



ODISHA POLICE  
STATE HEADQUARTERS  
CUTTACK.

No. IF-14-2021/  
To

33130

/Pers-I

Date: 09 / 09 / 2021

All Heads of Police Establishment/  
The Special D.G. of Police, Fire Service and C.G., Homeguards  
Organisation, Odisha, Cuttack / Director, Vigilance, Odisha, Cuttack.

Sub :- "The Odisha Police Service (Method of Recruitment and Conditions of Service of Constables) Order, 2021

This is to intimate that Government of Odisha have formulated "The Odisha Police Service (Method of Recruitment and Conditions of Service of Constables) Order, 2021 communicated vide Home Department Notification No. 31202/D&A, dtd. 04.09.2021. (Copy enclosed)

This may please be circulated among all concerned of Your District/ Establishment for general information.

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

AO 33140 00. 01. 21

OD: Copy to all Sectional Heads (Eos/SOs) of S.P. Hdqrs./PS/PA/Stenos of S.P. Hdqrs. for information. They are requested to visit Odisha Police Website to download the copy of Home Department Notification No. 31202/D&A, dtd. 04.09.2021 as and when they require it.

(ii) Copy together with copy of Home Department Notification No. 31202/D&A, dtd. 04.09.2021 to the Inspector, IT Cell for information and necessary action.

Government Order may please be upoloded in Odisha Police Website for general information.

[www.odishapolice.gov.in](http://www.odishapolice.gov.in)  
Email – [sphqrs.odpol@nic.in](mailto:sphqrs.odpol@nic.in)

Buxi Bazar, Cuttack-753001  
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Government of Odisha

Home Department

NOTIFICATION

No. 31202 /D&A., Bhubaneswar, Dated, the 04.9.2021.  
DP-PERI-APPT-0012-2021

In exercise of the powers conferred by section 2 of the Police Act, 1861 (Act-V of 1861) and in supersession of the Odisha Police Service (Method of Recruitment and Conditions of Service of Constables) Order, 2010 except in respect of things done or omitted to be done before such supersession the State Government do hereby make the following order to regulate the Method of Recruitment and Conditions of Service for appointment to the posts of Constables in Odisha Police, namely:-

1. **Short title and commencement:** (1) These orders may be called the Odisha Police Service (Method of Recruitment and Conditions of Service of Constables) Order, 2021.  
(2) They shall come into force on the date of their publication in the Odisha Gazette.
2. **Definitions:** (1) In these orders, unless the context otherwise requires,-
  - (a) **"Appointing Authority"** means the Superintendent of Police Districts, including the Railway Police Districts and Deputy Commissioner of Police of Urban Police Districts, as the case may be;
  - (b) **"Appendix"** means the Appendix appended to these orders ;
  - (c) **"Battalions"** include Odisha Special Armed Battalions, Odisha State Armed Police (Special Security) Battalions, India Reserve Battalions, Special Security Battalion under Commissionerate of Police, Bhubaneswar-Cuttack, Specialised India Reserve Battalions and any other Battalion which may be created by Government from time to time;
  - (d) **"Board"** means the State Selection Board or the District Selection Boards, as the case may be, constituted under clause 6;
  - (e) **"Change of Cadre"** means permanent absorption in a new District Cadre other than the District in which appointed ;



- (f) **"Cadre Change Board"** means the Cadre Board constituted for considering change of cadre under sub para (7) (a) of item (A) of Appendix-A of these orders;
- (g) **"Districts"** means Police Districts comprising of the Revenue Districts of the State and shall include Police Districts created by bifurcating any revenue District, GRP, Cuttack, GRP, Rourkela, Urban Police District, Bhubaneswar, Urban Police District, Cuttack and any Police District created by Government from time to time;
- (h) **"District Cadre"**, in relation to Constable Service, means constables appointed under the order, separately for each district;
- (i) **"Ex-serviceman"** means a person as defined as such in clause (b) of rule 2 of the Odisha Ex-Servicemen (Recruitment to the State Civil Services and Posts) Rules, 1985;
- (j) **"Government"** means the Government of Odisha;
- (k) **"Recruitment year"** means the calendar year during which advertisement for recruitment is actually issued;
- (l) **"Redeployment"** means appointment of Sepoys or Constables of Battalion Cadre as Constable in different Districts for their rehabilitation;
- (m) **"Redeployment Year"** means the calendar year in which redeployment of Sepoys or Constables of Battalions are made ;
- (n) **"Scheduled Castes and Scheduled Tribes"** shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950, as the case may be, made under Articles 341 and 342 of the Constitution of India, respectively;
- (o) **"Select List"** means the list of successful candidates, prepared by the Board arranged in order of merit, equal to the total number of vacancies notified for recruitment in a particular District;
- (p) **"Selection Committee"** means the Committee constituted for selection of Sepoys or Constables for redeployment to districts under clause (2) of APPENDIX-B.
- (q) **"Sports Men"** means a person, who have been issued with an identity card as Sports person by the Director of Sports as per Resolution No.24808/Gen, dated the

18th November, 1985 of General Administration Department, as amended from time to time; and

(r) "SEBC" means Socially and Educationally Backward Classes defined as Backward Classes and referred to in clause (a) of section 2 of the Odisha State Commission for Backward Classes Act, 1993.

