

POLICE CIRCULAR ORDER No. 187

SUBJECT—Economy measures during the present emergency.

The following economy measures are laid down for immediate implementation :—

(1) *Transfers should be reduced to the minimum*—Transfers which are not necessary in the interest of administration or on medical grounds should be kept in abeyance.

(2) *Non-essential journeys on tour should be completely eliminated*—Controlling officers are requested to scrutinise the tour programmes and tour diaries of their subordinate officers and not to hesitate to disallow journeys which are considered to be unnecessary.

(3) *Movement of Police vehicles should be reduced to the minimum possible*—Now that a large number of 3-tonners, Pick-ups and Jeeps have been supplied to the districts/Estts. there is the danger of their misuse unless very strict watch is maintained over their movement. Jeeps shall not be ordinarily used except for law and order purposes. In town within a radius of one mile guards of Static Guard duty should be made to march to their posts and back to the Police Lines. Whenever Pay, T.A., etc. of the force has to be sent for disbursement outside headquarters, the escort party should travel either by train or by public service bus. No Police vehicle should be used for this purpose. Deputy Inspector-Generals of Police are requested to scrutinise the monthly inspection reports on Police vehicles submitted to them by the Superintendents of Police and other Heads of Establishments and order recovery of P.O.L in case of any misuse in addition to taking/suggesting disciplinary action against the defaulter concerned.

(4) *Electricity should be used with strict economy*—Particular care should be taken to switch off lights and fans when officers and staff leave the rooms. Officers and staff at all levels should be personally responsible for economic use of electricity.

(5) *Strict economy should be observed in the expenditure of trunk telephone calls and service stamps*—Trunk telephone calls should be booked only when it is a must.

In regard to use of service stamps, a lot of misuse takes place. This can be avoided to a great extent if registered letters, parcels, packets are despatched once a week and care is taken to avoid despatching a number of letters in separate covers to the same addressee same day. If letters are not urgent requiring immediate attention, 4 -5 or more letters can be sent to the addressee closed in one cover in a particular day instead of despatching one letter each day and thereby incurring extra expenditure.

(6) *Utmost economy should be observed in the use of printed forms* —Instances have come to notice in which printed forms are being misused for writing notes. If any instances of misuse of printed forms comes to notice there should be no hesitation to punish the officer concerned.

(7) *Strict economy should be observed in other items as contingency expenditure, use of stationery, etc.*