

## **Police Rules, 2049 (1992)**

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### **Amendments**

1. Police (First Amendment) Rules, 2049 (1993) 2049.11.15 (26 Feb. 1993)
2. Police (Second Amendment) Rules, 2050 (1993) 2050.6.18 (4 Oct. 1993)
3. Police (Third Amendment) Rules, 2050 (1994) 2050.9.29 (13 Jan 1994)
4. Police (Fourth Amendment) Rules, 2053 (1996) 2053.9.1 (16 Dec. 1996)
5. Police (Fifth Amendment) Rules, 2054 (1998) 2054.10.27 (9 Feb. 1998)
6. Police (Sixth Amendment) Rules, 2055(1998) 2055.7.23 (9 Nov. 1998)
7. Police (Seventh Amendment) Rules, 2057 (2000) 2057.3.19 (3 July 2000)
8. Police (Eighth Amendment) Rules, 2060 (2004) 2060.12.16 (29 March 2004)
9. Police (Ninth Amendment) Rules, 2060 (2004) 2060.12.26 (9 April 2004)
10. Police (Tenth Amendment) Rules, 2061(2005) 2061.12.17 (30 March 2005)
11. Police (Eleventh Amendment) Rules, 2063 (2007) 2063.10.29 (12 Feb. 2007)
12. Police (Twelfth Amendment) Rules, 2064 (2007) 2064.8.3 (19 Nov. 2007)

13. Police (Thirteenth Amendment) Rules,  
2064 (2008) 2065.1.23 ( 5 May 2008)
14. Police (Fourteenth Amendment) Rules,  
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15. Police (Fifteenth Amendment) Rules,  
2065 (2009) 2066.1.2 (5 April 2009)
16. Police (Sixteenth Amendment) Rules,  
2066 (2009) 2066.9.1 (16 Dec. 2009)

In exercise of powers conferred by Section 39 of the Police Act, 2012 (1955), the Government of Nepal has framed the following Rules.

## **Chapter - 1**

### **Preliminary**

1. **Short title and commencement:** (1) These Rules may be called as "Police Rules, 2049 (1992)."  
(2) These Rules shall come into force immediately.
2. **Definitions:** Unless the subject or the context otherwise requires, in this Rules,-
  - (a) "Act" means the Police Act, 2012 (1955).
  - <sup>1</sup>(b) "Executive Director" means the chief of the National Police Training Academy.
  - <sup>2</sup>(b1) "Police Commissioner" means the chief of the Metropolitan Police Office.

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<sup>1</sup> Amended by the Eleventh Amendment.

<sup>2</sup> Inserted by the Eleventh Amendment.

- <sup>3</sup> (b2) "Police Joint Commissioner" means the chief of the Metropolitan Police Area (Circle).
- <sup>4</sup> (b3) "Instructor" means the chief of Metropolitan Police School and Regional Training Center.
- (c) "Recruit" means Police personnel in the training period having being newly appointed.
- (d) "Family" means husband, wife, minor son, unmarried daughter of police employee and his or her own father, mother, step mother whom he or she himself or herself has to maintain and subsist.
- (e) "Police peon (*Parichar*)" includes a horse attendant.

## Chapter- 2

### Formation and Division

3. **Division of Police Service:** The Police Service shall be divided into the following groups:
- (a) Civilian Police.
- (b) Armed Police.
- (c) Guard (Sentry) Police.
- (d) Riot Control Police.
- (e) Traffic Police.
- <sup>5</sup> (f) Metropolitan Police.
4. **Class and Post:** (1) There shall be the following classes in the Police Service:
- (a) Gazetted.

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<sup>3</sup> Inserted by the Eleventh Amendment.

<sup>4</sup> Inserted by the Eleventh Amendment.

<sup>5</sup> Inserted by the Eleventh Amendment.

(b) Non-Gazetted.

(2) There may be following posts in the gazette class:

(a) Special class - Inspector General of Police

-Additional Inspector General of Police

-Executive Director (Additional Inspector General of Police)

(b) First class -Police Commissioner (Deputy Inspector General of Police)

-Executive Director (Additional Inspector General of Police)

-Joint Commissioner of Police (Senior Superintendent of Police)

- Senior Superintendent of Police

(c) Second class -Superintendent of Police

-Joint Commissioner of Police (Superintendent of Police)

-Instructor (Superintendent of Police) or Deputy Superintendent of Police

(d) Third class -Police Inspector

(3) There shall be the following posts in the non-gazetted class:

(a) First class - Sub-inspector of Police

(b) Second class -Assistant Sub-inspector of Police

- (c) Third class -Police Constable
- (d) Fourth class -Police personnel

(4) The post of police peon shall be considered to be a classless post.

**5. Establishment of Offices and Chiefs of Office:**<sup>6</sup> (1) There shall be the following chiefs of offices in the following Police Offices:

- (a) Police Headquarters -Inspector General of Police
- (b) National Police -Executive Director  
Training Institute
- (c) Metropolitan Police Office -Police Commissioner
- (d) Regional Police Office -Deputy Inspector General of Police
- (e) Nepal Police Hospital -Additional Inspector General of Police
- (f) Metropolitan Police Circle -Joint Commissioner
- (g) Metropolitan Police School -Instructor
- (h) Armed Police Battalion -Superintendent of Police
- (i) Armed Police Training Center -Superintendent of Police
- (j) Police Guard Battalion -Superintendent of Police
- (k) District Police Office -Superintendent of Police or Deputy Superintendent of

<sup>6</sup> Amended by the Eleventh Amendment.

- Police
- (l) Riot Control Police Battalion -Superintendent of Police or Deputy Superintendent of Police
- (m) Metropolitan Airport Security Police Office -Superintendent of Police
- (n) Regional Police Hospital -Superintendent of Police or Deputy Superintendent of Police or Police Inspector
- (o) Regional Police Training Center -Instructor
- (p) Metropolitan Traffic Police Circle -Deputy Superintendent of Police
- (q) Traffic Police Office -Deputy Superintendent of Police or Police Inspector or Sub-inspector of Police
- (r) Metropolitan Traffic Police Circle -Police Inspector
- (s) Metropolitan Community Police -Police Inspector
- (t) Armed Police *Gulm* -Police Inspector
- (u) Area Police Office -Police Inspector or Sub-inspector of Police
- (v) Ward Police Office Police Inspector or Sub-inspector of Police
- (w) Metropolitan Police *Prabhag* Police Inspector
- (x) Armed Police - Sub-inspector of Police

*Senamukh*

- (y) Police Post -Assistant Sub-inspector of Police

(2) The Government of Nepal may, by a Notification in the Nepal Gazette, make alteration in the offices and posts of chief of office as set forth in Sub-rule (1).

(3) The authority as referred to in Rule 10 may, if he or she considers appropriate, appoint two or more police employees of the same rank in one office. In such a case, the senior-most employee out of them shall make administrative control of the concerned office.

**76. To be under subordination of the Police Headquarters:** (1) All Police Offices of the State of Nepal act under the general control and direction of the Police Headquarters.

Provided that, the following Police Offices shall be under the direct control of the Police Headquarters:

- (a) Metropolitan Police *Parisar*,
- (b) Metropolitan Police School,
- (c) Armed Police Battalion,
- (d) Metropolitan Airport Security Police Office,
- (e) Metropolitan Traffic Police *Parisar*
- (f) Metropolitan Tourist Police,
- (g) Metropolitan Police Circle,
- (h) Metropolitan Traffic Police Circle,
- (i) Metropolitan Community Police,
- (j) Armed Police *Gulm*,
- (k) Metropolitan Police *Prabhag*.

**7. To remain under subordination of Regional Police Office:** All Police Offices in the Region, other than the Headquarters and the

<sup>7</sup> Amended by the Eleventh Amendment.

Officer that are under direct control of the Headquarters, shall act under the general control and direction of the Regional Police Office.

Provided that, the following Police Offices shall be under direct control of the Regional Police Office:

- (a) Armed Police Battalion,
- (b) Police Guard Battalion,
- (c) District Police Office,
- (d) Riot Control Police Battalion,
- (e) Regional Police Training Center,
- (f) Traffic Police Office,
- (g) Other Police Offices of regional level.

**8. To remain under subordination of District Police Office:** The following Police Offices shall be under direct control of the District Police Office:

- (a) Metropolitan Police Office.
- (b) Area Police Office.
- (c) Ward Police Office.
- (d) Armed Police *Senamukh*.
- (e) Traffic Police Office.
- (f) Police Post.
- (g) Other Police Offices at the district level.

### **Chapter– 3**

#### **Procedures for Appointment**

**9. Posts subject to fresh appointment:** The following posts of the Police Service shall generally be fulfilled through fresh appointment and the other posts shall be fulfilled through promotion:

- (a) Police Inspector,
- (b) Assistant Sub-Inspector of Police,



- (c) Police Personnel,
- (d) Police Peon.

**10. Authority for making appointment:** The following Authorities shall make appointments to the posts of the following classes in the Police Service:

- (a) Post of Police Inspector and posts above Police Inspector Government of Nepal
- (b) Posts of Sub-Inspector of Police, and Assistant Sub-Inspector of Police Inspector General of Police/Sub-Inspector of Police
- (c) Posts of Constable of Police and Police Personnel Superintendent of Police at the Police Headquarters or Regional Police Office or Police Officers thereabove or Instructor/Commandant of the Regional Police Training Center.
- (d) Posts of Police Peon Deputy Superintendent of Police or Police Officer of posts thereabove.

<sup>8</sup>**11. Manner of fulfillment of posts:** (1) Fifty percent of the vacant posts of Police Inspector and Assistant Sub-Inspector of Police shall be fulfilled through open competition and the Fifty percent through promotion.

(2) Cent percent of the posts of Police Personnel and Police Peons shall be fulfilled through open competition.

(3) In fulfilling the posts through open competition pursuant to Sub-rules (1) and (2), in order to make the Police Service inclusive, Forty-Five percent posts of the posts to be fulfilled by open competition

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<sup>8</sup> Amended by the Twelfth Amendment.

shall be set aside and be filled up by having separate competition between the following candidates only, by considering the percentage into cent percent:

- |     |                         |                       |
|-----|-------------------------|-----------------------|
| (a) | Women                   | -Twenty Percent       |
| (b) | <i>Adiwasi/Janajati</i> | -Thirty Two Percent   |
| (c) | <i>Madhesi</i>          | -Twenty Eight Percent |
| (d) | <i>Dalit</i>            | - Fifteen Percent     |
| (e) | Backward Area           | - Five Percent        |

**Explanation:**

(1) For the purposes of this Sub-rule, "backward area" means *Accham, Kalikot, Jajarkot, Jumla, Dolpa, Bajhang, Bajura, Mugu* and *Humla* districts.

(2) For the purposes of Clauses (a), (b), (c) and (d) of this Sub-rule, "women, *Adiwasi/Janajati, Madhesi, and Dalit*" means women, *Adiwasi/Janajati, Madhesi, and Dalit* who are backward economically and socially.

(4) For the purposes of the fulfillment of posts pursuant to Sub-rule (3), the description of the women, *Adiwasi/Janajati, Madhesi* and *Dalit* community who are backward economically and socially shall be as specified by the Government of Nepal in the Nepal Gazette.

Provided that, any women, *Adiwasi/Janajati, Madhesi* and *Dalit* community shall be deemed to be backward economically and socially until so specified.

(5) In submitting an application for the posts set aside pursuant to Sub-rule (3), the following evidences have to be attached:

- (a) In the case of *Adiwasi/Janajati*, certified by the Nepal Foundation of the Development of Indigenous Nationalities as *Adiwasi/Janajati*,
- (b) In the case of *Dalit*, certified by the National *Dalit* Commission as *Dalit*,
- (c) In the case of *Madhesi*, certified by the organization as specified by the Government of Nepal by a Notification in the Nepal Gazette as *Madhesi*,
- (d) In the case of backward area, a recommendation by the concerned Village Development Committee or Municipality that he concerned person has permanently resided in any district set forth in Sub-rule (3) and obtained the citizenship certificate from the concerned district and has resided permanently in the same place at the time of making application.

(6) While determining the percent pursuant to Sub-rule (3), if there is a fraction that is less than One percent, the fraction shall continue to pass on to the immediately next community of the community in respect of which such fraction has resulted.

(7) If no application is made for posts set aside pursuant to Sub-rule (3) or the posts cannot be fulfilled because of a required number of candidates could not succeed, then such shortfall number of posts shall be fulfilled from the candidates for open competition as referred to in Sub-rules (1) and (2).

**12. Grounds for fresh appointment:** Selection shall be made on the following grounds for appointment to the posts of Police Inspector and Assistant Sub-Inspector of Police:

- (a) Educational qualification.
- (b) Intellectual capacity.

- (c) Physical fitness.
- (d) Conduct.
- (e) Age.
- (f) Personality.

**13. Persons that can take part in open competition:** (1) Any person who has the following qualifications may take part in an open competition for the post of Police Inspector:

- (a) having completed the age of Twenty years and not crossed the age of Twenty Five years on the first day of the month of *Baishakh* of the year of selection,

<sup>9</sup> Provided that,-

- (1) having not crossed the age of Thirty Five years in the case of the post of doctor, law analyst, engineer or such other post as specified by the Government of Nepal as technical post.
  - (2) having not crossed the age of Thirty Five years in the case of Non-gazetted employees of the Police Service who take part in open competition.
- (b) having obtained at least Bachelor degree or equivalent thereto from any recognized university.
  - (c) having not been convicted of a criminal offence involving moral turpitude.

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<sup>9</sup> Proviso inserted by the First Amendment.

- (d) having not been involved in politics.
- (e) having not obtained the membership of an organization with destructive objective.
- (f) having been recommended by Two reputed persons other than own relative and the educational institution where he or she has studied last.
- (g) having at least Five feet height in the case of women and at least Five feet Two inches height in the case of men.
- (h) chest having Thirty One inches in normal position and thirty three inches while getting inflated.
- (i) eyes not having weaker than plus or minus two.
- (j) having obtained fitness certification by a physician as prescribed by the Headquarters.
- (k) Citizen of Nepal.

(2) In the case of the qualification of a person who takes part in open competition to be held for the post of Assistant Sub-Inspector of Police, the age and educational qualification shall be as follows and the other qualification shall be as specified in Sub-rule (1):

- (a) having completed the age of Eighteen years and not crossed the age of Twenty Four years on the first day of the month of *Baishakh* of the year of selection,

<sup>10</sup> Provided that:

- (1) Having not crossed the age of Thirty Five years in the case of the employees

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<sup>10</sup> Proviso inserted by the Third Amendment.

of the Police Service that take part in open competition.

(2) Having passed certificate or equivalent.

**14. To inquire into character:** A candidate to be newly appointed to the Police Service shall be appointed to the Police Service only if his or her character seems to be satisfactory.

**15. Selection committee:** (1) There shall be one selection committee as follows for making recommendation for appointment to the post of Police Inspector:

- |     |  |              |
|-----|--|--------------|
| (a) | Member of Public Service Commission  | -Chairperson |
| (b) | Secretary, Ministry of Home Affairs  | -Member      |
| (c) | Inspector General of Police  | -Member      |
| (d) | Additional Inspector General of Police or Deputy Inspector General of Police | -Member      |

(2) There shall be one selection committee as follows for making recommendation for appointment to the post of Sub-Inspector of Police:

- |     |   |              |
|-----|---|--------------|
| (a) | Joint Secretary, Ministry of Home Affairs | -Chairperson |
| (b) | Representative, Public Service Commission | -Member      |
| (c) | Deputy Inspector General of Police        | -Member      |
| (d) | Superintendent of Police                  | -Member      |

16. **Examination and interview:**<sup>11</sup> (1) The examination of the following candidates shall be taken in the following subjects while fulfilling the poses of Police Inspector and Sub-Inspector of Police through open competition:

(a)	Police Inspector	Full marks
	Subjects	
	(1) Nepali composition	100
	(2) English	100
	(3) General Knowledge and intellectual examination (IQ)	100
	(4) Subject relating to the Interim Constitution of Nepal and service	100
	(5) Physical fitness	100
	(1) Nepali composition/ English	100
	(2) General Knowledge and intellectual examination (IQ)	100
	(3) Subject relating to the Interim Constitution of Nepal and service	100
	(4) Physical fitness	100

<sup>12</sup> (2) All procedures relating to the determination of the sequence of examination to be given pursuant to Sub-rule (1) and operation of examination shall be as determined by the selection committee. The examination of the subjects set forth in Sub-rule (1) may be held in whole at one time or in parts as determined by the examination holding committee, and those examinees who fail in the

<sup>11</sup> Amended by the Tenth Amendment.

<sup>12</sup> Amended by the Third Amendment.

examination so held shall not be involved in the examination of the rest parts.

(3) If a candidate obtains 35 per cent marks in each subject<sup>13</sup> in a written examination given pursuant to Sub-rule (1), the candidate shall be deemed to have passed the examination.

(4) The concerned selection committee shall take interview of a candidate who has passed the examination pursuant to Sub-rule (3) in the following subjects, and full marks thereof shall be 100:

- (a) Oral expression of the candidate.
- (b) Logic power of the candidate.
- (c) Capacity of the candidate to act without being deviated in an adverse circumstance.

**17. To prepare a list of merit order:** (1) The selection committee shall prepare a list of merit order on the basis of the marks obtained by the candidates in the examination and interview given and taken pursuant to Rule 16, and shall submit it along with the recommendation for appointment to the appointing authority. Alternate candidates shall be maintained by a maximum of Fifteen per cent of the total vacant posts according to the order of merit.

(2) The selection committee may, as required, recommend the persons remained as alternate candidates pursuant to Sub-rule (1) for appointment to the appointing authority.

(3) If the alternate candidates fail to obtain appointment even until One year, the list shall ipso facto be canceled.

**18. To remain on probation period:** (1) A police employee appointed afresh shall remain on a probation period of One year. If such a police employee fails to perform work satisfactorily, he or she may be held

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<sup>13</sup> Amended by the Seventh Amendment.



again on the probation period for another one year with the approval of one level higher authority.

(2) If the work performance of any police employee held on the probation period added pursuant to Sub-rule (1) is not satisfactory, the appointing authority may remove him or her.

**19. To sanction appointment:** (1) If the work performance of a police employee who has been appointed afresh and held on the probation period is satisfactory and his or her work is satisfactory and he or she has passed the police officer (basic) training, his or her appointment shall be sanctioned only after causing him or her to take an oath as referred to in Schedule-1, by requiring him or her to touch the national flag, police flag and the religious literature which he or she has believe in.

(2) If the appointment is sanctioned pursuant to Sub-rule (1), the period of probation shall be counted in the period of service.

**20. Recruitment in posts of police constable and police peon:** (1) A candidate who intends to be appointed to the posts of police constable and police peon shall have to fill in a form as referred to in Schedule-2 and make an application to the Police Headquarters and Regional Police Office or Regional Police Training Center.

(2) A candidate who makes application pursuant to Sub-rule (1) shall have the following qualification:

- (a) having completed the age of Eighteen years and not crossed the age of Twenty Three years on the first day of the month of *Baishakh* of the year of selection, for the post of police constable, and having completed the age of Sixteen years and not crossed the age of Thirty Five years on the first day

of the month of Baishakh of the year of selection, for the post of police peon.

- (b) being able to fluently read and write in Nepali.
- (c) having not been convicted of a criminal offence involving moral turpitude.
- (d) having not been involved in politics.
- (e) having not obtained the membership of an organization with destructive objective.
- (f) having obtained fitness certification by a physician as prescribed by the Police Headquarters.
- (g) eyes not having weaker than plus or minus two.
- (h) chest having Thirty inches in normal position and Thirty Two inches while getting inflated.
- (i) having at least Five feet height in the case of women and at least Five feet Two inches height in the case of men.
- (j) being a citizen of Nepal.

(3) The following committee shall take the interview of the candidates having qualification as referred to in Sub-rule (2):

- (a) Commandant, Police Training Center -Chairperson
- (b) Representative, Regional Police Office -Member
- (c) Representative of the District Administration Office where the Training Center is located -Member
- (d) Representative, District Police Office -Member

(4) The committee as referred to in Sub-rule (3) shall recommend the candidates who have been successful in the interview and send the same to the Police Headquarters or chief of Regional Police Office or Regional Police Training Center. The appointment of the candidates so recommended shall be sanctioned only where they succeed in the training and their character seems to be satisfactory.

(5) In making appointment to the police constable, the concerned person shall be caused to take an oath as referred to in Schedule-1, holding the national flag, police flag and the religious literature that he or she trusts.

<sup>14</sup>**21. To maintain seniority:** (1) In maintaining the seniority of Police Inspector and Assistant Inspector of Police, the same shall be maintained on the basis of the marks secured by them in the Police Officer's Basic Training.

Provided that, in the case of Police employee who has taken the Police Inspector (police officer) basic training that includes post graduate diploma in police sciences since 2062 after being selected through open completion and appointed, his or her seniority shall be maintained on the basis of the seniority according to the merit order of the total marks obtained by him or her in that training.

(2) In maintaining the seniority of the police inspector who has not been involved in the basic training within the group of his or her appointment, his or her seniority shall be maintained at the final order of the same group of his or her appointment.

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<sup>14</sup> Amended by the Thirteenth Amendment.

