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OFFICE OF THE INSPECTOR GENERAL OF POLICE, PONDICHERRY

STANDING ORDER FOR THE UNIFORM/PLAIN CLOTHES GUARD POSTED

AT RAJNIVAS

STANDING ORDER No. 10/89 DATED: 14.8.1989

Uniform Guard:

General: A ceremonial/tactical guard of the PAP is mounted at Rajnivas for the protection of H.E. the Lt. Governor, his family members and the properties at Rajnivas.

Strength: The strength shall consist of 1 SI 2 HCs 6 PCs and 1 Bugler.

Dress: The Guard will be in neat ceremonial dress from Reveille and Retreat. The ceremonial dress shall be red kepi, territorial shirt and pant, red cover on the shoulder flap with PAP letters red chest card, PP badge on the left side, white seb belt, white rings and white anklet. They shall wear black ammunition boots. The Guard commander shall put on red sash. Between Retreat and Reveille, the guard shall take off their anklets and lanyard and may also put on canvas shoes. The guard Officer (SI) shall be in working dress.

Guard Turnout and Compliments: The guard will turn out to H.E. the Lt. Governor every time he goes out of Rajnivas or comes inside Rajnivas. The guard will also turn out for VVIPs visiting Rajnivas on instruction from the ADC at Rajnivas.

Hon'ble Chief Minister, Hon'ble Speaker of the Legislative Assembly, other Ministers, Chief Secretary, all Police Officers wearing the State Emblem or badges of rank higher to that and other Gazetted Officers of the Defence Services of and above the rank of Major in the Army are entitled to present arms. All other police officers, gazetted and not gazetted, of and above the rank of ASI are entitled to Butt Salute.

Arms and Ammunition:

Each PC in the guard, except the Bugler will be armed with a 303 rifle with 10 rounds of ammunition. On his being posted as sentry by the Guard Commander, the sentry's Magazine shall be charged with 5 rounds. The Guard Commander(HCs) at the time of Guard mounting and dismounting shall be armed with 303 rifles with 10 rounds. For all other times they would be armed with 9 mm sten carbine. The guard officer SI shall be armed with a loaded 9 mm pistol.

Guard mounting: The P.A.F. Guard at Rajnivas will be mounted Ceremonially as per the prescribed drill everyday at 0800 hrs. with a bugler in attendance and under the supervision of an officer not below the rank of an Inspector of Police. Before the guard is mounted the guard will be personally briefed by the Inspector who will also be responsible for checking the ceremonial turnout and arms as per the procedural drill. While the change over of the ceremonial guard takes place, the patrolling PCs outside the Rajnivas will remain extra vigilant.

Tour of duty:

The normal tour of duty for the guard is 24 hours. Every 2 hours, the sentries will be changed. The sentry after his 2 hours duty will be relieved by the guard commander as per the prescribed drill and he shall explain his duties to the new sentry to be posted. Each sentry must know his post and beat.

Sentry Post:

There will be 2 sentry posts one at the front gate and the other at the rear gate of Rajnivas.

Duties of the Guard Officer:

1. The guard officer has to be on duty for one week.
2. He will be on duty from 0800 hours to 2000 hours daily
3. A general diary should be maintained by the guard officer.
4. The guard room near the front gate of Rajnivas may be used by the guard officer as his office.
5. Both the guards, the PSOs, metal detectors, main gate keepers, phone orderlies and the patrolling PCs on duty in Rajnivas will be under the supervision of the guard officer.
6. The posting of men on duty and relief and all other relevant particulars regarding the movements of pilot and escort parties should be written in the General Diary by the guard officer.
7. The Guard Officer shall hand over the general diary to the guard commander of the front gate when he goes for meals between 1300 hours and 1400 hours. At 2000 hours, when the guard officer goes for rest he shall handover the general diary to the guard commander at the front gate of Rajnivas after leaving clear instructions.

