

POLICE ORDER No 274

Dated the 3rd August 1984

SUBJECT—Recording and Maintenance of C. C. rolls of Non-gazetted Officers and Inspectors rank who are specially Gazetted Officers with reference to book Circular No. 46.

(1) P. M. Rule 924 prescribes a precise procedure of writing Annual Confidential Character Roll while P. M. Form No. 151 lays down the broad headings under which remarks are recorded.

(2) Government have issued Book Circular No. 46 prescribing new procedure for recording and maintenance of C. C. Rolls of Non-gazetted Government Employees wherein a three-tier system of recording C. C. Roll has been emphasised. Of late Government have dispensed with personal interview of Police Officers for promotion to higher ranks with the results that the Range Boards and Central Section Boards solely depend on the Service Books and C. C. Rolls to assess the merit and suitability.

(3) To maintain discipline and to assess the degree of performances of the staff of a discipline force like the Police Department no authority below the ranks of Superintendent of Police has been given power to finally write the C. C. Rolls. Nowadays a D. I.-G. is able to see the work of an Inspector and can be able to review the C. C. Roll remarks of an Inspector or equivalent rank which has been recorded by the Superintendent of Police. In Establishment such a Vigilance, Crime Branch, Special Branch where S.-Is. are working in specialised works the D. I.-G. of Police is intimately knowing their performance and hence should review the C. C. Roll Remarks of S. Is also which have been recorded by the Superintendent of Police.

(4) A copy of Book Circular No. 46 is enclosed (Annexure VI). Over and above the provisions contained in Book Circular No. 46 the following procedures are laid down for implementation of the Government order.

D. F. A.

To

The Principal, T. T. S., Bhubaneswar

SUBJECT—Basic Training of untrained Asst. Drivers in districts/establishments/P. M. T.

It is seen that as many as 260 Assistant Drivers are awaiting to undergo basic course of training of recruit Constables with reference to Police Order No. 278/84. As basic training is absolutely essential for them and at the same time they cannot be spared for a long term of 9 months (the duration of Constables Training Course) in view of law and order problems etc. it is felt that a capsule course of 3 months training will be imparted to them, particularly to train on discipline, smart movement/turnout, parade and handling of weapons etc. The matter has been decided and the same has been approved by D. G. & I.-G. of Police that the said 260 untrained Assistant Drivers will receive their training in 4 batches and the training is to commence from the 1st April 1995 in T. T. S., Bhubaneswar. Hence it is suggested that you should prepare a capsule course of 3 months training and confirm accommodation of 65 trainees at time. A copy of the capsule course be sent to this office early.

Spl. I.-G. of Police, T. C. &
Director, S. P. A., Orissa, Cuttack.
Dt.....94

Memo. No.

/ S. P. A.,

Copy forwarded to D. I.-G. of Police, P.M.T., Orissa, Cuttack to immediately furnish a list of 65 untrained Assistant Drivers chronologically who have already served in the Department for more than 7 years and to keep them in readiness to join training from the 1st April 1995 for a period of 3 months.

File No. D. 96/94

Spl. I.G. of Police, T.C. &
Director S.P.A., Orissa, Cuttack

Para. (i) of Book Circular No. 46 says that C. C. Roll shall be maintained for all non-Gazetted Government Servants other than Class-IV employees' But P. M. Rule 924 (a) prescribes that C. C. Rolls shall be maintained for each Non-Gazetted Officer of and above the rank of A. S.-I. and Hav.-Major. In other words, P. M. Rules do not prescribe to maintain C. C. Rolls of Constables and Havildars who are Class-III employees and from the bulk of the Police Force. It is therefore decided that instructions laid down in P. M. Rule 924 for maintenance of C. C. Rolls of Non-Gazetted Officers of and above the rank of A. S.-I. and Havildar-Major should be followed.

Para. (ii) of Book Circular No. 46 entrusts the task of maintenance of the original and duplicate C. C. Rolls on the appointing authority whereas P. M. R. 924 lays down that C. C. Rolls should be kept by Superintendent of Police of the District or the Head of the Establishment. Keeping in view the provisions in Book Circular No. 46 existing instructions in P. M. R. 924 and 1042 (for original and duplicate C. C. Rolls), it is decided that original and duplicate C. C. Rolls of the ranks up to S-I. will be maintained and kept by S. P. of the District or the Head of the Establishment as the case may be.

The original and duplicate C. C. Rolls of all Inspectors will be maintained and kept by the D. I.-G. of Police concerned in the Range/Establishment/State Police Headquarters.

C. C. Rolls of Ministerial Officers will be maintained by the Head of Establishment to which they belong. The Heads of Establishments will maintain the duplicate copy of the C. C. Rolls also.

The Head of the Establishment who keeps the C. C. Rolls will ensure timely receipt/review/safe custody/communicating adverse remarks and processing representations.

Para. (iii) of B. C. 46—The period of assessment will be from 1st. April to 31st March as per the Book Circular.

Para. (iv) of B. C. 46—To suit the Police Department the levels of assessment of the work and performance would be as indicated in Para. (3) above.

In accordance with the instructions contained in Para. VIII of Book Circular No. 46 different forms for Police Ministerial Officers, Stenographers, Typists and subordinate executive Police Officers are prescribed to suit our need of recording Annual Character Roll remarks. The forms are enclosed as ANNEXURES (i), (ii), (iii), (iv) and (v).

Para. IX to XX of the Book Circular No. 46—will be implemented with slight changes if necessary to keep up the spirit of this Police order for recording/maintaining C. C. Rolls and communicating adverse remarks/disposing representations in this connection.

This police Order should be given effect while writing the C. C. Roll for the assessment year 1984-85 and onwards.

(OPC-13-82)

ANNEXURE (i)

FORM OF

CONFIDENTIAL CHARACTER ROLL OF POLICE MINISTERIAL OFFICERS

1. Name
2. Designation
3. Office
4. Branch
5. Section
6. Date of joining to present Grade/Post
7. Date of joining Branch/Section
8. Year of Assessment (Period be mentioned)

- (i) Itemised report by Section Officer/Supdt./Head Asst./
Head Clerk.
 - (a) State of Health
 - (b) Attendance and Discipline
 - (c) Clearance of Routine
 - (d) Noting
 - (e) Drafting
 - (f) Disposal
 - (g) Knowledge of rules and procedures
 - (h) Ability to deal with cases

(i) Integrity

(ii) Whether passed Accounts or not

(iii) General remarks :

- (a) Official conduct
- (b) Fitness for promotion or other assignment
- (c) Overall rating, etc.

(iv) Steps taken to point out defects if any, with result

SIGNATURE

DESIGNATION

DATE

II. REMARKS OF THE REVIEWING AUTHORITY IF ANY:

SIGNATURE

DESIGNATION

DATE

III. DATE OF COMMUNICATION OF ADVERSE REMARKS IF ANY (WITH INITIALS OF COMMUNICATING AUTHORITY).

ANNEXURE (ii)

FORM OF

CONFIDENTIAL CHARACTER ROLL FOR STENOGRAPHERS/C. A.-CUM-STENOGRAPHER

1. Name
2. Posting and Designation
3. Period of Report
4. Attached to
5. State of Health
6. Attendance and discipline
7. Quality of Shorthand and Typewriting
8. Ability to handle secret and Confidential correspondence
9. Grasp and understanding
10. Responsibility
11. Integrity
12. Disposal
13. Steps taken to point out defects if any, with results

GENERAL REMARKS

SIGNATURE OF RECORDING OFFICER

II. DATE OF COMMUNICATION OF ADVERSE REMARKS

SIGNATURE OF ACCEPTING AUTHORITY

ANNEXURE (iii)

CONFIDENTIAL CHARACTER ROLL OF TYPIST/HEAD TYPIST/SUPERINTENDENT,
ISSUE SECTION

Name ...

Designation

Department ...

Branch ...

Section ...

Date of joining the present grade ...

Date of joining the present post ...

Period of report

1. Itemised report by Branch Officer (Registrar/E. O./D. S. P.)

- (a) State of Health ...
- (b) Attendance and discipline ...
- (c) Promptness in carrying out instructions ...
- (d) Maintenance of routine (with reference to the work allotted).
- (e) Knowledge of rules (with reference to the work allotted)
- (f) outturn and quality/disposal (with reference to the work allotted).
- (g) Integrity ..

2. Steps taken to point out defects if any, with results ...

3. General remarks (Official conduct, fitness for promotion or other assignments, overall rating).

SIGNATURE OF REPORTING
AUTHORITY

DESIGNATION

DATE

4. REMARKS BY COUNTERSIGNING AUTHORITY ...

SIGNATURE ..

DESIGNATION ..

DATE ...

5. REMARKS BY ACCEPTING AUTHORITY ..

SIGNATURE ..

DESIGNATION ..

DATE ...

6. Date of communication of adverse remarks if any (with initials of communicating authority).

ANNEXURE (iv)

ORISSA POLICE

CONFIDENTIAL CHARACTER ROLL OF SUBORDINATE POLICE OFFICERS
(GENERAL BRANCH)

PART I. P.—PERSONAL DATA

(TO BE FILLED UP BY OFFICE)

1. Confidential report for the year/period ending
2. Name of the officer (in full) ...
3. Designation/rank/post held ...
4. Date of birth and age on the date of report ...
5. Place of posting (mention post/branch/unit office)
6. Period of absence from duty on leave/training/suspension etc., if any during the period/year under report.

PART II—ASSESSMENT BY REPORTING OFFICERS:

7. State of health and temperament

(i) Health

Please indicate whether the Officer's state of health is—

- (a) Good ...
- (b) Indifferent ...
- (c) Bad ...
- (d) Having any other deformity ...

(ii) Temperament and habit:

- (a) Is he calm and does he retain poise at times of pressure of work.
- (b) Does he get provoked easily ...
- (c) Is he able to tolerate difference of opinion
- (d) Any other significant feature in his temperament/habit.

8. Personality and manners:

- (a) Good ...
- (b) Average ...
- (c) Poor ...

9. Intelligence and understanding:

- (a) Exceptional and has clear grasp of any matter however complicated.
- (b) Is intelligent and grasp a point correctly with reasonable speed.
- (c) Shows a barely adequate grasp ...
- (d) Very slow and/or often misses the point.

10. Discipline, Control and management of staff

(i) (a) Power of commanding respect and enforcing discipline. ...

(ii) Ability to inspire confidence and to get the best out of the staff.

(a) Gets the best from them ...

(b) Gets along well ...

(c) Just manages ...

(d) Inadequate ...

(iii) Supervision and control over subordinates

(a) Excellent ...

(b) Very good ...

(c) Good ...

(d) Average ...

(e) Poor ...

11. Relationship with the colleagues:

(a) Excellent ...

(b) Good ...

(c) Poor ...

12. Conduct towards superiors ...

13. Relationship with the public:

(a) Excellent ...

