

OFFICE CIRCULAR ORDER NO. 223, Dated 5-8-1976

SUBJECT—Proper maintenance of Confidential character Rolls—Defects and shortcomings.

Recording of confidential character remarks as nearly accurately as possible should be regarded as a moral responsibility of the recording officers and that of the Reviewing Officers. It has been our unfortunate experience that confidential character rolls of Officers of and above the rank of A.S.I. of Police and equivalent rank in the O.M.P. Bns. and other Police Establishments are being written either indifferently or inaccurately. Instruction have been issued on this subject from time to time as would be evident from the following :—

1. This Hdqrs. letter No. 401 (32) Con., dated 12-2-1963
2. This Hdqrs. letter No. 3292-Con., dated 26-11-1963
3. This Hdqrs. letter No. 2088 (32) Con., dated 2-7-1964
4. This Hdqrs. letter No. 3939 (32)-Con., dated 7-10-1966
5. This Hdqrs. letter No. 1226-H. dated 9-4-1970
6. This Hdqrs. letter No. 3089-(33)-HQ dated 7-10-1971

2. P.M. Rule 924 (d) also lays down guidelines regarding the writing of C.C.R. Indifferent and inaccurate C.C.Rolls do not serve the purpose for which they are meant as they do not reflect the positive qualities of the officers, their shortcomings, special attitudes and responses to advices and instructions.

3. The Orissa Public Service Commission recently pointed out to us some serious defects in the maintenance and recording of remarks in the C.C.Rolls of Inspectors of Police, whom it considered for promotion to the ranks of Deputy Superintendent of Police. In a number of instances, the Public Service Commission has differed from the recommendations of the Central Selection Board primarily because the C.C.Rolls were either vague or inaccurate or failed to reflect major punishments recorded in the Service Books.

4. All Officers look forward to promotion to the next higher rank on the basis of their performances. It would be disastrous and demoralising to deny the deserving officers higher promotions largely because their superior officers have not taken adequate interests in assessing their work and in taking pains to record the same in their C.C.Rolls in due time. It is needless to emphasise that one of the primary duties of the Superior Officers is to take adequate pains to assess the good and bad qualities of the officers serving under them and record the same in a just and fair manner.

5. Some of the defects, which have been noticed in recent years in respect of maintenance and the recording of C.C.Rolls are listed below :—

(a) Annual remarks have been recorded without any regard to year and chronological order in many C.C.Roll Files. One finds remarks for 1974-75 just below the remarks of 1970-71 without regard to the remarks for the intervening years in some place. This leads to confusion. Pages of the C.C.R. files are dog-eared, damaged and in many cases smuggled.

(b) Remarks in many cases do not cover one full year i.e. from 1st of April to the 31st March. When an Officer or head of the office is transferred during the middle of the year the concerned C.C.Rolls are to be written according to the provisions contained in P.M.R. 924 (d), Police Order No. 120 and Home Department letter No. 679 (57)/C, dated 17-3-1962 copy of which has been forwarded to all Officers in this Hdqrs memo. No. 888/Con., dated 25-3-1972. Inordinate delay in recording the remarks has resulted in inaccurate assessment and miscarriage of justice. It is absolutely necessary that remarks should be recorded no sooner the year is over i.e. in April and when an officer is transferred from one Establishment to another.

(c) Representations of Officers against adverse remarks and subsequent correspondence should not find a place in the C.C.R. file as either the representation is accepted or rejected in which case the remarks will either remain modified or unexpunged as per Home Department letter No. 1159 (53)/C, dated 10-5-62. It is unfortunate that large number of C.C.R. files in this Department contained bulky correspondence containing representations and replies.

(d) Nothing is mentioned in the column meant for the communication of adverse remarks. It is seen that invariably this column is left blank though the C.C.Rs contain adverse remarks.

(e) The general remarks column (Col. 16 of the new C.C.R. Form) is not filled up in large number of cases by the reporting officers. This indicates the utter callousness of the Reporting Officers in giving an overall assessment of their subordinate officers' personality, good qualities, shortcomings etc.

(f) Invariably the expression 'Average' is being used in assessing an officers' ability, practically against all the columns of the new C.C.R. Form. The remarks should be precise and specific and not vague.

(g) In some cases it is seen that officers are writing "My remarks are the same as for the previous year". This is highly irregular and unfair to the officer serving under you. Remarks of a particular year are independent of those of the previous years. Hence, officers are expected to offer specific remarks for a particular period without reference to any other period.

(h) C.C.R. remarks do not reflect the rewards and punishments awarded to the officers concerned during a year and the nature of work for which rewards were given or the shortcomings for which punishments were awarded. There is a specific column to mention about the rewards and punishments but the Reporting Officers do not take pains to refer to the Service Books and fill up this column.

6. You are requested to pay your personal attention to this matter and proceed with the task of writing of the C.C. Rolls of the Officers serving under you for the year 1975-76.

