

ORISSA POLICE  
STATE HEADQUARTERS  
CUTTACK - 753001.

POLICE ORDER NO. 300/03 /ACR-CELL. DATED THE 7<sup>TH</sup> AUGUST 2003.

SUBJECT : RECORDING AND MAINTENANCE OF C.C. ROLLS  
OF GROUP 'C' NON-GAZETTED AND SPECIALLY  
DECLARED GAZETTED POLICE OFFICERS AND  
MINISTERIAL OFFICERS OF POLICE DEPARTMENT.

...

(1) Govt. in G.A. (S.E.) Deptt. have prescribed 3 levels of C.C.R. assessment in Book Circulars 46 and 48. Of late. Govt. in Home Department letters No.21497. dated 7.5.2002 and No.22684/IE. dt.16.5.2003 have introduced 3 tier recording system. with a stipulation that the levels of assessment may not be less than two and more than three. To maintain discipline and to assess the performances of the staff of a disciplined force like the Police Department no authority below the rank of Supdt. of Police has been given power to finally write the C.C.Rolls. An Addl. D.G. and I.G.P. or a D.I.G. is able to see the work of a Sub-Inspector / A.S.I. of the Establishments, such as S.P.Hdqs. / Crime Branch, P.M.T. and General Ranges and is knowing their performance and hence should finally record the C.C.Rolls of S.Is / A.S.Is. Govt. agreed that no C.C.R. is to be maintained for Constabulary.

Therefore a revised arrangement for recording of C.C.Rs of all Group 'C' Specially declared Gazetted and Non-Gazetted Police, Executive and Ministerial Officers is prescribed and enclosed herewith as Annexure - 'A'. Accordingly Revised forms for recording of C.C.Rs of Group 'C' Police Officers and Ministerial Officers are prescribed and enclosed as Annexure 1 to 6.

As usual, the C.C.Rs of Stenographers / P.A. (Tech.) of Police Department shall only be recorded by the Officer, under whose direct control, he / She works. The form for recording of C.C.Rs of P.A. (Tech.) and Stenographers is enclosed as Annexure - 7.

Contd..P..2/-

Over and above the provisions contained in Book Circular No.46. and 48 and P.M.Rule. 924. the following procedures are laid down for implementation.

(2) As per the provisions laid down in police Order 274/84 read with PMR - 924 the C.C.Roll of the ranks up to the rank of S.I. and Ministerial Officers up to the rank of section officer will be maintained and kept by the S.P. of the District or the Head of Establishment as the case may be.

C.C.Rolls of Ministerial Officers up to the rank of section officer of D.G.P.O. Cadre will be maintained by the Heads of Establishment to which they belong. C.C.Rs of section Officers of all Range Offices and Technical office will be finally kept at S.P.Hdqs., Cuttack and the C.C.Rs of Section Officer, Railways, Office will be kept by Addl.D.G.P. C.I.D. C.B., Cuttack. Similarly the C.C.Rs of office supdt. / Head Clerks of D.P.O. Cadre shall be kept by their respective Range D.I.G. / I.G.P.. The Heads of Establishment or the above mentioned Authorities, who are the custodian of the C.C.Rs will ensure timely receipt / custody / communicating adverse remarks.

(3) The period of assessment will be from 1st April to 31st March as per the Book Circular 46 and 48.. No Remarks should be recorded in the C.C.Rs before 31st March except in the event of transfer of the Officer recording the remarks or the employee himself. The minimum period for recording remarks shall be three months in a year.

Book Circular - 46 (V) provides that the complete C.C.Rs should reach the custodian Authority by 31st May, while rule - 5 of Book Circular - 48. prescribes the date line for submission of complete C.C.Rs to the custodian Authority by end of August.

Presently the Central selection Board / Departmental Promotion Committee mainly depend on the CCRs to assess the merit and suitability of an Officer for the purpose of Promotion to higher rank. Similarly scrutiny of C.C.Rs also becomes essential for deputation and Award / Medal selection as well. Hence in order to ensure timely

receipt of C.C.Rs the reporting authority shall initiate the C.C.Rs of the Officers reported upon immediately after 31st March and to submit the same to the Countersigning Authority by 30th April. The Countersigning Authority will record his own assessment and forward it by 15th May to the accepting authority and the accepting authority will record his assessment by 31st May to complete the C.C.R. recording. When the C.C.Rs are written in the midst of the report period as a result of transfer, it is expected that the CCR will reach the office of the Custodian Authority within two months from the date of transfer. Non-submission of CCRs in-time would result in an entry to that effect in the C.C.Rs of the defaulting officers, who may also be liable for such other action as Govt. may consider necessary.

