



ODISHA POLICE
STATE HEADQUARTERS
CUTTACK.

No. IF-06-2025/
To

7039

/Pers-I

Date:- 11 / 02 / 2025

The All District Supdts. of Police/ Supdts. of Railway Police, Cuttack/
Rourkela/ Deputy Commissioners of Police, Bhubaneswar/ Cuttack/
Deputy Commissioner of Police (Hdqs.), BBSR-CTC, Bhubaneswar.

Sub :- Change of Cadre of Constables in District Cadre-2025.

In view of prescribed provisions for Change of Cadre of Constables of District Cadre in the Odisha Police Service (Method of Recruitment and Conditions of Service of Constables) Order, 2021 communicated vide Home Department Notification No. 31202/D&A, dtd. 04.09.2021 under Appendix-A, applications in prescribed Form duly filled in are invited from the eligible and willing Constables of your District for consideration of Change of Cadre of Constables for the year-2025.

Following shall be followed in inviting and sending applications of eligible Constables.


1. The Provisions of Change of Cadre as outlined under Appendix-A of the Recruitment Rules of Constable may please be circulated among all Constables of your District including those who are on deputation.
2. All applications in prescribed Form under **Annexure-1** of Appendix- A of Home Department Notification No. 31202/D&A, dtd. 04.09.2021 should have been filed by the willing and eligible Constables and submitted to their Parent Cadre Controlling Authority.
3. The eligibility criteria prescribed under the Appendix-A of the Recruitment Rule is that Constable applying for Change of Cadre must have completed minimum 08 (Eight) years of service as on 01.01.2025. He/ she must have completed minimum of 06 (Six) years of service in his/ her parent cadre including the period spent in SOG/SIW, in case the Constable has ever been posted in SOG/SIW. Period spent in SOG/SIW in the rank of Battalion Sepoy/ Constable and subsequently redeployed as Constable in District cadre may not be taken into account for calculation of 6 Years in Parent Cadre. Eligibility period of 8

years of service in respect of Battalion Sepoy/ Constable redeployed as Constable in District cadre shall be counted only from the date of their joining as Constable in District cadre.

4. Constable Band/ Beguiler/ Carpenter/ Mochi/ Tailor/ OAPF/ Driver are not eligible for change of Cadre. Hence, their applications, if any may be rejected at District Level.
5. As per Para-6 of the Appendix-A of the Recruitment Rules, "the Constable applying for change of Cadre must have good service record. He must not have any Major punishment or more than 5 (Five) minor punishments to his discredit during his entire service career and no Departmental Proceeding or Criminal Proceeding or Vigilance case or Human Rights Protection Cell related case shall be pending against him. " Hence, while forwarding the application of any willing Constable, the SsP/DCsP may please verify the service record thoroughly and if any applicant is found ineligible as per the aforementioned provisions, his/ her application may please be rejected at District level under intimation to the applicant with reasons thereon.
6. SsP/ SsRP/ DCP shall forward applications of Constables who belong to their district cadre.
7. Willing Constables applying for Change of Cadre may be briefed with the undertaking to forgo their seniority for promotion to the rank of Havildar and ASI of Police, in case their cases are considered for Change of Cadre in a new District.
8. As per provisions of Change of Cadre prescribed under the Recruitment Rules, Change of Cadre in any particular District can only be considered against 10% vacancy in the rank of Constable in that District. The category wise vacancies earmarked for consideration of Change of Cadre @ 10% in different district is enclosed herewith as **Annexure-2**. The same may be widely circulated among all willing Constables applying for change of cadre.
9. Applications of non-eligible Constables shall be rejected at District level and list of rejected cases with reasons may be published and circulated in your district.
10. Constables those who are submitting that their spouse is serving as Constable in any other District, the fact may be verified from the respective District SsP/ SsRP/ DCsP. Without proper verification, the application shall not be sent to this Hdqrs. In case Spouse is serving in Odisha Police other than District Constable, Lance Naik/ Havildar, it shall not be treated as Spouse case for the purpose of Cadre Change.
11. Unnecessary documents such as representation, medical documents etc shall not be sent with the applications.

12. After verification of all information furnished by the Constable in his/ her application may please be certified to be correct as per records available in your District. Required columns for Cadre Controlling Authority may please be filled in and be signed properly.
13. Detail information in a format attached herewith as **Annexure-3** may please be furnished in a separate sheet to place the same before the Cadre Change Board.
14. Category to which the Constable appointed / belongs must be specified in the format after proper verification from Service Book, Candidate register. The select list of the recruitment test may also be verified, if required to ascertain the category to which the Constable selected and appointed. Reserved category candidates appointed against UR category vacancy shall be placed under UR category.
15. Constables whose application was sent by your Office at any time in the past and whose case has not been considered for cadre change till date shall also apply afresh as per their eligibility for cadre change-2025.
16. Incomplete/ ineligible applications may not be sent to this Hdqrs.
17. All complete/ Verified/ Signed applications of Constables of your District alongwith information sheet may please be sent to this Hdqrs. directly under intimation to Range IsG/ DIsG of Police, so as to reach at this Hdqrs. on or before **28.02.2025**. After the last date, no application shall be entertained.
18. Applications in any other form shall not be undertaken for Change of Cadre. Applications only in prescribed Form under **Annexure-1**, complete and verified and submitted (T) the Parent Cadre Controlling Authority shall only be placed before the Board for necessary consideration.
19. While furnishing past posting details of the Constables in Application Form, the Cadre Controlling Authority may specify past posting details in different District/ Police Establishments where salary was drawn only. Posting details of Police Station/ Different Cell within the District/ Training Centre (During Basic Training) etc. shall not be furnished.
20. All applications in a consolidated manner, information sheet in **Annexure-3** shall be sent (T) email ID **pers1.hqrs@odisha.gov.in** only.
21. Information sheet in **Annexure-3** may also be sent in the same e-mail ID in **Microsoft Excel Format** for utilization of the data in State Police Hdqrs.

