

THE ROYAL BHUTAN POLICE ACT, 1980

PART ONE

1. **Definition of Royal Bhutan Police** The Royal Bhutan Police means the department under His Majesty's Government of Bhutan entrusted with the responsibility of maintaining law and order, preventing and detecting crimes, investigating cases and bringing offenders before a Court of law.

This Act of Iron Monkey Year corresponding to 1980 shall apply to the entire Police force within Bhutan and therefore, all police personnel irrespective of their rank and status shall be governed by this Act that may be amended by the Government from time to time.

2. For the purpose of this Act the following words and expressions shall have the meaning assigned to them as follows:

Police Station: A Police Station is a place declared to be a Police Station by the Government of Bhutan.

Check Posts and Out Posts: Check Posts and Out Posts shall be deemed to be Police Stations under this Act and shall have all the powers and functions of a Police Station.

Police: The word Police shall mean all persons enlisted under this Act.

Officer-in-Charge: Officer-in-Charge shall mean any officer appointed to be Officer-in-Charge of a Police Station by the Government and includes in his place the next senior officer not below the rank of Denkulpa, when the Officer-in-Charge is absent or unable to perform his duties due to illness or other causes.

Local Civil Authority: Local Civil Authority means the concerned Dzongda, Thrimpon, Dzongda Ramjam, Thrimpon Ramjam, Dungpa or a Senior Ramjam.

Offence: The word offence shall mean any criminal act or any act that is an offence under the laws of Bhutan or under any other act or any omission or neglect of duty on the part of a Government servant or any unlawful act which is punishable in Bhutan.

Civil Cases: Civil cases shall include any dispute regarding land, water, forest, matrimonial, monetary or business transaction or any other cases not having criminal content.

3. **Superintendence** Under the provisions of this Act, the **of Police force** execution of orders of the Government and discharge of duties and functions of the entire Police force shall be under the direct control and supervision of the Chief of the Royal Bhutan Police. No other person shall be empowered to supervise or exercise control over any Police functionary.
4. **Administration** For the administration of the entire Police force, the Chief of the Royal Bhutan Police shall exercise full power.
5. **Punishment for Negligence of Duties** The Chief of Police may remove or demote a Police personnel from service and may assign any one or more of the following punishments for negligence of duty by such Police personnel under this Act or any other rules that may be framed from time to time by the Government:
 - (1) A cash fine not exceeding one month's salary;
 - (2) Confinement to Quarter-Guard for a term not exceeding 15 days with or without drill fatigue or simple confinement;
 - (3) Removal from office of distinction or special emoluments;
 - (4) Simple imprisonment for one week;
 - (5) Deprivation of increment.
6. **Power of Range Officer to Punish** The Range Officer may assign punishment not exceeding 7 days for negligence of duty and may delegate such power to District Police Officers in writing.
7. **Notice for Resignation** Unless expressly allowed to do so by his superior or Range Officer, no police personnel shall resign or withdraw from his duty without one month prior notice in writing.
8. **Conduct of Police on Duty** No Police personnel shall interfere or accost any person without reasonable grounds to

believe that he has broken the law or is about to break the law unless such individual is moving around at odd hours or travelling on the highway after specified restricted hours.

It shall be the duty of every Police man to keep his ears and eyes open, preserve silence and not to interfere with peaceful inhabitants or with anybody passing to and fro in any street or public thoroughfare during day or night. A Police personnel shall not use physical force or restrain or harm anybody without legal justification, or engage in gossip while on duty.

9. **Power of Chief of Police to make Rules** Subject to the approval of the Government, the Chief of Police may from time to time frame such orders and rules relating to the organization, classification and distribution of the Police force, the particular services to be performed by them, their inspection, collection and communication of intelligence and information and rules regarding prevention of abuse or neglect of duty, as he shall deem expedient.
10. **Proper Training before assigning Responsibility** Until proper training has been received, no recruit shall be assigned with the responsibilities of a Police personnel.
11. **Police Representative** The Chief of Police may depute a representative of the Police for a village or a group of villages where a Police Station cannot be established or whenever it shall be deemed necessary, to police such a village or villages till such time as it is deemed necessary.
12. **Entitlement of Police representative** A Police representative deputed under Section 11 of this Act shall be entitled to all the facilities and benefits of a regular police. He shall perform duties assigned to him by the Chief of Police and also be liable for punishment under Section 5 of this Act for negligence of duty. Where a Police representative has not been deputed as above, it shall be the duty of Chipons of respective villages to report matters of importance to the nearest Police Station.
13. **No Arrest and Search without Warrant** The Police shall not arrest, seize or search a person or a place without a warrant from a Court of law.

14. **Duties of Police** It shall be the duty of every Police personnel to promptly execute all lawful orders issued in writing by a competent authority, to collect and communicate intelligence affecting the public peace, to prevent the commission of crime, to detect and to bring offenders to justice and to apprehend all persons for whose apprehension sufficient ground exists and it shall be lawful for every police officer without warrant to enter and inspect any bar, gambling house or other resorts of bad characters.
15. **Unclaimed Property** It shall be the duty of every police personnel to take charge of any unclaimed property and to furnish an inventory thereof, to the Court of Law. Where a property is found with the lock intact, such a property shall be forwarded in the same state as when it was found.
16. **Penalties for Neglect of Duty** A Police personnel who is guilty of any violation of duty or wilful breach or neglect of rule or regulation or lawful order of the Government, withdraws from his unit without one month's prior notice, fails to report himself for duty without reasonable cause, engage without authority in any employment other than the provisions of this Act, fails to perform his duty due to fear and cowardice, or inflicts physical violence out of vengeance on any person in his custody, shall be liable to a fine not exceeding 3 month's pay or 3 months rigorous imprisonment or with both.
17. **Police to maintain Order on Public Roads, etc.** It shall be the duty of the Police to keep order on public roads, thoroughfares, parks and landing places for aircrafts and public transport services for the smooth and peaceful daily activities of the public.
18. **Penalty for Violation of Section 17** Whosoever violates Section 17 of this Act shall be liable to a fine of Nu. 50/- to Nu. 300/- on conviction before a Court of law.
19. **Penalty for causing Obstruction, Inconvenience, etc.** Any person who in a public place or on thoroughfare, roads or streets within the limits of any town commits any obstruction, inconvenience, annoyance or endangers others shall be liable to a fine of Nu. 15/- to Nu. 35/- or imprisonment with or without hard labour for 3 to 7 days upon conviction before a Court of law. It shall be lawful for any police officer to take into custody, without a warrant, any person who within his view commits any of the following offenses:
- (i) **Cattle Slaughtering** Any person who in any public place

