

POLICE CIRCULAR ORDER NO. 122

Experience shows that the practice of sending service books of A.S.Is./Havildars/Constables from one establishment to the other at the time of proposals for transfer is not suitable as these important documents are sometimes spoilt or lost in transit. There is also unnecessary delay in getting them back owing to which have and other connected work in the Reserve Office is seriously affected. Further, heavy expenditure is being incurred in service postage for their to and fro transmission by registered post.

Discontinuan
ce of sending
S.Bs. in
connection
with transfer
of A.S.A.I.
Havildar/Con
stables.

Hence, the practice of sending or of obtaining service book for the purpose should be discontinued forthwith and the required information should be supplied as and when necessary in the *pro forma* enclosed.

Information sheet relating to transfer of Assistant Sub-Inspectors/Havildars/Constables from one district/Establishment to another.

1. Name.....
2. Age.....
3. Date of enlistment.....
4. District of enlistment.....
5. Home District and Home police-station.....
6. Date of holding present rank.....
(In case of A. S.-Is./Havildars only)
7. Total period of officiating in higher rank
(In case of A. S.-Is./Havildars only)
8. Total period of posting
(i) Police station.....
(ii) Court Office.....
(iii) Out-Posts.....
(iv) Armed Police
9. Courses passed.....
(If a constable has passed Drill Instructor's course or P. T. Course, this should be mentioned)
10. Total punishments earned
(i) Major
(ii) Minor
11. Total rewards earned
(i) Money reward
(ii) Paper rewards

(Previous Police Circular Order No. 3 of 1958)