

The duties of j.a. (jemadar adjutant):

1. The J.A. will be selected from the ABSIs of the Battalion and will not be appointed by seniority.
2. He will assist the Adjutant in the performance of his duties. He will also act as the Adjutant's confidant.
3. He will keep himself informed of every occurrence affecting the discipline of the Battalion.
4. He must be an example in turn out, smartness, punctuality and conduct.
5. He must pay strict attention to the conduct, dress, bearing and appearance of all NCOs and men of the Battalion.
6. He must have a thorough and up-to-date knowledge of everything regarding drill, standing orders and duties and responsibilities of every individual on and off parade.
7. He must keep himself up-to-date in every details of weapon training, ceremonial drill, guard of honour and guard mounting in the Battalion.
8. He will frequently visit guards and duties paying particular attention to the smartness of the sentries and bring any irregularities to the notice of the Adjutant.
9. He will inspect all parties not under an officer, leaving and arriving at the Battalion.
10. He will be responsible for :-

- (a) reporting to SM of all detailment of guards and other duties at 1100 hours daily;
- (b) detailing of working parties as and when asked for within the framework of the Commandant's policy;
- (c) the inspection of the turn out of the Office Orderlies, R.P's and Stick Orderlies and will ensure that each of them is conversant with his own duties and responsibilities.
- (d) recording the particulars of defaulters in the register kept in Quarter-guard and for exercising supervision over the attendance of those men at Roll Calls and punishment drills and over the working of men under-going R.I.

11. He will receive daily reports from BHM at 1000 hrs.
12. He will make a daily report to the Adjutant at 1200 hrs and receive orders from him.
13. He will exercise supervision over the Writer in the keeping of:-
 - (a) Duty Roster of the Battalion.
 - (b) Duty Roster of NGOs.
 - (c) Battalion strength returns.
 - (d) Parade statements.
14. He will parade all cases to be brought for the Commandant's Orderly Room.
15. He will be responsible for the running of cadres under the Adjutant and will assist in training instructors and for arranging pre-course training.

The Duties Of Battalion Havildar Major (B.H.M):

1. His duties will be as under:-

- (a) He will take precedence over all other NCOs and will be appointed on considerations of reliability, smartness and efficiency;
- (b) He will be immediate assistant to JA in matters of discipline on and off parade.
- (c) He will be responsible for allotting duties to various Platoons at Battalion Headquarter under the directions of S.M/J.A as directed in Battalion Orders or by Officers.
- (d) He will inspect all guards/escorts moving out of the Battalion Headquarter and report to the Adjutant any defect noticed.
- (e) He will be responsible for maintaining the following books:-
 - (i) Daily Parade Statement.
 - (ii) Guard and Duties Roster.
 - (iii) Incoming and Outgoing escorts record.

To maintain the above records a writer designated as BHM Writer will be placed under him.

- (f) He will parade all arrivals at Battalion Headquarter from OPs, leave and escorts before the S.M at 1000 hrs. and then before the Adjutant if directed.
- (g) He will assist the J.A in running of cadres when called upon to do so.
- (h) He will be the President of NCOs Club and responsible for its efficient functioning.
- (i) He will take over the duties of J.A. when the latter proceeds on leave/duty/course.

The Duties Of Quarter Master:

The operational efficiency of a Unit and the morale of the Troop is largely depend upon sound logistics. The Unit Quarter Master is a King Pin of sound administration. He has to ensure that the Unit is properly equipped and maintained at all times. His professional efficiency and effectiveness will greatly contribute towards success in battle/operation. The job of a Quarter Master is becoming more and more complex requiring vast knowledge to deal with Arms and Ammunition, Clothing, Office furniture, Ration, Transport and a number of other stores. It is therefore, necessary that persons employed on Quarter Master duties should have adequate knowledge on 'Q' matters.