(b) Good ...

(c) Average ...

(d) Poor ...

14. Knowledge of locality ...

15. Knowledge of law and procedures, manuals and codes.

(a) Possesses exceptionally good knowledge of law and procedures and of manuals and codes.

(b) His knowledge of law and procedure etc., is sound.

(c) His knowledge of law and procedure etc., is just enough.

(d) His knowledge of law and procedure etc., is not just enough.

16. Quality of works

(i) Standard of :

- (a) Investigation —
- (b) Supervision —
- (c) Prosecution —
- (d) Imparting instruction/training to subordinate officers. —
- (e) Collection of intelligence —

(ii) Attention to details in investigation/supervision and other work.

- (a) Most reliable and comprehensive ...
- (b) Consider all relevant details —
- (c) Apt to be over-concerned with petty details and loses prospective. ...
- (d) Inclined to be superfluous ...

(iii) Promptness in disposal:

- (a) Very prompt ...
- (b) Reasonably prompt ...
- (c) Is slow and tends to delay —

(iv) Ability in noting and drafting:

- (a) Excellent ...
- (b) Very good ...
- (c) Good ...
- (d) Average ...
- (e) Poor ...

(v) Zeal and industry:

- (a) Very hard working and Conscientious ...
- (b) Satisfactory ...
- (c) Indifferent ...

(vi) Initiative and Drive:

- (a) Excellent ...
- (b) In good measure ...
- (c) Adequate ...
- (d) Lacking ...

- (vii) Readiness to assume responsibility:
- (a) Promptly comes forward and accepts responsibility.
 - (b) Accepts responsibility if it comes ..
 - (c) Tends to evade ..
 - (d) Passes responsibility to other ...

17. Honesty and Integrity

18. Number of Rewards and their nature during the period under report.

- G.S. Mark ...
- Money Rewards ...
- Commendations

19. Number of punishment and their nature during the period under report.

- Major --
- Minor --

20. Steps taken to point out defects, if any, with result

SIGNATURE OF REPORTING OFFICER

DATE

DESIGNATION

PART III—REMARKS OF THE COUNTER-SIGNING AUTHORITY.

21. Length of service under the countersigning authority.

22. Do you agree with the Reporting Officer in regard to his remarks. If not indicate briefly the reasons for disagreement with Reporting Officer and the extent of your disagreement.

23. Overall assessment of performance and qualities

24. Special feature of any to be recorded by the countersigning authority.

SIGNATURE OF COUNTERSIGNING AUTHORITY.

DATE

DESIGNATION

PART IV—DATE OF COMMUNICATION OF ADVERSE REMARKS, IF ANY (with initial of communicating Authority).

PART V—REMARKS OF D.M. OR R. D. C. if any, [vide P.M. Rule 924 (a)].

FORM

ORISSA POLICE

CONFIDENTIAL CHARACTER-ROLL OF SUBORDINATE POLICE OFFICERS
(TECHNICAL BRANCH)

PART I—(PERSONAL DATA) (To be filled up by office)

1. Confidential report for the year/period ending ..
2. Name of the officer (in full) ..
3. Designation, Trade ..
4. Date of birth and age on the date of report ..
5. Place of posting (mention post/branch/unit/office)
6. Period of absence from duty on leave/training/suspension, etc., if any, during the period/year under report.

PART II—ASSESSMENT BY REPORTING OFFICERS

7. State of health and temperament

(i) Health (please indicate whether the officer's state of health is)

- (a) Good ..
- (b) Indifferent ..
- (c) Bad ..
- (d) having any other deformity ..

(ii) Temperament and habit :

(a) Is he calm and does he retain poise at times of pressure of work.

(b) Does he get provoked easily ..

(c) Is he able to tolerate difference of opinion

(d) Any other significant feature in his temperament/habit.

8. Personality and manners :

- (a) Good ..
- (b) Average ..
- (c) Poor ..

9. Intelligence and understanding—

- (a) Exceptional and has clear grasp of any matter however complicated.
- (b) Is intelligent and grasps a point correctly with reasonable speed.
- (c) Shows a barely adequate grasp ...
- (d) Very slow and/or often misses the point ...

10. Discipline, control and management of staff—

- (i) (a) Power of commanding respect and enforcing discipline.
- (ii) Ability to inspire confidence and to get the best out of the staff—
 - (a) Gets the best from them ...
 - (b) Gets along well ...
 - (c) Just manages ...
 - (d) Inadequate ...
- (iii) Supervision and control over subordinates—
 - (a) Excellent ...
 - (b) Very good ...
 - (c) Good ...
 - (d) Average ...
 - (e) Poor ...

11. Relationship with the colleagues—

- (a) Excellent ...
- (b) Good ...
- (c) Poor ...

12. Conduct towards superiors ...

13. Knowledge of locality ...

14. Technical knowledge and proficiency/Trade

- (i) Standard of—
 - (a) Operation and maintenance ...
 - (b) Supervision ...
 - (c) Imparting Instructions ...
- (ii) Attention to details in operation, maintenance and supervision.
- (iii) Theoretical knowledge ...
- (iv) Practical knowledge ...

- 15. Honesty and integrity ..
- 16. Number of rewards and their nature during the period under report.
 - (a) G. S. Mark ..
 - (b) Money rewards ..
 - (c) Commendation ..
- 17. Number of punishment and their nature during the period under report.
 - (a) Major ..
 - (b) Minor ..
- 18. Steps taken to point out defects if any with results

SIGNATURE OF REPORTING OFFICER
 DATE
 DESIGNATION

PART III.—REMARKS OF THE COUNTERSIGNING AUTHORITY.

- 19. Length of service under the countersigning authority
- 20. Do you agree with the Reporting Officer in regard to his remarks. If not, indicate briefly the reasons for disagreement with Reporting Officer and the extent of your disagreement.
- 21. Overall assessment of performance and qualities ...
- 22. Special feature of any to be recorded by the countersigning authority.

SIGNATURE OF COUNTERSIGNING AUTHORITY.
 DATE
 DESIGNATION

PART IV— DATE OF COMMUNICATION OF ADVERSE REMARKS IF ANY.

(With initial of Communicating Authority)

ANNEXURE (VI)

CONFIDENTIAL
 (For official use only)

GOVERNMENT OF ORISSA
 BOOK CIRCULAR No. 46
 PROCEDURE FOR RECORDING
 and
 MAINTENANCE OF C. C. Rs.
 of
 NON-GAZETTED GOVERNMENT
 EMPLOYEES

Issued by
 GENERAL ADMINISTRATION
 (S. E.) DEPARTMENT

BOOK CIRCULAR No. 46
GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION(S.E.) DEPARTMENT

MEMO. No. 741—PRO.-11/81 (SE)

To

ALL DEPARTMENTS OF GOVERNMENT/ALL HEADS OF DEPARTMENTS/
ALL COLLECTORS.

Dated the 5th February 1982

Subject—CONFIDENTIAL CHARACTER ROLLS OF NON-GAZETTED EMPLOYEES
OF THE GOVERNMENT—PROCEDURE FOR THEIR RECORD, MAINTENANCE
COMMUNICATION OF ADVERSE REMARKS AND DISPOSAL OF REPRESENTA-
TIONS.

The question of prescribing a set of instructions for maintenance of the confidential character rolls of the Non-Gazetted Officers of the State Government has been under the consideration of Government for a long time. Certain instructions have been issued by Government in the past, but they do not cover all aspects of the matter. In supersession of these instructions, it has now been decided that the following procedure will be followed for the record, and maintenance of C.C.Rs. of Non-Gazetted Government Servants and for communication of adverse remarks and disposal of representations against them.

For whom
needed.

(i) Confidential Character Rolls shall be maintained for all Non-Gazetted Government servants other than the Class IV employees. These shall be maintained in duplicate. The original copy should not be removed from the office having custody of it and the duplicate copy is meant for circulation for purposes of promotion, selection, crossing of F.B., etc.

Custody of
C. C. Rs..

(ii) The C. C. Rs. will be maintained in the office of the appointing authority. A responsible officer under him should be put in charge of the C. C. Rs. by the appointing authority. It will be the responsibility of that officer to ensure their safe custody, timely receipt and review. He will also be responsible for communicating adverse remarks in time, processing representations and communicating final decisions.

Report
period.

(iii) Character Rolls will be maintained financial yearwise and the report period will be from the 1st April to the 31st March. No remarks should be recorded in the C. C. Rs. before the 31st March except in the event of transfer of the officer recording the comments or the employees himself.

Levels of
Assessment.

(iv) There shall ordinarily be three levels of assessment, Reporting Authority, Countersigning Authority and Accepting Authority. The reporting authority is the officer who is in immediate supervision and control of the employee and he initiates the C. C. Rs. The supervisory officers above him who have occasion to observe and inspect the work of the employee will function as countersigning authorities and the accepting authority will be the Head of the Department or office, as the case may be. In the case of non-gazetted staff working in the Secretariat, the Section Officers under whose immediate supervision they function, will be the reporting authorities and the countersigning Authorities will be the Assistant Secretary/Under-Secretary or Deputy Secretary/Joint Secretary, as the case may be. The accepting authority will be Secretary of the Department. For each category non-Gazetted staff working in other offices these authorities will be defined and listed out in a schedule by the Head of Department and circulated to all officers under their control. The levels of assessments may not be less than two or more than three.

Date Lines
or
Submission
of C. C. Rs.

(v) The reporting authority shall initiate the C. C. R. immediately after the 31st March and submit it in duplicate to the countersigning authority by the 30th April. The countersigning authority will record his own assessment and forward it by the 15th May to the accepting authority. The accepting authority will record his assessment

and forward the C. C. Rs. to the appointing authority by the 31st May. When the C. C. Rs. are written in the midst of the report period as a result of transfer, it is expected that the C. C. Rs. will reach the office of the appointing authority within two months from the date of transfer.

Deployment list of staff.

(vi) In order to ensure that the above time limits are strictly adhered to and to facilitate collection of C. C. Rs. from all sources, it shall be the duty of the appointing authority to maintain a deployment list of staff working under his control and circulate it to all officers under his control. This list should be up dated every year before the 31st March and changes which are ordered in between should be intimated to all concerned.

Certificate of reasons of not recording remarks.

(vii) If for any reason, the C. C. Rs. of an employee is not recorded for a certain period due to leave, suspension, training, etc. the reporting officer should record a certificate to that effect and forward it to the appointing authority under intimation to the countersigning authority and accepting authority.