8. It is the duty of the guard officer to ensure that the guard duty men are always alert and extra vigilant throughout.
9. It shall be the duty of the guard officer to ensure that the men on duty wear neat and tidy uniforms and are properly shaven. Kit equipments like chest cord, belt slings anklets etc. should be very neat and polished.
10. It shall be the duty of the guard officer to ensure that the arms and ammunitions are kept under proper custody. All arms should be cleaned.
11. It shall be the duty of the guard office to see that as and when a sentry is relieved posted, an entry is made in the general diary. Similarly, whenever PSOs/ phone orderly/ main gate keeper, etc. are relieved/ posted, entries to that effect should be made in the general diary.
12. The guard officer should maintain absolute discipline among the men posted on various duties in Rajnivas. Any misbehaviour/ indiscipline on the part of any constable/ Head constable should be brought to the notice of the superious for taking disciplinary action against him.
13. It shall be the duty of the guard officer to brief all the uniformed and plain clothes men about any information he receives regarding threat to the LG. He shall also repeatedly show them photographs of terrorists which he receives and other elements likely to pose the threat to the L.G. He shall also show slides of the terrorists to the above mentioned uniformed and plain clothes men atleast once in a week.
14. It shall be the duty of the guard officer to regularly ask the uniformed and plain clothes men including pilot and escort about their noticing anything unusual during their course of duty either at Rajnivas or during the visit of LG to various places.
15. The guard officer will keep a close touch with the ALC in all matters of security interest.

16. The guard officer shall be in neat working uniform and shall always be armed with a loaded 9 mm pistol.
17. The guard officer shall maintain a Government property register and shall invariably check the Govt. properties issued physically and ensure that the handing over/taking over of the properties is done in the register whenever a new guard officer is posted, he must definitely meet the CMT for briefing regarding the duties to be performed and supervised at Rajnivas.

Duties of the guard commander:

1. He will maintain the sentry relief book properly.
2. A general diary shall be maintained at the main gate by the guard commander in the absence of the guard officer.
3. He will make entries in the sentry relief book either in ink or in ball point. He will avoid erasing overwriting etc. while effecting the entries in the sentry relief book.
4. A report of the change of sentry will be duly recorded by the guard commander in the general diary and in his report, he will also mention any important incident that may have taken place during the preceding two hours. If no important incident takes place, he will record the same in the general diary.
5. Change of guard shall be duly entered in the G.D.
6. No member of the guard shall leave Rajnivas for any purpose without the permission of the guard commander. If any member of the guard leaves Rajnivas for a short period, after taking permission from the guard commander, a report of which will be recorded in the general diary at the time of his departure as also at the time of his return to the Rajnivas.
7. He will personally relieve all sentries after 2 hours and give proper instructions before posting.
8. He will be responsible for the discipline of the guard and see that sentry and other members of the guard are conversant with their duties.

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9. He will ensure that the turnout of the men should be excellent throughout the tour of duty.
10. He will also see that the guard room is kept neat and tidy.
11. On no account should the guard commander leave the guard ~~except for~~ answering the call of nature. During that time the guard commander will handover the charge to the senior most guard member present in the guard room and record a report in the general diary.
12. Meals should be taken inside the guard room and the guard commander will see that no one goes out for this purpose.
13. The guard commander will have close co-ordination with the police officers in plain clothes security duty posted inside Rajnivas.
14. The guard commander will also keep one Hurricane lamp and one torch ~~xx~~ light ready for use.
15. The guard commanders will turn out the guard at sunrise and sunset and give present arms alongwith the sentry PCs. The waiting PC from the rear gate guard point will hoist and lower the national flag while the bugler blows the bugle.

#### Duties of sentries:

1. He will move smartly within his beat
2. He will pay proper compliments to officers entitled for the compliments.
3. He will inform the guard commander of any unusual occurrence that comes to his notice.
4. He will have a careful watch on the surroundings and see that nothing is left unnoticed.
5. He will not quit his post unless he is properly relieved.