A No Remark Certificate indicating reasons thereof will be kept if no remarks are received within two years from the last date of the year to which the C.C.R. relates. Further a No Remark Certificate shall be kept in the C.C.R. if the reporting period is less than 3 months or the remarks is not recorded for a certain period due to leave, suspension, training etc.

(4) Integrity : All Government servants are expected to maintain a high standard of integrity and Controlling Authorities are expected to ensure that their subordinates measure up to this expectation. Reporting Officers should, therefore, keep special watch on the integrity of their subordinates and record the result of their observation in the column meant for the purpose. The tendency to leave this column blank should be avoided. If any criminal prosecution has been started against the employee or he has been proceeded against departmentally for lapses which raise doubts about his integrity, the brief facts leading to such action, together with the outcome, should also be given against this column.

(5) Assessment by C.O. and higher authority : The Countersigning Authorities should clearly indicate in their assessment whether they agree with the remarks and rating given by the R.O.. If they feel that the R.O's

remarks should be modified or toned down, a clear indication to that effect should be given. These instructions would apply to the accepting authorities also. If the R.O. and C.O. have given conflicting assessments, the accepting authority has to indicate clearly with whom he agrees.

Assessing authorities should not write the C.C.R. of any subordinate who happens to be a close relation. In such a situation, the C.R. should be submitted to the next higher designated authority for recording remarks.

(6) Over all assessment of the Officer reported upon should be given clearly. No officer should be graded outstanding unless exceptional qualities and performances have been noticed. Grounds for giving such a grading should be clearly brought out in the C.C.R.. Similarly, if any adverse entry is made in the body of the C.C.R., the Officer reported upon may be graded below Average Officer in the over all assessment indicating the grounds. Utmost care may be taken to avoid contradictory remarks in the body of the C.C.R. and over all assessment column.

(7) Communication of adverse remarks : The C.Rs on receipt, will be scrutinised in the office of the accepting authority and all adverse remarks will be communicated to the employee by the officer entrusted with the maintenance of C.Rs. The purpose of communication is to ensure that the employee rectified the defects at the earliest. Hence, the utmost priority should be given to communication of adverse remarks. All such communications should normally issue before 31st December immediately following the report period.

(8) Representations against adverse remarks : The employees are expected to profit by the communication of adverse remarks and should not regard them as matters of argument. Hence representations against adverse remarks should not ordinarily be entertained. But in cases where the impugned remark is obviously the result of a mistakes on the part of the assessing authority, the representation may be entertained and considered. Representations should be factual and courteously worded and should not be argumentative.

(9) Authority competent to entertain representation : The representationists against adverse remarks will be generally disposed of by the Authorities as indicated below.

Author of adverse remarks.	...	Authority competent to dispose of the representations.
District Officer.	...	Divisional / Range Officer.
Divisional / Range Officer.	...	Head of Department.
Head of Department.	...	Secretary of the Department.
Secretary of a Department.	...	Chief secretary or Addl. Chief Secretary in charge of the Deptt.

(10) Consultation with the author of adverse remarks : The authority competent to dispose of representations may consult the officer, who recorded the adverse comments and ask him to substantiate his remarks, but he is not expected to wait indefinitely for his opinion. Only a month need be allowed. When substantiation reports are called for from an officer, copies of the C.R. in question and the representation will be forwarded to him.

(11) Disposal of representations : If on examination of the representation, it is found that the remarks should be expunged, modified or toned down, necessary corrections to that effect will be made in the C.R. under proper attestation. If it is found that the representation has no merit, it should be rejected. The decision in either case will be intimated to the representationist.

(12) Time-limits for receipt and disposal of representations : All representations must be filed within a period of six months from the date of receipt of communication, in exceptional cases, however, where the reasons for delay are explained to his satisfaction, the competent authority may extend this period, which in no case should exceed one year. Representations should ordinarily be disposed of within three months from the date of receipt.

(13) Memorials against decisions on representations : If more than one memorial to Government will lie against a decision on a representation against adverse entries in the C.R. Such memorial must be filed within six months from the date of the decision appealed against.

In view of introduction of three levels of C.C.R. assessment, the Officers of the rank of Inspector and D.S.P. will now record the C.C.Rs of Subordinate police Officers as Reporting / Countersigning Authority. As the system is introduced for the first time a briefing to them by the Head of Dist. / Esstt. is necessary with regard to recording and timely submission of C.C.Rs.

