

फाइल नं. IV-13018/14/09 - Prov-II - 1337

भारत सरकार / Government of India

गृह मंत्रालय / Ministry of Home Affairs

पुलिस आधुनिकीकरण प्रभाग / PM Division

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दिनांक:- 04/12/2013

To

1. Additional Chief Secretary (Home), Principal Secretary (Home).
2. DsG:- All CAPFs.
3. DsG(P)/IsG(P) of all States/UTs.


Subject: - SOP for disposal of old, obsolete and unserviceable weapons and their associated accessories etc.

Sir/Madam,

The Standard Operating Procedures (SOP) for disposal of old, obsolete and unserviceable arms, ammunition and its spares etc has been finalized in consultation with stakeholders and approval of the competent authority.

2. A copy of the SOP is enclosed herewith for information and necessary action by CAPFs SPOs. The State Police Organizations (SPOs) are advised to adopt the SOP or make necessary modifications, if found necessary for effective implementation.

Yours faithfully,


4/12/2013
(Baljit Singh)

Under Secretary to the Govt of India
Tel No. 011-2338 1278

Copy for similar action to: -

1. DG, BPR&D, New Delhi.
2. The Secretary, Ordnance Factory Board, 10-A, S.K. Bose Road, Kolkata-700001.
3. SO (IT), MHA with the request to upload the SOP (soft copy attached) on the MHA website Link Division of MHA > Police Modernization Division > SOP for disposal of old/obsolete/unserviceable weapons & ammunition.

Encl:- As above (through e-mail).

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SOP FOR DECLARING OF WEAPONS AND THEIR ASSOCIATED ACCESSORIES AND SPARE PARTS AND AMMUNITION AS UNSERVICEABLE/OBSOLETE AND THEIR DISPOSAL THEREOF INCLUDING DISPOSAL OF CAPTURED ARMS AND AMMUNITION

INTRODUCTION

1. The Central Armed Police Forces (CAPFs), being federal Forces under MHA catering to the internal security challenges such as counter-terrorism/naxalism/insurgency and border security management as well as industrial security needs of the country, are equipped with a variety of weapons and their accessories and ammunition based on the operational requirement and the terrain of deployment. Similarly, State Police Organisations (SPOs) are also equipped with a variety of weapons and ammunition according to their law and order maintenance needs. A vast majority of these have been acquired directly from Indian Ordnance Factories as far as possible whereas others have been procured through foreign sources/vendors/firms/transfer from CAPFs and this arrangement is likely to continue in future also.

2. After its continuous use for over a period of time, all these weapons and ammunition will become Unserviceable/Obsolete and will no more be of any use to these Forces. In order to ensure effective inventory management with respect to the weapons and their associated accessories and spare parts and ammunition held by the CAPFs/SPOs, being the controlled stores of security nature and to avoid any pilferage/misuse by anti-social elements, the requirement of an unambiguous procedure for declaring the Weapons and their associated accessories and spare parts and ammunition which are of no use to the Forces as unserviceable /obsolete and their disposal thereof.

3. Further, during their operations in the field CAPFs/SPOs capture weapons and ammunition which after seizure become property of the state and need to be disposed off following proper procedure so that these are properly accounted for and used for the benefit of the state and any pilferage/misuse by anti-social elements is avoided.

AIM

4. To lay down the methodology for declaring weapons and their associated accessories and spare parts as Obsolete and disposal of unserviceable and obsolete weapons with a view to the best possible utilization of the same as well as to the best advantage of the Govt. exchequer in accordance with the following instructions/guidelines/orders issued by GOI from time to time on the subject:-

Sl. No.	Subject	Authority	Remarks
(i)	Inventory Management	Chapter-7 of GFR. 2017	
(ii)	Fixing of Selling Price for Surplus spare parts/components of Obsolete Weapons held with CAPFs	MHA UO Note-IV 130128/08/2008-Prov-II dt,25 Jul 2012	
(iii)	Disposal of Old, Obsolete, Unserviceable Weapons	MHA UO Note IV-13018/14/2009-Prov.II dtd 20 sep 2011.	

