Armed Police Force Rules, 2060 (2003)

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Amendments:

1.	Armed Police (First Amendment) Rules, 2060(2004)	2060.11.28(11 March. 2004)
2.	Armed Police (Second Amendment) Rules, 2063(2006)	2063.4.15(31 July 2006)
3.	Armed Police (Third Amendment) Rules, 2063(2007)	2063.10.19(2 Feb. 2007)
4.	Armed Police (Fourth Amendment) Rules, 2064(2007)	2064.8.3(19 Nov. 2007)
5.	Armed Police (Fifth Amendment) Rules, 2065(2009)	2065.12.31(13 April 2009)

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In exercise of powers conferred by Section 36 of the Armed Police Force Act, 2058 (2002), the Government of Nepal has framed the following Rules.

Chapter - 1

Preliminary

1. Short Title and Commencement: (1) These Rules may be called as "Armed Police Force Rules, 2060 (2002)".

(2) These Rules shall come into force immediately.

2. Definitions: Unless the subject or the context otherwise requires, in these Rules,-

(a) "Act" means the Armed Police Force Act, 2057 (2001).

(b) "Headquarters" means Armed Police Headquarters.

(c) "Armed Police Personnel" means Senior Armed Police Constable, Armed Police Constable, Armed Police Assistant Constable and Armed Police Personnel.

(d) "Recruit" means an Armed Police Personnel in the training period having newly appointed.

(e) "Promotion Committee" means promotion committee as referred to in Rule 33.

(f) "Family" means husband, wife, son, unmarried daughter, adopted son, unmarried adopted daughter, father, mother or step mother whom the Armed Police-personnel himself or herself has to maintain and subsist and this term also includes grand-father, grand-mother in the case of male Armed Police and father-in-law, mother-in-law in the case of a female Armed Police.

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Chapter- 2

Class, Post and Office of Armed Police

3. Class and Post of the Armed Police: (1) There shall be the following classes in the Armed Police Service:

Gazetted	Non-Gazetted
Special class	First class
First class	Second class

Second class	Third class
Third class	Fourth class.

(2) There may be following posts in the classes as referred to in Sub-rule (1):

Gazetted		
Special class	-	Inspector General and Additional Inspector General of the Armed Police.
First class	-	Deputy Inspector General and Senior Superintendent of the Armed Police.
Second class	-	Superintendent and Deputy Superintendent of the Armed Police.
Third class	-	Inspector of the Armed Police.
Non-Gazetted		
First class	-	Senior Sub-Inspector of the Armed Police.
	-	Deputy Inspector of the Armed Police.
Second class	-	Assistant sub-Inspector of the Armed Police.
Third class	-	Senior Constable of the Armed Police, Constable of the Armed Police and Assistant Police Constable of the Armed Police.

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Fourth class - Armed Police Personnel and Recruit

(3) There may also be different technical posts, peons or class-less posts or equivalent thereto in different classes of the Armed Police service.

4. <u>Offices and Chiefs of Office of Armed Police Force</u>: (1) There shall be the following chiefs of offices in the following offices of the Armed Police Force:

(a)	Armed Police Force Headquarters	Inspector General of the Armed Police
(b)	Armed Police Force Training Institute	Additional Inspector General of the Armed Police or Deputy Inspector General of the Armed Police
(c)	Regional Armed Police Force Brigade	Deputy Inspector General of the Armed Police
(d)	Armed Police Force Training College	Senior Superintendent of the Armed Police.
(e)	Armed Police Force *Ukti* Training College	Senior Superintendent of the Armed Police.
(f)	Armed Police Force Special Task Force	Superintendent of the Armed Police.
(g)	Armed Police Force Assistance and Service Directorate	
(h)	Armed Police Force Battalion	Deputy Inspector General of the Armed

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		Police or Senior Superintendent of the Armed Police
(i)	Armed Police Force Training Center	Senior Superintendent of the Armed Police or Superintendent of the Armed Police
(j)	Armed Police Force Border Security Office	Superintendent of the Armed Police
(k)	Armed Police Force *Gulm*	Deputy Superintendent of the Armed Police
(l)	Other Armed Police Offices as may be prescribed by the Government of Nepal from time to time	

(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).

Chapter - 3

Fulfillment of Posts of the Armed Police

6. Fulfillment of Post of the Armed Police Service: (1) The following posts of the Armed Police Service shall be fulfilled in the following manner:

Posts	By open competition(in percent)	By promotion (in percent)

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(a)	Armed Police Peon or equivalent thereto	100%	×
(b)	Armed Police Personnel	100%	×
(c)	Assistant Constable of the Armed Police	×	100%
(d)	Constable of the Armed Police	×	100%
(e)	Senior Constable of the Armed Police	×	100%
(f)	Assistant Sub-Inspector of the Armed Police.	25%	75%
(g)	Police Sub-Inspector of the Armed Police	×	100%
(h)	Senior Sub-Inspector of the Armed Police	×	100%
(i)	Inspector of the Armed Police	60%	40%
(j)	All posts above the Armed Police Inspector	×	100%

(2) Notwithstanding anything contained in Sub-rule (1), the technical posts of the Armed Police shall be fulfilled through the open

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competition or promotion as may be determined by the Government of Nepal.

(3) Notwithstanding anything contained in these Rules, in order to make inclusive the Armed Police Service, Forty-Five percent posts of the posts to be fulfilled by open competition 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)	*Adiwasi/Janjati*	-Thirty Two Percent
(c)	*Madhesi*	-Twenty Eight Percent
(d)	*Dalit*	- Fifteen Percent
(e)	Backward Area	-Five Percent

Explanation:

(1) 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.

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

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[1](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.

[1] Inserted by the Fourth Amendment.

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[2](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.

[3](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).

6. <u>Restriction in fulfillment of posts</u>: Any posts of the Armed Police Service shall not be fulfilled in any other manner except as provided in these Rules.

(2) Salary and other allowances shall not be paid unless the pay roll has been passed from the Police Records Keeping Office in the case of Armed Police working in the Headquarters and offices located in the valley and from the Funds and Accounts Comptroller Office in the case of Armed Police of the other offices.

7. <u>Appointment to the post of Armed Police Service</u>: The following authority shall appoint to the following post of the Armed Police:

(a) To the Gazetted Post, the Government of Nepal.

(b) To the post of Senior Sub-Inspector of the Armed Police, Sub-Inspector and Assistant Sub-Inspector of the Armed Police, Inspector General of the Armed Police.

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[2] Inserted by the Fourth Amendment.
[3] Inserted by the Fourth Amendment.

(c) To the Sub-Inspector of the Armed Police, Deputy Inspector General of the Armed Police or the Armed Police Officer senior to that post,

(d) To the post of Senior Constable of the Armed Police, Constable of the Armed Police, Assistant Constable and Police Personnel of the Armed Police, Superintendent of the Armed Police or Armed Police Officer senior to that post.

(e) To the post of Armed Police Peon or equivalent thereto, Deputy Superintendent of the Armed Police or Armed Police Officer senior to that post.

8. <u>Necessary qualification for getting appointed to the Armed Police Service</u> : (1) The following qualifications shall be required in order to be appointed to the following post of the Armed Police Service to be fulfilled through open competition :-

(a) For the Armed Police Inspector:

(1) having completed the age of Twenty One years and not crossed the age of Twenty Four years on the day of publication of the advertisement,

(2) having obtained Bachelor degree or equivalent thereto from any recognized university,

(3) having obtained the Nepalese Citizenship Certificate,

(4) having at least Five feet Two inches height,

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(5) chest having Thirty One inches in normal position and thirty three inches while getting inflated,

(6) eyes not having weaker than plus or minus two,

(7) having obtained fitness certification by a physician as prescribed by the Headquarters,

(8) having obtained good character certificate from the educational institution of own study and other Two serving gazetted officers of the Government of Nepal, except own relatives,

(9) having not been convicted by the court of law of a criminal offence involving moral turpitude,

(10) having not been involved in politics,

(11) having not obtained the membership of an organization with destructive objective,

(12) having not been dismissed from the service, with being disqualified for the governmental service in the future generally.

(b) For Armed Police Sub-Inspector:

(1) having completed the age of eighteen years and not crossed the age of Twenty Two years as on the day of publication of the advertisement,

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(2) having obtained certificate level degree or equivalent thereto from any recognized university,

(3) having obtained the qualifications as referred to in Clause (a) above.

(c) For Armed Police Personnel and Armed Police Peon or equivalent thereto:

(1) having completed the age of eighteen years and not crossed the age of Twenty Two years as on the day of publication of the advertisement for Armed Police personnel and having completed the age of Sixteen years and not crossed the age of Twenty Five years as on the day of publication of the advertisement for the Armed Police Peon or equivalent thereto,

(2) having the qualification of reading and writing generally, in the case of Armed Police Personnel……[4] and Armed Police Peon,

(3) chest having Thirty inches in normal position and Thirty Two inches while getting inflated,

(4) having obtained the qualifications as referred to in Clause (a) above.

[4] Amended by the First Amendment.

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(2) Notwithstanding anything contained in Sub-rule (1), a person working in the Armed Police Service may become the candidate for the posts of the Armed Police Service to be fulfilled through open competition until the attainment of the age of Thirty years.

(3) Educational qualification and other qualification for the technical post of the Armed Police Service shall be as prescribed by the Commission.

Chapter- 4

Functions, Duties and Powers of the Armed Police Service Commission

9. **Mode of examination to be given by the Commission:** The examination to be given by the Commission for the fulfillment of vacant posts in the Armed Police Service may be conducted in any one or more manners as mentioned below:

(a) Preliminary physical examination,

(b) Tolerance and hurdle crossing,

(c) Health check-up,

(d) Practical examination.

(e) Written examination,

(f) Interview, and

(e) Other manner as prescribed by the Commission.

10. **Provision relating to curriculum of the examination:** The curriculum of the examination to be given pursuant to Rule 9, allotment

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of marks, and method of evaluation shall be as determined by the Commission.

11. <u>To advertise for competition</u>: (1) The Commission shall publish or cause to publish advertisement for the competition to fulfill the posts falling vacant in the Armed Police Service in newspapers or other means of communications to be circulated in different parts of Nepal, setting out necessary details.

(2) In the advertisement to be published pursuant to Sub-rule (1) the following things, among others, shall have to be set out:

(a) Method of examination.

(b) Time limit of at least <u>fifteen days</u>[5] for making application.

(3) Any candidate desiring to participate in the competition pursuant to Sub-rule (1) shall have to submit the application form to the place and in time as prescribed in the advertisement along with the examination fee as prescribed.

(4) If any applications submitted pursuant to Sub-rule (3) is found to be in due form upon scrutiny by the Commission, the concerned candidate shall be given an admission card.

Provided that, no any action shall be taken on the application not accompanied by the examination fee and not set out other details as mentioned in the advertisement or not submitted within the time limit as prescribed by the commission.

(5) The examinations to be given pursuant to these Rules shall be conducted in the centers as prescribed by the Commission.

[5] Amended by the Third Amendment.

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(6) Generally, the advertisement published pursuant to Sub-rule (1) shall not be cancelled.

Provided that, if any incidental difficulty occurs, the Commission may cancel or postpone the published advertisement. Except in the case of such postponement or if the application of any candidate has been rejected, the examination fee paid by a candidate to the Commission shall not be returned back.

12. **Examination or Advertisement may be cancelled:** If any kind of disorder or irregularity occurs in the examination center while conducting any examination by the Commission or the examination could not be conducted fully or partly in one or all centers due to the cause of any obstruction or hindrance, the Commission may cancel the examination of that day or all examination of the concerned advertisement setting out the reason thereof.

13. **Level of Examination:** The level of examination to be conducted by the Commission and pass percentage of each paper shall be as prescribed by the Commission.

14. **Practical Examination:** In taking the practical examination, the Commission may send the concerned candidate to any other office or institution equipped with the means for such examination. In so taking the practical examination the commission may also take the cooperation of expert of the concerned subject. The level and pass percentage of the practical examination shall be as prescribed by the Commission.

15. **Selection:** If there are not sufficient candidates for written or practical examinations according to the number of post to be filled up or it is impossible to take such examination due to any other reason or it has not been found necessary to take such examination for any particular

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post, the Commission may select the candidate through other method as the situation required.

16. Publication of list of successful candidates: The Commission shall publish the name list of the candidates, who have obtained more marks having passed the written or practical examination or who has been found more qualified out of the candidates, in the proportion of vacant post as prescribed by the Commission, for the information of the concerned candidate.

17. Formation of Interview Committee: (1) The Commission shall, from time to time, form an interview committee to take interview of the candidate whose name has been included in the list pursuant to Rule 16, and the person as prescribed by the Commission shall preside over the committee.

(2) The Rules of procedure of the interview committee as referred to in Sub-rule (1) shall be as prescribed by the Commission.

18. Nomination of expert or specialist: The Commission may nominate the required expert or specialist for the work to be performed by it under this Rule.

19. Provision relating to remuneration: The expert, examiner, member of the interview committee or other person related with the examination to be conducted by the Commission shall be provided with such remuneration as prescribed by the Commission.

20. To prepare merit list: The merit list shall be prepared by adding the marks secured by a candidate who has appeared in the examination and marks as prescribed by the Commission for the division of the educational qualification as mentioned in the advertisement in the case of open competition conducted by the Commission pursuant to Rule 9.

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21. **<u>To enquire into conduct</u>:** An inquiry shall have to be made as to whether or not a candidate to be freshly appointed to the Armed Police Service has been convicted of any criminal cases involving moral turpitude or whether or not he or she has been a member of an organization having destructive objectives or whether or not he or she has been a member of any political party and if it has been found that the same has not been occurred, only such person shall be appointed to the post of the Armed Police Service.

22. **<u>To recommend as per the merit order</u>** **:** (1) In making recommendation of the name of a candidate for appointment, the Commission shall recommend as per the merit list prepared pursuant to Rule 20 and as per the demand made for the fulfillment and the appointing authority shall have to appoint the recommended person within one month in the case of gazetted Officer and Fifteen days in the case of non-gazetted, on the basis of the merit as recommended by the Commission and the information of appointment shall have to be given to the concerned candidate and commission through the fastest means.

(2) In making recommendation pursuant to Sub-rule (1) the name list of the alternative candidate up to the per cent, as prescribed by the Commission, of total vacant post as per the merit shall have to be published.

(3) The candidates whose names are included in the alternative list pursuant to Sub-rule (2) shall be appointed as per the merit only in the following circumstances:

(a) If the recommended candidate does not receive the appointment letter within Thirty days of the publication of notice or of receiving the notice of appointment;

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(b) If the post falls vacant due to the death of a recommended candidate or resigns or he or she has been appointed to the upper post within his or her probation period;

(c) In fulfilling the post falling vacant under the circumstance as referred to in Clauses (a) and (b), the appointing authority shall appoint the candidate from the alternative list and give the information thereof to the Commission setting out the reason why the post has fallen vacant.