(2) All other words and expressions used but not defined in these rules, unless the context otherwise requires, shall have the same meaning as respectively assigned to them in the Odisha Service Code.

3. **Constitution of Service and Cadre:** (1) The posts of Constables in civil police shall constitute a service for each Police District shall constitute a separate cadre for each separate district the purpose of recruitment, seniority and promotions.

(2) The Constables appointed in one District shall not be ordinarily shifted to any other District on any ground or administrative requirement or representation:

Provided that the Constables may exercise their option to change their cadre to any other District of their choice subject to their eligibility on permanent absorption basis as per the provisions outlined under APPENDIX-A appended to these Orders.

4. **Method of Recruitment.-** (1) The posts of Constable in each District cadres shall be filled up by way of direct recruitment through the open competition Examination.

Provided that the Government may from time to time fill up twenty percent (20%) of vacancies in the rank of Constables in different Districts in a recruitment year by re-deployment of regular in-service Armed Police Sepoys or Constables.

(2) The procedure for Redeployment shall be followed as per the terms and conditions specified in Appendix-B.

5. **Eligibility Criteria for Direct Recruitment.-** (I) Subject to other provisions of this order, in order to be eligible for direct recruitment a candidate must,-

(i) be a citizen of India;

(ii) have passed +2 Examination or equivalent examination conducted by the Council of Higher Secondary Education, Odisha or by any other recognized Board/Council;



- (iii) be able to speak, read and write Odia and must have passed Odia as one of the subjects in the High School Certificate Examination or an examination in Odia language equivalent to M.E. standard recognized or conducted by the School and Mass Education Department, Government of Odisha;
- (iv) have registered his name, in one of the Employment Exchanges of the district or covering the district for which he applies for recruitment, before the date of publication of advertisement for recruitment;
- (v) not be less than 18 years of age and not more than 23 (twenty-three) years of age on the 1<sup>st</sup> day of January of the year in which the advertisement for recruitment is published.

Provided that the upper age limit in respect of reserved categories of candidates, referred to in order-7, shall be relaxed in accordance with the provisions of the Acts or rules or orders or instructions in force, for the respective reserved categories; and

- (vi) not have more than one spouse living;

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.

- (vii) be of good character; and

- (viii) be of sound health and free from organic defects and physical deformity.

**(II) In order to be eligible for the post of Constable, a Group-D employee must,-**  
must-

- (a) have completed 5 years of continuous regular service in Group 'D' post;
- (b) have good service record without any major punishment;
- (c) have passed +2 Examination or equivalent examination conducted by the Council of Higher Secondary Education, Odisha or by any other recognized Board/Council;
- (d) have not completed 43 years of age on the 1<sup>st</sup> day of January of the year in which the advertisement for recruitment is published; and
- (e) be of sound health and free from organic defects and physical deformity;

**(III)** In order to be eligible for the post of Constable, a Home Guard must,-

- (a) have passed +2 Examination or equivalent examination conducted by the Council of Higher Secondary Education, Odisha or by any other recognized Board/Council;
- (b) have completed 3 years of enrolment without any interruption on the date on which the advertisement for recruitment is published;
- (c) have undergone the basic course of training for Home Guards ; and
- (d) not be more than 28 years of age on the 1<sup>st</sup> day of January of the year in which the advertisement for recruitment is published.

**(IV)** (a) The candidates must have the minimum physical standard of height, weight and chest as follows,-

CATEGORY	HEIGHT	WEIGHT	CHEST*	
			UNEXPANDED	EXPANDED
(1)	(2)	(3)	(4)	(5)
Un-reserved/SEBC (Men)	168 Cm	55 Kg	79 Cm.	84 Cm.
Un-reserved/SEBC (Women)	158 Cm	47.5 Kg.		
Scheduled Caste/ Scheduled Tribe (Men)	163 Cm.	50 Kg.	76 Cm.	81 Cm.
Scheduled Caste / Scheduled Tribe (Women)	153 Cm	45 Kg.		