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(iv)	Pricing of used serviceable surplus weapons for transferring to State Police Forces	MHA UO Note-IV-13018/08/2008-Prov.II dt. 20Dec.2010	
(v)	Pricing of used serviceable surplus weapons for transferring to State Police Forces	MHA UO Note-IV-13018/08/2008-Prov.II dt. 28 Oct .2010	
(vi)	Recovery for damage caused to weapon due to unfair wear and tear	MHA OM No. IV-12038/01/2002-Prov.II dt. 04 Dec.2002.	
(vii)	Disposal of Obsolete/Obsolescent, Confiscated, Seized/Recovered firearms and ammunition in prohibited arms and bore category Review of policy regarding	MHA letter No. IV-11020/149/6 ARMS (PB) dtd 16 Oct 2001.	
(viii)	Delegation of Financial Powers for disposal of condemnation of Stores-regarding	MHA Letter No. IV-27012/1/2009-PF.I dated 28 Jul 2010.	
(ix)	Enhancement of Delegation of Financial Powers for disposal of goods/ condemnation of Stores-reg.	MHA Letter No. IV-21012/01/MHA/2017/Prov.I dated 10 September 2018.	
(x)	Clarification about Delegation of Financial Powers in respect of disposal of goods/ condemnation of stores at the level of CAPFs in exercise of Rule 196 of GFR 2005	MHA letter No. IV-24011/26/2013-Prov-I dated 03 Dec 2013.	
(xi)	Procedure for disposal of Empty Fired Cartridges (EFCs) by CPMFs (CAPFs) for the year 1998-99 onward through MSTC Ltd.	MHA letter no. IV-13018/1/96-Prov.II dated 25 th June 2001.	

SCOPE

5. The scope of this SOP is limited to laying down the following procedures for CAPFs and SPOs of State Governments/Union Territories:-

- (a) Declaration of weapons and their associated accessories and spare parts and ammunition as Obsolete (Serviceable/Unserviceable)/Unserviceable (Other than Obsolete).
- (b) Disposal of Obsolete weapons and their associated accessories and spare parts and ammunition and their charging off from the relevant Stocks/Ledger Accounts of stock holder. This will also include disposal of weapons deployed in UN missions or other missions abroad with the Forces.
- (c) For release of spare parts/components of old and obsolete weapons including inventory management as per Chapter 7 of GFRs also to ensure safe transfer of spares and best utilization of these stores keeping in view following issues (illustrative only):

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- (i) It may be examined the reasons why these weapons/spares have been rendered surplus, inter-alia whether this indicates any over provisioning/over procurement at any stage.
 - (ii) Before considering the release of components/spares of old and obsolete weapons, it should be ensured that there is no present or future requirement of these items by any of the CAPFs/SPOs.
 - (iii) It may be ensured that these spares/components of old and obsolete weapons are put to proper end use and Courts Orders on providing these stores to Special Police Officers in LWE affected states are not violated.

 - (d) Disposal of Unserviceable weapons and ammunition and their charging off from the relevant Stocks/Ledger Accounts of stock holder. This will also include disposal of weapons deployed in UN missions or other missions abroad with the Forces.
 - (e) Accounting for and disposal of captured weapons and ammunition both Standard Pattern and Non-Standard Pattern, Serviceable and Unserviceable.
6. The SOP for declaring weapons and their accessories/spare parts and ammunition as Obsolete/Unserviceable and the methodology for their disposal and disposal of captured arms and ammunition has been laid in following parts :-

- (a) **Part-I** - Procedure for declaring a weapon and ammunition as Obsolete (Serviceable/Unserviceable)/Unserviceable (other than Obsolete)
- (b) **Part-II**- Disposal of Obsolete (Serviceable/Unserviceable) Weapons, associated accessories and spare parts and ammunition.
- (c) **Part-III**- Disposal of Unserviceable (Other than Obsolete) Weapons, associated accessories and spare parts.
- (d) **Part-IV**- Disposal of unserviceable ammunition/explosives/Tear Smoke Munition and allied stores.
- (e) **Part-V** - Disposal of empty fired cases.
- (f) **Part-VI** - Disposal of Captured weapons and ammunition.

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PART-I

**PROCEDURE FOR DECLARING WEAPONS/AMMUNITION AS
OBSOLETE(SERVICEABLE/UNSERVICEABLE)/UNSERVICEABLE (OTHER
THAN OBSOLETE**

7. The CAPFs have acquired considerable experience from the variety of operational, law and order and other internal security challenges facing the country like terrorism, naxalism, insurgency, border guarding, industrial security etc. Because of up-gradation of weaponry/ammunition and the modernization of the Forces being undertaken at the MHA level to meet their operational challenges, it is natural that a number of weapons, ammunition and other equipments will become operationally obsolete. The Provisioning Directorate in respect of every CAPFs/SPOs in consultation with their Operations Branch will review such obsolescence and will issue orders, accordingly.

8. The field formations will compile an inventory of all such weapons and submit the same to the Central Weapons Store or any such institution of the Force concerned responsible for maintenance of census records of weapons. After compilation/consolidation, the inventory will be forwarded to the Directorate concerned of the respective Force HQs. The respective Force HQs will constitute their Board of Officers/Empowered Committees for submitting their recommendations with respect to the declaration of such weapons/ammunition as obsolete.