#### Duties of Uniformed men at the gates of Rajnivas

1. The rear gate of Rajnivas is kept closed permanently and the sentry is posted inside Rajnivas near the gate.
2. The front gate of Rajnivas will also be kept closed. persons coming to Rajnivas and the vehicles will be allowed to enter after proper identification and screening. For that purpose, a force of 2 PCs from the PAP will be provided from 0600 hours to 2200 hours in two shifts. The ~~xxxx~~ duty of the

PC at the gate is to keep the same always closed between 0600 hours and 2200 hours and open it only after the identity of the visitor has been confirmed. Similarly, he shall open the gate when somebody has to go out of Rajnivas. These 2 PCs shall be under the control of the guard commander at the front gate. After 2200 hours, the sentry standing outside ~~at~~ the main gate will come inside and the gate shall be locked with a chain and padlock. During night time, the sentry should ask the drivers of vehicles approaching to gain entry into Rajnivas to stop at a distance and turn off the head lights. He shall ask the guard commander to come and verify the identity of the occupants. To do so, he shall first ask the driver of the vehicle to get down from the vehicle. The guard commander shall go and verify the identity of the occupants while the sentry shall keep him covered. The guard commander himself shall be armed while verifying. After the identity and purpose of visit is verified, the person or vehicle can be allowed inside.

#### Patrolling outside Rajnivas:

There shall be beat patrolling outside Rajnivas by 4 PCs of PAP. They would do patrolling in 2 beats. Each beat shall have a strength of 2 PCs. The beat will start from the main gate and go round Rajnivas to the rear gate and afterwards the PCs would come back in clockwise and anti-clockwise direction. One PC in each beat shall be armed with 303 rifle with 5 rounds and the other with a sten carbine with 15 rounds loaded in the magazine. They shall patrol for 3 hours at a time. During that period, 4 more PCs who will relieve them will wait in uniform in the guard room at Rajnivas. The patrolling PCs will not move from their beats until relieved from the beats outside Rajnivas. During patrolling, they shall keep a watchful eye on the roof tops of private buildings and windows in the immediate vicinity of Rajnivas etc. A list of buildings are mentioned below:

1. Romain Rolland Library Terrace
2. Law Department
3. Door Nos. 22, 24, 26, 28, 30 & 32 St. Louis St.,
4. No. 2 J.N. Street Balcony and Terrace
5. No. 4 J.N. Street Terrace
6. Ashram playground terrace
7. C.S. Office terrace
8. C.S. Office annexe terrace and 4th floor
9. Telephone exchange building terrace
10. IV th floor of Telephone exchange building.

PILOT AND ESCORT:

Pilot: The strength of the pilot shall be 1 SI loaded with a 9mm pistol, 1 HC armed with a 9 mm sten carbine, 2 PCs armed with 303 rifles with 40 rounds each and one wireless operator. They shall all be in working dress. The SI incharge of the pilot should be well versed with all routes so that in case of any contingency or trouble in one route, he can shift to an alternate route. The man selected for pilot duty shall be young and energetic and physically fit all the time. They shall be well versed in the quick operation of the firearms. For this purpose they shall do firing practice once a month positively. The driver of the pilot vehicle should be well versed in evasive driving and offensive defensive driving. The wireless operator should be well versed in English and Tamil with good pronunciation and be able to locate the WOPs position intelligently and clearly. He will keep his wireless set in good working condition. Similarly, the driver of the vehicle should be well versed in the mechanism of the vehicle and should be able to ~~xx~~ manage some minor repairs. For this purpose, adequate tools shall be kept in the pilot vehicle. The driver shall also ensure that his vehicle is in top condition and is checked and serviced regularly. Whenever the LG is about to leave Rajnivas, the pilot vehicle should come out of Rajnivas, the pilot vehicle should come out of Rajnivas main gate 5 minutes in advance and recce the entire area outside Rajnivas in order to look for any suspicious persons or any danger that may come and give an all clear signal for the LG to start moving. Whenever the LG's vehicle is on the move, the personnel inside the pilot vehicle must lean out and look in ~~xx~~ all directions in order to check any suspicious person or movement. Whenever the LG's car comes to a halt, the pilot SI should come out immediately and cover the front side. If the LG's vehicle stops at the traffic point only the SI incharge of the pilot shall get down from the vehicle. Whenever the LG steps out of the car to attend any function, the pilot SI, HCs and the PCs should come out of the vehicle and cover all flanks. The Pilot should look forward along the row of parked vehicles in the street for anything of suspicious nature and through the rear view mirror for any tails. The Pilot should avoid areas known for public disorder. The Pilot should judge the speed of the vehicle while approaching traffic lights to avoid stopping & to avoid jamming. The pilot should stop and turn before it is too late if something untoward appears to be taking place on the road ahead.