## Chapter - 5

### Transfer and Promotion

22. **Authority to make promotion:** The following authority shall make promotion to the following posts:

- (a) The Government of Nepal, in the case of the post of the Gazetted Police Officer level,
- (b) Inspector General of Police, in the case of the post of Sub-Inspector of Police,
- (c) Deputy Inspector General of Police or Armed Police Officer of higher level, in the case of the post of Assistant sub-Inspector of Police,
- (d) Superintendent of Police or Police Officer of higher level, in the case of the post of Police Head Constable.

23. **Promotion committee:** There shall be a promotion committee consisting of members, as mentioned below, to recommend for promotion to be made to the following posts:

- (a) For the post of Deputy Inspector General of Police,-
  - (1) Secretary, Ministry of Home Affairs - Chairperson
  - (2) Inspector General of Police - Member
  - (3) Additional Inspector General or Deputy Inspector General of Police - Member-Secretary
- (b) For the post of Senior Superintendent of Police, Superintendent of Police, Deputy Superintendent of Police and Police Inspector ,-

- (1) Inspector General of Police - Chairperson
  - (2) Joint Secretary, Ministry of Home Affairs - Member
  - (3) Additional Inspector General of Police and Deputy Inspector General of Police - Member-secretary
- (c) For the post of Sub-Inspector of Police,-
- (1) Additional Inspector General of Police or Deputy Inspector General of Police - Chairperson
  - (2) Senior Superintendent of Police or Superintendent of Police - Member
  - (3) Deputy Superintendent of Police - Member-secretary
- (d) For the post of Assistant sub-Inspector of Police,-
- (1) Senior Superintendent of Police or Superintendent of Police - Chairperson
  - (2) Deputy Superintendent of Police - Member
  - (3) Deputy Superintendent of Police - Member-secretary
- (e) For the post of Police Head Constable,-

- (1) Deputy Superintendent of Police - Chairperson
- (2) Police Inspector - Member
- (3) Police Inspector - Member  
-secretary

**24. Service period required to become the candidate for**

**promotion:** (1) A minimum service period of four years in the one level lower post than the post to promote shall be required in order to be promoted to the post of gazette level in the Police Service.

Provided that,-

- (1) The limitation of minimum service period shall not be applied to get promoted to the post of Deputy Inspector General of Police and the post higher than that.
- (2) Notwithstanding anything contained in Sub-rule (1), no Police employee shall be a potential candidate for promotion during the following period:
  - (a) If suspended, during the period of such suspension,
  - (b) If the promotion is withheld, during the period of such withholding,
  - (c) If demoted to a lower post, up to the period of Two years of such demotion,
  - (d) If the grade is withheld or demoted to the lower time scale or the lower scale of the same time scale, during the period of up to one year of such occurrence.

- (e) If reprimanded in the current post for three times, up to one year after the date of the last reprimand,
- (f) In the case of a police employee who has entered the Police Service after getting the service changed up to One year after the date of the change in service.

**25. Basis of evaluation of work efficiency while making promotion:**

In making promotion of the employees of the Police Service, the employee who gets the highest marks on the evaluation of his or her work efficiency pursuant to these Rules shall be promoted first.

Provided that, the decision shall be made on the following order in the case of the employees who get the same marks:

- (a) On the basis of the period of service on the one level lower post.
- (b) If decision cannot be made even on the basis of Clause (a), on the basis of the period of service on the one level lower post.
- (c) If decision cannot be made even on the basis of Clause (b), on the basis of the seniority order set pursuant to Rule 21.

**26. Calculation of marks for promotion:** In making promotion to the

posts from the police head constable to the sub-inspector of police, the marks for the evaluation of competency shall be calculated as follows:

- (a) **Seniority:** In calculating marks for seniority, a maximum of 150 marks shall be given at the rate of 15 marks for each year of the post of incumbent service.

**Explanation:** While calculating marks for the seniority for the period of less than one year, such calculation shall be made on *pro rata* basis.

(b) **Experience:** In calculating marks for experience, marks shall be counted as follows on the following bases:

(i) Marks shall be given as follows not in excess of 20 marks for having served in the incumbent post in various geographical regions pursuant to Schedule-3:

(1) (a) "A" category very sensitive

(b) "B" category sensitive, and

(c) "C" category normal.

(2) Any Armed Police, working in the following region pursuant to Sub-rule (1) shall obtain the following marks:

(1) At the rate of 5 marks for each year for work done in category "A"

(2) At the rate of 4 marks for each year for work done in category "B"

(3) At the rate of 3 marks for each year for work done in category "C"

(4) At the rate of 2 marks for each year for work done in category "D"

(5) At the rate of 1 mark for each year for work done in category "E"

(ii) A maximum of 10 marks at the rate of two marks each year for having served as the chief of office in the incumbent post:



**Explanation:** (1) Where one has been posted in any region and served for a period of less than One year or who has been deputed in any region other than the region of posting and served for a period of less than One year, marks shall be given pro rata for such a period.

(2) For the purposes of this Clause, One year mean the days of attendance and work after deducting the home leave and the sick leave.

(c) **Training:** Marks shall be given as mentioned in Schedule-4 for an in-service internal or foreign training:

Provided that:

- (1) Marks to be given for the training shall not be more than 40.
- (2) No marks shall be given for a training of a period less than 15 days.
- (3) No marks shall be given for a compulsory training specified for promotion to any post.

(d) **Educational qualification:** Only the marks for the minimum educational qualification required to enter into any post of the Police Service shall be given for promotion. Marks shall be given as follows in giving marks for educational qualification.

Educational qualification	First class	Second class	Third class	Remarks
(1) In the case of minimum educational qualification required in giving new appointment to the current incumbent post	45	43	41	

- (2) In the case of educational qualification that is not as referred to in Clause (1) but is one level lower educational qualification 30 28 26
- (3) In the case of educational qualification that is not even as referred to in Clause (2) but is one level lower educational qualification 15 13 11

Provided that;-

- (1) Marks equivalent to the second division shall be given for the academic qualification not having set out the division.
- (2) Marks equivalent to the third division shall be given for the compartmental examination passed.
- (3) The minimum educational qualification required for the post of police inspector shall be taken as the basis for promotion to the post of Deputy Superintendent of Police and the post higher than that.
- (4) The minimum educational qualification required for the post of Assistant Sub-inspector of Police shall be taken as the basis for promotion to the post of Sub-inspector of Police.

- (e) **Decorations, titles and medals:** A maximum of 20 marks shall be given pursuant to Schedule-5 for various decorations, titles and medals.

Provided that, no marks for decorations, titles and medals once counted for promotion shall be counted for promotion of other time.

- (f) **Evaluation of work performance, personal quality, character and capacity:** In calculating the marks for the work performance, personal quality, character and capacity of a Police employee, a maximum of 150 marks shall be granted on the basis of the evaluation form as referred to in Part 2 of Schedule-6 in the case of a non-gazetted Police employee and in Part 1 of Schedule-6 in the case of gazetted Police employee.

**Explanation:** (1) The supervisor, observer, and reviewer may grant the marks as follows pursuant to Rule 154 for the evaluation of the work performance, personal quality, character and capacity of a Police employee:

- (i) Up to 50 marks by the supervisor.
- (ii) Up to 50 marks by the observer.
- (iii) Up to 50 marks by the reviewer.

(2) No marks granted by the supervisor, observer, and reviewer may be granted, and total marks obtained at the three levels shall be counted for the purpose of promotion.

(3) In the case of a Police employee who is serving in the post that does not require the minimum service period for promotion, average marks of the marks obtained for the evaluation of the latest three years shall be counted. In the case of a Police employee who is serving in the post requiring the minimum service period for promotion, average marks of the marks obtained for the evaluation of work performance, personal quality, character and capacity for a total of the latest three years if his or her service period in the incumbent post is three years

and that of the latest three years out of the service period in the post lower in one level than the incumbent post if his or her service period in the incumbent post is not three years shall be counted.

In the case of a period prior to the commencement of this Rule, average marks shall also be counted on the basis of the work performance from existing previously.

- (g) **Marks to be granted by the promotion committee:** The promotion committee may grant a maximum of 50 marks consisting of thirty marks on the basis of his or her educational qualification and work efficiency and twenty marks on the basis of the report of the local authority, in addition to the total marks obtained by a potential candidate for promotion.

**27. Promotion to the posts of Inspector General of Police and**

**Additional Inspector General of Police:** (1) In making promotion to the post of Inspector General of Police, the Government of Nepal shall, from amongst the Additional Inspector General's of Police and the Deputy Inspector General's of Police where there is no Additional Inspector General of Police, promote to the post of Inspector General of Police an appropriate candidate on the basis of the capacity to discharge functions, competence to bear responsibilities and capacity to control, direct, encourage and mobilize sub-ordinate employees to him or her.

(2) In making promotion to the post of Additional Inspector General of Police, the Government of Nepal shall, from amongst the Deputy Inspector General's of Police, promote to the post of Additional Inspector General of Police an appropriate candidate on the basis of the capacity to discharge functions and the competence to bear responsibilities.

(3) Notwithstanding anything contained in Sub-rule (2), nothing shall be deemed to bar the promoting of a person who is incumbent in the post of Additional Inspector General of Police of the gazetted first class at the time of the commencement of this Rule to the post of Additional Inspector General of the gazetted special class.

**28. Procedures to be followed for promotion:** (1) Each office shall compulsorily maintain sheet rolls (personal details) of its subordinate police employees.

(2) The concerned office shall select potential candidates for the fulfillment of the vacant posts by promotion and prepare a list of candidate and forward the same to the promotion committee formed pursuant to Rule 23.

(3) The promotion committee shall, also having regard to the personal service details of the potential candidates and concerned documents, prepare a recommendation list of the candidates who get the highest marks for promotion.

(4) Based on the recommendation list as referred to in Sub-rule (3), the authority as referred to in Rule 22 shall make promotion.

(5) The meeting of the promotion committee shall be held at least once a year.

**29. Authority to make transfer:** The police employees shall be transferred as per necessity, and the following authority shall have the power to make such a transfer:

- (a) The Government of Nepal, in the case of Senior Superintendent of Police and Police Officer of the rank thereabove,
- (b) The Inspector General of Police, in the case of police officers from the police inspector to the superintendent of police, and the Deputy Inspector

General of Police, in the case of up to police inspector within own area (jurisdiction),

- (c) The Deputy Inspector General of Police, in the case of sub-inspector of Police senior superintendent of police within own area (jurisdiction),
- (d) Superintendent of police in the case of police employees from the police peon to the assistant sub-inspector of police or chief of the district police office within own area.

(2) The following police officer may transfer the following police employee within own area:

- |     |  |  |
|-----|--|--|
| (a) | In the case of sub-inspector of police     | Deputy Inspector General                                     |
| (b) | Assistant sub-inspector of police          | Superintendent of Police or officer                          |
| (c) | Police head constable and police employees | Deputy Superintendent of Police or Police Officer thereabove |

**30. Period to make transfer:** (1) No police employee shall generally be transferred prior to the completion of one year after the date of posting.

(2) No police employees except women police shall generally be held in one place for a period exceeding two years.

Provided that, generally no employee shall be held for a period exceeding eighteen months in a remote place.

**31. Provision relating to transfer:** (1) The police employees of gazetted post shall be transferred by rotation, to the extent possible, in various geographical regions pursuant to Schedule-3.

(2) All police employees shall generally be granted equal opportunity to serve as the chief and subordinate of the chief.

(3) Generally, the police head constables and police constables shall be transferred within the zone of their home convenience and the sub-inspector of police and assistant sub-inspector of police shall be transferred within the area of their home convenience.

(4) In transferring the police inspector and police employees thereabove, police employees of civil police may be transferred to the armed police and *vice versa*.

Provided that, if it is necessary to transfer other police employees to the armed police and the armed police to the civil police, the Inspector General of Police may make transfer only of the persons having the following qualification:

(a) The qualification for making transfer from the civil police to the armed police shall be as follows:

- (1) Having obtained the armed police related training.
- (2) Having not crossed Thirty Five years of age.
- (3) Having passed the prescribed entrance examination.

(b) The qualification for making transfer from the armed police to the civil police shall be as follows:

- (1) Having served at least Five years in the armed police.
- (2) Having passed Seven class.
- (3) Having passed the prescribed entrance examination.
- (5) No police employee shall be held on deputation except in a special circumstance.

- (6) If any police employee of the technical side intends to be transferred to the armed police or civilian police, such a police employee shall have compulsorily obtained the police officer (basic) training of the armed police or civilian police.
- (7) If any armed police or civilian police employee intends to be transferred to the technical police service, such a civilian police employee shall have obtained the educational qualification required for the technical police or the experience of the concerned subject.
- (8) Notwithstanding anything contained in Sub-rules (6) and (7), in making transfer from the technical police service to the Armed Police or Civil Police Service and from the Armed Police or Civil Police Service to the technical police service, transfer shall be made only in the post of Deputy Superintendent of Police and the posts thereabove, and such a transfer shall be made only in once during the service period.

## **Chapter-5**

### **Functions and Duties**

- 32. Functions and duties of Inspector General of Police:** The functions and duties of the Inspector General of Police shall be as follows:
- (a) To have general control and supervision over the Police Headquarters and all police offices thereunder.



- (b) To give advice to the Government of Nepal on all functions and activities of the police administration, in capacity of the chief police official.
- (c) To make a report, accompanied by his or her, on departmental action relating to discipline of the police inspector and the police employees of the posts thereabove, and submit the same to the Government of Nepal.
- (d) To maintain peace and order in the country and obtain timely reports on the situation of crime from subordinate offices.
- (e) To hold police in an adequate number to tackle the situation of the districts.
- (f) To inspect at least three districts within each Region once a year, and forward a copy of the inspection report to the Government of Nepal.
- (g) To immediately give by fastest means a report to grave crimes such as robbery and homicide committed in a region or district and political activities of other abnormal situation.
- (h) To give advice and opinion to the Government of Nepal on matters relating to the internal peace and order of the country.
- (i) To have good control and supervision over all <sup>15</sup> Additional Inspector General of Police and Deputy Inspector General of Police.
- (j) To arrange for maintaining discipline of police and training for them.
- (k) To submit to the Government of Nepal an annual report of police administration on the basis of the reports on annual police

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<sup>15</sup> Amended by the Eleventh Amendment.

administration sent by the <sup>16</sup> Inspector General of Police and Deputy Inspector General of Police in the regions.

- (l) To maintain contact and coordination with international police organization.
- (m) To be actively involved in rescue operations during natural calamities.
- (n) To fully assist the administration in maintaining public security.
- (o) To complete, without delay, the other matters directed by the Government of Nepal and make a report thereon.

<sup>17</sup> **32A. Functions and duties of Chief of Metropolitan Police Office:**

The functions and duties of the Chief of Metropolitan Police Office shall be as follows:

- (a) To look after, control and operate the activities of the employees under the metropolitan police,
- (b) To inspect, supervise, look after and control the subordinate police offices,
- (c) To make transfer of the employees of the metropolitan police offices and offices thereunder,
- (d) To make necessary recommendation while transferring the police employees of the metropolitan police offices or offices thereunder to any other police office or any office of an office thereunder,
- (e) To make recommendation to the Police Headquarters if any police unit within the territory of metropolitan police has to be transferred to another place,

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<sup>16</sup> Amended by the Eleventh Amendment.

<sup>17</sup> Inserted by the Eleventh Amendment.

- (f) To make arrangements for the effective movement of motor vehicles within the territory of metropolitan police,
- (g) To maintain coordination in activities in close contact with the chief district officer and the chief of metropolitan police prescient,
- (h) To send promptly to the Inspector General of Police a report of cases of serious nature such as homicide, trafficking in persons, narcotics, robbery, use of poison, severe riots and conspiracy forged against the Government,
- (i) To send promptly to the Inspector General of Police a report on activities carried out within his or her area to tackle or suppress any activities done in contravention of the Constitution of Nepal, illegal activities and other extra-ordinary situation and to maintain cordial relations between the police and the people,
- (j) To be actively involved, cause to be involved, for rescue during the occurrence of natural calamity,
- (k) To abide by, or cause to be abided by, the directions given by the Government of Nepal and the Police Headquarters.

**33. Functions and duties of Chief of Regional Police Office:** The functions and duties of the Chief of Regional Police Office shall be as follows:

- (a) To cause the activities of the police administration to be operated smoothly in the districts under his or her area.
- (b) To maintain coordination in activities in close contact with the chief district officer and the chief of metropolitan police prescient.
- (c) To inspect and supervise the subordinate police offices,

- (d) To look after and control the activities of the employees of the subordinate police employees,
- (e) To inspect all concerned police offices within his or her area once a year, and prepare an inspection report also drawing attention towards the errors found while making inspection and sent one copy thereof to the Police Headquarters and one copy to the concerned police office.
- (f) To send promptly to the Inspector General of Police a report on cases of serious nature such as homicide, trafficking in persons, narcotics, robbery, use of poison, severe riots and conspiracy forged against the Government.
- (g) To send to the Inspector General of Police a monthly report of activities carried out to tackle or suppress any activities done in contravention of the Constitution of Nepal, illegal activities and other extra-ordinary situation and to maintain cordial relations between the police and the people.
- (h) To prepare an annual police report on the basis of annual police administration reports received from the Chiefs of District Police Offices and send it to the Police Headquarters.
- (i) To cause to be conducted trainings, upon looking after and controlling the regional police training center.
- (j) To cause to be conducted trainings to the subordinate police.
- (k) To cause to be maintained the records of malicious persons within his or her area in a scientific and periodic manner.
- (l) To maintain necessary contact and coordination with the international border counterpart officials for the control and investigation into crimes.
- (m) To control traffic police within the area.

- (n) To be actively involved, cause to be involved, for rescue during the occurrence of natural calamity.

**34. Functions and duties of Chief of Riot Control Police Unit:** The functions and duties of Chief of Riot Control Police Unit shall be as follows:

- (a) The Riot Control Police Unit is to carry out internal administration and management under direct supervision and control of the Police Headquarters and the Regional Police Office.
- (b) In order to make more strong and consolidated the security of life and property of people and public security, to provide the riot control police with adequate modern training and resources as required as an additional force, and mobilize, or cause to be mobilized, the riot control police only with the direction and order of the Police Headquarters and Regional Police Office and chief of Regional Police Office in special circumstances such as big riots and communal riots.
- (c) To make regular inspection and give direction to his or her subordinate officers and personnel to make them disciplined, duty-bound and obedient, and send a report thereon to the Police Headquarters and the concerned Regional Police Office.
- (d) To be actively involved, cause to be involved, for rescue during the occurrence of natural calamity.

**35. Functions and duties of District Police Office:** The functions and duties of the Chief of District Police Office shall be as follows:

- (a) To maintain discipline on the police employees and cause them to perform duties efficiently and properly.

- (b) To immediately do, or cause to be done, the acts required to be done by the police in the course of court proceedings or business related to other offices.
- (c) To arrange for the inspection of the Area Police Offices, Police Posts and his or her office by the Chief District Officer once a year, and to inspect each Area Police Office and Police Post at least Three times a year.
- (d) To visit inner parts of the district at least Three months a year.
- (e) To make the visit and inspection program of inner parts of the district in consultation with the Chief District Officer, and give information of important events noticed or occurred in the course of visit and inspection to the Chief District Officer.
- (f) To have consultation with the Chief of District Police Office of another district adjoining to his or her area as to the border crimes once a year.
- (g) To give a report on homicide, robbery and other minor and major crimes and other extra-ordinary activities within his or her district to the Chief District Officer.
- (h) To promptly implement the order given by the Chief District Officer in relation to the maintenance of peace and order in the district and give a report thereof.
- (i) To prepare a report containing the following matters while leaving the district being transferred or promoted:
  - (1) Relating to the situation of crime in the district.
  - (2) Political environment in the district.
  - (3) Name-list of malicious persons in the district.
  - (4) Relation with the Chief District Officer in the district.

- (5) The competency and morality of the Sub-inspector of Police, Assistant Sub-inspector of Police, Police Inspector and Deputy Superintendent of Police of the district.
- (6) Description of important posts in the district.
- (j) To collect in register all kinds of appointment, punishment, transfer, leave, transfer of *Garad*, departmental orders and properly maintain the records.
- (k) To register, or cause to be registered, in the ~~crime~~ book maintained in his or her office information of all crimes filed in the Area Police Office and Police Posts, and mention his or her opinion about the conduct of the concerned police employee while investigating into the crime.
- (l) To mention the name of suspected persons in cases of offenses, and cause all Area Police Offices and Posts to mention the names of suspected persons and have surveillance of the activities of such persons.
- (m) If it is necessary to investigate and inquire into crimes in cases in which the Government of Nepal is plaintiff including riots and state affairs involving many persons, homicide, robbery, to do also the acts required to be done by the Area Police Office of other area, but if for any reason he or she cannot do the same, and depute the Deputy Superintendent of Police or Police Inspector or Sub-inspector of Police or Chief of Area Police Office to do such acts, and when he or she becomes able to go there, to go there and inspect whether the acts are in order or not and carry out the rest action.
- (n) In inspecting the Area Police Office, to examine whether acts have been done in accordance with law and order, and mention in the book the acts to be done within a required time frame if it is

necessary to add time to do such acts, and if any wrong is noticed to also mention the same in the book.

