

# **\*The Orissa Grama Rakshi Rules, 1969**

**Notification No.21587-P, dated the 11<sup>th</sup> July, 1969** - In exercise of the powers conferred by Sub-sec.(1) and (2) of Section 9 of the Orissa Grama Rakshi Act, 1967 and in supersession of the rules saved by Section 10 (2) of the said Act, the State Government do hereby make the following rules, namely;

1. (1) These rules may be called the Orissa Grama Rakshi Act, 1969.

(2) In these rules unless the context otherwise requires –

(a) "*Act*" means the Orissa Grama Rakshi Act, 1967;

<sup>1</sup>[(b) "*Director-General*" and "*Inspector-General of Police*" means the Inspector-General of Police within the meaning of Section 4 of the Police Act, 1861 and shall also include a Special Inspector-General of Police and Deputy Inspector-General of Police;

(c) "*Sub-Divisional Police-officer*" means the Deputy Superintendent of Police or the Assistant Superintendent of Police as may be appointed to remain in charge of a Sub-division or a special local area and when no such officer has been appointed, the local area and when no such officer has been appointed, the Circle Inspector of Police having jurisdiction over the area;]

<sup>2</sup>[(d) \* \* \*]

(e) "*Superintendent of Police*" or "*Deputy Superintendent of Police*" shall also include any Additional Superintendent of Police;

(f) "*Officer-in-charge of a Police Station*" shall have the same meaning as assigned to it under the Code of Criminal Procedure, 1898 (Act 5 of 1898);

(g) "*Agency area*" means the unhealthy locality of the different districts as declared by the Government in the Finance Department Resolution No.2511-F., dated the 25<sup>th</sup> January 1958, read with Resolution No.8221-F., dated the 22<sup>nd</sup> August, 1939;

(h) "*Form*" means a form appended to these rules;

(i) "*Government*" means the State Government of Orissa;

(j) "*Schedule Offence*" means an offence specified in the Schedule to the Act.

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\*. Published vide O.G.E. No.1223-B/12.7.1969.  
1. Substituted vide O.G.E. Part-III-A/26.10.1984  
2. Deleted bid.

**CHAPTER – I**  
**CONSTITUTION OF GRAMA RAKSHI FORCE**

3. The entire Grama Rakshi Establishment in the State shall, for the purpose of Act, be deemed to be one Grama Rakhi Force.

4.(1) For the purpose of administration, appointment and working of the Grama Rakshi, each police-station within a district shall be considered as one unit. Each unit shall be divided into areas to be called Beats taking in to consideration the population coverage, geographical conditions and facility of communication. Generally one Grama Rakshi shall be appointed for each beat, but the Superintendent of Police of the district may appoint one Grama Rakshi for more than one beat, where conditions so justify.

(2) Subject to such variations which may be made by Government from time to time the following principles should as far as practicable be followed in delimitation of each police-station area into beats :

(a) The area of a beat shall not ordinarily have a population coverage exceeding 1,000 in tribal areas, flood affected areas and also in areas where due to nature of terrain and difficult communications a similar coverage may be considered necessary for proper management of the beat;

(b) The population coverage of a beat shall not ordinarily exceed 2,000 in the remaining areas.

5. All beats, included in a police-station, shall be serially numbered. A Grama Rakshi, appointed for a beat, shall have the same serial number as that of the Beat.