9. The Board of Officers/Empowered Committees will consider the list of weapons/ammunition that have been compiled and forwarded to be declared as obsolete and give its recommendations for consideration to their Directorate concerned of the respective Force. The Directorate shall, further in consultation with the Operations Branch at the HQ level and all other stakeholders taking into account its usefulness, submit a comprehensive proposal along with its recommendation to the MHA or Home Department of the State/UT concerned for final decision with respect to the declaration of the weapon/ammunition as obsolete.

10. After the decision w.r.t. declaration of weapons/ammunition as Obsolete has been taken by MHA or the Home Department concerned, the same shall be communicated to the field formations of the respective Forces. Thereafter, the respective Forces at the level of say Sector in CRPF/Frontier level in BSF/ITBP/SSB and equivalent level in other Forces, shall nominate formations say Group Centers in CRPF /Designated Storage Depots and equivalent level in other Forces wherein such obsolete weapons/ammunition and their associated accessories and spare parts shall be deposited for safe storage from the nearby Units/field formations.

- (i) Storage of weapons/ammunition should be done in buildings of appropriate specifications and type depending upon the Ammunition/Explosives to be stored keeping in view fire hazard, compatibility group, safety distance category and quantity distance. Also, precautions with respect to stacking, dunnage etc. shall also be adhered to strictly in the storehouses. The stacking shall be carried out in such a manner and up to such heights that the details marked on the boxes are easily visible for identification purposes and the operations in putting/removing of the sealed containers/carriers are not liable to lead the same to fall so as to prevent any accidental initiation of the Amn./Explosives/TSM.

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- (ii) Adequate arrangements for prevention of fire and essential equipments for fire fighting in and around such storehouses shall necessarily be ensured by the Head of Office of weapon store to restrict and prevent any collateral damages due to fire.

11. The Empowered Committees of the respective Forces as enumerated at para 8 above in its proceedings will identify the obsolete weapons, spare parts and Accessories and ammunition and further categorize them into Serviceable and Unserviceable weapons/spare parts/ accessories/ammunition after specifically examining their condition, as such.

12. In other cases, although the category of weapon/ammunition may not be obsolete but some arms/ammunition may be rendered unserviceable due to fair wear and tear, accident, completing of shelf life, mishandling damaged beyond repair etc. The concerned Force may authorize a Competent Authority to declare fire arm unserviceable. In CRPF, the officers who have undergone Assistant Inspectorate of Arms (AIA) Course are made available to the Arms Work Shops. By virtue of the technical knowledge attained by them during the course they are authorized to carryout technical examination of the fire arms and sentence them unserviceable. The qualified AIA is acceptable as competent authority for conditioning the arms as unserviceable/BER (Beyond Economical Repair).

13. A firearm can be declared unserviceable in the following circumstances:-

(i) **In case of damage occurred due to accident/failure caused during the firing**

If a fire arm is damaged during firing or accident, a board of officers will be constituted to conduct a Court of Inquiry (COI) for investigation into the circumstances under which the arm got damaged. Before finalizing the COI a technical opinion is obtained from Ammunition Technician Officer/Arms Inspection Authority (AIA) regarding the probable cause of damage. The AIA is required to furnish the technical report regarding the damage/condition of the weapon.

(ii) **In case of arms noticed damaged/worn out due to misuse/neglect of normal fair, wear and tear.**

As per existing rules and regulations technical inspection of arms is made once in a year by AIA. During the inspection if a weapon is found damaged, the AIA sentence the weapon as repairable or unserviceable considering its condition. If an arm is sentenced unserviceable not due to fair, wear and tear, the AIA suggests the concerned Head of Office to constitute a COI for investigation into the circumstances under which the fire arm got damaged. During the technical inspection the AIA follows the gauging limits/standards as prescribed for declaring a weapon unserviceable. Further, in case the arm is damaged due to unfair wear and tear, the AIA is required to give the specific technical recommendation considering the extent of the damage and the cost of the weapon as per existing rules.

14. **Recovery for damage caused to weapon due to unfair wear and tear**

GFR 2017 stipulates that in case of loss of government property due to negligence, fraud or mischief on the part of government servant, responsibility should be fixed and losses made good. CAPFs/SPOs may take necessary action as per relevant provisions of GFR 2017.

