

From The Deputy Inspector General of Police,
Information Technology, Punjab, Lahore.

To The Capital City Police Officer, Lahore.
All Regional Police Officers, in Punjab.
All City Police Officers, in Punjab.
All District Police Officers, in Punjab.

No. 182474/PCB,

Dated. 17-05 /2023.

SUBJECT:- STANDING ORDER NO. 10/2023, DATED 15.05.20 23- MAINTENANCE AND ADMINISTRATION OF BAND STAFF IN PUNJAB POLICE.

Memo:

Please refer to your office letter No.18302/SRC, dated 16.05.2023, alongwith its enclosures, received from office of the Deputy Inspector General of Police, Welfare & Finance, Punjab, Lahore, on the subject cited above, is being forwarded with the request to upload the attached Standing Order at Regions/Districts websites, please.

Rajiv Talal 17/5/23
(SENIOR SYSTEM ANALYST)

for Deputy Inspector General of Police,
Information Technology Punjab, Lahore.

C.C.

DIG/Welfare & Finance, Punjab.

PSO to the IGP, Punjab, Lahore.



**OFFICE OF THE
INSPECTOR GENERAL OF POLICE,
PUNJAB.**

From The Inspector General of Police,
Punjab, Lahore.

To All Heads of Police Offices,
in Punjab.

No. 18302 /SRC

Dated: 16/5 /2023

Subject: **STANDING ORDER NO.10/2023, DATED 15.05.2023 – MAINTENANCE AND ADMINISTRATION OF BAND STAFF IN PUNJAB POLICE.**

Memorandum:

Enclosed please find a copy of standing order No.10/2023, dated 15.05.2023 alongwith its enclosure (Annex-'A') regarding Maintenance and Administration of Band Staff in Punjab Police.

2. It is requested that the said standing order may be circulated to your subordinate offices for compliance, please.


(GHAZI MUHAMMAD SALAHUDDIN)
PPM, PSP

DIG/Welfare & Finance,
for Inspector General of Police,
Punjab, Lahore.

CC:

1. All Staff Officers posted in CPO, Punjab.
2. PSO to IGP, Punjab, Lahore.
- ✓ 3. Raja Tallat, Director Computer Bureau Punjab with the request to upload the attached Standing Order at Punjab Police website as well as all regions / districts websites.
4. DPR, Punjab Police with the request to publish the same through social media.
5. Incharge Control Room with the request to Email and Whatsapp this letter alongwith its enclosures to all above-mentioned offices.



GOVERNMENT OF THE PUNJAB

POLICE DEPARTMENT

Dated: 15 /05/2023

STANDING ORDER NO.10/2023

**MAINTENANCE AND ADMINISTRATION OF BAND STAFF IN
PUNJAB POLICE**

In exercise of the powers conferred upon the undersigned under Article 10(3) of the Police Order, 2002 read with section 2 of West Pakistan Police Band Rules, 1968, this Standing Order is being issued, for maintenance and administration of Band staff in Punjab Police.

1. Types of Band:- The following types of Police Band, with strength and composition as mentioned below, shall be raised in the following Police units and Police regions in Punjab:

- One **Orchestra Band** each, in Lahore, Rawalpindi and Multan region.
- One **Brass Band** in every Region, Police School and Police College in Punjab.
- One **Pipe Band** in Lahore, Rawalpindi, PTC Sihala and PC Farooqabad.

2. Rank Wise Band Staff:- Each type of Band shall have the following rank wise staff:

Rank	Orchestra	Brass Band	Pipe Band
PI	1	1	--
SI	1	1	1
ASI	1	2	2
HC	1	4	4
Constable	10	25	25
Total	14	33	32
	(11 Band Staff plus 03 reserve)	(27 Band Staff plus 06 reserve)	(26 Band Staff plus 06 reserve)

3. Instruments:- Each band shall have the following minimum instruments to function:

Orchestra	Brass Band		Pipe Band
05 Violins	05 Clarinets B	02 Euphoniums	10 Pipe
02 Guitars	05 Clarinets E	02 Base	05 Base Drum