This issues with approval of DGP.


I.G. of Police(Personnel),
Odisha, Cuttack.

Memo No.

7040

/ Pers-I

Dtd. 11 / 02 / 2025

Copy to the Addl. D.G. of Police, Railways, Odisha, Bhubaneswar/
Commissioner of Police, Bhubaneswar-Cuttack, Bhubaneswar/ All Range IsG/ DIsG of
Police for information. They are requested to ensure the sending of applications to this
HdQRS. within prescribed date.



I.G. of Police(Personnel),
Odisha, Cuttack.

7041/Pers-I
No. 11.02.2025

OD: Copy to Inspector, IT Cell for information and necessary action.

The letter and Annexures- 1, 2 & 3 may please be uploaded in Odisha
Police Website under the caption: **"Invitation of Applications of District Cadre
Constables for Change of Cadre-2025"** for general information.

ANNEXURE-1

APPLICATION FOR CHANGE OF CADRE FOR CONSTABLES

- (1) Name of the applicant with category : _____
- (2) Rank & Number : _____
- (3) Parent Cadre : _____
- (4) Home District : _____
- (5) Date of Birth : _____
- (6) Date of joining the service : _____
- (7) Date of joining the district : _____
- (8) Whether any Criminal case is pending : _____
- (9) Whether Spouse is serving as Constable/Lance Naik/ Havildar in any District Cadre:

- (10) If yes, Name of the Spouse (Rank No.) : _____
- (11) District in which Spouse is serving : _____
- (12) Home District of the Spouse : _____
- (13) Whether Spouse has also applied for Change of Cadre in the current year: _____
- (14) If yes, District Option exercised by him/ her : _____
- (15) Whether proof of marriage is attached, details there on : _____
- (16) Reasons for change of Cadre (with supporting Document)
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- (17) Choices for cadre to which to be absorbed:
- i)
- ii)
- iii)

- (18) I hereby undertake that on the event my absorption in the new cadre, I will lose my seniority in the old cadre and my seniority in new cadre will be counted from the date of my joining the new cadre. Qualifying service required for promotion to the rank of Lance Naik, Havildar, ASI will be counted from the date of joining the new cadre and any test I have passed in the old cadre won't be counted for promotion to the rank of Havildar in the new cadre.

(Signature of applicant with date)

(TO BE FILLED UP BY CADRE CONTROLLING AUTHORITY)

1. Name of the applicant with category : _____
2. Rank and Number : _____
3. Date of joining in the service : _____
4. Date of joining in the district : _____
5. Date of Birth : _____
6. Whether he/she has completed 8 years of service as on 1st January of the year he/she is applying : _____
7. Whether he has completed 6 years in the cadre and SOG/SIW as on 1st January of the year in which he/she is applying : _____
8. Posting record.

Organisation (District/Estt. Only)	From	To
1.		
2.		
3.		
4.		
5.		
8. Whether any criminal case is pending: _____
9. Whether any disciplinary proceeding pending: _____
10. Number of Punishment earned: Minor : _____ Major : _____
11. Recommendation/Views of SP/DCP :

Signature of SP/DCP with date and seal

Note: Reserved Category candidates appointed against UR vacancies as per their merit shall be treated as Unreserved (UR) and their category be specified as UR(SC) or UR(ST) or UR(SEBC) as the case may be.

ANNEXURE-2

VACANCY IN THE RANK OF CONSTABLE @ 10% TO BE UTILISED FOR CHANGE OF CADRE-2025.

Sl. No.	District	VACANCY FOR CHANGE OF CADRE @10%				
		UR	SEBC	SC	ST	TOTAL
1	Angul	3	0	1	0	4
2	Balasore	11	0	0	1	12
3	Baragarh	3	0	1	0	4
4	Berhampur	6	0	1	2	9
5	Bhadrak	4	0	1	3	8
6	Bolangir	6	0	1	2	9
7	Boudh	2	0	1	0	3
8	Cuttack	5	0	1	6	12
9	Deogarh	2	0	0	0	2
10	Dhenkanal	4	0	0	1	5
11	Gajapati	3	0	1	0	4
12	Ganjam	7	0	2	3	12
13	Jagatsinghpur	4	0	0	0	4
14	Jajpur	3	0	1	2	6
15	Jharsuguda	3	0	0	0	3
16	Kalahandi	2	0	1	1	4
17	Kandhamal	7	0	1	2	10
18	Kendrapara	2	0	1	1	4
19	Keonjhar	5	0	1	3	9
20	Khurda	6	0	1	1	8
21	Koraput	9	1	2	2	14
22	Malkangiri	8	1	0	1	10
23	Mayurbhanj	9	0	2	0	11
24	Nabarangapur	3	0	1	1	5
25	Nayagarh	3	0	0	2	5
26	Nuapada	3	0	1	1	5
27	Puri	5	0	1	1	7
28	Rayagada	4	1	2	1	8
29	Rourkela	10	0	2	0	12
30	Sambalpur	12	0	2	0	14
31	Subarnapur	2	0	1	1	4
32	Sundargarh	5	0	1	0	6
33	GRP CTC	5	0	0	0	5
34	GRP RKL	2	0	1	1	4
35	Commissionerate	35	0	6	6	47
TOTAL		203	3	38	45	289

STATEMENT OF INFORMATION OF CONSTABLES APPLYING FOR CHANGE OF CADRE TO OTHER DISTRICT -2025

NAME OF THE DISTRICT.....

[illegible]