It is the responsibility of the Head of Dist. / Esstt. to ensure timely recording of the C.C.Rs of all Subordinate Executive / Ministerial Officers by all concerned and furnish a certificate on completion of C.C.R. recording to State Police Headquarters by the end of June each year. A register showing the detailed movement of the C.C.R. of each Officer shall be maintained by the Head of the District / Establishment for smooth collection.

This Police Order superceeds Police Order No.274. dt.3.8.84 and should be given effect while recording the C.C.Roll of Group 'C' employees for the assessment year 2003 - 2004 and onwards.

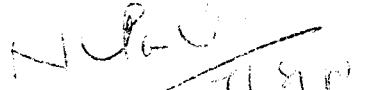
(OPC-15-99)

*NCP*  
( N.C.Padhi ) 7/8/03  
Director General and Inspector  
General of Police, Orissa, Cuttack.

Memo No. 3225 / ACR-Cell. Dated. 7.8.2003.

Copy together with the copies of its enclosures ( Annexures A and 1 to 7 ) forwarded to the Principal Secretary to Govt. of Orissa, Home Department., Bhubaneswar for information and necessary action with reference to Home Department letter No.22684/IE. dtd.16.5.2003. Govt. may be pleased to approve this police order.

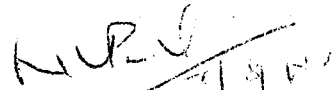
In compliance to Para 4 of the Home Department letter referred to above, it is intimated that Govt. in Home Department have since been requested by Addl.D.G.P. S.P.A. Orissa, Cuttack in his letters No.3245/SPA. dt.6.8.2002 and No.3988/SPA. dt.23.9.2003 for amendment of P.M. Rule-924. Hence orders of Govt. in the matter may please be communicated early.

  
Director General and Inspector  
General of Police:Orissa:Cuttack.

Memo No. 3226/ACR-Cell. Dated. 7.8.2003.

Copy together with the copies of its enclosures forwarded to all Heads of Police, Establishments, Orissa ( including Vigilance and Home Guards ) for information and necessary action. The copy of this order may please be circulated amongst all subordinate officers.

(ii) Copy together with the copies of its enclosures forwarded to the Addl.D.G. of Police, Training, Orissa, Cuttack for information and necessary action with reference to his letter referred to above.

  
Director General and Inspector  
General of Police:Orissa:Cuttack.

O.D. 3227/ACR-Cell. Dated. 7.8.2003.

Copy together with the copies of its enclosures forwarded to the Addl.D.G.P. (T&M), Orissa / Spl.I.G.P. (Admn.), Orissa / I.G.P. (Operations), Orissa / I.G.P. (Finance), Orissa / D.I.G.P. (Admn.), Orissa / D.I.G.P. (Hdgrs.), Orissa / D.I.G.P. (Modernisation.), Orissa / All E.Os. / A.O. / P.W.O. / L.P.W.O./P.R.O./ D.S.P. Grievance Cell./ Asstt. Commandant, Central Store./ All Section Officers./ Inspectors, Control Room./ Grievance Cell./ Private Secretary to D.G.P./ P.A. (Tech.) to D.G.P. Orissa, Cuttack for information and necessary action.

(ii) Copy to Police Order Book.

ANNEXURE - 'A'

REVISED ARRANGEMENT FOR RECORDING OF C.C.R.S  
OF GROUP 'C' OFFICERS OF POLICE DEPARTMENT.  
=====

Sl No.	Rank of Officer to be reported upon.	Reporting Authority.	Reviewing Authority.	Accepting Authority.
(1)	(2)	(3)	(4)	(5)
1.	S.I./A.S.I. and equivalent rank of the District.	I.I.C./C.I. and equivalent rank.	S.D.P.O./ D.S.P.	S.P.
2.	S.I./A.S.I.s of Signals, Esstts.	Inspector.	D.S.P.	S.P.
3.	S.I./A.S.I./ Havildar Major of P.M.T.	Inspector.	D.S.P.	D.I.G.P.
4.	S.I./A.S.I./ Havildar Major of P.T.C./P.T.S./ T.T.I.	Inspector./ R.I.	D.S.P./ Asstt. Commdt.	Principal.
5.	A.S.I. and equivalent rank of C.B.	Inspector.	D.S.P.	S.P.
6.	S.I./A.S.I. and equivalent rank of S.B.	Inspector.	D.S.P.	S.P.
7.	S.I./A.S.I. and equivalent rank of GRPS.	IRP.	DSRP.	SRP.
8.	Jemadar/Havildar Majors / A.S.I. and equivalent ranks in OSAP Bns.	Subedar.	Asstt. Commdt.	Commandant.
9.	S.I./A.S.I. and equivalent ranks in Computer.	Inspector.	D.S.P.	S.P.
10.	S.I./A.S.I. in H.R.P.C.	Inspector.	D.S.P.	D.I.G.P.
11.	S.I./A.S.I. Control Room of State Police Headquarters.	Inspector.	A.I.G./ D.I.G.	I.G.P.