\* There shall be minimum of 5 cms. Difference between unexpanded and expanded chest

(b) Relaxation in the physical standards for Group 'D' employees for participating in the recruitment test of Constable will be allowed as follows,-

Height - 3 Cm

Weight - 5 Kg

Chest - 2 Cm.

Such relaxation will be availed by the Group 'D' employees in respect of the physical standards prescribed for their respective categories (UR, SEBC, SC, ST).

- (V) Candidates with disability or deformity shall not be eligible for consideration.
- (VI) Transgenders can also apply for the post of constable if they fulfill the eligibility criteria.
- (VII) Eligibility of the candidates may be verified at any stage of the recruitment process.

#### 6. Constitution of Selection Board :-

##### (I) State Selection Board:-

- (1) There shall be constituted a State Selection Board by the Government to be constituted by the Government consisting of the following member, for recruitment of Constables, namely:-
  - (a) One Senior Police Officer in the rank of Additional : Chairman  
Director General of Police or Inspector General of Police
  - (b) One Officer in the rank of Inspector General of Police : Member  
or Deputy Inspector General of Police
  - (c) One Officer in the rank of Superintendent of Police :Member Convenor.



- (2) The Chairman of the Board may give requisition for the services of a representative from the S.T. & S.C. Development, Minorities & Backward Classes Welfare Department as special invitee to assist the Board as and when required.
- (3) The Chairman of the Board may requisition the services of Government Officials or private persons or agencies to assist the Board in the Recruitment process.
- (4) The Board shall notify, control, supervise and direct the method & process of recruitment of Police Personnel.
- (5) D.G. & I.G. of Police shall be vested with powers to supervise the functioning of the State Selection Board and District level Selection Board and provide guidance to both the Boards from time to time.

- (a) One Senior Police Officer in the rank of Additional : Chairman  
Director General of Police or Inspector General of  
Police
- (b) One Officer in the rank of Inspector General of Police : Member  
or Deputy Inspector General of Police
- (c) One Officer in the rank of Superintendent of Police :Member Convenor.

**(II) District Level Selection Board-** There shall be constituted a District Selection Board in each district consisting of the following members who will conduct the recruitment test as per instruction of State Selection Board.

- (a) Superintendent of Police of the concerned District --- Chairman.
- (b) One Deputy Commandant --- Member  
(to be nominated by D.G. & I.G. of Police )
- (c) One Deputy Superintendent of Police --- Member  
(to be nominated by D.G. & I.G. of Police )



(d) District Welfare Officer / his representative as special invitee.

(e) Chief District Medical Officer / his representative as special invitee.

7. **Reservations :** (1) Notwithstanding anything contained in this order, posts shall be reserved for candidates belonging to the Scheduled Castes and Scheduled Tribes in accordance with the provisions contained in the Odisha Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under and for candidates belonging to SEBC category or ex-servicemen or women or sportsperson in accordance with the provisions made under such rules, orders or instructions issued in this regard by the Government from time to time for direct recruitment only and other relevant Government guideline regarding reservation as prevalent.

(2) The reservation rules shall be followed district cadre-wise.

(3) There shall be 10% reservation of notified vacancies in the rank of Constable in each district for Home Guards in each recruitment year. The selected Home guard candidates will be placed in the category to which they belong.

(4) There shall be 10% reservation of notified vacancies in the rank of Constables in each district for Group 'D' employees of Police Department in each recruitment year. The selected Group 'D' candidates will be placed in the category to which they belong.

8. **Advertisement of vacancies for recruitment and inviting of applications:**

(1) The vacancies for recruitment in each district cadre shall be the existing vacancies in the district .

(2) The State Police Headquarters will collect the number of vacancies for recruitment and their category wise break up from all the Police Districts and communicate the same to the Board.

(3) The Board shall advertise and invite applications from eligible candidates for filling up the district wise vacancies in the rank of constable. The Board shall decide the modalities of inviting applications and other formalities. The Board may use latest technology and preferably adopt e-application or online application. The Board may

preferably use an e-recruitment application software for entire process from application to generation of final merit list. Segregation of Eligible or Ineligible Candidates shall preferably be done electronically.

(4) The last date for receipt of applications from all over the State may be the same.

(5) This advertisement, among others, may declare the following,-

(i) a candidate filling the application form can apply for recruitment to one Police District only. This option cannot be changed.

(ii) The amount of application fees payable by the candidates other than Scheduled Caste and Scheduled Tribe shall be decided by the Board after approval from the Government and it would be deposited in the treasury and the mode of payment shall be decided by the Board.

(iii) No application fees shall be payable by the candidates belonging to Scheduled Caste and Scheduled Tribe.