- Reckless Riding,** slaughters any cattle or cleans any
etc. carcass or cruelly and recklessly
rides, drives or trains any animal.
- (ii) **Cruelty to animals** Any person who wantonly or cruelly
beats or tortures any animal.
- (iii) **Obstructing** Any person who keeps any cattle or
Passengers conveyance of any kind standing longer
than is required for loading or unloading or
for taking up or settling down passengers, or who
leaves any conveyance in such a manner as to cause
inconvenience or danger to the public.
- (iv) **Exposing goods** Any person who exposes any goods for
for Sale sale on public roads and thoroughfare.
- (v) **Throwing Dirt** Any person who throws or lays down any
into Street filth, rubbish or any stones or building
materials or who constructs any cowshed,
stable or the like or who causes any offensive matter
to run from any house, factory dungheap or the like on
the road or thoroughfare.
- (vi) **Drunk,** Any person who is found drunk on the road
riotous, or riotous or who is incapable of taking
etc. care of himself.
- (vii) **Indecent** Any person who wilfully and indecently
exposure of exposes his person, or disgraces or
Person commits nuisance by easing himself, or
exposes a contagious disease to the general public or
contaminates drinking water.
- (viii) **Neglects to** Any person who neglects to fence
protect in or duly protect any dangerous
dangerous well, tank or other dangerous place or
places structure.
20. **Complaints** Any complaint filed against a Police
against a Police personnel shall be enquired into and
personnel determined only by the Home Minister,
the Chief of Police or a person so empowered by them.
21. **Immunity** No prosecution or legal liability shall
from Prosecution lie against any Police personnel for any
act if it is proved that such an act was
committed in the discharge of lawful duties under this Act.
22. **Police Officer** It shall be the duty of every Officer-in-

to keep Diary Charge of a Police Station to maintain a General Diary under this Act, wherein he shall record all complaints of the public, nature of complaints, details of persons arrested, the names of complainants, date and time of report, weapons and properties involved and the names of the witnesses to be interrogated.

23. **Recording of Crime Information or Report** Any information relating to the commission of an offence under the laws of Bhutan under any other act shall be recorded in a book to be maintained under Section 24 of this Act by a Police Station. Where information regarding cases of serious offenses are received, a copy of the same shall be submitted to the Headquarters by the quickest possible means for information and necessary directives from the Headquarters.

24. **Records to be maintained at Police Stations** Every Police Station shall maintain the following registers and records for the discharge of duties and functions of a Police Station.

1. Crime Information Report
2. General Diary
3. Crime Register
4. Seizure Register
5. Register of Arrest
6. Inquest Form
7. Seizure list Form
8. Government Property Register
9. Arms and Ammunition Register
10. Licensed Arms and Ammunition Register
11. Village Information Register
12. Inspection Register
13. Absconders Register
14. Prisoners Register
15. Attendance Register
16. Leave Register
17. Accounts Book Register
18. Foreigners Register
19. Sudden and unnatural Death Register.

25. **Power of Investigation**

(i) The Officer-in-Charge of a Police Station shall investigate any offence committed within his jurisdiction;

(ii) However, no Officer-in-Charge of a Police Station below the rank of Jugpoen shall investigate cases of heinous nature such as murder, dacoity, robbery, rape and cases exceeding

the value of Nu. 1,000/-;

(iii) Heinous crimes as defined in Sub-Section (ii) above shall be treated as special report cases and officers not empowered to investigate such cases shall enter such information into such registers as prescribed under this Act.

Copy of such special reports received and entered shall be forwarded to the nearest superior officer by the quickest possible means.

(iv) No Officer-in-Charge of a Police Station shall investigate cases falling under the jurisdiction of other District, Range or a Police Station unless especially empowered to do so.

(v) It shall be the duty of every Officer-in-Charge of a Police Station to investigate offenses not only under this Act but also offenses committed under other Laws of Bhutan.

26. Investigating Officer to be accompanied by a Subordinate

(i) No Police Officer shall investigate or enquire into any offence alone. He shall be accompanied by a subordinate officer or a constable.

(ii) However, in cases demanding immediate Police investigation, he shall do so in accordance with the provisions of this Act.

27. Power of Arrest

Any Police personnel may arrest any person without prior warrant in the following cases:

- (i) Any person who abuses or physically assaults another person;
- (ii) A suspicious person moving about at odd hours and who cannot give satisfactory account of himself;
- (iii) Any person who conceals his identity with a view to perpetrate a crime;
- (iv) Any person attempting to forcibly dishonour a female;
- (v) Any person suspected to be dealing in illegal business;
- (vi) Any person in possession of illegal arms/ammunition etc.;
- (vii) Any person using false weights and measures;
- (viii) Any person dealing in harmful drugs;
- (ix) Any person causing harm to public property such as telephone lines, lamp posts, roads, waterpipes, etc.;

- (x) Wanted criminals;
 - (xi) A deserter from the uniformed services;
 - (xii) Any person fishing and hunting on prohibited days and months under the Laws of Bhutan;
 - (xiii) Any receiver of stolen property;
 - (xiv) Any person who obstructs a police officer in the execution of lawful duties.
28. **Use of handcuffs** No handcuffs shall be used on a person below 13 years of age.
29. **Power of Search and Arrest** Any Police Officer may search any place, and house, building, store or any person if he has sufficient reasons or grounds to believe that such a search is necessary to prevent any crime. The search shall, however, be conducted in the presence of two respectable and disinterested witnesses and the results of the search shall be signed by the witnesses, the searching officer and the accused.
30. **Arrest without Warrant and Report thereof** Any Police Officer who may arrest a person for an offence which does not require a warrant from a Court of Law shall produce the arrested person before a Court of law within 24 hours of the arrest, exclusive of the time taken for the journey from the place of arrest. If the person so arrested cannot be produced before the Court within the time specified, a report shall be sent to the Court within 24 hours to that effect and action shall be taken according to the direction of the Court.
31. **Power of Seizure** Any Police Officer who is investigating a case or performing a lawful duty within Bhutan shall seize anything which is prohibited under the Laws of Bhutan or any other act and forward the report regarding the same to the nearest Court of law. It shall be lawful for every Police Officer to demand the production of any documents or other papers that may be necessary for him to satisfy himself regarding the bonafides of a person.
32. **Police not to Investigate Civil cases** Unless otherwise ordered by the Government the Police shall not investigate any Civil cases.
33. **Police not to decide Cases** No Police officer shall decide or compromise any case.
34. **Communication of Intelligence** It shall be the duty of every Police personnel to collect and communicate intelligence or information relating to the internal security of the country or any subversive act

endangering the security of the country by any person or group of persons, to the Headquarters.