1. He is the administrative Staff Officer to the Commandant.
2. He is directly responsible to the Commandant for ensuring that the Battalion has everything to which it is entitled by regulation in the way of arms, ammunition, accoutrements, clothing, equipment and supplies including M.T.
3. He will be permanent member at all Tender Boards for ration held at Battalion Headquarters from time to time.
4. He will be responsible for –
 - (a) All Unit Buildings on charge of the Unit and will bring to the notice of the Commandant any alterations and repairs considered necessary;
 - (b) to receive, check and pass all bills pertaining to his branch to the Accountant for immediate payment. (If there is any abnormal delay in receiving indent and payment of bills, he will bring the fact to the notice of the Commandant);
 - (c) the arrangements of ration certificates and booking of accommodation for all personnel of the Battalion in transit;
 - (d) receipt/ distribution and accounting of all arms, ammunition, weapons and equipments;
 - (e) cleanliness of all cook houses, latrines and general standard of hygiene and sanitation at Battalion Headquarters;
 - (f) correct maintenance of all ledgers for public stores;
 - (g) quarterly checking of all Dry stores, equipments and weapons with Q.M. ledger;
 - (h) annual audit of all ledgers;
 - (i) see that annual stock taking is carried out on due date and return submitted to PHQ, IGP (NAP) and DIG(NAP);
 - (j) personal inspection of all explosives, ammunition and fired cases before issue and on receipt;
 - (k) all Fire Fighting appliances;
 - (l) keeping mobilization equipment, stores on charge in good condition and ready for use;
 - (m) security of the Magazine and that deviation statements are submitted to PHQ, IGP(NAP) and DIG(NAP).
 - (n) Maintaining the register of payment/issue of stores to officers and men and that the money is duly realized and accounted for and finally deposited in public Treasury.
5. He will ensure that:-
 - (a) The supply of rations (dry, fresh, milk and meat) is according to the specifications approved by Police Headquarters;
 - (b) Sufficient reserve of all clothing and equipment is held at the Battalion Headquarters;

- (c) All indents are submitted well ahead to source to enable authorized holdings of stores at all times;
 - (d) No local purchase is done without first obtaining specific permission from the Commandant/PHQ;
 - (e) All discrepancies are adjusted quickly;
 - (f) All issue/receipt vouchers are cleared and in case of delay, the despatching authorities are intimated with reason for delay;
 - (g) Arms are periodically inspected by Unit Armourer and repairs are carried out;
 - (h) Visits of Armourer to Outposts are drawn out to inspect arms in outposts and to carry out repairs;
 - (i) All actions are immediately taken on the annual inspection report of AIA.
6. He will inspect all workshops (i.e. M.T. Workshop, Armourer shop, Carpenter shop, Tailor shop and Mochi shop) and see that they are clean and functioning properly.
 7. He will maintain an up-to-date record and account for rations at various outposts.
 8. He will liaise with project for all constructions, estimates and repairs of buildings.
 9. He will assess the Battalion barrack damages and will arrange recovery from Companies each month.

The duties of s.i. Quarter master:

1. His duties will be as under:-

- (a) He will be in-charge of all personnel including NCE in 'Q' Branch for administration, discipline and training.
 - (b) He will assist Q.M. in his duties regarding 'Q' Branch.
 - (c) He will be responsible for correct accounting of arms, ammunition, building, furniture and rations on the charge of 'Q' Branch.
 - (d) He will distribute arms and ammunition to the Platoons according to the authorized scale and will maintain a correct distribution list. He will compare the distribution list with the Quarterly summary submitted by the Companies. He will immediately bring to the notice of Q.M. if any discrepancy is observed.
 - (e) He will be assisted by an NCO who will be known as Ammunition Naik who will be in-charge of the ammunition magazine.
 - (f) He will be responsible for keeping the ledger of ammunition and arms up-to-date and will carry out instructions received from Q.M. from time to time.
 - (g) He will in co-operation with Armourer, make a monthly, quarterly and yearly programme for the inspection, repair and checking of all arms on the charge of the Battalion.
 - (h) He will be responsible for preparing arms for the annual inspection of AIA.
 - (i) He will be responsible for demand and despatch of arms conditioned by the AIA.
 - (j) He will be responsible for the turn over of arms of Outposts.
- (k) He will be responsible for maintaining a private arms register centrally for the Battalion and putting it upto Q.M. for inspection on 1st of each month.
 - (l) He will maintain a separate register / ledger for the service arms authorized for the Unit and will keep these arms separate from other arms.
 - (m) He will maintain a separate ledger for arms on loan. This ledger will show the arms given on loan to another Unit or received from an outside Unit. Arms given on loan from one Platoon to another Platoon in the Battalion will not be shown in the ledger/register.
 - (n) He will maintain a long roll/register of all the arms received in the Battalion and their whereabouts. When any arms is finally disposed off, the entry will be made in the register. One register for each type i.e. LMG, Sten, Rifle etc will be prepared separately.
 - (o) He will be responsible for all ammunition on the charge of the Battalion and will maintain correct record of ammunition received from and issued to the Coys. He will keep the distribution list up-to-date.