(6) Candidature shall be cancelled, if in the opinion of the Board the candidate is not found eligible for consideration according to the eligibility criteria prescribed in this Order.

(7) No application, except in the case of candidates belonging to Scheduled Castes or Scheduled Tribes shall be considered without payment of the prescribed fees.

(8) For Home Guards, the Heads of Office shall certify that the Home Guards have completed three years of enrolment without any interruption and undergone Basic Course of training. Similarly, in case of Group "D" employee the Heads of Office shall certify that the Group "D" employees have completed 5 years of service with good service Record.

**9. Recruitment Process :** (1) The recruitment Process shall comprise of,-

(i) Written Examination;

(ii) Physical Standards;

(iii) Physical Efficiency Test; and

(iv) Driving Test (Optional)

(2) The Board will decide the time and venue of Written Examination or Physical Standards or Physical Efficiency Test or Driving Test(Optional) and publicise the same for the information of Candidates.



**(3) Written Examination:-**

**Allotted Marks - 100 (One hundred Marks), Duration -120 Minutes**

- (a) The candidates shall be required to appear at a written examination which shall consist of objective type multiple choice questions only. The examination shall be conducted in a transparent manner using OMR (Optical Mark Recognition) or OCR (Optical Character Recognition) sheet or Computer based written examination or any other objective modern method of assessment in prelevant at the relevant point of time as decided by Board.
- (b) The questions in the written examination shall comprise of Odia language, English Language, Arithmetic, General Knowledge, Situational Awareness, Logical reasoning and Basic computer knowledge. The standard of the questions shall be such that a student who has passed +2 Examination will be able to answer. There shall be negative marking of 0.25 marks for each wrong answer in written examination.
- (c) The medium of written examination shall be in English except the questions in Odia language.
- (d) Board shall fix the date, time and venues for holding the written test.
- (e) The Candidates not appearing for written test shall be disqualified.
- (f) Selection Board may decide the minimum qualifying marks in the written test.
- (g) The Board shall prepare district wise list of candidates equal to 5 (five) times of category wise vacancies advertised for the district , from the candidates who have qualified in the written examination in order of merit . Such list shall be prepared in decreasing order of aggregate marks secured by the candidates in the written examination. Such candidates whose names appear in the list will be called for appearing in Physical Standard and Physical Efficiency Test.
- (h) If the marks secured by two or or more candidates are equal, the person older in age shall be placed above the other in the list of candidates to be called for appearing in Physical Standard and Physical Efficiency Test.
- (i) In case the age is also the same then the person having less negative marks in the written test will be placed above the other in the list of candidates.

- (j) In case the negative marks in the written test is also the same, the Board may decide any other criteria.
- (k) The Board shall inform the List of Candidates selected for participation in the Physical Standard. Candidates getting disqualified in the Physical Standard or Physical Efficiency Tests will be issued with disqualification slips indicating the reason of disqualification.

**(4) Physical Standard for all categories: (Qualifying only),-** (a) The candidates must have the minimum physical standard of height, weight and chest as follows:

CATEGORY	HEIGHT	WEIGHT	CHEST*	
			UNEXPANDED	EXPANDED
(1)	(2)	(3)	(4)	(5)
Un-reserved/SEBC (Men)	168 Cm	55 Kg	79 Cm.	84 Cm.
Un-reserved/SEBC (Women)	158 Cm	47.5 Kg.	...	...
Scheduled Caste/  Scheduled Tribe (Men)	163 Cm.	50 Kg.	76 Cm.	81 Cm.
Scheduled Caste /  Scheduled Tribe (Women)	153 Cm	45 Kg.	...	...



- (b) There shall be minimum of 5 cms difference between unexpanded and expanded chest. The Height, weight and chest shall be measured to determine the eligibility of the candidate.

If the Candidate does not possess minimum prescribed physical standard i.e. height or weight or chest, as mentioned above, he will be disqualified and will not be allowed to appear in further recruitment process.

**(c) Physical Efficiency Test (PET) (Qualifying only) :**

- (1) Only those candidates who qualified in the Physical Standard shall be allowed to participate in the Physical Efficiency Test.
- (2) The Physical Efficiency Test is Qualifying in Nature.
- (3) The Physical Efficiency Tests shall comprise of the following events:

**(I) For Men (all categories)**

- (a) A candidate who covers the distance 1.6 Kilometers in 6 minutes 30 seconds shall be declared as qualified, failing which the candidate shall be declared as disqualified ;
- (b) A candidate who clears 3.66 meter in 3 (three) attempts shall be declared as qualified for broad jump, failing which the candidate shall be declared as disqualified

**(II) For Women (all categories)**

- (a) A candidate who covers the distance 1.6 Kilometers in 8 minutes 30 seconds shall be declared as qualified, failing which the candidate shall be declared as disqualified ;
- (b) A candidate who clears 2.75 meter in 3 (three) attempts shall be declared as qualified for broad jump, failing which the candidate shall be declared as disqualified

**Note:** If a candidate fails to qualify in any of the above events, he shall be disqualified from the recruitment process.