7. A copy of each of the past circulars and instructions issued to you on the subject mentioned above is enclosed for your ready reference.

N. SWAIN
Inspector-General of Police, Orissa.

Copy of letter No. 6721(57)/C, Dt. 17-3-1962 from the Secretary to the Government of Orissa, Home Department, Special Section, Bhubaneswar to all Departments of Government/Heads of Departments/District Officers.

SUBJECT—Irregular recording of annual confidential remarks on the work of non-gazetted Officers.

The undersigned is directed to say that instances of irregular recording of annual remarks in the character rolls of non-gazetted officers have come to the notice of Government. There is a typical case in which the reporting officer recorded the remarks in respect of a certain non-gazetted officer 5 years after the year for which the report was due. Inordinate delay in the recording of annual remarks in character rolls does not serve any useful purpose, on the other hand it is likely to give an incorrect picture of the work and conduct of the officer. Such practice may also give rise to serious complications and even lead to miscarriage of justice in some cases. Therefore, all departments should ensure that the recording of annual remarks by the reporting officers is completed soon after the close of the financial year and not later than 30th June of the year following.

Sd/ B.K. Roy,
25-3-62,
A-I,-G, of Police, Orissa

Copy of letter No. 3939(32) Con., Dt. 7-10-66 from the I.G. of Police Orissa to all Ss.P/Heads of Estts. (including Vigilance range).

SUBJECT—Proper maintenance of confidential character rolls.

From the large number of C.C. Rolls of non-gazetted Police Officers received in this office in connection with the C.S.B., it is noticed that entries in the C.C.Rs. of Police Officers have been made for a period of over 3 years at a belated stage in spite of clear provision in P.M.Rule No. 924 (d) P.O. No. 120 that at the close of each year or before leaving a district if that event is earlier, the S.P. or the Head of an Establishment shall record a note regarding conduct, efficiency, health, habit of each officer. Instructions contained in Home Department circular letter No. 6721 (57) C., Dt. 17-3-62, copy forwarded in this office memo No. 888/Con., dated. 26-3-62 to all Police establishment may be also referred to in this connection. Such belated recording of C.C. remarks are not only irregular but are also likely to give an incorrect picture of the work and conduct of the officer concerned.

It is further observed that in some cases the recording of remarks in the C.C. Rolls have not been made in the handwriting of the officer recording the remarks but typed copies have been pasted instead.

You are, therefore requested that entries in the C.C. Rolls of non-gazetted staff should be made strictly according to the provisions of P.M.R. 924 (d) and Government circular letter referred to above. It should also be ensured that the remarks in the C.C. Rolls must be in the handwriting of the officer recording the remarks and typed copies should not be pasted.

CONFIDENTIAL

GOVERNMENT OF ORISSA, HOME DEPARTMENT, SPECIAL SECTION

Memo. No. 1159 (53)/C, dated 10th May 1962

To

All Departments of Government/All Heads of Departments

SUBJECT : Communication of Adverse remarks and for filing of copies of representations in C. C. Rolls.

The undersigned is directed to communicate the decision of Government that representations or explanations against the adverse entries are not to be added to the confidential reports. In a representation is well founded it would result in the competent authority toning down or expunging the adverse remarks. If a representation is without substance it would be rejected. In either case no useful purpose would be served by adding the representation itself to the confidential report.

2. As regards the communication of adverse remarks in the annual report of an Officer on deputation to Government of India, it has been decided that such remarks should be communicated by Government of India in the Ministry under which the Officer may be serving. In case the Officer has come back to the State, the remarks will be communicated to him through the State Government.

3. The above procedure may be adopted in dealing with the Character Rolls of all classes of Officers.

B.V. Raman, 8-5-1962
Secretary to Government

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Copy of letter No. 1226, HQ. dated 9-4-1970 from the AI-G of Police, Orissa (Admn.) Cuttack to all Ss.P./Heads of Police Establishments.

Reference : This Hdqrs. letter No. 401 (32)/Con., dated 12-2-1963, No. 3292, dated 26-11-1963, No. 2088 (32)/Con., dated 2-7-1966 and 3939 (32) /Con., dated 7-10-1966.

SUBJECT : Recording of C. C. Roll remarks.

From the large number of C.C.Rolls of non-gazetted Police Officers received at this Hdqrs. in connection with the C.C.R. etc., it is noticed that remarks in the C.C. Roll of Police Officers have not been recorded regularly at the close of each financial year and when an officer or Head of the Office is transferred from one Dist./Estts. to another in spite of clear provision in the 924 (d) P.O. No. 120 and Home Department circular letter No. 6721/C., dated 17-3-1962, copy forwarded to you in this Hdqrs. Memo. No. 888/Con., dated 25-3-1962 (copy enclosed). You would appreciate that recording of remarks, in the C.C.Rolls at a belated stage, is not only irregular but is also likely to give an incorrect account of the work and conduct of the Officer concerned.