(4) Notwithstanding anything contained in Sub-rule (3) no alternative candidate shall be appointed after the expiry of the period of One year of the recommendation made by the Commission.

23. **Review may be made:** If the Commission has sent the recommendation for new appointment and if it is required to get back the recommendation, before giving the appointment letter, due to the reason of wrong description given by the recommended candidate, the Commission may publish another notice of merit list for recommendation by cancelling the first mentioned recommendation indicating the reason thereof.

24. **To maintain secrecy:** All types of records related with the examination to be given by the Commission shall be kept secretly.

25. **To take oath:** Every Armed Police personnel appointed for the first time shall have to take an oath in the format as prescribed in Schedule-1.

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26. **Personal details form:** (1) Every Armed Police personnel appointed for the first time shall have to fill up three copies of the personnel details form in the format as prescribed in Schedule-2.

(2) The following offices shall keep record of the personal details of the following Armed Police personnel shall be kept in the following offices:

(a) In the Police Records Keeping Office of the Armed Police personnel of all levels.

(b) In the Ministry of Home Affairs and Headquarters of the personnel from Armed Police Assistant Inspector up to Armed Police Inspector General.

(c) In the concerned Regional Headquarters of all level Armed Police personnel of the concerned region.

(3) The liability of keeping up-to-date records of all description including transfer, promotion, departmental action shall be of the Record Keeping Office pursuant to Sub-rule (2).

27. **Probation period:** In newly appointing to the permanent post of the Armed Police Service one shall be kept in a probation period of one year from the date of completion of the training period. If the work and activities found to be unsatisfactory during the probation period or if one fails in the Armed Police basic, Armed Police technical or recruit training as prescribed in these Rules, the appointment of such person shall be cancelled. If the appointment of any Armed Police personnel is not so cancelled, the same shall *ipso facto* be valid after the completion of the probation period.

28. **To maintain seniority:** In maintaining the seniority of Inspector of the Armed Police and Assistant Inspector of the Armed Police, whose

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appointment has been validated upon the completion of the probation period pursuant to Rule 27, the same shall be maintained on the basis of the marks secured by them in the Armed Police Officer's Basic Training.

29. **Annual report:** The Commission shall have to submit the annual report of works done by it to the Government of Nepal, Ministry of Home Affairs.

Chapter - 5

Transfer, Deputation and Promotion

30. **Power to transfer and depute:** (1) The Armed Police shall generally be transferred on rotational basis in various areas on the unit wise basis.

Explanation: For the purposes of this Sub-rule, the unit-wise transfer means the transfer of all Armed Police serving in a battalion, *gulm* and other offices equivalent thereto.

(2) Notwithstanding anything contained in Sub-rule (1), the Armed Police may be transferred or deputed as follows:

(a) If any Armed Police, showing a reason, intends to leave the office where he or she is serving and to be transferred to another Armed Police office and makes an application to the office where he or she is serving and such an office has made recommendation for the transfer and the Armed Police office where he or she intends to be transferred to gives consent,

(b) If the Headquarters thinks necessary for any technical post or special work.

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(3) The following authority shall have the power to transfer and depute to an Armed Police:

(a) The Government of Nepal, in the case of the Senior Superintendent of the Armed Police and Officer above the said level,

(b) Inspector General of the Armed Police, in the case of the Deputy Superintendent of the Armed Police, and Armed Police below that level,

(c) Deputy Superintendent of the Armed Police, in the case of Deputy Inspector of the Armed Police and the Armed Police below that level within own region,

(4) Generally, no Armed Police shall be posted more than eighteen months in the sensitive area and more than Three years in the same place.

31. <u>Acting, ad interim and officiating provision</u>: (1) If any obstacle occurs in day-to-day function of the office due to falling vacancy of any post of the Armed Police Service, work may be caused to be done by making appointment as acting to that post.

(2) In appointing as acting pursuant to this Rule, acting appointment shall be given only to the Armed Police who has secured highest marks for promotion, out of the Armed Police one level below than that post.

(3) Any Armed Police personnel who has been appointed as acting to the post shall have the right to use the insignia of and exercise all powers of the said post.

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(4) The following authority shall appoint as acting to the following post of the Armed Police:

(a) The Government of Nepal to the post of gazetted level Armed Police,

(b) Inspector General of the Armed Police to the post of non-gazetted level of the Armed Police.

(5) 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 Armed Police personnel working below the said vacant post shall work being as acting for that post. In prescribing as acting in such a manner, the notice thereof shall have to be given to the Armed Police Headquarters.

Provided that, generally, no acting shall be deputed to the post of non-gazetted level of the Armed Police.

(6) In prescribing as acting pursuant to Sub-rule (5) acting shall be prescribed to the senior most Armed Police personnel serving in lower post.

(7) Any Armed Police who has been designated to act as acting shall have the right to exercise all powers of such acting post.

(8) In cases where no acting or aid interim has been prescribed and the office-in-charge absents not exceeding one month due to any reason, the senior most Armed Police of the same office shall perform the functions of that post as officiating.

(9) Any Armed Police acting as ad interim, officiating or acting in any post shall receive salary, allowance and ration of the post in which

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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.

(10) The amount of salary and allowance to be received by an Armed Police for being prescribed ad interim, officiating or acting shall not exceed the amount of salary to be received by him or her upon the promotion to such post.

(11) The salary, allowance and ration pursuant to Sub-rule (9) shall be given from the office where he or she has been ad interim, officiating or acting.

32. **Authority to make promotion:** (1) In promoting to the post of Inspector General of Armed Police, the Government of Nepal shall make promotion to the post of Inspector General of Armed Police, to such appropriate candidate on the basis of ability to perform the work, capacity to bear the responsibility, experience to provide leadership and the ability to encourage and mobilize the Armed Police under own self, from amongst the Additional Inspector General of Armed Police, and in the case of not having such Additional Inspector General of Armed Police from amongst the Deputy Inspector General of Armed Police.

(2) In promoting to the post of Additional Inspector General of Armed Police, the Government of Nepal shall make promotion to the post of Additional Inspector General of Armed Police, to such appropriate candidate on the basis of ability to perform the work, capacity to bear the responsibility, experience to provide leadership and

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the ability to encourage and mobilize the Armed Police under own self from amongst the Deputy Inspector Generals.

(3) Except in the case of the Inspector General of Armed Police and Additional Inspector General of Armed Police, the following authority shall have the right to promote to other posts of the Armed Police Service on the recommendation of the Promotion Committee:

(a) The Government of Nepal, in the case of the post of the Deputy Inspector General of Armed Police and to the Gazetted Officer level posts below the same,

(b) Inspector General of Armed Police, in the case of the post of Senior Sub-Inspector and Sub-Inspector of Armed Police,

(c) Deputy Inspector General of Armed Police or Armed Police Officer of higher level, in the case of the post of Assistant sub-Inspector of Armed Police,

(d) Superintendent of Armed Police or Armed Police Officer of higher level, in the case of the post of Senior Constable, Constable and sub-Constable of Armed Police.

33. <u>Promotion committee</u>: 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 Armed Police/ Senior Superintendent of Armed Police,-

(1) Secretary, Ministry of Home Affairs - Chairperson

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(2) Inspector General of Armed Police - Member

(3) Additional Inspector General or Deputy Inspector General of Armed Police - Member-secretary.

(b) For the post of Superintendent, Deputy Superintendent and Inspector of Armed Police,-

(1) Inspector General of Armed Police - Chairperson

(2) Joint Secretary, Ministry of Home Affairs - Member

(3) Deputy Inspector General of Armed Police - Member-secretary

(c) For the post of Senior Deputy Inspector and Assistant sub-Inspector of Armed Police,-

(1) Deputy Inspector General of Armed Police - Chairperson

(2) Senior Superintendent of Armed Police - Member

(3) Superintendent of Armed Police - Member-secretary

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(d) For the post of Assistant sub-Inspector of Armed Police,-

(1)	Senior Superintendent of Armed Police	- Chairperson
(2)	Superintendent of Armed Police	- Member
(3)	Deputy Superintendent of Armed Police	- Member-secretary.

(e) For the post of Senior Constable, Constable and Sub-Constable of Armed Police,-

(1)	Deputy Superintendent of Armed Police	- Chairperson
(2)	Inspector of Armed Police	- Member
(3)	Senior Deputy Inspector or Sub Inspector of Armed Police	- Member-secretary

34. <u>Service period required to become the candidate for promotion</u>:

(1) The following minimum service period in the one level lower post than the post to promote shall be required in order to be promoted:

(a) Four years for the class of gazetted Officer level,

(b) Four years in the post of Senior Deputy Inspector of Armed Police or Six years in the post of Deputy

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Inspector of Armed Police for promotion from the non-gazetted post to the gazette post,

(c) Two years for the class of non-gazetted level.

(2) Notwithstanding anything contained in Sub-rule (1) the limitation of minimum service period shall not be applied to get promoted to the following post and in the following circumstance:

(a) For promotion to the post of Deputy Inspector General of Armed Police or to a higher post,

(b) For the promotion of the incumbent army of the Royal Nepal Army and the incumbent police of the other police services who have been transferred pursuant to Section 16 of the Act to one level higher post for one time,

(c) For the promotion of a non-gazetted Armed Police who has done an extra-ordinary or courageous or bold work to the higher post.

35. <u>Restriction to become potential candidate</u>: Notwithstanding anything contained in Rule 34, no Armed Police shall be a potential candidate for promotion in Armed Police 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 One year of such demotion,

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(d) If the grade is withheld or demoted to the lower grade or the lower time scale, during the period of up to One year of such occurrence.

[6](e) If reprimanded, up to One year after the date of such reprimand.

36. <u>Basis of promotion</u>: (1) In making recommendation by the Promotion Committee of any Armed Police for promotion, such recommendation shall be made on the basis of his or her working capacity/efficiency.

(2) In making evaluation of working capacity/efficiency of an Armed Police, a maximum of One Hundred and Twenty Five marks shall be given as follows:

(a)	For the evaluation of working capacity/ efficiency	-Forty marks
(b)	For seniority	Twenty Four marks
(c)	For working in various regions of Nepal	-Fifteen marks
(d)	For academic qualification	-Seven marks
(e)	For trainings	-Thirty marks
(f)	Command	-Nine marks

37. <u>Evaluation of work performance</u>: (1) The work performance evaluation form to be used for the evaluation of work performance of an Armed Police shall be as prescribed in Schedule-3.

(2) The division of total marks of the evaluation of work performance of an Armed Police shall be as follows:

[6] Inserted by the Fifth Amendment.

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(a) Maximum marks to be given by the supervisor -Eighteen marks

(b) Maximum marks to be given by the Reviewer -Twelve marks

(c) Maximum marks to be given by the Review Committee -Ten marks

(3) There shall be a Supervisor, Reviewer and Review Committee as prescribed in Schedule 4 to evaluate the work performance of an Armed Police.

(4) In giving marks for the evaluation of work performance, the same shall have to be given on the basis as mentioned in this Rule and work performance evaluation form.

(5) The evaluation of work performance of an Armed Police shall be made annually (from the first day of the month of *Shrawan* to the last day of the month of *Ashadh*).

(6) If the supervisor has given more than Ninety-Five or less than Seventy Five of marks for the evaluation of work performance, the reason thereof shall have to set out and if less than Seventy per cent of marks has been given, information thereof shall be given to the concerned Armed Police and if he or she makes any comments, the evaluation shall have to be sent to the Review Committee along with the reaction given by the concerned person. If the Committee is unsatisfied with the evaluation done by the Supervisor or Reviewer or both of them, it may send back the same setting out the reason thereof. In the case of such returning back, the concerned evaluator shall evaluate the same once again or if he or she thinks unnecessary to amend the evaluation

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made before, then he or she shall send the same setting out the reasonable reason.

(7) While calculating marks for the purpose of work performance evaluation, average calculation of the work performance evaluation form of the latest years that are required to become the potential candidate shall be made.

Provided that, the work performance evaluation for the period of study, training, suspension, dismissal or United Nation's Service shall be made and marks shall be given in average of the marks obtained in the immediate year before such study, training, suspension, dismissal or United Nation's Service.

(8) Other provisions relating to the evaluation of work performance shall be as prescribed by the Promotion Committee.

38. <u>Evaluation of seniority</u>: While giving marks to an Armed Police for seniority, a maximum of Twenty Four marks shall be given at the rate of Two marks for work in the present level or class each year.

Provided that, while calculating the marks for seniority of less than One year, the same shall be made *pro rata*.

39. <u>Evaluation of experience of work done in different regions</u>: (1) The Government of Nepal may classify Nepal into the following regions for the purpose of Clause (c) of Sub-rule (2) of Rule 36:

(a) "A" category very sensitive

(b) "B" category sensitive, and

(c) "C" category normal.

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

(a) A maximum of Fifteen marks at the rate of 2 marks for each year for work done in category "A"

(b) A maximum of ten marks at the rate of 1.5 marks for each year for work done in category "B"

(c) A maximum of five marks at the rate of 1 marks for each year for work done in category "C"

(3) In the case of service rendered by assuming the office in any group of region continuously more than Three months, marks therefor shall be given *pro rata*. The marks obtained for working in different categories of region shall be calculated only if the same has been obtained at the present level or post.

40. **Academic qualification:** (1) The following academic qualification shall be deemed to be the minimum academic qualification for promotion to the following posts of the Armed Police Service:

(a) For the post of Deputy Superintendent of Armed Police and the post higher than that, having passed bachelor level or equivalent thereto.

(b) For the post of Inspector, Senior Sub-Inspector and Sub-Inspector of the Armed Police, having passed certificate level or equivalent thereto.

(c) For the post of Assistant Sub-Inspector, having passed tenth class.

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(d) For the post of Senior Constable, Police Constable and Assistant Deputy Constable, having passed eighth class.

(2) Notwithstanding anything contained in Sub-rule (1), if the officers and personnel who have been transferred from the Royal Nepal Army pursuant to Section 16 of the Act have obtained the training as follows, they shall be deemed to have obtained the academic qualification as referred to in Clause (d) of Sub-rule (2):

(a)	Deputy Inspector General of Armed Police Senior Superintendent of Armed Police Superintendent of Armed Police	Command and staff college or battalion commander training or rescue or logistics training or any training of same level or forest warfare or mountain warfare training
(b)	Deputy Superintendent of Armed Police	Battalion commander and staff training or 1. Youth officer training 2. Any one leg of battalion rescue weapons or any one training of same level on rescue or logistics or forest warfare or mountain warfare training
(c)	Armed Police Inspector	First class education

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(d)	Senior Deputy Inspector of Armed Police Deputy Inspector of Armed Police Assistant Inspector of Armed Police	1. Second class training 2. Battalion commander training 3. Map reading
(e)	Senior Constable of Armed Police	1. *Patti patti* training 2. Map reading training 3. Third class education
(f)	Constable of Armed Police	1. Third class education 2. *Billadar* basic training
(g)	Assistant Constable of Armed Police	1. Third class education 2. *Se Mu* Weapon training

(3) For the minimum academic qualification to be required for any existing post in the Armed Police Service, 7, 6.5 and 6 marks shall be given for first, second and third division, respectively.

