STANDING ORDER ON GUARDS DUTIES

Subject: Guard Duties.

1. INTRODUCTION:
   Instructions regarding guard duties are laid down in the police drill manual and chapter XVIII of the Punjab Police Rules. These instructions embody the general principles and do not give detailed drill to be followed by the guards as well as the sentries. There had, therefore, crept in considerable variations in the drill followed at various guards. In order to ensure uniformity in drill and procedure, the following instructions are issued for guidance and strict compliance:

2. TYPES OF GUARDS:
   The Chandigarh Police is called upon to provide the following guards:

   (a) Ceremonial guards.
   (b) Personal guards.
   (c) Protective guards.
   (d) Guards at unit quarter guards.
   (e) Guards at police station lock-ups.
   (f) Judicial lockup guard in district court.
   (g) Other units guards which are under the command of Chandigarh police such as certain ITBP guards, Punjab police guards, Chandigarh Home Guard Volunteer guards, etc.

   (a) Ceremonial Guards are detailed on special occasions. The Chandigarh Police may, however, be called upon to provide Ceremonial guards of honour independently on any specific occasion where orders laying down the drill and procedure will be issued by the Chandigarh Police Headquarters.

   (b) Personal Guards are provided for Hon’ble President, Hon’ble Vice President, Hon’ble Prime Minister whenever they visit Chandigarh and at the residence of various proteees of Z+, Z & Y category based on positional as well as threat based security.

   (c) Protective Guards are standing guards provided at vulnerable points, vital installations, airports, banks, etc.

   (d), (e) & (f) Unit Quarter guards and Police Station lock-up guards: - These guards are stationed at armoureries, Police Stations & judicial lockup in district court respectively. They will perform duty for 24 hours and will be changed daily.

   (g) Various other units such as ITBP, Punjab police & Chandigarh Home Guard volunteer guards have been provided to Chandigarh police in view of shortage of Chandigarh police personnel.

Supervision: All guards, except police lines, Sector-26, quarter guard, IRB quarter guard, IRB guards in IRB complex, judicial lockup guard, guards in police stations & ceremonial guard shall be under the supervision & command of SSP/Security,
Chandigarh. IRB quarter guard and IRB guards in IRB complex will be under the supervision of Commandant IRB, while police lines, Sector-26 quarter guard, guards in Police stations, ceremonial guard of Police Lines, Sector-26 & judicial lockup guard will be under the supervision of SSP, Chandigarh.

3. **STANDING ORDERS:**

All guards shall be deployed on the orders of concerned SSP or Commandant IRB as per the above mentioned supervision. Whenever orders are received for posting of a guard, the concerned Inspector shall visit the site, to ascertain the duties required to be performed by the guard, and post the guard after fully explaining the duties to them and ensuring that these are fully understood by them.

4. **GUARD MOUNTING:**

Guard mounting will be followed in case of quarter guards only. The procedure is ceremonial and is laid down in the Drill/Ceremonial Manual.

5. **GENERAL RULES-COMPLIMENTS TO BE PAID BY THE SENTRIES:**

All guards except ceremonial guards are protective tactical guards and the procedure adopted by these guards in carrying out their function will be based on action adopted by protective/tactical detachments on active service.

Ceremonial Guards:

i) The guard shall present ‘Rashtra Salute with present arms’ to the Hon’ble President of India, Hon’ble Governors (within their states) and Special foreign dignitaries who are entitled for the same.

ii) Officers of the rank of DGP, ADGP, IGP & DIG entitled for the ‘General Salute’ shall be given the ‘General Salute with present arms’.

iii) Ceremonial guard shall give compliments only to that dignitary for whom the guard has been placed.

a) Personal guards: The sentries shall “Present Arms” only to an officer whose status is not only above that of the person for whom the guard has been provided but is also of the rank of Addl. SP or above. For officers of lower status the sentry will pay compliments with a ‘Butt Salute’ or Bagal Shastra salute.

b) Quarter Guards: These are ceremonial-cum-tactical guards by day but between retreat and reveille become completely tactical guards. The procedures for compliments shall be of giving ‘Butt Salute’ till DSP rank officer & present arms to Addl. SP rank officer and above.