10. (1) All candidates who have claimed in their applications that they are proficient in driving and possess either Light or Heavy Vehicle Driving License for the last six months (excluding learning period) or more from the date of advertisement of vacancies and who have qualified in Written Examination, Physical Standard and Physical Efficiency Test will be called for Driving Test.

(2) **Driving Test:** Allotted Marks: 05 marks for Heavy Motor Vehicle and 03 Marks for Low Motor Vehicle. The test may be conducted only for those candidates, who claim in their applications that they are proficient in driving and possess either Light or Heavy Vehicle Driving license for the last Six Months (excluding learning period) or more from the date of advertisement of vacancies. The Board will decide the modalities of conducting the driving test and may co-opt experts from Transport Department. Those, who have the Light Vehicle Driving License and pass Light vehicle driving test, shall be awarded 3 marks and those, having Heavy Vehicle Driving License and pass Heavy Vehicle driving test, shall be awarded 05 marks. Those appearing for the test and awarded the marks shall be deemed to have accepted the service condition that if called upon, they shall have to drive the Light or Heavy vehicle, as the case may be, as part of their normal duties and responsibilities. Driving test may not be conducted without verification of validity of the Vehicle Driving License and the date of its issue. Candidate must produce the Original Driving License, which must tally with the details given by him in the Application form.

11. **Medical Examination.-** (a) The Medical Board shall comprise of two Doctors one of whom shall be a lady Doctor. One of the doctors who will head the Board shall be in the rank of SDMO or above. Medical test may be conducted at any stage of recruitment process as scheduled by the Board. Following shall be the specifications for Medical examination.

(b) The Candidates must not have knock knee, bow legs, flat foot, varicose veins, squint in eyes, poor vision, colour blindness, inability to flex the fingers properly and any other obvious deformities. He should have no impediment in speech and hearing.

(c) The candidate shall produce a self declaration certificate regarding his physical fitness that he is fit to participate in different physical efficiency tests and submit it to the recruiting Board while appearing for the physical test.



(d) The candidates shall appear in the Physical Efficiency Test at their own risk. The Board shall not be responsible for any loss or physical damage of the candidates during the Physical Efficiency Test or any time after caused due to appearing in the Physical Efficiency Test.

**12. National Cadet Corps Certificate:** (1) These marks shall be awarded after due verification of original certificates as below.

For N.C.C. Certificates (Marks allotted :02)

- |                          |    |    |
|--------------------------|----|----|
| a. N.C.C.'B' Certificate | .. | 01 |
| b. N.C.C.'C' Certificate | .. | 02 |

**13. Select List:** (1) On completion of the recruitment test, the Board shall draw up a select list of the successful candidates in order of merit, category-wise for each District separately as per the advertisement. The select list shall be prepared in decreasing order of aggregate marks secured by them in written examination, driving test and NCC equal to the number of vacancies advertised.

(2) The Select list shall be prepared in the format as decided by the Board.

(3) The persons getting the higher aggregate marks shall be placed higher in the Select list.

(4) (i) If the aggregate marks obtained by two or more persons are equal, the person older in age shall be placed above the other in the Select List;

(ii) In case the date of birth is also the same then the person having less negative marks in the written test will be placed above the other in the Select List ;

(iii) In case the negative marks in the written test is also the same, the Board may decide any other criteria.

(5) There shall be no reserve or Waiting list.

**14. Verification of Documents .-** (1) No candidate shall be appointed from the select list, without verification of

(a) Character certificate and antecedents report;

(b) Medical Fitness Certificate issued by an authorised Government Doctor;

- (c) Original certificates of his eligibility for the post. which shall include certificates of age, caste or category, educational qualifications, Sports Identity Card ,NCC Certificate, Home Guard, Driving License, Ex- Servicemen, Group-D etc.
- (2) The appointment letters shall be pasted with the photographs of the candidates concerned. The seal and signature of the appointing authority shall be given across the photograph which will be pasted in the Service Book.
- (3) The persons appointed shall be on probation for a period of two years.
- (4) Terms & conditions of service and duties & responsibilities of the Constables shall be the same as assigned to them in the Police Act, the rules or orders framed under this Act, Police Manual Rules and in the instructions of the Government issued from time to time.