- (p) He will personally count the ammunition whenever received in or issued from the Magazine. He will not issue any ammunition unless the issue voucher has been signed and permission given by the Q.M. He will take receipt for all ammunition issued from the Magazine.
- (q) He will maintain record of ammunition according to LOT No. and date of manufacture and the ammunition will be stocked accordingly.
- (r) He will carry out all the instructions issued from higher authorities from time to time.
- (s) He will be responsible for proper maintenance of Magazine cleanliness, proper storing of ammunition and daily inspection for any defects, leakage etc in ammunition containing phosphorous.
- (t) The keys of Magazine when not deposited with Q.M. will be kept with him personally and will not be given to Storeman or Ammunition Naik. Whenever Magazine is opened he will be present.
- (u) Arms/Ammunition ledger will be maintained by the Clerk concerned but distribution list will be maintained by him.
- (v) He will be responsible for keeping ammunition according to the authorization/scale.
- (w) He will be in-charge of all rations. He will receive and issue ration for troops.
- (x) He will be responsible for correct accounting and storing of rations i.e. all supplies received from Central Stores/ Contractor source.
- (y) He will be assisted by a Ration Writer for this purpose.
- (z) Ledger and other documents will be maintained by the Clerk concerned.
- (aa) He will attend the daily parade of issue of fresh vegetable, meat and dry ration and will ensure that no irregularity takes place.
- (bb) He will demand and issue condiments for the Battalion Headquarters, Platoons and Outposts according to their entitlement. Ration Clerk and Ration Writer will help him for the purpose.
- (cc) All the NCE will be under his command and he will be responsible for their discipline, turn out and training.
- (dd) He will maintain leave register of NCEs, their records of turn over on outposts and details of duties allotted to them. He will send them to Outposts turn by turn.
- (ee) He will check all Government stores issued to NCEs on maintenance days. He will make sure that stores issued to them are clean and properly maintained. These stores include Barber instruments, Mochi tools and Dhobi Iron, etc. He will bring to the notice of Q.M. if any irregularities are observed by him and take necessary action to rectify any defect/deficiency.
- (ff) Carpenter will be detailed by him for various duties in consultation with QM/SM.
- (gg) He will parade all NCEs once a week for training in drill and use of arms.

The duties of battalion q.m. Havildar:

1. His duties will be as under:-

- (a) He will be in-charge of all 'Q' Stores and will be responsible for storing and maintenance of all the ordnance stores on the charge of the Battalion.
- (b) He will see that all clothing, equipment, Mob stores and other stores are demanded as per authorization and stored at correct time and place.
- (c) He will maintain a proper list of distribution of stores to Outposts/Platoons. The ledger will be maintained by the Clerk concerned.
- (d) He will keep the Stores neat and tidy.
- (e) He will keep all the required items of clothing ready for issue and get them stitched by the Unit Tailor in time.
- (f) He will, through Q.M. arrange for a board of officers to open all consignments immediately on receipt.
- (g) He will train his Assistant and Storeman in correct maintenance of Stores.
- (h) He will maintain tally cards separately for each type of articles.
- (i) He will compare monthly summaries sent by the Coys with the distribution list and bring to the notice of Q.M. if any discrepancy is observed.

(j) He will maintain a separate loan register and will enter all the loan transactions in it. He will put up this register to Q.M. on the 15th of each month to obtain his decisions regarding returning or transferring to regular issue of the articles entered therein.

The duties of coy q.m. Havildar:

1. He is responsible for the execution of 'Q' duties in the Company under the direction of the Company Commander. He will maintain the following Ledgers/Registers:-

- (a) Clothing Ledger
- (b) Arms and Ammunition Ledger
- (c) Miscellaneous Stores Ledger
- (d) Packing material Register
- (e) Ration stock Register
- (f) Last Ration Certificate
- (g) Fortnightly Stock position Return
- (h) Loss Reports
- (i) Meat/ Fresh vegetable and fruits Register

2. He will see that L.R.C. is correctly issued and accounted tallying with the monthly return submitted by the respective Platoon.