Orchestra	Brass Band		Pipe Band
01 key Board	02 Trumpets	01 Horn	10 Side Drum
Jass Set (05Drums)	01 Tenor Saxophone	01 Alto Saxophone	
	04 Carnets	02 Trombone	
	02 Side Drums		
	02 Side Drums		

4. Band Staff / Strength:-

Sr. No.	District / Unit	IP	SI	ASI	HC	Constables		Total
						On duty	Reserve	
1.	Lahore	1	7	15	20	45	25	113
2.	Sheikhupura		1	2	4	19	6	32
3.	Gujranwala	1	1	2	4	19	6	33
4.	Rawalpindi	1	3	5	9	45	15	78
5.	Sargodha		1	2	4	19	6	32
6.	Faisalabad	1	1	2	4	19	6	33
7.	Multan	1	2	3	5	26	9	46
8.	Sahiwal		1	2	4	19	6	32
9.	D.G Khan		1	2	4	19	6	32
10.	Bahawalpur		1	2	4	19	6	32
11.	PC, Farooqabad	1	2	4	8	38	12	65
12.	Police College Chung	1	1	2	4	19	6	33
13.	Police College Sihala	1	2	4	8	38	12	65
14.	Police College Multan	1	1	2	4	19	6	33
15.	PTS Sargodha		1	2	4	19	6	32
16.	PTS Rawat		1	2	4	19	6	32
17.	PTS Farooqabad		1	2	4	19	6	32
	Total	9	28	55	98	420	145	755

5. Band Committees:-

- A band committee shall be constituted in each unit/ region/ district where the Police Band operates and shall consist of such officer as the DIG Welfare with the permission of Provincial Police Officer-PPO may direct from time to time and shall be responsible for the maintenance of band and band fund. The head of the unit/district where the band is stationed or any officer authorized by him shall act as secretary of committee.
- The bands men shall ordinarily live at lines and shall be available for band related duties. The band staff shall participate in weekly parades.

6. Functions and Duties:-

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- i. The following shall be the general functions/duties and utilization of Police Band cadre under the supervision of band master who shall be the senior most amongst the band staff: -
 - a. Police observances such as Parades, Guard of Honour, National Days and Government Functions
 - b. Ceremonial support for civic events such as weddings and other social gatherings with the permission of concerned RPO/CPO/Head of unit
- ii. The members shall perform such other functions as the Provincial Police Officer may, through a general or special order, specify.
- iii. No private engagement shall be accepted without the permission of the RPO/DPO/Head of the Unit who, before according such permission, shall satisfy himself that the contracting party is of good reputation and that the places where the band is required to play is private and of other suitable uses.
- iv. The band shall not be supplied for any political function or for any procession.

7. Duties of Band Master:-

- i. Band Master shall be responsible for imparting training to Band Staff. He shall take care of morale, discipline and welfare of the staff.
- ii. Band Master shall be responsible for the cleanliness of barracks and other area falling under the charge of Band Staff.
- iii. He will be responsible for the disposal of administrative matters and leave etc. under the supervision of DPO concerned which fall under his purview.
- iv. In case, any band-man wants to appear before senior officers, Band Master will be responsible for presenting him before the senior officer.
- v. He will ensure upkeep and maintenance of the Band instruments and Band uniform.
- vi. Before departure for any function / duty, he will inspect the Band Staff and will brief them regarding turn-out.
- vii. He will be responsible for the proper maintenance of record/Band property in his charge and will also maintain a register in this regard.
- viii. He will maintain proper record with regard to receipts of charges, and its onward utilization and submit periodical returns.

8. Modalities of Offering Services to Civilian and Police Personnel:-

The Pipe Band shall give the priority to the Govt. duty/functions/ceremonies. During the spare time the services can be offered to the retired / serving police personnel as well as civilians, keeping in view the schedule of Govt. duty. Due to any emergent need private booking can be cancelled by the Commandant/DPO or any other officer authorized in this behalf. The charges for Brass and Pipe Band shall be fixed by the DIG Welfare & Finance on the recommendations of the Commandant/Incharge. The present private charges shall be as given annex-A or as may be prescribed from time to time by the DIG Welfare & Finance.