**CHAPTER – II**  
**ELIGIBILITY FOR APPOINTMENT OR RETENTION**

6. No person shall be appointed or retained as a Grama Rakshi, unless he –

(a) is a permanent resident of the Beat for which he is to be appointed;

(b) has attained the age of twenty and has not completed the age of twenty-five years;

(c) is physically fit to perform all the duties of a Grama Rakshi;

(d) is literate;

**Explanation** – For the purpose of this clause, a person will be considered literate, if he is able to read and write Oriya with such fluency as will be sufficient for carrying out the work of a Grama Rakshi; and

(e) is not convicted for or reasonably suspected to be concerned in any offence, which in the opinion of the <sup>2</sup>[Superintendent of Police of the District] renders him unfit for appointment or retention as a Grama Rakshi;

Provided that –

- (i) In the case of Village Police-officers, whose services were terminated with the abolition of all offices of village Police under the Orissa Offices of Village Police (Abolition) Act, 1964 (Orissa Act 3 of 1964), nothing in Clauses(b) and (d), shall apply to them except that they should not have attained the age of 55 years at the time of their appointment as Grama Rakshi;
- (ii) The <sup>3</sup>[Director-General and Inspector General of Police] may relax the conditions specified in Clauses (b) and (d) in respect of any other class of cases.

### **CHAPTER – III MANNER OF SELECTION AND APPOINTMENT**

7. Whenever any vacancy for a Grama Rakshi occurs in any Beat, the Officer-in-charge shall at once report the fact to the Sub-divisional Police- Officer. The <sup>3</sup>[Sub-divisional Police-officer] shall direct the Officer-in-charge to announce it or cause it to be announced in the Beat in such manner which the Officer-in-charge of a police-station may deem sufficient for bringing such vacancy to the notice of the residents of the Beat and shall display a copy of the vacancy notice in the Notice Board of the Police-station, Panchayat Samiti office and Grama Panchayat Office, if any, situated within the Beat calling for applications for appointment.

8. The candidates for appointment as Grama Rakshis shall be require to apply in writing to the <sup>3</sup>[Superintendent of Police of the district] giving full particulars regarding name, parentage, age, educational qualifications and place of domicile. The application should be submitted through the Officer-in-charge of the Police-station who forward it to the sub-divisional Police-officer who in turn submit the Superintendent of police of the district.

9. The officer-in-charge of the police-station shall enquire if the candidate fulfils the requirements of Rule 6 (a) and his character and antecedents and shall forward such application with his report to the <sup>3</sup>[Sub-divisional Police-officer] who in turn submits it to the <sup>3</sup>[Superintendent of police of the district]

10. The <sup>3</sup>[Superintendent of police of the district] shall consider the applications and appoint the candidates whom he considers suitable for the Beat and the <sup>3</sup>[Sub-divisional Police-officer] if so authorised by the <sup>3</sup>[Superintendent of Police of the district] with the approval of the <sup>3</sup>[Director-General and Inspector-General of Police] may also exercise within their respective jurisdiction powers for appointment of suitable qualified candidates and to conduct such further enquiry or hold such test as they may deem necessary for selecting such candidates. Each appointment shall be entered in the District Order Book in Form I.

11. After appointment, a certificate in Form II shall be signed by the <sup>3</sup>[Superintendent of police of the district] or by the <sup>3</sup>[Sub-divisional Police-officer] if so authorised by the <sup>3</sup>[Superintendent of police of the district] and issued to a Grama Rakshi. The certificate in duplicate together with a bond of declaration in Form III duly signed by the Gram Rakshi and his service Book shall be sent to the concerned Officer-in-charge of the police-station.

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3. Substituted vide O.G.E. Part-III-A/26.10.1984

12. The Officer-in-charge of a police station shall on receipt of the certificate send for the Grama Rakshi and explain to him clearly the powers and duties of a Grama Rakshi and his responsibilities obligations and discipline. After the Grama Rakshi understands his duties and obligations clearly, the Officer-in-charge of a police-station shall sign and date the certificate appended below the appointment certificate and hand it over to the Grama Rakshi and obtain the signature of the Grama Rakshi in the bond of declaration after explaining the contents of the bond to him.

13. The required particulars regarding name, parentage, residence , age, height, etc., of the Grama Rakshi in the first portion of the Service Book shall be filled up by the Officer-in-charge of a police station and the signature and left thumb impression of the Grama Rakshi taken in the Service Book will be maintained in the police-station, while the bond of declaration in Form III shall be sent to the office of the <sup>4</sup>[Superintendent of police of the district] where it shall be preserved.