Forest

(viii) Confidential remarks should be recorded in the forms prescribed for this purpose For Assistants of the Secretariate and for other non-gazetted employees of the Secretariate, two forms were prescribed earlier in Book Circular No.37 issued under the Home Department Memo. No.922 (9)/C., dated the 20th April 1962 and Home Department Special Section letter No.1733 (21), dated the 21st March 1963. These forms need some modifications. Forms I & II appended to this Circular will be used for Assistants and other non-ministerial staff (other than Personal Assistants and Stenographers) of the Secretariate respectively. For Stenographers and Personal Assistants, the forms prescribed in the Home Department Special Section Memo. No. 3438 (77)/C., dated the 21st March 1964 may continue to be used. These forms may be adopted with slight modifications as may be necessary for non-gazetted office staff in other offices also. As regards the non-gazetted field staff, suitable forms will be prescribed by the Heads of Departments having regard to the nature of duties assigned to each category of employees.

Minimum Report period.

(ix) Confidential remarks should be based on the assessing authority's personal knowledge of the employee's work and conduct. A minimum observation period of four months would be required for an officer to form a reliable opinion about the work of a subordinate. It is, therefore, expected that an officer should not normally record his assessment unless he has watched the performance of the employee for atleast four months. However, if some specially good work has been done in a shorter period there is no bar to mentioning it in the C. R.

What C. R. should cover

(x) In the case of all employees, confidential remark should cover the employee's physical and mental fitness ; knowledge of rules and procedure pertaining to the work entrusted to him ; promptness in carrying out instructions ; sense of discipline ; responsibility and devotion to-duty ; official conduct, relation with colleagues and superiors ; fitness for promotion or other assignments and overall rating. In case of ministerial officers, the quality of drafting and noting, maintenance of routine and ability to handle cases should be commented upon. In the case of non-ministerial office staff, the assessment should be with regard to the quality and outturn of the work assigned to them. In the case of non-gazetted field staff, the assessment should cover the quality and effectiveness of touring and relations with the public, particularly the ability to deal with their complaints and demands with tact and promptness.

Integrity

(xi) All Government servants are expected to maintain a high standard of integrity and controlling authorities are expected to ensure that their subordinates measure up to this expectation. Reporting officers should, therefore, keep special watch on the integrity of their subordinates and record the result of their observation in the column meant for the purpose. The tendency to leave this column blank should be avoided. If any criminal prosecution has been started against the employee or he has been proceeded against departmentally for lapses which raise doubts about his integrity, the brief facts leading to such action, together with the outcome, should also be given against this column.

Ephemeral C. R.

(xii) In order to ensure that the assessments is factual and unbiased, the reporting authorities may maintain an ephemeral character roll in which instances of both good and bad work / conduct may be noted as and when they come to their notice together with the remedial measures taken by them in case of defects. Supervisory officers are expected to acquaint their staff with any shortcoming as soon as they become aware of it, so that it is rectified at the earliest. The aim should be to get the defects rectified during the report period itself instead of enumerating them in the C. R. at the end of the report period. The action taken in this regard will be noted against the appropriate column in the C. R. form.

Assessment
by C. O. &
Higher
Authority.

(xiii) The countersigning authorities should clearly indicate in their assessment whether they agree with remarks and rating given by the R. O. If they feel that the R. O.'S remarks should be modified or toned down, a clear indication to that effect should be given. These instructions would apply to the accepting authorities also. If the R. O. and C. O. have given conflicting assessments, the accepting authority has to indicate clearly with whom he agrees.

Communi-
cation of
Adverse
remarks.

(xiv) The C. Rs. on receipt, will be scrutinised in the office of the appointing authority and all adverse remarks will be communicated to the employee by the officer entrusted with the maintenance of C. Rs. The purpose of communication is to ensure that the employee rectifies the defects at the earliest. Hence, the utmost priority should be given to communication of adverse remarks. All such communications should normally issue before the 31st December immediately following the report period.

Representa-
tions against
adverse
remarks.

(xv) The employees are expected to profit by the communication of adverse remarks and should not regard them as matters of argument. Hence representations against adverse remarks should not ordinarily be entertained. But in cases where the impugned remark is obviously the result of a mistake on the part of the assessing authority, the representation may be entertained and consolidated. Representations should be factual and courteously worded and should not be argumentative.

Authority
competent
to entertain
representa-
tions.

(xvi) The representations will be generally disposed of by the appointing authority. Where, however, the representation is against the remarks of the appointing authority himself, it will be disposed of by the next higher authority. In such cases the representations should be forwarded to the authorities as indicated below :—

AUTHOR OF ADVERSE REMARKS

AUTHORITY COMPETENT TO DISPOSE OF THE REPRESENTATIONS.

District Officer

Divisional / Range Officer

Divisional / Range Officer

Head of Department

Head of Department

Secretary of the Department

Secretary of the Department

Chief Secretary or Additional Chief Secretary
incharge of the Department.

Consultation
with the
author of
adverse
remarks.

(xii) The authority competent to dispose of representations may consult the officer, who recorded the adverse comments and ask him to substantiate his remarks, but he is not expected to wait indefinitely for his opinion. Only a month need be allowed. When substantiation reports are called for from an officer, copies of the C. R. in question and the representation will be forwarded to him.

Disposal of
representa-
tions.

(xviii) If on examination of the representation, it is found that the remarks should be expunged, modified or toned down, necessary corrections to that effect will be made in the C.R. under proper attestation. If it is found that the representation has no merit, it should be rejected. The decision in either case will be intimated to the representationist.

Time-limits
for receipt
and disposal
of representa-
tions.

(xix) All representations must be filed within a period of six months from the date of receipt of communication. In exceptional cases, however, where the reasons for delay are explained to his satisfaction, the competent authority may extend this period, which in no case should exceed one year. Representations should ordinarily be disposed of within three months from the date of receipt.

Memorials
against
decisions on
representa-
tions.

(xx) Not more than one memorial to Government will lie against any decision on a representation against adverse entries in the C. R. such memorial must be filed within six months from the date of the decision appealed against.

Cancellation
of Ealier
order.

2. The following circulars issued in the past are hereby rescinded —

(i) Home Department G. O. No. 5103-10-A, dated 13th July 1937

(ii) Home Department G. O. No. 5353-59-A, dated 1st/13th August 1940

- (iii) Home Department Memo. No. 11235-67-A, dated 23rd July 1953
- (iv) Home (Appointment) Department G.O. No. 3759/C, dated 18th December 1958
- (v) Home Department (Special Section) G. O. No. 672 (59) /C, dated 17th March 1962
- (vi) Book Circular No. 37 issued in Home Department (Special Section) Memo. No. 922 (19)/C, dated 29th April 1962.
- (vii) Home Department (Special Section) Memo. No. 1912 (19)/C, dated 19th July 1962
- (viii) Home Department (Special Section) G. O. No. 3826 (13)/C, dated 14th December 1962
- (ix) Home Department (Special Section) G. O. No. 1733 (21)/C, dated 21st March 1983
- (x) Home Department (Special Section) G. O. No. 3817 (21) /C, dated 10th June 1983.

3. These instructions may be brought to the notice of all Officers under your control.

C. NARAYANASWAMY

Special Secretary to Government

General Administration Department

MEMO. No. 742-SE.

Dated the 5th February 1982

Copy forwarded to the Principal of all Educational Institution/** for information and necessary action.

Receipt of this Book Circular may kindly be acknowledged.

A. N. DAS

FORM I
CHARACTER ROLL OF SECRETARIAT ASSISTANTS

Name	..
Designation	--
Department	--
Branch	--
Section	--
Date of joining the present grade	...
Date of joining the section	..

Year

..

I. Itemised report by Section Officer

(a) State of Health

..

(b) Attendance and discipline

..

(c) Clearance of routine

..

(d) Noting

..

(e) Drafting

..

(f) Disposal

..

(g) Knowledge of rules and procedures

..

(h) Ability to deal with cases

..

(i) Integrity

..

II. Steps taken to point out defects, if any, with result

..

III. General Remarks (Official conduct-fitness for promotion or other assignments, overall rating, etc).

Signature

Date

IV. Remarks by Assistant Secretary/Under-Secretary or other superior Officers.

Signature

Designation

Date

V. Remarks by the Secretary

Signature

Date

VI. Date of communication of adverse remarks, if any (with initials of communicating officer).

FORM II

CHARACTER ROLL OF NON-MINISTERIAL STAFF OTHER THAN P. As./ (STENOGRAPHERS) OF THE SECRETARIAT

Name

..

Designation

..

Department

Branch

Section

Date of joining the present grade

..

Date of joining the present post

..

I. Itemised report by Section Officer—

- (a) State of Health ..
- (b) Attendance and discipline ..
- (c) Promptness in carrying out instructions ..
- (d) Maintenance of routine (with reference to the work allotted) ..
- (e) Knowledge of rules (with reference of the work allotted) ..
- (f) Outturn and quality of disposal (with reference to the work allotted).
- (g) Integrity ..

II. Steps taken to point out defects, if any, with results ..

III. General remarks (Official conduct fitness for promotion or other assignments, over all rating).

Signature _____

Date _____

IV. Remarks by Assisant Secretary/Under-Secretary or other superior Officer.

Signature _____

Designation _____

Date _____

V. Remarks by Secretary

Signature _____

Date _____

VI. Date of communication of adverse remarks, if any, with initials of communicating officer.

SUBJECT	ORDER No.	PAGE
A		
ACCIDENT—		
—electrical—post-mortem of dead body ..	58	37
—of Motor Vehicle—Instruction for inspection ..	59	37
ACCOUNTS—of building work ..	72	43
ACQUITTAL—of cases ..	197	109
ADDITIONAL INSPECTOR-GENERAL OF POLICE—creation of post ..	156	76
AGENCY SERVICE—posting of officer after completion ..	63	38
AID—to the public ..	200	111
A. I. R. RAID—duty and responsibility of Police ..	25	19

ANNUAL EXAMINATION—of Steno. S.-Is. in shorthand and typewriting	..	123	64
ANONYMOUS PETITION—enquiry into	...	60	37
ANTI-MALARIAL DRUG—use of	...	47,48,51	31 and 33
ANTI-SMUGGLING—submission of returns	...	162	78
APPEAL—against acquittals	...	140	69
APPLICATION—for appointment in other departments	...	84	49
APPOINTMENT—			
—in other departments	...	84	49
—of Public Prosecutor to conduct appeals	...	139	69
ARMS AND AMMUNITIONS—			
—escort of —from and to arsenals	...	33	23
—maintenance at the Police-Station	...	118	62
—maintenance and care of	...	209	121
ARMS AND EXPLOSIVES—inspection by Circle Inspectors	...	86	51
ARREST AND DETENTION—of Parliament and State Legislature	...	81	48
ASSISTANCE—of Police to Anchal Officials	...	127	66
ASSISTANT PUBLIC PROSECUTORS—duties and functions	...	122	63
ASSISTANT SUB-INSPECTOR—exemption of training	..	215	134

B

BADGE—use by P. M. T. Officers of and below the rank of Inspector	...	208	121
BAND—training and functions of personnel	...	133	68
BARRACKS—stay of outsiders prohibited	...	114	..