- (o) To maintain in the specified book the details of cases such as theft, robbery, homicide, homicide by poison, sex, arson, killing of cow, narcotics, human trafficking.
- (p) To make necessary arrangement of security on motor vehicles.....<sup>18</sup>
- (q) Where an information report of theft, robbery, homicide has been filed or the police has known the matter or the accused has been arrested prior to the filing of report, to make report to the higher office on the same day to the extent possible and within Three days if not possible on the same day and send a reference copy thereof to the Inspector General of Police.
- (r) To make necessary arrangement of security while making visit by officials assuming high office with facility of bodyguard, shifting office or dispatching governmental cash, goods in-kind.
- (s) To send such news as worth publicizing to the Police Headquarters and give information thereof to the Chief District Officer as well.
- (t) To forward monthly report on homicide, robbery, use of poison, big riots, conspiracies forged against the government and annual report on the police administration to the Regional Police Office.
- (u) To make arrangements, as required, for the night patrolling and guard.
- (v) To have information on the activities of foreign nationals and cause the same to be maintained.
- (w) To control traffic police within the district.

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<sup>18</sup> The Rules contained the words of His Majesty and Royal Family.



- (x) To maintain necessary contact and coordination with the international border counterpart officials for the control of crimes.
- (y) To be actively involved, cause to be involved, for rescue during the occurrence of natural calamity.
- <sup>19</sup> (z) To collect personal details of the persons staying in houses or rents in the course of controlling or investigating into crimes.
- <sup>20</sup> (z1) To issue a public notice, as required, asking the persons who make movement within the district to travel with identity card or document identifying their identity or show such identity card or document as when the security personnel so require.

<sup>21</sup> **35A. Functions and duties of Chief of Metropolitan Police *Parisar*:**

The functions and duties of the Chief of Metropolitan Police *Parisar* shall be as follows:

- (a) To perform the functions set forth in Clauses (a), (b), (h), (j), (l), (o), (r), (s), (u), (v), (w) and (x) of Rule 35,
- (b) To arrange for the inspection by the Chief District Officer once a year, and to inspect each Metropolitan Police Circle and *Prabhag* at least Three times a year,
- (c) To give a report on the crimes and other extra-ordinary activities within his or her area to the concerned body,
- (d) To prepare a report containing the following matters while leaving the district being transferred or promoted:
  - (1) Relating to the situation of crime in the district.
  - (2) Situation of peace and security in the district.

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<sup>19</sup> Inserted by the Tenth Amendment.

<sup>20</sup> Inserted by the Tenth Amendment.

<sup>21</sup> Inserted by the Eleventh Amendment.

- (3) Name-list of persons involved in criminal activities in the district.
  - (4) Relation with the Chief District Officer in the district related with his or her area.
  - (5) The competency and moral conduct of the Sub-inspector of Police, Assistant Sub-inspector of Police, Police Inspector and Deputy Superintendent of Police of the Metropolitan Police Office or subordinate offices.
  - (6) Description of important units in the district.
- (e) If it is necessary to investigate and inquire into crimes in cases as referred to in Schedule-1 of the Government Cases Act, 2049, to do also the acts required to be done by the Police Circle and Police *Prabhag* of other area, but if for any reason he or she cannot do the same, and depute the Deputy Superintendent of Police or Police Inspector or Sub-inspector of Police or Chief of Police Circle or *Prabhag* to do such acts, and when he or she becomes able to go there, to go there and inspect whether the acts relating to investigation and inquiry are in order or not and carry out the rest action.
- (n) In inspecting the Metropolitan Police *Prabhag*, to examine whether acts have been done in accordance with law and order, and mention in the book the acts to be done within a required time frame if it is necessary to add time to do such acts, and if any wrong is noticed to also mention the same in the book.
- (o) To maintain, or cause to be maintained, records relating to the cases investigated and inquired by his or her Office.
- (p) To make, or cause to be made, necessary arrangements of security on motor vehicles of very important and important persons.

- (q) Where an information report of cases as referred to in Schedule-1 of the Government Cases Act, 2049 has been filed or the police has known the matter or the accused has been arrested prior to the filing of report, to make report to the higher office on the same day to the extent possible and on the following day if not possible on the same day and send a reference copy thereof to the Inspector General of Police,
- (r) To abide by, or cause to be abided by, the direction given by the Government of Nepal and higher bodies.

**36. Functions and duties of the Chief of Metropolitan Police**

**Office:** The functions and duties of the Chief of Metropolitan Police Office shall be as follows:

- (a) To obtain information of each and every event within his or her working area and give information to the concerned officer immediately in that respect.
- (b) To give necessary consultancy to his or her subordinate offices for reform and consolidation.
- (c) To make arrangements for patrolling and guard as required within his working area and control crimes, and reach a place in person immediately when information of the occurrence of any event is received.
- (d) To inspect once a week the uniform obtained by his or her subordinate police employees and other governmental goods.
- (e) To take care of the arms and ammunitions and other governmental goods held in his or her office and arrange for sanitation of the same.
- (f) To abide by the orders and directions received by him or her from time to time.

**2236A. Functions and duties of the Chief of Metropolitan Police Circle**

**Office:** The functions and duties of the Chief of Metropolitan Police Circle Office shall be as follows:

- (a) To perform the functions as referred to in Clauses (a), (b), (c), (d), (e) and (f) of Rule 36,
- (b) To immediately do, or cause to be done, the acts required to be done by the police in the course of court proceedings or other office related business.
- (c) To have coordination with the Chief of another Police Office adjoining to his or her area and make consultation about the control of crime.
- (d) To promptly implement the order given by the Chief District Officer in relation to the maintenance of peace and order in his or her area and give a report thereof.
- (e) If it is necessary to investigate and inquire into crimes as referred to in Schedule-1 of the Government Cases Act, 2049, to do also the acts required to be done by the Police *Prabhag* Office of other area, but if for any reason he or she cannot do the same, and depute the Police Inspector or Sub-inspector of Police or Chief of Police *Prabhag* to do such acts, and when he or she becomes able to go there, to go there and inspect whether the acts are in order or not and carry out the rest action.
- (f) To maintain, or cause to be maintained, the details of cases investigated and inquired into by his or her Office,
- (g) To make, or cause to be made, necessary arrangement of security on motor vehicles of very important persons and important persons,
- (h) Where an information report of cases as referred to in Schedule-1 of the Government Cases Act, 2049 has been filed or the police

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<sup>22</sup> Inserted by the Eleventh Amendment.

has known the matter or the accused has been arrested prior to the filing of report, to make report to the higher office on the same day to the extent possible and on the following day if not possible on the same day and send a reference copy thereof to the Inspector General of Police,

- (i) To make arrangements, as required, for the night patrolling and guard .
- (j) To perform, or cause to be performed other acts relating to peace and security,
- (k) To observe, or cause to be observed, the direction given by the Government of Nepal and the higher bodies.

<sup>23</sup>**36B. Functions and duties of Chief of Metropolitan Police *Prabhag***

**Office:** The functions and duties of the Chief of Metropolitan Police *Prabhag* Office shall be as follows:

- (a) To perform necessary administrative works related with his or her Office and other police units subordinate to his or her office,
- (b) To give necessary orders in relation to the functions, duties and powers of the police employees subordinate to him or her, to control them and have discipline maintained by them,
- (c) To have the functions, duties and powers, required to be performed and exercised by police employees, performed and exercised in a proper manner,
- (d) To have maintained the record books of police employees properly, and send joint reports to the higher offices from time to time,

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<sup>23</sup> Inserted by the Eleventh Amendment.

- (e) To safely retain the governmental properties, goods etc. held in his or her office, maintain, or cause to be maintained the records thereof, properly.
- (f) To have information of the following places and persons within his or her area:
  - (1) Place where persons involved in criminal activity gather,
  - (2) Place where persons involved in criminal activity hide,
  - (3) Persons who give shelter to persons involved in criminal activity,
  - (4) Persons doing business of theft goods,
  - (5) Persons who hold or make illegal arms,
  - (6) Persons who entice the commission of a criminal act.
- (g) To make frequent patrolling within his or her area and have continuous surveillance over the persons involved in the criminal activity.
- (h) To make close contact with the general public, maintain true records of the past activities of the persons with malice character and the surveillance over them,
- (i) To make fair dealing with the persons who make complaints with the Metropolitan Police *Prabhag*,
- (j) To examine, or cause to be examined, from time to time whether the subordinate police employees have performed the functions and duties required to be performed by them,
- (k) To make inspection once in a week of the uniform of the police employees and other governmental goods and if there is any defect or loss or damage in such goods, give a report thereof to the higher police officer,

- (l) To safely retain in own custody of the arms and ammunitions and other goods held in his or her office and allow such goods to be taken outside only for the purpose of peace and security and activities related thereto, and if such goods need not to be used, to retain or cause to be retained the same in the store or Kot immediately,
- (m) If permission has been given to any police employee subordinate to him or her to remain absent, to record the same, accompanied by the reason, in the general diary,
- (n) To sign the general diary, and make arrangements for the daily works and give necessary order and direction in this respect,
- (o) To inspect the storage in its office each day and examine the records of goods in-kind and cash,
- (p) Where a subordinate police employee has been deputed to investigate and inquire into any case, to send a report to the Metropolitan Police *Parisar* indicating that such investigation and inquiry has been carried out properly,
- (q) To take custody of the key of the box containing arms and ammunitions and place where detainees are held,
- (r) To make necessary management of the police employees to be deputed on duty,
- (s) While holding in detention or taking out from detention any person to be detained, to hold him or her in detention or taking out him or her from detention by himself or herself or in his or her presence to the extent possible,
- (t) To equally allocate business to all police employees subordinate to him or her and engage them in work,
- (u) To prevent any act that may have adverse impacts on peace and security,

- (v) To prevent illegal movement of foreigners within his or her area,
- (w) To abide by the orders and directions received by him or her from time to time,
- (x) To be actively involved, cause to be involved, for rescue during the occurrence of natural calamity,
- (y) To perform other necessary works relating to his or her functions and duties.

**37. Functions and duties of the Chief of Area Police Office or Ward Police Office:** The functions and duties of the Chief of Area Police Office or Ward Police Office shall be as follows:

- (a) To arrange the administration of the Area Police Office or Ward Police Office and Post.
- (b) To secure the proper discharge of the functions and duties to be performed by police employees, cause the records and books to be maintained properly and accurately and send the timely reports to the higher offices from time to time.
- (c) To safely maintain the governmental properties, goods etc. in the Area Police Office or Ward Police Office and maintain updated records thereof.
- (d) To give order to the subordinate police employees in relation to their functions and duties, maintain control over them and get them to observe discipline.
- (e) To have information of the following places and persons within his or her area:
  - (1) Place where persons with malice character gather,
  - (2) Place where thieves, robbers hide,
  - (3) Persons who give shelter to robbers,



- (4) Persons harboring thieves or doing business of theft goods,
  - (5) Persons who hold or make illegal arms,
  - (6) Persons who sells women and carry out smuggling of goods,
  - (7) Persons who carry on the transaction of or consume narcotics,
  - (8) Persons who play gambling and procure gambling.
- (f) To have frequent patrolling within the area, continuous surveillance over the persons with malice character, make close contact with the public, and maintain updated records of the past activities of the persons with malice character and of the surveillance made over them.
- (g) Immediately when a report of a crime is received by the Area Police Office or Ward Police Office, to proceed to the scene of crime in person or immediately depute another police employee if he or she is not able to proceed to the scene, and to collect the evidences to the extent available in the scene of the crime and take immediate action to arrest the offender.

Provided that, if a report of heinous crimes such as homicide, robbery is made, to go to the scene of crime in person immediately.

- (h) If reports on complaints are made to the Area Police Office or Ward Police Office, to have fair dealing with the complainants and carefully listen to the matters that intend to tell.
- (i) To maintain a secret book in the format specified by the Superintendent of Police or Deputy Superintendent of Police.

- (j) To examine from time to time whether the police employees have performed the functions and duties required to be performed by them.
- (k) To make inspect, once a week, the uniform and other governmental goods received by the police employees, and if any defect is found thereon, to give a report thereof to the higher police officer. To make inspection, from time to time, whether his or her subordinate employees have proper uniform and goods or not.
- (l) To take safe custody of the arms, ammunitions and other goods held in the Area Police Office or Ward Police Office. To allow these goods to be taken out only for the purpose of peace, security and other functions, duties pertaining thereto, and if they are not to be used, to immediately store them or safely retain them in the *Kot*.
- (m) To provide the police employees deputed in posts and all other police employees subordinate to him or her with information about the control of crime and with the matters related to them, out of the orders and directions issued by the Police Inspector to the Area Police Office or Ward Police Office.
- (n) If permission is given to any subordinate police employee to remain absent, to maintain records also including the reason in the general diary.
- (o) At the time when he or she is present in the Area Police Office or Ward Police Office, to open and see in person all letters and papers including orders, reports, correspondences received by the Area Police Office or Ward Police Office.
- (p) To sign the general diary, arrange for the functions and duties throughout the date and give necessary orders and directions.

- (q) If any subordinate police employee is deputed to investigate into any case, in forwarding a report thereof to the District Police Office, to ascertain that the investigation has been carried out properly.
- (r) To take custody of the key of the treasury box and place where detainees are held.
- (s) To give order slips to the police employees who are deputed on guard duty.
- (t) In holding detainees in or taking out detainees from detention rooms, to do so in person to the extent possible and through other police employee before him or her.
- (u) To equally distribute business to all police employees in each Area Police Office or Ward Police Office.
- (v) To make proper arrangement of time and have good sanitation of office, residence, kitchen and toilets.
- (w) To prevent activities contrary to the society and order in the border areas.
- (x) In the event of smuggling of goods or illegal deforestation or likelihood of the commission of such acts, to immediately give information to the concerned body and to provide assistance immediately if assistance is sought.
- (y) To protect international boundary pillars.
- (z) To prevent illegal arrival of foreigners within his or her area.
- (z1) To observe the orders and directions received by him or her from time to time.
- (z2) To be actively involved, cause to be involved, for rescue during the occurrence of natural calamity.

<sup>24</sup>**37A. Metropolitan police provision to apply:** (1) The metropolitan police provision shall be deemed to have come into force in the Kathmandu, Lalitpur and Bhaktapur districts at the time of commencement of this Rules, and in relation to the other districts, the Government of Nepal may, by a notification in the Nepal Gazette, apply the metropolitan police provision, as per necessity.

(2) The District Police Officers existing in the districts at the time of the commencement of the metropolitan police provision in the districts shall be converted into the Metropolitan Police *Parisars* in the respective districts.

(3) The acts and actions done by the District Police Offices in the districts where they are converted in the Metropolitan Police *Parisar* shall be deemed to have been done and taken by the Metropolitan Police *Parisar*.

(4) The Ward Police Offices and Area Police Offices existing at the time of the commencement of the metropolitan police provision shall be converted into the Metropolitan Police Circles in the respective districts.

(5) The acts and actions done by the Ward Police Offices and Area Police Offices to be converted into the Metropolitan Police Circle shall be deemed to have been done and taken by the Metropolitan Police Circle.

(6) The Police Posts existing at the time of the commencement of the metropolitan police provision shall be converted into the Metropolitan Police *Prabhag* in the respective districts.

(7) The acts and actions done by the Police Posts to be converted into the Metropolitan Police *Prabhag* shall be deemed to have been done and taken by the Metropolitan Police *Prabhag*.

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<sup>24</sup> Inserted by the Eleventh Amendment.

(8) The acts and actions yet to be performed by the District Police Office, Ward Police Office and Area Police Office and Police Posts shall devolve on the Metropolitan Police *Parisar*, Metropolitan Police Circle and Police *Prabhag*, respectively.

**38. Functions and duties of the Chief of Police Post:** The functions and duties of the Chief of Police Post shall be as follows:

- (a) To maintain proper discipline and conduct of the subordinate police employees.
- (b) To inspect the police personnel in the morning and evening each day and make them understand their functions and duties and examine their activities.
- (c) To make continuous contact with the pertinent higher office, and give information of important events immediately when such information is received, and in the case of other crimes, give a report thereof to the pertinent higher office daily.
- (d) To give a report indicating the activities of the subordinate police employees to the pertinent higher office from time to time.
- (e) To examine the arms, ammunitions and cash and in-kind held in the Post and make report thereof from time to time.
- (f) To make frequent patrolling within the area, and have true information about the inhabitants within the area.
- (g) To maintain peace and order and make effort to prevent the commission of crimes in the area.
- (h) To forward to the pertinent higher office an attendance form of each month within the seventh day of the last month.
- (i) If an application or information about crimes is received, to immediately give information to the pertinent higher office, and

he or she has to go to the scene of crime, accompanied by required force, and to the necessary action to be done in time.

- (j) To be actively involved, cause to be involved, for rescue during the occurrence of natural or divine calamity.

**39. Functions and duties of police personnel:** The functions and duties of the police personnel shall be as follows:

- (a) To prevent crime.
- (b) To remain on duty at the specified place.
- (c) While remaining on guard at the place where detainees are held or ammunitions or other goods are held, to so do act properly that the detainees cannot escape or goods cannot be misappropriated.
- (d) At the time of exchange of turn, to hand over the directions and orders of the work to be issued by the in-charge as to be done by the guard to the new guard taking the charge.
- (e) At the time of exchange of turn, the new guard has to examine and count in presence of the previous guard whether the lock of the treasury in custody of the previous guard is in order or not and whether the detainees are in proper condition or not.
- (f) To arrest the absconded accused if he or she is found and give a report to the concerned police office if clues of any other kind of crime are found.
- (g) To render assistance to the general public in the event of natural or divine calamity or in other circumstance.

<sup>25</sup>**39A. Implementation of direction received from the Attorney**

**General:** It shall be the duty of the concerned police employee to implement, or cause to be implemented, the direction received from the Attorney General as to humane treatment has not been done to a person

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<sup>25</sup> Inserted by the Eleventh Amendment.

taken in custody or such a person has not been allowed to meet his or her near persons or to make visit through his or her legal practitioner, subject to the Interim Constitution of Nepal.

## Chapter-6

### **Relation of Local Administration and Local Police**

40. **To be under control of local administration:** Except for the discipline and internal provision of the police, all police chiefs in the district shall remain under the general control and supervision of the Chief District Officer.
41. **To give prior notice while leaving district:** The chief of District Police Office<sup>26</sup> or Metropolitan Police *Parisar* shall, while leaving the district, give a prior notice thereof to the Chief District Officer.
42. **To abide by direction:** It shall be the duty of the chief of District Police Office<sup>27</sup> or Metropolitan Police *Parisar* to perform the business assigned to him or her to maintain peace and order in the district and observe the direction given by the Chief District Officer in such a matter.
43. **Power of Chief District Officer to send recommendation or opinion:** The Chief District Officer may send his or her recommendation or opinion to the chief of District Police Office<sup>28</sup> or Metropolitan Police *Parisar* and higher police officer in relation to the affairs of the police employees in the district.
44. **Inspection by Chief District Officer:** (1) The Chief District Officer shall inspect, or cause to be inspected, the District Police Office,

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<sup>26</sup> Inserted by the Eleventh Amendment.

<sup>27</sup> Inserted by the Eleventh Amendment.

<sup>28</sup> Inserted by the Eleventh Amendment.

Metropolitan Police *Parisar*, Area Police Office, Police Circle and Police *Prabhag* at least once a year.

(2) The Chief District Officer shall study a secret report relating to whether the chief of District Police Office or Metropolitan Police *Parisar* has inspected their subordinate police offices and diary maintained in each Area Police Office, Police Circle, Police *Prabhag* and Police Post and the Police as well as summary report in relation to crimes and give a notice, accompanied by his or her comments, to the chief of District Police Office or Metropolitan Police *Parisar*.

- 45. To make report and obtain prior instruction:** In tackling illegal groups, communal or political processions, the chief of District Police Office<sup>29</sup> or Metropolitan Police *Parisar* shall obtain prior instruction or direction from the Chief District Officer. If it appears that peace and security may be undermined, the chief of District Police Office<sup>30</sup> or Metropolitan Police *Parisar* shall give a report to the Chief District Officer and request for appropriate direction.
- 46. To make correspondences through the chief of office:** The local administration shall, in making correspondence with the police organization, do so generally through the chief of office.
- 47. To make consultation in filling report relating to character:** The Regional Chief shall mandatorily consult with the Chief District Officer, in filling a report relating to the character of the Chief of District Police Office, and<sup>31</sup> the Metropolitan Police Chief shall do so while filling a report relating to that of the Chief of Metropolitan Police *Parisar*.
- 48. To seek consultation while taking action on transfer or discipline:** In transferring the chief of District Police Office<sup>32</sup> or

<sup>29</sup> Inserted by the Eleventh Amendment.

<sup>30</sup> Inserted by the Eleventh Amendment.

<sup>31</sup> Inserted by the Eleventh Amendment.

<sup>32</sup> Inserted by the Eleventh Amendment.



Metropolitan Police Parisar or taking disciplinary against him or her, the Chief District Officer of the concerned district may be consulted with as per necessity.

49. **To visit a foreign country to discuss on controlling crime:** If the chief of local police office has to visit a foreign country to have discussion, as required, with the counterpart police officer of the police office in the adjoining territory of the neighboring country in the course of rendering mutual assistance in order to control crimes that may be committed in adjoining area and make investigation thereinto, the chief has to give information to the local administration as well.

