

## **POLICE CIRCULAR ORDER NO. 348/2013.**

### **ODISHA POLICE PASSPORT VERIFICATION FUND**

Ministry of External Affairs, Government of India provides certain money for conducting verification to each passport application. This is revised by MEA from time to time. A special fund is, therefore, created for management of such money.

#### **1. Utilisation of the Funds:**

This fund is intended to meet the financial requirements of the Police offices which are associated/deal with passport verification i.e. Police Station, DIB, Passport Verification Section at SB Hdqrs. or supervising officers of these offices. Fund would be used:

- (a) For purchase of computers, printers, scanners or related equipment,
- (b) For outsourcing/hiring of computer knowing personnel,
- (c) For expenses like repair of computers, scanners and printers and any other day-to-day relevant expenses for passport verification of PS/DIB/Passport Section of Special Branch,
- (d) For training of officers (who do passport verifications) in public relations, communication and consumer satisfaction,
- (e) For reimbursement of transport and phone expenses of police officers conducting the verification at a modest scale,
- (f) For the welfare of staff of Dist. Police and Special Branch involved in verification work as deem fit.

#### **2. Administration:**

This fund will be administered by a Committee consisting of the following:

- (1) Director General of Police - Chairperson
- (2) Director (Intelligence) - Deputy Chairperson
- (3) Commissioner of Police, Cuttack-Bhubaneswar - Member
- (4) IG of Police, Central Range - Member
- (5) Two Dist. S.P. by designation from outside Central Range/Commissionerate to be nominated by DGP every year - Members.
- (6) F.A. to DGP - Member
- (7) SP, Special Branch – Member Secretary

#### **3. General Power of utilization of the Fund:**

The Committee shall have complete powers for utilisation of the fund. The SP, Special Branch will exercise the same financial powers, which have been conferred on other Heads of Offices of Odisha Police. All cases beyond the competence of the Head of Office will be sanctioned by

Director, Intelligence or DGP as the case may be. The financial competence has to be viewed in the context of the annual requirement or the totality of the contract and not on the basis of services provided within a calendar month or at particular time or in a phased manner etc. All contracts for hiring of manpower should be with the prior approval or subsequent sanction of DGP, Odisha. The permission/approval in such cases will be obtained through a single file system through FA to DGP. Codal formalities for all purchases, outsourcing etc will in general follow the spirit of the rules laid for Government purchases.

#### **4. Manpower:**

Data Entry Operators may be provided in the DIB & SB (Passport Verification Section) by outsourcing from this fund. The Limited/Open Tender System (as the case may be) will be adopted to select the company for hiring of Data Entry Operators. The selected company will be responsible to provide such staff to each DIB/Special Branch for entering of data of passport application and Police verification reports in computer under the close supervision of Police officer concerned.

#### **5. Maintenance of Cash Book:**

A Cash Book shall be maintained by the Hony. Treasurer (an Accountant of Special Branch). The Cash Book shall be paged and a page count certificate shall be given on the first page by the SP, Special Branch. The Cash Book shall be kept complete in all respect and its entries shall be attested as and when they occur by the Dy.SP, Accounts, Special Branch. The Cash Book shall be completely checked and closed regularly. At the end of each month the balance will be tallied with the Bank Statement. A dated Certificate of Verification shall be recorded in the Cash Book by SP, Special Branch. The cash Book shall be a permanent record.

#### **6. Maintenance of Fund Register:**

A register shall be maintained in Accounts Section of Special Branch in which the entry about the amounts received from Ministry of External Affairs, Govt. of India, New Delhi and deposited in the relevant bank account and the amounts withdrawn by SP, Special Branch from this account shall be entered. The register shall be paged and a page count certificate shall be given by SP, Special Branch. The balance sheet of the amount may be obtained from the bank on the last day of each month and entry in this regard may also be made in the Register and verified by Dy.SP / SP, Special Branch.