3. He will see that all issue vouchers received from the Q.M. Store are duly receipted quoting his Receipt Voucher number and return the Voucher to Q.M. Store after proper acceptance.

4. He will scrutinize thoroughly all the bills received from the Contractors and ensure that the bills tallying with the quantity received from the Contractor and the rates are as per the approved rate.

5. He will also see that the Clothing Hand Books are properly maintained and obtain the individuals signature as and when any issue/replacement is done.

The Duties Of Unit Senior Armourer:

1. His duties will be as under:-

(a) He will work under direct supervision of the Q.M. He will therefore report all matters connected with performance of his duties to the Q.M.

(b) He is responsible for carrying out inspection of all small arms, light machine guns, other weapons and mounting tripods on charge of the Battalion at short intervals and will report the result to the Q.M. who will subsequently inform the Commandant.

(c) He will approach the Q.M. for necessary publication of BRO showing date and time of inspection of all Platoons weapons.

(d) He will detail his assistant armourers to tour the Coy headquarters, Outposts and detachments for inspection of all small arms and weapons of their respective Coy Headquarters, Outposts and detachments and will report the result to the Q.M. who will subsequently report to the Commandant.

(e) He will be responsible for carrying out modifications and adjustments to all arms and equipments within his capabilities as may be required in accordance with the AIA's yearly inspection report and general instruction for Armourers issued by Police Headquarters from time to time.

(f) He will carry out re-browning of all arms, weapons and their component parts in accordance with the AIA's yearly inspection report and when the Commandant considers it necessary to do so.

(g) He will carry out Unit repairs of all arms, weapons, tools and equipments of the Battalion and perform other work within his capabilities that may be required from time to time.

(h) He will be responsible for marking of all arms, weapons, equipments and tools of the Battalion and issue of serially numbered discs for each arm.

- (i) He will not charge any amount from Jawans for repairing their arms and equipments etc. He will not repair any arms seriously damaged without bringing it to the notice of the Q.M.
- (j) He must work in accordance with the instructions and orders issued by Police Headquarters from time to time and carry out repairs and modifications as directed.
- (k) He must not undertake any repairs to arms, other than authorized light repairs and adjustments without the permission of the Q.M.
- (l) He will thoroughly strip all arms, weapons in use in the Battalion for periodical examination.
- (m) He will be entirely responsible for cleaning, preservation and care of all reserve arms, weapons and equipments on charge of Q.M.
- (n) He will carry out all instructions that may be in force from time to time for the preservation of arms and equipments.
- (o) He will examine all outgoing and incoming arms and weapons of the Battalion.
- (p) On return of Platoon from Outposts and operational duties he must thoroughly inspect all arms and weapons and report the result to the Q.M. and do the needful as required.
- (q) On receipt of new arms and weapons from Central Stores he will carefully examine and report to the Q.M. if any defect or deficiency of components is found.
- (r) He will examine and clean all arms, weapons, equipments before they are issued by the Q.M., removing any excess lubricant from the barrels and other parts of the arms.
- (s) He will be responsible for completeness and serviceable condition of the armourer tools which are on his charge.
- (t) He will not allow any arms, weapons and tools etc repaired by him to leave his workshop without thoroughly satisfying himself of their serviceability in every respect.
- (u) He must keep all history sheets of the arms and weapons up-to-date.
- (v) He will be entirely responsible to the Quarter Master for AIA's yearly inspection so that no objection is received from him.
- (w) He will maintain a register showing complete details of all arms and weapons on charge of the Battalion.
- (x) He will also be responsible for repairing the working tools of the Battalion.
- (y) He will detail as Assistant to be present at the range firing for zeroing.
- (z) During his absence the next senior assistant armourer will take over the responsibilities of the Armourer Havildar.