SUBJECT

ORDER
No. PAGE

B. L. CASES—forwarding report of	..	15	14
BLACK MARKS—imposition and effect	..	100	61
BUILDING—			
—account of works	...	72	4
—design for Police-Station and Out-post	..	38	
—inspection of repair or construction	..	216	134
BUILDING MATERIALS—precaution against loss	..	12	14
BUILDING SUB-INSPECTOR—duties of	..	67	39
BUSH SHIRTS—introduction of	...	31,75	22 and 44
C			
CANVASSING FOR—Insurance Company	...	49	32
CARDIGAN JACKET—use of	..	19	17
CAR—checking of	..	6	12
CASE DIARY—			
—submission to S. P. by Inspectors in cases investigated by them	..	145	71

—prompt writing and disposal of	106	57
CAUTION—by Guard	14	41
CENSURE—Infliction of	141	70
CERTIFICATE—		
—Communication of remarks to Investigating Officer	124	64
—Issue of—with nomination roll for promotion	94	53
CHECKING OF —Motor vehicles plying untaxed	185	92
COGNIZABLE CASE—Registration of	175	88
CONVICTION—Under Untouchability Act	130	67
CONFIDENTIAL CHARACTER ROLLS—		
—Entries in	62	37
—Maintenance of	102	63
CONSTABLES—Provisional recruitment	89	52
CONTACT—with public	42	27
CO-OPERATION—by Department concerned in Embezzlement cases	214	131
COPIES OF CASE RECORDS—Supply to accused persons before trial	125,135	64 and 68
CORRESPONDENCE—		
—Delay in compliance	91	52
—D. O.—Mode of addressing	73	43
—of official languages in Oriya	108	59
—with Foreign Mission or Embassies	66	39

SUBJECT	ORDER No.	PAGE
CORRUPTION—in Police	186	93
COST—Re-imbusement of—in false cases	29	21
COURT ATTENDANCE—failure to attend	40	27
COURT MALKHANA—Security of	148	72
CRIME MAP—Maintenance at Police-station	41	27
CRIME—Study of fluctuation in the district by Crime Branch Gazetted Officers ..	205	117
CUSTODY—		
—Escape from Police	36	24
—of prisoner—sacred thread	161	78
—of revolver issued	54	85
<i>CIPHER CELLS —duties of</i>	251	..
<i>CHARGE-SHEETS—Submission of carbon copies to C. Is.</i>	253	..
<i>Cryptographic documents—duties or responsibilities of the custodians</i>	255	..
<i>Crime detection—Aid of science</i>	257	..
<i>C. C. ROLLS—maintenance of</i>	264	..

DATE OF BIRTH —of officers and men recorded in Service Book	..	116,119	62
DAY PATROL/ROUNDS —By Superior Police Officers	..	95	54
D. C. R. G. AND FAMILY PENSION —Nomination of	..	128	66
EMI-OFFICIAL CORRESPONDENCE —Mode of addressing	..	73	43
DEPARTMENTAL BUILDING —Account of works	..	72	42
DEPARTMENTAL PROCEEDINGS —Enquiry by Gazetted Officers	..	131	67
—enquiry of—while complaint lodged at court	..	117	62
—misjoinder of charge	..	43	28
DEPUTATION —maintenance of record of O. M. P. and A. R. R.	..	217	135
DEPUTY INSPECTOR-GENERAL —duties and powers of	..	30	21
DESIGNATIONS —of Sergeant-Major, Havildar, Dy. S. P.—changes in	..	149	72
DESIGN —for Police-station and Out-post building	..	38	26
DETENTION AND ARREST —of Parliament and State Legislature	..	81	48
DISMISSED GOVERNMENT SERVANTS —publication of	..	8,65	12 and 38
DISPOSAL OF —			
proceeding speedily	..	64	38
SUBJECT			
		ORDER	PAGE
		No.	
—proceeding under preventive Sections of Gr. P. C.	..	194	107
DISTRIBUTION OF POWER —	..		
—between Superintendent of police, S. P. T. S. and Heads of Establishment	..	55,151	35 and 75
—between Superintendents of Police and Fire Officer	..	143,170	70 and 81
Documents —sending of—for examination in Handwriting Bureau	..	184	92
DRAMA —staging of	..	172	81
DRILL TEST —for confirmation of probationer Sergeants and Havildars	..	70,121 and 163	42,63 and 79
DRIVERS BADGE —use by P. M. T. Officers of and below the rank of Inspector	..	208	121
DRIVING —test to be conducted by Superintendent of Police and Additional Superintendent of Police.	..	181	91
DRUG —use of —for malaria	..	47,48 and 51	31 and 33
DUTY —			
—of Assistant Public Prosecutors	..	122	63
—of building Sub-Inspector	..	67	39
—of Commandant, Dy. Commandant and Assistant Commandant of O. M. P.	..	210	122
—of Dy. Inspectors-General of Police, Orissa	..	30 and 183	21 and 91
—of Pigeon Inspector and Sub-Inspectors and other ranks	..	213	129
—of Police Guards	..	57	36
—of Police in Air Raid	..	25	19

DUTY ROSTER—writing of	..	17	15
DRILL TEST—For Havildars for promotion to Higher rank	..	221	..
DRILL TEST—For Sergeants for confirmation	..	222	..
DEPUTATION—of OSAP BATTALIONS	..	265	..

‘E’

EFFICIENCY—stepping up—in Orissa Military Police	..	218	137
ELECTRICAL ACCIDENTS—			
—post-mortem of dead body	...	156	76
—supply of copies to Electricity Department	..	138	69
EMBASSY—correspondence with	..	66	39
EMBEZLEMENT—			
—of Government money—Investigation of	..	214	131
—Co-operation of Department and concerned	..	214	131

SUBJECT

ORDER
No.

PAGE

ENQUIRY—			
—into anonymous petition	..	60	37
—into miscellaneous petition	..	45	30
ENTERTAINMENT PLACES—free admission prohibited	..	61	37
ENTRIES—into Confidential Character Rolls	..	62	37
EQUIPMENT—of recruit constables	..	28	21
ESCAPE—from Police custody of prisoners	..	36	24
ESCORT—			
—of Arms and Ammunitions to and from Arsenals	..	33	23
—record of deputation	..	45	29
EVIDENCE—failure to attend Court	..	40	27
EXEMPTION—			
—of training of Literate Constables	..	105	57
—of training of A. S. I.	..	215	134
EXHIBITS—	..		
—collection, packing and transporting	..	174	82
—examination by Experts	..	150	73
EXPLOSIVES AND ARMS—inspection by Circle Inspectors	..	86	51
EXPERT EXAMINATION—of exhibits relating to crime	..	150	73
EXCISE CASES—detected by Police-duty of O.I.C.	..	230 (Deleted)	

‘F’

FAMILY PENSION—nomination of	..	128	66
FEEES—for M. V. I. in Police Cases	..	32	22
FINAL MEMOS.—regular and prompt issue of	..	101	56

FINGER PRINT SLIP—submission to Intelligence Bureau	..	13	14
FIRE—in Police Building	..	98	55
FIRE SERVICE—Assistance and co-operation of Police	..	35	23
FIRE STATIONS—			
—inspection of	..	147	72
—jurisdiction of	..	168	80
FORCE—changes in—at Police Posts	..	87	51
FOREIGN MISSION OR EMBASSY—Correspondence with	..	66	39
FORWARDING REPORT—in B. L. cases	..	15	14
	SUBJECT	ORDER	PAGE
		No.	
FUNDS—			
—formation of Advisory Board	..	155	67
—raised by staging drama	..	172	81
FINGER PRINTS—of persons arrested in connection with political agitation		237	
F. S. L.—transporting different types of exhibits	..	{ 243	
		{ 248	
FINGER PRINTSLIPS—consignment of	..	256	
	G		
GOVERNMENT PROPERTY—care and maintenance of	..	207	117
GUARD—			
—Caution in Oriya	..	14	14
—standardisation of	..	10	13
—strength of Police	..	57	36
	H		
HANDWRITING BUREAU—sending of documents for examination in	..	183	91
HEAD GEAR—O. M. P. and A. P. R.—revision of	..	194	17
	I		
IMPERTINENT—language use of	..	34	23
INCREMENTS—			
—of Deputy Superintendents of Police	..	88	51
—withholding of	..	173	82
—of trainees at Police Training College—grant of	..	112	61
INFLUENCE—by Police Officers	..	189	96
INSPECTION—			
—of arms and explosives by Circle Inspectors	..	86	51
—of Fire Stations	..	147	72
—by Gazetted Police Officers	..	186	93

—of Hospitals, Police lines and motor vehicles	--	202,206	112 and 117
—of motor vehicles involved in accidents	..	59	37
—of motor vehicles—Police lines—Hospital	--	202,206	112 and 117
—of Wireless Establishment	--	144	70
—of repair or construction of building	--	216	134

	SUBJECT	ORDER No.	PAGE
INSTRUCTIONS—			
	—in connection with separation of Orissa	-- 2	1
	—in giving effect to transfer orders	-- 79	48
	—to I. O. while taking charge of investigation	.. 92	53
	—regarding road safety	.. 191	98
	—for submission of petition, memorial etc., to Government	-- 78	46
INSPECTOR—	Officer-in-charge of Police Station	-- 198	96
INSURANCE COMPANY—	canvassing for	-- 49	32
INTERVIEW—	of subordinate officers with the Inspector-General of Police	103	56
INVESTIGATION—			
	—of cases by Crime Branch Officers	-- 201	111
	—of certain percentage of heinous cases by Circle Inspectors	-- 111	60
	—of embezzlement cases	-- 214	131
	—improvement of standard of	-- 181	91
	—staff—separation of Law and Order staff	-- 199	110
INSERVIE—	training for Police Officers	-- 224	
		(Deleted)	
INVESTIGATION—	of cases by Circle Inspectors of Police	-- 227	--
INVESTIGATION—	of heinous of important cases by D. C. B.	-- 271	..
J			
JOINING TIME—	on transfer to and from Police Training College	-- 7	12
JURISDICTION—			
	—of Fire Stations	-- 168	80
	—of Special Police Establishment	-- 157	77
JUVENILE OFFENDERS—	preparation and submission of statistics	-- 242	..
K			
KIDNAPPING OF—	children for begging—investigation of	--	
L			
LAW AND ORDER—	use of Fire Arms	-- 211	128

LAW AND ORDER STAFF—separation of Investigation staff	--	199	110
L. P. C. AND SERVICE BOOK—prompt preparation and transmission	--	90	52
SUBJECT		ORDER No.	PAGE
M			
MAINTENANCE—			
—and care of tentage	--	204	115
—and care of Government property	--	201	117
—and care of Police Arms	--	209	121
—and use of Police Motor Transport	--	203	113
—of Record of deputation of O. M. P. and A. P. R.	--	217	135
MALARIA—use of drug at police posts	--	47,48 and 51	31 and 33
MAJOR CHARGE—classification of	--	69,115	40 and 61
MALKHANA—security of	--	148	72
MEMORIAL AND PETITION—instruction for submission to Government	--	78	46
MISJOINDER OF CHARGE—in departmental proceeding	--	43	28
MISCELLANEOUS PETITION—enquiry into	--	46	30
MOB—			
—instructions for dispersal of mob by armed force	--	26 and 27	20 and 21
—use of Fire Arms for maintaining law and order	--	211	128
MOTOR VEHICLE—			
checking of cars	--	6	12
—checking of—for plying taxed	--	184	92
—inspection by M. V. I.	--	59	37
—maintenance of	--	203	113
—prosecution of case	--	142	70
M. V. I.—fees in Police Cases	--	32	22
MUSKET—use of (410 rifle) by O. M. P. and A. P. R. for mob control	--	211	128
MOB CONTROL—instruction of rifle 303"	--	{ 234 236 (Deleted)	
MAINTENANCE OF CRIME RECORD	--	272	..
N			
NATIONAL FLAG—display of	--	97	54
NOMADS—movements of	--	22	18
NOMINATIONS—for D. C. R. G. and family pension	--	128	66
NON-F. I. R. CASES—pending of	--	134	68
NON-VACATION—of Government quarters	--	270	..

