



ODISHA POLICE
STATE HEADQUARTERS
CUTTACK.

NO. XIT-12-2025

Police Circular Order No. 399 / 2025

Sub: Standard Operating Procedure (SOP) and guidelines for distribution of Motorcycles/ Scooters to Police Personnel:-

1. Objective:-

In pursuance to State Police Hdqrs. OSWAS File No. DP-SPLY-PUR-0036-2024, Home Department, Government of Odisha vide their letter No.48038/M&D, Dated 21.12.2024, has conveyed approval for the procurement of 5,663 two-wheelers (motorcycles and scooters) for police personnel in the ranks of ASI, SI, and Inspector, along with a provision for fuel in lieu of the existing ₹1,050 monthly mobility allowance.

In the first phase, 2,700 motorcycles and 755 scooters have been procured. This SOP is intended to ensure fair, transparent, and need-based allocation of vehicles, with emphasis on optimal utilization and effective monitoring.

2. Eligibility Criteria:-

In the first instance, these Motorcycles/Scooters will be allotted to ASIs/SIs posted in Police Stations (PSs), Outposts (OPs), and Beat Houses (BHs) who fulfil the following conditions:

- should have at least 2 years of service remaining before superannuation.
- should not already be allotted a departmental vehicle.
- should possess a valid driving license for motorcycle/LMV.
- should be physically fit and willing to use the vehicle for official duty.
- Officers with records of habitual overstaying, drunkenness, or indiscipline will not be considered.

3. Distribution Process:-

- Willingness shall be invited from eligible officers by the respective SsP/SsRP /DCPs. Officers shall submit a willingness and undertaking in the prescribed format (**Annexure-A**).

- Head of Establishment will approve the final list from among the willing and eligible officers.
- Approved list will be published in the DO Book, mentioning officer's name, date of issue, vehicle registration number, etc.
- Officers will sign a receipt and an undertaking as given in the format regarding proper use and maintenance of the vehicle.
- Motorcycles/scooters will be registered in the name of the department but assigned to the officer for official use.
- SsP/SsRP/DCPs shall ensure as far as possible equitable distribution among all PSs, OPs, and BHs.
- A logbook and dairy shall be opened and maintained to record the daily use, fuel consumption and Maintenance and servicing details.

4. Fuel, Maintenance, and Financial Implications:-

- Officers allotted with Motorcycle/ Scooter will no longer be entitled to the monthly mobility allowance of Rs 1,050/-. An order in this effect shall be published in the DO Book.
- Such officers will be entitled to draw POL against motorcycles/scooters as per actual use subject to maximum ceiling of 25 litres per month.
- However, entitlement for drawl of POL will be proportionately reduced during his absence from duty while on earned leave, sick leave, unauthorized absence from duty and absence on training beyond district Hdqrs.
- Repair and maintenance of motorcycles/scooters will be undertaken as per Govt. norms and expenditure will be met from available fund under appropriate head. However regular upkeep, timely service and maintenance would be responsibility of the officer concerned.

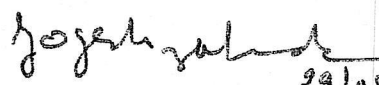
5. Conditions of Use:-

- Motorcycle/scooter are to be used strictly for official purpose and by the officer concerned only.
- Whenever any officer proceeds on training beyond district head quarter, on earned leave, or medical leave, the concerned officer shall deposit the vehicle along with the maintained logbook in the Motor Vehicle Section of the District Reserve Office. Fuel allocation for the period shall be reduced proportionately. Upon return, the same vehicle will be re-allotted to the officer concerned.
- In case of suspension, withdrawal from the PSs/OPs/BHs, to DPO/RO/ or any office duty or on posting out from the district, the vehicle shall be withdrawn and allotted to the next eligible officer.

6. Monitoring & Review:-

- SsP/SsRP/DCPs will ensure proper and transparent allocation and utilization.
- A separate distribution registration for motorcycles/scooters, distributed under this scheme shall be maintained in Motor Vehicle Section of RO where in registration number of the vehicle, date of issue, particular of the officers, to whom vehicle is issued, his place of posting etc should be mentioned. Distribution register should be put up before SsP/SsRP/DCPs once in a month to prevent the misuse of the motorcycles/scooters and to ensure optimal utilization and effective monitoring.
- Periodic audits will be conducted to prevent misuse.
- Misuse or deviation from norms may result in withdrawal of the vehicle.

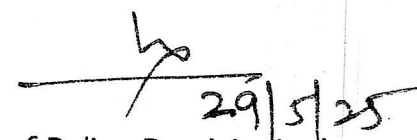
Encl: Annexure-A (Willingness and Undertaking Format)


(Y.B. Khurania) 29/05/2025
Director General of Police,
Odisha.

Memo No. 25225 /Supply

Date. 30.05.2025

Copy forwarded to all Heads of Police Districts/ Establishments for information and necessary action.


29/5/25
D.I.G. of Police Provisioning)
Odisha, Cuttack.

WILLINGNESS AND UNDERTAKING FORM

(For Allotment of Motorcycle/Scooter)

I, _____, Rank: _____, presently posted at _____ Police Station/OP/Beat House of _____ District, hereby express my willingness to accept the allotment of a departmental motorcycle/scooter for official use under the provisions of Letter No. 48038/M&D, Home Department, Government of Odisha.

I hereby undertake the following:

1. I possess a valid Driving License for motorcycle/LMV (License No. _____, valid up to _____).
2. I am physically fit and willing to accept a motorcycle/scooter for exclusive use in official duties.
3. I am aware that upon allotment of the vehicle:
 - The monthly mobility allowance of ₹1050 will be discontinued.
 - I will be responsible for its upkeep, regular maintenance, and proper use as per government norms.
 - I will maintain a logbook for recording daily use and fuel consumption.
4. I undertake to abide by all terms, conditions, and instructions issued under the Standard Operating Procedure (SOP) issued in this regard.

Date: _____

Place: _____

Signature: _____

Name: _____

Mobile No.: _____