(4) If it is not the minimum academic qualification as referred to in Sub-rule (3), 5, 4.5 and 4 marks shall be given for the first, second and third division, respectively, of one level lower academic qualification.

(5) Even if it is not the minimum academic qualification as referred to in Sub-rule (4), 3, 2.5 and 2 marks, shall be given for the first, second and third division, respectively, of the one level lower academic qualification than the same.

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(6) Marks equivalent to the second division shall be given for the academic qualification not having set out the division.

41. <u>Training</u>: (1) No Armed Police who has not successfully completed the basic training shall not become a potential candidate for promotion and be entitled to take part in vocational/professional training, and no marks shall be given for the basic training.

(2) The basic training and vocational/professional training required for promotion to any post of Armed Police shall be as referred to in Schedule-5.

(3) In cases where training as referred to in Sub-rule (2) has not been operated to fulfill human resources required to expand the Armed Police Force has not been operated, Sub-rule (2) shall not apply for promotion in the case of the Armed Police who have been transferred pursuant to Section 16 of the Act.

(4) The Armed Police from the Armed Police Personnel to Senior Superintendent of Armed Police shall have to obtain a training of at least one subject of each group out of group "A" and group "B" under the vocational/professional training set forth in Schedule-5 and may do any one subject from the other groups. A maximum of ten marks shall be given for training of each group.

(5) In determining marks for promotion, only the marks for the training of any one subject for each group shall be counted. Separate marks shall not be counted for trainings of more than one subject.

Provided that, in counting marks in the case of the Armed Police who has obtained training in more than one subject of any group, the maximum marks obtained by him or her shall be counted.

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(6) In calculating marks for any training taken within and outside the country, of which division is not set out, marks equal to "B" class shall be provided.

Provided that, no marks shall be counted for a training of a period less than Fifteen days.

(7) Marks to be obtained by the Armed Police for the training of any subject of each group under the vocational/professional training shall be as follows:

(a) Theoretical subject

Class	Percentage	Maximum marks to be obtained
A	Eighty percent or above	Ten
B	Sixty-five percent or above	Nine
C	Fifty percent or above	Eight
D	Forty percent or above	Seven

(b) Practical subject

Class	Percentage	Maximum marks to be obtained
A	Eighty percent or above	Nine
Tra	Fifty percent or above	Eight
Gyna	Forty percent or above	Seven

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Explanation: If separate marks have been obtained in the theoretical and practical subjects under the vocational/professional training, the marks to be set by dividing the summation of the marks obtained by two shall be deemed to be the marks obtained and marks shall be determined accordingly.

(8) The Headquarters may conduct trainings as per the need for the promotion of Armed Police to the posts of Senior Superintendent of the Armed Police and the technical posts lower than that, and the marks for such trainings shall be counted in accordance with the provisions set forth in this Rule.

42. Evaluation of command: In taking as the basis for promotion, the Promotion Committee shall make evaluation on the basis of the evaluation of any special work for which an Armed Police employee has been deputed or of the work performed by him or her or of a special work done by him or her for the Armed Police organization or of the performance of the specified work efficiently or of the work done in capacity of the chief of office.

43. Promotional Appointment: The Promotion Committee shall publish the name list of the Armed Police recommended for the promotion, and appointment shall be made in a manner that the seniority of the promoted post is counted from the date of publication of the name list.

Chapter- 6

Salary, Allowance, Daily and Travelling Allowance

44. Salary and Allowance: (1) Every Armed Police shall receive the salary and allowance from the date of assuming the office.

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(2) Salary and allowance to be received for having worked in the Armed Police Service shall be as prescribed by the Government of Nepal from time to time.

(3) After having completed the service period of One year, every Armed Police shall receive salary increment, as prescribed by the Government of Nepal.

45. <u>To receive the earned salary</u>: (1) Every Armed Police shall receive the salary after the expiry of each month.

(2) The salary earned by any Armed Police shall be given to him or her, even if he or she has been disconnected from the Armed Police Service in any manner.

(3) Except as otherwise provided in the Act and these Rules, the salary to be received by any Armed Police shall not be withheld while he or she is working or on leave.

46. <u>To deposit amount in the Employee's Provident Fund</u>: By deducting the amount at the rate of Ten per cent from the monthly salary of the Armed Police and adding cent per cent amount to that amount, the Government of Nepal shall deposit the said amount in the Employee's Provident Fund.

47. <u>*Dashain* Expenses</u>: (1) Every Armed Police personnel 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.

(2) Every Armed Police retired from the Armed Police Service with pension shall be given an amount equivalent to his or her pension for one month as the *Dashain* expense.

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48. <u>Daily and travelling allowance</u>: (1) For the purpose of paying daily and travel allowance, the Armed Police shall be classified as follows:

(a) Senior Superintended of Armed Police and Officers above the same - First level.

(b) From Inspector upto the Superintendent of the Armed Police - Second level.

(c) From Police Personnel upto Senior Sub-Inspector of Armed Police - Third level

(d) Peon or equivalent thereto of the Armed Police - Fourth level.

(2) Every Armed Police shall receive other facility including the daily and travel allowance as prescribed in the Financial Administration Rules on the basis of categorization made pursuant to Sub-rule (1).

Chapter-7

<u>Retirement, Gratuity, Pension and Medical Allowance</u>

49. <u>Compulsory Retirement</u>: (1) Retirement from the service shall be given after the attainment of the following age of the following Armed Police or [7] <u>after completion of thirty years of his or her service period</u>:

(a) Inspector General of Armed Police - 58 years

[7] Inserted by the Fifth Amendment.

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(b)	Additional Inspector General and Deputy Inspector General of Armed Police -	56 years
(c)	Senior Superintendent and Superintendent of Armed Police -	55 years
(d)	Deputy Superintendent of Armed Police -	54 years
(e)	Inspector of the Armed Police -	53 years
(f)	Senior Sub-Inspector and Sub-Inspector of Armed Police -	52 years.
(g)	Assistant Sub-Inspector of Armed Police -	51 years
(b)	Senior Constable, Constable, Assistant Constable and Police Personnel of the Armed Police -	50 years
(i)	Peon or equivalent thereto of the Armed Police -	55 years.

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

(a)	Inspector General of Armed Police -	4 years.
(b)	Additional Inspector General and Deputy Inspector General of Armed Police -	5 years
(c)	Senior Superintendent of Armed Police -	7 years.
(d)	Superintendent of Armed Police -	10 years.

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

(4) For the purpose of this Rule, the age of an Armed Police shall be calculated in the following manner:

[8](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,

[9](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 qualification certificate and the date of joining of original entry in the case of the sheet roll.

[10](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.

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[8] Amended by the Fifth Amendment.
[9] Amended by the Fifth Amendment.
[10] Inserted by the Fifth Amendment.

[11](d) On the basis of Clause (b) if the difference of the dates of birth mentioned in separate certificates is more than one year.

[12](5) If an Armed Police employee serving in the Armed 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.

50. <u>Voluntary retirement</u>: The Authority may grant permission to any Armed Police having completed the period for receiving the pension pursuant to Rule 54 to get retirement, if he or she desires.

51. <u>Acceptance of resignation</u>: The following official shall have the authority to accept the resignation of the Armed Police:

(a)	Posts of gazette officers	Government of Nepal
(b)	Posts of Senior Deputy Superintendent of Armed Police and Deputy Superintendent of Armed Police	Inspector General of Armed Police
(c)	Post of Assistant Inspector of Armed Police	Deputy Inspector General of Armed Police or officer of higher rank
(d)	Senior Constable, Constable, Assistant Constable and Police Personnel of the Armed Police	Superintendent of Armed Police or officer of Armed Police

[11] Amended by the Fifth Amendment.
[12] Amended by the Fifth Amendment.

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		officer of higher rank
(e)	Peon or equivalent thereto of the Armed Police	Superintendent of Armed Police or officer of Armed Police officer of higher rank

52. <u>Retirement letter</u>: (1) The right to give the retirement letter to any Armed Police shall be vested on the Authority.

(2) The Police Records Keeping Office shall, on the recommendation of the concerned office, give the authorization letter to receive the amount of gratuity, pension, family pension and other facility and subsistence allowance to be received by the Armed Police retired from the service.

53. <u>Gratuity</u>: (1) If any Armed Police personnel, who has served for five years or more but has not been eligible to pension pursuant to Rule 54, has retired or is detached from the service upon having the resignation accepted or has been removed from the post without declaring disqualified for government service in the future, he or she shall receive the gratuity at the following rate:

(a) In the case of an Armed Police Personnel 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 an Armed Police Personnel who has served for more than Ten years up to Fifteen years, the last one months salary for each year of his or her service,

(c) In the case of an Armed Police Personnel who has served for more than Fifteen years but less than

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Twenty years, the last One and half month's salary for each year of his or her service.

(2) Notwithstanding anything contained in Sub-rule (1), no gratuity shall be paid to any Armed Police Personnel who is proved to have deceived the citizenship or age or qualifications with intention to enter into or continue to hold the government service.

54. **Pension:** (1) The following Armed Police Personnel having done government service for the Twenty One years or more than that period shall receive the pension from the date of retirement from service.

(2) The calculation of pension to be paid pursuant to Sub-rule (1) shall be as follows:

(a) For gazette officers-

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

(b) For Armed Police of non-gazetted level and below than that:

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

(3) Notwithstanding anything contained in Sub-rule (2), the minimum amount of the pension shall not be less than half the amount of the basic pay scale of the incumbent Armed Police of the same post and more than of the amount of the basic pay scale of the incumbent Armed Police Personnel of the same post.

(4) If any Armed Police who has completed the service period of fifteen years dies, the required period necessary to receive the pension shall be added to his or her service period, and his or her family shall be allowed to receive either pension or gratuity whichever the latter chooses.

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

55. **Increment in pension:** If the salary of an incumbent Armed Police increases, Two third amount of the amount increased in the basic scale shall be added to the pension amount of the retired Armed Police of the same post.

56. **Family pension and gratuity:** (1) If any Armed Police dies while in service or within Seven years of commencing to receive the pension, a gratuity or pension as provided for in Rule 53 or 54 shall be paid to his or her family or his or her minor brother or unmarried sister.

Provided that, in the case of pension, the pension shall not be paid for a period exceeding Seven years. In the case of the Armed Police who dies within Seven years of the commencement of pension, no pension shall be paid to the family or minor brother or unmarried sister of such Armed Police Personnel after the completion of Seven years.

(2) Notwithstanding anything contained in Sub-rule (1), if the recipient of such pension is a minor, he or she shall be entitled to receive such pension until the attainment of eighteen years.

(3) If the husband or wife of an Armed Police 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 Armed Police dies before the expiry of Seven years of receiving such pension he or she shall receive the same from the date of death till his or her life.

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(4) If the salary of any incumbent Armed Police personnel is increased, the amount of family pension of the person receiving family pension pursuant to Sub-rules (1), (2) and (3) shall also be increased at the rate of two-thirds of the total amount increased on the basis figure of the incumbent's salary.

(5) If any Armed Police personnel dies prior to receiving any amount to which he or she is entitled under these Rules, such amount shall be paid to the person, out of his or her family members, who is held to be entitled to the gratuity or pension according to these Rules.

(6) In providing gratuity or pension, if the deceased Armed Police has nominated any member of his or her family or his or her minor brother or unmarried sister, the same shall be provided to such person, and for any reason the same cannot be provided to such person or if nobody has been nominated, it shall be provided to such person out of the members of his or her family as may be deemed appropriate by the Government of Nepal.

57. Disability allowance: (1) If any Armed Police is [13] physically or mentally handicapped for the Armed 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 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).

Explanation: For the purpose of this Sub-rule, "mentally handicapped" means a person who is recommended by the medical board formed by the Government of Nepal as to be mentally handicapped to work in the Armed Police service.

[13] Amended by the Fifth Amendment.

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(2) If the period of service of the Armed Police who has become disabled in the manner indicated in Sub-rule (1) is pensionable, such Armed Police shall be entitled to get the disability pension equal to the amount to be calculated pursuant to Sub-rule (2) of Rule 54 on the basis the salary currently drawn by him or her (inclusive of that if he or she has also worked as acting or officiating). If the period of service of such disabled Armed Police 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.

(3) The amount of monthly disability allowance to be received in addition to the disability pension to be received by the Armed Police personnel pursuant to Sub-rule (2) for his or her disability shall be equal to Twenty per cent of the salary drawing by him/her at present.

Provided that, if the Armed Police who has been receiving disability allowance or held to receive the same re-enters any service afterward, he or she shall not receive disability allowance as referred to in this Rule but the amount already received by such Police shall not be required to be returned back.

[14](4) Notwithstanding anything contained in Sub-rule (1) if any Armed Police becomes disabled to work in the Armed Police Service 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 Armed Police shall be promoted to one level and retired from the service, and in such event he or she shall receive full salary up to Seven years not exceeding the period for

[14] Amended by the Fifth Amendment.

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retirement on the basis of age. After the expiry of the period of receiving such full salary, the Armed Police 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 accordingly.

(5) The concerned Armed Police shall receive total amount to be incurred in the treatment to be made while sustaining injury pursuant to Sub-rule (1) or (4), and while paying such treatment expense it shall not be deducted from the treatment expenses to be received pursuant to Sub-rule (1) of Rule 62.

(6) If the salary of the incumbent Armed Police 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 Armed Police.

(7) If a retired Armed Police who is receiving facility pursuant to Rules (1), (2), (3) and (4), his or her family shall receive all such facilities as receivable by himself or herself, and shall receive the pension as referred to in Sub-rules (1) and (2) of Rule 58 after Seven years.

(8) If the salary of the incumbent Armed Police increases, the amount of disability allowance as referred to Sub-rule (3) shall also increase by the same percent as the percent of increase in the basic pay of the Armed Police of the same level.

58. <u>Extra-ordinary family pension and gratuity</u>: (1) If any Armed Police dies instantly during the course of implementing his or her duty or due to injury while taking training or dies due to that reason while undergoing treatment, the nearest heir of such deceased Armed Police

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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) Notwithstanding anything contained in Sub-rule (1), if any Armed Police dies immediately, or subsequently, in an explosion or attack made by an armed group or in any other kind of armed attack or explosion or while on duty to take action against any armed group or similar other group or falling down from the sloppy hilly land, in river, stream or due to injury or any kind of arms during the course of deputation under control of the Nepal Army pursuant to Section 8 of the Act or due to any accident during that deputation, the deceased Armed Police shall be promoted to one level after his or her death, the family of such Armed Police shall receive full salary of that promoted post for up to Seven years not exceeding the period for retirement of such Armed police on the basis of age. After the completion of the period of receiving such full salary, if the service period in the Armed

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Police Service of such deceased falls shorter than the period for getting pension the nearest family of such deceased Armed Police personnel 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.