SUBJECT	ORDER No.	PAGE
O		
OBSCENE PUBLICATION—action to be taken	153	76
OFFENSIVE—lanuage use of	34	23
OFFICER-IN-CHARGE—of Police-Station—Inspector of Police	198	109
OFFICIAL BUSINESS—speedy disposal of	39	26
OFFICIAL CORRESPONDENCE—in Orissa language	108	59
O. M. P.—stepping up—efficiency in the battalion	218	137
OUTSIDERS—stay in Barrack—prohibited	114	61
P		
PAGREE—for Constables and Havildars—use of	9	13
PARLIAMENT AND STATE LEGISLATURES—arrest and detention of	81	48
PATROL ROUND—by superior officer during day	95	54
PAY—		
—of ex Bihar and Orissa Police Officers	16 and 21	15 and 18
—new scale of	3	3
—of officers transferred to Orissa	4	7
—revised scale	18 and 20	16 and 17
—time-scale—for S.-I., A. S.-I. and Havildar	37	24
PENSION—		
—delay in submission of	11	14
—for family—Nomination of	128	66
—prompt disposal of case	83 and 192	48 and 104
PETITION AND MEMORIAL—instruction for submission to Government..	78	46
PEGEON SERVICE—duties of staff	213	129
POLICE AID—to the public	200	111
POLICE BUILDING—fire in	98	55
POLICE MANUAL—introduction in Orissa	23	18
POLICE MOTOR VEHICLES—		
—maintenance of	203	113
—use of—by G. P. O.	188	96
POLICE RELIEF FUND—instruction of	5	10
POLICE-STATION—maintenance of arms	118	62

SUBJECT	ORDER No.	PAGE
POLICE TRAINING COLLEGE—term of posting	82	48
POSTS—abolition of	169	80

POSTING —

—of officers to Agency and unhealthy area	...	63	38
—principles to be observed	...	109	59
—of Sub-Inspectors in major charge before promotion	..	69	40
—term for Police Training College	...	82	48

POWERS—of Deputy Inspectors-General of Police in Orissa	...	30	21
--	-----	----	----

PRISONERS—

—escape from Police Custody	...	36	24
—custody of	...	161	78

PRINCIPLES—

—for fixing seniority ex State Inspectors and Sub-Inspectors	...	110	60
—for fixing seniority of Wireless Sub-Inspectors and Assistant Sub-Inspectors		132	67
—for promotion to higher rank	..	52,71,94 and 176.	33,42,53 and 89.
—for transfer and posting of officers and men	...	109 and 225.	59
—for transfer of Military Polic	...	68	40
—for promotion of Military Police	..	68	40
—for training of P. S. Is.	...	53	34

PROBATIONARY SUB-INSPECTORS —training of	...	50, 53 and 136.	32,34 and 68.
---	-----	--------------------	------------------

PROCEEDING—

—enquiry of which complainant lodged at Court	...	117	62
—enquiry by gazetted officers where Sub-Inspectors asre involved	...	131	67
—misjoinder of charge	...	43	28
—speedy disposal of	...	64	38
—under preventive sections of Cr. P. C.—disposal of	...	193	105

PROGRESS REPORT—of construction or repair of building	...	216	134
--	-----	-----	-----

PROMOTION—

—drill test for Sergeants and Havildars	..	70,121 and 163.	42,63 and 79.
—of Havildar-Major to the rank of D. S. I.	...	121	63
—principles to be observed	...	52,71,94 and 176.	33,42,53 and 89.
—principles to be observed for Military Police	..	68	40
—of technical prersonnel in general line	...	113	61

SUBJECT

ORDER No. PAGE

PROMTITUDE—in official business	...	39	26
--	-----	----	----

PROSECUTION—

—of cases under the Motor Vehicles Act	...	142	70
—of Exmbezzlement Cases	...	214	131

PUBLIC—

—contacts	...	42	27
-----------	-----	----	----

—Police Aid	..	200	111
PUBLICATION—of dismissed Government servant	..	8 and 65 12 and 38	
PUBLIC PROSECUTOR—appointment to conduct appeals	..	139	69
POLICE WELFARE—instruction of	..	223	..
	..	(Deleted)	
PROMOTION—Procedure when C. S. B. approved list is exhausted	..	233	..
PETITIONS—to I. G. P. on various matter's	..	235 and 252	
PROSECUTION—against public servants in non-cog. cases	..	240	..
POLICE COMMEMORATION DAY—to be observed on 21st October every year		241	..
PATROL CARS—introduced for enforcing surveillance	..	245	..
POWERS OF—Appellate and revisionary authority under P. M. Rules 851 (b) and 853.		250	..
PRACTICAL TRAINING—of P. S. Is.	..	268	..
		258	
		262 (Deleted)	..
PROTECTION OF—Harijans and weaker sections	..	259	..
POSTAL DOCUMENTS—seizure by the police	..	261	..
POSTING—of officers to D. C. I. B.	..	267	..

R

RAILWAY WARRANT—fraudulent use of	..	120	67
RECORD—			
—of deputation of escort	..	45	29
—of deputation of O. M. P. and A. R. P. maintenance of	..	217	135
—of rewards in separate register	..	197	109
RECRUITMENT—			
—of Constables provisionally	..	89	52
—of Constables qualification required	..	164 and 167	79 and 80

SUBJECT

ORDER No. PAGE

RECRUITS—equipment of—while going to Police Training School	..	28	21
REDUCTION—in rank—second show cause notice	..	173	82
REGISTRATION—of cognizable cases	..	175	88
REGISTER—of rewards	..	197	109
REIMBURSEMENT—of cost in false cases	..	29	21
RELIEF FUND—of Police	..	5	10
REMARKS—of Case Diary communication to I. O.	..	124	64
RENEWAL—of temporary sanction	..	93	53
RENUMBERING—of Police Orders	..	1	1
RESIGNATION—acceptance of	..	166	79

RESPONSIBILITY—	..		
—of Police in Air Raid	..	25	19
—of concerned Department in Embezzlement Cases	..	214	131
RETURN—			
—of Anti-Smuggling cases	..	162	78
—of Firing to maintain public order	..	177	89
REVOLVER—			
—issue maintenance and safe custody of	..	85	49
—safe caustody of	..	54	35
—supply at Government cost	..	44	28
ROAD SAFETY—instructions thereof	..	191	98
ROUND/PATROL—by Superior Officers during day	..	95	54
RELATIONSHIP—between M. Ps. and M. L. As. and Government servants	..	228	..
RAILWAY PROPERTY—(Unlawful possession) (Act 29 of 1966)	..	231	..

S

SAFE CUSTODY—of revolvers issued to officers	..	54	35
SECURITIES—			
—of Court Malkhana	..	148	72
—of Head Clerks and Accountants	..	102	56
SEPARATION—			
—of law and order staff from investigation staff	..	199	110
—of Orissa	..	2	1
SERVICE BOOK AND L.P.C.—prompt preparation and transmission	..	90	52

SUBJECT

		ORDER No.	PAGE
SPECIAL CONTINGENCY—sanction of competent authority	..	74	43
SPECIAL POLICE ESTABLISHMENT—Jurisdiction of	..	157	77
SPECIAL REPORTS—OF kidnapping of children for begging	..	160	77
SPEEDY DISPOSAL—of disciplinary cases (Proceedings)	..	64	38
SPORTS FUND—			
—augmentation of	..	76	44
—distribution of —among District/Establishment	..	190	96
STATEMENTS—			
—of Anti-smuggling cases	..	162	78
—of instances of firing	..	177	89
STENO SUB-INSPECTOR—			

—annual examination in Shorthand and Tuypewriting	...	123	64
—reversion to general line	..	99	56
STEPPING UP—of efficiency O. M. P. Battalions	..	218	137
STUDY OF CRIME—by Crime Branch gazetted officers	..	205	117
SUBINSPECTOR—training while on probation	..	50	32
SUPERVISION—			
—of embezzlement cases	...	214	131
—note of inspector of cases supervised by gazetted officers	..	137	69
—of U. D. cases by Inspecto1s	..	111	60
SUPPLY—			
—of copies of F. I. R., F. R. & F. M. to R. P. F.	...	154	76
—of case records to accused before trial	..	125	64
	...	and	and
	...	135	68
—of revolver at Government cost	...	44	28
SURVEILLANCE REGISTER—maintenance at Circle and District Headquarters	107 and 152	58 and 75	
SENIORITY—of WT A.S.I. AND S.I.	...	269	
SENIORITY—of OSAP personnel	...	219 and 229	
SENIORITY—of directly recruited and departmentally promoted S.I.S.	...	220(Deleted)	239
SUPERVISION —of U.D. cases by Cirele Inspectors of Police	...	227	
SALUTING—to the Director/Deputy/Assistant Director of treasuries and Inspections.	...	232	
SENIORITY OF—W.Cs./Non-matric constables	...	238 (Deleted)	
SKETCH MAP—of scene of crime	..	244	
SELECTION OF—for promtion to Havildar	...	266	
	SUBJECT	ORDER No.	PAGE
	T		
TEMPORARY SANCTION—renewal of	...	93	53
TENTAGE—			
—Care and maintenance of	...	204	115
—scale of supply	...	104	57
TIME-SCALE OF PAY—for Sub-Inspector, Assistant Sub-Inspector and Havildar.	..	37	24
TRAINING—			
—of Band personnel	...	133	68
—exemption of Literate Constables	...	105	57
—of Probationary Sub-Inspectors	...	50,53 and 136	32,34 and 68
—of A. S-I—Exemption of training	...	215	134
TRANSFER—			