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15. All unserviceable/beyond economical repair arms will be received from the Arms Work Shop (AWS) and dispatched by the units to the Central Weapons Store or other designated store by the Force concerned on regular issue vouchers. BER Certificate, Certificate of un-serviceability from the AWS, will also be enclosed with the issue vouchers. The Certificate of qualified Armament Inspector will also be acceptable as competent authority for conditioning arms as unserviceable/BER.

16. Removal of serviceable components, if required to replace the unserviceable components of repairable arms, is permissible. However, the unserviceable arms sent to the CWS/designated store should be complete with their components irrespective of the components being unserviceable. Where the weapon is incomplete, a loss statement giving particulars of the missing items should accompany.

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PART-II

DISPOSAL OF OBSOLETE (SERVICEABLE/UNSERVICEABLE) WEAPONS

17. As obsolete weapons and their spare parts and accessories alongwith ammunition are practically of no use to the Forces and also in view of the manpower requirement for maintenance as well as security of these items and space requirement for storage, the disposal of these category of weapons and their associated spare parts/components and ammunition should be done in a time bound manner at periodic intervals say annually or as may be reasonably required/fixed by the concerned department of respective Force HQs. The Empowered Committees of the respective Forces as enumerated at para 8 above in its proceedings will submit a comprehensive list separately for such serviceable and unserviceable stores, as identified in para 11 above along with the recommendations/proceedings for disposal, as mentioned in the following paras, to the Competent Authority, i.e. an officer not below the rank of Joint Secretary in MHA or equivalent officer in the Home Department of State/UT concerned through Force HQs for approval.

SERVICEABLE OBSOLETE WEAPONS/AMMUNITION

18. Serviceable Obsolete weapon and its spares and accessories may be disposed of by any of the following methods:-

- (a) Transfer of Serviceable Obsolete Weapons and ammunition along with the accessories and spare parts to needy SPOs/CAPFs at a nominal/reasonable price to be fixed by MHA.
- (b) The disposal of serviceable obsolete weapons, which could not be disposed of in the above said manners shall be carried out in the similar manner as for unserviceable obsolete weapons, spares and accessories as described here in under in Part-II at paras 25 to 32 after dismantling into major metallic and non-metallic assemblies.
- (c) The ammunition which could not be disposed of in the manner mentioned at (a) above will be disposed off as mentioned in Part IV.

Transfer of weapons to needy SPOs/CAPFs

19. The Empowered Committee in its proceedings will identify the Obsolete Weapons along with its associated accessories and spare parts and ammunition having sufficient life, which can be offered for transfer to needy SPOs/CAPFs. While identifying the weapons, the complete set of spares/magazine/Complete Equipment Schedule (CES) items/packing materials as provided by the OEM as part of the consignment, if available, may be recommended for release/transfer with the obsolete weapon by the Empowered Committee in its proceedings. The complete details of such weapons and ammunition will be forwarded to respective Force HQs for its perusal and recommendations.

20. The proceedings of the Empowered Committee will then be forwarded by the respective Force HQs to MHA for its approval and to issue transfer instructions to needy SPOs/CAPFs. Alternatively, MHA may also consider the transfer of such obsolete weapons along with accessories and spare parts and ammunition to the Police Forces of other countries/states.

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21. On receipt of approval for transfer of weapons from MHA, the same will be transferred to needy SPOs/CAPFs on nominal prices fixed by MHA, as per their UO Note No. IV-13018/08/2008-Prov II dated 28.10.2010 and even no. dated 20.12.2010 or any subsequent order.

22. In case no allocation is received from MHA for transfer of these weapons, spare parts and accessories and ammunition within a specified period of, say, 06 months from the date of submission of the recommendations of the Empowered Committees of the respective Forces, the concerned CAPF HQ will forward a proposal to MHA that the same may be put for disposal through melting/burning after dismantling the weapon into major metallic and non-metallic assemblies by authorized persons under the supervision of Board of Officers of the respective Forces as mentioned in para 25 to 32 and for disposal of ammunition as per procedure prescribed in Part IV.

Disposal of Unserviceable Obsolete Weapons

23. The Unserviceable Obsolete weapons can be disposed of in the following manners:

- (a) Trophies/ Souvenirs/Mementos
- (b) Disposal by dismantling/melting of the weapon

Retention of Unserviceable Obsolete Weapons as Trophies/ Souvenirs/Mementos /Ceremonial Purposes.

24. The Empowered Committee may specify number of such unserviceable obsolete weapons to be retained as Trophies/ Souvenirs/Mementos. The procedure for this will be similar to as for Drill Practice weapons.