## Chapter-7

### Leave

50. **To remove police employee who remains absent without obtaining leave:** No Police employee shall be absent from work without obtaining leave pursuant to this Rules.

(2) The Government of Nepal may remove such Police employee from the service who has remained absent by violating Sub-rule (1).

Provided that, it shall not be deemed to have contravened this Rule, in cases where the Police employee has gone on leave without obtaining approval and submits an application for leave and the leave has been approved.

51. **Leave is not a matter of right:** (1) No police employee shall be entitled to claim leave as of right.

(2) The leave sanctioning authority may, in view of the convenience of work, grant or refuse to grant leave at his or her discretion, or may, in the event of need, cancel the approved leave of a police employee and ask him or her to join the office.

**52. Types of leave:** The police employees shall be entitled to the leave as follows:

- (1) Casual leave,
- (2) Home leave,
- (3) Sick leave,
- (4) Obsequies leave,
- (5) Maternity leave,
- (6) Substitution leave.

**53. Casual leave:** (1) A police employee shall be entitled to the casual leave not exceeding Twelve days each year.

(2) The casual leave may not generally be taken in excess of four days at a time.

(3) The casual leave of One year shall not be allowed to accumulate and be taken in the following year.

(4) If a police employee has to go on a leave in a manner to leave his or her district and has no time to have the leave sanctioned, he or she may get it sanctioned after going on the leave.

(5) A police employee who is on the casual leave shall be entitled to full salary, allowance and ration.

(6) Generally, the casual leave shall not be taken in synchronization with the other leaves except Saturday.

**54. Home leave:** (1) Every Police employee shall be entitled to get home leave at the rate of Thirty days each year.

(2) The Police employee may accumulate the home leave earned by him or her for up to <sup>33</sup> One Hundred and Eighty days.

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<sup>33</sup> Amended by the Eighth Amendment.

(3) While going home once a year on the home leave and returning to office from home after completing the home leave, a Police employee shall get a time for journey, at the rate of One day for every eight *Kosh* (Sixteen miles) if he or she travels on foot, and in the case of travel by vehicle, train or aero-plane, as many days as required to complete such journey.

(4) In cases where any Police employee is detached from the service due to any reason, such a Police employee shall be entitled to get a lump sum amount against his or her accumulated home leave of a maximum of <sup>34</sup> One Hundred and Eighty days at the rate of the salary being drawn by him or her in the post in which he or she has lien.

<sup>35</sup>  
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(5) A police employee who is on the home leave shall be entitled to full salary, allowance and ration.

(6) A police employee who is in suspension shall not be entitled to the home leave during that period.

**55. Sick leave:** (1) Every Police employee shall be entitled to get a sick leave of Twelve days in each year, with salary, allowance and ration, except the days spent in a hospital upon being sick or sustaining injury in the course of performing the duty.

(2) The Police employee shall be entitled to get accumulated the sick leave earned by him or her, and in cases where the Police employee is detached from the service due to any reason, such a Police shall be entitled to get a lump sum amount against his or her accumulated sick leave at the rate of the salary being drawn by him or her in the post in which he or she has lien.

<sup>34</sup> Amended by the Eighth Amendment.

<sup>35</sup> Deleted by the Twelfth Amendment.

(3) A Police employee requesting for the sick leave for a period of more than five days shall have to submit a certificate issued by a recognized doctor. Provided that in cases where the authority empowered to grant leave believes that submission of such a certificate was not generally possible, he or she may sanction that leave even without certificate, by having recorded the matter accordingly.

(4) If a Police employee suffers from a serious or strong disease and submits a certificate issued by a recognized doctor, the Police employee may obtain an additional level of a maximum of Forty Five days. Home leave shall be deducted at the rate of One day for every Two days of sick leave from the earned or to be earned home leave of the police employee taking such a leave.

(5) A Police employee who is in suspension shall not be entitled to the sick leave for that period.

**56. Obsequies leave:** (1) If any Police employee has to observe obsequies as per ritual practices shall be entitled to get obsequies leave of a maximum of Fifteen days<sup>36</sup> A female Police employee shall also be given same days of obsequies leave if her husband has to observe obsequies.

(2) A police employee who is on such obsequies leave shall be entitled to full salary, allowance and ration.

**57. Maternity leave:** (1) If any female Police employee becomes pregnant, she shall be entitled to get Sixty days of maternity leave before or after the delivery.

(2) A female police employee who is on the maternity leave shall be entitled to full salary, allowance and ration.

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<sup>36</sup> Inserted by the Eleventh Amendment.

(3) Maternity leave shall be given only for two times during the entire period of service. A female Police employee who has more than two children shall have to take the leave required during her maternity in a manner to be deducted from her earned or to be earned home leave and sick leave.

(4) The office sanctioning the leave of employee shall maintain up-to-date records as referred to in Sub-rule (3).

**58. Replacement leave:** The concerned chief of office may give replacement leave to the Police employee doing duty on any public holiday, making adjustment with one another. Provided that, such replacement leave shall not exceed Seven days at one time.

**59. Official to grant leave:** (1) If the chief of office is required to go on casual or sick leave, he or she shall have to get it approved by the pertinent higher office after going on the leave.

(2) The casual leave, festival leave, sick leave, obsequies leave to any Police Inspector and senior Officers than that of the office where the chief of office is Inspector or senior to him or her and all types of other leave to any other Police personnel may be granted by the chief of office of the same office.

(3) The home leave to a Police Inspector or Police officer of higher level may be granted by the chief of one level higher office.

(4) The chief of office may sanction the leave other than the home leave to the employees of that office where the other Police employee is the chief of office, and the one level higher chief of office may sanction the home leave.

(5) In the case of the Police Inspectors at the Police Headquarters and the Police officers thereabove, the concerned section chief may sanction the casual leave and the sick leave and the Inspector General of

Police or the official designated by him or her may sanction the other leave.

**60. Procedure for requesting the leave:** (1) For the sanction of a leave, the Police employee intending to go on a leave pursuant to this Chapter shall have to submit an application to the official empowered to grant leave through his or her own office, indicating the period of leave required for him or her, the reason for the same and other details if required to go abroad; and the official empowered to grant leave shall also have to give a notice of approval or disapproval of leave to such Police employee.

(2) The official empowered to grant leave shall, prior to sanctioning any type of leave, have regard to the circumstance and only then decide to sanction or not to sanction the leave.

(3) In the case of the casual leave, the official empowered to grant leave may sanction the leave may, at his or her discretion, sanction such a leave on the basis of verbal request despite that an application has not been made pursuant to Sub-rule (1).

(4) If the official empowered to grant leave is satisfied with the following, he or she may sanction leave to the applicant from the date preceding the date of application for leave:

- (a) that it was not possible to obtain prior approval of the official empowered to grant leave or
- (b) that the applicant had made every attempt to obtain prior approval.

Provided that, that if an application is made for the sanction of leave after having gone on leave and the leave is not sanctioned and consequently the Police employee making application for leave is removed from the service pursuant to Sub-rule (2) of Rule 50, he or she may make an appeal.

- 61. Record of leave:** (1) The official authorized to grant leave shall cause to be maintained the records of leave of all Police employees working under him or her.
- (2) In being deputed upon any Police employee being transferred, the transcript of the record of leave of the Police employee shall have to be sent to the present office.
- 62. Where it is not possible to obtain sanction:** If the immediate higher official thinks that any Police employee has to go on a leave and such leave seems as liable to be sanctioned, he or she shall give order in writing to such a Police employee to go on a leave and give a notice thereof to the leave sanction authority.
- 63. To mention as absent:** If any Police employee remains absent and information thereof has already been given to the Record Keeping Office, the Police employee may give a report to the concerned official that is one level higher than the official making order of absence, setting the matter that the leave has to be sanctioned, within Fifteen days after the date of the receipt of notice of absence. If on examining and inquiring into the report, the contents of the report of the Police employee appear to be true, the concerned officer may sanction the leave and give information thereof.
- 64. Punishment to be inflicted if false reason is shown:** If a Police employee is held to have taken the sick leave, obsequies leave and maternity leave showing any false reason, such a Police employee shall be liable to departmental action pursuant to this Rules.
- 65. As to public holidays falling in meanwhile:** In cases where any type of leave taken by a Police employee ends on a public holiday and if he or she does not attend the office on the next day of such public holiday, the period of such public holiday shall also be treated as the

leave taken by him or her stayed on another leave obtainable by him or her where no such leave is due to him or her.

66. **As to going on leave during training period:** Notwithstanding anything contained elsewhere in these Rules, no other leave except the public holiday and obsequies leave shall ordinarily be given during the training period.
67. **Accumulated leave can be used:** If the home leave or sick leave of any Police employee is accumulated prior to the Rules relating to the terms of service prevailing prior to the commencement of these Rules, he or she shall be entitled to use the accumulated leave pursuant to these Rules.

**Explanation:** For the purposes of this Rule, in the case of the sick leave, the sick leave shall be calculated at the rate of Twelve days for One year of the service period prior to the commencement of this Rules, and the sick leave that remains after deducting the sick leave already used by the Police employee during that period shall be considered to be the accumulated sick leave. If in so calculating, the sick leave of more days than that can be accumulated has been taken, the days of the leave so taken shall be deducted from the to be earned sick leave.

## **Chapter-8**

### **Conduct**

68. **Restriction on receiving gift, present:** No Police employee as well as his or her family member shall, without prior approval of the Government of Nepal, accept gift, present or gratification of any kind from any native person or foreigner in a manner to affect in any manner his or her governmental business.



69. **Restriction on receiving donation:** No Police employee shall, without prior approval of the Government of Nepal, accept or ask for donation of any kind for any work, and nor such employee be involved in the obtaining of any other kind of financial assistance.
70. **Prohibition on purchasing immovable property without approval:** No Police employee shall purchase any immovable property, except that required for his or her residence, in his or her own name or in the name of his or her family without giving prior notice to the Government of Nepal. The gazetted Police officer may purchase immovable property only after obtaining approval from the Government of Nepal.
71. **Description of property:** (1) Any Police employee who is now incumbent and newly appointed Police employee shall have to submit the details of the following property to the authority prescribed by the Government of Nepal within three months after the commencement of this Rules, and within one month of appointment, respectively:
- (a) details of each and every immovable property, share and bank balance in his or her name or in the name of his or her family member,
  - (b) approximate value of cash, jewelry, gold and silver laid with him or her or in his or her name.
- (2) In submitting description as referred to in Sub-rule (1), any Police employee who has been living in the joint family shall have to submit the description of property held with him or her and laid in the name of the head of the family.
- (3) It shall be the duty of each Police employee to give a notice to the authority of any alteration in his or her property within Three months of such alteration.

72. **Restriction on carrying on trade and business:** (1) No Police employee shall, without prior approval of the Government of Nepal, carry out the following acts:

- (a) To carry on any trade,
- (b) To be a partner in any firm,
- (c) To accept any kind of part-time employment, and
- (d) To carry on any business.

73. **Restriction on divulging matters known in governmental business:** No Police employee shall, without being authorized by the Government of Nepal, or specifically authorized inform or divulge directly or indirectly, to any other unauthorized Police employee or non-governmental person or press about any confidential matter which was known to him or her in the course of performance of the governmental duty or about any matter written or collected by him or her.

74. **Not to contact with radio or newspapers:** No Police employee shall publish any article in his or her real, nickname or with anonymity in any newspaper or magazine or to broadcast from radio without obtaining approval of the Government of Nepal.

Provided that, no such approval shall be required, if such publication or broadcast is in literary, artistic, historical or scientific and professional subject; and after the publication or broadcasting the same shall be submitted through own office.

75. **Restriction on criticizing the Government of Nepal:** No Police employee shall, on his or her real or fictitious name or anonymously, publish any feature article, provide any news to the press, make any public speech by radio or television etc., give any public speech or lecture which is contrary to the policies of the Government of Nepal or which may undermine the mutual relationship of the Government of

Nepal with the public or with any foreign nation or the mutual relation of the people of Nepal.

- 76. Not to take part in politics:** The Police employee shall not take part in election for any political party or seek vote for any one or make influence in any manner.

Provided that, nothing shall prevent the exercise of the voting right in accordance with the laws in force without disclosing the matter whom he or she has voted for or planned to vote for.

- 77. Restriction on taking part in politics:** No Police employee shall be a member of any political party, take part in politics, seek donation for assistance to a political organization or otherwise influence any political organization or movement.

- 78. Clearance of any act and action done by Police employee:** No Police employee shall take support of press or media for any false accusation made against him or her in relation to the performance of his or duties, without obtaining prior approval of the Government of Nepal.

Provided that, this Rules shall not restrict any right to give clearance regarding any personal act or character of any Police employee.

- 79. To maintain time and regularity:** Every Police employee shall have to be in duty at the specified time and regularly and not become absent without getting approval of leave in advance ordinarily.

- 80. Discipline and obedience:** (1) The Police employee shall have to discharge their duty with discipline and diligence.

(2) The Police employee shall have to obey the command given by the senior officers on the matters of one's duty promptly.

(3) The Police employee shall have to show reasonable respect towards all officers senior to him or her.

81. **Police employee not to make external influence:** In order to make feasible the interest relating to the service, no Police employee shall cause or attempt to cause any undue influence or pressure on the officers senior to him or her.

82. **To hand over certificate of appointment:** The Police employee shall, after the discontinuance of his or her service, hand over the certificate of appointment received by him or her while in service to the competent authority.

83. **Restriction on polygamy, child marriage, unequal marriage:** No male Police employee shall, except in the following circumstances, conclude polygamy or keep another wife while his wife is alive or prior to making divorce pursuant to law:

- (a) If the wife has suffered from leprosy,
- (b) If the wife has any contagious venereal disease which has become incurable,
- (c) If the wife has become incurably insane,
- (d) If no offspring has been born or remained alive within Ten years of the marriage,
- (e) If the wife becomes crippled, with being unable to make movement,
- (f) If his wife becomes blind of both eyes.

(2) No Police employee shall conclude, or cause to be concluded, marriage in contravention of the Chapter of Marriage of the *Muluki Ain* (General Code).

(3) No Police employee shall conclude or cause to be concluded marriage so that the age difference of the female and the male is more than Twenty years.

## Chapter-9

### Punishment and Appeal

**84. Punishment:** In the existence of reasonable and sufficient reason, the following departmental action may be taken against any Police employee:

- (a) to admonish.
- (b) to give physical fatigue (fatigue duty) or internee.
- (c) to write prejudicial opinion in the report regarding the conduct.
- (d) To withhold the increment of salary (grade) or promotion.
- (e) to diminish to the lower post or lower time-scale or lower scale of the same time scale.
- (f) to fully or partly recover, from the salary and allowance, loss and damage caused to the Government of Nepal due to negligence or non-observance of rule, order.
- (g) to remove from the service without holding disqualified for governmental service in the future.
- (h) to dismiss from the service with holding disqualified for governmental service in the future.

**85. To admonish or to write prejudicial opinion:** If any Police employee commits recklessness in his or her work, he or she may be admonished. If he or she commits recklessness in the work even up to Two times, a prejudicial opinion shall be written in the report regarding his or her behavior/character.

**86. To withhold increment of salary or promotion:** The authority awarding punishment may withhold the increment of salary or promotion.

**87. To make demotion:** The authority awarding punishment may demote any Police employee to the lower post or lower time scale or lower scale of the same time scale in any of the following circumstances, and may recover from him or her any loss and damage, if any, caused to the Government of Nepal:

- (a) If he or she does not perform work satisfactorily.
- (b) If he or she does any undisciplined act.
- (c) If he or she contravenes the rules relating to conduct.
- (d) If he or she shows false reason to detach from the service within five years of appointment.
- (e) If he or she does not implement or obey the order or direction given.
- (f) If he or she goes on leave without having reasonable reason and without prior approval or does not present in the work.
- (g) If he or she commits recklessness or does not obey the rules, orders.

**88. To remove or dismiss from the service:** (1) The authority awarding punishment may remove or dismiss any Police employee from the service in any of the following circumstances:

- (a) If he or she fails to perform his or her responsibility due to disqualification.
- (b) If he or she participates in politics.
- (c) If he or she does the work in undisciplined way repeatedly.
- (d) If he or she is convicted by the court of a criminal case involving moral turpitude.

- (e) If he or she does not observe conduct as per the responsibility of his or her post.
- (f) If he or she consumes alcoholic substance during the office time or in uniform even before and after the office time.
- (g) If he or she commits corruption.
- (h) If he or she contravenes the matters relating to conduct repeatedly.
- (i) If he or she goes on leave or remains absent without for any reasonable reason or without having leave sanctioned.

**89. Procedure relating to punishment:** (1) In punishing the Police Inspector and the Police employee thereabove, the punishment awarding authority shall seek advice of the Inspector General of Police.

(2) Prior to issuing an order to any Police employee for punishment, the punishment awarding authority shall give an opportunity to the Police employee to defend himself or herself, by providing such Police with the reasons for such action, and a reasonable time to submit his or her note of defense. While giving such an opportunity, the charge against him or her shall be clearly indicated and the facts and grounds on which each charge is based shall also be specified. Then, such a Police employee shall submit written explanation/clarification as to his or her defense and proposed punishment within the time limit specified by the punishment awarding authority.

Provided that,-

- (a) In the case of a Police employee who has absconded and whose whereabouts are not known or with whom it is not possible to make contact for

any other reason, the procedures as referred to in this Rule are not required to be followed.

- (b) If it is required to award departmental punishment to any Police employee on the basis of being proved as criminal by the court in the offence involving moral turpitude.
- (c) If it is not reasonable to provide an opportunity for defense, it is not required to provide such a Police employee with an opportunity to defend himself or herself pursuant to this Sub-rule, by executing a memorandum to that effect.

(3) The punishment awarding authority may, if he or she thinks it necessary, conduct an investigation either by himself or herself or through any other officer. The investigating official shall, as required, inquire into the concerned Police employee and submit a report along with the reason and his or her verdict and the proof and evidence available.

(4) If an investigation on any charge made against a Police employee has to be conducted, the punishment awarding authority may suspend him or her until the conclusion of the investigation. Provided that, the period of such suspension shall not exceed Six months.

(5) A Police employee who is held in detention pursuant to Sub-rule (4) shall be provided with one-fourth of the salary and allowance receivable by him or her.

(6) If any Police employee is held in detention upon being arrested on any criminal charge, such Police employee shall be *ipso facto* suspended during the period of such detention.

Provided that,-



- (a) If the charge made against the suspended employee is not proved and is acquitted and he or she has got one fourth of the salary during the period of suspension, the remaining salary (including salary increment if any) shall be provided to him or her after deducting the one-fourth salary. If he or she is held to be offender, he or she shall not be entitled to the remaining salary and allowance after the date on which he or she has been suspended.
- (b) If any employee has been suspended not in relation to any governmental business or in the course of action taken by the Government of Nepal but for any other reason, he or she shall not be entitled to the salary and allowance during such period of suspension.

**90. To order for punishment:** After the completion of investigation pursuant to Rule 89, the punishment awarding authority may, if the concerned police employee has been asked to submit clarification but he or she has not submitted clarification within the specified time or the clarification submitted by him or her is not satisfactory, award punishment and a copy of the order of punishment shall be provided to him or her.

**91. Termination of service:** In terminating the service of any Police employee in the following circumstances, it is not required to follow the procedures as referred to in Rule 89:

- (a) Where appointment has been made subject to the undergoing of a probation period, prior to the approval of appointment,
- (b) If appointed on contract, prior to the termination of the period of contract,

- (c) If appointed on temporary post, prior to the termination of that period, and
- (d) If he or she is held physically unfit by the approved medical board.

**92. Procedures for appeal:** (1) Any Police employee who is not satisfied with the order given pursuant to Rule 90 may appeal in his or her own name.

(2) The appeal making Police employee shall have to attach existing material evidences required for the clarification, and the appeal has to be written in respectable language. The appeal has to be accompanied by a copy of the order for punishment against which the appeal is being made,

(3) In making an appeal, appeal has to be filed through the chief of office in which the appeal making employee is serving or through the officer against whose order the appeal has been made.

(4) The appeal shall have to be made within thirty five days of receiving the order for punishment.

(5) Decision made at the appeal level shall be final.

**93. Type of punishment, punishment awarding authority and appeal hearing authority:** The authority to award punishment and hear appeal against the same pursuant to this Chapter, except the matters set forth in Rule 91, shall be as follows:

- |     |        |                    |                    |                  |
|-----|--------|--------------------|--------------------|------------------|
| (1) | Police | (a) To admonish,   | (a) Concerned      | (a) Concerned    |
|     | peon   | to fully or partly | Sub-inspector      | Police Inspector |
|     |        | recover, from the  | of Police          | or               |
|     |        | salary             | and Assistant Sub- |                  |
|     |        | allowance,         | loss inspector     | of               |
|     |        | and                | damage             | Police.          |

caused to the Government of Nepal due to negligence or non-observance of rule, order, to give physical fatigue (fatigue duty) or held in detention in for up to Fifteen days.

(b) To remove (b) Concerned (b) Concerned from the service Deputy Superintendent of without holding Superintendent Police disqualified for of Police governmental service in the future or to dismiss from the service with holding disqualified for governmental service in the future.

