

**APPENDIX III**  
**(Regulation 94)**

**Instructions for the custody, issue and use of warrants for journeys on duty by police officers by railway, steamer or omnibus services.**

Railway, steamer and omnibus warrants how obtained.

1. Warrants in Bengal Form Nos.360B, 360C and 359 are printed for the use of police officers for journeys by(i) railway,(ii) steamer and (iii) omnibus service, respectively and those in Bengal Form No.5073 for prisoners escorted by the police for journeys by railway and steamer.(Omnibus warrants for prisoners shall be issued in Bengal Form NO.359.) These forms are issued by the Forms Department against ordinary indents signed by the Superintendent in bound books of 50 triplicate copies, each set being numbered serially and each of the triplicate forms in the set being given the same serial number. When new books are issued the serial numbers are communicated, e.g., 10 books serial Nos. 1-500. On receipt the number of books and the serial numbers of the warrants shall be entered in the register of forms. The head clerk shall count the number of warrants in each book and certify on the inside of the cover the number of warrants each book contains. Any discrepancies shall be at once brought to the notice of the Superintendent.

Books of warrants—how issued.

2. Book of warrants shall be issued to all subordinate offices, e.g., the Reserve office, Circle Inspectors offices, police—stations, etc., which may require to issue warrants. The senior officer of each such office shall indent on the Superintendent's office for books of warrants required for use. Every indent shall be signed by the senior officer in charge of the indenting office and books of warrants shall be issued in strict numerical sequence and in the register of forms the serial number of the warrants contained in the books issued shall be shown.

The books shall be issued only to the senior officer in charge of the indenting once by name, who shall sign receipts for them and have them entered in the register of receipt and issue of forms. The books shall remain in the custody of the officer-in-charge who shall, whenever it is necessary to make them over to any other officer during a temporary absence, record a note in the register of receipt and issue of forms mentioning the number of forms left by him. Two books of warrants may be issued to any one office but only one book shall be used at a time. The second book shall be used only when the first is exhausted. No fresh book of warrants shall be issued to any office until the office copies of the used book to replace have been examined by the head clerk or accountant. The used book will be returned, after examination, to the indenting office. All unused warrants shall be kept under lock and key by every officer entrusted with them. Inspecting officers are particularly directed to examine the warrant books with a view to seeing that they are in order.

When warrants may be issued.

3. (a) Warrants shall issued to all ranks below that of inspector when proceeding on escort duty . When proceeding on any other duty, warrants may be issued to Sergeants and Sub-Inspectors, at their option (e.g., when

they are in need of ready cash to pay their own fares) but shall always be issued to other ranks. This paragraph does not, however, apply to railway journeys by the Railway Police, who shall use their passes for such journeys.

(b) Warrants shall also be issued for prisoners in police custody, who are escorted by the police, provided that warrants have not been issued or cash for the journey expenses paid by the court or jail authorities. Separate warrants shall always be issued (i) for the escort party and (ii) for the prisoners escorted. Railway Police may use these warrants for the conveyance of prisoners in police custody whether connected with railway cases or not.

(c) Warrants shall also be issued when any member of the rural police is required to travel on police duty. (The cost of these warrants shall be met from the police budget.)

(d) Omnibus warrants shall not be issued for journeys on transfer from one district to another or when proceeding on leave. (This provision does not apply to journeys to district headquarters before proceeding on transfer to another district, or on leave.) Such warrants may, however, be issued to constables for journeys on transfer from one police-station to another in the same district in which the provisions of S.R. 119 of the Fundamental Rules read with note 3(2) to S.R. 69 are fulfilled.

(e) Where there is a regular public bus service, Superintendents of Police may issued omnibus warrants to police officers of and below the rank of Sub-Inspector for journeys on duty by bus within 15 miles from the headquarters, subject to the condition that no such warrant shall, except for special reasons which must be recorded in writing, be issued when the journey each way is less than five miles.

Special instruction regarding escorts.