Escort: The escort shall have 1 SI in uniform carrying a loaded 9 mm pistol. Similarly, the operator and the PSOs would be armed with 9 mm pistol in plain clothes. The SI in charge of the escort should be well versed in the quick operation of fire arms. For this purpose, they should have firing practice once a month. The driver of the escort vehicle should be well versed in offensive, evasive and defensive driving. The wireless operator should be well versed in English and Tamil with good pronunciation and should be able to locate the VVIPs position intelligently and clearly. He will also keep his wireless set in top condition. Similarly, the driver of the vehicle should be well versed in the maintenance of the vehicle and be able to make minor repair. For this purpose, adequate tools and spares shall be kept in the escort vehicle. The driver shall also ensure that his vehicle is in top condition and is checked and serviced regularly. Whenever the LG's vehicle is on the move, the personnel in the escort vehicle must lean out and look in all directions in order to check any suspicious person or movement whenever the LG's car comes to a halt, the escort SI and the PSOs should come out immediately. The SI should cover the front and the other PSOs should pose themselves on all flanks to cover all sides including the rear. If the LG's vehicle comes to a halt at the traffic point the SI in charge of the escort should get down of the vehicle. The escort car shall follow the LG's car at distance of about 15 metres on the right side so as to have a clear view of the road ahead. In case the SI sees any vehicle coming very close and is likely to cause collision with the LG's car, he will instruct the escort driver to overtake LG's car and avoid such collision by covering LG's car. The escort should be equipped with a first aid box, torch, necessary spares, tools, ropes and flask full of water, HE will ensure that no vehicle overtakes the LG's car nor comes in between the LG's car and the escort car. He will also ensure that the opposite direction is free from vehicles to avoid collision. The vehicle in which the LG moves also must be in top condition. The driver of the vehicle shall ensure that it is regularly serviced and checked and he must carry tools and spares for some quick minor repairs which may be required. The driver of the vehicle should also have knowledge for undertaking these repairs.

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Records to be maintained by the uniformed guard at Rajnivas:

1. General Diary:

It shall run from 0800 hours to 0800 hours the next day. All entries regarding posting of entry, relieving etc. Shall be entered by the SI (Guard Officer). Whenever the guard officer goes out of Rajnivas, he shall handover the general diary to the guard commander at the main gate after recording an entry to that effect.

2. Sentry Relief Book:

Two sentry relief books shall be maintained for the 2 sentry posts at the rear gate and the front gate. They shall be maintained by the respective guard commanders. Their pages shall be numbered and certified on the first page by the CMT. It shall have a list of all Govt. properties and arms and ammunitions which are to be handed over and taken over daily by the guard.

Whenever an entry is made about the posting of sentry the type of weapon with its butt number and the number of rounds given to him are to be clearly mentioned in the sentry relief book.

3. Patrolling PCs relief book:

A relief book is to be maintained for the patrolling PCs outside Rajnivas. The pages of the book are to be numbered and certified by the CMT. Here also, the type of weapons, butt number and the number of rounds issued to each PC's to be clearly mentioned.

4. Gate keeper and phone orderly relief book:

The pages of this record must also be numbered and certified by the CMT. The reliefs are required to be properly mentioned.

5. Government Properties register:

A Government property register of all Government properties issued by the Police & department is to be maintained. The pages of the register should be numbered and certified by the CMT. This register will be maintained by the guard officer who will hand over all the Govt. properties under a proper acknowledgement in the register to the next guard officer besides making an entry to that effect in the General Diary.