9. Booking Charges/Payments:-

- i. The reservation charges for police bands shall be notified from time to time by DIG/Welfare for different regions and cities keeping in view the duration of reservation and distance the band shall have to travel as given in Annex-A.
- ii. Fees for non-official engagement shall be fixed by the band committee of CCPO Lahore/RPOs/Principals/Commandants, subject to the condition that in no case shall the fee for non-official engagement be lesser than the corresponding fee for an official engagement or minimum at the rate as provided at Annex-A.
- iii. Cost of transporting the band to the place of non-official engagement shall also be charged additionally beyond 100 km as given at Annex-A.
- iv. All payments for the services shall ordinarily be accepted in advance but if the secretary/DPO/Head of the unit is satisfied that the payment could be made later on, he may grant the permission.
- v. The time of departure and return of Bandsmen and their transport from and to lines shall be recorded in the daily diary. Such entries shall indicate the time, number of men and mileage covered by the band log book shall be maintained.
- vi. The Band Master and Bandsmen are prohibited from accepting any policy or other reward whatsoever, like wail etc. either for the additional engagement or for over time. Any overtime play must be reported in the band engagement forms so that the accountant can recover the extra amount due.
- vii. No extra musician shall be entertained except approved by the band committee and such musician shall wear approved uniform when performing with the band.

- viii. Extra remuneration may be paid to Bandsmen from the fund in recognition of professional ability, as may be determined by the DIG Welfare & Finance on the recommendation of band committee from time to time.
- ix. Any damage to band equipment or property due to negligence of any bandsman shall be made good by the person or persons responsible.

10. Maintenance of Accounts and Audit:-

- i. The Band Master, shall at the end of each month, supply to the accountant a list of himself and Bandsmen and extra musicians if any and particulars of engagements each attended, and the accountant shall then send the money due on account of these arrangements to the Gazetted officers (Reserve Inspector in the case of training institution) in-charge of the lines, for distributions. Proper requisition rolls should be maintained for this distribution which shall be filled in by the accountant.
- ii. All contingent payments made to the Band Master shall be supported by the actual payee receipts. All vouchers and receipts shall bear annual serial numbers as in the case of departmental accounts. The receipts and disbursement of money for the Band fund shall be treated in the same way as government money.
- iii. The accounts of the band fund shall be maintained by the accountant and audited annually by the range auditors both of whom may be compensated for these additional duties from the band fund as may be determined by the Band committee keeping in view the amount of work involved.
- iv. A Band engagement register shall be maintained by the accountant of the superintendence office in the following core:

Sr. no According to financial Year	Date of receipt of application	Name & address of the applicant	Place of engagement	No. of hours engagement	Date of engagement
1	2	3	4	5	6
Class of band required	Amount due	Amount recovery	Date of Recovery	Remarks	
7	8	9	10	11	

11. Discount for Police Officers:-There shall be a special discount for serving & retired police officers/officials and children of martyrs on their wading/family functions as per the following:

Sr. No.	Description	Discount
1	Serving, retired and deceased police officers themselves and childrens	50%
2	Children of Martyrs	80%

12. Distribution of Revenue:-The revenue generated by the police band shall be utilized as per the following:

Sr.No.	Description	Share
1	Welfare Fund (CPO)	20%
2	Regional/Unit Police Welfare Fund	20%
3	Police Band Fund	20%(for Uniform, Instruments, remuneration to temporarily/ private Bandsmenetc.)
4	Rewards to Personnel of Police Band	40%

*Out of 40% share,5% shall be given to the band master and rest of 35% shall be distributed equally among the band staff.