It shall be the duty of the Headquarters to treat all such information or intelligence as confidential and to communicate to the Government after verifying the veracity of such information or intelligence.

35. **Police not to disclose source of Information** No Police personnel shall disclose any source of information under any circumstances to any person whether Government official or otherwise.

36. **Annual Confidential Report** Annual confidential reports of Police personnel shall be prepared by an officer not below the rank of Dezin who shall then submit such reports to Superior officers for countersigning and remarks.

Annual confidential reports of all Officers including Range, shall be recorded by the Chief of the Royal Bhutan Police who shall then forward such reports to the Home Minister for countersigning and remarks.

All such annual reports shall be treated as confidential and kept under safe custody.

37. **Police Promotion Committee**

(i) A constable who has devoted 8 years of dedicated service without adverse record in the Annual Confidential Report shall be eligible for promotion to the rank of Denkulpa.

A Denkulpa shall be eligible for promotion to the rank of Quilop after 5 years of dedicated service without adverse record in the Annual Confidential Report.

A Quilop shall be eligible for promotion to the rank of Juglop after 3 years of dedicated service and without adverse record in the Annual Confidential Report.

Provided, such promotions shall also depend upon educational qualification, training background and standard of performance of the candidate.

(ii) A Juglop shall be eligible for promotion to Jugpoen after completion of 5 years of service provided he has educational qualification, professional skill and efficiency

and has no adverse record in the Annual Confidential Report, and under the same proviso a Jugpoen shall be eligible for promotion to Jugpoen Gongma.

(iii) Subject to the provisions of sub-section (ii), a Jugpoen Gongma shall be eligible for promotion to Dezin and a Dezin shall be eligible for promotion to the rank of Dechhab. Promotions to the rank of Yongzin and above shall be determined by the Government.

For all promotions, the following committees shall be formed to scrutinize the eligibility of the proposed candidates:

(a) The Chief of Royal Bhutan Police may empower one Dungda, a Yongzin and a Dechhab to form a committee to scrutinize the eligibility of a candidate up to the rank of Juglop and on the basis of the recommendations of the committee, the Chief of Police shall award promotions up to Juglop.

(b) The Home Minister shall award promotions from the rank of Juglop to Dechhab on the basis of the recommendations of the committee which shall consist of the Chief of Police, the Home Secretary, a Dungda and two Yongzins.

(c) For promotions to the rank of Yongzin and above, a committee headed by the Home Minister and consisting of the Chief of Police, two Dungdas and a Yongzin shall scrutinize and recommend eligible candidates for promotions to be awarded by His Majesty the King.

(d) The Departmental Promotion Committees shall base their decision on the following:

- i. Past record of the eligible candidates in the Annual Confidential Reports;
- ii. Personality of the candidate;
- iii. Certificate of merit and recommendations.

38. **Medals and certificates** The following Medals are hereby **for meritorious service** instituted for meritorious services performed by members of the Royal Bhutan Police force:

(a) Any Police personnel, after completion of 15 years of dedicated and satisfactory service and who does not have adverse records in the Annual Confidential Reports for the past 5 years, may be awarded a medal which shall be worn on the left chest, a ribbon of 1 1/2"

length and 1/2" breadth with three equal colours of white, yellow and red. The colours shall be separated by a black thread lining. The recipient of such medals shall be entitled to an allowance of Nu. 15/- per month for as long as he remains in service.

(b) Any Police personnel who has devoted 21 years of meritorious service with a good service record shall be entitled to wear a ribbon symbolizing the colours of the Police Flag which shall have the same measurement as above. The recipient shall be entitled to a monthly allowance of Nu. 25/- for as long as he remains in service.

(c) Any Police personnel who endangers and risks his own life while on duty in order to save the life and property of others shall be awarded a medal with a ribbon symbolizing the National Flag of Bhutan which shall have the same measurement as above. The recipient of such a gallantry award shall be entitled to an allowance of Nu. 55/- per month while he remains in service.

(d) The Chief of Police shall award certificate of merit in appreciation of good service performed during the preceding year.

The annual recommendations for police medals and certificates shall reach the Royal Bhutan Police Headquarters by the 10th of August every year and the same shall be awarded on Police Day on the 1st of September every year.

39. **Responsibility** In case of an epidemic, it shall be the duty **during an** of every Officer-in-Charge of a Police **Epidemic** Station to make an entry in the General Diary, inform the nearest medical authority and despatch information to the Royal Bhutan Police Headquarters and the Dungda by the quickest possible means. The Police may render all necessary assistance to shift or transfer casualties and the sick to safer areas.

40. **Fairs** It shall be the duty of the Police to order the organizers of fairs and public gatherings to arrange sanitation, prevention of epidemic, camping and cleanliness.

41. **Fires** In case of a fire outbreak, the Police shall render all possible help to control the fire and it shall be the duty of the Police to guard the properties saved.

42. **Missing Person** Every missing person report shall be entered in the General Diary and enquired into by an Officer-in-Charge of a Police Station. If reasonable suspicion exists that such a missing person has committed an offence, it shall be so registered and investigated.
43. **Prisoners** For the administration of prisons and prisoners within Bhutan, the Police shall act in accordance with the provisions of the Prisoners Act.

ANNEXURES TO THE ROYAL BHUTAN POLICE ACT, 1980

Appendix - I

GENERAL DIARY

See Section 22 and 24 (2) of Royal Bhutan Act of 1980 and Police Rules and Regulations Sec. 20 (I)

Police Station/Outpost.....Date.....

(General Diary entry shall be made as follows):-

1) 8 a.m. opened the diary (the staff position, firearms, cash etc).

Sd/-OC.

2) Morning at..... the Thrimpon sent word that I should go with him to a nearby village..... where there is a report of some trouble. Handed over charge to.....

Sd/-OC

took charge by-sd/

3)

4)

5)

6)

7)

8)

9)

10)

11) 8 p.m. closed the diary for the day and opening next days diary.

Sd/-

Appendix - II

CRIME INFORMATION REPORT

(See Section 24 (1) of Royal Bhutan Police Act of 1980)

Crime No..... Central Diary
No.....
Police
Station.....Date.....

1. Date and time of Report.
2. Name and address of Complainant.
3. Nature of Offence.
4. Date and time of occurrence.
5. Place and occurrence.