(1)	(2)	(3)	(4)	(5)
12.	Laboratory Assts. of Dist. F.S.L.	Scientific Officer.	-	S.P.
13.	Laboratory Assts. of R.F.S.L. / S.F.S.L.	Assistant Director.	Deputy Director. / Joint Director.	Director.
14.	S.I. C.B.	D.S.P.	S.P.	Addl. DGP. / I.G.P.
15.	S.I. and equivalent rank in O/O. the I.G.P. Railways.	Inspector.	-	I.G.P. Railways.
16.	S.I. and equivalent rank in Range Offices.	Inspector.	-	D.I.G.P.
17.	S.I. Grievance Cell. State Police Hdqrs.	Inspector Grievance-Cell.	D.S.P.	A.I.G. / D.I.G.
18.	S.I./A.S.I. (Photo) PRO-Cell of State Police Hdqrs.	PRO.	A.I.G. / D.I.G.	Addl. DGP. / I.G.P. C.I.D. C.B.

MINISTERIALS.

19.	S.O.(I) and S.O.(II) of State Police Headquarters.	E.O. / Branch Officer in-charge of Section.	A.I.G. / D.I.G. in-charge of Section.	D.I.G.P. / I.G.P.
20.	Section Officer of Range Offices. (Except B.R.).	E.O.	D.I.G.P.	Spl. I.G.P. (Adm.).
21.	Section Officer of C.B.	D.S.P. Accounts.	S.P. C.B.	D.I.G.P. C.I.D. C.B.
22.	Section Officer in O/O. the Addl. DGP. C.I.D. C.B.	E.O.	D.I.G.P.	Addl. D.G.P. / I.G.P. C.I.D. C.B.
23.	Section Officer of Intelligence Office.	E.O.	D.I.G.	Director, Intelligence.
24.	Section Officer of Technical Office.	I.G.P. (Tech.).	-	Addl. D.G.P. (TS&M).

(1)	(2)	(3)	(4)	(5)
25	Section Officer of Railway Office.	I.G.P. (Rlys.).	-	Addl.D.G.P. C.I.D. C.B.
26.	Section Officer in S.A.P. Office.	E.O.	D.I.G.	Addl.D.G.P. / I.G.P.
27.	Section Officer in S.P.A. Office.	E.O.	Deputy Director. / D.I.G.	Director. / I.G.P.
28.	Section Officer in H.R.P.C. Office.	D.I.G.P. (HR & SJ).	-	Director. / Addl.D.G.P. (H.R.P.C.)
29.	Section Officer of Computer Office.	D.S.P. Accounts.	S.P.	D.I.G.P. / I.G.P.
30.	Supdt. Issue Section, State Police Hdqrs.	E.O.	A.I.G.P.	D.I.G.P. / I.G.P.
31.	All Other Ministerial Officer of State Police Headquarters. (Sr. Asstt. / Jr. Asstt. / Sr. Diarist. / Jr. Diarist. / Record Keeper.	S.O.	E.O. / Branch Officer in-charge of section.	A.I.G.P. / D.I.G.P. / I.G.P.
32.	All Other Ministerial Officer below the rank of S.O. in I.G.P. (Technical) / I.G.P. (Railways) Office.	S.O.	-	I.G.P.
33.	Section Officer of Bhubaneswar Range Office.	D.I.G.P. B.R. BBSR.	-	Spl.I.G.P. (Adm.).
34.	All Other Ministerial Officers of B.R. Office.	S.O.	-	D.I.G.P. B.R. BBSR.
35.	All Other Ministerial Officer below the rank of S.O. in S.A.P. / S.P.A. / Intelligence Office.	S.O.	E.O.	D.I.G.P. / I.G.P. / Addl.D.G.P.
36.	All Other Ministerial Officer of H.R.P.C. Office.	S.O.	D.I.G.P.	Addl.D.G.P.

