced during such inquiry, made such orders as it may deem fit.

(ii) if he enhanced penalty which the Appellate Authority proposes to impose is one of the penalties specified in clause (h) to (m) of sub-rule (1) of Rule 3 and an inquiry under Rule 6 has already been held in the case, the Appellate Authority shall, after giving the appellant a reasonable opportunity as far as may be in accordance with the provisions of sub-rule (4) of Rule 7, of making a representation against the penalty proposed on the basis of the evidence adduced during the inquiry, make such orders as it may deem fit, and;

(iii) no order imposing an enhanced penalty shall be made in any other case unless the appellant has been given a reasonable opportunity as far as may be in accordance with the provisions of Rule 5, of making a representation against such penalty.

(3) In an appeal against any other order specified in Rule 14 of the Appellate Authority shall consider all the circumstances of the case and make such order as it may deem just and equitable.

(4) Every order passed on appeal shall contain the reasons therefore. A copy of every appellate order shall be given free of cost to the appellant.

19. Implementation of orders in appeal: The Authority which made the order appealed against shall give effect to the order passed by the Appellate Authority.

20. (A) Revision :-

(1) Notwithstanding anything contained in these Rules:

- (i) the Administrator; or
- (ii) the Appellate Authority:

May at any time, within six months of the orders proposed to be revised, either on his or its own motion or otherwise, call for the records of any inquiry and revise any order made under these Rules from which an appeal is allowed but from which no appeal is allowed and may;

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or
- (c) remit the case to the Authority which made the order or to any other Authority directing such Authority to make such further inquiry as it may consider proper in the circumstances of the case; or

(d) pass such other orders as he or it may deem fit:

Provided that no order imposing or enhancing any penalty shall be made by any Revising Authority unless the member of the service concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clauses (k) to (m) of sub-rule (1) of Rule 3 to enhance the penalty imposed by the order sought to be revised to any of the penalties specified in these clauses no such penalty shall be imposed except after an inquiry in the manner laid down in Rule 6 and after giving a reasonable opportunity to the member of the service concerned of showing cause against the penalty proposed on the evidence adduced during the inquiry.

Provided further that no power of revision shall be exercised unless: -

- (i) The Authority which made the order in appeal; or
 - (ii) The Authority to which an appeal would lie where no appeal has been preferred is subordinate to him.
- (2) No proceeding for revision shall be commenced until after :-
- (i) the expiry of the period of limitations for an appeal or
 - (ii) the disposal of the appeal, where any such appeal has been preferred.
- (3) An application for revision shall be dealt with in the same manner as if it were an appeal under these Rules.

(B) Review - The Administrator / Head of Department / Deputy Inspector General of Police may, at any time, on his own motion or otherwise, call for the records of any, review any order passes under these Rules when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of changing the nature of the case has come or has been brought to his notice:-

Provided that no order imposing or enhancing any penalty shall be made by the Administrator / Head of Department / Deputy Inspector General of Police unless the member of the service has been given a reasonable opportunity of making a representation against the penalty proposed or where it is proposed to impose any of the major penalties specified in Rule 3 or to enhance the minor penalties imposed by the order sought to be reviewed to any of the major penalties and if an inquiry under Rule 6 has not already been held in the case, no such penalty shall be imposed except after inquiring in the manner laid down in Rule 6 subject to the provisions of Rule 10.

21. Procedure be followed in case of Strictures by Court:-

(1) In cases in which strictures are made on the conduct of a Police Officer a Sessions Court or by a Judicial Magistrate's Court but no specific recommendation is made by the Court making such strictures that an inquiry should be made, the Dy. Inspector General of Police will decide whether an investigation into the matter is necessary. If he decides that the investigation shall be made, the procedure for investigation shall be as laid down in Rule 5.

(2) When strictures on the conduct of a Police Officer are made by the High Court and are communicated to the Administration of Dadra & Nagar Haveli and Daman & Diu, the Appointing Authority shall proceed to take action in accordance with the instructions of the Administration of Dadra & Nagar Haveli and Daman & Diu.

(3) In cases where serious charges arise from strictures made by Criminal Courts, suitable necessary disciplinary action shall be initiated against the Police Officer against whom strictures have been made on merits.