[15](2a) If the salary of the incumbent Armed Police increases while the family of the Armed Police is receiving salary pursuant to Sub-rule (2), the salary receivable by the family of the Armed Police shall also be increased accordingly.

(3) The husband or wife, father and mother of the deceased Armed Police shall receive the extra-ordinary family pension and gratuity pursuant to this Rule, for life, and in the case of son, up to the attainment of the age of Twenty years or the admission to a government service, whatever occurs earlier, and in the case of daughter up to the attainment of the age of Twenty years or if she marriages or gets admission to a service, whichever occurs earlier.

[16](4) Where reliable information has been received that a Armed Police 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 (1) and (2) shall, on the basis of the joint report of the concerned Chief District Officer and the chief of concerned Armed Police office, be provided to the family of the murdered Armed Police.

59. <u>Family allowance and education allowance</u>: (1) If any Armed Police becomes disabled and could not work for life due to the incident as referred to in Rule 57, a maximum of Two offspring of such disabled

[15] Inserted by the Fifth Amendment.

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Armed Police shall be provided with the monthly family allowance at the following rate:

(a)	Gazetted Officer of Armed Police	-Rs. 260/-
(b)	Armed Police of non-gazetted first and second class	- Rs. 124/-
(c)	Armed Police of non-gazetted third and fourth class	-Rs. 116/-
(d)	Peon or equivalent thereto of the Armed Police	-Rs. 112/-

(2) If any Armed Police dies in an incident as referred to in Rule 58, a maximum of Two offspring of such deceased Armed Police shall be provided with monthly family allowance at the following rate of the basic pay-scale of the post in which the deceased Armed Police has been incumbent.

	Post	**Percent of basic pay scale**
(a)	Inspector General/ Additional Inspector General of Armed Police	- 6.5
(b)	Deputy Inspector General /Senior Superintendent of Armed Police	- 8

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[16] Inserted by the Fifth Amendment.

(c)	Superintendent/ Deputy Superintendent of Armed Police	- 9
(d)	Inspector of Armed Police	- 10
(e)	Senior Sub-Inspector of Armed Police	- 12
(f)	Sub-Inspector/Assistant sub-inspector of the Armed Police	- 13
(g)	Senior Constable / Constable /Sub-Constable/ Police / Peon of Armed Police	- 14

(3) The allowance as referred to in Rule (1) or (2) shall be given in the case of son, up to the attainment of the age of Twenty One years or the admission to a government service, whichever occurs first and in the case of daughter up to the attainment of the age of Twenty One years or if she marriages or gets admission to a service, whichever occurs first.

(4) If any Armed Police dies or becomes disabled in an incident as referred to in Rule 57 or 58, a maximum of Two offspring of such disabled or deceased Armed Police shall also be provided with annual education allowance, at the following rate, in addition to the family allowance pursuant to Sub-rule (1) or (2), up to the attainment of the age of Eighteen years.

	Post	**Education allowance**
(a)	Gazetted Officer of Armed Police	-Rs. 2,400/-

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(b) Non-gazetted Armed Police and Peon or equivalent thereto of the Armed Police - Rs. 1,800/-

[17]**59A. Equal facility to be provided:** (1) If any Armed Police is disabled or dies as a result of a situation as referred to in Sub-rule (4) of Rule 57 or Sub-rule (2) of Rule 58 after 9th *Magha* of 2057, such a Armed Police or his or her family shall be entitled to get the facilities set forth in Rules 55, 56, 57, 58 and 59 as mentioned in these Rules on equal footing, without duplication.

(2) In providing the facilities pursuant to Sub-rule (1), the amount received earlier as a facility shall be deducted and the remaining amount only shall be provided.

[18]**59B. Only one family pension is receivable:** Notwithstanding anything contained elsewhere in these Rules, only one family pension, out of the family pensions receivable pursuant to Rule 56 or 57 or 58, shall be provided to the family of any Armed Police.

60. Provision of committee: If any Armed Police becomes disabled or dies in an incident as referred to in Rule 57 or 58, the following committees shall be constituted to recommend for providing allowances or gratuity to be received by the nearest family or offspring of such Armed Police:

(a) In case of Gazetted Armed Police,-

(1) Representative, Ministry of Home Affairs -Chairperson

[17] Inserted by the Fifth Amendment.
[18] Inserted by the Fifth Amendment.

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(2) Representative, Ministry of Finance -Member

(3) Representative, Police Headquarters -Member

(4) Medical Representative, Headquarters -Member

(b) In case of non-gazetted and classless Armed Police working in the Kathmandu Valley,-

(1) Chief District Officer, Kathmandu - Chairperson

(2) Representative, Mid Regional Treasury Directorate - Member

(3) Representative, Headquarters - Member

(4) Medical Representative, Birendra Police Hospital - Member

(c) In case of non-gazetted and classless Armed Police, working out of the Kathmandu Valley,-

(1) Chief District Officer of the concerned District - Chairperson

(2) Representative of the Fund and Accounts controller's office of the concerned District - Member

(3) Chief of office where the concerned Armed Police is working or representative designated by the chief of office - Member

(4) Medical representative of hospital or health centre of the concerned District - Member

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[19]**Explanation:** For the purpose of this Rule, the grounds for the determination of the percentage of disability shall be as follows:

(a) From Eighty to cent percent disability means the loss of both eyes or loss of both legs or loss of both hands or loss of one leg, one hand or non-movement of the whole body,

(b) From Sixty to Seventy Nine percent disability means the non-movement of partial body so that no function can be performed or loss of one eye or loss of one hand or loss of one leg,

(c) From Forty to Fifty nine percent disability means the situation where voice is not clear unusually or where body movement is unsmooth or it appears unsuitable to serve in the Armed Police Service because of physical appearance, speech, movement despite that all parts of the body seem to be fit,

(d) The medical board shall have the power to determine the percentage of the other disability other than the above categorization.

61. Count of service period: (1) In counting the service period for the purpose of this Chapter, the total period of service rendered upon being

[19] Inserted by the Fifth Amendment.

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appointed permanently to the post of Armed Police, Nepal Army or other post or police service (if disconnected between periods, by deducting such disconnected period) shall be calculated.

(2) Notwithstanding anything contained in Sub-rule (1), if any person having already received the gratuity receives appointment to the Armed Police Service or post, his or her service rendered previously shall be counted only if he or she returns the amount of gratuity received by him or her.

(3) The period of suspension shall also be counted while counting the service period pursuant to Sub-rule (1).

62. **Medical treatment expenses**: (1) Every Armed Police, during his or her entire service period shall receive the current salary amount of equivalent to Twelve months in the case of Gazetted level Armed Police, Eighteen months salary in the case of Non-Gazetted first class Armed Police and Twenty One month's salary in the case of other non-gazetted and classless Armed Police for medical treatment expenses.

(2) If any Armed Police or member of his or her family becomes sick, the following expenses expended as follows shall be given not exceeding the amount to be received pursuant to Sub-rule (1):

(a) The fee for medical checkup carried out by a recognized doctor for treatment and the expenditure on medicines purchased as per the prescription upon the examination,

(b) The expenditure as per the bill for the admission and treatment in any health institution,

(c) The expenditure amount as recommended by the concerned chief of office, in the case of chief of

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office, by the chief of the senior office and in the case of Inspector General of the Armed Police by the Secretary of the Ministry of Home Affairs for the treatment, where hospital and recognized doctor are not available,.

(d) The expenditure as per the bill for all kinds of surgical operations except plastic surgery,

(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 Armed Police as per the rules.

Explanation: For the purpose of this Sub-rule, recognized doctor means and also includes a doctor, *Kaviraj,* Health Assistant and *Vaidya* working in the governmental service or registered as a doctor as per the prevailing law

(3) If any Armed Police 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 Armed Police 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 Armed Police pursuant to Sub-rule (1), give such additional financial assistance as it deems reasonable.

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(4) If any Armed Police desires to receive the medical treatment expenses to be received pursuant to these Rules, in advance, and if the reason thereof seems to be reasonable, advance amount may be given subject to this Rule, on the condition of settlement of amount subsequently. If the amount so given is more than the amount to be received for the treatment, the amount so exceeded shall be deducted from the salary of the concerned Armed Police by installments. If the concerned Armed Police personnel or the member of his family dies before re-payment of such amount so deducted, the amount so remaining to deduct shall be remitted.

(5) Departmental action shall be taken against any Armed Police demanding or receiving the treatment expense pursuant to this Rule by furnishing false statement, including the recognized doctor certifying such false statement (if he or she is an employee).

(6) Except dismissed from the service held to be disqualified for any government service in the future, any Armed Police, 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 this Rule, shall receive lump sum of such remaining amount.

(7) Any Armed Police having detached from the service after completion the service period of Twenty years, Twenty five years or more shall receive lump sum amount by adding Ten, Fifteen and Twenty per cent respectively to the remaining amount.

(8) Except where any Armed Police has been dismissed held to be disqualified for government service in the future before the attainment of ten years of service, if any Armed Police has been relieved of the service in any other manner, the medical treatment expense shall

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be given proportionately pursuant to this Rule by considering the ten years service period.

(9) Except in doing treatment getting admitted to any health institution or going abroad pursuant to this Rule, no Armed Police 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.

(10) The Office maintaining the details of medical treatment expense received by an Armed Police pursuant to this Rule shall have to send maintain the personal details of the Armed Police and also send the same to the Police Records Keeping Office.

(11) If the District Health Centre recommends that the Armed Police and his or her family living in the remote area are in danger due to the fact that the treatment of the disease from which an Armed Police or his or her family is being suffered is not possible in the local Health Centre, the Government of Nepal shall give the travel expense to and from the place where there is the treatment facility.

63. <u>To mention salary</u>: (1) The salary wherever mentioned in this Chapter and Chapter 6 shall mean the salary amount currently being withdrawn (including grade) by the concerned Armed Police.

(2) For the purposes of Rule 53 and 54 'last salary' shall mean the salary of an Armed Police to be received at the time of retirement and if any Armed Police is in suspension at the time of his or her retirement, full salary shall be calculated for such period too.

[20]**63A. <u>Alteration in terms of service and facilities</u>:** No alteration shall be made in the salary, gratuity, pension and similar other facility related

[20] Inserted by the Fifth Amendment.

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terms of service of any Armed Police that exist at the time of his or her appointment in a manner to be disadvantageous to him or her.

Chapter- 8

Conduct

64. **To maintain time and regularity:** (1) Every Armed Police shall have to be in duty in time as prescribed by the Government of Nepal regularly and not become absent without getting approval of leave in advance to the possible extent.

(2) No Armed Police shall leave the area of his or her deputation without permission of the competent authority.

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

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

(3) The Armed Police shall have to show reasonable respect towards all Armed Police senior to them.

66. **Not to take part in politics:** The Armed Police shall not become a member of any political organization, take part in politics, give donation for the assistance of political organization or make influence in any manner, on any political institution or movement.

67. **Restriction on criticizing the Government:** (1) No Armed Police Personnel shall, on his or her real or fictitious name or anonymously, publish any feature article, provided 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

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which may undermine the mutual relationship of the Government of Nepal with the public or with any foreign nation.

(2) Notwithstanding anything contained in Sub-rule (1), there shall be no restriction to publish an article or make broadcast which is not contrary to the prevailing laws and policies of the Government of Nepal.

68. <u>Restriction on publishing any news relating to governmental functions</u>: No Armed Police shall, without being authorized by the Government of Nepal, inform or divulge directly or indirectly, to any other unauthorized Armed Police personnel 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 prohibited by law This restriction shall continue to be applicable also to the person irrespective that he is no more in the government service for any reason whatsoever.

69. <u>Restriction on receiving gift, present, donation etc. and loan (borrowing</u>): (1) No Armed Police shall, without prior approval of the Government of Nepal, accept gift, present or gratification of any kind either by himself or herself or through any member of his or her family, or ask for donation or borrow any loan from any person concerned with any governmental work.

(2) If any Armed Police happens to receive any present from any foreign government or any representative of such foreign government, he or she shall inform the Government of Nepal about it and shall act according to the order received thereon.

70. <u>Restriction on establishing and operation of a company and carrying on trade or profession</u>: (1) No Armed Police shall, without prior approval of the Government of Nepal, carry out the following acts:

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(a) To participate in establishment, registration or operation of any bank or company,

(b) To carry on any trade or profession requiring registration according to the prevailing laws,

(c) To accept any kind of employment elsewhere.

(2) Notwithstanding anything contained in Sub-rule (1), an Armed Police Personnel may carry out any literary, scientific artistic or humanitarian cooperative works without contravening the policies of Government of Nepal.

71. <u>Restriction on taking part in election</u>: No Armed Police shall take part in an election for any political post nor solicit vote for any one, nor exercise influence of any kind in the election.

Provided that, this shall not bar to exercise his or her right to vote conferred under the prevailing laws, without revealing whom he or she has voted or intends to vote for.

72. <u>Restriction on demonstration and strike</u>: No Armed Police shall perform an agitation, participate in a strike or entice anyone to perform such act in a manner to undermine the sovereignty and integrity of Nepal, the law and order situation or the external relations, or public decency or the provoke contempt of court, or to disseminate communal hatred or to harbor any crime.

73. <u>Restriction on staging strike, detention and *Gherao*</u>: No Armed Police shall stage any strike or pen-down action and exert any pressure inflicting physical or mental torture or entice other persons to commit such acts, in a manner to cause hindrance or obstruction to any office or officer on the performance of his or her duty required by the law.

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74. **Restriction on making representation:** No Armed Police shall make representation on behalf of any person or group, except to petition to the concerned body or official either by himself or herself or through his or her attorney in respect of any grievance caused to him or her.

75. **Description of property:** (1) Any transferee Armed Police according to the Act and newly appointed Armed Police shall have to submit the details of the following property to the authority prescribed by the Government of Nepal within Three months of assuming the office through transfer 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 Armed Police 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 Armed Police to give a notice to the authority of any alteration in his or her property within Three months of such alteration.

76. **To maintain the conduct according to the service or post:** Every Armed Police shall have to maintain the conduct according to his or her service and post.

77. **Not to make influence:** In order to make feasible the interest relating to the service, no Armed Police shall cause or attempt to cause any

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political, undesirable, external or undue influence or pressure on the officers senior to him or her.

78. **Prohibition on purchasing immovable property without giving prior notice:** No Armed Police 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.

79. **Not to contact with radio or newspapers:** No Armed Police 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.

80. **Clearance of any act and action done by Armed Police:** No Armed Police 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 Rule shall not restrict any right to give clearance regarding any personal act or character of any Armed Police.

81. **Restriction on marriage:** No Armed Police shall conclude or cause to be concluded polygamy, child marriage or unmatched marriage in contravention of the Chapter of Marriage of the *Muluki Ain* (Country Code).