6. Name and address of culprit/suspect.
7. Witness, if any with name and address.
8. Report in details.

Appendix - III

CRIME REGISTER

(See Section 24 (3) of Royal Bhutan Police Act of 1980 and Section 20 (3) of Rules and Regulations).

1. Crime No.
2. Date and time of report.
3. Name and address of complainant.
4. Nature of offence.
5. Name and address of accused person.
6. Date and time of occurrence.
7. Place of occurrence with distance and direction from Police Station.
8. Value and nature of property involved.
9. Value and nature of property recovered.
10. Modus Operandi.
11. Remarks.

Appendix - IV

SEIZED PROPERTY REGISTER

(See Section 24 (4) of Royal Bhutan Police Act of 1980 and Section 20 (7) of Rules and Regulations).

1. Serial Number.
2. Date.
3. Place of Seizure.
4. Name of Seizing Officer.
5. In connection with.
6. Description of the articles.
7. How disposed off.

Appendix - V

ARREST REGISTER

(See Section 24 (5) of Royal Bhutan Police Act of 1980)

1. Serial No.
2. Date and time.
3. Place of arrest.
4. Name of Police Officer.

5. Name, Father's name and address of the person arrested.
6. In connection with.
7. How disposed off.

Appendix - VI

SEIZURE LIST

(See Section 24 (7) of Royal Bhutan Police Act of 1980)

Crime No.....Police Station..... Date

The following articles have been seized from..... in
 connection with crime No..... on.....at.....

SL.No.	Description	Quantity
1.		
2.		
3.		
4.		

Signature of witnesses

- 1.
- 2.
- 3.

Seizing Officer
(Designation)

(Separate sheet for each crime seizure).

Appendix - VII

GOVERNMENT PROPERTY REGISTER

(See Section 24 (8) of Royal Bhutan Police Act of 1980, and
 Section 20 (5) of Rules and Regulations).

SL.No.	Date of taking Charge.	Item Nor Quantity	or	Date of Checking with Signature.	Remarks.
--------	------------------------------	----------------------	----	---	----------

1	2	3	4	5	6
---	---	---	---	---	---

LICENSED ARMS REGISTER

(See Section 24 (10) of Royal Bhutan Police Act of 1980 and Section 20 (4) of Rules and Regulation)

SL.No.

Name of License with full particulars.

Validity

Description of arms

No. of ammunition.

& calibre.

Remarks.

IX

TOWN/VILLAGE INFORMATION REGISTER

(See Section 24 (11) of Royal Bhutan Police Act of 1980 and Section 20 (14) of Rules and Regulation).

1. Name of village/town
2. Distance from Police Station/outpost
3. Condition of road from Police Station to village/town
4. Name of hamlets if any
5. Name and age of Gup
6. Population of the village/town
7. No. of houses
8. No. of cattle
9. No. of Gompas, Lamas etc.
10. No. of firearms in Gompa or monastery and with individuals
11. Area under cultivation
12. Main occupations of inhabitants
13. Important fairs, festivals and customs
14. Information about schools, dispensaries, teachers, doctors, health visitors etc.
15. Vital installations if any
16. Names and parentage of all persons trained in Royal Bhutan Militia.
17. Names and parentage of ex - RBA personnel.
18. Names and parentage of all ex - RBA personnel

19. Names and parentage of all foreigners
20. Running notes regarding important events.

Appendix - X

REGISTER OF ABSCONDERS AND PROCLAIMED OFFENDERS

(See Section 24 (13) of Royal Bhutan Police Act of 1980)

1. Name
2. Father's name
3. Age
4. Full address
5. Description
6. Date and nature of offence
7. Name of relative of accused when likely to go
8. Remarks.

Appendix -

XI

SUDDEN AND UNNATURAL DEATH

(See Section 24 (19) of Royal Bhutan Police Act of 1980)

Crime No..... Police
Station.....

Date.....

1. Name of deceased
2. Identified by
3. Address and particulars
4. Approximate age.....sex.....
5. State of dead body
6. Apparent nature of death
7. Fingerprints / Photograph
8. Place where found
9. How disposed off

Date..... Investigating officer
Designation.

ANNUAL CONFIDENTIAL REPORT

(See Section 36 of Royal Bhutan Police Act of 1980)

Page No.....
Confidential
Personnel File

For the year.....

1. Name
2. Personal No. and Rank
3. Age
4. Native Place and Dzong/District
5. Present place of working
6. Educational qualification and language known
7. Training experience including special training, if any
8. Health
9. Rewards earned during the year
10. Punishment awarded during the year
11. Any good work done in the year with specific instances
12. Remarks of his integrity, smartness and other qualities and fitness for promotion.

Date.....

Station.....

Comments by RBP. Chief (in case of Officer)

- (a) I agree/do not agree, in respect of SL.No..... above.
- (b) Entrants of adverse remarks, if any,
communicated to the officer concerned on.....

R. B. P. CHIEF

XIII

ROYAL BHUTAN POLICE COMMENDATIONS

- I. Particulars of the Police Officer
 - 1. No.
 - 2. Rank
 - 3. Name.
 - 4. Posting to which commendation relates
- II. Details of work which commanded
- III. Recommendation by Range Officer
- IV. Comments by Royal Bhutan Police, Chief

Order No.....Date.....

Appendix - XIV

ROYAL BHUTAN POLICE COMMENDATION REPORT

(See Section 38 (8) of Royal Bhutan Police Act of 1980)

- 1. **Identification of the Recipient:**
 - i) Identification No.
 - ii) Rank
 - iii) Name
 - iv) Address
- 2. **Commendable services:**
- 3. **Recommendation by the Range Officer:**
- 4. **Recognition by the Chief of Police:**

Order No..... Date.....

ROYAL BHUTAN POLICE COMMENDATION CERTIFICATE

(See Section 38 (8) of Royal Bhutan Police Act of 1980)

This commendation certificate is hereby given to
(name and rank).....
Son of..... resident of village.....
Police Station.....falling under.....(Dzong) in
recognition of his good work/extraordinary capabilities shown
during the year.....

Date.....Chief,
R.B.P.

Copy to the personal file of.....

PART TWO

1. **Recruitment** The two levels of recruitment of Royal Bhutan Police personnel shall be:
 - (i) Constable level; and
 - (ii) Officer Cadet level.