(1)	(2)	(3)	(4)	(5)
37.	All Other Ministerial Officers of Computer Organisation. (Sr. Asstt. / Jr. Asstt. / Sr. Typist. / Jr. Typist. / Diarist. / Despatcher.).	S.O.	S.P.	D.I.G.P.
38.	All Other Ministerial Officer of C.I.D. C.B. (Sr. Asstt. / Jr. Asstt. / Sr. Typist. / Jr. Typist.).	S.O.	D.S.P. Accounts.	S.P.
39.	All Ministerial Officers in Range Offices. (Except B.R.).	S.O.	E.O.	D.I.G.P.
40.	Head Diarist in State Police Hdqrs.	E.O.	A.I.G.P.	D.I.G.P.
41.	Librarian in State Police Hdqrs.	D.I.G.P. (Hdqrs.).	I.G.P.	Addl. D.G.P. (Admn.).
42.	Ministerial Officer of Planning-Cell of State Police Headquarters. (Sr. Asstt. / Jr. Asstt.).	E.O.	A.I.G.P. (Planning).	D.I.G.P. (Modernisation).
43.	Ministerial Officer of PRO-Cell of State Police Hdqrs.	PRO.	A.I.G.P.	D.I.G.P.
44.	Sr. Typist. / Jr. Typist. / E.O. / Sr. Despatcher. / Jr. Despatcher of (State Police Headquarters.).		A.I.G.P.	D.I.G.P.
45.	Office Supdt. (D.P.O. Cadre).	D.S.P. Accounts. / Addl. S.P.	S.P.	Range D.I.G.P.

(1)	(2)	(3)	(4)	(5)
46.	Head Clerks of D.P.O. Cadre.	D.S.P. Accounts./ Addl.S.P./ Deputy Commandant.	S.P. / Comman- dant./ Head of Office.	Range D.I.G.P. / I.G.P.
47.	Other Ministerial Officers of D.P.O. Cadre. (Sr.Clerk./ Jr.Accountants./ Jr.Clerks. / Jr.Accounts Clerk./ Typist.).	D.S.P./ Assistant Commandant.	Addl.S.P./ Deputy Commandant.	S.P./ Commandant./ Head of Office.
48.	Sergeant.	R.I.	D.S.P. / Assistant Commandant.	S.P. / Commandant.

ANNEXURE - 1. - GROUP - 'C' POLICE OFFICERS OF GENERAL BRANCH.

1. Sub-Inspectors of police. (Gen.).
2. Sergeants of Police.
3. Jemadars of O.S.A.P. Bns.  
(Except M.T.) Jemadars.
4. Drill S.Is.
5. Dog Sub-Inspectors.
6. Asstt. Sub-Inspectors of Police. (Gen.).
7. Havildar Majors of Districts./  
Establishments.  
( Except. Armoury ).
8. Havildar Majors of O.S.A.P. Bns.

ANNEXURE - 2. - GROUP - 'C' POLICE OFFICERS OF TECHNICAL BRANCH.

1. Sub-Inspectors ( all trades ) of P.M.T.  
Establishment.
2. Sub-Inspectors of Signals Establishment.
3. Finger Print Sub-Inspectors.
4. Sub-Inspectors, Photo.
5. Building Sub-Inspectors.
6. M.T.Jemadars. / M.T. Sub-Inspectors.
7. Driver Havildar Majors.
8. Armour Havildar Majors. / Armour Sub-Inspectors.
9. Laboratory Assistants of SFSL / DFSLS.
10. Sub-Inspector, Hand Writing Bureau.
11. Havildar Majors ( different trades ) of  
P.M.T. Establishment.
12. Band Sub-Inspectors.
13. Band Havildar Majors.
14. Asstt. Sub-Inspectors ( Operator. / Mechanical. /  
Pigeon ) of Signals Establishment.

ANNEXURE - 3. - GROUP - 'C' MINISTERIAL OFFICERS.

Section Officers of D.G.P.O. Cadre.

Office Superintendents of District. /  
Establishments.

ANNEXURE - 4.

Senior Assistant / Junior Assistant /  
Head Clerk / Senior Clerk / Junior Clerk /  
Junior Clerk-Cum-Typist.

ANNEXURE - 5.

Typist / Superintendent Level-II and  
Superintendent Level-I. in Typist Cadre.

ANNEXURE - 6.

Diarists / Despatcher / Librarian /  
record Supplier.

ANNEXURE - 7.

P.As (Technical) and Stenographer.

\*\*\*\*\*