

IRBn Daily Message Writing Guide

Get Started, Do it Right, Save Everyone Time

Prepared for all Battalion COs / Staff sending daily WhatsApp reports.

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1. Why this guide?

Your daily messages are parsed automatically by a tool. When the format is consistent, the report is generated instantly and accurately—saving manual correction time. This guide shows you exactly how to write those messages so that the system understands them perfectly.

Key Idea: Follow one standard template. Don't improvise headings, punctuation, or order. If a field has nothing to report, write Nil (not 'None/NA/--').

2. The Golden Rules

- Do not change the headings, numbering (1–11), or punctuation.
- Always put a colon (:) after each heading, then your answer on the same or next line.
- Use Nil exactly (capital N) when there is nothing to report.
- Dates: use dd.mm.yyyy or dd/mm/yyyy (e.g., 21.07.2025). Avoid “20th July”.
- For multiple items, put each on a new line or separate with a semicolon (;).
- Strengths are plain numbers (e.g., 25). Add rank, name & number in brackets.
- No emojis, decorative bullets or random lines. Keep it simple, readable text.
- District names go only in Section 2. PS names can be mentioned in Section 1 details.

3. The Standard Template

Name of IRBn/Bn: <Full name & location of battalion>

1. Reserves Deployed (District / Strength / Duration / In-Charge) :

<Disrtt: Strength (Rank Name No.) - purpose/duty - duration>

<Disrtt: Strength (Rank Name No.) - purpose/duty - duration>

...

2. Districts where force deployed:

<Distt1, Distt2, Distt3>

3. Stay Arrangement / Bathrooms (Quality) :

<Place - Quality>

<Place - Quality>

4. Messing Arrangements:

<Place / Unit providing mess>

5. CO's last Interaction with SP:

<dd.mm.yyyy>

6. Disciplinary Issues:

<Nil or brief detail>

7. Reserves Detained:
<Nil or detail>

8. Training:
<Nil or brief detail>

9. Welfare Initiative in Last 24 Hrs:
<Nil or brief detail>

10. Reserves Available in Bn:
<e.g., 02 Reserves (including office & commitment staff)>

11. Issue for AP&T / PHQ:
<Nil or brief detail>

4. How to Fill Each Section

Name of IRBn/Bn

Write the full battalion name and its location.

Correct (✓)

1st HPAP BN Junga, Shimla

Wrong (X)

HPAP Junga

1. Reserves Deployed (District / Strength / Duration / In-Charge)

For each reserve: District, strength, in-charge (rank, name, number), purpose/duty, duration.

Correct (✓)

Shimla: 25 (HC Ajeet No. 68) – Apple Season
duty – till 30.09.2025

Wrong (X)

25 deployed in Shimla for apples

2. Districts where force deployed

Only districts, comma-separated.

Correct (✓)

Shimla, Kangra, Solan

Wrong (X)

Shimla: 25, PS Rohru, PP Chhaila

3. Stay Arrangement / Bathrooms (Quality)

Mention place & quality (Good/Average/Poor).

Correct (✓)

Kisan Bhawan Dhali, Shimla – Good

Wrong (X)

Kisan Bhawan Dhali

4. Messing Arrangements

Where food/mess is arranged.

Correct (✓)

Mess at PL Kaithu

Wrong (X)

Food is available

5. CO's last Interaction with SP

Mention the exact date.

Correct (✓)

17.07.2025

Wrong (X)

20th July

6. Disciplinary Issues

If none, just write Nil.

Correct (✓)

Nil

Wrong (X)

None at all / --

7. Reserves Detained

Give number & detail if any beyond duty; else Nil.

Correct (✓)

04 personnel detained beyond 12.07.2025 by
SP Shimla

Wrong (X)

Detained few

8. Training

Any training or experience sharing in last 24 hrs.

Correct (✓)

03-day course (21.07.2025–23.07.2025) on
weapon handling

Wrong (✗)

Training going on

9. Welfare Initiative in Last 24 Hrs

Any welfare/CSR/stress mgmt activity.

Correct (✓)

Workshop on stress management by local NGO

Wrong (✗)

CSR

10. Reserves Available in Bn

Reserves still at Bn HQ including office/commitments.

Correct (✓)

02 Reserves (including office & commitment
staff)

Wrong (✗)

Few available

11. Issue for AP&T / PHQ

Problems requiring AP&T/PHQ attention.

Correct (✓)

Nil

Wrong (✗)

No issue, N/A

5. A Perfect Sample Message

Name of IRBn/Bn: 1st HPAP BN Junga, Shimla

1. Reserves Deployed (District / Strength / Duration / In-Charge):
Shimla: 25 (HC Ajeet No. 68) - Apple Season duty - till 30.09.2025;
Kangra: 06 (SI Parmod) - PS Nagrota since Jan 2023

2. Districts where force deployed:
Shimla, Kangra

3. Stay Arrangement / Bathrooms (Quality):
Kisaan Bhawan Dhali, Shimla - Good
PS Nagrota Bagwan - Good

4. Messing Arrangements:
Mess at PL Kaithu; Mess at PS Nagrota Bagwan

5. CO's last Interaction with SP:
17.07.2025

6. Disciplinary Issues:
Nil

7. Reserves Detained:
Nil

8. Training:
Nil

9. Welfare Initiative in Last 24 Hrs:
Workshop on stress management by local NGO

10. Reserves Available in Bn:
02 Reserves (including office & commitment staff)

11. Issue for AP&T / PHQ:
Nil

6. Common Mistakes & How to Avoid Them

Mistake	Correct Approach
Changing headings/numbering (e.g., “Reserves Deployed:” → “Deployed Reserves”)	Keep the exact labels & order 1–11.
Writing None/NA/-- instead of Nil	Always write Nil when not applicable.
Using dates like “20th July”	Use dd.mm.yyyy or dd/mm/yyyy e.g. 20.07.2025
Mixing PS names into Districts section	District names only in Section 2. PS names inside Section 1 lines.
Adding emojis, bullets, or decorative lines	Plain text only, semicolons or new lines to separate items.
Missing duration or in-charge in Reserves Deployed	Always add purpose/duty and till date, plus Rank Name No.
Forgetting to include office/commitment staff in ‘Reserves Available’	Say “including office & commitment staff” if applicable.

7. Final Checklist Before You Hit Send

- All 11 headings are present and in order.
- Every heading ends with a colon (:).
- No heading text/wording changed.
- No field left empty—write Nil if nothing to report.
- Dates are in dd.mm.yyyy or dd/mm/yyyy.
- Districts are comma-separated in Section 2 only.
- Reserves lines include District, Strength, In-Charge, Purpose & Duration.
- No emojis, special bullets, or decorative characters.
- You separated multiple messages with --- when batching (if applicable).

8. FAQs

Q: Can I add a new section (like 12. Others)?

A: No. If you must add extra info, include it briefly under the closest existing section (usually 11).

Q: What if I don't know the exact last interaction date?

A: Write Nil. Don't guess or write 'recently'.

Q: Can I write in Hindi?

A: Headings/numbers must remain in English. Body text can be Hindi, but keep dates and Nil as shown.

Q: Can I send images/screenshots?

A: The system only parses text. Type the needed info in the template.

Appendix: Batch Delimiters & Special Cases

If you want to paste multiple battalion messages at once, separate them with a line that has only --- (or ##### or ===). The app will split them automatically.

Example Multi-Message Paste:

```
<Message 1 here>
---
<Message 2 here>
---
<Message 3 here>
```

Happy Reporting!

For any clarification, contact the monitoring cell / tool admin.