13. Recruitment & Eligibility Criteria:-

- i. A Band staff being part and parcel of the executive cadre, shall be maintained in districts / units, as stated above at Sr.1. Initially the recruitment shall be made in the rank of band constable as per vacancy stated at Sr.4 above.
- ii. A total of 755 band staff vacancies shall be maintained from executive cadre of respective units, as per requirements stated at Sr.4 through recruitment / transfer.
- iii. All vacancies of band staff shall be advertised centrally by CPO or by the Head of the unit concerned authorized by the IGP in leading newspapers as per Government policies. Band staff shall be recruited as Band Constables as per Standing Order No 06/2015 according to prescribed criteria.
- iv. The current shortage in band staff shall be filled by respective unit heads from the existing strength or temporary hiring from the market (as is in vogue) till the regular recruitment is made.
- v. If any officer from executive cadre is willing to join the band staff, he may be allowed provided he fulfils the required criteria of band constable/staff.
- vi. The main criterion for selection of a person as band constable would be his technical qualification/expertise with sufficient knowledge of playing band instruments and their maintenance.

14. Recruitment Board:-



- i. A recruitment Board comprising of following officers may be constituted for the recruitment of Band constables: -

1.	DIG	Chairman
2.	DPO/CPO concerned	Secretary
3.	SP	Member

- ii. The recruitment board shall conduct all relevant tests and interview of the candidates in accordance with the prescribed criteria as may be prescribed.

15. Training:-

- i. Training branch, CPO Punjab shall devise Recruitment and Promotion Courses for the police band staff keeping in view their peculiar and training needs with the approval of Addl. IGP, Training.
- ii. All band staff from different units/ regions shall undergo Band constable recruitment course comprising 03-month program (Drill, parade and discipline). After passing basic recruit training, the band staff may be imparted specialized training on music components from Army school of music or other such specialized institutions as may be decided by the Addl IGP training.
- iii. Promotional training courses at PTS Chung, Lahore shall be devised by the training branch from time to time with approval of the Provincial Police Officer-PPO. Assistance from relevant music schools can be taken on need basis.
- iv. In addition, capacity building courses from music schools or other specialized institutions shall be arranged and conducted from time to time.
- v. Only after they pass the Band test comprising of playing of Band instruments, adequate knowledge skill and abilities of musical notes, western tunes, marching etc., will they be finally posted in Band staff.
- vi. Constable after recruitment shall be on probation for three years.
- vii. Bandsmen shall attend regular roll-calls held by the Band Master.
- viii. Band practice shall be treated as a parade and absence from practice shall be counted as absence from a parade. The Band Master shall keep an attendance register similar to the one kept by the school master, which shall be checked by Gazetted officer (Reserve Inspector in the case of training institution) In-charge of lines frequently and absence shall be brought to the notice of the superintendent of police.

- ix. Subject to the supervision of superintendent of police or designated Gazetted Officers (Reserve Inspector in the case of training institution) in-charge of lines, the Band Master shall be responsible for the efficiency, discipline and welfare of the Band, and for enforcement of these orders.

16. Disciplinary Matters:-

- i. The provisions of the Punjab Police Efficiency and Discipline Rules, 1975 or any other rules made by the Government, in so far as they are not inconsistent with the rules, shall mutatis mutandis apply to the members.
- ii. The following shall be the competent and appellate authorities: -

Sr.No	Officer Rank	Type of Punishment	Competent Authority	Appellate Authority	Revision Authority
1.	IPs	Minor or Major	CPO/ Commandant, Police training college /DIG Ops Lahore/Dy: Commandant PC	CCPO/Regional Police Officer/ Commandant PC/DIG Training	Addl IGP Finance & Welfare CPO Punjab On behalf of PPO
2.	SI, ASI, HC, Constable	Minor or Major	District Police Officer / SP authorized	Regional Police Officer/ DIG authorized	DIG Welfare CPO Punjab On behalf of PPO

- iii. The competent authority given above may authorize any officer of the rank of Superintendent of Police posted in the district/unit to hold enquiry against the members for the purpose of disciplinary action.