82. **Not to cause loss or damage:** No loss or damage shall be caused to the governmental offices by any Armed Police by doing any act recklessly or without being disciplined or erroneously with knowledge.

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Chapter-9

Security of Service

83. Saving of Armed Police: (1) For any governmental acts done by an Armed Police considering the observance of his or her duty to be performed according to the Act or these Rules or other prevailing law, no case shall be instigated against him or her without fulfilling the procedures as referred to in Sub-rule (2).

(2) For the instigation of any case against any Armed Police pursuant to Sub-rule (1), permission of the competent authority shall be required in the case of criminal offence, and the following procedures shall have to be followed in the case of a civil case:

(a) after crossing off the period of Two months for the submission of a written notice to the competent authority indicating the reason for instigating the case and the name and address of the plaintiff, if any, or serving the concerned Armed Police personnel or sending the same through registered post and submission of one duplicate copy thereof to the Government of Nepal.

(b) the case has already been instigated within Three months of occurrence of the cause of action for instigating the case.

(3) For any acts performed by any Armed Police in connection with the observance of his or her duty, while he or she was in service, no case may be instigated against him or her without permission of the Government of Nepal.

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(4) If the Government of Nepal gives permission to instigate any case pursuant to Sub-rule (3), the Government of Nepal shall defend him or her.

Chapter-10

Punishment and Appeal

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

(a) General punishment:

(1) To give physical fatigue (fatigue duty) or internee

[21](1a) To warn.

(2) To admonish.

[22](2a) To write prejudicial opinion in the report regarding the conduct.

(3) To withhold the increment of salary (grade) for up to Two years.

(4) To withhold promotion for up to Five years.

(5) To diminish to the lower post or lower time-scale or lower scale of the same time scale.

(6) To fully or partly recover loss and damage caused to the Government of Nepal due to negligence or non-observance of rule, order.

[21] Inserted by the Fifth Amendment.
[22] Inserted by the Fifth Amendment.

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(b) Special punishment:

(1) To remove from the service without holding disqualified for governmental service in the future.

(2) To dismiss from the service with holding disqualified for governmental service in the future.

85. <u>To admonish or to write prejudicial opinion</u>: (1) If any Armed Police 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. <u>To withhold increment of salary or promotion or to make demotion</u>: The authority awarding punishment to Armed Police may withhold the increment of salary for up to Two years or promotion for up to Five years or demote to the lower post or lower time scale or lower scale of the same time scale in any of the following circumstances:

(a) If he or she does any undisciplined act.

(b) If he or she does not assume the office where he or she has been transferred to within the time limit.

(c) If he or she does not work satisfactorily.

(d) If he or she admonished for Two times in One year pursuant to this Rule.

(e) If he or she contravenes the Rules relating to conduct.

(f) If he or she shows false reason to detach from the service within Five years of appointment.

(g) If does not hand over charge pursuant to Rule 128.

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(h) If he or she does not implement or obey the order or direction given by the superior authority.

(i) If he or she goes on leave without having reasonable reason and without prior approval or does not present in the work.

(j) If he or she does not perform the responsibility of post as prescribed by the prevailing law.

87. <u>To remove or dismiss from the service</u>: (1) Any Armed Police may be removed from the service without holding disqualified for governmental service in the future 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 shows irresponsibility and frustration towards own professional knowledge showing negligence during the training period or [23]<u>failing to attend the training assigned or making pretence</u>.

(c) If he or she contravenes the matters relating to conduct repeatedly.

(d) If he or she consumes alcoholic substance during the office time or in uniform even before and after the office time.

[24](d1) If he or she enters the house of general public in an unauthorized manner whether while on duty or not or does any improper conduct or makes looting.

[23] Inserted by the Fifth Amendment.
[24] Inserted by the Fifth Amendment.

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(e) If he or she does the work in undisciplined way repeatedly.

(f) If he or she participates in politics.

(g) If he or she fails to present in the office for up to Fifteen consecutive days without getting leave approved.

(h) If ignores own responsibility of post repeatedly.

(2) Any Armed Police may be removed from the service holding disqualified for governmental service in the future in any of the following circumstances:

(a) If he or she is held to have committed the offence as referred to in Section 27 of the Act [25] or if he or she commits such offence and goes away.

(b) If he or she is convicted by the court of a criminal case involving moral turpitude.

(c) If he or she is proved to have committed corruption.

88. Authority to hear appeal and award punishment: The authority as prescribed in Schedule -6 shall have the power to order of punishment as referred to in Rule 84 and to hear the appeal on the order of punishment so given to an Armed Police personnel.

89. To suspend: (1) If an investigation on any charge as mentioned in Rule 87 has to be conducted in respect of any Armed Police, the authority empowered to order punishment to such Armed Police may suspend him or her until the conclusion of the investigation.

[25] Inserted by the Fifth Amendment.

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Provided that, generally suspension shall not be ordered unless the following circumstance exists:

(a) If the offence as referred to in Section 27 of the Act has been committed.

(b) If there appears a possibility of collecting false evidence concealing the evidence against him or her if he or she is not suspended and is allowed to carry out the duty of his or her post, or

(c) If there appears a possibility of causing loss or damage to the government if he or she is not suspended and is allowed to carry on the duty of his or her post.

(2) In suspending any Armed Police pursuant to Sub-rule (1), he or she shall not be suspended for [26]more than Six months. The proceedings against the Armed Police shall be completed within that period. If such proceedings cannot be completed due to any extra-ordinary circumstance and the period of suspension has to be extended, the period of suspension may be extended for [27]upto Three months with the prior approval of the Authority.

(3) Except on the condition of suspension as a result of action taken pursuant to these Rules, if any Armed Police is in detention for any accusation made against him or her due to the reason of his or her act and action, such Armed Police shall be deemed to have been *ipso facto* suspended during the period of such detention.

[26] Amended by the Second Amendment.
[27] Amended by the Second Amendment.

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(4) If it is required to suspend any Armed Police, the authority empowered to order punishment shall have to give the suspension letter and letter written to produce clarification pursuant to Sub-rule (1) of Rule 91 to the concerned Armed Police.

(5) The authority empowered to order punishment as referred to in Rule 88 may obtain the report with verdict given by himself or herself or any other officer upon the departmental enquiry pursuant to Sub-rule (2) of Rule 92 before requiring clarification from any Armed Police.

90. **Termination of suspension:** If any Armed Police is reinstated in his or her post or removed or dismissed from his or her post pursuant to Rule 87 or has completed the period of suspension as referred to in Sub-rule (2) of Rule 89 or has been released from detention made pursuant to Sub-rule (3) of the same Rule, the suspension of such Armed Police shall terminate.

91. **To give opportunity for defense:** (1) The official authorized to order departmental punishment shall, in other circumstances except as referred to in Section 21 of the Act, and prior to issuing an order to any Armed Police for punishment, give an opportunity to the Armed Police 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. In such case, the concerned Police shall also have to submit his or her defense within the specified time, and the concerned official shall seriously consider the defense so submitted.

(2) The official authorized to order departmental punishment may, if he or she thinks it necessary, conduct an investigation either by

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himself or through any other officer and obtain a report accompanied by his or her opinion and conclusion.

92. <u>Procedure to be followed by investigating officer</u>: (1) The investigating officer shall have the power to proceed action for departmental enquiry by adopting the following procedures:

(a) to exercise the powers as are vested in the court such as to take statement, cause to submit written evidences and issue summons in the name of the witness etc.,

(b) to hear and enquire material evidences in presence of the accused Armed Police,

(c) to give an opportunity to the accused Armed Police to make cross examination with the witness and to submit material evidences against the accusation.

(2) After the completion of enquiry pursuant to Sub-rule (1), the investigating officer shall have to submit a report before the authority empowered to award punishment. In such a report, the said officer shall have to submit own verdict of punishment containing the reason therefor, as well as material evidences, if any.

93. <u>Not to need departmental enquiry</u>: It is not required to hold departmental enquiry by the authority empowered to order punishment on the matters concerning the following departmental punishment to any Armed Police in any of the following circumstances:

(a) If it is required to award general punishment pursuant to Clause (a) of Rule 84.

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(b) If it is required to award punishment to the Armed Police who has absconded or of whom whereabouts cannot be known due to any other reason.

(c) If it is required to award departmental punishment to any Armed Police on the basis of being proved as accused by the court in the offence involving moral turpitude or being held to have committed the offence pursuant to Section 27 of the Act.

94. <u>To propose punishment prior to issuance of order of special punishment</u>: If the concerned Armed Police does not submit a note of defense pursuant to Rule 91 or if the defense submitted by such Police is not satisfactory, the official authorized to order departmental punishment shall, prior to issuing an order of special punishment, ask such Armed Police to furnish an explanation why the proposed punishment should not be imposed upon him or her.

95. <u>To set out the reason why clarification is not satisfactory</u>: In demanding the clarification by any officer authorized to order punishment from any Armed Police pursuant to Rule 94, before that, if the clarification submitted pursuant to Sub-rule (1) of Rule 91 is not satisfactory, the reasons thereof shall have also to be set out. If the departmental enquiry has been made pursuant to Sub-rule (2) of Rule 91 regarding such police, the result thereof shall have also to mention and the reason of the proposed punishment also shall have to be set out in such clarification.

96. <u>Procedure relating to the order of punishment and duplicate</u>: (1) While taking decision for any departmental punishment against any Armed Police, the officer authorized to order punishment, by considering whether or not the sufficient opportunity was given to furnish clarifications or explanation to the concerned Armed Police and

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by reasonably evaluating all available material evidences, clarification and explanation, verdict shall be given by setting out clear reason thereof. The officer authorized to order punishment in such a manner shall have to take decision with his or her clear opinion regarding the order for punishment.

(2) Notwithstanding anything contained elsewhere in this Chapter, no decision shall have to be taken giving another punishment after demanding the clarification, explanation by proposing one punishment to any Armed Police. Provided that, if it is required to give lesser or higher punishment due to any reason, the procedure as referred to in Rules 92 and 94 shall have to be fulfilled again.

(3) While taking decision for giving departmental punishment to any Armed Police pursuant to Sub-rule (1), the officer authorized to order punishment shall not make decision with retrospective effect. Provided that in making decision in the case of an absconded one, decision may be made with effect from the date of absconding.

(4) One duplicate copy of the order of departmental punishment made to any Armed Police pursuant to Sub-rule (1) shall have to be given to the concerned Armed Police by the Officer authorized to order punishment without any fee.

(5) If any Armed Police has been dismissed from the service pursuant to Sub-clause (2) of Clause (b) of Rule 84, the officer authorized to order punishment shall have to give the information, including the peculiarity with three generations, to the Armed Police Service Commission and Police Records Keeping Office, and the concerned agency shall also keep such information in its records.

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97. **Not to effect the decision:** Any minor error that does not affect substantially the action taken against any Armed Police by the officer authorized pursuant to These Rules shall not affect the decision.

98. **Appeal:** (1) Any Armed Police who is not satisfied with the order for punishment given pursuant to this Chapter may appeal to the officer as prescribed pursuant to Rule 88.

(2) In making appeal pursuant to Sub-rule (1), the following procedures shall have to be followed:

(a) The appeal making Armed Police is required to appeal in his or her own name and such appeal shall have to be written in reasonable and respectable language,

(b) The appeal making Armed Police shall have to attach existing material evidences required for the clarification, as well as a copy of the order for punishment against which the appeal is being made,

(c) In making an appeal, the appeal hearing officer has to be addressed, and appeal has to be filed with his or her office or [28]through the officer against whose order the appeal has been made.

(d) The appeal shall have to be made within Thirty Five days of receiving the order for punishment.

(e) The concerned office shall register the appeal received pursuant to Clause (d) and give a receipt thereof to the concerned person.

[28] Inserted by the Fifth Amendment.

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99. **To consider the appeal and decision:** (1) If the appeal filed by any Armed Police against the order of departmental punishment does not comply with the procedure as referred to in Rule 98, the officer to hear the appeal may reject such appeal.

(2) The officer to hear the appeal shall have to consider the following matters as set out in all other filed appeals except the appeal rejected pursuant to Sub-rule (1):

(a) Whether or not the reality of the matter taken as the basis in the order of punishment has been established.

(b) Whether or not the matters already established are sufficient for the punishment.

(c) Whether the punishment made is correct, sufficient, insufficient or excessive.

(3) The officer to hear the appeal may, after considering the matters pursuant to Sub-rule (2), give final order to uphold or void the punishment awarded to the appellant or mitigate such punishment.

100. **Personnel working in good faith, while discharging the duty, shall not be guilty:** While discharging the duty to be discharged by any authorized officer or Armed Police or while serving the order or warrant issued by a court in good faith pursuant to the Act or these Rules or other prevailing law shall not be liable to any punishment and to pay damages.

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Chapter-11

Provisions Relating to Leave

101. Armed Police deemed to be on duty all times: (1) The Armed Police shall be deemed to be on duty at all times, and he or she may be deputed to work at any time.

(2) The Armed Police shall be entitled to avail the leaves as are mentioned in this Chapter. Provided, however, that the Armed Police shall not claim the leaves as their right.

(3) Any Armed Police shall not avail other leaves, generally, during the period of training and deputation to special action, except the leave on public holidays, maternity leave and obsequies leave.

(4) If any Armed Police is held to have taking the sick leave, obsequies leave, maternity leave by showing false details, he or she shall be subject to departmental punishment pursuant to These Rules.

102. Casual and festival leave: (1) Every Armed Police shall be entitled to a total of Twelve days leave with full salary i.e. Six days as casual leave and Six days as festival leave each year.

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

103. Home leave: (1) Every Armed Police shall be entitled to get home leave with full salary at the rate of one day for every Twelve working days.

Explanation: For the purpose of this Sub-rule, working period means and includes casual leave, festival leave, sick leave, maternity

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leave, obsequies leave taken during such period and public holidays during such period.

(2) The Armed Police may accumulate the home leave earned by him or her for up to One Hundred and Eighty days.

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

(4) In cases where any Armed Police dies before receiving the amount payable in lieu of the accumulated home leave, his or her near relative shall be entitled to receive the amount payable against such accumulated home leave.

(5) An Armed Police who is on the home leave, study leave or subject to suspension shall not be entitled to get the home leave during that period.

(6) An Armed Police, who has finished own accumulated home leave, suffers any big loss in his or her movable or immovable property or suffers himself or the member of his family from any act of God or suffers with other sufficient reason, may be given the home leave up to Thirty days in advance subject to deduction the same from the home leave to be received by such Police in the year to come.

(7) If any Armed Police, who has finished own accumulated home leave and sick leave becomes sick for a long time, he or she may obtain the home leave for up to Thirty days in maximum in advance, subject to deduction of the same from the home leave to be received in the year to come.

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(8) While going home once a year on the home leave of at least Seven days and returning to office from home after completing the home leave, an Armed Police 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.