4. Escort shall be provided by the despatching district with warrants for the entire journey to the final destination and for the return journey either from that destination or, if the escort is to be relieved at any intermediate station, from the station of relief. The tickets obtained in exchange for the warrants for the outward journey shall be transferred to the relieving escort party as often as required en route. Each such relieving party shall be furnished from its own district with a warrant for the return journey from the next relieving station or the final destination, as the case may be, to district headquarters. If, for any reason, a relieving escort cannot be supplied and the original party has to travel to another relieving station or the final destination, the return warrant for the extra journey shall be furnished by the district which should have supplied the reliefs. These rules also apply to escorts sent beyond the province.

Charges on account of police escort ordered by the Currency Officer, Reserve Bank of India, Issue Department, for the remittance of treasure between treasuries and between treasuries and currency office, Calcutta, are debitable in full to the Reserve Bank. Separate warrants in Bengal Form No.5442 shall be issued for such escorts and separate bills for travelling allowance and all other charges (including charges for the conveyance of the treasure during river journeys) for which no warrant is issued shall be drawn under the head —Deposits and Advance not bearing interest-

Transactions with Reserve Bank- Remittance of Treasure. Such bills shall be drawn by the Superintendents without the countersignature of any superior authority and shall be cashed at the local treasury. In all other cases, i.e., except where the remittance of treasure is ordered by the Currency Officer of the Reserve Bank, charges for the remittance of treasure should be met from the provision under the head —Escort charges in the Provincial Police Budget.

#### How to issue warrants

5. (a) The instructions for filling in the several columns of the forms are printed thereon and shall be carefully followed. Every warrant shall be clearly stamped with the date stamp of the office of issue on the original, duplicate and office copy. In no circumstances shall a warrant be stamped except at the time of issue and separate date and office stamps must not be used. The name of the district and province and the designation of the issuing officer shall invariably be given. Every warrant shall always be issued for the journey by the shortest and cheap test route in accordance with the Travelling Allowance Rules, and shall be issued by the officer in whose custody the warrants are kept. When a warrant has to be issued for urgent reasons by any other rank in the absence of a Sub-Inspector, the senior officer on his return must countersign the office copies of all warrants thus issued in his absence after satisfying himself that they are in order, and were issued for bona fide journeys

(b) All entries shall be in ink or indelible pencil. All alterations shall be attested and no erasures shall be made. If any warrant is rendered illegible owing to correction, it shall be cancelled and a fresh one issued.

(c) When a warrant is issued for any journey in respect of which a command certificate is also issued under regulation 163 the number and date of the warrant shall be noted on the certificate. The number and date of the command certificate shall also be noted on the office copy of the warrant for reference and check.

(d) A distinctive index letter according to the month shall be written by the issuing officer against the printed number on each warrant in order to facilitate check. The letters A to L shall be used to indicate respectively the months from April to March inclusive.

#### Journey over different services.

(e) For a journey beginning at a railway station and ending at a steamer station or vice versa (e.g., from Calcutta to Barisal Via Khulna, or from Tarpassa to Chittagong via Chandpur) the warrants shall be issued, one for the railway portion of the journey and a separate warrant for the portion over the steamer service. When, however, a journey begins and ends at a railway station one thorough warrant shall be issued, even though a portion of the journey is performed by steamer (e.g., Dacca to Calcutta Via Narayanganj and Goalundo). When a

journey is performed partly by motor omnibus and partly by a railway or steamer service, a separate omnibus warrant shall always be issued for the portion travelled by that means.

(f) warrants shall not be issued from intermediate stations, nor shall an officer of a district other than that in which the journey was commenced issue warrants except in the following circumstances.

(i) if a return warrant has been mislaid, or.

(ii) when an escort party before returning to its own district is deputed by a competent authority to escort prisoners or treasure to some other district on the line of route.

(This applies to railway and steamer warrants only.)