17. Representation:-

- i. An aggrieved member may file a representation for redressal of his grievances regarding any terms and conditions of service to the authority next above the appointing or competent authority.
- ii. No representation shall be against the determination of fitness of a member for promotion to the next rank.

18. Promotions:-Initial recruitment of band staff shall be made in the rank of Constable only. The posts of HCs, ASIs, Sis and IPs shall be filled-in through promotion as per following criterion:

Criteria for Promotion:

- i. On seniority-cum-fitness basis in the Capital City District Lahore / Regions / Units / Training Centers through Departmental Promotion Committee (to be notified by the concerned competent authority).

ii. On satisfactory service record and completion of all special courses as may be prescribed or as detailed below shall be mandatory:

For Head Constables	<ul style="list-style-type: none"> a. Minimum length of service 10 years as constable. b. Completion of Band constable recruitment course. c. Completion of special course meant for each category/field/skill or as may be prescribed by the Provincial Police Officer-PPO. d. Satisfactory Annual Performance reports duly initiated by Incharge band and signed by the RPOs/CCPO Lahore/Unit/Training Centers concerned. e. Satisfactory service record. (No major punishment in last 3 years & not more than 05 minor punishments in entire service).
For ASIs	<ul style="list-style-type: none"> a. Minimum length of service 5 years as Head constable. b. Completion of special course meant for each category/field/skill or as may be prescribed by the Provincial Police Officer-PPO. c. Satisfactory Annual Performance reports duly initiated by Incharge band and signed by the RPOs/CCPO Lahore/Unit/Training Centers concerned. d. Satisfactory service record. (Not more than 1 major punishment & 03 minor punishments in the rank of HC).
For SIs	<ul style="list-style-type: none"> a. Minimum length of service 5 years as ASI. b. Completion of special course meant for each category/field/skill or as may be prescribed by the Provincial Police Officer-PPO. c. Satisfactory Annual Performance reports duly initiated by Incharge band and signed by the RPOs/CCPO Lahore/Unit/Training Centers concerned. d. Satisfactory service record. (Not more than 1 major punishment & 02 minor punishments in the rank of ASI).
For IPs	<ul style="list-style-type: none"> a. Minimum length of service 5 years as SI. b. Satisfactory Annual Performance reports duly initiated by Incharge band and signed by the RPOs/CCPO Lahore/Unit/Training Centers concerned. c. Satisfactory service record. (Not more than 1 major punishment & 02 minor punishments in the rank of SI).

19. Transfer/Posting:-The band staff shall be maintained at Capital City District Lahore/respective Regional/ district Hqrs:/Units/Training Centers and shall remain posted in Band Staff of the concerned Region/Unit of their recruitment. However, they may be transferred by the Establishment Branch, CPO within Band Staff, on their own written consent/request, for one time in entire service, with the condition that their seniority shall be placed at the bottom of the seniority in that rank of concerned Region/Unit/Training Centers. For this purpose, an NOC from the DIG/Welfare, CPO and concerned head of the unit shall be required.

20. Administration:-

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- i. The CCPO Lahore, CPOs/DPOs, Commandants/Principals and heads of respective units shall manage the administration of the band staff being competent authority. The administration & operational authority shall rest with them. They shall be overall responsible for their logistics and related matters/support and keep the band updated as well as look after the welfare aspect of the band staff.
- ii. The overall incharge of all the police bands in Punjab for inspection and welfare purposes shall be DIG Welfare & Finance CPO. An officer of the rank of DSP shall assist him in inspections and keeping an oversight on Police bands to ensure their optimum performance.