(2) Police personnel (a) To admonish, (a) Concerned (a) Concerned to write Deputy Superintendent of prejudicial Superintendent Police opinion in the of Police or report regarding Police

the conduct, to Inspector or fully or partly Sub-inspector recover, from the of Police or salary and Assistant Sub-allowance, loss inspector of and damage Police.

caused to the Government of Nepal due to negligence or non-observance of rule, order, to give physical fatigue (fatigue duty) or held in detention in for up to fifteen days with or without deputing on duty.

(b) To diminish to the lower post or lower time-scale or lower scale of the same time scale, to withhold promotion or to remove from the service without holding disqualified for governmental (b) Concerned Superintendent of Police (b) Concerned Deputy Inspector General of Police

service in the future or to dismiss from the service with holding generally disqualified for governmental service in the future.

- (3) Police (a) To admonish, (a) Concerned (a) Superintendent  
Head or to write Deputy of Police  
Constable prejudicial Superintendent  
opinion in the of Police or  
report regarding Police  
the conduct, to Inspector or  
withhold salary Sub-inspector  
increment, to of Police or  
fully or partly Assistant Sub-  
recover, from the inspector of  
salary and Police.  
allowance, loss  
and damage  
caused to the  
Government of  
Nepal due to  
negligence or  
non-observance  
of rule, order, to  
give physical  
fatigue (fatigue  
duty) or held in

detention in for  
up to fifteen days  
with or without  
deputing on duty.

(b) To diminish to (b) Concerned (b) Concerned  
the lower post or Superintendent Deputy Inspector  
lower time-scale of Police General of Police

or lower scale of  
the same time  
scale, to withhold  
promotion, or to  
remove from the  
service without  
holding

disqualified for  
governmental  
service in the  
future or to  
dismiss from the  
service with  
holding generally  
disqualified for  
governmental  
service in the  
future.

(4) Assistant (a) To admonish, (a) Concerned (a) Concerned  
Sub-Inspector or to write Deputy Superintendent of  
of Police prejudicial Superintendent Police  
opinion in the of Police or  
report regarding Police  
the conduct. Inspector or

Sub-inspector  
of Police

(b) To withhold salary increment, to fully or partly recover, from the salary and allowance, loss and damage caused to the Government of Nepal due to negligence or non-observance of Rule, order, and to withhold promotion.

(b) Concerned Superintendent of Police

(b) Concerned Deputy Inspector General of Police or in his or her absence the Inspector General of Police

(c) To diminish to the lower post or lower time-scale or lower scale of the same time scale, or to remove from the service without holding disqualified for governmental service in the future or to dismiss from the

(c) Concerned Deputy Inspector General of Police

(c) Inspector General of Police

service with holding generally disqualified for governmental service in the future.

- (5) Sub-Inspector of Police
- (a) To admonish, or to write prejudicial opinion in the report regarding the conduct.
- (a) Concerned Deputy Superintendent of Police or Police Inspector
- (a) Concerned Superintendent of Police
- (b) To withhold salary increment, to fully or partly recover, from the salary and allowance, loss and damage caused to the Government of Nepal due to negligence or non-observance of rule, order, and to withhold promotion.
- (b) Concerned Superintendent of Police
- (b) Concerned Deputy Inspector General of Police or in his or her absence the Inspector General of Police
- (c) To diminish to the lower post or lower time-scale or lower scale of
- (c) Inspector General of Police
- (c) Government of Nepal



the same time scale, or to remove from the service without holding disqualified for governmental service in the future or to dismiss from the service with holding generally disqualified for governmental service in the future.

(6) Police Inspector (a) To admonish, or to write prejudicial opinion in the report regarding the conduct. (a) Concerned Superintendent of Police or Deputy Superintendent of Police (a) Concerned Deputy Inspector General of Police or in his or her absence the Inspector General of Police

(b) To withhold salary increment, to fully or partly recover, from the salary and allowance, loss and damage (b) Concerned Deputy Inspector General of Police (b) Inspector General of Police

caused to the Government of Nepal due to negligence or non-observance of rule, order, and to withhold promotion.

(c) To diminish to the lower post or lower time-scale or lower scale of the same time scale, or to remove from the service without holding disqualified for governmental service in the future or to dismiss from the service with holding generally disqualified for governmental service in the future.

(7) Deputy Superintendent of Police (a) To admonish, or to write prejudicial (a) Concerned Superintendent of Police (a) Concerned Deputy Inspector General of Police

opinion in the report regarding the conduct.

or in his or her absence the Inspector General of Police

(b) To withhold promotion.

(b) Concerned Deputy Inspector General of Police

(b) Inspector General of Police

(c) To withhold salary increment, to fully or partly recover, from the salary and allowance, loss and damage caused to the Government of Nepal due to negligence or non-observance of rule, order.

(c) Inspector General of Police

(c) Government of Nepal

(d) To diminish to lower post or to lower time-scale or lower scale of the same time scale, or to remove from the service without holding

(d) Government of Nepal

(d) Government of Nepal

disqualified for governmental service in the future or to dismiss from the service with holding generally disqualified for governmental service in the future.

- (8) Superintendent of Police
- (a) To admonish, or to write prejudicial opinion in the report regarding the conduct.
- (a) Concerned Senior Superintendent of Police or Deputy Inspector General of Police
- (a) Concerned Deputy Inspector General of Police or in his or her absence the Inspector General of Police
- (b) To withhold salary increment, to fully or partly recover, from the salary and allowance, loss and damage caused to the Government of Nepal due to negligence or
- (b) Inspector General of Police
- (b) Government of Nepal

non-observance  
of rule, order or to  
withhold  
promotion.

(c) To diminish to (c) Government of  
lower post or to Government Nepal  
lower time-scale of Nepal  
or lower scale of  
the same time  
scale, or to  
remove from the  
service without  
holding  
disqualified for  
governmental  
service in the  
future or to  
dismiss from the  
service with  
holding generally  
disqualified for  
governmental  
service in the  
future.

(9) Senior (a) To admonish, (a) Concerned (a) Inspector  
Superintendent or to write Deputy General of Police  
of Police prejudicial Inspector  
opinion in the General of  
report regarding Police  
the conduct.

(b) To withhold (b) Inspector (b) Government of

salary increment, General of Nepal  
to fully or partly Police  
recover, from the  
salary and  
allowance, loss  
and damage  
caused to the  
Government of  
Nepal due to  
negligence or  
non-observance  
of rule, order or to  
withhold  
promotion.

(c) To diminish to (c) (c) Government of  
lower post or to Government Nepal  
lower time-scale of Nepal  
or lower scale of  
the same time  
scale, or to  
remove from the  
service without  
holding  
disqualified for  
governmental  
service in the  
future or to  
dismiss from the  
service with  
holding generally  
disqualified for

governmental  
service in the  
future.

(10) Deputy Inspector General of Police and Additional Inspector General of Police (a) To admonish, or to write prejudicial opinion in the report regarding the conduct.

(a) Inspector General of Police (a) Government of Nepal

(b) To withhold salary increment, to fully or partly recover, from the salary and allowance, loss and damage caused to the Government of Nepal due to negligence or non-observance of rule, order or to withhold promotion, to diminish to lower post.

(b) Government of Nepal

(c) To diminish to lower time-scale or lower

(c) Government of Nepal

scale of the same time scale, or to remove from the service without holding disqualified for governmental service in the future or to dismiss from the service with holding generally disqualified for governmental service in the future.

(11) Inspector General of Police	(a) To admonish, or to write prejudicial opinion in the report regarding the conduct, to withhold salary increment, to diminish to lower time-scale or lower scale of the same time scale, to fully or partly recover, from the salary and	(a) Government of Nepal	(a) Government of Nepal
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allowance, loss  
and damage  
caused to the  
Government of  
Nepal due to  
negligence or  
non-observance  
of rule, order or to  
withhold  
promotion, to  
diminish to lower  
post, to remove  
from the service  
without holding  
disqualified for  
governmental  
service in the  
future or to  
dismiss from the  
service with  
holding generally  
disqualified for  
governmental  
service in the  
future.

<sup>37</sup> **93A. Power of higher office to take action:** Notwithstanding anything contained in Rule 93, where the competent authority to take action is not available in the officer the Police employee liable to punishment,

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<sup>37</sup> Inserted by the Tenth Amendment.

nothing shall prevent the taking of departmental action or hearing of appeal by the competent employee of higher office.

<sup>38</sup> **93B. Action by employee of the same designation:** If there are posts not mentioned in this Rule but addressed by other names in various Police Offices and Units, such Police employee may, in taking departmental action against a Police employee serving in such an Office or Unit exercise the power to departmental action exercised by the other Police employee of the same designation despite the difference in the name of post of the employee taking action.

**94. To forward to the authority to hear appeal:** The office or authority receiving an appeal pursuant to Rule 92 shall forward the appeal, accompanied by the concerned records and his or her views on the grounds of appeal, to the authority to hear appeal within fifteen days after the making of appeal.

**95. Consideration over appeal:** (1) If appeal can lie pursuant to the Act and this Rules, the authority to hear appeal shall not refuse to take the appeal.

(2) The authority to hear appeal may, having regard to the following matters, may uphold or void or alter the punishment on any appeal received pursuant to this Rules:

- (a) Whether the reality of the matters based on the order of punishment has already been proved or not.
- (b) Whether the matters already proved are adequate to take action or not.
- (c) Whether the punishment is appropriate, adequate, inadequate or excess or not.

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<sup>38</sup> Inserted by the Eleventh Amendment.

Provided that, if the authority to hear appeal thinks that the appealing person has been aggrieved due to any procedural error or any other proper reason, the authority may order for further examination/inquiry.

(3) If, in having regard pursuant to Sub-rule (2), the authority to hear appeal considers that the prescribed punishment is adequate or inadequate, the authority may require the person making appeal to submit explanation why there is no ground to award more punishment to that person, and consider the explanation, and issue order if the authority considers it appropriate.

(4) The appeal has to be decided within Two years that the date of filing the appeal.

- <sup>39</sup> **96. Entitlement to receive full salary and allowance after reinstatement in the Police Service:** If any Police employee is reinstated in the Service upon the order to remove or dismiss the employee from the Service being voided by any court or authority, the employee shall be entitled to full salary, allowance and salary increment, if any, from the date of removal or dismissal from the Service to the date of reinstatement.
- 97. Not to affect court proceedings:** Nothing contained in this Chapter shall bar the court proceedings against any Police employee pursuant to the Act.

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<sup>39</sup> Amended by the Sixth Amendment.

## Chapter- 10

### Retirement, Gratuity and Pension

<sup>40</sup> **98. Compulsory Retirement:** Retirement from the service shall be given after the attainment of the following age of the following Police employee or after completion of thirty years of his or her service period:

- |     |   |            |
|-----|---|------------|
| (a) | Inspector General of Police   | -58 years  |
| (b) | Additional Inspector General and<br>Deputy Inspector General of<br>Police | -56 years  |
| (c) | Senior Superintendent and<br>Superintendent of Police                     | -55 years  |
| (d) | Deputy Superintendent of Police   | -54 years  |
| (e) | Police Inspector  | -53 years  |
| (f) | Sub-Inspector of Police   | -52 years. |
| (g) | Assistant Sub-Inspector of Police   | -51 years  |
| (b) | Police Head Constable, and Police<br>Personnel                            | -50 years  |

(2) The following Police employee shall retain in the following post up to the following tenure and after the expiry of such period he or she shall be retired.

- |     |   |           |
|-----|---|-----------|
| (a) | Inspector General of Police   | -4 years. |
| (b) | Additional Inspector General and<br>Deputy Inspector General of<br>Police | -5 years  |
| (c) | Senior Superintendent of Police   | -7 years. |

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<sup>40</sup> Amended by the First Amendment.

(d) Superintendent of Police -10 years.

(3) The Police employee shall get retirement after the attainment of any one of the age limitation or tenure of the post.

41 .....

42 .....

(5) The period of the post in which acting has been deputed shall not be applicable.

Provided that, if the period of service in a lower post applies, the period of the lower post shall apply if promotion cannot be made to the post in which acting has been deputed.

<sup>43</sup> **Explanation:** For the purpose of this Rule, the age of a Police employee shall be calculated in the following manner:

(a) If the date of birth with year, month and day is set out in the citizenship certificate, educational qualification certificate submitted by him or her at the time of joining the service and in the sheet roll and the same date of birth is mentioned in all documents, on the basis of the date on the basis whereof he or she gets retired earlier,

(b) In setting the date of birth on the basis of a certificate indicating the year or *Sambat* only, on the basis of the date on which he or she retires earlier, out of the date of the receipt of the citizenship certificate in the case of the citizenship certificate, the date of issue of the educational qualification in the case of the educational

41 Deleted by the Sixteenth Amendment.  
42 Deleted by the Sixteenth Amendment.  
43 Amended by the Thirteen Amendment.

qualification certificate and the date of joining of original entry in the case of the sheet roll.

- (c) If any certificate contains year only and another certificate sets out the date of birth in full, and there is a difference of one year between the dates of birth mentioned in such certificates, on the basis of the date of birth set in full.

Provided that, only if the difference of the dates of birth mentioned in separate certificates is more than one year, the date of birth shall be set pursuant to Clause (b) on the basis of the certificate indicating the year only.

(6) If the Government of Nepal so wishes, it may give retirement to any Police employee who has completed the period for entitlement to pension pursuant to Rule 101.

(7) If a Police employee serving in the Police Service at the time of the commencement of this Rule gets retirement because of the completion of the service period pursuant to Sub-rule (1), pension receivable by him or her shall be counted by adding the period equal to the age that is remaining to obtain retirement pursuant to that Sub-rule to his or her service period.

**99. Voluntary retirement:** The appointing authority may grant permission to any Police employee having completed the period for receiving the pension pursuant to Rule 101 to get retirement, if he or she desires.

**100. Gratuity:** (1) If any Police employee, who has served for five years or more but has not been eligible to pension pursuant to Rule 101, has retired or is detached from the service upon having the resignation accepted or has been removed from the post without declaring generally

disqualified for government service in the future, he or she shall receive the gratuity at the following rate:

- (a) In the case of a Police employee who has served from Five years to Ten years, one-half of the last month's salary for each year of his or her service,
- (b) In the case of a Police employee who has served for more than Ten years up to Fifteen years, the last One month's salary for each year of his or her service,
- (c) In the case of a Police employee who has served for more than Fifteen years but less than the period required to obtain pension pursuant to Rule 101, the last one and half month's salary for each year of his or her service.

**101.** <sup>44</sup> **Pension:** (1) The following Police employee having done government service for twenty years or more than that period shall receive the pension from the date of retirement from service.

Provided that, a Police employee who has been appointed prior to the commencement of this Rules has served in the Police Service for the following period or more than that and retired from the Service shall be entitled to pension:

- |  |           |
|--|-----------|
| (a) Officer of gazette post  | -20 years |
| (b) Sub-Inspector of Police and<br>Assistant Sub-Inspector of Police | -18 years |
| (c) Police Head Constable and Police<br>personnel                    | -16 years |

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<sup>44</sup> Amended by the Eighth Amendment.

<sup>45</sup> (2) The calculation of pension to be paid pursuant to Sub-rule (1) shall be as follows:

- (a) For the Police Inspector to the Inspector General of Police -

$$\frac{\text{Service period} \times \text{last salary}}{50}$$

- (b) For Sub-Inspector of Police and Police employee below than that:

$$\frac{\text{Service Period} \times \text{last salary}}{40}$$

(3) After the persons who served in the pose of police head constable and thereabove have completed the age of Sixty years and are receiving pension, Thirty per cent shall be added to the figure of pension being obtained by them.

(4) A Police employee who has served in the post of Inspector General of Police for more than Four years shall be provided with additional monthly pension at the rate of Fifty Rupees for each year of service in excess of Four years in that post, in addition to the monthly pension set forth in Sub-rule (2).

(5) Any Police employee who has been dismissed from the post held to be generally disqualified for any government service in the future shall not receive the pension pursuant to these Rules.

**102.** <sup>46</sup> **Increment in pension:** (1) If the salary of an incumbent Police employee increases, two third amount of the amount increased in the basic scale shall be added to the pension amount of the retired Police employee of the same post; and the minimum amount of pension shall

<sup>45</sup> Amended by the Eighth Amendment and also amended by the Ninth Amendment.

<sup>46</sup> Amended by the Seventh Amendment (Sub-rule (1) of Rule 102 has also been amended by the Fifth Amendment).



not be less than half the initial figure of the pay scale of the incumbent Police employee of the same post and the maximum amount thereof shall not be more than the initial pay scale of the incumbent Police employee of the same post.

(2)<sup>47</sup> .....

(3)<sup>48</sup> .....

**103. Family pension and gratuity:** (1) If any Police employee dies while in service or within Seven years of commencing to receive the pension, a gratuity or pension as provided for in Rule100 or 1001 shall be paid to the family of the deceased employee.

Provided that, in the case of pension, the pension shall not be paid for a period exceeding Seven years. In the case of the Police employee who dies within Seven years of the commencement of pension, no pension shall be paid to the family of the deceased Police employee after the completion of seven years.

**For example:** If a Police employee who has been receiving pension since Six years ago dies, his or her family shall be provided with pension only for the remaining one year to complete that Seven years.

(2) If the husband or wife of a Police employee dies while in service or before the expiry of seven years of receiving the pension and if he or she is entitled to receive the family pension pursuant to Sub-rule (1), he or she shall receive half the amount of pension to be received by him or her from the date of expiry of receiving such pension and if such pension is not being received or if the husband or wife of such Police employee dies before the expiry of seven years of receiving such

<sup>47</sup> Deleted by the Fifth Amendment.

<sup>48</sup> Deleted by the Fifth Amendment.

pension he or she shall receive the same from the date of death till his or her life.

Provided that, any employee who is receiving pension pursuant to this Rule shall not be entitled to double pension.

<sup>49</sup> (3) If the widow or widower of a retired Police employee has already died prior to receiving the family pension, his or her other heir shall not be entitled to claim family pension.

Provided that, if the widow or widower of such a retired Police employee has already died prior to receiving the family pension, his or her other heir shall not be entitled to claim family pension.

<sup>50</sup> (4) Notwithstanding anything contained elsewhere in this Rule, if any Police employee dies as a result of attack by a terrorist or explosion or sustaining injury in any accident or falling down or by any type of arms while doing duty in police action against terrorist, such Police employee shall be promoted to one level after his or her death, and in such an event, he or she shall receive full salary of that post up to seven years not exceeding the period for retirement from that post on the basis of age. After the expiry of the period of receiving such full salary, the family of the deceased Police employee who has lesser service period than the period required for pension shall receive the pension in par with the period as may be sufficient to receive the pension and who has the service period more than required to receive the pension shall receive the same pursuant to Sub-rules (1) and (2).

<sup>51</sup> (5) When the salary of the incumbent Police employees of the same post is increased during the period while the family of the deceased Police employee is receiving facility as referred to in Sub-rule (4), the salary amount to be received by the family of the deceased

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<sup>49</sup> Inserted by the Fifth Amendment.

<sup>50</sup> Inserted by the Seventh Amendment.

<sup>51</sup> Inserted by the Thirteenth Amendment.

Police employee shall also be increased in a sum equal to the amount of increase in the initial figure of salary.

**104. Disability allowance:** (1) If any Police employee is has been handicapped for the Police service as a result of disability or injuries in an accident whilst performing his or her duty or in the course of training, such Police shall be entitled to get pension as per the salary being drawn by him or her if his or her service period is pensionable and if not pensionable, to the pension as referred to in Sub-rule (2) as the disability allowance for life for maintaining his or her livelihood, as well as to the disability allowance (grant) as referred to in Sub-rule (3).

(2) If the period of service of such disabled Police employee is not pensionable, deduction shall be made from the amount of pension proportionately for each year or part of a year required to complete the pensionable year under the Act and the remaining amount shall be provided as pension. While so deducting the amount, it shall not be more than one-thirds of the amount. In other words, he or she shall be entitled to at least two-thirds of pension receivable by that rank or post.

(3) The figure of the monthly disability allowance, in addition to the pension as referred to in Sub-rule (1) or (2) for the disability shall be as follows:

Percent of disability	Officer of gazette class	Sub-Inspector of Police	Assistant Sub-inspector of Police	Police Head Constable	Police personnel	Police peon
100	Rs. 500	Rs. 240	Rs. 192	Rs. 176	Rs. 160	Rs. 120
90	Rs. 450	Rs. 216	Rs. 174	Rs. 158	Rs. 144	Rs. 108
80	Rs. 400	Rs. 192	Rs. 154	Rs. 140	Rs. 128	Rs. 96

70	Rs. 350	Rs. 168	Rs. 136	Rs. 124	Rs. 112	Rs. 84
60	Rs. 300	Rs. 144	Rs. 116	Rs. 106	Rs. 96	Rs. 72
50	Rs. 250	Rs. 120	Rs. 96	Rs. 88	Rs. 80	Rs. 60
40	Rs. 220	Rs. 96	Rs. 78	Rs. 70	Rs. 64	Rs. 48
30	Rs. 150	Rs. 72	Rs. 58	Rs. 54	Rs. 48	Rs. 36
20	Rs. 100	Rs. 48	Rs. 40	Rs. 36	Rs. 32	Rs. 24

<sup>52</sup> .....