—of Fire Service personnel beyond district	..	158	77
—from G.R.P. and R.P.P.	..	77	45
—of files to the office of the D.I.-G. of police, M.P.&T.from I.-G. Office.	..	196	108
—order to be given effect of	..	79	48
—principles to be observed	..	109	59
—principles to be observed for Military Police	..	68	40
—of P.M.T. staff	..	182 and 249	91
—of O.M.P. personnel	..	219	..
TRAFFIC WEEK—observance of	..	226	..
TEAR SMOKE—use of	..	247	..
U			
UNDUE INFLUENCE—by police Officers	..	189	96
UNIFORM—			
—economic use of	..	24	19
—of Havildar-Major	..	96	54
—of Traffic Havildars and Constables	..	212	128
—of Writer Constables	..	126	65
SUBJECT			
		ORDER No.	PAGE
UNLAWFUL ASSEMBLY—instructions for dispersal of—by Armed Force	..	26 and 27	20 and 21
UNTOUCHABILITY ACT—conviction threunder	..	130	67
USE OF—light Police Vehicles by C.Is.	..	263	..
V			
VACANCY—in constabulary—filling up	..	89 and 164	52 and 79
VILLAGE BEATS—working of	..	187	93
VILLAGE VISITING—by Thana Officers	..	143	70
VILLAGE VISITING—by Thana Staff	..	246	..
VISCERA—procedure to be adopted for chemical examination	..	254	..
W			
WANDERING GANG—movements of	..	22	18
WARNING—to subordinate Police Officers against use of offensive and impertinent language.	..	34	23
WIRELESS ESTABLISHMENT—inspection	..	144	70
WORKING OF—village beats	..	187	93

D-3-83-11

After a careful consideration, it is ordred that the directly recruited Assistant Drivers in the districts Estts. including P.M.T. will undergo the basic course of constables at P. T. C. Angul / P. T. S. Nayagarh.

Their training will be commenced at P. T. C., Angul according to seats available there. The appointment is subject to sucessfully passing out the basic Constables training course. They will only get usual pay and allowances as admissible to Government servants duing training period.

Similarly other Constables or equivalent rank who are now attached to different units i. e., Signal T. S. L. F. B. B. Photo Bureau etc. excepting Peon, Follower Orderly, Daftry, Cooks, Faras and visit of Police organisation will also undergo Basic Constables Course at P. T. C. and P. T. S.

Those who will not come out successful in the basic Constables Training will be liable for discharge from service. No one should be left from undergoing the Police Training as a matter of principle.

1-3-83 (II)

W. R. 684 (a)

POLICE ORDER No. 274 / 84 / OP.

Dated the 3rd August 1984

Subject : RECORDING AND MAINTENANCE OF C. C. ROLLS OF NON-GAZETTED OFFICERS AND INSPECTORS RANK WHO ARE SPECIALLY GAZETTED OFFICERS WITH REFERENCE TO BOOK CIRCULAR No. 46.

(1) P. M. Rule 924 prescribe a precise procedure of writing Annual Confidential Character Roll while P. M. Form No. 151 lays down the broad headings under which remarks are recorded.

(2) Government have issued Book Circular No. 46 prescribing new procedure for recording and maintenance of C. C. Rolls fo Non-Gazetted Government Employees wherein a three-tier system of recording C. C. Roll has been emphasised. Of late Government have dispensed with personal interview of Police Officers for promotion to higher ranks with the results that the Range Boards and Centra Section Boards solely depend on the Service Book and C. C. Rolls to assess the merit and suitability.

(3) To maintain discipline and to assess the degree of performances of the staff of a disciplined force like the Police Department no authority below the rank of Supdt. of Police has been given power to finally write the C. C. Rolls. Now a days a D.I.-G. is able to see the work of an Inspector and can be able to review to C. C. Roll remarks of an Inspector or equivalent rank which has been recorded by the Superintendent of Police. In Establishment such as Vigilance, Crime Branch, Special Branch where S.-Is. are working in Specialised works the D.I.-G. of Police is intimately knowing their performance and hence should review the C. C. Roll Remarks of S.-Is. also which have been recorded by the Superintendent of Police.

(4) A copy of Book Circular No. 46 is enclosed (Annexure-VI) over and above the provisions contained in Book Circular No. 46 the following procedures are laid down for implementation of the Government order.

Para. (i) of Book Circular No. 46 says that C. C. Roll shall be maintained for all non-Gazetted Government Servants other than Class-IV employees. But PM. Rule 924 (a) prescribes that C. C. Rolls shall be maintained for each non-Gazetted Officer of and above the rank of A. S. -I. and Hav.-Major. In other words, P.M., Rules to not prescribe to maintain C. C. Ro'ls of Constables and Havildars who are Class-III employees and from the bulk of the Police Force. It is, therefore, decided that instructions laid down in P. M. Rule 924 for maintenance of C. C. Rolls of Non-Gazetted Officers of and above the rank of A. S.-I. and Havildar-Major should be followed.

Para. (ii) of Book Circular No 46 entrusts the task of maintenance of the original and duplicate C. C. Rolls on the appointing authority whereas P. M. R. 924 lays down that C. C. Rolls should be kept by Suprintendent of Police of the District or the Head of Establishment. Keeping in view the provisions in Book Circular No. 46 existing instructions in P. M. Rs. 924 and 1042 (For original and duplicate C. C. Rolls) it is decided that original and duplicate C. C. Rolls of the ranks up to S-I. will be maintained and kept by S. P. of the District or the Head of the Establishment as the case may be,

The Original and duplicate C. C. Rolls of all Inspectors will be maintained and kept by the D. I.-G. of Police concerned in the Range/Establishment/State Police Headquarters.

C. C. Rolls of Ministerial Officers will be maintained by the Head of Establishment to which they belong. The Heads of Establishments will maintain the duplicate copy of the C. C. Rolls also.

The Head of the Establishment who keeps the C. C. Rolls will ensure timely receipt / review / safe custody / communicating adverse remarks and processing representations.

Para. (iii) of B. C. 46 — The period of assessment will be from 1st April to 31st March as per the Book Circular.

Para. (iv) of B. C. 46 — To suit the Police Department the levels of Assessment of the work and performance would be as indicated in Para. (3) above.

In accordance with the instructions contained in Para. VIII of Book Circular No. 46 different forms for Police Ministerial Officers, Stenographers, Typists and subordinate Executive Police Officers as prescribed to suit or need of recording Annual Character Roll remarks. The forms are enclosed as ANNEXURES—(i), (ii), (iii), (iv) and (v).

Para. IX to XX of the Book Circular No. 46 — will be implemented with slight changes if necessary to keep up the spirit of this Police order for recording / maintaining C. C. Rolls and communicating adverse remarks/disposing representations in this connection.

This police order should be given effect while writing the C. C. Roll for the assessment year 1984-85 and onwards.

(OPC-13-82)

(S. S. PADHI)

9-8-84

DIRECTOR-GENERAL OF POLICE AND
INSPECTOR-GENERAL OF POLICE, ORISSA

skp : 050884
MEMO. No. 3040 /

OP.

The 14th August 1984

Copy together with copies of its enclosures forwarded to all Heads of Police Estts. (including Vigilance and H. G.) for necessary action.

(S. S. PADHI)

9-8-1984

D.-G. P. & I.-G. of POLICE, ORISSA

MEMO. No. 3041

OP.

The 14th August 1984

Copy forwarded to the Secretary to the Government of Orissa, Home Department, Bhubaneswar for information.

(S. S. PADHI)

9-8-84

D.-G. P. & I.-G. OF POLICE, ORISSA

O. D. No. 3042

OP.

The 14th August 1984

Copy together with copies of its enclosures to Steno. to I-GP (C) Steno to I-GP (A) / Steno / to DIG (A) / Steno to AI-G (S) / Steno to AI-G (F) / Steno to AIF (E) / Steno to AIG (P) / PWO / LPWO / EO / PA / REGR / DSP G. Coll / A. C. / A. I. / All S P. C. A. / Inspector. Con. Section Inspector. G. Cell for information / 5 copies to Supply Sec. / 20 sets extra copies.

ANNEXURE (i)

FORM OF CONFIDENTIAL CHARACTER ROLL OF POLICE MINISTERIAL OFFICERS

1. Name
2. Designation
3. Office
4. Branch

5. Section

6. Date of joining the present Grade / Post

7. Date of Joining Branch / Section

8. Year of Assessment (period be mentioned)

I. (i) Itemised report by Section Officer Supdt. / Head Asstt. / Head Clerk

(a) State of Health

(b) Attendance and Discipline

(c) Clearance of Routine

(d) Noting

(e) Drafting

(f) Disposal

(g) Knowledge of rules and procedures

(h) Ability to deal with cases

(i) Integrity

(ii) Whether passed Accounts or not

(ii) General remarks—

(a) Official conduct

(b) Fitness for promotion or other assignment

(c) Overall rating etc.

(iv) Steps taken to point out defects, if any, with result ..

SIGNATURE ...

DESIGNATION ...

DATE ...

II. REMARKS OF THE REVIEWING AUTHORITY IF ANY

SIGNATURE ...

DESIGNATION ...

DATE ...

III. DATE OF COMMUNICATION OF ADVERSE REMARKS IF ANY (WITH INITIALS OF COMMUNICATING AUTHORITY).

ANNEXURE (ii)

FORM OF

CONFIDENTIAL CHARACTER ROLL FOR STENOGRAPHERS/ C. A.-Cum-STENOGRAPHER

1. Name ..
2. Posting and Designation ...
3. Period of Report ...
4. Attached to ...
5. State of Health ...
6. Attendance and discipline ..
7. Quality of shorthand and typewriting ...
8. Ability to handle secret and confidential correspondences ..
9. Grasp and understanding ...
10. Responsibility ..
11. Integrity ...
12. Disposal ...
13. Steps taken to point out defects if any with results. ...