#### **CHAPTER – IV PAY AND ALLOWANCES**

<sup>4</sup>[14. A Grama Rakshi shall receive an allowance of one hundred rupees per month. The officer-in-charge of the Police-station shall submit the acquaintance roll in respect of all the Grama Rakshi of the police-station along with their absentee statement for each month to the Superintendent of Police of the District for drawal of their monthly allowances and be responsible for the prompt disbursement of such allowances every month to the Grama Rakshis. The Superintendent of Police of the district shall be the Drawing Officer for the purpose.]

#### **CHAPTER – V CONDITIONS OF SERVICE**

15. (1) Grama Rakshi –

(a) shall not be eligible to be retained in the Grama Rakshi force after he attains the age of sixty years;

(b) on actual appointment he remains on probation for one year, after which period if his work and conduct are found satisfactory he may be appointed permanently to his post;

(c) shall be liable to be discharged at any time during his period of probation without assigning any reasons and without giving previous notice to him;

(d) shall be liable to be discharged, if he changes his residence from the Beat for which he is appointed, if at any time during the tenure of his appointment found physically unfit to perform the duties of a Grama Rakshi, or if he is convicted or reasonably suspected to be concerned in any offence;

(e) shall not be entitled to any leave;

(f) shall not remain absent from duty or from his Beat without obtaining previous permission of the officer-in-charge of the police-station; provided that if for any reason he is unable temporarily to perform his duties or remains absent from the Beat with permission of the Officer-in-charge of the police-station, he shall give a suitable substitute duly approved by the officer-in-charge of the police-station to perform his duties. Absence from duty on private grounds shall in no case, exceed a fortnight and in very special circumstances, one month. The officer-in-charge of a police-station may permit absence on private grounds for a fortnight with a substitute promptly keeping the sub-divisional Police-officer informed. Absence from duty for a period exceeding a fortnight will require the permission of the <sup>5</sup>[Sub-Divisional Police-officer] The officer-in-charge may similarly permit absence on medical grounds up to a fortnight with a substitute. For periods exceeding a fortnight the orders of the <sup>5</sup>[Sub-divisional Police-officer] should be taken. Absence on private grounds exceeding a period of one month shall automatically entail discharge from service;

(g) not be entitled to relinquish his post by resignation or otherwise without giving to the <sup>5</sup>[Superintendent of Police of the District] a notice in writing for a period of not less than two months and without surrendering his appointment certificate, uniform and all the records, registers and documents that they may be with him or maintained by him as a Grama Rakshi;

(h) not divulge any secrets or allow access to any person to any of his official records, registers or documents without the permission in writing of the <sup>6</sup>[Sub-divisional Police-officer].

(2) A Grama Rakshi may be placed under suspension for failure in duty or disobedience of orders or any misconduct by the <sup>5</sup>[Superintendent of Police of the district] or the <sup>5</sup>[Sub-divisional Police-officer], if authorised by the said Superintendent, and shall be entitled to subsistence allowance during the period of his suspension as may be directed by Government and on the event of such suspension, the Superintendent of Police of the district shall appoint a suitable substitute temporarily to perform all his duties and the substitute so appointed shall receive the allowances, as prescribed for the Grama Rakshi under these rules.

(3) In the event of the order of suspension against the Grama Rakshi being revoked, the order of appointment of the substitute so appointed in his place shall be deemed to have been cancelled from the date of such revocation and the Grama Rakshi shall get allowance for the period of suspension in appropriate cases.

## **CHAPTER – VI DUTIES AND RESPONSIBILITIES**

16. (1) The powers and duties of a Grama Rakshi specified in Section 6 of the Act shall be explained to a Grama Rakshi by the Officer-in-charge of the police-station.