The Duties Of Ammunition Naik:

1. He will -

- (a) be responsible for correct accounting, maintenance and storing of ammunition handed over to him from time to time;
- (b) not issue any stores without permission of JQM/QM and will take a proper receipt for issuing stores under his charge;
- (c) keep the ammunition according to LOTs and date of manufacture and will be responsible for keeping it clean;
- (d) maintain Tally/Bin Cards up-to-date for the stores under his charge;
- (e) keep the fire point in the Magazine area complete in all respect;
- (f) daily inspect the accommodation and security fencing around the magazine area and in case of any damage it will be immediately repaired and reported to JQM/QM;
- (g) deposit the original key of the magazine with the Battalion Quarter Guard at retreat time.

The Duties Of Kote Nco:

1. There will be 1 (one) NCO detailed as Kote NCO from each Coy/Platoon and will be found from within the authorized strength of NCOs of the Coy/Platoon. His responsibilities will be as under:-

- (a) He will be responsible for correct accounting, cleanliness and recording of all arms on charge of the post.

- (b) At retreat he will account for all arms on his charge to the duty NCO and to the duty officer when called upon to do so and obtain signature from them on his Kote Book.
- (c) At retreat he will deposit the Key of his Kote in the Quarter Guard.
- (d) He will issue arms to the personnel of his Coy/Platoon according to procedure laid down in these Standing Orders for the safe custody of arms and ammunition.
- (e) He will obtain the signature of his arms issued register from personnel drawing arms from the Kote.
- (f) He will not issue any arms to any person except for authorized training/duty and escorts.
- (g) He will maintain private arms register and hold valid arms licenses in respect of each private arms in the Kote which are permitted by the Commandant.
- (h) He will parade before the Sub-Major/Senior JCO of the post after Retreat at a time fixed by the latter and report correctness of all arms on his charge.

The Duties Of A Mechanical Transport Officer:

1. The post of MTO is of S.I. rank which is a non-gazetted post whereas in MT a huge amount is involved and all records are auditable and hence Quarter Master should be the over all In-Charge of the M.T. which may be designated as Transport Officer and M.T.O. will assist him.

He will be responsible for:-

- (a) training, discipline, welfare and administration of the M.T. Platoon;
- (b) all M.T. vehicles on charge and for their mechanical efficiency;
- (c) the maintenance and correct accounting of all MT stores and spares;
- (d) carrying out of daily and monthly inspection of vehicles;
- (e) technical accounting and maintenance of vehicle records according to existing orders; and
- (f) indenting, receipt, stock holding and issue of POL.

2. He will ensure that:-

- (a) all duty slips are duly recorded and signed;
- (b) proper pre-training is given to those detailed for M.T. course;
- (c) proper investigation of every case of MT accident is done;
- (d) vehicles are not used on unauthorized journeys;
- (e) there is no smoking near the MT Parking place or Petrol Pump.

Powers & duties of DEF Officers

The duties of Superintendent of Police:

1. Overall Superintendent of Police District and SP Office.
2. Had to conduct surprise and regular inspection of police stations and out posts.
3. Other miscellaneous matters.
4. Grant of Casual Leave for G.Os/ O.Cs/ C.I/ P.I/ Ministerial Staff.

The duties of Addl. Superintendent of Police:

1. Grant of all types of leave to NGOs.
2. Supervision of Pension cases/ Account matters.
3. Welfare matter.
4. Supervision of Security deployment.
5. Departmental Enquiry.
6. Chairman, Unit School.
7. Checking of office attendance.
8. High Court matters.
9. Ex-Officio Chairman, Line Committee.
10. Supervision of S.R. cases.
11. Verification of Service Sheet both AB & UB staff.
12. Supervision of UGRC and Static Guards/ Vital Installations.
13. Supervision and detailment of Round Duty Officers/ NGOs.
14. Discipline and Training of Unit personnel.

The duties of Sub-Divisional Police Officer(SDPO):

1. Supervision for maintenance of Law & Order in the district.
2. Supervision of all Police Stations/ Ops and Investigation of cases in the PSs including Traffic and supervision of submission of Progress Reports.
3. Supervision of Crime Branch/ DIB/ Police Court and timely submission of various Crime Returns.
4. Supervision of effective performance/ deployment of Patrolling Party, QRT, STF and Highway Patrolling.
5. Supervision of Command/ Control of all UB personnel in the district.
6. Discipline and welfare of UB personnel in the district.
7. Grant of all types of leave to UB personnel upto the rank of THC.