The following shall be the qualifications of candidates to be recruited as constables:

- (a) Age 18 to 24 years;
 - (b) Medical Certificate of fitness for difficult job;
 - (c) Minimum Chest measure 30" and height 5'5";
 - (d) Educational qualification of minimum class IV passed;
 - (e) A character certificate from the local Judge or a Police Officer.
2. **Promotion** Every Police personnel shall have an equal opportunity for promotion to a higher rank, whenever the Departmental Promotion Committee shall find him fit and has no adverse record in his Annual Confidential Reports.
 3. **Recruitment of Officers** Direct recruitment of Officers shall be from the level of Officer Cadet, whose pay and allowances shall be equivalent to that of a Trainee Officers under Civil Service Rule and they shall wear white ribbons on their shoulders as mark of their ranks. Further, their promotion to the rank of Dezin shall depend on the recommendations of the Departmental Promotion Committee after the successful completion of their basic training.

A Dezin shall be equivalent to a Junior Ramjam and shall wear a silver star (Sew Metok) each on his shoulders. For recruitment at the Officers level, the following shall be the required qualifications:

- a) Age of 21 to 27 years;
 - b) Medical Certificate of fitness for difficult job;
 - c) Minimum Chest measure - 30" and height - 5'6";
 - d) Educational qualification - Graduate;
 - e) A character certificate from the local Judge or Principal or Head of the Institution.
4. **Female Recruitment** In order to facilitate the working of the Police, woman may also be recruited in the Police where they will be helpful in investigating cases involving women or to handle female prisoners or in traffic control duties. Except for Sub-Sections (b) and (c) of Section 1 and Sub-Sections (c) and (d) of Section 3 above,

other qualifications will be the same as those of male recruits.

5. **Rank Structure** The ranking structure and duty of the Royal Bhutan Police as compared with the Royal Bhutan Army shall be as follows:

	<u>POLICE</u>		<u>ARMY</u>
1.	Gagpa	-	Chuma
2.	Denkul	-	Peljap
3.	Quilop	-	Pelpoen
4.	Juglop	-	Dimpoen Gongma
5.	Cadet Officer	-	Cadet Officer
6.	Jugpoen	-	Inspector (Grade II)
7.	Jugpoen Gongma	-	Inspector (Grade I)
8.	Dezin	-	Dedag
9.	Dechhab	-	Degong
10.	Yongzin	-	Chipoen
11.	Dungda	-	Lingpoen
12.	Gagpoen	-	Magtsi
13.	Gagpoen Gongma	-	Magtsi Gongma

6. **Application of Bhutan Civil Service Rules** When provisions for leave, pay, loan, TA & DA, Transfer allowance, increments, Provident fund and Gratuity are not included in this Act the Bhutan Civil Service Rules shall apply.

However, residential quarters within the precincts of any Police Camp shall be exempted from house rents.

7. **Royal Bhutan Police Headquarters** The Headquarters of the Royal Bhutan Police shall be as follows:
1. R.B.P Headquarters - Thimphu Zilneon Namgayling.
 2. R.B.P Training Center - Jigmiling, Gaylegphug.

8. **Police Ranges** Under the Police Headquarters there shall be three Police Ranges as follows:

1.	Range No. I, Phuntsholing	-	HQ at Phuntsholing
2.	" " II, Gaylegphug	-	HQ at Gaylegphug
3.	" " III, Samdrupjonghar	-	HQ at S/Jongkhar

9. **District Police Stations**

(a) There shall be three District Police Stations under Range No.I:

1. Phuntsholing.

2. Thimphu.
 3. Wangdi Phodrang.
- (b) The Following three District Police Stations shall fall under Range No.II:
1. Gaylegphug.
 2. Chirang.
 3. Tongsa.
- (c) The following three District Police Stations shall fall under Range No.III:
1. Samdrupjongkhar.
 2. Tashigang.
 3. Mongar.
10. **Police Stations** All Police Stations and Out Posts falling under each Police District shall be recorded with the Headquarters.
11. **Police Uniform** The colour of the Police Uniform shall be royal blue and the details of the ranks and badges are shown in the Appendix. Every Police personnel shall wear on each shoulder a 1/2" silver metal showing the letters RBP in English and black leather belt with silver RBP badge on the buckles. Two pairs of summer and two pairs of winter uniforms shall be issued annually to every police personnel. The Range Officers shall decide upon the date of changing uniforms at the end of each summer or winter, depending on the climatic condition of the respective Ranges.
12. **R.B.P Hqrs. and Branches** There shall be three Branches under the Headquarters at Zilnoen Namgayling, Thimphu as follows:
- (i) **General Division:** Which shall look after the general welfare of the Police force and prison administration.
 - (ii) **Crime Division:** It shall deal with crime detection, investigation of special report cases, maintenance of crime records, traffic control and Police research works.
 - (iii) **Administrative Division:** It shall deal with:
 1. Sports under Personnel Records Section.
 2. Motor Transport and Communication under Accounts Section.
 3. VIP Security and Band under Construction Section.
 4. Arms & Ammunition under Quartermaster Section
 5. Training Section and Publication.

13. **Heads of various Branch Offices** The Heads of all Branch Offices of the Royal Bhutan Police, shall be under the command and direction of the Chief of Police.
14. **Training** As prescribed in the Police Act of 1980, all Police personnel shall undergo training conducted at the Training Center, under the guidance and control of the Chief of Police. The training Center shall conduct the following courses :-
- a) Basic training course for constables- 9 months.
 - b) Basic training course for Officers - 6 months.
 - c) Refresher course - 6 weeks.
 - d) Condensed course of 6 weeks each in respect of scientific investigation, Police Accounts, Police Administration, handling of dogs, photography, etc. and other condensed and refresher courses may be prescribed by the Chief of Police with emphasis on games, PT and weaponry.

The principal of the Training Center shall have trained assistants whose duties shall be to supervise and control indoor and outdoor training respectively and they shall be assisted by adequate staff.

15. **Duties of the Chief of Police** Anything that may require approval or sanction of the Government, the Chief of the Royal Bhutan Police may put up proposals through the Ministry of Home Affairs, except daily administration of the force and other minor problems for which the Royal Bhutan Police Chief is empowered to exercise full power.
16. **Reports** The Chief of Police is empowered to promote, recruit, punish or transfer any police personnel under the Police Act of 1980. The following reports shall be submitted by Range Officers:-
- i) Monthly analysis of crime.
 - ii) Monthly General Police Administration reports of Ranges.
 - iii) Half yearly report on deployment of manpower and Government properties.
 - iv) Quarterly District inspection report.
 - v) Annual Confidential Report.
 - vi) Recommendations for rewards and promotion.
 - vii) And the Chief shall on receipt of special report cases work out a plan of action to control such crimes.