2. It is further observed that recording of remarks in the C.C.Rolls have also not been made in the "Revised C.C.Roll Form" although you were impressed upon in this Hdqrs. letter No. 1677/HQ., dated 22-5-1969 to record your remarks in respect of non-gazetted officers in the revised CCR form and to make the system effective with a view to assess the capacity of the individual officer in the performance of his duties and to forecast his capacity of different and more responsible work.

3. I am, therefore, desired to request you to ensure that entries in the CCRs of non-gazetted Police Officers are made strictly according to the above mentioned provisions and Government circular letter under reference and furnish a certificate to the effect that recording of CCR remarks in respect of all non-gazetted officers have been made at the close of each financial year or in the event of transfer to other district/establishment.

4. The certificate should also clarify that copies of all adverse remarks in the CCRs of both executive and ministerial officers of your district/establishment for the year ending have been communicated to the officer concerned and acknowledgement thereof have been filed in the original CC Rolls in accordance with this Hdqrs. letter no. 1848/Con., dated 2-7-1960.

Reply may kindly reach this Hdqrs. latest by 15-5-1970.

Copy of letter No. 3089 (33)/HQ. dated 7-10-1971 from the AI-G of Police (Admn.) Orissa to all Heads of Police Estts. Orissa.

SUBJECT : Recording of C.C. Roll remarks procedure thereof.

When nomination of Police Officers for promotion to higher ranks is called for by this Hdqrs. instructions are issued that the C.C. Rolls of the Officers concerned should be written up-to-date. This does not mean that entries upto the date submitting the nomination be written but the intention is that the document should have up-to-date entries according to PM Rule 924 (d) which specifies that remarks be made at the close of each year or if the S.P. or Head of the Estts. is leaving the district or Estts. before the close of each year.

2. The stipulation in the letters calling for nomination for promotion that the C.C. Rolls should contain up-to-date remarks should not therefore, be construed to mean that fresh entries are to be made. It only requires that the C.C. Rolls should be written upto the close of the financial year or the change of recording officer whichever is later, because it is seen at the time of the CSB that C.C. Rolls are not written up sometimes for years is end.

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Copy of letter No. 401 (32) Con., dated 12-2-1963 from the I.-G. of Police, Orissa, Cuttack to all Police Estts.

SUBJECT : Proper maintenance of C. C. Rolls.

From the large number of C.C. Rolls of Officers received in this office in connection with Central Selection Boards, Deputations other purposes, it is noticed that in most cases abbreviated names of the officers have been written on the character rolls instead of full names which create confusion. In some cases the acknowledgements for adverse entries have either not been obtained and pasted or those which have been obtained have not been properly kept. In most cases the C.C. Rolls are received in damaged condition.

2. Since these are important documents on the basis of which promotion and other matters are determined, it is necessary that these are properly maintained. The following instructions should be followed in future with regard to maintenance of the C.C. Rolls.

- (i) Full names of the officers with rank and father's name should be clearly written.
- (ii) Acknowledgements for all adverse entries should be obtained and pasted in the C.C. Rolls.
- (iii) The C.C. Rolls should be placed in folders properly tagged.
- (iv) Papers which are required to be placed with the character Rolls should be fastened to tags or pasted to guard against loss.
- (v) The damaged C.C. Rolls should be repaired in time.

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Copy of letter No. 3292/Con., dated the 26th November 1963 from the I.-G. of Police, Orissa, Cuttack to all Police Establishments.

SUBJECT : Writing of C. C. Rolls of subordinate staff.

In spite of clear provision in P.M. Rule 924 (d) Police Order No. 13 of 1955 and instructions contained in Home Department circular letter No. 679(57)/C. dated 17-3-1962 copy forwarded in this Office Memo. No. 888/Con., dated 25-3-1962 to all Police Estts. instances are still coming up where entries in C.C. Rolls of non-gazetted staff have been made for a period of every one year at a belated stage. Such entries are not only irregular but are also likely to give an incorrect picture of the work and conduct of the officer concerned and would even lead to miscarriage of justice in some cases.

It is therefore requested that entries in the C.C. rolls of non-gazetted staff should be made strictly according to the provisions of P.M. Rule 924 (d) and the Government circular letter referred to above.

Copy of letter No. 2088 (30) Con., dated 2-7-1964 from the I.-G. of Police, Orissa to all Police Establishments.

SUBJECT : Maintenance of C. C. Rolls.

A large number of C.C. Rolls have recently been received from the districts and Estts. in connection with the C.S.B. for promotion to various ranks. On a scrutiny it is found that the instructions contained in this office circular letter No. 401 (32)/Con., dated 12-2-1963 have not been observed in many cases.

Since these are important records to be maintained for more than 30 years it is very necessary that they are required in folders properly without being damaged and the Office circular mentioned above be strictly followed.