Disposal by dismantling/melting of the weapon

25. For the purposes of dismantling of the obsolete weapons into major metallic and non-metallic assemblies, the respective Force HQs shall nominate adequate number of Committees of Qualified Personnel/Board of Officers depending upon the number of nominated centers where requisite facilities are available and wherein such weapons along with their associated accessories and spare parts have been deposited/kept in store.

26. The Committee of Qualified personnel/Board of Officers shall dismantle the weapons into its major metallic and non-metallic assemblies. Further, the metallic assemblies along with the associated metallic accessories and spare parts of all those weapons shall then be sealed, weighed and then packed into boxes and again sealed and weighed. A certificate to this effect giving number of such assemblies and accessories and spare parts so sealed and packed with specific weight shall be endorsed. One copy of this certificate shall be sealed within the boxes and another copy shall be submitted to the branch concerned of force Head Quarter. Similarly, the major non-metallic assemblies and associated non-metallic accessories and spare parts shall also be seal packed and certificate endorsed likewise.

27. Force HQs who in turn will intimate the details of the stores to OFB/Metal and Steel Factory, Ichhapore, West Bengal or any other factory so designated by OFB and obtain a convenient 'Please Send Store' date for sending the seal packed boxes

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containing major metallic assemblies and associated accessories as well as spare parts under adequate security for final disposal through melting.

28. Further, after the stores have reached the designated location, Board of Officers detailed in para 19 above of the respective Forces or the nominated member(s) of the same shall visit, check and satisfy themselves in conjugation with the nominated member(s) of the Metal and Steel Factory/designated location in this regard with respect to the stores sent and received through verification of the intactness of the seals as well as thorough random (5 to 10 %) check of the stores as per the certificate endorsed by the detailed Committees/Boards of Officers for the dismantling at the time of sealing of the boxes. In case of any variation the same will be intimated to the Force Headquarter for appropriate action.

29. Thereafter, the ordinance factory will issue a work order for the particular work and charge the cost for melting after allowing credit for salvage of the scrap. The stores so consigned to be finally disposed of through melting shall be melted in the presence of the Boards of Officers or their nominated members as well as the nominated member of the Metal and Steel factory and a certificate to this effect mentioning therein the number of such major assemblies and associated accessories and spare parts melted shall be endorsed, which shall be signed by the Boards of Officers or their designated members as well as the nominated member of the Metal and Steel Factory/designated location. Video recording of the entire process should be done.

30. The sealed boxes containing the non-metallic (wooden/plastic) major assemblies and associated accessories and spare parts shall for the time being be deposited with the same formation which was in custody of such weapons, along with the details of such major non-metallic assemblies and associated accessories as well as spare parts will be disposed of through burning or through Government eAuction System, i.e. using web portal <https://eauction.gov.in> or as per existing instructions in the presence of detailed Board of Officers locally. All these actions will be done as per existing instructions on the subject and after taking due precautionary & security measures.

31. After disposal of all the items, a certificate to this effect will be issued and signed by all the members of the detailed Boards of Officers and the same will be forwarded to the force Headquarter for approval..

32. Finally, on receipt of certificate with respect to disposal of the major metallic and non-metallic assemblies and associated accessories as well as spare parts from the Board of Officers (center-wise) of the respective Forces by the Force Headquarter, the weapons and associated accessories as well as spare parts shall be ordered to be charged off from the ledgers/stocks and losses written off as per instructions contained in Rule 223 of GFR, 2017 with explicit approval of the Zonal SDsG/ADsG/ or DGP or any such authority as has been authorized to extent as described under Schedule VII of the Delegation of Financial Powers Rules, 1978 and further delegations in this regard from the Competent Authorities to the subordinate authorities in complete compliance to Rule 13 of DFPR, 1978. After receipt of the sanction of the competent authorities as above the relevant entries to census records shall be made accordingly by all concerned.

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PART-III

DISPOSAL OF Unserviceable (OTHER THAN OBSOLETE) WEAPONS

Custody of Unserviceable Weapons

33. The unserviceable weapons are practically of no use to the Forces for operational or any other purposes and also in view of the manpower requirement for maintenance as well as security of these items and space requirement for storage, the disposal of these category of weapons should be done in a time bound manner at periodic intervals say annually or as may be reasonably required/fixed by the departments concerned of respective Force HQs.

34. Unserviceable weapons for which the final order of the competent financial authority with respect to declaring the weapon as UNSV/Condemned as mentioned in Part I, para 11 to 15 has already been promulgated will be returned to the physical custody of the appropriate field formation as may be earmarked by the Provisioning Department of the respective Force HQs (Central Weapons Stores-I/II/III in CRPF and equivalent level formations in other CAPFs/SPOs) duly supported by a copy of the Final Order, COI file along with other connected documents.