<sup>5</sup>[(2) He shall promptly report to the police-station then out-break of epidemics like Cholera, Small-pox, cattle disease within his Beat.]

17. Whenever the Grama Rakshi arrests any person in exercise of his powers, he shall forthwith take the person so arrested to the police-station:

Provided if the arrest is made at night, such person shall be so taken on the following morning.

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18. Whenever there is any information or apprehension regarding the commission of any scheduled offence or any tampering with telegraph or Railways lines or breach of Railway track or any dispute likely to lead to riot or serious affray in the Beat, the Grama Rakshi apart from taking all actions to the best of his ability to prevent and interpose for the purpose of preventing the commission of such offence or breach of the peace, as the case may be, shall as expeditiously as possible give information to the police-station and to the nearest Police Officials in respect of breach or tampering with railway tracks.

19. The Grama Rakshi shall also give prompt information to the police-station about out-break of fire, unnatural, suspicious or sudden deaths, arrests by private persons, damage to protected monuments or public property and arrival of foreigners, swindlers, criminals tribes and wandering gangs. He shall also direct the complainant or informant, if there be any, to report the matter forthwith to the police-station;

Provided that while giving the information the Grama Rakshi shall take the following steps, namely :

to keep proper watch on the suspects or guard over the scene of occurrence and any other relevant places, so that the scene is not disturbed and no article is handled by any person before the arrival and inspection of those places by the police.

20. It shall be lawful for any Grama Rakshi to requisition the assistance of the Grama Rakshi of the neighbouring Beats for all any of the purposes mentioned in Rules 17 to 19 and the Grama Rakshis whose assistance is so requisitioned shall render all such assistance.

21. The Grama Rakshi shall, to best of his ability, assist the Magistracy and police in the execution of their duties and carry out all lawful orders issued by all Magistrates and the police in the course of such duties and furnish such information as may be required of him.

22. The Grama Rakshi shall be present in his Beat and shall also patrol his Beat during night. Ordinarily, he shall not be taken or sent away from his Beat except during emergencies and other situation as may be decided by the <sup>6</sup>[Sub-divisional Police-officer] Superintendent of police or when he is required to guard or escort prisoners. Care should however be taken that Grama Rakshis are not unnecessarily detained but released immediately after the emergency is over.

23. Apart from his obligations to attend and report to the police-station on all matters mentioned in Section 6 of the Act and in Rules 17 to 19 each Grama Rakshi shall attend the police-station at such interval not more than once a week as may be laid down by Executive instructions <sup>6</sup>[Issued by the Government or the Superintendent of police of the district.]

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6. Substituted vide O.G.E. Part-III-A/26.10.1984

**CHAPTER – VII**  
**DISCIPLINE**

**24. Punishment –**

(a) The punishment specified in Column (1) below may be imposed on a Grama Rakshi by the authorities mentioned in column (2) against each thereof :

Sl No.	Punishment	Authorities
	(1)	(2)
1.	Censure or Warning in the Service Book	By Superintendent of Police of the district or by the <sup>7</sup> [Sub-divisional Police-officer] so authorised by the Superintendent of Police of the district
2.	Fine up to a maximum of Rs.10 at a time	
3.	Dismissal	Only by Superintendent of Police of the district.

(b) Whenever the Grama Rakshi is found to be guilty of negligence or dereliction of duty or failure to obey any order or direction given to him or misconduct, the officer-in-charge of the Police-station shall call for an explanation from the Grama Rakshi, and intimate the fact to the concerned sub-divisional police-officer.