104. Sick leave: (1) An Armed Police shall be entitled to get a fully paid sick leave of Twelve days in each year.

(2) In cases where an Armed Police falls seriously ill and the accumulated sick leave is insufficient, an advance sick leave of a maximum of Twelve days may be granted to him or her.

(3) An Armed Police requesting for the sick leave for a period of more than Seven 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) The Armed Police shall be entitled to get accumulated the sick leave earned by him or her.

(5) In cases where any Armed Police 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.

(6) In cases where any Armed Police dies before receiving the amount payable in lieu of the accumulated sick leave, the person as

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referred to in Sub-rule (5) of Rule 56 shall be entitled to receive a lump sum of the amount payable against such accumulated sick leave.

(7) If an Armed Police suffers from a serious disease, and the leave is insufficient even after making deduction from the advance home leave to which he or she is entitled pursuant to Sub-rule (7) of Rule 103, he or she may obtain a special sick leave for a maximum of One year.

(8) The Armed Police who has taken the extra-ordinary sick leave pursuant to Sub-rule (7) continuously shall receive full salary and allowance for the first Three months and thereafter, he or she shall receive half of the salary and allowance for Six months. Thereafter he or she shall not receive any salary and allowance.

(9) If any Armed Police is held to be unable to perform his or her duties even after having on extra-ordinary sick leave for One year continuously pursuant to Sub-rule (7), such Armed Police shall be removed from the service.

(10) Any Armed Police who becomes sick or sustained injury in the course of performing his or her duty may get extra-ordinary sick leave with full salary until the recovery of such sick or injury. If the Armed Police is held not eligible to perform his or her duty even after the recovery of such sick or injury, such Armed Police shall be removed from the service.

(11) While living in governmental or other hospital recognized by the government upon being sick or sustaining injury in the course of performing the duty, every Armed Police shall be deemed to be a hospital patient until the recovery of such sick or recovery and he or she shall receive full salary and allowance for such period. If the Armed Police is held not eligible to perform his or her duty even after the

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recovery of such sick or injury, such Armed Police shall be removed from the service.

(12) If any report has been submitted referring the sickness of any Armed Police, a physician may be deputed to inspect whether or not such Police is sick.

(13) It is prohibited to depute any sick Armed Police to any government duty to unless the Physician deputed pursuant to Sub-rule (12) declares that the said personnel can do his duty.

105. Maternity leave: (1) If any female Armed Police becomes pregnant, she shall be entitled to get Sixty days of maternity leave with full salary before or after the delivery.

(2) Maternity leave shall be given only for Two times during the entire period of service.

(3) The concerned office shall maintain up-to-date records of the maternity leave.

106. Obsequies leave: If any Armed Police has to observe obsequies as per ritual practices shall be entitled to get obsequies leave of Fifteen days with full salary. A female Armed Police shall also be given same days of obsequies leave if her husband has to observe obsequies.

107. Replacement leave: The concerned chief of office may give replacement leave to the Armed Police performing government work on any public holiday, making adjustment with one another. Provided that, such replacement leave shall not exceed Seven days at One time.

108. Study leave: (1) An Armed Police who is to go to pursue study, upon being selected in the open competition or inter-departmental competition by obtaining approval of the concerned departmental head

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or upon being nominated by the Government of Nepal for a foreign scholarship available for the Government of Nepal in a subject that is useful and most necessary for the Armed Service may get a study leave during the period of study.

(2) An Armed Police shall be entitled to the study leave for a maximum period of Three years at One time or various times during the service period.

Provided that, if the Government of Nepal so considers necessary, it may add the period of the study leave for up to Two years.

(3) Notwithstanding anything contained in Sub-rule (2), any Armed Police who has gone on the study leave for any study on nomination shall not be granted any additional study leave for the study of additional subject or for obtaining additional degree.

(4) The Armed Police going on the study leave shall be entitled to full salary.

(5) Any Armed Police, who is going for study in a subject that is useful and necessary for the concerned group if the Armed Police, on personal effort with the prior approval of the Government of Nepal, on the recommendation of the departmental head, may be granted the study leave pursuant to Sub-rule (2).

(6) Notwithstanding anything contained in Sub-rule (4), the Armed Police going on study leave pursuant to Sub-rule (5) shall not be entitled to salary during the period of the study leave.

(7) Any Armed Police who has not served in the government service for Five years shall not be entitled to get the study leave.

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[29]Provided that, if such a candidate is not found or the Armed Police who has served for such a period does not intend to pursue study, then study leave may be granted to any Armed Police whose service period is less than that period to study a technical subject, setting aside the reason for the same.

(8) An Armed Police who goes on the study leave shall executed a bond to the effect that he or she shall have to work for the following period in his or her service upon having completed such a study leave and returned back:

	Period of study	Minimum period for which service has to be done
(a)	Up to Three years	One year
(b)	From Three months to Six months	One and half year
(c)	From Six months to Nine months	Two years
(d)	From Nine months to One year	Three years
(e)	From One year to Two years	Four years
(f)	From Two years to Three years	Five years
(g)	From Three years to Four years	Seven years
(h)	From Four years to Five years	Eight years

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[29] Inserted by the Fifth Amendment.

(9) If an Armed Police does not serve for the period as referred to in Sub-rule (8) after completing the study and returning back, the salary and allowance received by such an Armed Police during the period of study leave as well as other amounts set forth in the bond shall be recovered from such an Armed Police as government dues.

109. <u>Procedure for requesting the leave</u>: (1) For the sanction of a leave, the Armed Police 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 Armed Police.

(2) The official empowered to grant leave may sanction the leave from the date preceding the date of application, if the official is satisfied with that it was not possible to obtain prior approval of the official empowered to grant leave or that the applicant had made every attempt to obtain prior approval.

110. <u>Official to grant leave</u>: (1) If the chief of office of any Armed Police office is required to go on casual or festival leave, he or she shall have to get it approved by the pertinent higher office after going on the leave.

(2) casual leave, festival leave, sick leave, obsequies leave to any Inspector of the Armed Police 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 Armed Police personnel may be granted by the chief of office of the same office.

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

(4) The casual leave or festival leave, maternity leave, replacement leave, obsequies leave and sick leave to the Inspector of the Armed Police and Armed Police of higher level than Inspector of the Headquarters may be granted by the concerned Section Chief and other leave may be granted by the Inspector General of the Armed Police or officer designated by him or her and all types of leave to the other Armed Police may be granted by the concerned Section Chief.

(5) The Inspector General of Armed Police may go on casual leave and festival leave by indicating the same himself or herself. While going on the other leave, he or she shall have to obtain approval of the Government of Nepal.

111. <u>Leave not to be converted</u>: The Armed Police shall be required to utilize the same leave which he or she has taken pursuant to this Chapter. One type of leave approved earlier shall not be converted into another type of leave after the completion of such leave except into obsequies leave or maternity leave.

112. <u>Public holidays to be included</u>: In cases where any other type of leave, except the casual leave, and festival leave taken by a Armed Police personnel 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.

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113. <u>To remove the Armed Police from the Service who is absent from the work without obtaining leave</u>: (1) No Armed Police shall be absent from work without obtaining leave pursuant to these Rules.

(2) The competent authority may remove such Armed Police 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 Armed Police personnel has gone on leave without obtaining approval and submits an application for leave and the leave has been approved.

(3) The concerned Armed Police may, after the notice to that effect has already been given to the Records Keeping Office, submit a report within Thirty Five days of receipt of the notice of his or her being absent, to the concerned officer who is one level higher than the officer who has recorded him or her absent, indicating that his or her leave should be approved.

(4) If the contents of the report submitted pursuant to Sub-rule (3) by the said Armed Police personnel found to be true upon scrutiny, the concerned officer may approve the leave and send information of approval of the leave.

114. <u>Record of leave</u>: (1) The official authorized to grant leave shall cause to be maintained the records of leave of the Armed Police working under him or her.

(2) In being deputed upon any Armed Police being transferred or promoted, the information of such transfer or promotion, along with the record of leave of the Armed Police shall have to be sent to the present office. The record of such leave shall be maintained in the format as mentioned in Schedule- 7.

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(3) One copy of excerpt of the records of leave pursuant to Sub-rule (2) shall also be given to the concerned Armed Police. While taking action for promotion, the responsibility to submit such record of the leave shall be of the concerned office of the Armed Police.

Chapter-12

Provisions Relating to Training

115. Provision of training: (1) In order to make the Armed Police timely, efficient and professional, the Armed Police shall, as per necessity, be included in the trainings set forth in Schedule-5.

(2) In nominating the Armed Police appointed or promoted on the same date to any internal training, generally nomination shall be so made [30] on the basis of seniority as to give equal opportunity.

(3) The provisions relating to training course, curricula, period, place of training, trainer and guest lecturer of the training for the Armed Police Officer and Armed Police shall be as prescribed by the Headquarters.

(4) If any Armed Police 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.

(5) Any Armed Police who is so indicated in the records pursuant to Sub-rule (4) shall again be given an opportunity for training for one time. Departmental action shall be taken against the Armed Police who shows frustration and irresponsibleness even in such training.

[30] Inserted by the Fifth Amendment.

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(6) After the completion of the training, the concerned training centre shall prepare the records regarding the conduct and character of trainees during the training period and also send a copy thereof to the office as referred to in Sub-rule (2) of Rule 26.

(7) The daily and travel allowance of trainees of training for travel to and from the training centre shall be as prescribed in these Rules.

(8) Ration and allowance as per the prevailing scale shall be given by the concerned training centre to those trainees who are entitled to ration.

(9) 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 concerned training centre from time to time.

(10) Preliminary uniform, as per the scale, shall be distributed to all trainees of the training conducted for new entry.

(11) All trainees of the training except of the recruit training shall be given an amount not exceeding Two Hundred Rupees, as training allowance.

(12) The trainer's allowance to be received by the trainer and guest trainer shall be as prescribed by the Ministry of Home Affairs.

116. <u>Conduct of Examination</u>: (1) To take examination, after the completion of training conducted pursuant to these Rules, the Inspector General of the Armed Police or Gazetted Officer of the Armed Police

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designated by him or her shall constitute an examinations conduction committee.

(2) The Committee constituted pursuant to Sub-rule (1) shall have all powers to conduct the examination including the publication of results.

(3) The Committee constituted pursuant to Sub-rule (1) may depute officers of the training centre to any place to conduct the examination.

(4) The Inspector General or Gazetted Officer of the Armed Police designated by him or her shall make signature in the certificates to be given to the trainees who have been successful in the training.

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

(6) The trainee who has failed in the basic or technical training of the Armed Police Officer shall once more be given an opportunity to participate in the training. In case, if he or she has failed even in that training, no appointment shall be given to such a person.

(7) A trainee who has failed in the recruit basic training of the Armed Police, his or her appointment shall be voided.

Provided that, if a trainee becomes disabled upon sustaining injury while in training or falls ill for a long time and fails the training because of that reason, a chance examination shall be given to him or her for one time, and if he or she succeeds the examination, this Sub-rule shall not be deemed to bar the appointing of such a candidate.

117. <u>Nomination for the foreign training</u>: (1) In nominating any Gazetted Officer for a foreign training, the committee under the

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chairpersonship of Additional Inspector General or Deputy Inspector General of the Armed Police of the Headquarters, comprising the chief looking after the trainings of the same office and a representative of the Ministry of Home Affairs shall select potential candidates, on the basis of seniority, experience, academic qualification, implementation of work and ability, and submit the same to the Inspector General of the Armed Police for nomination.

(2) The Inspector General of the Armed Police shall submit the same to the Government of Nepal for the approval of nomination of the candidate as recommended pursuant to Sub-rule (1) and the candidate nominated by the Government of Nepal shall be sent for a foreign training.

(3) The Armed Police who has returned after participating in a foreign training shall have to engage in a work related with the training, for at least One year.

Chapter- 13

Provisions Relating to Uniform

118. Uniform and other goods: (1) The color, type and other description of uniform of the Armed Police shall be as prescribed by the Government of Nepal in consultation with the Inspector General of the Armed Police.

(2) The Armed Police shall, as per the level, be provided with other goods of preliminary uniform (according to summer and winter seasons) as referred to in Schedule-8.

(3) Every Gazetted Armed Police Officer shall be provided with ceremonial and tunic uniform as per the season, and such goods are

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required for the same shall be provided on the basis of period of consumption.

(4) If the uniform and goods distributed to the Armed Police are worn and torn after the expiry of specified period or due to any governmental work, the same shall be replaced as decided by the committee [31]as referred to in Sub-rule (6).

(5)In the event of failure to provide readymade uniform as mentioned in Sub-rule (2) to the Armed Police, amount shall be provided as per the local rate.

[32](6) Notwithstanding anything contained in the laws in force, if any goods out of the government goods or controlled goods in the Armed Police Force are looted in the course of armed police operation or become obsolete or useless, the Inspector General of Armed Police, the Secretary at the Ministry of Home Affairs, the Minister for Home Affairs and the Cabinet, Government of Nepal may, on the recommendation of the following committee, order to remit, dispose or auction such goods valued at a maximum of Two Hundred Thousand Rupees, Three Hundred Thousand Rupees, Five Hundred Thousand Rupees and above Five Hundred Thousand Rupees, respectively:

(a) Deputy Inspector General of Armed Police, Armed Police Force Headquarters, Operational Division -Chairperson

(b) Chief of Financial Administration Division, Armed Police Force Headquarters -Member

(c) Gazetted Second Class employee of the Ministry of Home Affairs -Member

31 Amended by the Fifth Amendment.
32 Amended by the Fifth Amendment.

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(d) Gazetted Second Class employee of the Office of Financial Comptroller General -Member

(e) Expert in the concerned subject designated by the Armed Police Force Headquarters -Member

(f) Chief of Store Section, Armed Police Force Headquarters -Member

(g) Chief of Remission Section, Armed Police Force Headquarters Member secretary

Explanation: For the purposes of this Sub-rule, "controlled goods" means the arms, ammunitions of the Armed Police Force and such goods as specified to be controlled goods by the Armed Police Force Headquarters from time to time.

Chapter- 14

Miscellaneous

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

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

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121. <u>Restriction on leaving the job till Five years</u>: (1) Any Armed Police shall not be allowed to quit the job till Five years of his or her appointment.

Provided that, if any Armed Police 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 Armed Police to quit the job.

(2) The amount invested by the Government of Nepal in an Armed Police who has quitted the job pursuant to Sub-rule (1) shall be recovered from him or her.

122. <u>Not to bypass the level</u>: Any Armed Police, while making correspondence in any subject, shall not generally bypass the level.

123. <u>Ration facility</u>: All Armed Police including peon of the Armed Police shall be given ration facility as prescribed by the Government of Nepal.

124. <u>Provision relating to insurance facility</u>: The provision relating to insurance facility for the Armed Police shall be as prescribed by the Government of Nepal.