Plain clothes Guard:

At the main gate, there shall be 2 PSCs at one time working in 2 shifts from 0600 hours to 1400 hours and 1400 hours to 2200 hours. One PSC shall be armed with 9 mm sten carbine and the other with 9mm pistol. The duty of the PSC would be to screen and identify and visitor coming to Rajnivas. A list of all staff working in Rajnivas either in the office or in the household shall be maintained by the SB staff supervised by the Guard Officer. They shall check the identity cards of all government personnel including police personnel who visit Rajnivas. If identity cards have not been issued to certain Government servants, a proper letter of identity to identify them and the purpose of visit in Rajnivas is required to be given by their controlling authority. They shall also maintain a register of the employees of agencies like telephone, water supply, gas, PWD, Electricity etc. They have to ensure that no unauthorised entry takes place into Rajnivas. They shall maintain a register in which the name, address time in and time out and signature of the visitor will be entered. The pages of the register should be numbered and certified by the SP(SE).

D.F.M.D.

All the visitors to the Rajnivas shall have to pass through the DFMD. For manning the DFMD, a strength of 1 SI 3 HC and 3 PCs would be deployed, The HCs shall also work as PSCs and the SI and the PCs shall be drawn from the strength of CID who are trained in the handling of DFMD and HHMD. The DFMD shall be manning by 1 HC and 1 PC at a time in 3 shifts from 0800 hrs. to 1400 hrs, 1400 hrs. to 2200 hours and 2200 hours to 0800 hours. The SI incharge of DFMD will be on duty from 0800 hours to 2000hours. He shall be allowed one hour at any time to have his meals after handing over charge to the HC present at the DFMD. He shall maintain a register in which handing over and taking over of the above equipment should be clearly mentioned. The pages of this register should be numbered and certified by SP(CID).

If there is any doubt about a visitor who has passed through the DFMD, the hand held metal detector may be used and physical search and frisking may be resorted to in order to remove any further doubt regarding what the visitor is carrying. No camera, handbag, briefcase, tape recorder etc. Shall be allowed to be taken & after the visitor has crossed the DFMD and while meeting the LG unless cleared by the ADC.

PSO duty to Madam LG.

One women SI armed with pistol shall be on duty from 0900 hours for PSO duty to Madam LG. She shall accompany Madam LG wherever she desires. She shall normally ~~be~~ be on duty from 0900 hours till she is required on any day and will also do duty whenever called for.

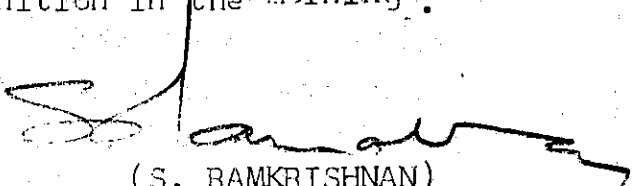
Checking of Postal mails:

One SI and one HC from Special Branch shall check all the postal mails to the Rajnivas twice in a day from 0845 hours to 0930 hours and from 1500 hours to 1600 hours.

PSO duty inside the building:

6 PSOs will be on duty inside the Rajnivas. They have to accompany the LG wherever he goes inside the Rajnivas. They shall be armed with 9 mm pistols. They shall work in 3 shifts with 2 PSOs in one shift from 0800 hours to 1400 hours, 1400 hours to 2200 hours and 2200 hrs. to 0800 hours. Besides 1 HC from the Special Branch armed with 38 revolver shall always accompany the LG wherever he goes. 6 PCs who are not armed will work in 2 shifts from 0800 hours to 1400 hours and 1400 hours to 2000 hours out of which one will stand at the foot of the staircase in the ground floor in Rajnivas, the second would stand at the top of the staircase and the third would be near the Office of the LG.

After the plainclothes personnel finish their duties and before leaving Rajnivas, the firearms carried by them shall be deposited at the main gate guard room. An entry to this effect should be made in the general diary of Rajnivas and the same should be signed by the SI (Guard Officer) or the guard commander HC who is taking over the weapon and the plain clothes staff who ~~are~~ are handing over them. Similarly, both the guard officer/ guard commander and the plain clothes officer may sign the general diary after the plain clothes officer receives the weapons and the ammunition in the morning.

  
(S. RAMKRISHNAN)  
INSPECTOR GENERAL OF POLICE  
PONDICHERRY

To  
All Concerned.

POSITIONS OF THE PILOT & ESCORT PERSONNEL WHEN LG'S VEHICLE COMES TO A HALT