c) Protective guards, other unit guards, judicial lockup guards & Police Station lockup guards: Usually one sentry is posted. The remainder of the guard being on undress but ready to respond. The procedure for compliments shall be same as for quarter guards or personal guards (as the case may be).
6. **TURNING OUT OF THE GUARDS:**

a) **Personal guards shall not turn out for rounds:** The guards shall however, turnout and pay compliments to the person for whom it is provided (in case of personnel guard) when he leaves the residence in the morning only, if he is an official representative i.e. Hon'ble ministers, MP, officers, member of judiciary, etc & not for private individual. When the official concerned returns from tour from outstation, the guard will turn out and pay compliments when he returns to the residence between the hours reveille to retreat only.

b) **Protective guards, judicial lockup guards & police station guards:** These are tactical guards and shall turn out during the day or night for rounds or when there is apprehension of danger to the guard or in the cases of fire and alarm.

c) **Quarter Guards:** Quarter guard will turn out by day between the hours of reveille and retreat on the following occasions:

1. To DGP/ADGP/IGP & DIG UT-Chandigarh, SSPs & Addl. SPs Chandigarh the guards shall 'Present Arms', but the bugle shall sound 'A GENERAL SALUTE' only to DGP, ADGP, IGP and DIG UT.

2. When an armed party of greater strength, passes by, then the quarter guard shall present arms.

3. When ordered to do so for purpose of inspection by any Gazetted/Sub-ordinates Police officers.

   Whenever the guard turns out for an officer of General Rank (DIG & above) the guard shall 'Present Arms '(Salami Shastra) and the Buglar shall sound the (General Salute).

   At night between retreat and reveille; the quarter guard shall turn out only for rounds or when there is an apprehension of danger to the guard or in the case of General/Fire alarm, and at Tattoo.

7. **PROCEDURE FOR TURNING OUT GUARDS BY DAY:**

   When the guard is to be turned out by day the sentry will come to attention and shout out thrice 'GUARD LINE BAN', on this the guard commander will shout 'GUARD LINE BAN'. All the personnel of the guard including the sentry on duty will be at the double and fall in on the correct position of alignment, arms at the position of 'KANDHE SHAASTRA' with bayonets fixed accept the guard commander who will not have his bayonet fixed. The guard will fall in at 'KHULLE LINE' (open order). The guard commander will quickly dress the guard and then take his position on the right of the guard (front rank) with the second-in-command behind and covering him in the rear rank. The buglar will be two paces to the right of the guard commander and the sentry, three paces on the left of the guard. When the inspecting officer has taken his post four paces in front and in the centre of the guard and if an officer of General's rank and guard commander shall order "GENERAL SALUTE SALAMI SHAASTRA" at which the
guard shall 'PRESENT ARMS' & the buglar will sound the General Salute in case of the officer is of 'FIELD' and not 'GENERAL's RANK' the guard commander shall order 'GUARD SALAMI SHASTRA', at which the guard shall 'PRESENT ARMS' but no salute shall be sounded by the buglar. In case of the inspecting officer being below 'FIELD RANK' the guard shall remain at the slope and after the inspecting officer has taken his place, the guard commander only shall give in a 'BUTT SALUTE'. Thereafter in respect of all officers the guard commander only shall order 'GUARD BAJU SHASTRA' and shall report to the inspecting officer 'SHRIMAN GUARD NIRIKSHAN KYA LIYE HAZAR HAI'. After receiving the report from the guard commander, the inspecting officer will go forward to inspect the guard. When he comes in front of third man of the guard, the guard commander will take one step forward 'KANDHE SHASTRA' turn to the left and will accompany the inspecting officer. All other persons accompanying the inspecting officer shall remain at the 'SAVDHAAN' position whenever they are standing till the guard has been finally dismissed.

After the inspection is over, the inspecting officer shall return to his position in front of the guard. The guard commander shall return to his position at the head of the guard, shall 'BAJU SHASTRA' and ask the inspecting officer for his orders if not already given. The guard commander will then order 'GUARD KANDHE SHAHTRA' - 'SENTRY KHARA RAHEGA - BAKI GUARD VISHRJAN'. The guard will turn to the right, pause give a 'BUTT SALUTE', pause, turn right again, BAJU SHASTRA' and fallout. The guard commander will simultaneously turn left 'KANDHE SHASTRA' and give a 'BUTT SALUTE' to the inspecting officer and accompany him on his inspection of the guard room/armoury etc. all other personnel accompanying the inspecting officer may now also follow him.