35. An Unserviceable weapon may be disposed off by any of following methods:-

- (a) Conversion of the Weapon into Drill Practice (D.P)
- (b) Cannibalization and disposal of the spares (serviceable and unserviceable) extracted from the weapons.
- (c) Souvenirs/Mementos/trophies.

Conversion into Drill Practice (D.P.) Weapon

36. A number of weapons of various types are required by the field formations as well as the Training Centers for 'Drill Practice'. The exact requirement of such weapons for each field formations and the Training Centre will be worked out as per deficiency against the authorization or on need basis at appropriate level (Sector level including Training Sector in CRPF and equivalent levels in other CAPFs). After working out the demand of such DP weapons, the same will be forwarded to the Provisioning Department of their respective Force HQ. for final decisions of the competent authority on this subject. On receipt of directions from Force HQ the required number of weapons will be converted into DP.

37. All such converted weapons shall be distinctly/prominently marked as DP. The workshops in their proceedings shall clearly mention the number, name and other relevant details of the parts which have been removed from the weapon for converting it into DP. Accordingly, the appropriate correction in the census records shall be made and communicated to all concerned.

38. DP weapons will be separately issued to field formations and Training Centers based on requirement and distribution as ordered by Directorate concerned of the respective Force HQs. The statement of parts and accessories removed from these weapons will be endorsed on the Weapon History Sheets of respective weapons before issue. In cases where weapons history sheets are not being issued with the weapon, a

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copy of the proceedings of the workshop shall accompany the weapon to the allottee field formation.

39. The Disposal of a DP weapon, no more required, will be similar to other UNSV weapons.

Cannibalization and disposal of spares (serviceable and unserviceable) extracted

33. Weapons are expensive and so are their spares and accessories. Some spares & accessories are acquired along with the weapon. Yet others might have been procured separately. The process of acquisition of the spare parts and accessories subsequent to the procurement of the weapon is as elaborate as for the main weapon itself. Situations arise when a weapon remains unusable /unserviceable for want of spares/accessories. This situation needs to be avoided in the interest of the operational efficiency of the field troops.

40. Therefore, before these unserviceable weapons which are not fit/required for conversion into DP weapons, are finally disposed off, they may be stripped off to remove such parts/accessories, which are serviceable to be further utilized for repair of other serviceable weapons. The shipping of these weapons can be done at specified Arms Workshop or any designated places. The Central Weapons Stores/Arms Workshop in CRPF and similar such formations in other CAPFs as may be earmarked by the respective Department concerned of the Force HQs, shall be the custodian and accountant of all these cannibalized spare parts and accessories. These may be issued further to the weapons/arms workshops, field formations and Training Centers for further use in repair of defective weapons in accordance with the existing procedures. These serviceable retrieved parts shall be accounted for in existing ledgers of serviceable component parts maintained by all the custodians/accountants of such spare parts.

41. The process for cannibalization as well as the disposal of cannibalized spares (serviceable and unserviceable) will be as follows:-

(a) The same procedure to be followed as enumerated in para 25 to 33 in the cases of disposal of unserviceable obsolete weapons. Once the orders of the Department concerned of the respective Force HQs with respect to stock taking in respect of serviceable spares extracted out of such weapons are received, the same shall be deposited to the custody of such formations in the Forces who are responsible for the custody of spares or the Workshops which are responsible for repair of the defective weapons (CWSs/AWSs in CRPF and similar formations in other CAPFs/SPOs).

(b) Similarly, for the unserviceable (metallic) parts may be disposed of as per the procedure as enumerated in above paras no. 25 to 33 for the disposal of obsolete metallic parts.

Retention of UNSV Weapons as Mementos /Souvenirs / Ceremonial Purposes

42. The Directorates concerned of the respective Force HQs may be approached for retention of as many numbers of unserviceable weapons as mementos/ souvenirs. All these weapons will first be converted in Drill Practice weapon and then only be further used as mementos/ souvenirs.

