

POLICE CIRCULAR ORDERS No. 125

Subject—Maintenance of Note Book by Reserve Inspectors

Maintenance
of Note
Book by
Reserve
Inspector.

During inspection of Sambalpur Reserve Office I was impressed with the Note Book maintained by the Reserve Inspector, Sambalpur. It contains useful informations for ready reference concerning force. It is particularly useful to inspecting officers. It is hereby ordered that all the Reserve Inspectors of the State should maintain a Note Book in a blank Register containing the following informations. The first few pages should be used for the index.

The entries in the register shall be kept up to date by the Reserve Inspector. It should be shown in the charge reports at the time of making and taking over charge.

- (1) Disposition of A. P.R. (Permanent and Temporary)
- (2) Disposition of O. R. (Permanent and Temporary)
- (3) List of officers and men with war service
- (4) List of S. Is. A. S.-Is. with experience in Court duties
- (5) List of S. Is. and A.S.-Is. with experience in Reserve duties
- (6) List of S.-Is. and A. S.-Is. with experience in Building work
- (7) List of N. C. Os. and men who have undergone P. T. course. with place of training and date of passing.
- (8) List of N. C. Os. and men who have passed drill course, with date of passing the course
- (9) List of officers and men who have passed first-aid and also those who are in possession of St. John Ambulance certificates.
- (10) List of officers and men who are marksmen in *303 rifles
- (11) List of officers and men who are marksmen in *410 muskets
- (12) List of officers and men who are marksmen in Revolver practice
- (13) List of constables who have not passed the Drill Course but are considered suitable for promotion to the rank of Havildar for having good detective ability and good records.
- (14) List of officers and men who are trained in Tear smoke
- (15) List of officers and men who are foot-ballers
- (16) List of officers and men who are Hockey players
- (17) List of officers and men who are Cricketers
- (18) List of officers and men who are athletes. (Item of sports in which they have specialised should be noted against each name).
- (19) List of I. Cs. who are matriculates
- (20) List of officers and men who have special aptitude towards drama and music
- (21) List of Sub-Inspectors who have undergone refreshers' course in Cuttack. Date of deputation for the course with date of passing to be noted.
- (22) List of Sub-Inspectors who have undergone Finger Print course in C. I. D. and refreshers' course.
- (23) List of trained armourers
- (24) List of Officers and men trained in different band instruments
- (25) List of men who have been trained in bugling
- (26) List of offices and men who are trained in traffic. (Against each name, place, where trained and period of training should be noted).
- (27) List of Havildars and men who are in the habit of overstaying leave including casual leave
- (28) List of officers and men who are recipients of Kings Police Medal, President Police Medal and Police Medal.
- (29) List of officers and men in possession of driving licenses
- (30) Tentage on charge
- (31) Motor vehicles, motor cycles and bicycles on charge
- (32) Pigeons on charge

(Previous Police Circular Order No. 3 of 1959)