**15. Inter-Se Seniority :** (1) The inter-se seniority of the candidates appointed as Constables by way of direct recruitment during a particular recruitment year shall be determined in accordance with the aggregate marks obtained by each candidate in the recruitment test conducted by the Board and in the final examination conducted by the Training Institute in the ratio of 1:2.

**16. Training :**

- (i) Directly appointed Constables shall undergo Constables Basic Course of Training at designated Training Centre as decided by D.G. & I.G. of Police. The Duration, Pattern, syllabus of Basic course of Training of Constables shall be such as decided by the Director General and Inspector General of Police.
- (ii) At the end of the training course, there will be an examination. Those declared to have passed shall be posted to different districts. Those who fail in the examination, shall be given another chance to clear it without undergoing the training again. If they fail again, they shall be discharged from the service. However, the constable appointed from Group-D shall be reverted to parent post.
- (iii) The annual increments will not be allowed unless and until the aforesaid examination is passed by the appointed candidates.



17. **Relaxation:** Where the Government on a reference made by the Director General and Inspector General of Police or otherwise, are satisfied that it is necessary or expedient so to do in the public interest, it may by order, for reasons to be recorded in writing, relax any of the provisions of these Order in respect of any class or category of employees.
18. **Interpretation:-** If any question arises relating to the interpretation of these order, it shall be referred to the Government in Home Department whose decision shall be final.

## APPENDIX-A

(See Clause 3)

### A. Change of Cadre :

- (1) In each year preferably in the month of January, the State Police Headquarters shall publish @ 10% of available vacancies in the rank of Constables in different Districts and invite applications of willing and eligible Constables of Districts for change of their cadre to another District in the same calendar year.
- (2) Willing and eligible Constables of Districts will apply in Annexure-1 as appended to these orders to their respective Appointing Authorities for change of their cadre.
- (3) The Appointing Authorities after furnishing required information in the prescribed columns of Annexure-1 along with their views shall forward it to the State Police Headquarters for necessary consideration.
- (4) Applications received in any other means shall not be considered for change of cadre.
- (5) Eligibility : Constables of Districts to become eligible for consideration of Change of Cadre to other District must have;-
  - (a) Completed 08 years of service as on 1<sup>st</sup> Day of January in the year which Change of Cadre is considered.
  - (b) Completed minimum 06 (Six) years of service as on 1<sup>st</sup> Day of January in the year in which Change of Cadre is considered in his Parent Cadre in which he is appointed.
  - (c) The mandatory 06 (six) years of service in his Parent Cadre shall include the period spent on deputation to SOG or SIW, if the Constable has ever been posted

in SOG/SIW. Deputation elsewhere will not count for this mandatory 6 years service in his parent cadre.

- (6) The Constable applying for change of Cadre must have good service record. He must not have any Major punishment or more than 5 (Five) minor punishments to his discredit during his entire service career and no Departmental Proceeding or Criminal Proceeding or Vigilance case or Human Rights Protection Cell related case shall be pending against him.
- (7) Cadre Change Board :- (a) There will be a Cadre Change Board with the following composition to examine the eligibility of the Constables and their suitability for consideration of their change of Cadre.

1. One Officer in the rank of Addl. D.G. of Police/ - Chairman  
I.G. of Police  
  
(To be nominated by D.G. & I.G. of Police)
2. One Officer in the rank of DIG of Police - Member  
  
(To be nominated by D.G. & I.G. of Police)
3. One Officer in the rank of Superintendent of - Member Convener  
Police  
  
(To be nominated by D.G. & I.G. of Police)

- (b) In each calendar year, preferably in the month of February the Cadre Change Board will meet to examine all applications received from the respective appointing authorities to recommend the cases of Constables for Change of Cadre to other District (s). Each application shall be examined on the basis of eligibility criteria as mentioned in sub clause (5) of Clause (A) of this Appendix-A and the Cadre Change Board may recommend the cases suitable as against 10 % vacancy of the District(s) calculated as per sub clause (1) of clause (A) of this Appendix-A. Change of Cadre shall be considered as per the seniority of the Constables of



different Districts taking into account their date of appointment. When date of appointment of two Constables is same the older in age shall be preferred for change of cadre over the younger Constable. Cadre Change in spouse case will have the preference over other cadre change request.