17. **Special Weekly Report** The Chief of Police shall be informed weekly by Range and District Police Officers on matters relating to breach of public peace, public opinion of Government policies, anti-national activities in a brief and concise form.
18. **Co-operation with Judiciary** The duty of the Police shall be to preserve law and order and prevent crime in the country. Therefore, they shall assist and co-operate with the Judiciary in the execution of lawful orders.
19. **Orderly Room** Every Officer shall conduct orderly room at least once a week to solve problems arising out of disciplinary grounds, enquiry into negligence of duty and to decide punishments.
20. **Reports and Records** Records to be maintained under Section 24 of the Police Act of 1980 by every Police Station shall be as follows:-

- (1) **General Diary:** The General Diary shall be written by the Officer-in-Charge himself or in his absence by a Quilop or Denkulpa and it shall be opened at 0800 hrs and shall be closed at 2000 hrs daily. At the opening of the diary, entries shall be made regarding the strength of manpower present, list of personnel on sick leave or absentees, arms and ammunition and cash accounts.

Whenever, the Officer-in-Charge shall avail leave or proceed on Official tour, the Officer-in-Charge shall make separate entry in the General Diary of arms and ammunition and cash accounts and hand over the charge to his sub-ordinate officer.

The General Diary shall contain all or any information and the happenings within the jurisdiction of the Police Station except information of confidential nature. Such entries shall be made in a prescribed form shown in the Appendix and a copy of such entry shall be sent to the District Police Officer for information.

The copies of General Diary received shall be scrutinized by the district Police Officer who shall forward it after necessary action, to the Range Officer for record. All special report cases contained in the General Diary received by the Range Officer shall be forwarded to the Chief of Police. All Police Stations shall forward the General Diary entries to the District

Police Officer weekly by post.

- (2) **Accounts:** Every Officer-in-Charge of a Police Station shall maintain the cash accounts himself wherein he shall make entries of cash received, amounts disbursed including pay, T/A and transfer grants.
- (3) **Crime Register:** Details of cases registered, date and time of report, date and time of occurrence, date and time of preliminary investigation, date and time of forwarding the cases to the Court and orders received from the Court shall be entered in a prescribed form shown in the Appendix.
- (4) **Arms & Ammunition Register:** It shall be the duty of every Officer-in-Charge of a Police Station to enter in a Prescribed form shown in the Appendix, all licensed arms in his jurisdiction and he shall inspect such arms and ammunition once a year.
- (5) **Government property Register:** All Government properties issued or bought out of Government money at a Police Station shall be entered in a prescribed form shown in the Appendix and every Officer-in-Charge of a Police Station shall check them quarterly and shall sign on the record. Whenever such Officer-in-Charge is transferred or changed, handing and taking of such Government properties shall be done after physical verification.
- (6) **Inspection Register:** Any Officer of the rank of Dechhab while inspecting a Police Station shall enter in the Inspection Register their findings and opinion of the Police Station, its discipline and cleanliness etc,. The inspecting officer shall forward such inspection report to his superior officer.
- (7) **Seizure Register:** Whenever any Officer-in-Charge shall seize any article of stolen property including food-grain, liquor etc., he shall effect such entry in the form prescribed, or whenever such articles are disposed of, the disposal thereof, shall also be entered in detail.
- (8) **Personnel attendance Register:** Attendance of all Police Personnel shall be maintained in this register with detailed particulars including name, educational qualification, family back-ground with proper address and the nearest Police Station.

- (9) **Criminal Information Register:** Every Officer-in-Charge of a Police Station shall maintain Criminal Information Register, wherein, he shall enter the particulars of all the criminals, convicts, absconded prisoners or the suspects under the jurisdiction, a copy of photograph may be attached. The particulars shall include name, age, address, friends, nature of the offence committed, whether convicted before and if he is a suspect, the ground of suspicion.
- (10) **Village Information Register:** Every Officer-in-Charge of a Police Station shall keep a register in every village in the form prescribed in the Appendix wherein, details such as name of Gup, the name of the village and its population, number of houses, details of domestic animals, Gompas and Lamas, Schools, hospitals, doctors, veterinary assistants, health visitors and details of date and time of festivals and other important subject peculiar to the village shall be entered. Details of Government servants of that village, army personnel and outsiders living within the area shall also be entered in the Register.
- (11) **Beat Register:** Every Officer-in-Charge of a Police Station shall maintain Beat Registers for keeping watch on suspects of both town and village beats. The divisions of beats in towns and villages shall be determined by the Officer-in-Charge of that area. The beat shall be patrolled and inspected by the rank of Denkulpa and above and whenever a constable is detailed for such duty, the Beat Register Book shall be given to the constable with written instructions.
- All important information reported by the village volunteers or the Chipon of the village shall be recorded in the Beat Register.
- (12) **Tour Diary:** Whenever any officer shall tour the jurisdiction of any Range/District/Police Station, he shall maintain a Tour Diary wherein, he shall make entries of all relevant information regarding mode of travel, place visited, purpose of visit or action taken if any, and he shall enter his opinion of the Police Stations visited in the Inspection Book of that Police Station as well as in his Tour Diary. A copy of such diary shall be submitted to his superior officer after the completion of the tour.
- (13) **Special Reports:** Every District Police Officer shall forward all the special reports received and entered in

the proforma shown in the Appendix to the Range Officer every Monday by mail. All information of confidential nature or otherwise received from the Police Station and information collected by the District Police Officer shall be entered in such a proforma.

- (14) The Range Officer shall maintain similar records. Special reports received from the District Police Officers or collected from independent sources shall be forwarded to the Chief of Police every Thursday of the week. The following registers shall also be maintained by the Range Officers:-
- (15) **Arms & Ammunition Register:** This Register shall contain all types of arms and ammunition issued to all stations under the Range with details of make, number of such ammunition etc., and the concerned Officer shall submit annual reports of arms and ammunition of the Districts and Police Stations in detail, by January of each year.
- (16) **Uniforms Register:** Entries regarding receipt and issue of uniforms to all Police personnel under the Range shall be made in the register.
- (17) **Annual Leave Register:** This Register shall contain names of all personnel of the Range on annual leave with all necessary details, such as home address, duration of leave, etc.
21. **Accounts Section** The Accounts Section of the Range Office shall consist of one trained accountant who shall maintain proper accounts regarding pay, money received from Headquarters and disbursed, rewards to be disbursed, patrol expenses to be received and disbursed, etc.