<sup>53</sup> (4) Notwithstanding anything contained elsewhere in this Rule, if any Police employee is disabled to serve in the Police service because of an explosion or attack made by terrorists or explosion or while on duty to take action against any terrorists or falling down or due to injury of any kind of arms during the course of deputation, the deceased Police employee shall be promoted to one level and given retirement from the Police service, and he or she shall receive full salary of that promoted post for up to Seven (7) years not exceeding the period for retirement of such Police employee on the basis of age. After the completion of the period of receiving such full salary, if the service period in the Police Service of such employee falls shorter than the period for getting pension, he or she shall receive the pension as such the period for pension is attained and if the served period exceeds the service period for pension shall receive the pension accordingly.

<sup>52</sup> Deleted by the Seventh Amendment.

<sup>53</sup> Inserted by the Seventh Amendment.

<sup>54</sup> (5) If the salary of the incumbent Police employee of the same post increases during the period in which the facility is taken pursuant to Sub-rule (4), the same amount of increase in the basic pay shall also be increased in the salary received by the retire disabled Police employee.

<sup>55</sup> (6) If the retired disabled Police employee being entitled to the facility pursuant to Sub-rules (1), (2) and (4) dies, his or her family shall be entitled to all such facilities as to which the employee is entitled until a period of Seven years after receiving such facility expires and, after the expiry of Seven years, to the pension as referred to in Sub-rules (1) and (2) of Rule 103.

(7) There shall be a committee consisting of the chairperson and member as follows to determine the percentage of disability of the Police employees:

- |     |  |                   |
|-----|--|-------------------|
| (a) | Joint Secretary looking after the concerned Division of the Ministry of Home Affairs | -Chairperson      |
| (b) | Senior Superintendent of Police, Birendra Police Hospital                            | -Member           |
| (c) | Doctor, Bir Hospital   | -Member           |
| (d) | Senior Superintendent of Police, Police Headquarters                                 | -Member Secretary |

**Explanation:** For the purposes of this Rule, the basis of the determination of the percentage of disability shall be as follows:

- (a) From eighty to cent percent disability shall mean not having both eyes or both legs or both hands or one leg and one hand or lack of movement of the whole body,

<sup>54</sup> Amended by the Thirteenth Amendment.

<sup>55</sup> Amended by the Thirteenth Amendment.

- (b) From Sixty to Seventy Nine percent disability shall mean non-movement of partial body in a manner not to be able to work or not having one eye or one hand or one leg,
- (c) From Forty to Fifty Nine percent disability shall mean not being voice clear unusually or making movement unevenly despite that all parts of the body seem fit or seeming unfit to work in the Police service physically, verbally, and from movement perspective,
- (d) The power to determine the percent of the other disability other than the said classification shall be vested in the Medical Board.

(8) If the salary of the incumbent Police employee of the same post increases, the same amount of increase in the basic pay shall also be increased in the disability amount as referred to in Sub-rule (3).

**105. Determination of figure of disability allowance:** If a Police employee has been designated as acting or officiating in any higher post when being entitled to the disability allowance, the figure of the disability to be received by him or her shall be determined on the basis of the post in which he or she has been so designated as acting or officiating and where he or she has already been promoted by the time when he retired from service after being disabled, on the basis of the post to which he has been promoted.

**106. Procedures relating to pension:** (1) An employee who gets retirement because of the age limit or service period shall fill up the prescribed form and forward the same to the competent authority in advance of Six months of the date of retirement. In the event of death of a Police employee, an application for pension to be received by his or

her family shall be sent to the Authority within Six months after the death of the employee.

(2) The official designated by the Government of Nepal shall sign the certificate of disability in the format as specified by the Government of Nepal for the disability allowance.

<sup>56</sup> **107. Extra-ordinary family pension and gratuity:** (1) If any Police employee dies instantly during the course of implementing his or her duty or due to injury while taking training or dies upon being falling down from a steep place or dies due to that reason while undergoing treatment, his or her family shall be provided with the family pension equivalent to half of salary currently being withdrawn by him or her, and the following extra-ordinary family gratuity irrespective of the years of service completed by him or her:

- (a) If he or she dies before the attainment the service period of up to Ten years, amount equivalent to the salary of Six months currently being withdrawn by him or her,
- (b) If he or she dies after the completion of service period of Ten years to Twenty years, amount equivalent to the salary of Nine months currently being withdrawn by him or her,
- (c) If he or she dies after the completion of service more than Twenty years, amount equivalent to the salary of One year currently being withdrawn by him or her.

(2) The family pension as referred to in Sub-rule (1) shall also include the amount increased as referred to in Rule 102.

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<sup>56</sup> Amended by the Thirteenth Amendment.

(3) If any armed Police employee dies in a clash, his or her family shall be provided with the family pension equivalent to half of salary currently being withdrawn by him or her, and the following extraordinary family gratuity irrespective of the years of service completed by him or her:

- (a) If he or she dies before the attainment the service period of up to Ten years, amount equivalent to the salary of One year currently being withdrawn by him or her,
- (b) If he or she dies after the completion of service period of Ten years to Twenty years, amount equivalent to the salary of eighteen months currently being withdrawn by him or her,
- (c) If he or she dies after the completion of service more than Twenty years, amount equivalent to the salary of Two years currently being withdrawn by him or her.

Provided that, a Police employee or his or her family who is receiving the salary and facility as referred to in Sub-rule (4) of Rule 103 and Sub-rule (4) of Rule 104 shall not be entitled to the family pension and gratuity as referred to in this Rule until he or she receives that facility.

<sup>57</sup>(3a) The family pension as referred to in Sub-rule (3) shall also include the amount increased as referred to in Rule 102.

(4) The husband or wife, father or mother of the deceased Police employee shall receive the extra-ordinary family pension pursuant to Sub-rules (1) and (3), for life. Provided that if there is no husband or

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<sup>57</sup> Inserted by the Fifteenth Amendment.



wife or father or mother of such a Police employee but there are only sons or daughters, they shall receive such a pension up to the attainment of the age of Twenty years or the admission to a government or semi-government service, whatever occurs earlier.

(4) Where reliable information has been received that a Police employee has been murdered after kidnapping him or her while on the way to and from his or her deputed station in the course of performing his or her duties or from the road or station of his duty while doing other act but his or her corpse has not been found, the facility as referred to Sub-rules (3) and (4) shall, on the basis of the joint report of the concerned Chief District Officer and the chief of concerned Police office, be provided to the family of the murdered Police employee.

**108. Determination of figure of extraordinary family pension:** If a Police employee dies instantly in the course of performing his or her duties or while taking a training, and he or she has been designated as acting or officiating in any higher post, the figure of extraordinary family pension shall be determined on the basis of the post in which he or she has been so designated as acting or officiating and where he or she has already been promoted by the time when he retired from service after being disabled, on the basis of the post to which he has been promoted.

**109. Family allowance and education allowance:** (1) If any Police employee dies in the course of performing his or her duties or while taking a training or becomes disabled and could not work for life due to the incident, each offspring of such disabled Police employee shall be provided with the monthly family allowance at the following rate:

<u>Class of employees</u>	<u>Offspring whose mother and father are both dead</u>	<u>Offspring whose either mother or father is alive</u>
(a) Gazetted	Rs. 300.00	Rs. 260.00
(b) Non-gazetted	Rs. 140.00	Rs. 124.00
(c) Police Head Constable and personnel	Rs. 128.00	Rs. 116.00
(d) Police peon	Rs. 120.00	Rs. 112.00

(2) The concerned offspring shall receive the pension/allowance pursuant to Sub-rule (1) up to the attainment of the age of Twenty One years or the admission to a government service or until he or she gets married whatever occurs earlier.

(3) Each offspring of a Police employee shall also be provided with annual education allowance, at the following rate, in addition to the family allowance pursuant to Sub-rule (1), up to the attainment of the age of eighteen years.

(a) For each offspring of gazetted Police employee	Rs. 1,200.00
(b) For each offspring of non-gazetted Police employee	Rs. 800.00
(c) For each offspring of Police Head Constable and Police personnel	Rs. 400.00
(d) For each offspring of Police peon	Rs. 300.00

**Explanation:** For the purposes of this Rule, “offspring” shall mean the son and daughter of the deceased Police employee or disabled Police employee.

<sup>58</sup> **109A. Provision of equal facility:** (1) If any Police employee dies or becomes disabled in a situation as referred to in Sub-rule (4) of Rule 103 or Sub-rule (4) of Rule 104 after 1 *Falgun* 2052, similar Police employees or their families shall receive the facilities mentioned in Rules 102, 103, 104, 107 and 109 as mentioned in these Rules in a manner to be in duplication.

(2) In providing the facility pursuant to Sub-rule (1), only the remaining amount after deducting the amount of facility obtained previously.

**110. Calculation of service period:** (1) In calculating the service period for the purpose of this Chapter, the total period of service in the Royal Nepal Army or Police Service or post upon being permanently appointed thereto shall be calculated (by deducting the period discontinued in the meantime if any).

(2) Notwithstanding anything contained in Sub-rule (1), if a person who has already received gratuity has been appointed to the Police service or post, his or her previous service shall be added only if he or she returns the amount of gratuity received by him or her previously.

(3) In making calculation pursuant to Sub-rule (1), the period of suspension shall also be calculated.

**111. Medical treatment expenses:** (1) If any Police employee becomes sick, the following expenses expended as follows shall be given by the Government of Nepal as the medical treatment expenses:

- (a) The expenses as per the bill of hospital incurred in having treatment with or without being admitted to the hospital and the expenditure on medicines

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<sup>58</sup> Inserted by the Thirteenth Amendment.

purchased as per the prescription upon the examination,

- (b) In a place where a hospital is not available or after being admitted to the hospital and even after being discharge from the hospital, for the treatment of disease or despite the availability of hospital, in a case where it is not required to be admitted to hospital or in the case of being unable to be admitted to hospital or fees charged by a registered or recognized and qualified doctor, *Kaviraj*, *Vaidhya* or health assistant in checking up and the expenditure on medicines purchased as per the prescription upon the examination,
- (c) Such expenses incurred in treatment in a place where there is no hospital and doctor, *Kaviraj*, *Vaidhya* or health assistant is not also available as may be recommended by the concerned chief of office, in the case of chief of office, by the chief of the senior office and in the case of Inspector General of Police by the Secretary of the Ministry of Home Affairs for the treatment.
- (d) The expenditure as per the bill for all kinds of surgical operations except plastic surgery or surgery carried out in a private nursing home.
- (e) While getting medical treatment by going abroad or another district leaving own home or rented house, full amount of travel allowance to reach and return back from such place and in the case, where the attendant is needed, for upto one attendant and for food expenditure, Seventy Five per cent of the daily

allowance to be received by such Police employee as per the rules.

(2) Notwithstanding anything contained in Sub-rule (1), every Police employee, during his or her entire service period shall receive the current salary amount of equivalent to Twelve months in the case of Gazetted level Police, eighteen months salary in the case of Sub-Inspector of Police out of non-Gazetted Police employees, and Twenty one month's salary in the case of other non-gazetted Police employees, for medical treatment expenses.

Provided that, if any Police employee gets injury in connection with the governmental work and the medical board constituted by the Government of Nepal declares that the treatment of such injury is not possible within Nepal and if such Police employee recommended by the board desires to do treatment by going abroad, the Government of Nepal may, in addition to the medical expenses to be received by such Police employee pursuant to Sub-rule (1), give such additional financial assistance as it deems reasonable.

(3) If any Police employee desires to receive the medical treatment expenses to be received pursuant to this Rule, in advance, and if the reason thereof seems to be reasonable, advance amount may be given subject to Sub-rule (2), on the condition of settlement of amount subsequently. The amount so given shall be deducted from the salary of the concerned Police employee by installments.

Provided that, if the concerned Police employee dies before repayment of such amount so deducted, the amount so remaining to deduct shall be remitted.

(4) For the spectacles, teeth, hearing aids etc. equipment, expenses as per the bills in an amount not exceeding the limit specified by the Government of Nepal by an order from time to time shall be provided to the Police employee.

(5) The concerned employee may obtain ninety percent amount of the treatment expenses as per the bill up to the amount to be deducted from the amount of the maximum treatment expenses to which the husband or wife, father, mother or minor son, daughter who is sick is entitled pursuant to these Rule. In making a request for such treatment expenses, the prescription of doctor indicating the diagnosis of disease shall also be submitted. The treatment expenses receivable pursuant to this Sub-rule shall not exceed One month's salary of the concerned police employee at a time.

(6) If the jointly living husband or wife, mother, father or minor son, daughter is sick and has to undergo treatment abroad or operation or treatment upon being admitted to hospital in the country, the Police employee shall receive, out of the amount receivable by him or her pursuant to Sub-rule (2), Ninety percent amount of the medical treatment expenses incurred as per the prescription of the doctor of hospital, expenses incurred in hospital as per the bill or expenses as per the prescription of the doctor of hospital and the expenses as per the bill in the hospital.

(7) Notwithstanding anything contained in Sub-rules (5) and (6), if the jointly living husband or wife, mother, father is an incumbent employee in any government service or an organization owned or controlled by the Government, he or she shall not be entitled to such treatment expenses.

(8) Notwithstanding anything contained in the foregoing in this Rule, the following Police employee shall not be entitled to the treatment expenses incurred in an amount less than the following amount at one time:

- |     |                                 |            |
|-----|---------------------------------|------------|
| (1) | Inspector General of Police     | Rs. 175.00 |
| (2) | Additional Inspector General of | Rs. 150.00 |

## Police

(3)	Deputy Inspector General of Police	Rs. 130.00
(4)	Senior Superintendent of Police	Rs. 120.00
(5)	Superintendent of Police	Rs. 80.00
(6)	Deputy Superintendent of Police	Rs. 80.00
(7)	Police Inspector	Rs. 70.00
(8)	Sub-Inspector of Police	Rs. 30.00
(9)	Assistant Sub-Inspector of Police	Rs. 20.00
(10)	Police Head Constable	Rs. 15.00
(11)	Police Constable	Rs. 10.00
(12)	Police Peon	Rs. 10.00

(9) Departmental action shall be taken against any Police employee demanding or receiving the treatment expense pursuant to this Rule by furnishing false statement. If treatment expense has already been received, such expense shall also be recovered from such a Police employee.

(10) Except dismissed from the service held to be generally disqualified for any government service in the future, any Police employee, having detached from the service in other condition, and if any remaining amount is due to be received out of the medical treatment allowance to be received during the service period pursuant to Sub-rule (2), shall receive lump sum of such remaining amount.

Provided that, a Police employee having detached from the service with entitlement to pension shall receive the whole of the remaining amount and a Police employee who has completed the service period of Twenty Five years shall receive a lump sum amount to be set

by another ten percent thereto at the time of detachment from the service.

(11) Except where any Police employee has been dismissed held to be generally disqualified for government service in the future before the attainment of ten years of service, if any Police employee has been relieved of the service in any other manner, the medical treatment expense shall be given proportionately pursuant to Sub-rule (1) by considering the ten years service period.

(12) In giving expenses to any Police employee who has not completed Ten years of service period for medical treatment, the medical treatment expense shall be given proportionately by considering the amount specified in Sub-rule (2) as the amount receivable after having served for Ten years.

Provided that, if there is a shortfall from the amount of the period he or she has already served in the cases referred to in Clauses (a) and (b) of Sub-rule (1), the amount as specified in Sub-rule (2) may be given to him or her.

(13) Except in the following circumstance, no Police employee shall be given an amount more than the salary of One and half month in One year for him or her and his or her family for medical treatment:

- (a) Doing treatment getting admitted to any health institution or going abroad pursuant to this Rule,
- (b) Doing treatment of family pursuant to Sub-rule (6).

(14) The Office maintaining records of expenses shall maintain the details of medical treatment expense received by a Police employee pursuant to this in the records of leave and personal records of the Police employee. In addition, such records shall also be sent to the Police Headquarters, and the Police Headquarters shall update the records thereof.



(15) If the District Health Centre recommends that a Police employee in any district that has been designated by the Government of Nepal as mostly remote from the viewpoint of medical treatment by publishing a notice in the Nepal Gazette is in danger due to the fact that the treatment of the disease from which the Police employee is being suffered is not possible in the local Health Centre, the Government of Nepal shall bear the travel expense to and from the place where there is the treatment facility.

## Chapter-11

### Salary, Allowance

- 112. Date of receiving salary:** Every Police employee shall receive the salary and allowance from the date of receipt of appointment or promotion.
- 113. Time scale:** (1) A person who is newly appointed to a post receiving salary as per the time scale shall be generally entitled to the minimum salary specified in the scale.

Provided that, if the competent authority makes a request in writing showing a reason, the Government of Nepal may specify his or her preliminary salary to any higher place within the time scale. Only in the case of persons with extra-ordinary qualification, the competent authority may make such a request.

(2) Even a Police employee who is permanently promoted to any post of higher time scale shall be entitled to a minimum salary set forth in the highest time scale.

Provided that, if the salary being drawn by him or her for the time being is equal only to the minimum salary of the highest time scale or more than that, his or her initial scale shall be specified in that place of the said time scale, which is one scale more than the scale falling in the

figure of the salary being drawn by him or her for the time being. For example, if a Police employee drawing 705 salary in the time scale of 570-15-720 is promoted in the time scale of 685-20-905 and his or her salary shall be 725 in this time scale.

**114. Salary increment:** Except in the following circumstance, every Police employee shall be entitled to one salary increment after completing one year of service:

- (a) Probation period,
- (b) Acting, and
- (c) Withholding of increment in salary.

Provided that, after the sanction of appointment, the period of probation period undergone by the Police employees shall also be added for the salary increment.

**115. Salary and allowance for having served as acting:** If any Police employee serves as acting in any higher post, he or she shall be entitled to the salary and allowance of the higher post from the date of service.

<sup>59</sup> **116. Salary and ration to be received by retired employees:** If a Police employee is retired from the service upon tendering resignation or upon compulsory retirement, he or she shall be entitled to the salary, allowance, ration and other facilities as well being drawn by him or her until the date of receipt of notice thereof.

Provided that, a Police employee against whom departmental action has been initiated on the charge of absence from the Office or who is absent from the office in the course of action, he or she shall not be entitled to the salary, allowance and ration from the date on which he or she is absent.

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<sup>59</sup> Amended by the Eleventh Amendment.

## Chapter-12

### **Provision of Acting and Aide Interim**

**117. Power to designate acting:** (1) No acting shall generally be designated in any post of the Police Service.

Provided that if any post falls vacant hampering the operation of the day-to-day business of the Office, acting may be designated.

(2) In designating acting pursuant to these Rules, only the Police employee who secures the highest marks for promotion out of the one level sub-ordinate employees.

(3) A Police employee who has been designated as an acting in any post shall be entitled to use the insignia and exercise all powers of that post.

**118. Authority to designate acting:** The following authority shall designate as acting in the following posts:

- (a) The Government of Nepal in the case of posts of Inspector General of Police, Additional Inspector General of Police and Deputy Inspector General of Police,
- (b) Inspector General of Police, with the approval of the Ministry of Home Affairs, in the case of the posts of Senior Superintendent of Police and Superintendent of Police, and
- (c) Deputy Inspector General of Police, with the approval of the Inspector General of Police, in the case of the posts of Deputy Superintendent of Police and Police Inspector.

**119. Provision of aide interim:** (1) If the post of office-in-charge falls vacant for more than one month due to any reason and no one has been appointed as acting to such post, the office-in-charge of senior to such office may prescribe any Police employee working below the said vacant post shall work being as aide interim for that post. In prescribing

as aide interim in such a manner, the notice thereof shall have to be given to the Police Headquarters.

Provided that, generally, no aide interim shall be deputed to a post below the post of Assistant Sub-inspector of Police.

(2) In designating as aide interim pursuant to Sub-rule (1), the senior-most Police employee in the lower post shall be designated as the aide interim.

(3) Any Police employee who has been designated to act as aide interim in a post pursuant to Sub-rule (1) shall be entitled to exercise all powers of such post.

**120. Provision relating to perform as officiating:** (1) In cases where no acting or aid interim has been designated and the office-in-charge absents not exceeding One month due to any reason, the senior most Police employee of the same office shall perform the functions of that post as officiating.

(2) Any Police employee acting as ad interim shall be fully responsibility during the period of so being ad interim.

**121. Only one person may be acting or ad interim:** More than one person shall not be designated as acting or ad interim at the same time in any one post.

**122. Salary and allowance of the period of work:** (1) A Police employee who works as ad interim, officiating or acting in any post shall receive salary, allowance and ration of the post in which he or she is acting as ad interim, officiating or acting.

Provided that, no kind of salary, allowance and ration shall be given for being ad interim, officiating or acting up to fifteen days and in the case of being ad interim, officiating or acting for more than fifteen days' salary, allowance and ration for the entire period of such ad interim, officiating or acting shall be given.

(2) The amount of salary and allowance to be received by a Police employee who work pursuant to Sub-section (1) shall not exceed the amount of salary to be received by him or her upon the promotion to such post.

(3) The salary and allowance pursuant to Sub-rule (1) shall be given by the office where the absent Police employee has received from.

## Chapter-13

### Training

**123. Provision of training:** In order to make the Police employees efficient and competent, the Police employees may, as per necessity, be given trainings as prescribed by the Police Headquarters, in addition to the trainings set forth in Schedule-4.