- (c) The Cadre Change Board will recommend the names of Constables to the D.G. & I.G. of Police for their change of cadre to the Districts as per option exercised by them.
  - (d) Upon receipt of the recommendation of the Cadre Change Board, the D.G. & I.G. of Police will approve the select list, which will be published in shape of Office Order in State Police Headquarters.
  - (e) In case any Constable fails to join in the new District within two months period (unless extended by D.G. & I.G. of Police), his change of cadre will be deemed to be cancelled automatically. For next three years, he will not be allowed to apply for change of cadre.
- (8) Conditions of Service :
- (a) All Constables while applying for their change of cadre must submit an undertaking to forgo their past service, training undertaken in the old District for consideration of Promotion to the rank of Lance Naik or Havildar or ASI in the new Cadre.
  - (b) Upon joining in new District on change of cadre he will be permanently absorbed in the new District Cadre. His eligibility for promotion to the rank of Lance Naik or Havildar or ASI in the new District shall be counted from the date of his joining in the new Cadre.
  - (c) His seniority in the New cadre will be fixed below the last Constable recruited and appointed in the new District.
  - (d) From the date of absorption in new District, he will be the member of the new District Cadre.
  - (e) When two or more Constables join in a new District on change of cadre, their inter-se-seniority shall be fixed as per their service rendered in the old cadre(s).
  - (f) Change of Cadre of Constables is the discretion of the D.G. & I.G. of Police. Change of Cadre cannot be claimed by any Constable as a matter of right.
-

- (g) Change of Cadre of any Constable is full and final. He cannot claim for repatriation to old cadre in future.
- (h) The last pay drawn by the Constable in old cadre shall be protected in the new Cadre. His annual increments will remain unchanged without prejudice of any other rule applicable to him.
- (i) The existing Constables of the Districts, though placed senior to the cadre change Constable, cannot claim stepping up of pay with the Constables joining the district on cadre change, in case they are drawing less pay.

#### ANNEXURE-1

#### APPLICATION FOR CHANGE OF CADRE FOR CONSTABLES

1. Name of the applicant : \_\_\_\_\_
2. Rank & Number : \_\_\_\_\_
3. Parent Cadre : \_\_\_\_\_
4. Home District : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Date of joining the service : \_\_\_\_\_
7. Date of joining the district : \_\_\_\_\_
8. Whether any Criminal case is pending : \_\_\_\_\_
9. Whether Spouse is serving as Constable/Lance Naik/ Havildar in any District  
Cadre: \_\_\_\_\_
10. If yes, Name of the Spouse (Rank No.) : \_\_\_\_\_
11. District in which Spouse is serving : \_\_\_\_\_
12. Home District of the Spouse : \_\_\_\_\_
13. Whether Spouse has also applied for Change of Cadre in the current year: \_\_\_\_\_
14. If yes, District Option exercised by him/ her : \_\_\_\_\_



15. Whether proof of marriage is attached, details there on : \_\_\_\_\_

16. Reasons for change of Cadre (with supporting Document)

17. Choices for cadre to which to be absorbed: i)

ii)

iii)

18. I hereby undertake that on the event my absorption in the new cadre, I will lose my seniority in the old cadre and my seniority in new cadre will be counted from the date of my joining the new cadre. Qualifying service required for promotion to the rank of Lance Naik, Havildar, ASI will be counted from the date of joining the new cadre and any test I have passed in the old cadre won't be counted for promotion to the rank of Havildar in the new cadre.

(Signature of applicant with date)

**(TO BE FILLED UP BY CADRE CONTROLLING AUTHORITY)**

1. Name of the applicant : \_\_\_\_\_

2. Rank and Number : \_\_\_\_\_

3. Date of joining in the service : \_\_\_\_\_

4. Date of joining in the district : \_\_\_\_\_

5. Whether he/she has completed 8 years of service as on 1<sup>st</sup> January of the year he/she is applying : \_\_\_\_\_

6. Whether he has completed 6 years in the cadre and SOG/SIW as on 1<sup>st</sup> January of the year in which he/she is applying : \_\_\_\_\_

7. Posting record.                      Organisation                      From                      To

1.

---

2.

3.

4.

5.

8. Whether any criminal case is pending: \_\_\_\_\_

9. Whether any disciplinary proceeding pending:

10. Number of Punishment earned: Minor : \_\_\_\_\_ Major : \_\_\_\_\_

11. Recommendation/Views of SP/DCP :

Signature of SP/DCP with date and seal

## **APPENDIX-B**

(See Clause 4)

**Subject : Redeployment of Sepoys/ Constables of Battalions to Districts for appointment as Constable.**

- (1) A Sepoy or Constable in order to be eligible for consideration for redeployment must have completed 15 years of service and attained the age of 40 years as on the 1<sup>st</sup> day of January of the year in which the "Redeployment" is to be made subject to the condition that he has not been inflicted with any major punishment or more than 5 (Five) minor punishments to his discredit during his entire service career and no Departmental Proceeding or Criminal Proceeding or Vigilance case or Human Rights Protection Cell related case shall be pending against him.