21. Purchase of Instruments:-

- i. A Purchase Committee shall be constituted by the CCPO Lahore, CPOs/DPOs, Commandants/Principals and heads of respective units concerned, consisting of one SP/DSP, Inspector and Band Master to purchase/condemn the Band instruments and uniforms of Bands staff.
- ii. The committee will examine the case and recommend for purchase/condemn the article. On the recommendation of this committee, orders will be passed by the head concerned.
- iii. The head concerned shall accord the sanction for expenditure out of Band fund for routine necessities pertaining to Band staff whereas, DIG Welfare & Finance shall have the full power to sanction expenditure out of Band fund for large scale purchase of instruments/equipments on behalf of the Provincial Police Officer-PPO. The grant in aid loan for specialized programmes/band competitions and other welfare projects for Police officers/ officials, institutions will be sanctioned out of Band fund of the concerned unit by the DIG Welfare.
- iv. The band instruments may initially be procured from Welfare Fund of the respective units/ regions under intimation to the DIG Welfare & Finance. Later on, the maintenance, repair and purchase of such instruments shall be carried out from the Police Band Fund as envisaged as above and at Sr. No. 12.

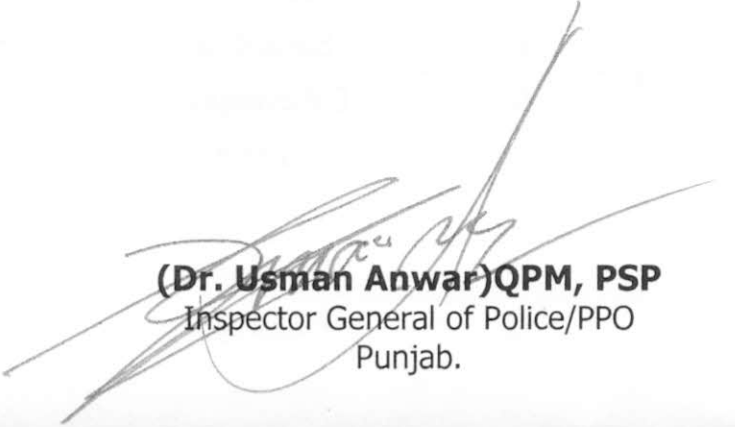
22. Uniform:- DIG/Welfare CPO shall ensure uniformity and shall finalize the uniform pattern (complete uniform articles) for band staff of Capital City District Lahore/Regions/Units/Training Centers with approval of Provincial Police Officer-PPO. Afterwards, the uniform shall be made/procured by the Capital City District

Lahore/Regions/Units/Trainings Centers independently from the band fund as envisaged in para 12 above. (11)

23. Transport:-Transport facility to the bands shall be provided by the respective units/regions in case of official engagements and shall be borne by the hiring agency/personnel otherwise.

24. Matters not concerned:-If any matter is not provided or explained in this order, the provisions of Police Order 2002 and West Pakistan Police Band Rules 1968 shall mutatis mutandis apply.

25. Repeal:-All other instructions, SOPs or orders issued in this behalf shall stand repealed and replaced by this order.


(Dr. Usman Anwar)QPM, PSP
Inspector General of Police/PPO
Punjab.

(ANNEX-A)

Sr. No.	District / Region	Booking Charges per 2 Hours	
		Within City	Out of City
1.	Lahore	Rs. 40,000	Rs. 65,000 (100km)
2.	Gujranwala	Rs. 15,000	Rs. 20,000 (100km)
3.	Multan	Rs. 15,000	Rs. 20,000(100km)
4.	Rawalpindi	Rs. 15,000	Rs. 20,000 (100km)
5.	Faisalabad	Rs. 15,000	Rs. 20,000 (100km)
6.	Sheikhupura	Rs. 15,000	Rs. 20,000 (100km)
7.	Sahiwal	Rs. 15,000	Rs. 20,000 (100km)
8.	Sargodha	Rs. 15,000	Rs. 20,000 (100km)
9.	Bahawalpur	Rs. 10,000	Rs. 15,000 (100km)
10.	D.G Khan	Rs. 10,000	Rs. 15,000 (100km)
11.	PC Farooqabad	Rs. 10,000	Rs. 15,000 (100km)
12.	PTC Chung	Rs. 18,000	Rs. 28,000 (100km)
13.	PC Sihala	Rs. 15,000	Rs. 20,000 (100km)