**124. Venue of training:** (1) All trainings of officer level shall be conducted at the National Police Training Academy.

(2) The trainings other than those mentioned in Sub-rule (1) shall be conducted at the places specified by the Police Headquarters.

**125. Period of training:** The period of training of all officers and personnel of the Police Service shall be as per the period of the curriculum as specified by the Police Headquarters as per necessity.

**126. Training to be compulsory:** (1) It shall be mandatory for all Police employees in the Police Service to take training as required. If any Police employee included in the training shows irresponsibleness and frustration towards own professional knowledge by showing recklessness in the training period, the contents thereof shall be indicated in the records.

(2) Any Police employee who is so indicated in the records as to be irresponsibleness and frustration in doing professional training, shall again be given an opportunity for training for one time. The Police

employee who shows frustration and irresponsibleness even thereafter may be demoted to a lower post or removed from the service.

**127. Curriculum of training:** There shall be formed a committee as specified by the Inspector General of Police to prepare curricula of various trainings.

**128. Records of character:** The commandants of the National Police Training Academy and the Regional Police Training Center shall, after the completion of the training, prepare the records regarding the conduct and character of trainees during the training period and send a copy thereof to the specified office of the trainees, and also send a copy thereof to the Police Headquarters if the trainee is of officer level.

**129. Facilities to be received by trainings:** (1) The daily and travel allowance of trainees of training for travel to and from the training centre shall be provided by the prescribed office as per prevailing Police Rules.

(2) The National Police Training Academy and the Regional Police Training Center shall provide the ration and allowance as per the prevailing scale to the Police employees who are entitled to the ration.

(3) In case of going to the training of up to Three months, the salary and allowance for that period shall be given in lump sum by the appointed office and in the case of going to the training of more than Three months, a lump sum amount for Three months shall be given in advance and the amount for the remaining period shall be sent through the National Police Training Academy and the Regional Police Training Center from time to time.

**130. Conduct of examination:** (1) To take examination, after the completion of training conducted pursuant to this Rules, the Inspector General of Police shall form an examinations conduction committee in the case of the National Police Training Academy and the Deputy

Inspector General of Police shall form such committee in the case of the Regional Police Training Center.

(2) The committee formed pursuant to Sub-rule (1) shall have all powers to conduct the examination.

(3) The committee may depute officers of the training centre to any place to conduct the examination.

**131. Certificate and reward:** (1) The Inspector General of Police and the commandant of the National Police Training Center shall make signature in the certificates to be given to the trainees who have been successful in the training conducted by the National Police Training Center and the Deputy Inspector General of Police and the commandant of the Regional Police Training Center shall make signature in the certificates to be given to the trainees who have been successful in the training conducted by the Regional Police Training Center.

(2) The trainee who has secured first position in every training shall be rewarded.

**132. If successful in training:** The following provisions shall apply in the case of Police employees who have been successful in the following trainings:

(a) The officers who have succeeded in the police officer basic training and been subject to the probation period shall generally be qualified for permanent appointment.

(b) The recruits who have succeeded in the recruit training shall be qualified for permanent appointment as police personnel.

**133. If unsuccessful in training:** The following provisions shall apply in the case of Police employees who have been unsuccessful in the following trainings:

- (a) The trainee who has failed in the police officer basic training shall once more be given an opportunity to participate in the training. In case, if he or she has failed even in that training, he or she shall be removed from the service.
- (b) A trainee who has failed in the recruit training his or her appointment shall be voided.
- (c) All Police employees who fail in the technical training shall be give a chance once again without mentioning records, and if any employee fails even that training, he or she shall be removed from the service.

**134. Formation of committee:** There shall be formed a committee consisting of the officers as designated by the Inspector General of Police in order to implement the provisions set forth in Rules 132 and 133. The appointing authority shall make decision as decided by that committee.

**135. Preliminary uniform:** (1) A training center shall distribute preliminary uniform as per the scale to the officers and personnel to be newly recruited in the training center.

(2) The National Police Training Academy shall provide the preliminary uniform required for the trainees to be newly recruited in the National Police Training Academy.

(3) Arrangements of the preliminary uniform required for the trainees to be newly recruited in the Regional Police Training Centers shall be made through the Regional Police Office.

**136. Number of trainees to be included in training:** The Inspector General of Police or Deputy Inspector General of Police shall designate the police officer employees taking trainings in such a manner as not to hamper the daily operation and general administration of police.



- 137. Number of recruits:** The Deputy Inspector General of Police shall determine the number of personnel to be recruited each year in the Regional Police Training Centers.
- 138. Training allowance:** The trainers of the Regional Police Training Center and Armed Police Training Centers shall be provided with the training allowance similar to the trainers of the National Police Training Academy.
- 139. Remuneration of guest trainers:** A remuneration not exceeding three hundred rupees shall be provided to a native or foreign guest trainer for each lecture in the National Police Training Academy and a remuneration not exceeding two hundred rupees shall be provided to a trainer for each lecture in the Regional Police Training Center and the Armed Police Training Center.
- 140. Training allowance:** All trainees of the training except of the recruit training shall be given an amount not exceeding two hundred rupees, as training allowance.
- 141. Sending for the foreign training:** (1) In nominating any Police Officer above Police Inspector for a foreign training, the committee under the chairpersonship of Additional Inspector General of Police at the Headquarters, comprising the Deputy Inspector General's of Police at the same office and a representative of the Ministry of Home Affairs shall select potential candidates, on the basis of seniority, experience, academic qualification, performance, character and ability, and submit the same to the Inspector General of Police for nomination. The Inspector General of Police shall submit a list of candidates so recommended to the Government of Nepal for approval.
- (2) The Police officer who has taken a training pursuant to Sub-rule (1) shall have to engage in the concerned field for at least One year.

142. **Internal training:** In sending the Police employees who have been appointed or promoted at the same time for an internal training, provision of training shall be so made that generally equal opportunity is provided to them.

## Chapter-14

### Uniform

143. **Uniform and other goods:** The color, type and other description of uniform of the Armed Police shall be as prescribed by the Inspector General of Police with the approval of the Ministry of Home Affairs.
144. **Preliminary uniform and goods:** The preliminary uniform and goods as referred to in Schedule-7 shall be provided free of cost to each Police employee.
145. **Uniform to be provided for winter season:** The uniform to be provided to each Police employee in winter season shall be as referred to in Schedule-8.
146. **Uniform to be provided to traffic Police:** The uniform as referred to in Schedule-9 shall be provided to the traffic Police.
147. **Goods and uniform to be provided to Armed Police, Security Police, Police employees of Police Check posts and peons:** The goods and uniform as referred to in Schedule-10 shall be provided to Armed Police, Security Police, Police employees of Police Check posts and the goods and uniform as referred to in Schedule-11 shall be provided to the peons.
148. **Ceremonial uniform:** A lump sum of one thousand rupees shall be provided to each gazette police employee for ceremonial uniform.
149. **Facility to be provided in the case of failure to distribute readymade uniform:** Stitching expenses as per the local rate shall be

provided to the Police employees Facility in the case of failure to distribute readymade uniform as referred to in the Schedule.

**150. Replacement/substitution of Police employee:** If the uniform and goods distributed to the Police employees are worn and torn after the expiry of specified period or due to any governmental work, the same shall be replaced by new uniform and goods as decided by the condemnation committee.

**151. Condemnation committee:** (1) The Police Headquarters shall form a condemnation committee to decide whether the goods and uniform to be distributed for the purposes of the employees in the Police Service have been worn and torn due to a reasonable reason. The Police Headquarters and the Regional Storage shall make replacement/substitution based on the report made by the committee upon making examination and inquiry.

(2) The condemnation committee shall consist of three members. The chairperson of the committee shall consist of one gazette officer.

(3) The Police Headquarters may delegate the functions being performed by the central condemnation committee to a Regional or other police office.

(4) The Police Headquarters shall make final decision on the basis of the report made by the Regional or other police office in relation to the functions as referred to in Sub-rule (3).

(5) The Police Headquarters may, with the approval of the Ministry of Home Affairs, make provision on the functions and duties other than the functions required to be performed by the condemnation committee pursuant to Rule 152.

**152. Functions of condemnation committee:** The goods to be examined and determined by the condemnation committee shall be as follows:

- (a) Warm clothes, uniform and other goods distributed for the police in mountainous regions,
- (b) Gray coat,
- (c) Rain coat,
- (d) Mosquito nets,
- (e) Personal *Ashbab*,
- (f) Uniforms to be distributed in the winter season,
- (g) Unit equipment,
- (h) Cooking utensils,
- (i) Arms and ammunitions,
- (j) Sports and physical exercise goods,
- (k) Furniture,
- (l) Motor vehicles,
- (m) Air communication equipment, and
- (n) Musical instruments.

## Chapter-15

### Miscellaneous

**153. Personal service details (sheet rolls):** (1) The Ministry of Home Affairs shall maintain the personal service details (sheet rolls) of the Sub-inspectors of Police to the Inspector General of Police and in the Police Headquarters and that of the Assistant Police Inspector to police personnel shall be maintained in the concerned office.

(2) The personal service details as referred to in Sub-rule (1) shall be maintained in the forms set forth in Schedule-12.

**154. Supervisor, observer and reviewer:** The evaluation of the work performance, personal quality, character and capacity of the following

Police employees shall be made by the following supervisors, observers and reviewers:

SN	Post	Supervisor	Observer	Reviewer
1	Inspector General of Police	Secretary, Ministry of Home Affairs	Government of Nepal	Government of Nepal
2	Additional Inspector General of Police	Inspector General of Police	Inspector General of Police	Secretary, Ministry of Home Affairs
3	Deputy Inspector General of Police	Additional Inspector General of Police	Inspector General of Police	Secretary, Ministry of Home Affairs
4	Senior Superintendent of Police	Concerned Deputy Inspector General of Police	Additional Inspector General of Police	Inspector General of Police
5	Superintendent of Police	Concerned Senior Superintendent of Police	Concerned Deputy Inspector General of Police	Inspector General of Police
6	Deputy Superintendent of Police	Concerned Superintendent of Police	Concerned Deputy Inspector General of Police	Inspector General of Police
7	Police	Concerned	Concerned	Concerned

	Inspector	Deputy Superintendent of Police	Superintendent of Police	Senior Superintendent of Police
8	Sub-inspector of Police	Concerned Police Inspector	Concerned Deputy Superintendent of Police	Concerned Superintendent of Police
9	Assistant Sub-inspector of Police	Concerned Sub-inspector of Police	Concerned Police Inspector	Concerned Deputy Superintendent of Police
10	Police Head Constable	Concerned Assistant Sub-inspector of Police	Concerned Police Inspector	Concerned Deputy Superintendent of Police
11	Police personnel	Concerned Assistant Sub-inspector of Police	Concerned Sub-inspector of Police	Police Inspector

**155. To maintain inventory book:** There shall be maintained three inventory books for cash, goods and documents in every Police Office, and handover of charge shall be made as per the same book.

**156. To make hand-over:** Any predecessor who has to hand over cash, goods or documents in the custody of the in-charge of the police post, area Police post to the Police Headquarters shall have to hand over the same as follows:

- (a) The successor has to give as soon as possible the notice of the day on which he or she shall assume the office to the

predecessor, and the predecessor shall also be ready to hand over the charge from that day.

- (b) The time required for making hand-over shall be as prescribed by the Government of Nepal in the case of the Inspector General of Police and generally be Fifteen days in the case of the other Police employees.
- (c) If hand-over cannot be made due to any special reason within the time specified in Clause (b), one level higher office may add time not exceeding Twenty One days.

**157. To notify the Records Keeping Office:** In the case of new appointment, the appointing authority and authority having the power to transfer as per this Rules shall give the information of such appointment or transfer directly to the Records Keeping Office and give a reference copy thereof to one level higher officer and the Police Headquarters.

**158. Restriction on leaving the job till Five years:** Any Police employee shall not be allowed to quit the job till five years of his or her appointment.

Provided that, if any Police employee is compelled to quit the job due to a reasonable reason, he or she shall have to submit an application to the authority indicating the reason thereof and if the authority thinks it reasonable, he or she may permit the Police employee to quit the job.

**159. Not to bypass the level:** Any Police employee, while making correspondence in any subject, shall not generally bypass the level.

**160. To bring into use various forms:** In order to smoothly operate the daily operations of the Police Organization, the Police Headquarters shall bring into use the following forms:

- (a) Forms to record expense, distribution of all goods and income and expenses, including the ration.

- (b) Form on last ration received (LRC).
- (c) Form on crimes and charge sheets of offenses.
- (d) *Khuna* and shift assignment form.
- (e) *Garad* turn form.
- (f) Office hand-over and take-over form.
- (g) Form on personal sheet roll of police head constable and police personnel.
- (h) Other form as specified by the Government of Nepal.

**161. Departmental order and direction:** Subject to the Act and these Rules, the Police Headquarters may issue necessary orders and directions on the following matters. A reference copy of the important orders and directions so issued has to be sent to the Ministry of Home Affairs.

- (a) Matter to bring efficiency and promptness in work,
- (b) Matter to control lower level Police Offices,
- (c) Matter to bring about coordination in the business of subordinate offices,
- (d) Matter to clarify and elaborate the matters set forth in the rules,
- (e) Provision relating to departmental discipline,
- (f) Provision relating to police camp barrack and office,
- (g) Other armed police *Garad*,
- (h) Provision to transfer any detainee, prisoner and property,
- (i) Provision relating to patrolling, uniform.

**162. Reward:** If any of Police employee in any of their subordinate offices performs an appreciable work in connection with the discharge of his or



her duties, the following officials may provide the following grade increment or lump sum amount to the Police employee:

- (a) Inspector General of Police, in the case of increment of up to Five grades or cash amount of up to One Thousand Five Hundred Rupees,
- (b) The Superintendent of Police and Deputy Inspector General of Police working as chief of office, in the case of increment of up to Three grades or cash amount of up to One Thousand Rupees,
- (c) Police Inspector and Deputy Superintendent of Police working as chief of office, in the case of increment of up to Two grades or cash amount of up to Five Hundred Rupees.

**163. Ration facility:** All Police employees including peon shall be given ration facility.

**164. Entitlement to *Dashain* Expenses:** Every Police employee shall receive an amount equivalent to his or her One month's salary being currently drawn by him or her as the *Dashain* expenses every year, in advance of Fifteen days of the *Ghatasthapana*. In providing the *Dashain* expenses, the salary of the previous month shall also be credited despite that the month before *Dashian* has not expired.

**165. To maintain sheet rolls:** (1) The appointing authority shall establish Two copies of sheet rolls of each Police employee.

(2) A copy of the sheet rolls established pursuant to Sub-rule (1) has to be sent to the Records Keeping Office. The other copy has to be maintained with the office where the employee is in service, and the copy so maintained has to be sent to the office where the employee is transferred if the employee is transferred elsewhere.

**166. Employee's Provident Fund:** By deducting the amount at the rate of ten per cent from the monthly salary of each Police employee and

adding cent per cent amount to that amount, the Government of Nepal shall deposit the said amount in the Employee's Provident Fund.

**167. To maintain records of those who are ineligible to employment:**

(1) If any Police employee has been removed from the Police Service with being ineligible to be appointed again to the Police service or post, the authority so giving removal order shall have to give the information including the peculiarity with three generations to the Public Service Commission and Records Keeping Office and the Headquarters. The Headquarters shall have to give such information to up to various District Police Offices.

(2) If any person as referred to in Sub-rule (1) is re-appointed to the Police Service or post, he or she shall be immediately dismissed, upon recovering the salary and allowance received after such re-appointment.

**168. Not to leave the area without permission:** Except in the condition of deputation for any governmental function or on leave, any Police employee working in any governmental office shall not go to another place, leaving the area or district where his or her office is situated, without permission of the person who has authorization to grant the leave.

Provided that, if due to a casual situation a Police employee has to leave the office, the concerned employee may make an application, accompanied by the reason, and may, with the permission of the chief of his or her office, and giving a report in writing to the concerned office and department or secretariat, accompanied by the reason where it is not possible to obtain permission, go within or outside the country. In so going, the employee has to make arrangement that the business of the office is not hampered and governmental property is not misappropriated.

**169. Delegation of power:** (1) The Government of Nepal may, by a notification published in the Nepal Gazette, delegate the powers vested in it pursuant to these Rules to the employee as prescribed in the same notification.

(2) Any authority may so delegate powers vested on him or her pursuant to this Rules to the lower level employee as to be exercisable at his or her general supervision.

**170. Power to make alteration in Schedules:** The Government of Nepal may, by a Notification published in the Nepal Gazette, alter the matters set forth in the Schedules from time to time.

**171. Repeal and saving:** (1) The Police Rules, 2033 is, hereby, repealed.

(2) Any acts and action done and taken hereinbefore pursuant to the Police Rules, 2033 shall be deemed to have been done and taken pursuant to this Rules.

**Note bene:**

1. Vide the notice published in the Gazette of 2053.9.1(...), the Government of Nepal has appointed that the Police (Fourth Amendment) Rules, 2053(...) as to come into force on 2053.9.1(.....).

2. Sub-rule (2) of Rule 1 of the Police (Fifth Amendment) Rules, 2054(...) is as follows:

(2) This Rule shall be deemed to have come into force on 1 *Shrwan* 2054(.....).

3. Sub-rule (2) of Rule 1 of the Police (Sixth Amendment) Rules, 2055(...) is as follows:

(2) This Rule shall be deemed to have come into force on 6 *Poush* 2049 (.....).

4. Sub-rule (2) of Rule 1 of the Police (Seventh Amendment) Rules, 2057(...) is as follows:

(2) Rule 3 of this Rules shall be deemed to have come into force on 1 *Shrwan* 2052(.....), and the other Rules shall come into force forthwith.

**Note:** Rule 3 of this Rule means the amendment made to Sub-rule (1) of Rule 102 of the Original Rules.

5. **Conversion:** The words converted by the Police (Eleventh Amendment) Rules, 2063(...):

- (a) The words “Government of Nepal” instead of the words “His Majesty’s Government”.
- (b) The words “natural calamity” instead of the words “divine calamity”.
- (c) The words “Interim Constitution of Nepal” instead of the words “the Constitution of the Kingdom of Nepal”.

6. Rule 3 of the Police (Sixteenth Amendment) Rules, 2066(...) is as follows:

3. **Ipsa facto retirement:** A Police employee whose service period of Thirty years has completed and service period added prior to the commencement of this Rule shall be given ipso retirement from the government service after the commencement of this Rules irrespective of his or her remaining service period.

## Schedule - 1

(Relating to Sub-rule (1) of Rule 19 and Sub-rule (5) of Rule 20)

### Oath Form

I ....., hereby swear in the name of God/ solemnly affirm that I will bear the loyalty to the Interim Constitution of Nepal, 2063 (2007) and that I will uphold own duty to the best of my all qualification, knowledge and faith without fear or favor, affection or ill will of or unto none.

Signature of person taking oath:

Place:

Date:

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## Schedule - 2

(Relating to Sub-rule (1) of Rule 20)

Dear sir,

.....Office,

Revenue stamp of Rs. 1.00

As I..... am interested in doing service in the post of..... as per the advertisement published by that office on.....(date), I have made this application. My details are as follows:

Name:

Date of birth:

Educational qualification:

Whether or not being a member of any political organization or not:.....

Whether or not being or having been a member of any disruptive organization:.....

Whether or not being punished for any criminal offense involving moral turpitude:.....

Address:

Permanent:

Temporary:

Occupation:

Father's name:

Grand-father's name:

Citizenship:

If a character certificate is submitted from two respectable persons other than relatives and those related with university or other educational institute, the description of the person issuing the certificate.

(1) Name:

Address:

Profession:

(2) Name:

Address:

Profession:

The details mentioned above are true and correct. If it is proved that I have knowingly mentioned false matters, I shall bear and pay as per the Act and rules.

Thumb impressions:

Right

Left

Date:

Applicant:

**Note bene:** If it is necessary to show any other matter than that mentioned above, mention the same on a separate sheet and attach the same with this application.

