



ODISHA POLICE  
STATE HEADQUARTERS  
CUTTACK.

No.D-18-2013/ 32721 /Board  
To

Date 14.8.13

The Commdts., OSAP 6<sup>th</sup> Bn., Cuttack/ 3<sup>rd</sup> Bn., Koraput/  
S.S. Bn, Bhubaneswar 17<sup>th</sup> Bn., Bhubaneswar/ 4<sup>th</sup> Bn., Rourkela.

Sub: Promotion of Driver Havildar/ Driver Havildar Major to the rank  
of MT Dy. Subedar C.S.B- 2013.

In order to fill up the vacancies in the rank of MT Dy. Subedar/  
Driver Havildar Major in OSAP Battalion by way of promotion, the Nomination  
Rolls (in six copies) of Driver Havildar/ Driver Havildar Majors as on 1.1.2013  
(list enclosed) in the prescribed proforma (enclosed) along with Service Books  
and C.C.R. may please be furnished to this Hdqrs. by 15.8.2013 positively (T)  
the Addl. D.G. of Police, SAP, Odisha, Cuttack in the following manner for  
holding C.S.B. Meeting for promotion to the rank of MT Dy. Subedar/ Driver  
Havildar Major.

1. Nomination Rolls <sup>of</sup> all Driver Havildar/ Driver Havildar Major (as per list) may please be sent filling all columns of the Nomination Roll properly.
2. Rewards/ punishments (Major/ Minor) earned by Driver Havildar/ Driver Havildar Major during last five years as on 1.1.2013 and prior to that may be properly calculated and reflected in appropriate columns of the Nomination Rolls along with up-to-date information till date and the same may be duly flagged in the Service Books and a copy of chart showing rewards/ punishments be kept in the first page of the Service Books for reference.
3. Details of Departmental Proceedings/ Vigilance/ Criminal/ HRPC related cases along with other allegations if any pending against any of the Driver Havildar/ Driver Havildar Majors be properly reflected in appropriate Column of the Nomination Rolls and a copy of charge thereof be furnished.
4. Original Service Books with up-to-date entries and C.C.R. with up-to-date remarks of all the eligible Driver Havildar/ Driver Havildar Major (properly flagged) be furnished.
5. If any of the Driver Havildar/ Driver Havildar Major is retired/ expired/ transferred/ unwilling for promotion, the same should be intimated to the Hdqrs. immediately.

6. If anything adverse about work/ conduct/ punishment awarded against the Driver Havildar/ Driver Havildar Majors comes to notice of the concerned authorities between the periods from submission of Nomination Rolls and sitting of the C.S.B. Meeting, the same should be brought to the notice of this Hdqrs. immediately.
7. If any Driver Havildar/ Driver Havildar Majors senior to the nominees is omitted in the list, their Nomination Rolls along with Service Books & C.C.R. may also be sent to this Hdqrs. immediately.
8. A certificate to the effect be furnished are true/ correct to the best of your knowledge and no senior to the nominees is excluded.

*sd/-*

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

Memo No. *32722* /Board

Date: *14.8.13*

Copy along with the copy of list of Driver Havildar/ Driver Havildar Major forwarded to the Addl. D.G. of Police, HRPC, Odisha, Cuttack/ A.I.G. of Police, Vigilance, Odisha, Cuttack/ Supdt. of Police, CID, CB, Odisha, Cuttack for favour of information and necessary action.

They are requested to intimate if there is any HRPC/Vigilance/Criminal cases pending against any of the Havildar, to this Hdqrs. by 15.8.2013 for further action.

*sd/-*

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

Memo No. *32723* /Board

Date: *14.8.13*

Copy forwarded to the Addl. D.G. of Police, SAP, Odisha, Cuttack for information and necessary action.

He is requested to forward Nomination Rolls of Havildar Majors along with Service Books & connected documents with their remarks at Col.16 to this Hdqrs. by 20.8.2013 on receipt from the concerned units for further action.

*13.8.2013*

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

*32724*  
*14.8.13*

O.D.

Copy along with copy of list of Driver Havildar/ Driver Havildar Majors forwarded to Appeal Section/ Con. Section, S.P.Hdqrs., Cuttack for similar compliance to Board Section.

(ii) Copy along with the copy of Seniority list to A.C.R. Cell for necessary action.

(iii) Copy to Technical Section.

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