Provided that in case of Ex-servicemen working as Sepoy or Constables in the Battalion, their past service rendered in Defense Forces shall be added to arrive at qualifying 15 years of service in order to be eligible for consideration for redeployment in the post of Constables in district cadre.

(2) There shall be constituted a Selection Committee for consideration for redeployment with the following members, namely:-

- |       |  |            |
|-------|--|------------|
| (i)   | Additional D.G. of Police, SAP/ I.G. of Police,<br>Odisha, Cuttack | - Chairman |
| (ii)  | One D.I.G. of Police<br>( to be nominated by D.G & I.G. of Police) | - Member   |
| (iii) | One Commandant<br>( to be nominated by D.G & I.G. of Police)       | - Member   |

(3) Each year the written willingness of Sepoys or Constable will be received through the Commandants concerned at SAP Headquarters by 31<sup>st</sup> of January for consideration of their redeployment.

(4) The willing Sepoys or Constables may indicate their option for 5 (five) districts in order of preference and the willingness so received shall be placed before the Board constituted for the purpose under Clause (2) of this Appendix-B.

(5) The Board shall draw up a list of Sepoys/Constables suitable for redeployment for each district limiting it to number of such vacancies available taking into consideration the option of the Sepoys or Constables and the list so prepared shall be placed before the D.G and I.G. of Police for approval for redeployment on the basis of the recommendation of the Board.

Provided that the D.G and I.G. of Police shall have the power to shift any Sepoy or Constable who is otherwise eligible as per clause(1) of this appendix for deployment to any

district for appointment as Constable if he is satisfied that the particular Sepoy or Constable is required to be shifted from the Battalions, is either physically, mentally or administratively unsuitable for Battalion work.

(6) The selection process and issue of redeployment order may preferably be completed before March of each calendar year.

(7) Sepoys or Constables of the Battalion selected to join District on redeployment shall be relieved by the Commandant concerned immediately.

Provided that Sepoys/Constables selected for redeployment may be allowed 2 (two) months time for relief on their written request and if they fail to join the district of his posting even after two months, the order of redeployment will be cancelled and such persons shall not be considered for redeployment for the next three years.

(8) On redeployment to district, a Sepoy or Constable of the Battalion will take his seniority from the date he joins the district and will be placed below the Constables appointed before his redeployment.

(9) The inter-se-seniority of the Sepoys or Constables redeployed shall be determined according to their date of appointment and if the date of appointment is same, then older Sepoy or Constable shall take precedence over the younger one basing on the date of birth.

(10) The last pay drawn by the Sepoys or Constables of the Battalions shall be protected and taken into account for fixation of pay in the district and the past service rendered in the Battalions shall count towards leave, increment in the Constables scale of pay and pension.

(11) The Constables of the Districts, though placed senior to the redeployed Sepoys/Constable, cannot claim stepping up of pay with the Sepoys or Constables redeployed to districts, in case they are drawing less pay.

(12) On joining the districts, the Sepoys or Constables shall undergo a 1 (one) month "Orientation Training Course" in Law and Rules in the District.

By order of the Governor



3.9.2021

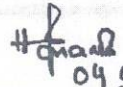
Additional Chief Secretary to Government



Memo No: /D&A Date:

31203 Dtd. 04.9.2021.

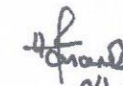
Copy forwarded to the Director, Printing, Stationary and Publication, Odisha, Cuttack for information and necessary action. He is requested to publish this Notification in the next issue of the Extra-Ordinary issue of Odisha Gazette and supply the Home Department with 20 copies.

  
04 09 2021  
Joint Secretary to Government

Memo No: /D&A Date:

31204 Dtd. 04.9.2021.

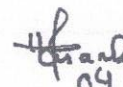
Copy forwarded to the DG & IG of Police, Odisha, Cuttack/ Additional DG, Fire Service & CG, HG, Odisha, Cuttack/ Additional DG-cum-IG, Prisons & Director, Correctional Services, Odisha, Bhubaneswar/ all Revenue Divisional Commissioner/ Commissioner of Police, Bhubaneswar/ all Range DIGs of Police/ all District Magistrate/ all Superintendent of Police/ all Police Sections of Home Department/ Home (IMU) Department/ D&A Section of Home Department for information and necessary action.

  
04 09 2021  
Joint Secretary to Government

Memo No: /D&A Date:

31205 Dtd. 04.9.2021.

Copy forwarded to the Scientist, NIC Coordinator, Home Department for information and necessary action.

  
04 09 2021  
Joint Secretary to Government