125. <u>To maintain records of those who are ineligible to employment</u>: (1) If any Armed Police has been dismissed from the Armed Police Service, the authority so giving dismissal order shall have to give the information including the peculiarity with Three generations to the Commission and Records Keeping Office and the Headquarters. The Headquarters shall have to give such information to the Armed Police Offices thereunder.

(2) Based on the information received pursuant to Sub-rule (1), the Records Keeping Office shall prepare and maintain the records of

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those who are ineligible to employment in the armed service due to being dismissed.

(3) If any person whose name is included in the records prepared pursuant to Sub-rule (2) is re-appointed to the Armed Police Service or post, he or she shall be immediately dismissed, upon recovering the salary and allowance received after such re-appointment.

126. <u>Not to leave the area without permission</u>: Except in the condition of deputation for any governmental function or on leave, any Armed Police 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.

127. <u>Reward</u>: If any Armed Police performs an appreciable work in connection with the discharge of his or her duties, the following Armed Police may provide the following grade increment or lump sum amount to the Armed Police personnel of his or her office or offices thereunder:

(a) Inspector General of the Armed Police, in the case of increment of up to five grades or cash amount of up to Two Thousand Five Hundred Rupees,

(b) Additional Inspector General or Deputy Inspector General of the Armed Police working as chief of office, in the case of increment of up to three grades or cash amount of up to One Thousand Five Hundred Rupees,

(c) Senior Superintendent of the Armed Police or Superintendent of the Armed Police and Deputy Superintendent of the Armed Police working as chief of office, in the case of increment of up to two grades or cash amount of up to One Thousand Rupees.

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Provided that, in the case of reward/prize to be provided pursuant to Clause (c), the reward making office shall obtain prior approval of the Armed Police Headquarters.

128. **To make hand-over:** Any Armed Police who has to hand over cash, goods or documents shall have to hand over the same to the concerned Armed Police within the prescribed time limit and the receiver shall have to take over the same within the same time limit.

129. **To receive full salary and allowance after reinstatement in the service:** If any Armed Police gets reinstatement in the service after having voided the decision or order to remove or dismiss him or her from the service, such Armed Police shall receive full salary, allowances, ration, grade, if any, from the date of his or her removal or dismissal from the service up to the date of reinstatement.

[33]Provided that, if any Armed Police who has been removed or dismissed from the service because of being absconded or being absent from the service is reinstated, he or she shall not be entitled to any facility for the period of his or her absconding or absence.

130. [34]**Powers and procedure of Armed Police Special Court:** In taking action and making decision of the case on the offence to be punished pursuant to Section 27 of the Act, the Armed Police Special Court shall exercise the powers and follow the procedures as mentioned in the Special Court Act, 2031 (1974).

131. **Delegation of Power:** (1) The Government of Nepal may, by a Notification published in the Nepal Gazette, delegate some of the powers vested in it pursuant to these Rules to the Armed Police as prescribed in the same Notification.

[33] Inserted by the Fifth Amendment.

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

132. Order of Armed Police: The Inspector General of Armed Police may publish such orders as may be required for the operation of day-to-day activities of the Armed Police Force. Departmental notices including those relating to the transfer, promotion and training of the Armed Police shall also be published in the order to be so published.

[35]**132A. Formation and operation of the Armed Police Force Welfare Service Center:** (1) One Armed Police Force Welfare Center may be formed under the direct control of the Armed Police Force Headquarters for the operation and management of benevolent and creative activities, honor of those incumbent and former employees who do significant work, physical and mental development of the Armed Police, sports and entertainment, medical treatment of employees and their families.

(2) The Armed Police Force Welfare Center formed pursuant to Sub-rule (1) shall be operated in accordance with the procedures approved by the Government of Nepal, on the recommendation of the Armed Police Force Headquarters.

133. Power to make alteration in Schedules: The Government of Nepal may, by a Notification published in the Nepal Gazette, alter the Schedules of these Rules as per necessity.

134. Saving: Other service facility including carrier development made while remaining in the previous post by any Armed Police transferred to this Armed Police service from other governmental service pursuant to the Act shall be added in the service pursuant to these Rules.

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[34] Amended by the Fifth Amendment.
[35] Inserted by the Fifth Amendment.

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135. <u>Repeal</u>: (1) The Armed Police Rules, 2057 is, hereby, repealed.

(2) Any acts and action done and taken pursuant to the Armed Police Rules, 2057 shall be deemed to have been done and taken pursuant to these Rules.

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Schedule - 1

(Relating to Rule 25)

Oath

I …… …, hereby, swear in the name of God/Solemnly affirm that I will bear the loyalty to the [36] 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: Signature of person administering oath:

Name:

Date: Name:

Place: Designation:

Office:

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[36] Amended by the Fifth Amendment.

Schedule - 2

(Relating to Sub-rule (1) of Rule 26)

Format of Personal Description (Sheet roll) of Armed Police

Form No. - 01

01. Full name and surname :
02. Permanent address :
    Zone :
    District:
    Village / Town :
    Ward No. :
    Village / Tole :
    Block No. :
03. Temporary Address :
    Zone:
    District :
    Village / Town :
    Ward No.:
    Village / Tole :
    Block No.
04. District of Home:
05. Date of birth :
    Year : Month: Day:
06. Citizenship:-

07. Religion :

8. Sex :
9. Peculiarity :
10. If married, name of spouse :
    Mr. / Mrs .
11. Profession of spouse :
12. Number of sons :
13. Number of daughters :
14. Name of father :
15. Occupation of father :
16. Name of grand-father:
17. Of nominee :
    Name, surname:
    Address :
    Zone:
    District :
    Village / Town :
    Ward No. :
    Village / Tole :
    Block No.:

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18. Description of Appointment:

    Name of Office:

    Relation of the employee:

    Post:

    Level:

    Service/group:

    Date of appointment:

    Year: Month : Day :

19. If worked in any governmental permanent post before it, description of the same:

    Name of Office:

    Post:

    Level:

    Date of appointment:

    Date of leaving:

The details written above are true. I have not been convicted of any offense with being disqualified for government service. I hereby make signature covenanting that I shall accept the punishment as per the law, in case it is proved that any matters written herein are written false or written with the intention of hiding the truth.

Of employee's :-

(Thumb impressions)

Signature:

Signature of certifying Chief of office :

Seal of Office

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To be used by Police Records Keeping Office

1Employee's code No :

2. Date of attainment of age pursuant to Rule 49 :

Signature of Departmental Head or Authorized Officer :

Seal of Office:

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Form No. 02

Description of service

Name of employee				Code Number							
SN	Service and post	Name of post	Class	Name of office	New appointment transfer and promotion	Date of assumption of office	Date of decision	Salary	Allowance	Book registration (to be filled in by Police Records Office	Remarks
01	02	03	04	05	06	07	08	09	10	11	12

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Form No. 03

Educational qualification, training, seminar, conference

(SLC or degree, diploma upto the highest degree above SLC)

Name of employee Code number									
SN	Certificate of degree	Subject of study	Period of study		Division	Educational institute's		Details of training, seminar or conference	Remarks
			From	To		Name	Address		
01	02	03	04	05	06	07	08	09	

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Form No. 04

Decoration, Letter of Appreciation conferred by

HIS MAJESTY THE KING

Name of employee			Code No.:	
Serial No.	Details of decoration, letter of appreciation	Received on (date)	Reason of conferring medals/ letter of appreciation	Facility
01	02	03	04	05

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Form No. 05

Details of Departmental Punishment

Name of employee :				Code No.:	
Serial No.	Type of Punishment	Date of order for punishment	Of appeal		Remarks
			Decision	Date	
01	02	03	04	05	06

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Form No. 06

Description of Leave and Medical Treatment

Name of employee: Code No.:

Details	Home leave			Sick leave			Maternity leave			Study leave			Extra ordinary leave			Period of absent	Medical expenses		Remarks
	Total	Utilized	Due	Total	Utilized	Due	Total	Utilized	Due	Total	Utilized	Due	Obtainable period	Utilized	Due		Obtained date	Amount	
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	

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Form No. 07

Details of work done in Categorized Area

Name of employee

Serial No.	Period		Place or region of Posting	Place or region of work	To make the group of region of working by giving (3) sign					Signature of concerned employee or certifying	Remarks
01	From 02	to 03	04	05	1	2	3	4	5	07	08
01											
02											
03											
04											
05											
06											

Name of employee : Code No. :

To be filled by the Police Records Keeping Office in case of necessity to alter except as mentioned above.

(1) Change of address:

(2) Change of nominee, if any, details thereof:

(3) In case of alteration in any other details and details thereof:

Of concerned employee:

Signature:

Date:

Certifying officer's:

Signature:

Date :

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Schedule - 3

(Relating to Sub-rule (1) of Rule 37)

Directive for filling up the evaluation form of work performance, personal merit, character and capacity

(1) With an objective of probable evaluation for promotion on the basis of work performance, personal merit, character and capacity of an Armed Police, the provisions of forms as referred to in part 1 for the Gazetted officers and as referred to in part 2 for non-gazetted Armed Police have been made.

(2) For every Armed Police, the Supervisor, Reviewer and Review Committee shall have to give their respective marks separately in three separate columns.

(3) 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 an Armed Police personnel to be supervised by him to the Reviewer within the 15th day of the month of *Shrawan* of each year.

(4) The Reviewer shall have also to send the same by separately evaluating on the same basis to the concerned Review Committee within 15 days of receiving by him or her.

(5) The Review Committee shall also send the same by separately evaluating on the same basis to the concerned promotion committee within one month of receiving by it.

(6) The evaluation of an Armed Police who has worked under more than one Supervisor, Reviewer or Review committee in one period shall be made by those in whose under the said Armed Police has worked during the end of such period.

(7) The evaluator of each level required to fill up this form shall have to mention name, post and date mandatorily.

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Part - 1

For Gazetted Armed Police Officers

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 Reviewer	To be filled up by the Review Committee	Total
		At the rate of Maximum 1 mark for each column	At the rate of Maximum 0.60 mark for each column	At the rate of Maximum 0.40 mark for each column	
1.	Discipline and decency				
2.	Quantity and level of work				
3.	Physical capacity and tolerance				
4.	Honesty and morality				
5.	Capacity of bearing responsibility				
6.	Activities				
7.	Decision making power and dependency				
8.	Capacity of performing work according to the circumstances				

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9.	Capacity of planning and organizing.				
10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.	Use of professional skill and knowledge Ideological maturity Capacity of performing work according to direction Capacity of controlling and looking after Encouragement and devotion towards the work Creative talent Cooperative attitude Work efficiency Courage Expressing capacity Loyalty towards the service				
	Total				

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

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

Name, signature, date, post and office of the office bearer of the Review Committee:-
(a)
(b)
(c)

NEPAL LAW COMMISSION

Part - 2

For Non-Gazetted Armed Police

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 Reviewer	To be filled up by the Review Committee	Total
		At the rate of Maximum 2 marks for each column	At the rate of Maximum 1.20 mark for each column	At the rate of Maximum 0.80 mark 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.				

NEPAL LAW COMMISSION

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 :-
Signature :-
Date:-
Post:-
Office:-

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

Name, signature, date, post and office of the office bearer of the Review Committee:-
(a)
(b)
(c)

NEPAL LAW COMMISSION

Schedule - 4[37]

(Relating to Sub-rule (3) of Rule 37)

Supervisor, Reviewer and Review Committee

S.N.	Post	Supervisor	Reviewer	Review Committee
1.	Inspector General of the Armed Police	Secretary, Ministry of Home Affairs	Chief Secretary	Chief Secretary Secretary, Ministry of Home Affairs
2.	Additional Inspector General of the Armed Police	Inspector General of the Armed Police	Secretary, Ministry of Home Affairs	Secretary, Ministry of Home Affairs Inspector General of the Armed Police
3.	Deputy Inspector General of the Armed Police	Additional Inspector General of the Armed Police	Inspector General of the Armed Police	Inspector General of the Armed Police Additional Inspector General of the Armed Police
4.	Senior Superintendent of the Armed Police	Concerned Deputy Inspector General of the Armed Police	Additional Inspector General of the Armed Police	Additional Inspector General of the Armed Police Concerned Deputy Inspector General of the Armed Police

NEPAL LAW COMMISSION

[37] Amended by the Fifth Amendment.

5.	Superintendent of the Armed Police	Concerned Senior Superintendent of the Armed Police	Concerned Deputy Inspector General of the Armed Police	Concerned Deputy Inspector General of the Armed Police Concerned Senior Superintendent of the Armed Police
6.	Deputy Superinten-dent of the Armed Police	Concerned Superintendent of the Armed Police	Concerned Deputy Inspector General of the Armed Police	Concerned Deputy Inspector General of the Armed Police Concerned Superintendent of the Armed Police
7.	Inspector of the Armed Police	Concerned Deputy superintendent of the Armed Police	Concerned Superintendent of the Armed Police	Concerned Superintendent of the Armed Police Concerned Deputy superintendent of the Armed Police
8.	Senior Sub-inspector of the Armed Police and Sub-Inspector of the Armed Police	Concerned Inspector of the Armed Police	Concerned Deputy Superintendent of the Armed Police	Concerned Deputy Superintendent of the Armed Police Concerned Inspector of the Armed Police

NEPAL LAW COMMISSION

9.	Assistant Sub-Inspector of the Armed Police, Senior Constable, Constable and Deputy Constable of the Armed Police, Armed Policeman	Concerned Sub-Inspector of the Armed Police	Concerned Inspector of the Armed Police	Concerned Inspector of the Armed Police Concerned Sub-Inspector of the Armed Police

NEPAL LAW COMMISSION

Schedule - 5

(Relating to Rules 41 and 115)

Trainings required for promotion

Compulsory basic training:

Any Armed Police has to successfully complete the following compulsory trainings for being a potential candidate for promotion and being included in the professional training. No mark shall be counted for the compulsory training.

1. Armed Police Personnel basic training
2. Armed Police Sub-inspector basic training
3. Armed Police Inspector short-term basic training
4. Armed Police inspector basic training
5. Armed Police technical basic training

Professional training:

The in-service internal and foreign trainings to be given to the Armed Police while calculating marks for training for the purpose of promotion are divided into the following groups:

Group A

Professional training:

1. Billadar basic
2. Pati pati training
3. Se Mu pati training
4. Gulmapati training
5. Command and staff college
6. Ganapati training
7. Senior command or war college

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Group B

Service related training:

1. Arms raining
2. Tactics
3. Map reading
4. Co-existence
5. Technical training (in the case of employee who work as technician): Communication, medical, engineering, computer and electrician, armour, trade ship
6. Logistics
7. Combat engineering
8. Counter insurgency and jungle warfare
9. Hostage negotiation and disarmament
10. Crowd control
11. Psychological operation training
12. Sniper training
13. Mountain warfare

Group C

Physical training

1. Physical exercise
2. Drill
3. Karate
4. Judo
5. Gymnastics
6. Boxing
7. Taekwondo

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Group D

Administration related

1. Financial and assistant administration
   (a) Accounts (b) Store (c) Office assistant
2. Records and Administration
   Personnel Administration/Records Management
3. Administration training/general administration
4. Management and planning
5. Natural calamity management

Group E

Relating to security

1. Security of VIP
2. Airport security
3. Border security
4. Security of important enterprises
5. Threat evaluation and surveillance
6. Counter terrorism/counter espionage

Group F

Crime Investigation and Control

1. Tracking
2. Dog handler
3. Spot expert
4. Collection of crime information
5. Crime investigation and control

(c) With the approval of the Inspector General of the Armed Police, the Human Resources Development Directorate at the Headquarters may prepare curriculum manuals, as required, on the subjects under the said Groups and may also make timely alterations in such curriculum manuals.