The Range Officer shall personally check on the registers once a month and sign the registers in token of having done so. This section shall coordinate its working with the Accounts Section of the Royal Bhutan Police, Headquarters.

22. **Investigation of serious Cases** Special report cases like robbery, dacoity, murder, fraud, forgery, rape, cases involving use of fire arms and fatal accidents shall be investigated by an officer not below the rank of Jugpoen. The investigating officer shall submit progress report of investigation of such crimes to the District Police Officer who shall forward it to the Range Office. The Range Officer shall forward the weekly progress report of such cases to the Chief of Royal Bhutan Police, after making entry in his

diary.

23. **Guiding Investigation** The Range and District Police Officers shall assist, supervise and guide Investigating Officers in important cases. During the investigation, the Investigating Officers shall properly record the following particulars:

1. Time of occurrence.
2. Sequence of events.
3. Duration of attack.
4. Language spoken by offenders.
5. Weapons carried.
6. Disguise if any.
7. Description and number of offenders.
8. Actual part played by each.
9. Degree of force used by either side.
10. Description and value of property stolen or robbed.
11. Any particular Modus operandi revealed.
12. Means of transport employed by accused.
Whether there had been any suspicious visit to the particular place before the offence, precautions if any, adopted by the accused, inferences drawn from finger prints, photographs, etc.
13. **Medical Certificate:** It shall be the duty of the investigating Officer to obtain death/injury report from the Medical Officer, collect information, record statements of all persons connected with a case and to take note of any other information that may have a bearing on the case. No physical restraint or harassment shall be committed on the person taken into custody or persons summoned as witnesses or for recording of statements.

24. **Duties of the Chief of Police** Whereas the Supreme Commander of the Royal Bhutan Police shall be His Majesty, the King of Bhutan, the daily administration of the force shall be supervised and controlled by the Chief of the Royal Bhutan Police who shall be assisted by a Deputy Chief and who shall receive directions from the Ministry of Home Affairs from time to time. It shall be the duty of the Chief of the Royal Bhutan Police to keep in close contact with subordinate officers and to maintain efficiency and discipline in the force. He shall inspect all the Ranges and Districts every year and submit inspection reports to the Home Minister. He shall also supervise and control the Police force and his duties shall include superintendence over prevention,

investigation and detection of crimes in the country. The Chief of Police shall encourage subordinate officers to develop and maintain cordial relations with officials of other Departments and District Police Officers shall also submit reports regarding their relations with Civil officials in their locations.

25. **Duties of Range Officers** It shall be the duty of the Range Officer to effectively supervise the Police administration, welfare of the force and maintain cordial relationship among the members of the forces and with the public. All complaints against Police personnel under his jurisdiction by members of the public shall be enquired by him and such enquiry report shall be forwarded to the Chief of Police. The Range Officer may encourage meetings with the public and exchange views on matters of local interest to improve efficiency of the Police force. The Range Officer shall inspect Police Stations under his jurisdiction every six months and submit a detailed inspection report to the Chief of the Royal Bhutan Police.
26. **Duties of District Police Officers** The District Police Officer shall inform the local Court of all criminals and criminal activities under his jurisdiction. He shall maintain cordial relation and understanding between Civil Authorities and District Police Officers. The Range Officer shall make every efforts to meet with Civil authorities whenever he visits the Districts, in order to discuss matters relating to crime and criminals of the District. The District Police Officer shall control, guide and supervise the investigation of cases, the administration of the District Police force. All correspondence between the Police Stations under his jurisdiction, the Range and the Headquarters shall be channelled through the District Police Officer. Reports on law and order situation, discipline in the force and crime and criminal activities shall be put up to the Range by the District Police Officer.
27. **Duties of Officer-in-Charge** Whereas the duty of the Officer-in-Charge of a Police Station shall be prevention and detection of crime, he shall also keep a check on the performance of his subordinates, maintain good relations with them and verify accounts of Government money recovered or spent, from time to time. Any report lodged by subordinates or by the public shall be entered in the prescribed Forms. The Officer-in-Charge shall maintain proper records of all the Government properties at the Police Station and shall conduct inspection every month on the first and third Mondays.

28. **Guards & Escorts** Guards are of three kinds, viz.
- (1) Guards of Honour,
 - (2) Special Guards, and
 - (3) other Guards.
1. A Guard of Honour is a ceremonial guard provided for distinguished personalities on special occasions.
 2. Special Guards shall be provided for members of the Royal Family, Ministers or any other persons of importance, so notified by the Government of Bhutan. Special Guards shall be provided with rifles and shall salute to members of the Royal family, ministers, etc. whenever they pass by. The special Guards shall also remain on duty at the camps whenever the host is on tour, at a particular place.
 3. Other Guards include sentries provided at important places, escorts of strategic stores, important property like treasure, cash, etc., escort of arrested persons and convicts and escorts of important personalities.
 - (a) The Officer providing escort for strategic stores shall, in every case, take into consideration the actual circumstances and decide the strength of the escort. This shall depend on the situation in the area with regard to public order and tranquillity through which the route lies.
 - (b) Whenever the strategic stores contain arsenal and such matters, the highest police officer available in a particular station shall be consulted for the escort. It shall be the duty of the Escort Officer to protect the strategic stores in case of fire or other accident. Fire fighting appliances and demolition tools, etc. as may be considered necessary and available locally, shall be procured and carried by the escort party.
 - (c) Due care and caution shall be taken by the Officer-In-Charge of the escort party to see that:
 - (i) the strength of their escort is sufficient so that the escort party is not overpowered;
 - (ii) the persons being escorted are hand-cuffed; and
 - (iii) the persons who are being escorted do not carry any item which may endanger lives.
 - (iv) the handcuffs, chains, etc., of the prisoners are well secured and properly fitted;
 - (v) prisoners are kept together while being transported;
 - (vi) Police personnel are positioned at a distance of

at least five feet away from the prisoners on each flank and at the rear, being himself with half his force in the rear;