When the inspecting officer is taking the salute all other who may be accompanying him will stand to attention 'SAVDHAN'. When the guard is being dismissed the sentry shall not turn to the right but shall give a 'BUTT SALUTE' to the inspecting officer alongwith the rest of the guard facing the front. The same procedure shall be adopted when an armed party of the strength greater than that of the guard goes past the quarter guard. Six paces before the party actually goes past the guard shall present 'SALAMI SHASTRA' (PRESENT ARMS) and the officer Incharge of the armed party will order 'PARTY DAHINE DEKH'. Bayen Dekh as the case may be after the party has passed six paces away from the QUARTER GUARD, THE PARTY INCHARGE SHALL ORDER 'party samne dekh'. Thereafter the guard commander shall order 'GUARD KANDHE SHASTRA' sentry khara rhega-baki guard visarjan, the guard will act accordingly and thereafter proceed to the guard room.

In the case of standing guard, the above procedure will be following except that there will be no buglar. Moreover, except for the sentry, the rest of the guard will fall-in in undress but will wear head dress and belt, bandoliers and arms and ammunition.

8. **PROCEDURE FOR GUARDS STANDING TO AT NIGHT:**

On the approach of the officer, the sentry shall fallout 'THAM KAUN ATA HAI' at the same time assuming the position 'TAN SHASTR' (on Guard). On the answer
of 'Rounds' 'BARA/CHOTA ROUND' (GUARD/VISITING ROUND), the sentry shall call out 'THERO BARA/CHOTA ROUND' "GUARD HOSHIAR" "GUARD HOSHIAR" "GUARD HOSHIAR" on which the personnel of the guard shall adopt their tactical/alarm position. The sentry shall remain at his post at the position of "TAN SHASTR" covering the rounds. After personnel have taken up the position, the guard commander will check and satisfy himself that they are correctly in position. Thereafter, he will come up to the sentry and ask him "SENTRY KYA BAAT HAE", On the sentry answering "SAMNE BARA/CHHOTA ROUND KHARA HAI", and if the guard commander is able to recognize the 'ROUNDS' he will callout "AGE BARO BARA/CHHOTA ROUND SAB THIK HAI". In case the guard commander is unable to recognize the 'ROUNDS' he will callout PECHAN KE LIE-EK KADAM AGE BAR" (ADVANCE ONE STEP AND BE RECOGNISED), "ROUNDS" will then advance and as soon as the guard commander recognize him he will callout "AAGE BARA/CHHOTA ROUND SAB THIK HAI". When 'Round' approaches within four paces of the guard commander, the guard commander will give him a 'BUTT SALUTE' and ask him whether he desires to inspect the personnel on their posts as soon as they move off for the same, the sentry will take up his tactical post (which should be previously detailed). After inspecting personnel on their tactical posts rounds shall order the guard commander to either fall-in the guard or turn in the guard. In case he orders, the GUARD COMMANDER TO turn in the guard, the guard commander shall order 'GUARD SAV STHAN' at which the personnel of the guard shall return to the Guard Room and the sentries shall resume their original positions and the guard commander shall request the officer on round to record his comments in the Guard Inspection register. In case the officer on rounds orders the Guard Commander to fall-in the guard, the Guard Commander shall fall-in correctly aligned in front of the guard room, at the position "KHULE LINE" bayonets fixed (except the guard commander who will not have his bayonet fixed) at the position of "KHULE LINE". The Guard Commander will take up his position on the right of the guard, the buglar two paces to the right, the sentry three paces on the left of the guard and the rounds will take up his position four places in the front and centre of the guard. If he is 'BARA ROUND', the guard will give 'SALAMI SHASTR', will 'KANDHE SHASTRA' and 'BAJU SHASTRA' and the Guard Commander will report to the Inspecting Officer 'SHRI MAN GUARD NIRKSHAN KE LIE HAZIR HAI'. Rounds will inspect the guard after which on his ordering the guard commander will dismiss the guard.