### Schedule-3

(Relating to Sub-clause (i) of Clause (b) of Rule 26)

**Marks to be given for work done in the geographical region**

**A. Group (5 marks per year)**

- |             |                |               |
|-------------|----------------|---------------|
| 1. Darchula | 2. Bajhang     | 3. Bajura     |
| 4. Humla    | 5. Mugu        | 6. Jumla      |
| 7. Kalikot  | 8. Jajrkot     | 9. Dolpa      |
| 10. Rukum   | 11. Rolpa      | 12. Mustang   |
| 13. Manang  | 14. Solukhumbu | 15. Taplejung |

**B. Group (4 marks per year)**

- |                 |                  |                   |
|-----------------|------------------|-------------------|
| 1. Baitadi      | 2. Dadeldhura    | 3. Doti           |
| 4. Accham       | 5. Dailekh       | 6. Salyan         |
| 7. Pyuthan      | 8. Myagdi        | 9. Baglung        |
| 10. Gulmi       | 11. Arghakhanchi | 12. Parbat        |
| 13. Rasuwa      | 14. Dolakha      | 15. Ramechhap     |
| 16. Okhaldhunga | 17. Bhojpur      | 18. Sankhuwasabha |
| 19. Panchthar   | 20. Khotang      |                   |

**C. Group (3 marks per year)**

- |               |            |                   |
|---------------|------------|-------------------|
| 1. Kanchanpur | 2. Kailali | 3. Kavrepalanchok |
| 4. Surkhet    | 5. Syangja | 6. Palpa          |
| 7. Tanahun    | 8. Lamjung | 9. Gorkha         |



- |              |                   |              |
|--------------|-------------------|--------------|
| 10. Dhading  | 11. Sindhupalchok | 12. Ilam     |
| 13. Udayapur | 14. Dhankuta      | 15. Sindhuli |
| 16. Niwakot  | 17. Tehrathum     |              |

**D. Group (2 marks per year)**

- |                |               |              |
|----------------|---------------|--------------|
| 1. Banke       | 2. Kapilvastu | 3. Rupandehi |
| 4. Nawalparasi | 5. Chitwan    | 6. Bardiya   |
| 7. Parsa       | 8. Makawanpur | 9. Bara      |
| 10. Rautahat   | 11. Daang     | 12. Sarlahi  |
| 13. Mahottari  | 14. Dhanusa   | 15. Siraha   |
| 16. Saptari    | 17. Sunsari   | 18. Morang   |
| 19. Jhapa      | 20. Kaski     |              |

**E. Group (1 mark per year)**

- |              |             |              |
|--------------|-------------|--------------|
| 1. Kathmandu | 2. Lalitpur | 3. Bhaktapur |
|--------------|-------------|--------------|

## Schedule - 4

(Relating to Clause (c) of Rule 26)

### Marks for internal and foreign training

**(a) In-service training:**

- (1) The in-service internal and foreign trainings to be given to the police employees while calculating marks for training for the purposes of promotion are divided into the following groups:

Police personnel:

1. Physical fitness
2. Police work
3. Crime investigation or control
4. Security

Police Head Constable

1. Physical fitness
2. Police work
3. Crime investigation or control
4. Security

Assistant Sub-inspector of Police

1. Crime investigation or control
2. Police work
3. Security
4. Office operation

Sub-inspector of Police

1. Crime investigation or control
2. Security
3. Police work

## 4. Office operation

## Police Inspector

1. Crime investigation or control
2. Security
3. Administration and office operation
4. Police work

## From Deputy Superintendent of Police to Senior Superintendent of Police

1. Crime investigation or control
2. Police work
3. Administration or office operation
4. Security

**Group-1****Physical fitness**

Training heading	First division (a)	Second division (b)	Third division (c)
1. Physical exercise training	10	9	8
2. Judo training	10	9	8
3. Karate training	10	9	8
4. Jymnastic training	10	9	8
<b>Group-2</b>			
<b>Police work</b>			
1. Arms training	10	9	8
2. Section leading	10	9	8
3. Map reading	10	9	8

4. Platoon command	10	9	8
5. Company command	10	9	8
6. Crowd control	10	9	8
7. Command	10	9	8
8. Citizen defense	10	9	8
9. Trainers' training	10	9	8
10. Inspector training	10	9	8
11. Tactics training	10	9	8
<b>Group-3</b>			
<b>Security</b>			
1. Security of VIPs	10	9	8
2. Airport security	10	9	8
3. Office and industrial enterprise security	10	9	8
4. Counter revolt	10	9	8
5. Counter spy	10	9	8
<b>Group-4</b>			
<b>Crime Investigation and Control</b>			
1. Crime investigation training	10	9	8
2. Narcotic drugs control training	10	9	8

3. Explosives training	10	9	8
4. Counterfeit training	10	9	8
5. Crime control training	10	9	8
6. Crime information collection	10	9	8
7. Scene of crime training	10	9	8
8. Crime investigation and control training	10	9	8
<b>Group-5</b>			
<b>Administration and Office Operation</b>			
1. Assistant administration training	10	9	8
2. Police Head Constable training	10	9	8
3. Police post commander training	10	9	8
4. Accounts training	10	9	8
5. Goods in-kind training	10	9	8
6. Area Police Office Chief training	10	9	8
7. Border Police Office training	10	9	8

8. Police general administration training	10	9	8
9. Employee administration training	10	9	8
10. Record management training	10	9	8
11. Senior officers' course	10	9	8
12. Management and planning related	10	9	8
13. Traffic Police related training	10	9	8

- (3) Out of the training headings under each group, marks for any training only shall be granted.
- (4) Where a training has already been taken after or before the commencement of this Schedule and the division thereof is not set out, marks of second division shall be granted for such a training.
- (5) In making promotion to the post of Police Head Constable, marks for the training done in the post of Police Constable/personnel shall be counted, and in making promotion to the post of Assistant Police Inspector, marks for the training done in the post of Police Head Constable/personnel shall be counted.
- (6) In making promotion to the post of Sub-Inspector of Police, marks for the training done in the post of Assistant Sub-inspector of Police shall

be counted, and in making promotion to the post of Police Inspector, marks for the training done in the post of Sub-Inspector of Police and Assistant Sub-Inspector of Police shall be counted.

- (7) In making promotion to the post of Deputy Superintendent of Police, marks for the training done in the post of Police Inspector shall be counted, and in making promotion to the post of Superintendent of Police, marks for the training done in the post of Deputy Superintendent of Police shall be counted.
- (8) In making promotion to the posts of Senior Superintendent of Police and Deputy Inspector General of Police, marks for the training done in the post serving currently and the post below than that shall be counted.
- (9) If a Police employee takes any other training in addition to the said trainings, a group formed by the Inspector General of Police may determine in which group the training has to be placed in order to grant marks for that training having regard to that training and grade.

**(b) Compulsory trainings:**

In making promotion to the following posts, only the Police employees (except the Police employees serving in the Special Police Department) who have completed the following compulsory trainings shall be potential candidates for promotion:

SN	Post in which training taken	Compulsory training for promotion
1.	Police personnel	Recruit basic training
2.	Assistant Sub-inspector of Police	Police Officer basic training
3.	Police Inspector	Police Officer basic training

**Note bene:**

- (a) A Police officer who has already done the Police Officer Basic Training while in the post of Assistant Sub-Inspector of Police or Sub-Inspector of Police shall not be required to do again the Police Officer Basic Training in order to be promoted to the post of Police Inspector or the post thereabove.
- (b) If a Police employee takes any other training in addition to the said trainings, a committee formed by the Police Headquarters may determine in which group the training has to be placed in order to grant marks for that training having regard to that training and grade, and marks may be granted for promotion accordingly.
- (c) Notwithstanding anything contained in this Rules, the marks for a training taking at the non-gazetted police officer (junior police officer) level prior to 2043 shall be counted for the purpose of promotion up to the post of Superintendent of Police.
- <sup>60</sup>(d) Compulsory training of the post of Police Inspector shall include the Police Officer or the Police Inspector (Police Officer) Basic Training including post graduate diploma in police science held in affiliation with the Tribhuvan University since 2062.

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<sup>60</sup> Inserted by the Thirteenth Amendment.



## Schedule-5

(Relating to Clause (e) of Rule 26)

<b>Titles, Honors</b>	<b>Marks</b>
Shree Tribhuvan Prajatantra Shripad (First)	20
Nepal Shripad (First)	16.5
Omram Patta	16
Trishaktipatta (First)	15.5
GorkhaDakkhinbahu (First)	15
Shree Tribhuvan Prajatantra Shripad (Second)	14.5
Nepal Shripad (Second)	14
Trishaktipatta (Second)	13
GorkhaDakkhinbahu (Second)	12.5
Shree Tribhuvan Prajatantra Shripad (Third)	12
Nepal Shripad (Third)	11/5
Trishaktipatta (Third)	10.5
GorkhaDakkhinbahu (Third)	10
Shree Tribhuvan Prajatantra Shripad (Fourth)	9.5
Nepal Shripad (Fourth)	9
Trishaktipatta (Fourth)	8.5
Gorkha Dakkhinbahu (Fourth)	8
Shree Tribhuvan Prajatantra Shripad (Fifth)	7.5
Nepal Shripad (Fifth)	7
Trishaktipatta (Fifth)	6
Gorkha Dakkhinbahu (Fifth)	5.5
<b>Decorations</b>	
Mahendra Police	5

Mahendra Ratra Subhusan	5
Mahendra Ratra Aabhusan	5
Mahendra Ratra Bhusan	5
<b>Medals</b>	
Shuvarajyabhisek Medal	6
Police Ratna	4.5
Mahendramokshya	4.5
Remote Service Medal	4.5
Police Parakrama Medal	4.5
Nepal Tara Medal	4.5
Trishakttipatta Medal	4.5
Gorkhadakhhinbahu Medal	4
Nepalbhusan Medal	4
Police Long-term Medal	4
Prasiddha Sewa Medal	4
Police Service Medal	4

**Note bene:** If a new title, decoration and medal have to be granted, the title committee shall be consulted to determine the equivalency of the said titles, decorations.

## **Schedule-6**

(Relating to Clause (f) of Rule 26)

### **Evaluation of work performance, personal merit, character and capacity**

#### **Directive for filling up the form:**

- (1) With an objective of probable evaluation for promotion on the basis of work performance, personal merit, character and capacity of Police employee, the provisions of forms as referred to in part 1 for the Gazetted Police employees and as referred to in part 2 for non-gazetted Police employees have been made.
- (2) For every Police employee, the Supervisor, Observer and Reviewer shall have to give their respective marks separately in three separate columns.
- (3) A maximum marks of 150 shall be given for the evaluation of work performance, personal merit, character and capacity. Out of which, the supervisor may give a maximum of 50 marks, the observer may grant a maximum of 50 marks and the reviewer may grant a maximum of 50 marks. The marks granted by the concerned supervisor, observer and reviewer may not be altered, and the total marks obtained at all levels shall be calculated for the purposes of promotion.
- (4) The Supervisor shall have to send the form duly filled up by him or her on the basis of the things as are mentioned the evaluation form of a Police employee to be supervised by him or her to the concerned Observer within the 15th day of the month of *Shrawan* of each year.
- (5) The Observer shall have also to send the same by separately evaluating on the same basis to the concerned Reviewer within 15 days of

receiving by him or her. The Reviewer shall also send the same by separately evaluating on the same basis to the office maintaining the records of the concerned police employee within 15 days..

- (6) After marks are filled in at all levels, this form has to be attached with the records of the concerned employee.
- (7) The evaluation of a Police employee who has worked under more than one Supervisor, Observer or Reviewer in one period shall be made by those in whose under the said Police employee has worked during the end of such period.
- (8) The evaluator of each level required to fill up this form shall have to mention name, post and date mandatorily after filling it up.

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## Part - 1

For Gazetted Police Employees

Period ... .. from ... .. to ... .. \

Personal Number ... .. Name, surname ... .. Post  
 ... .. Office .....

Serial No.	Personal Merit, Character, capacity and work performance	To be filled up by the supervisor	To be filled up by the Observer	To be filled up by the Reviewer	Total
		At the rate of Maximum 2 mark 2 for each column	At the rate of Maximum 2 marks for each column	At the rate of Maximum 2 marks for each column	
1.	Discipline				
2.	Quantity of work				
3.	Level of work				
4.	Physical capacity				
5.	Honesty				
6.	Capacity of bearing responsibility				
7.	Activities				
8.	Decision making power				
9.	Morality				
10.	Capacity of performing work according to the circumstances				
11.	Capacity of planning and organizing.				

12.	Use of professional skill and knowledge				
13.	Ideological maturity				
14.	Capacity of performing work according to direction				
15.	Capacity of controlling and looking after				
16.	Dependency				
17.	Encouragement and devotion towards the work				
18.	Decency				
19.	Creative talent				
20.	Cooperative attitude				
21.	Tolerance				
22.	Work efficiency				
23.	Courage				
24.	Expressing capacity				
25.	Loyalty towards the service				
Total					

Name of Supervisor :-

Name of Observer :-

Name of Reviewer :-

Signature :-

Signature :-

Signature :-

Post:-

Post:-

Post:-

Office:

Office:

Office:

Date:-

Date:-

Date:-

**Part - 2**

For Non-Gazetted Police Employee

Period ... .. from ... .. upto ... ..

Personal Number ... .. Name, surname ... .. Post  
... .. Office .....

Serial No.	Personal Merit, Character, capacity and work performance	To be filled up by the Supervisor	To be filled up by the Observer	To be filled up by the Reviewer	Total
		At the rate of Maximum 5 marks for each column	At the rate of Maximum 5 marks for each column	At the rate of Maximum 5 marks for each column	
1.	Discipline and cooperative feeling				
2.	Physical capacity, courage and power to bear				
3.	Capacity to hold responsibility and dependency				
4.	Vocational knowledge, use of skill and working expertise.				
5.	Morality and honesty				
6.	Devotion and delicacy.				
7.	Capacity to work as per the direction.				

8.	Loyalty toward the service				
9.	Capacity to work according to circumstance and decisive power				
10.	Quantity and level of work				
Total					

Name of Supervisor :-                      Name of Observer :-                      Name of Reviewer :-  
 Signature :-                                      Signature :-                                      Signature :-  
 Post:-    Post:-    Post:-  
 Office:    Office:    Office:  
 Date:-    Date:-    Date:-

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## Schedule - 7

(Relating to Rule 144)

### Preliminary dresses and goods

(a) Personal goods.

S.N.	Description	Quantity	Period for consumption
1.	Blue terry cotton shirt for summer	2	1 year
2.	Blue terry cotton paint for summer	2	1 year
3.	Blue jean half paint	2 pairs	1 year
4.	Barret Cap	1	2 years
5.	Whistle	1	5 years
6.	Whistle cord	1	3 years
7.	Wave belt	1	4 years
8.	P.T. vest	2 pairs	1 year
9.	P.T. Shoes	1 pair	2 years
10.	Boot	1 pair	3 years
11.	Police shoulder badge	1 pair	10 years
12.	Eklet	1 pair	3 years
13.	Cap badge	1 pair	10 years
14.	Woolen hostap	1 pair	2 years

15.	Woolen blanket	2	2 years
16.	Ground sheet	1	3 years
17.	Line rope	1	5 years
18.	Phares-cap (for officers only)	1	10 years
19.	Save brown belt	1	15 years
20.	Rain coat	1	5 years
21.	Mosquito net	1	4 years
22.	Kit bag big (bag)	1	10 years
23.	Khukuri (Nepali knife)	1	10 years
24.	Equipment set	1	4 years
25.	Woolen socks	1 pair	1 year
26.	Woolen Jarsi	2	3 years
27.	Kit box	1	3 years

## Schedule-8

(Relating to Rule 145)

### Winter season clothes

S.N.	Description	Quantity	Period for consumption
1.	Woolen shirt	2	3 years
2.	Woolen trouser	1	3 years
3.	Woolen grey coat	1	4 years
4.	Camp comfort	1	4 years
5.	Woolen socks	1 pair	1 year
6.	Woolen jacket	1	3 years
7.	Warm globes	1 pair	1 year
8.	Woolen under wear	2	2 years
9.	Woolen hinek	2	2 years
10.	Woolen blanket	2	2 years
11.	Terry cotton bushirt or shirt	1	2 years
12.	Terry cotton paint	1	2 years

## Schedule-9

(Relating to Rule 146)

### Uniform to be provided to Traffic Police

(1) Other uniform other than preliminary uniform (Unit):

S.N.	Description	Quantity	Period for consumption
1.	Cotton P cap	1	2 years
2.	White terry cotton cover of P Cap	2	1 year
3.	Sky blue color terry cotton shirt	2	1 year
4.	Dense blue polyester tie	1	2 years
5.	Dense blue terry wool paint	1	2 years
6.	Highly dense blue terry wool paint (for winter season)	1	2 years
7.	White glove light (for summer season)	1	1 year
8.	White glove heavy (for winter season)	1	1 year
9.	Black jacket (for winter season)	1	4 years

## (2) Equipment (Unit):

S.N.	Description	Quantity	Period for consumption
1.	Yellow rain suit	1	2 years
2.	Plorosent cross-belt	1	4 years
3.	Police baton	1	5 years
4.	Baton holder	1	2 years
5.	Note book holder	1	2 years
6.	Revolver pose (for officers only)	1	5 years
7.	Bullet pose (for officers only)	1	5 years

## Schedule-10

(Relating to Rule 147)

**Goods and uniforms to be given to Police employees of Armed Police,  
Security Police and Police Check posts**

(a) Personal goods

S.N.	Description	Quantity	Period for consumption
1.	Helmet	1	10 years
2.	Introwan tool	1	5 years
3.	Web equipment set	1	4years
4.	Personal rope	1	5 years
5.	Khukuri (Nepali knife)	1	10 years
6.	Jungle hat	1	3 years
7.	Mess tin	1	3 years
8.	Water bottle with carrier	1	4 years

## (b) Unit goods:

S.N.	Description	Quantity	Period for consumption
1.	Iron cuff	6 pairs	10 years
2.	First-aid box	1	2 years
3.	Binocular	1	10 years
4.	Camera	1	10 years
5.	Films	Required number	1 year
6.	Prismatic ail compass	2	10 years
7.	Map of concerned area	3 sets	5 years
8.	Map case	2 sets	2 years
9.	Service protector	2	2 years
10.	Verilight pestol	1	15 years
11.	Totas	Required number	1 year
12.	Tents	Required number	6 years

## Schedule-11

(Relating to Rule 147)

### Goods and uniform to be provided to Police peons

S.N.	Description	Quantity	Period for consumption
1.	<i>Dangri</i>	2pairs	2 years
2.	PT vest	4 pairs	2 years
3.	Blue Underwear	2 sets	2 years
4.	PT shoes	2 pairs	2 years
5.	Woolen socks	2 pairs	2 years
6.	Summer socks	2 pairs	2 years
7.	Woolen vest	1 set	2years
8.	Ground sheet	1 set	3 years
9.	Mosquito net	1 set	3 years
10.	Blanket	2 sets	3 years
11.	Raincoat	1 set	3 years
12.	Plate, mug, bowl	1 set	2 years
13.	Woolen under trouser	1 set	2 years
14.	Woolen under vest	1 set	2 years
15.	24 inch box (tin)	1 set	5 years



## Schedule - 12

(Relating to Sub-rule (2) of Rule 153)

Government of Nepal

Nepal Police

Personal Description (Sheet roll) \ Computer code

Service description:

(a) Name (in *Devnagari*) Surname (first) (second)

Name (in Capital letters) Surname (first) (second)

(b) Sex:

(c) Religion:

(d) Date of birth (BS): Year Month Day

(e) Place of birth:

(f) Permanent address:

Zone:

District:

Municipality/VDC:

*Tole:*

Ward:

(g) Temporary address:

Zone:

District:

Municipality/VDC:

*Tole:*

Ward:

(h) Telephone number:

Home:

Office:

(i) Citizenship certificate;

Date of receipt of certificate:

Zone:

District:

(j) Marital status:

(k) If married, name of husband/wife:

(l) Profession prior to entering into the Police Service:

(m) Grand-father's name, surname:

(n) Grand-father's address:

Zone:

District:

Municipality/VDC:

Tole:

Ward:

(o) Father's name, surname:

(p) Father's address:

Zone:

District:

Municipality/VDC:

- (q) Date of initial appointment: Year MonthDay
- (r) Date of recruitment: Year MonthDay
- (s) Post when recruited:
- (t) Initial educational qualification
- (u) Technical/administration:
- (v) Office of recruitment:
- (w) Scope of work:
- (x) Police number:
- (y) Employee provident fund number:
- (z) Bank number:
- (z1) Identification marks:
- (z2) Color:
- (z3) Height: .....inch/feet
- (z4) Weight: when stretched in normal position
- (z5) Color of eye:
- (z6) Spectacles: Power  
Blood group

2. In the event of transferred/service change/being permanent from elsewhere:

Name of department/ office	Order		Period of service						Remarks
	No	Date	From			To			
		Y M D	Y	M	D	Y	M	D	

3. Description of nominee:

(a) Name, surname:

Others:

(b) Permanent address:

Zone: District: Municipality/VDC  
Ward:

(c) Temporary address:

Zone: District: Municipality/VDC  
Ward:

(d) Relation:

(e) Telephone:

Home:

Office:

Place of residence:

Signature of health checker:

Name:

Designation:

Office:

Date:

Recruiting officer's signature:

Name:

Designation:

Office:

Date:

Right          Left

Chief of office certifying that the above-mentioned details are true and correct:

Name:

Designation:

Office:

Date:

Thumb impressions of the employee

Signature of the employee covenanting that the details mentioned above are true and correct, and if proved false he or she shall be liable to the consequences as per the law.



- (5) **Description of service: (appointment, transfer, promotion, deputation, addition of term, absence, resignation, retirement, transfer etc.)**

Computer code

NEPAL LAW COMMISSION









**(9) Titles, decorations, medals, certificates etc.**

SN	Name, description	Code	Date of receipt			Country	Remarks
			Y	M	D		

**(10) Description of property:**

SN	Type of property	Property code	Property description	Quantity		Estimated value		How was acquired	Place where property is situated	Held in the name of (name)		Relation of employee	Relation code	Remarks
				No.	Unit	Rs	Paisa			House	Other			







Overflow

Details (Employment description)

SN	Service description	Service code	Designation	Designation code	Technical or administration	Code of	Name of decision making office	Code of decision making office	Name of office	Code of office	Geographical region	Order						
												No	Date					
													Y	M	D			