In any case falling under (i) the officer issuing the fresh warrant shall satisfy himself that the police party or prisoner is entitled to travel at the expense of the Provincial Government. In any case falling under (ii) the officer issuing the fresh warrant shall issue two or more warrants to cover the whole return journey, according as the escort party is required to break the journey once or more often. Whenever a fresh warrant is issued the officer issuing it shall at once send intimation of the fact to the Superintendent of the district from which the party started, together with the full particulars of any warrant which has been mislaid. On receipt of information that any warrant has been mislaid, the Superintendent of the issuing district shall at once order its cancellation and intimate the fact to the station master of the railway or steamer service or to the omnibus company to whom the warrant was directed. He shall also arrange for an enquiry into the loss to be held and, if necessary for disciplinary action to be taken against the loser. The loss of warrants shall be notified in part X of the —Criminal Intelligence Gazette

Exchange of warrants for tickets.

6. The original and duplicate copies of each warrant shall be presented to the ticket office or conductor of the omnibus by the officer travelling or in charge of the party, for exchange for the requisite tickets. The duplicate copy will be retained by the booking clerk or conductor, who, after completing the original copy, shall return it to the officer travelling who shall in turn send it back to the issuing officer for preliminary check. The issuing officer after satisfying himself that it is in order shall transmit it to the Superintendent, as detailed in paragraph 7.

If any one of a party for whom a warrant was issued is unable to travel owing to illness or other cause, the officer in charge of the party shall himself correct the warrant and initial the alteration or if unable to write shall take it to the nearest officer empowered to issue such warrants, who shall correct and initial it for him and record on the warrant the reason for alteration.

Adjustment of accounts-I-Government/ Railway and steamer warrants.

7. (a) As soon as all the original copies of warrants issued during a month have been received back by the issuing officer, he shall prepare statements in duplicate in B.P. Form Nos. 11 and 12 showing all warrants issued during the month for the conveyance of police officers and members of the rural police over different railways or steamer services, serially arranged by such services. Warrants issued for the escort of treasure shall be shown in the statement in B.P. Form No. 11 and the remainder in B.P. Form No. 12. The original copies of the warrants shall be attached to their respective

statements, The statements and warrants shall be forwarded to the Superintendent's officer so as to reach there within the first week of the month. The original copies of warrants issued for the conveyance of under-trial prisoners shall be sent in separate bundles at the same time. If no warrants are issued in any month, —nill statements shall be forwarded.

On receipt of all the statements in the superintendent's office, the original copies of all statements showing the issue of warrants shall be arranged together, to form two consolidated statements for the district in B.P. Form Nos 11 and 12. These statements shall be sent to the Accountant-General by the 10th of the following month. The duplicate copies of the statements and the railway warrants shall be kept in a file and destroy as laid down in Appendix XIII(3).

The original copies of warrants issued for the conveyance of under-trial prisoners shall be forwarded to the District Magistrate for incorporation of the charges in his accounts.

(b) Warrants shall be treated as cash and forwarded by the Railway Administration to the Accountant-General of the province to which the police party belongs as vouchers for adjustment of the amounts in the accounts, and the Accountant-General shall pay the the amount due to the Railway Administration or the Steamer Company, as the case may be, at once either in cash or by book adjustment credit in the Administration's accounts, subject to corrections as regards overcharges, if any, brought to notice within six months of the date of presentation of the credit note by the Railway Administration.

(c) Railway debits for amounts due on railway warrants should be accepted in full by the Accountant-General in the accounts of the month in which they are raised in the Railway Exchange Accounts, without reference to the issuing officer whose signature on such warrants should be taken as final subject only to subsequent readjustment of under or overcharges.

(d) ) A uniform rate of commission (surcharge) shall be paid to the Railways at Rs16 per hundred warrants, on a proportionate basis, on the actual number of warrants issued in any month for a particular railway, fractions of an anna in the total for each month being rounded off to the nearest anna. No charge is to be levied when the warrant system is not used in any month. No commission charges will be levied on emergent police passes issued for the Railway Police.

In the case of steamer companies an extra charge of annas four per warrant or credit note of less than Rs.5 shall be paid in addition. The issue of warrants or credit notes for steamer tickets costing rupee on or less to police officers is not permissible.

(e) The cost of railway warrants issued for the journeys of recruits for the Bengal Police will be finally adjusted against the provision in the Bengal Provincial Police Budget.

