



**ODISHA POLICE
STATE HEADQUARTERS
CUTTACK.**

Police Circular Order No. 402 /2025

Sub: Standard Operating Procedure (SOP) and Guidelines for Distribution of Investigation Kits (Laptop, Smartphone, External Hard Disk & Pen Drive) to Investigating Officers

1. Objective:

In pursuance of the initiative of the Home Department, Government of Odisha under the State Grant 2025–26, Investigation Kits comprising a Laptop, Smartphone, External Hard Disk, and Pen Drive have been procured for use by Investigating Officers (IOs) of all ranks.

In the first phase, 3,000 Laptops and 2,500 Smartphones have been procured.

This SOP is intended to ensure transparent, need-based, and accountable distribution of Investigation Kits, with emphasis on effective utilization, data security, and systematic monitoring.

2. Eligibility Criteria:

Investigation Kits shall be allotted to Investigating Officers who fulfill the following conditions:

- Should be actively engaged in investigation assignments.
- Should possess basic working knowledge of computers and digital tools.
- Should not already have been allotted a departmental laptop.
- Should be willing to maintain and utilize the equipment responsibly for official use.
- Should have a record of disciplined conduct and integrity.

5. Conditions of Use:

- The Investigation Kit shall be used strictly for investigation and official police work only by the officer to whom it is allotted.
- All case-related digital records shall be stored in the provided External Hard Disk/Pen Drive and backed up as per data security guidelines.
- The officer shall be personally responsible for the security, confidentiality, and proper upkeep of the gadgets.
- In case of transfer, suspension, long leave, or withdrawal from investigative duties, the kit shall be deposited in the Reserve Office or designated IT Store of the District/Unit, and corresponding entry made in the stock register.
- On rejoining or re-engagement in investigation, the same kit may be reissued to the officer.

6. Monitoring, Review & Condemnation:

- A centralized digital inventory of all Investigation Kits distributed shall be maintained at CID, CB, based on data submitted by all SsP/SsRP/DCPs.
- The District/Unit Reserve Officer shall maintain a Distribution Register, showing details of issue, transfer, repair, and return of kits.
- After completion of the stipulated service/warranty period, the condemnation process shall be undertaken as per Government norms.
- Misuse or negligence in maintenance shall invite withdrawal of the kit and suitable disciplinary action.

7. General Instructions:

- Officers shall refrain from using personal accounts, social media, or non-official applications on these devices.
- All devices shall be configured with official email IDs and secure credentials only.

UNDERTAKING

(To be signed by the officer receiving the Investigation Kit)

1. I, _____, Rank _____, presently posted as _____ under _____ District/Establishment, hereby acknowledge that I have received an Investigation Kit consisting of:

- Laptop Computer (Make/Model/Serial No.): _____
- Smartphone (Make/Model/Serial No.): _____
- External Hard Disk (Make/Model/Serial No.): _____
- Pen Drive (Make/Model/Serial No.): _____

2. I undertake to:

- Use the Investigation Kit strictly for official and investigation purposes only.
- Maintain the equipment properly and ensure its safe custody, security, and confidentiality of all official data.
- Not transfer, lend, or allow use of the devices by any unauthorized person.
- Report any loss, theft, or damage to the equipment immediately to my controlling officer.
- Deposit the complete Investigation Kit with all accessories to the Reserve Office / IT Store of the district or establishment whenever I am transferred, placed under suspension, sent on long leave, or withdrawn from investigative duties.
- Return the equipment in good condition upon completion of service life, or when required by the competent authority.

3. I understand that in case of misuse, negligence, or non-compliance with these instructions, the kit may be withdrawn and disciplinary action may be taken as deemed appropriate.

Place: _____

Date: _____

Signature of the Officer: _____

Name: _____

Rank: _____

Posting: _____

Mobile No.: _____

Signature of Issuing Officer: _____

Name & Rank: _____

Designation: _____

Date of Issue: _____