

POLICE CIRCULAR ORDER No. 201

During inspection of Reserve Offices of certain Districts it has come to my notice that the Force Register is not being maintained in order of seniority as contemplated in P.H. Rule 1039. The prevailing discrepancies have already been brought to the notice of different Establishments in A.I.C's momo No 1370 (33)/HQ. dated 7-5-1971, No. 1409 (36)/HQ, dated 10-5-1971 and Momo No. 1972 (24)/HQS. dated 23-6-1971.

The following Instructions are issued maintained of the Force Register with effect from 1st October 1971.

1. The Force Register shall be maintained in the Reserve Office in which the names of all non-gazetted Police personnel attached to the concerned District/Estt. shall also include names of personnel who retain their liens while officiating in higher ranks, or on deputations or otherwise in proper places according to their Seniority, indicating brief details of deputations etc. In remarks column but such names will not bear any serial number so that, thereby, the serial numbers will tally with the actual strength in each rank. Keeping the names of those on deputation in the Register will facilitate consideration of the cases for confirmation when permanent vacancy becomes available for the purpose.

2. The Register should also include grade any of each individual against his name in the appropriate column and the actual number under each grade shall entered in pencil in another column specified in it. This figure should be altered as pay grade changes but should not interfere with the seniority order. At the end of each month, the total in each grade such grade pay in each rank should be recorded as an abstract. In the case of A.S.Is./Havildars and Constables the actual number under each grade pay will have to be recorded taking into account the increments and reduction in pay and rank, as the case may be. In order to maintain accuracy in their pay gradation, their grade table as recorded in the pencil should be watched carefully and the totals under each grade altered immediately after the increment or reduction is given effect to.

3. Separate pages of the Force Register should be allotted to each rank with sufficient pages and adequate space left under each name for additions and alternations. An index should be maintained at the beginning of the respective sections mentioning in figures the authorised and actual strength (both permanent and temporary) of each rank as well as the totals under these two hands (i.e. authorised and actual strength) including vacancy position and abstract as illustrated below :

EXAMPLES :

S. I. Rank	Permanent	Temporary
1. Sanctioned strength		
Duty post	55	4
L. T. R.	11	..
Total Strength	66	4
II. Actual Strength :		
Present on duty	.. 35	21 T. S. Is.
Officiating in higher ranks	.. 4	
Deputation outside district	.. 1	
Deputation inside district	.. 2	
Under suspension	.. 2	
On leave	.. 1	
Total Available	.. 45	
Total vacancies (Permanent)—68—45—21—4 (Temporary)		

Abstract

Permanent Vacancies	..	21 (Held by 21 T.S.Is.)
Sanctioned Strength	..	70 (Permanent 66 plus Temporary 4)
Actual Strength	..	66 (Permanent 45 plus T.S. Is. 21)
Temporary strength	..	(70-66)=4

4. The detailed particulars of the personnel in the Register shall be maintained in the following *proforma* for each rank :

- (a) Serial number according to seniority
- (b) Name with Home District
- (c) Date of birth
- (d) Date of entry into present rank
- (e) Grade pay
- (f) Date of next increment
- (g) Remarks

Sd/ B. B. Mishra, I.P.
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