(c) If the Grama Rakshi offers his explanation called for under Clause (d) he shall submit the same to the Officer-in-charge of the police-station who shall forward it to the <sup>7</sup>[Sub-divisional Police-officer]. <sup>7</sup>[The Sub-divisional Police-officer] shall, forward the paper with his comments to the <sup>7</sup>[Superintendent of Police of the district.] In case the Grama Rakshi desires to be heard in person, he shall be given as opportunity to appear before the said <sup>7</sup>[Superintendent of Police of the district] at a date & time to be specified by the <sup>7</sup>[Superintendent of police of the district] and submit his explanation, if any, to the <sup>7</sup>[Superintendent of police of the district] through the <sup>7</sup>[Sub-divisional Police-officer]. The final orders passed by the <sup>7</sup>[Superintendent of police of the district] shall be communicated to the <sup>7</sup>[Sub-divisional Police-officer] who in turn will cause it to be communicated to the Grama Rakshi through the Officers-in-charge of the police-station.

(d) The <sup>7</sup>[Sub-divisional Police-officer] shall, after due consideration and after holding such enquiry as he deems necessary, pass orders. In such cases where the <sup>7</sup>[Sub-divisional Police-officer] comes to the conclusion that dismissal shall be appropriate punishment, he shall record the grounds thereof and call for the explanation of the Grama Rakshi to show cause within a specified period against the proposed punishment.

(e) If the Grama Rakshi offers his explanation the Officer-in-charge of the police-station shall forward it to the <sup>7</sup>[Sub-divisional Police-officer]. The <sup>7</sup>[Sub-divisional Police-officer] shall then forward the paper with his comments to the Superintendent of Police of the district. In case the Grama Rakshi desires to be heard personally he may appear before the Superintendent of Police of the district within the period specified and submit his explanation to the <sup>7</sup>[Superintendent of police of the district] through the <sup>7</sup>[Sub-divisional Police-officer]. The final orders passed by the <sup>7</sup>[Superintendent of Police of the district] shall be communicated to the <sup>7</sup>[Sub-divisional Police-officer] who in turn will cause it to be communicated to the Grama Rakshi through the Officer-in-charge of the police-station.

(f) The order of punishment by the appointing authority shall be entered in the District Order Book.

(g) Notwithstanding anything contained in the aforesaid provisions, the <sup>8</sup>[Sub-divisional Police-officer] and the <sup>8</sup>[Superintendent of police of the district] are competent to start *suo motu* proceedings against the Grama Rakshi; but subject to the limitation that only the Superintendent of Police of the district may pass orders of dismissal against the Grama Rakshis.

25.(1) Appeal against an order passed by the Appointing Authority shall lie with the Director-General and Inspector-General of police if preferred within 30 days from the date of order. The appeal petition shall be submitted in duplicate. The original petition shall be submitted directly to the Director-General and Inspector-General of police while the duplicate thereof shall be sent through the Officer-in-charge of police-station.

(2) The Officer-in-charge of a police-station on receipt of the duplicate, shall transmit the same to the <sup>8</sup>[Sub-divisional Police-officer] with his comments, if any, who shall in his turn transmit the same together with the relevant papers and comments, if any, to the <sup>8</sup>[Superintendent of police of the district]. When the proceedings have been started *suo motu* by the <sup>8</sup>[Sub-divisional Police-officer] the duplicate will be forwarded to the <sup>8</sup>[Superintendent of police of the district] direct by the <sup>8</sup>[Sub-divisional Police-officer]. The <sup>8</sup>[Superintendent of police of the district] will forward the appeal petition relevant with papers with his comments, if any, to the Director-General and Inspector-General of police.

The orders passed by the Director-General and Inspector-General of police in appeal shall be communicated to Grama Rakshis through the Superintendent of Police of the district.

## **CHAPTER – VIII REWARDS**

**26.** (1) Rewards should ordinarily be given for –

- (a) information leading to the prevention or detection of crime;
- (b) the seizure or recovery of stolen property;
- (c) the arrest of offenders or absconders;
- (d) personal courage shown in the arrest of dacoits, thieves or other offenders;
- (e) meritorious conduct, not included in the above clauses, which the <sup>8</sup>[Sub-divisional Police-officer] or the <sup>8</sup>[Superintendent of Police] considers deserving of reward;
- (f) watching the whereabouts of bad characters in their jurisdiction and giving useful information about their movements to the police.