Any excess fare paid by the Bengal Police for escorts proceeding to other provinces will also be adjusted against the grants in the Bengal Provincial Police Budget.

(f) As a rule there will be no need for Superintendents to prepare a detailed bill for Charges under the head —Traveling Allowance|| or —Escort|| incurred on such warrants, as the Accountant-General will adjust the amounts in his books.

Non-Government Railway, steamer and bus warrants.

(g) As soon as all the original copies of warrants issued during a month have been received back by the issuing officer, he shall prepare a statement showing all warrants issued during the month for the conveyance of police officers and members of the rural police over services operated by different Non-Government Railway Companies, Steamers and Bus Companies serially arranged by such companies, The original copies of the warrants shall be attached to the statement and the whole forwarded to the Superintendent's office so as to reach there within

the first week of the month. The original copies of warrants issued for the conveyance of under-trial prisoners shall also be sent in a separate bundle at the same time. If no warrant is issued in any month, a —nil|| statement shall be forwarded. The statements and original copies of warrants received from issuing officer shall be carefully checked by the accountant with the bills and duplicate copies of warrants received from the Non –Government Railways Companies, Steamer and Bus Companies, and shall then be kept in a separate file which shall be preserved for the period specified in Appendix XIII(3).

(h) The Non-Government Railway Companies, Steamer and Bus Companies, shall as soon as possible after the end of each month, forward to the Superintendent 3 separate bills in duplicate enclosing the duplicate copies of the warrants for which tickets were issued during the preceding month. The bills shall be classified according to (i) those issued to police officers on escort duty, (ii) for police officers on other than escort duty, (iii) for under-trial prisoners in police custody. The bill shall show the number and date of each warrant, the number of persons who travelled, the class of accommodation and the cost thereof. The accountant shall check these warrants with those received from the issuing officer and prepare two separate bills, one for travelling allowance and the other for escort charges and present the same to the treasury for encashment with the warrants received from the Non-Government Railway Companies, Steamers and Bus Companies. The amount when received from the treasury shall be paid to the company and a receipt obtained. The company's bill for under-trial prisoners shall be checked by the accountant along with the warrants and forwarded to the District Magistrate, after being countersigned by the Superintendent for payment. The amount when received from the District Magistrate shall be paid to the company.

Any claim for undercharge, not preferred within three months from the date of submission of the bill, shall not be accepted. The amount of overcharge,

if any, shall be deducted by the Superintendent from the next month's bill of the Non-Government Railway Companies, Steamer and Bus Companies.

(i) All receipts for payments in excess of Rs .25 should be furnished to the office of the Accountant-General in support of travelling and contingent bills.

(j) The bills presented by the Non-Government Railway Companies, Steamer and Bus Companies shall be checked by the Superintendent with the tariff of rates and the following certificates furnished in support of bills presented at the treasury:-

(i) —Certified that the claims made by the Non-Government Railway Companies, Steamer and Bus Companies have been checked and that they are in accordance with the tariff of rates.

(ii) —Certified that the warrants received from the Non –Government Railway Companies, Steamer and Bus Companies have been duly verified with the copies furnished by the issuing officers and found in order.

Users of warrants entitled to travelling allowance.

8. (a) The use of warrants does not debar Sergeants, Sub-Inspectors Assistant Sub-Inspectors or head constables from claiming travelling allowance under the ordinary rules, The value of the warrants for the journeys actually performed by them shall be deducted from their travelling allowance bills.

(b) In cases of return journey warrants and warrants at concession rates the value of the warrants at ordinary rates shall be deducted from the travelling allowance bills of officers performing the journey.

( c) The head of the office shall record on every travelling allowance bill prepared in his office a certificate to the effect that no warrant was used for the journey for which travelling allowance is claimed or that a warrant was used and the cost is to be deducted.

Agreements with omnibus companies.

9. With a view to safeguarding the interests of the Provincial Government an agreement from the omnibus company shall invariably be taken in B.P. Form No. 13 for the regular service of the omnibuses for the journeys of police officers. A copy of the agreement so drawn up shall be sent to the Accountant-General.