GENERAL REMARKS

**SIGNATURE OF RECORDING
OFFICER**

II. DATE OF COMMUNICATION OF ADVERSE REMARKS

**SIGNATURE OF ACCEPTING
AUTHORITY**

ANNEXURE (iii)

CONFIDENTIAL CHARACTER ROLL OF TYPIST/HEAD TYPIST/SUPDT. ISSUE SECTION

Name

Designation

Department

Branch

Section

Date of joining the present grade

Date of joining the present post

Period of report

1. Itemised report by Branch Officer (Registrar/E.O./D.S.P.)

(a) State of Health

(b) Attendance and discipline

(c) Promptness in carrying out instructions

(d) Maintenance of routing (with reference to the work allotted)

(e) Knowledge of rules (with reference to the work allotted)

(f) Outturn and quality/disposal (with reference to the work allotted)

(g) Integrity

2. Steps taken to point out defects if any, with results

3. General remarks (Official conduct, fitness for promotion or other assignments, over all rating).

SIGNATURE OF REPORTING AUTHORITY

DESIGNATION

DATE

4. REMARKS BY COUNTERSIGNING AUTHORITY

SIGNATURE

DESIGNATION

DATE

5. REMARKS BY ACCEPTING AUTHORITY

SIGNATURE

DESIGNATION

DATE

6. Date of communication of adverse remarks if any (with initials of communicating authority)

ANNEXURE (iv)

ORISSA POLICE

CONFIDENTIAL CHARACTER ROLL OF SUBORDINATE POLICE OFFICERS (GENERAL BRANCH)

PART I- PERSONAL DATA

(TO BE FILLED UP BY OFFICE)

1. Confidential report for the year/period ending

2. Name of the officer (in full)

3. Designation/rank/post held

4. Date of birth and age on the date of report

5. Place of posting (mention post/branch/unit/office

6. Period of absence from duty on leave/training/suspension etc., if any, during the period/year under report.

PART II—ASSESSMENT BY REPORTING OFFICERS

7. State of health and temperament

(i) Health please indicate whether the Officers' state of health is—

- (a) Good
- (b) Indifferent
- (c) Bad
- (d) Having any other deformity

(ii) Temperament and habit—

- (a) Is he calm and does he retain poise at times of pressure of work
- (b) Does he get provoked easily
- (c) Is he able to tolerate difference of opinion
- (d) Any other significant feature in his temperament/habit

8. Personality and manners—

- (a) Good
- (b) Average
- (c) Poor

9. Intelligence and understanding—

- (a) Exceptional and has clear grasp of any matter however complicated
- (b) Is intelligent and grasp a point correctly with reasonable speed
- (c) Shows a barely adequate grasp
- (d) Very slow and or often misses the point

10. Discipline, Control and management of staff

(i)(a) Power of commanding respect and enforcing discipline

(ii) Ability to inspire confidence and to get the best out of the staff—

- (a) Gets the best from them
- (b) Gets along well
- (c) Just manages
- (d) Inadequate

(iii) Supervision and control over subordinates—

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

11. Relationship with the colleagues—

- (a) Excellent
- (b) Good
- (c) Poor

12. Conduct towards superiors

13. Relationship with the public—

- (a) Excellent
- (b) Good
- (c) Average
- (d) Poor

14. Knowledge of locality

15. Knowledge of law and procedures, manuals and codes—

- (a) Possesses exceptionally good knowledge of law and procedures and of manuals and code
- (b) His knowledge of law and procedure, etc. is sound
- (c) His knowledge of law and procedure etc. is just enough
- (d) His knowledge of law and procedure etc. is not just enough

16. Quality of work:

(i) Standard of—

- (a) Investigation ..
- (b) Supervision ..
- (c) Prosecution ..
- (d) Imparting instruction/training to subordinate officers
- (e) Collection of intelligence

(ii) Attention to details in investigation/supervision and other works—

- (a) Most reliable and comprehensive
- (b) Consider all relevant details
- (c) Apt. to be over-concerned with petty details and loses prospective.
- (d) Inclined to be superficial

(iii) Promptness in disposal—

(a) Very prompt

(b) Reasonably prompt

(c) Is slow and tends to delay

(iv) Ability in noting and drafting—

(a) Excellent

(b) Very good

(c) Good

(d) Average

(e) Poor

(v) Zeal and Industry—

(a) Very hard working and conscientious

(b) Satisfactory

(c) Indifferent

(vi) Initiative and drive—

(a) Excellent

(b) In good measure

(c) Adequate

(d) Lacking

(vii) Readiness to assume responsibility—

(a) Promptly comes forward and accepts responsibility

(b) Accepts responsibility if it comes

(c) Tends to evade

(d) Passes responsibility to others

17. Honesty and Integrity

18. Number of Rewards and their nature during the period under report

G. S. Mark ..
Money Rewards ..
Commendations ..

19. Number of Punishment and their nature during the period under report

Major ..
Minor ..

20. Steps taken to point out defects, if any with result ..

SIGNATURE OF REPORTING OFFICER

DATE

DESIGNATION

PART III—REMARKS OF THE COUNTERSIGNING AUTHORITY

21. Length of service under the countersigning authority

22. Do you agree with the Reporting Officer in regard to his remarks? If not, indicate briefly the reasons for disagreement with Reporting Officer and the extent of your disagreement.

23. Overall assessment of performance and qualities

24. Special feature of any to be recorded by the countersigning authority.

SIGNATURE OF COUNTERSIGNING
AUTHORITY

DATE

DESIGNATION

PART IV—DATE OF COMMUNICATION OF ADVERSE REMARKS, IF ANY

(with initial of communicating Authority)

PART V—REMARKS OF D. M. OR R. D. C., if any
vide P. M. Rule 924 (a).

ANNEXURE (V)

FORM

ORISSA POLICE

**CONFIDENTIAL CHARACTER ROLL OF SUBORDINATE POLICE OFFICERS
(TECHNICAL BRANCH)**

PART I—(PERSONAL DATA)

(To be filled up by Office)

1. Confidential report for the year/period ending ...
2. Name of the officer (in full) ...
3. Designation/Trade ...
4. Date of birth and age on the date of report ...
5. Place of posting (mention post/branch/unit/office)
6. Period of absence from duty on leave/training/suspension, etc., if any during the period/year under report.

PART II—ASSESSMENT BY REPORTING OFFICERS

7. State of health and temperament ...
 - (i) Health (please indicate whether the officers' state of health) is :
 - (a) Good ...
 - (b) Indifferent ...
 - (c) Bad ...
 - (d) Having any other deformity ...
 - (ii) Temperament and habit ...
 - (a) Is he calm and does he retain poise at times of pressure of work.
 - (b) Does he get pravoked easily ...
 - (c) Is he able to tolerate difference of opinion
 - (d) Any other significant feature in his temperament/habit.
8. Personality and manners:
 - (a) Good ...
 - (b) Average ...
 - (c) Poor ...

9. Intelligence and understanding; :

- (a) Exceptional and has clear grasp of any matter however complicated. ...
- (b) Is intelligent and grasps a point correctly with reasonable speed. ...
- (c) Shows a barely adequate grasp ...
- (d) Very slow and/or often misses the point ...

10. Discipline, control and management of staff :

- (i) (a) Power of commanding respect and enforcing discipline. ...
- (ii) Ability to inspire confidence and to get the best out of the staff :
 - (a) Gets the best from them ...
 - (b) Gets along well ...
 - (c) Just manages ...
 - (d) Inadequate ...
- (iii) Supervision and control over subordinates :
 - (a) Excellent ...
 - (b) Very good ...
 - (c) Good ...
 - (d) Average ...
 - (e) Poor ...

11. Relationship with the colleagues :

- (a) Excellent ...
- (b) Good ...
- (c) Poor ...

12. Conduct towards superiors ...

13. Knowledge of locality ...

14. Technical knowledge and proficiency / Trade :

- (i) Standard of :
 - (a) Operation and maintenance ...
 - (b) Supervision ...
 - (c) Imparting instructions ...
- (ii) Attention to details in operation, maintenance and supervision. ...
- (iii) Theoretical knowledge ...
- (iv) Practical knowledge ...

15. Honesty and integrity --

16. Number of rewards and their nature during the period under report :

(a) G. S. Mark --

(b) Money rewards --

(c) Commendations --

17. Number of punishment and their nature during the period under report :

(a) Major --

(b) Minor --

18. Steps taken to point out defects, if any with results

Signature of reporting Officer

Date

Designation

PART III—REMARKS OF THE COUNTERSIGNING AUTHORITY.

19. Length of service under the countersigning authority.

20. Do you agree with the Reporting Officer in regard to his remarks ? If not, indicate briefly the reasons for disagreement with Reporting Officer and the extent of your disagreement.

21. Overall assessment of performance and qualities

22. Special feature of any to be recorded by the countersigning authority.

Signature of Countersignature Authority

Date

Designation

PART IV—DATE OF COMMUNICATION OF ADVERSE REMARKS, IF ANY.

(With Initial of Communicating Authority)

ANNEXURE (vi)

CONFIDENTIAL

(For Official use only)

GOVERNMENT OF ORISSA

BOOK CIRCULAR No. 46

PROCEDURE FOR RECORDING

and

MAINTENANCE OF C. C. Rs.

of

NON-GAZETTED GOVERNMENT EMPLOYEES

Issued by :

GENERAL ADMINISTRATION (S. E.) DEPARTMENT

BOOK CIRCULAR No 46

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION (SE) DEPARTMENT

MEMO. No. 741—PRO-11 / 81 (SE)

To

ALL DEPARTMENTS OF GOVERNMENT
ALL HEADS OF DEPARTMENT
ALL COLLECTORS

Dated the 5th February 1982

SUBJECT—CONFIDENTIAL CHARACTER-ROLLS OF NON-GAZETTED EMPLOYEES OF THE GOVERNMENT—PROCEDURE FOR THEIR RECORD, MAINTENANCE, COMMUNICATION OF ADVERSE REMARKS AND DISPOSAL OF REPRESENTATIONS.

The question of preserving a set of instructions for maintenance of the confidential character-rolls of the Non-Gazetted officers of the State Government has been under the consideration of Government for a long time. Certain instructions have been issued by Government in the past, but they do not cover all aspects of the matter. In supersession of these instructions, it has now been decided that the following procedure will be followed for the record and maintenance of C. C. Rs. of non-gazetted Government servants and for communication of adverse remarks and disposal of representations against them.

For whom
needed.

(i) Confidential character-rolls shall be maintained for all non-gazetted Government servants other than the Class IV employees. These shall be maintained in duplicate. The original copy should not be removed from the Office having custody of it and the duplicate copy is meant for circulation for purposes of promotion, selection, crossing of E. B., etc.

Custody of
C. C. Rs.

(ii) The C. C. Rs. will be maintained in the Office of the appointing authority. A responsible officer under him should be put in charge of the C. C. Rs. by the appointing authority. It will be the responsibility of that officer to ensure their safe custody, timely receipt and review. He will also be responsible for communicating adverse remarks in time, processing representations and communicating final decisions.

Report period.

(iii) Character-rolls will be maintained financial yearwise and the report period will be from 1st April to the 31st March. No remarks should be recorded in the C. C. Rs. before 31st March except in the event of transfer of the officer recording the comments of the employee or the himself.