In case of "CHHOTA ROUND" "SALAMI" will not be given. The guard commander will give a "BUTT SALUTE" the guard will order arms and the Guard Commander will report the guard ready for inspection after which the same procedure will be followed on completion of which the officer on rounds will be requested to record his comments in the guard inspection register.

In case the tactical posts are spread out and the Guard Commander's order to close cannot be heard, the men shall be closed by the blow of a whistle. For turning in of the guard long blasts shall be sounded, while for "LINE BAN" short blasts shall be sounded.
9. **CHECKING OF GUARDS:**

The following orders shall be effective for the inspection of Standing Guards in the Union Territory of Chandigarh.

1. The SSP Traffic & Security will ensure that the guards under his control are checked regularly between 05.00 AM and 11.00 PM. DSP/Sec (Ops) shall also conduct a weekly checking of guards deployed by orders of SSP Traffic & Security stationed in the UT, Chandigarh.

2. Commandant IRB shall also ensure that the guards under his control are checked regularly between 05.00 AM and 11.00 PM. Assistant Commandant IRB shall also conduct a weekly checking of guards deployed by orders of Commandant IRB in the IRB complex.

3. The SSP, UT shall ensure that the guards under control are checked regularly between 05:00 AM to 11:00 PM. Concerned DSP shall also conduct a weekly checking of guards deployed by orders of SSP/UT.

4. Further, the SSP/UT shall depute a night checking DSP & inspectors daily to check various duties, which shall then also check all guards at night (between the hours of 11:00 PM and 05:00 AM). The night checking officer will give their night checking report to the undersigned, all SSPs & Commandant IRB so that concerned officer can take necessary action with respect to guards under their control.

5. DSP/Sec (Ops) shall issue an Inspection book for guards under SSP Security, while DSP Lines will issue the same for the guards under SSP UT, while Assistant Commandant IRB will issue the same for the guards in IRB complex under Commandant IRB, which must be numbered and attested by the DSPs/Assistant Commandant. Basically this inspection book would be for notes to be recorded by the Inspection checking officers. Copies of any report entered in the Inspection Register on which action is to be taken, will be forwarded by the guard incharge through his immediate officer to the SSP/Sec & Traffic, Commandant IRB or the SSP UT (as the case may be) for further necessary action. This inspection book should also be checked weekly by the DSP/Sec (Ops) or DSP-Lines or Assistant Commandant IRB (as the case may be). Obviously, these inspection registers are in addition to the guard roznamachas i.e. Daily Diaries.

6. Each inspection/checking officer shall see that the orders in Police Rules 18-4 and 18-5 and generally in chapter 18 of police rules are carried out and shall note in the inspection book any defect that comes to his notice. They shall also satisfy themselves that the sentry and the other members of the guard are fit, alert, smartly dressed as per pattern, understand their duties thoroughly and that they have good quality weapons for which they are also trained.

7. Observations in the inspection book shall be entered by the Inspecting Officer in legible Hindi or English or Punjabi so that remarks, if any, can be noted by the guard commander for necessary action.
8. The Inspecting Officer is required to send a report of his inspection to the SSP/Sec & Traffic, Commandant IRB or SSP UT, as the case may be on daily basis.

10. **DUTIES OF GUARD INCHARGE:**

1. The Guard Incharge should be well conversant about his duties & responsibilities.

2. He will carry out surprise checking of the guard and shall always remain present with the guard.

3. He will be responsible for conduct and discipline of guards.

4. In case of any emergency or incident, he will control the situation accordingly & shall also immediately inform the Senior Officers and the Police Control Room (100).

5. If any sentry of guard is found taking intoxicants, the guard Incharge will call the senior officers, PCR and get the delinquent’s medical examination. Further, he will also deploy other sentry in place of the delinquent.

6. He will keep a close watch on the daily activities of sentry and prevent him from indulging in antisocial or illegal activities or activities in violation of various rules & instructions.

7. He will inform the senior officers about the difficulties arising while carrying out the duties.

8. He will ensure that all arms and ammunition of guard are as per record, clean and in working condition.

9. He shall identify the senior officers and pay proper respect to them.

10. He will brief the guard’s sentry regarding the proper way to handle any contingency situation.

11. He will be present personally in guard and will check the sentry from time to time. He will also ensure that all guard members are present, except those who have gone on leave or 23 hours permission granted by the concerned Inspector or higher officer.