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PART IV

**DISPOSAL OF UNSERVICEABLE AMMUNITION/ EXPLOSIVES/ TSM AND
OTHER ALLIED STORES.**

43. The unserviceable ammunition, explosives/TSM and other allied stores are to be disposed of in following manner:

- (i) As the disposal of UNSV Amn./Explosives/TSM (Tear Smoke Munition) and other allied stores involves risk to human lives and public/private properties. Such operations shall be carried out in strict adherence to the instructions contained in Ammunition Maintenance Instructions (AMIs OP-3/4: dealing with the dismantling and disposal of UNSV Amn/Explosives/TSM and other allied stores.
- (ii) The disposal of Amn/Explosives/TSM/Pyrotechnic stores etc. shall be carried out only at designated/earmarked locations (Incinerators/ Burning Pits to be constructed for the said purpose.
- (iii) For the purpose, a Board of Officers(BOO) may be constituted presided over by a Gazetted Officer and comprising of Technical members/officers (AT course qualified) from sister organizations if not available in the parent organization.
- (iv) The procedure to declare ammunition as unserviceable will be as mentioned in Part I.
- (v) The stores to be disposed off, as approved by the Competent Authority, shall then be laid out on the designated day, for checking by the detailed Board of Officers for such purpose. The detailed BOO shall then proceed to check the stores required to be disposed off as per approval of the Competent Authority.
- (vi) For checking of the stores, the store shall be laid out properly- caliber wise and the same shall be checked/counted by the BOO.
- (vii) The stores shall then be sealed caliber wise in ammunition boxes in the presence of the BOO for safe transportation of the stores upto the demolition/disposal site.
- (viii) Proper safety/security of stores shall be ensured by detailing of proper escort. They will provide physical security to the store during transit and also secure the place of disposal keeping all safety/security measures/ precautions in mind.
- (ix) After reaching the Place of disposal/burning pit, the detailed BOO as well as the Escort Party Commander shall check the intactness of the seals of the UNSV Ammunition/Explosives/TSM boxes brought for disposal and record a certificate in the relevant register to this effect which shall be duly signed by all of them.
- (x) The disposal operations shall then be commenced and carried out exactly in a manner **as prescribed in AMI-OP/4 series** as well as other instructions on the subject keeping in view the nature, quantity and type of Ammunition/Explosives/TSM involved.
- (xi) After the required cooling period, to be decided by the detailed BOO, the salvage/scrap metal, remnants of Ammunition/Explosives /TSM etc. shall be retrieved in the presence of the detailed BOO. The scrap if any shall further be duly packed and sealed in the ammunition boxes. The same shall further be handed over by the detailed BOO to Branch concerned after weighing for final disposal through auction to the best advantage of Government exchequer.
- (xii) The BOO shall submit the board proceedings to the Force Headquarter immediately mentioning therein all the details of the stores disposed off as well

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as quantity/weight of the scrap retrieved after the disposal. The BOO shall also submit the Destruction certificate of the quantity of Ammunition/Explosive disposed off along with the Board proceedings. After the approval of the Board proceedings, the disposed off stores shall be charged off from all the relevant ledgers/stock registers.

- (xiii) **It must be ensured that the entire process of receipt/issue/stocking/disposal exercises are monitored through CCTV or video recorded** for the purposes of checking/verification, so as to deter any efforts of pilferage/theft of UNSV Ammunition/Explosives etc.

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Part V

**SOP FOR RECEIPT/ MUTILATION/ WEIGHING/ STOCKING AND DISPOSAL
OF EMPTY FIRED CASES (EFCs)**

44. Empty fired cases in very large quantities are generated in field formations/training institutions of the forces. To prevent pilferage Safe and secure handling of such a large quantity of EFCs. The necessity of proper accounting and keeping standardized checks & balances in the entire procedure is of prime importance. Accordingly, the SOP for Receipt/Mutilation/ Weighing/ Stocking and Disposal of Empty Fired Cases (EFCs) is as under:-

RECEIPT/ MUTILATION/WEIGHING/STOCKING OF EMPTY FIRED CASES

- 1) After having adequate stock of EFCs, the field formations shall ask for suitable date from Depots concerned as per areas of responsibilities for deposition of EFCs well in advance.
- 2) On receipt of date, the EFCs shall be brought to the Depots under adequate security.
- 3) On arrival of the Deposition Party at the respective Depots, following procedure will be adhered to:-
 - (i) First of all, the stores will be duly checked (weighed).
 - (ii) Further, the EFCs shall be taken directly to disfiguring machine installed for disfiguring at the Depots.
 - (iii) The disfiguring of EFCs shall be carried out in the presence of Escort party commander and a Board of Officers for the purpose of supervision of entire process of disfiguring so as to ensure complete disfiguring of the EFCs as well as to prevent theft/pilferage. It shall be ensured that the base of the EFCs are disfigured appropriately to the extent that these cannot take seat in the chamber of the weapon.
 - (iv) The disfiguring of EFCs shall be done caliber-wise starting from the EFCs of small caliber to larger one to avoid mixing of EFCs of two different calibers.
 - (v) After the EFCs have been duly disfigured/mutilated by the disfiguring machine, the stores shall then be taken for laying out in the designated shed. They shall be laid out caliber-wise.
 - (vi) Disfigured/mutilated EFCs will be properly laid out and thereafter duly checked by the Escort Party Commander
 - (vii) BOO shall physically check/count the complete quantity of EFCs laid out and satisfy themselves that the quantity of EFCs laid out is accurate as per the details contained in the concerned vouchers.
 - (viii) In case, any EFC is found not completely/properly disfigured/mutilated by the disfiguring machine, it shall be ensured that the same is disfigured manually.
 - (ix) After ascertaining the correctness of the numbers of EFCs laid out as per the vouchers, the same shall be weighed (excluding the weight of the ammunition boxes in which they have been packed), packed and sealed caliber-wise in containers.
 - (x) Following details shall be stenciled with red paint in the white background in bold letters on each of these containers:-
 - (a) Unit/Institution,
 - (b) Caliber, Metal of the Case (Copper/Iron/Brass),
 - (c) Qty (Nos.) of cases packed