22. Punishment on Judicial conviction:-

(1) A member of the service shall be dismissed (or) removed (or) reduced in rank by the Disciplinary Authority without enquiry, on the ground of conduct which led to his conviction on a criminal charge.

(2) If such Police Officer is acquitted on merits, on appeal or revision, he shall be reinstated in service from the date of dismissal or removal and without any reservation full pay and allowance are to be allowed to the member of service on reinstatement for the entire period of absence including period of suspension and the entire period has to be treated as duty for all purpose.

In other cases, the member of service may be proceeded against departmentally.

(3) When a member of the service is convicted judicially and consequently dismissed or removed from service, and it is desired to ensure that the Officer dismissed or removed shall not be re-employed elsewhere, a full descriptive roll particulars of punishment, shall be sent for publication in the Dadra & Nagar Haveli and Daman & Diu Gazette.

23. Action following judicial acquittal:-When a Police Officer has been tried and acquitted by a criminal Court, he shall not be punished departmentally on the same charge or on a difference charge upon the evidence cited in the criminal case, whether actually led or not unless:-

- (a) the criminal charge has failed on technical grounds, or
- (b) When it is revealed that the prosecution witnesses have been won over, or
- (c) the Court has held in its judgement that an offence was actually committed and that suspicion rests upon the Police Officer concerned, or

- (d) the evidence cited in the criminal case discloses facts unconnected with the charge before the Court which justify departmental proceeding on a difference charge, or
- (e) additional evidence for departmental proceedings is available.

24. Preliminary Enquiries :-

- (1) A Preliminary Inquiry is a fact finding inquiry. Its purpose is;
 - (i) to establish the nature of default and identity of defaulter(s),
 - (ii) to collect prosecution evidence,
 - (iii) to judge quantum of default, and,
 - (iv) to bring relevant documents on records to facilitate a regular departmental inquiry.

In cases where specific information regarding misconduct is available, a preliminary inquiry need not be held and a Departmental inquiry may be ordered by the Disciplinary Authority straightaway. In all other cases, a preliminary inquiry shall normally proceed a departmental inquiry.

- (2) In cases in which a preliminary inquiry discloses the commission of a cognizable offence by a Police Officer of subordinate rank in his official relations with the public, a departmental inquiry shall be ordered after obtaining prior approval of the Deputy Inspector General of Police as to whether a criminal case should be registered and investigation or a departmental inquiry should be held.

- (3) The suspected Police Officer may or may not be present at preliminary inquiry but when present, he shall not form a part of the formal departmental record, but statements there from may be brought on record of the departmental proceedings when witnesses are no longer available. There shall be no bar to the Inquiry Officer bringing on record any other documents from the file of the preliminary inquiry, if he considers it necessary after supplying copies to the accused Officer. All statement recorded during the preliminary inquiry shall be signed by the person making them and attested by the Inquiry Officer.

25. Maintenance of discipline In Departmental Enquiries:- Discipline must be maintained during the proceedings of departmental enquiries. Refusal of an accused Police Officer to answer question, inordinate delay in producing his defence, insubordinate behavior before the Inquiry Officer of intemperate or impertinent questioning of superior officer by the accused officer, are, in addition to being contrary to the spirit of the Rules for the conduct of Departmental Enquiries entirely contrary to the requirement of discipline and shall be treated accordingly.

26. Payment to prosecution witness:- Prosecution witness summoned in departmental enquiries shall be entitled to journey expenses, and if detained for more than twelve hours, to suitable daily allowance. Such expenditure, in the case of witnesses who are not Government Servants, shall be paid

out of the allotment "Rewards to private persons" at rates equivalent to judicial prevalent in Dadra & Nagar Haveli Judicial Courts.

27. Service of order, Notices etc: - Every order, Notice and other process made or issued under these Rules shall be served in person on the member of the service concerned or communicated to him by registered post.

28. Power to relax time-limit and to condone delay:- Save as otherwise expressly provided under these Rules, the Authority competent under these Rules, to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these Rules for anything required to be done under these Rules or condone any delay.

29. Desertion:-

(1) Absence without leave of any member of the service for 21 days shall be considered to complete the offence of desertion, after which his name shall invariably be struck off from the duty roll.