12. He will ensure that arms are kept safely in magazine racks and locked with security chain.

13. He will apprise the guard sentries regularly about their responsibility & probable sources of threat.

14. He will regularly brief his guard members about the security incidents and other important law & order happenings taking place in the nearby area.

15. He will lodge DDR entries about checking of guard in the Guard Roznamcha i.e Daily Diary.

16. He will check the turnout, alertness and cleanliness of the sentries.
17. He will be responsible for arrangements of proper accommodation and other living conditions of the guard members through concerned supervisory DSP/Assistant Commandant and Inspector. Where for some reason, there is no sleeping accommodation for the guards, then from 08:00 AM to 10:30 PM, the guard incharge and two guards as backup (out of a guard 1-4), in addition to the guard on active duty will remain present while the fourth sentry in shifts would be allowed to go and sleep, bathe, shave, etc in the nearest police building having sleeping accommodation. Also only three times a day, for maximum one hour each time, only the guard incharge or one sentry only will be allowed to go for getting food for the entire guard after making proper daily diary entry, if the food is not being supplied by the department to the guards at their duty point. Between 10:30 PM to 08:00 AM they will sleep in the nearest police building having sleeping accommodation and will be in telephonic touch with the sentry on active duty so that they can immediately respond to any emergency/attack, etc. Further, between 10:30 PM to 08:00 AM, the PCR vehicles and patrolling parties will be extra alert with respect to these guards & will also cover them through patrolling. The guard incharge will be responsible for very regularly conducting supervise checking between 10:30 PM to 08:00 AM also.

11. **DUTIES OF SENTRY:**

1. He will remain present at the duty place as directed by guard incharge, at all times.

2. He will not allow the entry of any unauthorized person in his area.

3. He will ensure that no Arms/ Ammunition and explosive items are carried by the person entering inside the residence of the protectee.

4. In case of any doubt, he will inform his guard incharge.

5. He will keep information about the protected person and other family members for whom the guard has been deployed and other officers visiting the protectee.

6. In case of any emergency, he will alert the guard, will take action as per situation/drill and inform the guard incharge immediately.

7. He will not consume liquor or any intoxication items nor would violate any rules, laws or orders.

8. He will not sit, read newspaper or talk on mobile phone unnecessarily, etc during the time he is mounted on active sentry duty.

9. He will not take any edible items from strangers/unknown persons.

10. He will keep a watch on each and every person visiting his area.

11. He will not leave place of duty without proper relieving by concerned officers/ other sentry.

12. However, he will effectively patrol the area under his responsibility.
13. Sentry will perform his duty only with the weapon and ammunition allotted to him. He must carry two fully loaded magazines—one in the weapon & one in pouch. In case, any weapon or ammunition is handed over and received by guard members, proper entry with names, belt number, signature and dates to this effect shall be made in the roznamcha as well as the Kot register.

14. He will keep a close watch on the person, after ascertaining his proper identity, who is waiting & wants to meet the protected person till he returns.

15. He will also watch out on the domestic helper(s) working at the protected person's residence.

16. He will ensure that his fire arm is loaded and locked safely with the help of chain with belt.

17. All members of guard will be responsible for cleaning of their arms.

18. He will keep a watch on all visitors in his area and inform to the guard incharge in case of any suspicion.

19. At the time of "Guard Hoshiar", all guard members will take their position at their tactical posts as per the drill.

20. He should be well trained in controlling fire situations.

21. He will be responsible for cleanliness of the post.

22. He will wear proper and clean uniform and shoes as per season and pattern.

23. He should be neat and tidy with proper cutting of hair and clean shaving. In case of Sikh having beard, he must wear a turban as per pattern.

24. He will pay proper respect to the officers as per their rank.

(R.P. UPADHYAYA, IPS)
Inspector General of Police,
U.T. Chandigarh

No. 29052 - 90\11\1 E6 dt. Chd. the 12th June 14

A copy is forwarded to the following for information and necessary action:-

1. SSP/Chandigarh.
3. SSP/Hqrs.
4. Commandant/IRB.
5. ASP/City.
6. All DSPs.
7. All SHOs/Inspectors I/C Units.

I/C Computer Section