NEPAL LAW COMMISSION

(d) The maximum marks to be obtained under each Group shall be ten. The division of class and marks shall be as follows:

Division	Percentage	Marks
A	Above 80%	10
B	65 to 79.99%	9
C	50 to 64.99%	8
D	40 to 49.99%	7

(e) For the trainings in which examinations of both theoretical and practical subjects are held, the division of total marks for theoretical shall be as per Clause (e) and the following provision shall apply for the practical examination:

Division	Percentage	Marks
Chhya	Above 65%	9
Ya	50 to 64.99%	8
Gyna	40 to 49.99%	7

In determining the figures of examination of both theoretical and practical knowledge, the marks to be set by the average of the marks obtained in both examinations shall be considered as the marks secured.

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Schedule-6

(Relating to Rule 88)

Authority to give the Order of Departmental Punishment and Authority to Hear Appeal

Class/designation	Order of punishment	Authority to order punishment	Authority to hear appeal
(1) Peon or equivalent thereto of the Armed Police	(a) To warn, admonish, to recover the loss, incurred to the Government of Nepal due to negligence or non-obedience of the rule or order, fully or partly by deducting from the salary or allowance, to give more fatigue or to keep in detention in the battalion up to 15 days	(a) Concerned Sub-Inspector or Assistant Sub-Inspector of the Armed Police	(a) Concerned Inspector of the Armed Police
	(b) To remove from the service with holding disqualified for government service in future or dismiss from the service with holding disqualified for government service in future.	(b) Concerned Deputy Superintendent of the Armed Police	(b) Concerned Superintendent of the Armed Police or Senior Superintendent of the Armed Police

NEPAL LAW COMMISSION

(2) Police-man of the Armed Police	(a) To warn, admonish, to write prejudicial opinion in the report regarding to conduct to recover the loss incurred to the Government of Nepal due to negligence or non-obedience of the rule or order fully or partly by deducting from the salary or allowance, to give physical punishment, to cause additional guarding duty (fatigue) or to keep in detention in the battalion up to fifteen days by causing or not causing the same.	(a) Concerned Deputy Superintendent or Inspector or Assistant Sub-Inspector of the Armed Police	(a) Concerned Superintendent of the Armed Police or Senior Superintendent of the Armed Police
	(b) To diminish to the lower time-scale or lower scale of the lower time scale or to withhold promotion, to remove from the service without holding disqualified for government service in future or dismiss from the service with holding disqualified for government service in future.	(b) Concerned Superintend-ent of the Armed Police or Senior Superintend-ent of the Armed Police	(b) Concerned Deputy Inspector General of the Armed Police

NEPAL LAW COMMISSION

(3) Senior Constable, Constable, Deputy Constable of the Armed Police	(a) To warn, admonish, to write prejudicial opinion in the to withhold increment of salary to recover the loss incurred to the Government of Nepal due to negligence or non-obedience of the rule or order fully or partly by deducting from the salary or allowance, to give physical punishment, to cause additional guarding duty (fatigue) or to keep in detention in the battalion up to fifteen days by causing or not causing the same.	(a) Concerned Deputy Superintendent, Inspector or Sub-Inspector or Assistant Sub-Inspector of the Armed Police	(a) Superintendent or Senior Superintendent of the Armed Police
	(b) To demote to the lower time-scale or lower scale of the lower time scale or to withhold promotion to remove from the service without holding disqualified for government service in future or dismiss from the service holding generally disqualified for government service in future.	(b) Concerned Superintendent of the Armed Police or Senior Superintendent of the Armed Police	(b) Concerned Deputy Inspector General of the Armed Police
(4) Assistant Sub-Inspector of the Armed Police	(a) To give warning, admonish or write prejudicial opinion in the report relating to conduct	(a) Concerned Deputy Superintendent or Inspector or Sub-Inspector of the Armed Police	(a) Superintendent of the Armed Police or Senior Superintendent of the Armed Police

NEPAL LAW COMMISSION

	(b) To withhold the increment of salary, to recover the loss caused to the Government of Nepal due to negligence or non-obedience of the rule or order, fully or partly from the salary or allowance and to withhold promotion.	(b) Concerned Superintendent of the Armed Police or Senior Superintendent of the Armed Police	(b) Concerned Deputy Inspector General or in his or absence Inspector General of the Armed Police
	(c) To demote to the lower time scale or to the lower scale of the same time scale, to demote to the lower post, to remove from the service without holding disqualified for the government service in future or to dismiss from the service holding disqualified generally for government service in future.	(c) Concerned Deputy Inspector General of the Armed Police	(c) Inspector General of the Armed Police
(5) Senior Sub-Inspector and Sub-Inspector of the Armed Police	(a) To give warning, admonish, write prejudicial opinion in the report relating to conduct.	(a) Concerned Deputy Superintendent or Inspector of the Armed Police	(a) Superintendent of the Armed Police or Senior Superintendent of the Armed Police

NEPAL LAW COMMISSION

	(b) To withhold the increment of salary, to recover the loss caused to the Government of Nepal due to negligence or non-obedience of the rule or order, fully or partly from the salary or allowance and to withhold promotion.	(b) Concerned Superintendent of the Armed Police or Senior Superintendent of the Armed Police	(b) Concerned Deputy Inspector General or in his or her absence Inspector General of the Armed Police
	(c) To demote to the lower time scale or to the lower scale of the same time scale, to demote to the lower post, to remove from the service without holding disqualified for the government service in future or to dismiss from the service holding disqualified generally for government service in future.	(c) Inspector General of the Armed Police	(c) Government of Nepal
(6) Inspector of the Armed Police	(a) To give warning, admonish, write prejudicial opinion in the report relating to conduct.	(a) Concerned Senior Superintendent or Superintendent or Deputy Superintendent of the Armed Police	(a) Concerned Deputy Inspector General or in his or her absence Inspector General of the Armed Police

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	(b) To withhold the increment of salary, to recover the loss caused to the Government of Nepal due to negligence or non-obedience of the rule or order, fully or partly from the salary or allowance and to withhold promotion.	(b) Concerned Deputy Inspector General of the Armed Police	(b) Concerned Additional Inspector General of the Armed Police or in his or her absence Inspector General of the Armed Police
	(c) To demote to the lower time scale or to the lower scale of the same time scale, to demote to the lower post, to remove from the Service without holding disqualified for the government service in future or to dismiss from the service holding disqualified generally for government service in future.	(c) Government of Nepal	(c) Government of Nepal
(7) Deputy Superintendent of the Armed Police	(a) To give warning, admonish, write prejudicial opinion in the report relating to conduct.	(a) Concerned Senior Superintendent of the Armed Police or Superintendent of the Armed Police	(a) Concerned Deputy Inspector General or in his or her absence Inspector General of the Armed Police

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	(b) To withhold the increment of salary, to recover the loss caused to the Government of Nepal due to negligence or non-obedience of the rule or order, fully or partly from the salary or allowance.	(b) Inspector General of the Armed Police	(b) Government of Nepal
	(c) To diminish to the lower time scale or to the lower scale of the same time scale, to diminish to the lower post, to remove from the service without holding disqualified for the government service in future or to dismiss from the service holding disqualified generally for government service in future.	(c) Government of Nepal	Government of Nepal
(8) Superintendent of the Armed Police	(a) To give warning, admonish, write prejudicial opinion in the report relating to conduct.	(a) Concerned Senior Superintendent or concerned Deputy Inspector General of the Armed Police	(a) Inspector General of the Armed Police.
	(b) To withhold the increment of salary, to recover the loss caused to the Government of Nepal due to negligence or non-obedience of the rule or order, fully or partly from the salary or allowance and to withhold promotion.	(b) Inspector General of the Armed Police.	(b) Government of Nepal

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	(c) To demote to the lower time scale or to the lower scale of the same time scale, to demote to the lower post, to remove from the service without holding disqualified for the government service in future or to dismiss from the service holding disqualified generally for government service in future.	(c) Government of Nepal	(c) Government of Nepal
(9) Senior Superintendent of the Armed Police	(a) To give warning, admonish, write prejudicial opinion in the report relating to conduct.	(a) Concerned Additional Inspector General of the Armed Police or Deputy Inspector General of the Armed Police	(a) Inspector General of the Armed Police
	(b) To withhold the increment of salary, to recover the loss caused to the Government of Nepal due to negligence or non-obedience of the rule or order, fully or partly from the salary or allowance and to withhold promotion.	(b) Inspector General of the Armed Police.	(b) Government of Nepal

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	(c) To demote to the lower time scale or to the lower scale of the same time scale, to demote to the lower post, to remove from the service without holding disqualified for the government service in future or to dismiss from the service holding disqualified generally for government service in future.	(c) Government of Nepal	(c) Government of Nepal
(10) Deputy Inspector General and Additional Inspector General of the Armed Police	(a) To give warning, admonish, write prejudicial opinion in the report relating to conduct.	(a) Inspection General of the Armed Police	(a) Government of Nepal
	(b) To withhold the increment of salary, to recover the loss caused to the Government of Nepal due to negligence or non-obedience of the rule or order, fully or partly from the salary or allowance, and to withhold promotion.	(b) Government of Nepal	(b) Government of Nepal

NEPAL LAW COMMISSION

	(c) To demote to the lower time scale or to the lower scale of the same time scale, to demote to the lower post, to remove from the service without holding disqualified for the government service in future or to dismiss from the service holding disqualified generally for government service in future.	(c) Government of Nepal	(c) Government of Nepal
(11) Inspector General of the Armed Police	(a) To give warning, admonish, write prejudicial opinion in the report relating to conduct, to withhold the increment of salary, to diminish to the lower time scale or lower of the same time scale, to recover the loss caused to the Government of Nepal due to negligence or non-obedience of the rule or order, fully or partly from the salary or allowance, to diminish to the lower post, to remove from the service without holding disqualified for the government service in future or to dismiss from the service holding disqualified generally for government service in future.	(a) Government of Nepal	(a) Government of Nepal

NEPAL LAW COMMISSION

Schedule- 7

(Relating to Sub-rule (2) of Rule 114)

Description of leave and medical expenses

Name of employee:

Level and post :

Service/group: :

Code No.

Description	Casual and Festival Leave			Home Leave			Sick Leave			Maternity Leave			Obsequies Leave			Study Leave			Extraordinary Leave			Received for medical Expenses		Signature of the Officer to be certified	Remarks
	Total	Used	Balance	Total	Used	Balance	Total	Used	Balance	Total	Used	Balance	Total	Used	Balance	Total	Used	Balance	Total	Used	Balance	Date	Amount		

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Schedule - 8

(Relating to Sub-rule (2) of Rule 118)

Preliminary dresses and goods for Armed Police Officer and Armed police-man

(a) Personal goods.

S.N.	Description	Quantity	Period for consumption
1.	Terracotta shirt for summer	2	2 years
2.	Terra-cotta Pantaloon for summer	2	2 years
3.	Combat dress	2 pairs	1 year
4.	Jeans under-wear	2	1 year
5.	Barret Cap	1	1 year
6.	Whistle	1	5 years
7.	Whistle cord	1	1year
8.	Wave belt	1	4 years
9.	P.T. under-wear	1 pair	1 year
10.	P.T. Shoes	1 pair	1 year
11.	Boot	1 pair	1 year
12.	Police shoulder badge	1 pair	5 years
13.	Cap badge	1 pair	10 years
14.	Woolen blanket	2	2 years
15.	Ground sheet	1	3 years
16.	Line rope	10 meters	5 years
17.	Phares-cap and summer purpose (for officers only)	1	5 years
18.	Rain coat	1	2 years
19.	Mosquito net	1	2 years
20.	Kit bag big (bag)	1	5 years
21.	Khukuri (Nepali knife)	1	10 years
22.	Insignia (summer and winter seasons)	1 pair	2 years
23.	Jungle Hat	1	3 years
24.	Mess tean	1	3 years
25.	Top boot (Only for senior officers)	1 pair	2 years
26.	Sleeping bag	1	3 years
27.	Mattress	1	3 years
28.	Summer and winter tunic set (colordox, aculet, leather belt, tie, insignia etc.)	1/1	7 years
29.	Summer and winter ceremonial set (Only for gazette officers)	1/1	7 years

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(a) Unit goods

S.N.	Description	Quantity	Period for consumption
1.	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 (for officers only)	1	5 years
7.	Bullet pose (for officers only)	1	5 years
8.	Helmet	1	4 years
9.	Web equipment set	1	3 years
10.	Water tumlet along with carrier	1	3

(c) Winter uniform

S.N.	Description	Quantity	Period for consumption
1.	Woolen shirt	2	2 years
2.	Woolen trouser	2	2 years
3.	Camp comfort	1	4 years
4.	Woolen socks	1 pair	1 year
5.	Woolen jacket	1	1 year
6.	Warm globes	2 pairs	2 years
7.	Woolen under wear	2	2 years
8.	Woolen hinek	2	2 years
9.	Jacket (dress)	1/1	2 years

(d) Other goods

S.N.	Description	Quantity	Period for consumption
1.	Nail	6 pairs	10 years
2.	First aid box	1	2 years
3.	Binoculars	1	10 years
4.	Camera	1	10 years
5.	Films, as required		
6.	Pragmatic oil compass	2	10 years
7.	Map of the concerned area	3 sets	5 years.
8.	Map case	2 sets	2 years
9.	Service protector	2	2 years
10.	Very light Pistol	1	15 years

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11.	Totas, as required		1 year
12.	Tents, as required		6 years

(e) Goods and uniform to be provided to Police peons

S.N.	Description	Quantity	Period for consumption
1.	Shoes (Combat dress)	2pairs	2 years
2.	Jacket	1	2 years
3.	PT vest	4 pairs	2 years
4.	Underwear	2 sets	2 years
5.	PT shoes	2 pairs	2 years
6.	Woolen socks	2 pairs	2 years
7.	Summer socks	2 pairs	2 years
8.	Woolen vest	1 set	1 year
9.	Ground sheet	1 set	3 years
10.	Mosquito net	1 set	3 years
11.	Blanket	2 sets	3 years
12.	Raincoat	1 set	3 years
13.	Messtean	1 set	2 years
14.	Woolen under trouser	1 set	2 years
15.	Woolen under vest	1 set	2 years
16.	24 inch box (tin)	1 set	5 years

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