The duties of Dy. SP (Reserve):

1. Supervision of MT Platoon/ discipline and conduct of orderly room for MT personnel.
2. Detailment of Escort Vehicles and Escort Personnel for VIPs/ Other Escort.
3. Supervision, Command/ Control and Welfare of MT personnel.
4. Supervision for maintenance and control of movement of all MT vehicles.
5. Supervision for maintenance and safe custody of Arms & Ammunitions and timely submission of returns/ report to PHQ.
6. Supervision for maintenance of Government Properties, Buildings and Structures.
7. Grant of all types of leave to MT Platoon upto the rank of Havildar.

The duties of Dy. SP (Establishment):

1. Overall incharge of AB personnel in the district.
2. Training, Command/ Control and Discipline of AB personnel in the Unit.

3. Supervision of VIP Security/ Remittance detailment.
4. Inspection/ Rank Discipline/ Orderly Room of AB personnel.
5. Incharge of Stores and Clothings.
6. Supervision of Establishment/ General Branch and assist Addl. SP in supervision of Pension cases, Service Sheet, verification, DE matters.
7. Grant of all types of leave to AB personnel upto the rank of Havildar.
8. To assist Addl. SP in checking Office Attendance.

The duties of Dy. SP (Traffic):

1. Supervision, Command/ Control and deployment of all Traffic personnel.
2. Discipline and conduct of orderly room for traffic personnel.
3. Supervision of Traffic cases.
4. Grant of all types of leave to Traffic personnel upto the rank of THC.
5. Public Relation Officer (PRO).

The duties of Officer in charge of the police station:

1. He is responsible for the effective working and management of the police subordinate to him.
2. He is responsible for the preservation of peace and for the prevention and detection of crime.
3. He should obtain correct information about criminals, miscreants and have them watched effectively.
4. Conduct active surveillance of registered criminals and suspects
5. Should possess intimate knowledge of the area in his charge and of its inhabitants and should give shape to the concept policing.
6. Should be in continuous contact with the officer in charge of the neighbouring police stations.
7. He is responsible and should satisfy himself by frequent inspection, that all registers and record are properly maintained and kept up to date.
8. He should constantly keep moving about within the limits of his jurisdiction, interact with the residents and elicit as much information as possible

Duties of the officers in the Police Headquarter

- (a) The Director General of Police as Head of the department heads the entire Police set-up and sits at the Police headquarters at Kohima. Below him are two officers namely
- (b) Addl.DGP(Adm.) and Addl.DGP(Law & Order) who look after general establishment and operational aspects respectively.
- (c) IGP (Hq.) assists ADG(Adm) in day to day administration of the Police establishment matters.
- (d) IGP(Range) is in charge of all the Police districts in the state assisted by DIG(Range) at Kohima, Dimapur and Mokokchung.
- (e) IGP(NAP) supervises all the armed Bns. of the department assisted by DIG(NAP) at Kohima, Dimapur Tuensang and DIG(IR)North, DIG(IR)South.
- (f) IGP(Crime) heads the Crime wing and supervises all crime record matters including State Crime Records Bureau assisted by S.P.(Crime) and S.P(SCRB) at Police Hqrs.
- (g) IGP(Int) is the intelligence chief of the state who acts as eyes and ears of the Govt. and supervises over the whole intelligence set-up assisted by a DIG (CID) and two S.P. level officers namely S.P.(SB) and S.P(Security).
- (h) IGP(Trg) supervises over the two training institutes namely, Nagaland Armed Police Training Centre (NAPTC) and the Nagaland Police Training School (PTS) located at Chumukedima assisted by one DIG(Trg) stationed at Chumukedima . IGP (Trg) has also additional charge of Border. In border affairs, he is assisted by DIG (Border) and S.P. (Border), both stationed at Chumukedima Police Complex .
- (i) DIG(NPTO): The Police wireless wing is headed by DIG under the nomenclature Nagaland Police Telecommunication organization. He is assisted by one S.P and few other level officers at the Headquarters and other officers and ranks are posted all over the state both in districts and Battalion catering to communication requirements of the department
- (j) AIG(Supply) cater to huge number of supplies of different types such as arms/ammunitions; Clothings and rations
- (k) AIG(Adm)Assists DGP, ADG(Adm), IGP (Hqrs), in day to day administration of the Police establishment matters.