(2) An application for re-instatement from a member of the service whose name has been struck off as a deserter shall not be entertained unless it reaches the Supdt of Police/Dy. Inspector General of Police within two months of the date of commencement of the absence without leave. The Supdt of Police/Dy. Inspector General of Police shall not re-instate a deserter:

- (i) until the deserter has attended in person; and
- (ii) the deserter has given his explanation for the absence without leave; and
- (iii) he is satisfied after such inquiry as may be necessary, that the case deserves reconsideration.

(3) if no application is received within two months and if whereabouts of the deserter are not known, the Supdt of Police/Dy. Inspector General of Police shall record in writing the reasons for his being satisfied that it is not reasonably practicable to give the deserter an opportunity of showing cause against his dismissal and then confirm the dismissal. In other cases, a charge shall be framed and the procedure prescribed in Rule 6 shall be complied before confirming the dismissal or re-instating the deserter with or without punishment.

30. Pending proceedings: -

(1) All pending Disciplinary Proceedings ordered or instituted under Section 7 of the Police Act, 1861 or under the Central Civil Service (Classification, Control and Appeal) Rules, 1965 or under the Goa Police Subordinate Service (Discipline and Appeal) Rules, 1975 or any other provisions thereof prior to the commencement of these Rules shall be deemed to have been instituted or ordered under these Rules and shall be decided in accordance with these Rules.

(2) As from the commencement of these Rules, any appeal or application for revision against any order made before such commencement shall be preferred or made under these Rules as if such order were made under these Rules.

Provided that nothing in these Rules shall be construed as reducing any period of limitation for any appeal or revision provided by any Rule in force before the commencement of these Rules.

31. Removal of doubts:- If any doubt/dispute arises as to the interpretation of any of the provision of these Rules, the matter shall be referred to the Administrator or such other Authority as may be specified by the Administrator by a general or special order, and the decision of the Administrator or such Authority shall be final.

32. Saving: if any of the provisions in the above rules is ambiguous or in contravention to the CCS (CCA) Rules, 1965, in such case(s) CCS (CCA) Rules, 1965 shall prevail.

By Order and in the name of the
Administrator of Dadra & Nagar Haveli and
Daman & Diu.

Sd/–
(Ashish Mohan),
Director-cum-
Joint Secretary (Home),
Dadra & Nagar Haveli and Daman & Diu

SCHEDULE

(See Rule 4, 12, & 15)

Sr. No.	Description of Post	Appointing Authority	Authority competent to Impose penalties	(Penalties)	Appellate Authority	Authority Competent to suspend / revoke the suspension
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Police Inspector (Including wireless)	Administrator	Head of Department	All	Administrator	Head of Department
2.	Sub-Inspector of Police (Including Wireless Sub-Inspector and Radio Technician)	Administrator	Head of Department	All	Administrator	Head of Department
3.	Assistant Sub-Inspector	Deputy Inspector General of Police	(i) Deputy Inspector General of Police	All	Head of Department	Deputy Inspector General of Police
			(ii) Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
			(iii) Additional Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
4.	Head Constable	Deputy Inspector General of Police	(i) Deputy Inspector General of Police	All	Head of Department	Deputy Inspector General of Police
			(ii) Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
			(iii) Additional Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
			(iv) Sub-Divisional Police Officer / Dy. Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
5.	Police Constable	Deputy Inspector General of Police	(i) Deputy Inspector General of Police	All	Head of Department	Deputy Inspector General of Police
			(ii) Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
			(iii) Additional Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	

			(iv) Sub-Divisional Police Officer / Dy. Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
6.	Constable/Driver	Deputy Inspector General of Police	(i) Deputy Inspector General of Police	All	Head of Department	Deputy Inspector General of Police
			(ii) Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
			(iii) Additional Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
			(iv) Sub-Divisional Police Officer / Dy. Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
7.	Radio Telephone Operator / HC (Wireless)	Deputy Inspector General of Police	(i) Deputy Inspector General of Police	All	Head of Department	Deputy Inspector General of Police
			(ii) Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
			(iii) Additional Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
			(iv) Sub-Divisional Police Officer / Dy. Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
8.	Other Class IV Post of Police Department	Deputy Inspector General of Police	(i) Deputy Inspector General of Police	All	Head of Department	Deputy Inspector General of Police
			(ii) Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
			(iii) Additional Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
			(iv) Sub-Divisional Police Officer / Dy. Superintendent of Police	(a) to (c)	Deputy Inspector General of Police	
