



**ODISHA POLICE  
CRIMINAL INVESTIGATION DEPARTMENT  
CRIME BRANCH**

**POLICE CIRCULAR ORDER NO. 401 /2025**

**Sub:** Guidelines to follow uniform pattern of writing instructions to the Courts.

The Hon'ble High Court of Orissa while hearing W.P.(C) No.17988 of 2025 filed by M/s Shri Balaji Colours, Raipur & Anr. Vrs. State of Odisha & Ors., observed that instructions received from the Police Department are often written in small font sizes with no or proper gaps between sentences making it difficult to read. Accordingly, the Hon'ble Court vide Order dated 11.08.2025 has directed to use a uniform pattern of writings while submitting any correspondence/ instructions to the Courts. In view of the above observation, in addition to the earlier instruction issued vide this office letter No 11139/CID-PRS dated 18.06.2022, the following guidelines are issued.

1. The instructions/reports submitted to the Court must be typed with a minimum font size of 12 using "Times New Roman or any other standard font".
2. The spacing between the sentences should be 1.5.
3. No cursive or fancy font patterns shall be used while making correspondence to the Courts.

It is therefore incumbent upon all to adhere to the above guidelines while submitting any sorts of correspondence /instructions to the Hon'ble Courts.

*Jogendra K. Sahoo* 13/09/2025  
Director General of Police  
Odisha, Cuttack.

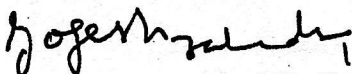
No. 13967/CID-PRS

Date 15.09.2025.

Copy forwarded to:-

- D.G Prison & C S , Odisha, Bhubaneswar
- Commissioner of Police, Bhubaneswar-Cuttack, Bhubaneswar.
- Director Intelligence, Odisha , Bhubaneswar
- Director SFSL, Odisha , Bhubaneswar
- Director, Vigilance, Odisha , Cuttack.
- Director, SCRB, Odisha, Bhubaneswar
- Director, BPSPA, Odisha, Bhubaneswar
- Addl D.G of Police, SAP, Odisha, Bhubaneswar
- Addl.D.G of Police, HRPC, Odisha, Cuttack
- All District SsP including SsRP, Rourkela & Cuttack/ DCsP, Cuttack & Bhubaneswar
- SsP CID, CB, Cuttack ,STF, EOW, CAW & CW Bhubaneswar
- All Range IsGP/ DisGP and IsGP EOW , STF, CAW& CW, Cyber Complex, CID,CB, Bhubaneswar
- Addl D.G.P., Railways & Coastal Security, Bhubaneswar
- A.I.G , Headquarters, Odisha, Cuttack
- IIC/OIC of all Police post

For information and necessary action please.

  
12/09/2025  
Director General of Police  
Odisha, Cuttack.