- (vii) any property of the escorted criminal or suspect and the police personnel is well checked and examined before being escorted;
 - (viii) the escorting party arrive at the Police Station before sunset, so that no part of the journey may be undertaken in the dark;
 - (ix) the arrival of his party at each Police Station en-route is reported to the senior Police Officer;
 - (x) the Officer-in-Charge of the Police Station where they halt for the night, is jointly responsible for the safe custody of the prisoners during the night.
29. **VIP Security** As regards escorts of high and important personalities such as members of the Royal family, Ministers etc., the Police Officer responsible for providing escort shall decide on each occasion the strength and the composition of the escorting party, in consultation with the highest Police Officer available at a particular place. It is desirable to make arrangements, if possible, for relief of the escort party after eight hours of duty at a stretch. The rules regarding VIP security shall be framed by the Ministry of Home Affairs, in consultation with the Royal Body Guard.
30. **Welfare Fund** Maintenance of welfare accounts and grant of loans to police personnel shall be admissible as per the Rules and Regulation of Joint Welfare Fund.
31. **Transport Section** It shall be the duty of the Police Motor Transport Section to satisfactorily maintain all Motor Vehicles of the Royal Bhutan Police kept under the service and care of the Headquarters, the Ranges, the Districts and the Police Stations. All minor repairs shall be carried out at the Police Motor Workshop at the Headquarters while major repairs shall be carried out at the Central Workshop.
32. **Arms and ammunition** The Government of Bhutan shall decide the types of arms to be issued to the Police force in Bhutan. All weapons issued by the Government shall have branded serial numbers for identification and all such arms shall be entered in the register to be maintained by every post. The arms and ammunition at the Royal Bhutan Police Headquarters shall be under the charge of an officer who shall be well trained in weaponry. Whenever arms and ammunition are to be issued to Police personnel for performing armed duty, entries shall be made in the prescribed issue Register with the signature of

the concerned personnel.

The Royal Bhutan Police armoury at Headquarters shall be posted with two constant armed duties and for the Ranges and District Headquarters, the Range Officer shall decide the security and safety of arms and ammunition under his jurisdiction.

33. **Maintenance of Arms and Ammunition** The General repairs and maintenance of **Arms and Ammunition** arms shall be carried out by the Officer-in-Charge of the Police Station. It shall be the duty of the armourer, who shall be trained, qualified, and posted at Headquarters to inspect Police Stations and carry out major repairs.

The armourer shall maintain stock register of spare parts of arms and give instructions regarding proper maintenance of arms and ammunition. In addition to the regular pay, the armourer shall be paid a sum of Nu. 25/- per month as technical allowance. The Chief of the Royal Bhutan Police shall appoint a committee of three officers who shall investigate and report to the Government regarding replacement of arms, condemning of unserviceable arms and acquisition of new arms and ammunition.

34. **Duties of the Police during Epidemics:**

- (a) In the event of outbreaks of epidemics, it shall be the duty of every Officer-in-Charge of a Police Station to make entry of the date and time of occurrence, place of occurrence, number of people affected, number of serious patients and casualties, and inform the nearest medical authority in order to prevent further spread of disease.
- (b) Villages affected by any plague and vacated shall be guarded by the Police to prevent commission of any crime. The Police may render assistance to take charge of sealed valuables of the public to be kept in stores at the Police Stations. However, the police shall not be responsible for damage to such property under seal. It shall be the duty of the Officer-in-Charge to have himself and all personnel under him immunized by the Medical Officer.
- (c) Since the epidemics originate from unhealthy surroundings especially from vegetable and fruit markets, the Police must warn the people dealing in vegetables and fruits at market places of such epidemics and instruct them to have themselves

immunized.

- (d) The Officer-in-Charge shall issue instructions on preventive and precautionary measures against spread of epidemics, and shall take serious action against those who fail to carry out such instructions. All or any information regarding spread of any epidemic shall be communicated to the Chief of Police by the quickest possible means.

35. Duties of Police during a Fair or Market days:

- (a) During fairs and weekly markets, the Police shall ensure proper arrangements of toilet and sanitation and ensure that the people use them. Whenever any person falls ill or is suffering from Measles, fatal calf-muscle cramps, etc., during such fairs or markets, the Police shall immediately take such person to the nearest hospital.
- (b) During fairs the public shall be allowed to camp on vacant spaces and not on the roadways causing inconvenience to the public.
- (c) During such fairs, sweet vendors and food stalls shall be allowed to pitch their stalls on either side of the road not causing inconvenience to the general public.

36. Duties of the Police during a Fire:

- (i) In case of a fire outbreak, all police personnel shall promptly proceed together to the place of occurrence.
- (ii) At the spot of occurrence, the Police personnel shall be divided into two groups of which one group shall prevent further spread of fire while the other group shall extinguish the fire.
- (iii) The Senior most Police Officer present at the spot shall supervise the collection and safe keeping of properties saved from the fire and prevent unauthorized persons from coming into such area of operation.

**ANNEXURES TO CODE OF CONDUCT OF THE
ROYAL BHUTAN POLICE**

Appendix - I

**RANKS AND THEIR RESPECTIVE SYMBOLS OF THE
ROYAL BHUTAN POLICE**

(See Section 5 of Royal Bhutan Police Act of 1980)

Appendix - II

CRIME REGISTER

(See Section 20 (3) of Royal Bhutan Police Act of 1980)

1. Case No.
2. Judgment No.
3. Whether convicted or acquitted.
4. The suspect has been sent to the Police Station on date.....for the following reasons:

Appendix - III

ATTENDANCE REGISTER

(See Section 20 (8) of Royal Bhutan Police Act of 1980)

1. Name of the employee
2. Father's name
3. Date of joining in the unit
4. Home address
5. Details of the village to which he belongs
6. Educational qualifications
7. Remarks on attendance.

Appendix - IV

CRIMINAL INFORMATION REGISTER

(See Section 20 (9) of Royal Bhutan Police Act of 1980)

1. Name of the criminal released from the jail
2. Father's name

3. Modus Operandi
4. Age
5. Village and stay
6. Particulars of wife, children and close relations
7. Sentences imposed by the Court.

Appendix - V

TOUR DIARY

(See Section 20 (12) of Royal Bhutan Police Act of 1980)

1. Name of the Officer
2. Date of departure from the Hqr
3. Date of arrival to the Hqr.
4. Places visited and days of stay there
5. Mode of travelling
6. Purpose of tour
7. Gist of his impressions regarding
 - (a) R.B.P. Officials met during the tour.
 - (b) Crime situation
 - (c) Political situation
 - (d) Gist of the remarks which the officer might have appended in the inspection Register of the Police Station during the tour.

Signature

Appendix - VI

SPECIAL REPORTS

(See Section 20 (13) of Royal Bhutan Police Act of 1980)

1. Name of the Officer
2. Period of the special report
3. Date of despatch of the report
4. Assessment of the situation in the area
5. Gist of reports recovered from the subordinates during the week
6. Information collected personally by the Officer concerned
7. Assessment/suggestions, etc.