(2) *Rewards shall consist of –*

- (a) mention in the Service Book;
- (b) certificate of merit;
- (c) cash rewards.



The <sup>9</sup>[Sub-divisional Police-officer], the <sup>9</sup>[Superintendent of police] of the Magistrate of the district would be competent to reward Grama Rakshi; provided that cash rewards may be made only under the orders of the Superintendent of police of the district.

### EXECUTIVE INSTRUCTIONS

**27.**(1) The Government or <sup>9</sup>[Director-General and Inspector-General of Police] with the prior concurrence of the Government may from time to time issue executive instructions as shall be deemed expedient relating to the Grama Rakshi Force for the purpose of giving effect to the provisions of the Act and these rules and for the efficient performance of duties by the Grama Rakshi Force for the purpose of giving effect to the provisions of the Act and these rules and for the efficient performance of duties by the Grama Rakshis.

(2) Without prejudice to the generality of the foregoing provisions, such instructions may be issued in respect of –

- (a) Rules 10, 14 and 23;
- (b) maintenance of records by the Grama Rakhis and at the police-station (absentee statements, Service Books, etc) and the manner and period of their preservation;
- (c) prescription and issue of uniforms of the Grama Rakshis and records to be maintained in this regard;
- (d) maintenance of village directory at the police-station for noting all relevant information in respect of each Beat as furnished by the Grama Rakshis; and
- (e) any other matter that may be deemed fit with regard to the working of the Grama Rakshi Force.

### FORM – I [Rule 10]

#### DISTRICT ORDER BOOK FOR GRAMA RAKSHIS

Annual Serial No.	Date of Order	Order such as leave, escort, etc.	<sup>1</sup> [Order with the Superintendent of Police of the district signature]	Name and address of the Grama Rakshi	Jurisdiction of appointments.	Remarks
1	2	3	4	5	6	7

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9. Substituted vide O.G.E. Part-III-A/26.10.1984

**FORM – II**  
**[Rule 11]**  
**APPOINTMENT CERTIFICATE**

Shri..... son of ..... of villages ..... police-station ..... district..... has been temporarily appointed as Grama Rakshi for Beat No ..... comprising the villages ..... police-station ..... district ..... under Sec. 5 of the Orissa Grama Rakshi Act, 1967 and is vested with the powers, functions and privileges and is subject to the duties, responsibilities, obligations and discipline of Grama Rakshi.

Date .....  
(Seal).....

Signature and designation of  
the Appointing Authority

Certified that the power, functions and privileges of the Grama Rakshi and his duties, responsibilities, obligations and discipline have been explained to the Grama Rakshi before handing over this certificate to him.

Date.....

(Signature)  
Officer-in-charge, Police-station

**FORM – III**  
**[Rule 11]**  
**BOND OF DECLARATION**

I, ..... son of ..... of village ..... police-station ..... district ..... having been appointed as a Grama Rakshi and having received my appointment certificate, do hereby solemnly and sincerely declare that –

- (1) I understand the powers, functions, privileges, duties, responsibilities, obligations and discipline of a Grama Rakshi as provided by or under the Orissa Grama Rakshi Act, 1967;
- (2) I will duly and faithfully serve as a Grama Rakshi without fear, favour, affection, malice or ill-will or communal or political bias and to the best of my ability exercise and discharge my powers and duties and carry out all lawful orders that may be given to me from time to time by my superior officers;
- (3) I promise that in case of my discharge from the Grama Rakshi Force, I shall surrender the appointment certificate and shall handover the uniform that may be supplied to me from time to time and all records, registers and documents that may be with me or maintained by me as a Grama Rakshi to the Officer-in-charge of the police-station within seven days of the date of such discharge and I further promise that I shall take best care of their proper maintenance and safe custody, so long as those are with me .....

Executed in my presence ..... date.

Officer-in-charge .....Police station.

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