Levels of Assessment

(iv) There shall ordinarily be three levels of assessment—Reporting Authority, Countersigning Authority and Accepting Authority. The reporting authority is the officer who is in immediate supervision and control of the employee and he will initiate the C. C. Rs. The supervisory officers above him who have occasion to observe and inspect the work of the employee will function as countersigning authorities and the accepting authority will be the Head of the Department or office as the case may be. In the case of non-gazetted staff working in the Secretariat, the Section Officers under whose immediate supervision they will be the reporting authorities and the countersigning authorities will be the Assistant Secretary/Under-Secretary or Deputy Secretary, Joint Secretary as the case may be. The accepting authority will be Secretary of the Department. For each category of non-gazetted staff working in other offices these authorities will be defined and listed out in a schedule by the Heads of Department and circulated to all officers under their control. The levels of assessments may not be less than two or more than three.

Date lines or Submission of C. Rs.

(v) The reporting authority shall initiate the C. C. R. immediately after the 31st March and submit it in duplicate to the countersigning authority by 30th April. The countersigning authority will record his own assessment and forward it by 15th May to the accepting Authority. The accepting authority will record his assessment and forward the C. C. Rs. to the appointing authority by 31st May. When the C. C. Rs. are written in the midst of the report period as a result of transfer, it is expected that the C. C. Rs. will be reach the Office of the appointing authority within two months from the date of transfer.

Employment list of staff.

(vi) In order to ensure that the above time limits are strictly adhered to and to facilitate collection of C. C. Rs. from all sources, it shall be the duty of the appointing authority to maintain a deployment list of staff working under his control and circulate it to all officers under his control. This list should be updated every year before 31st March and changes which are ordered in between should be intimated to all concerned.

Certificate of reasons of not recording remarks.

(vii) If for any reason, the C. C. R. of an employee is not recorded for a certain period due to leave, suspension, training etc., the reporting officer should record a certificate to that effect and forward it to the appointing authority under intimation to the countersigning authority and accepting authority.

Forms

(viii) Confidential remarks should be recorded in the forms prescribed for this purpose. For Assistant of the Secretariat and for other non-gazetted employees of the Secretariat two forms were prescribed earlier in Book Circular No. 37 issued under the Home Department Memo. No. 922 (9)/C, dated the 20th-April 1962 and Home Department Special Section letter No. 1733 (21), dated the 21st March 1963. These forms need some modifications. Forms I and II appended to this Circular will be used for Assistants and other non-ministerial staff (other than Personal Assistants and Stenographers) of the Secretariat respectively. For Stenographers and Personal Assistants, the forms prescribed in the Home Department Special Section Memo. No. 3438 (77)/C, dated the 21st March 1964 may continue to be used. These forms may be adopted with slight modifications as may be necessary for non-gazetted office staff in other offices also. As regards the non-gazetted field staff, suitable forms will be prescribed by the Heads of Departments having regard to the nature of duties assigned to each category of employees.

Minimum report period.

(ix) Confidential remarks should be based on the assessing authority's personal knowledge of the employees's work and conduct. A minimum observation period of four months would be required for an officer to form a reliable opinion about the work of a subordinate. It is, therefore, expected that an officer should not normally record his assessment unless he has watched the performance of the employee for atleast four months. However if some specially good work has been done in a shorter period, there is no bar to mentioning it in the C. R.

What C. R. should cover.

(x) In the case of all employees, confidential remarks should cover the employees's physical and mental fitness, knowledge of rules and procedure pertaining to the work entrusted to him promptness in carrying out instructions, sense of discipline, responsibility and devotion to duty, official conduct, relation with colleagues and superiors fitness for promotion or other assignments and overall rating. In the case of ministerial officers, the quality of drafting and noting, maintenance of routine and ability to handle cases should be commented upon. In the case of non-ministerial office staff, the assessment should be with regard to the quality and outturn of the work assigned to them. In the case of non-gazetted field staff, the assessment should cover the quality and effectiveness of touring and relations with the public, particularly the ability to deal with their complaints and demands with tact and promptness.

Integrity

(xi) All Government servants are expected to maintain a high standard of integrity and controlling authorities are expected to ensure that their subordinates measure up to his expectation. Reporting Officers should, therefore, keep special watch on the integrity of their subordinates and record the result of their observation in the column meant for the purpose. The tendency to leave this column blank should be avoided. If any criminal prosecution has been started against the employee or he has been proceeded against departmentally for lapses which raise doubts about his integrity, the brief facts leading to such action, together with the outcome, should also be given against this column.

Ephemeral C. R.

(xii) In order to ensure that the assessment is factual and unbiased, the reporting authorities may maintain an ephemeral character roll in which instances of both good and bad work/conduct may be noted as and when they come to their notice together with the remedial measures taken by them in case of defects. Supervisory officers are expected to acquaint their staff with any shortcoming as soon as they become aware of it, so that it is rectified at the earliest. The aim should be to get the defects rectified during the report period itself instead of enumerating them in the C. R. at the end of the report period. The action taken in this regard will be noted against the appropriate column in the C. R. form.

Assessment by C. O. & higher authority.

(xiii) The countersigning authorities should clearly indicate in their assessment whether they agree with the remarks and rating given by the R. O. If they feel that the R. O.'s remarks should be modified or toned down, a clear indication to that effect should be given. These instructions would apply to the accepting authorities also. If the R. O. and C. O. have given conflicting assessments, the accepting authority has to indicate clearly with whom he agrees.

Communication of adverse remarks.

(xiv) The C. Rs. on receipt will be scrutinised in the office of the appointing authority and adverse remarks will be communicated to the employee by the officer entrusted with the maintenance of C. Rs. The purpose of communication is to ensure that the employee rectifies the defect at the earliest. Hence, the utmost priority should be given to communication of adverse remarks. All such communications should normally issue before the 31st December immediately following the report period.

Representations against adverse remarks.

(xv) The employees are expected to profit by the communication of adverse remarks and should not regard them as matters of argument. Hence representations against adverse remarks should not ordinarily be entertained. But in cases where the impugned remarks are obviously the result of a mistake on the part of the assessing authority, the representation may be entertained and consolidated. Representations should be factual and courteously worded and should not be argumentative.

Authority competent to entertain representations.

(xvi) The representations will be generally disposed of by the appointing authority. Where however, the representation is against the remarks of the appointing authority himself it will be disposed of by the next higher authority. In such cases the representations should be forwarded to the authorities as indicated below:—

AUTHOR OF ADVERSE REMARKS	AUTHORITY COMPETENT TO DISPOSE OF THE REPRESENTATIONS.
District Office	... Divisional/Range Officer
Divisional/Range Office	... Head of Department
Head of Department	... Secretary of the Department
Secretary of a Department	... Chief Secretary or Additional Chief Secretary incharge of the Department.

Consultation with the author of adverse remarks.

(xvii) The authority competent to dispose of representations may consult the officer who recorded the adverse comments and ask him to substantiate his remarks, but he is not expected to wait indefinitely for his opinion. Only a month need be allowed. When substantiation reports are called for from an officer, copies of the C. R. in question and the representation will be forwarded to him.

Disposal of representations.

(xviii) If on examination of the representation, it is found that the remarks should be expunged, modified or toned down, necessary corrections to that effect will be made in the C. R. under proper attestation. If it is found that the representation has no merit, it should be rejected. The decision in either case will be intimated to the representationist.

Time-limits for receipt and disposal of representations.

(xix) All representations must be filed within a period of six months from the date of receipt of communication. In exceptional cases, however, where the reasons for delay are explained to his satisfaction, the competent authority may extend this period, which in no case should exceed one year. Representations should ordinarily be disposed of within three months from the date of receipt.

Memorials against decisions on representations.

(xx) Not more than one memorial to Government will lie against any decision on a representation against adverse entries in the C. R. Such memorial must be filed within six months from the date of the decision appealed against.

Cancellation of earlier orders.

2. The following circulars issued in the past are hereby rescinded:—

- (i) Home Department G. O. No. 5103—10-A, dated the 13th July 1937
- (ii) Home Department G. O. No. 5353—59-A, dated the 1/13th August 1940
- (iii) Home Department Memo. No. 11235(67)-A, dated the 23rd July 1953
- (iv) Home (Appointment) Department G. O. No. 3759-C, dated the 18th December 1958
- (v) Home Department (Special Section) G. O. No. 672(59)-C, dated the 17th March 1962
- (vi) Book Circular No. 37 issued in Home Department (Special Section) Memo. No. 922 (19) C, dated the 29th April 1962.
- (vii) Home Department (Special Section) Memo. No. 1912(19) C, dated the 19th July 1962
- (viii) Home Department (Special Section) G. O. No. 3826(13) C, dated the 14th December 1962
- (ix) Home Department (Special Section) G. O. No. 1733 (21) C, dated the 21st March 1983
- (x) Home Department (Special Section) G. O. No. 3817 (21)/C, dated the 10th June 1983

3. These instructions may be brought to the notice of all Officers under your control.

C. NARAYANASWAMY

Special Secretary to Government
General Administration Department

MEMO. No. 742-SE

Dated the 5th February 1982

Copy forwarded to the Principal of all Educational Institutions, * * * for information and necessary action.

Receipt of this Book Circular may kindly be acknowledged.

A. N. DAS

Deputy Secretary to Government

FORM I

CHARACTERROLL OF SECRETARIAT ASSISTANTS

Name

Designation

Department

Branch

Section

Date of joining the present grade ..

Date of joining the section ..

Year ..

I. Itemised Report by Section Officer I

(a) State of health ..

(b) Attendance and discipline ..

(c) Clearance of routine ..

(d) Noting ..

(e) Drafting ..

(f) Disposal ..

(g) Knowledge of rules and procedures ..

(h) Ability to deal with cases ..

(i) Integrity ..

II. Steps taken to point out, defects if any, with result ..

III. General Remarks (Official conduct, fitness for promotion or other assignments, overall rating, etc.).

Signature ..

Date ..

IV. Remarks by Assistant Secretary/Under-Secretary or other superior officers.

Signature ..

Designation ..

Date ..

V. Remarks by the Secretary

Signature ..

Date ..

VI. Date of communication of adverse remarks, if any (with initials of Communicating Officer).

FORM II

CHARACTER-ROLL OF NON-MINISTERIAL STAFF (OTHER THAN P. As./STENOGRAPHERS) OF THE SECRETARIAT

Name ..

Designation ..

Department Branch Section ..

Date of joining the present grade ..

Date of joining the present post ..

I. Itemised report by Section Officer—

- (a) State of health ..
- (b) Attendance and discipline ..
- (c) Promptness in carrying out instructions ..
- (d) Maintenance of routine (with reference to the work allotted)..
- (e) Knowledge of rules (with reference to the work allotted) ..
- (f) Outturn and quality of disposal (with reference to the work allotted).
- (g) Integrity ..

II. Steps taken to point out defects, if any, with results ..

III. General remarks (Official conduct fitness for promotion or other assignments, overall rating).

Signature

Date

IV. Remarks by Assistant Secretary/Under-Secretary or other superior officer.

Signature

Designation

Date

V. Remarks by Secretary

Signature

Date

VI. Date of communication of adverse remarks, if any (with initials of Communicating Officer).