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- (d) Weight of Cases (exclusive of the weight of box),
- (e) Date of packing etc.
- (xi) The boxes so packed and sealed shall be stored at designated storage locations and stacked caliber-wise in such a manner that the details earmarked on the boxes can be easily read out by the inspecting authority.
- (xii) Adequate fire fighting, security and surveillance arrangements of the storehouses should be arranged to ensure safety and security of the stores as well as to prevent any pilferage attempt with ulterior motives.

DISPOSAL OF EMPTY FIRED CASES

45. As per instructions, the stores which are not capable of rendering the services for the purpose for which it was procured shall be disposed of in such a manner to be of maximum benefit to the Government exchequer. Accordingly, the EFCs, which has no further purpose to serve and being good quality metal scrap which can easily be sold out at handsome prices, shall be **e-auctioned through M/s Metal Scrap Trading Corporation Limited (MSTC Ltd) and the amount remitted to the Government treasury.**

46. It must be ensured by officer in charges of Depots that the entire process of handing over of EFCs to the buyer firms is monitored through CCTV or video recorded for the purposes of checking/verification, if so required in future, so as to help in deterring any effort of pilferage/theft of EFCs.

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PART VI

DISPOSAL OF CAPTURED WEAPONS AND AMMUNITION

47. The captured weapons and ammunition is deposited in the concerned Police Station as per the practice, and the same becomes case property. Once legal proceedings are over and court issues no objection for the stores, these are free for disposal. A proper record of the captured weapons and ammunition and their disposal will be maintained. Such weapon and ammunition will be disposed off in the following manner:-

- (i) A 100% inspection of the weapons and ammunition will be carried out by the BoO detailed for the purpose.
- (ii) These stores will be categorised into standard pattern (serviceable/ unserviceable) and non-standard pattern (serviceable/ unserviceable).
- (iii) Serviceable Standard Pattern weapons and ammunition which are in current use and required against authorization, will be merged into stocks after approval from MHA. For the Surplus Stores a proposal to MHA may be sent for transfer to other CAPFs/SPOs (in the order).
- (iv) Unserviceable Standard Pattern weapons and ammunition will be disposed off as mentioned in Part III and Part IV, respectively.
- (v) Non-Standard Pattern arms and ammunition-serviceable, repairable and unserviceable will be disposed off as mentioned in Part III and Part IV, respectively.
- (vi) Captured unserviceable weapons may be kept in museums with due approval of the competent authority in the Force.
- (vii) Captured weapons and ammunition may be retained by CAPF's/SPOs for testing/R&D/any other useful purpose to be recorded in writing.

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SUMMARY

48. Over a period of time the CAPFs/SPOs have become the primary and paramount Forces as far as the internal security, border management, industrial security, law and order and other such long standing challenges being faced by the country on the day to day basis are concerned. Also keeping in view the criticality of the roles being played by the CAPFs/SPOs in the areas of deployment in aid to the civil administration, it is very important to adequately upgrade and equip the troops with state of the art weapons, ammunition and equipment for which it is essential that unwanted, unserviceable and obsolete weapons, ammunition and equipments are disposed off in an efficient and time bound manner. The above SOP has been framed to formulate a comprehensive policy for their disposal to avoid unwanted wastage of manpower for maintenance/security and storage purposes keeping in view the controlled nature of such obsolete and unserviceable weapons and ammunition as well as associated accessories and spare parts.

49. Any amendment to this SOP, once approved by MHA and adopted by all the CAPFs/SPOs, shall be made only after a Board of Officers, comprising of the members/representatives of all the CAPFs to be detailed by the MHA, have duly deliberated upon the same and the considered recommendations of the Board of Officers so constituted are made and approved by MHA.
