

POLICE CIRCULAR ORDER NO. 241/82

Subject : Scheme for

Government have sanctioned creation of 866 of orderly peons in the nomenclature of follower Orderlies in lieu of the posts of orderly Constables now attached to different Gazetted Police Officers. These posts carry the scale of Rs. 200—280 with the usual D.A. and A.D.A as admissible from time to time. Keeping the guidelines issued by the Government sanctioning the scheme vide their letter No. 54318, dated 20-11-1961 in view, the following scheme is formulated to fill up the posts and to replace the existing orderly Constables to the General line according to vacancies available.

Recruitment of the follower Orderlies shall be taken up by all Heads of Police Establishments according to their requirement. In the Establishments headed by the D.I.G. or a higher ranking Officer, the Heads of the Establishments may authorise any one the S.P. ranking Officers under them to conduct the recruitment. However, all recruitment will be made only in the General Police and the authorised number of follower Orderlies after recruitment and training will be deputed to other Organisations like Vigilance, Home Guards, etc. The concerned officer of these Establishments may have suitable recommendation which will be considered by the appointing authorities. As the duties to be performed by the follower Orderlies shall not be same as the Police Constables, the physical standards and educational qualifications have been proposed slightly different as given in the following table.

	Constable	Followers Orderly
Age	18—25	18—25
Educational qualification	X Standard (Matric preferred)	Class VII pass in Oriya equivalent to ME standard and also able to speak, read and write Oriya.
Height	5' 6"	5' 4"
Weight	55 Kgs.	55 Kgs.
Chest	31"—33"	30"—32"

N. B.—For S.C./S.T. candidates the age may be relaxed by 2 years height by 2", weight by 5 K.G. and chest by 1".

No relaxation in the above standards shall be accepted and no cases asking for condonation of qualifications may be referred to the State Police Hdqrs. Heads of Police Establishments may, however, condone relaxation in weight up to 2 K.gs. in suitable cases. The candidates selected should be asked to participate in one mile race within 8 minutes and should know cycling. They should undergo a thorough medical examination and be declared fit by a Medical Officer not less than rank of Assistant Surgeon. No deformities like flat foot, knock knees, etc. are admissible in view of the security and special nature of duties to be performed by them. The recruitment should be made out of the candidates sponsored by Employment Exchange and those having registration certificate from the Employment Exchange authority. Recruitment must be from the local area and the prescribed quota of candidates for Scheduled Caste and Scheduled Tribe personnel should be fulfilled (16% and 24% respectively).

APPOINTMENT—The follower Orderlies shall be recruited under the Police Act and are to be designated as Special Police Officers. Appointment shall be made by an Officer not below the rank of S.P. In the Establishments like State Police Headquarters, C.B., S.B., T.R. & D. Computer etc. the Heads of concerned Establishments may designate any one of the Officers under them holding rank of S.P. to make the appointment. At the time of appointment, the appointing authority shall satisfy himself that the candidates has the required optitude and willingness to perform the duties of "follower Orderlies ". This should be ensured by testing the candidate in messing, washing/ironing uniform, polishing of shoes, web-equipment, cleaning office premises etc.

TRAINING—The selected candidates shall undergo a training of 4 weeks at the respective District Police Hdqrs. In case of Establishments located at Cuttack, the training of their staff shall be combined with Cuttack district. The follower orderlies shall be trained in P.T., Drill without Arms, Drill with Arms, mess working, Camp arrange units, maintenance of uniform and equipments, office maintenance and cleanliness, etc.

DUTIES—The follower orderlies shall be expected to carry out all the Orderly duties :—

- Receive and screen visitors
- Receive and screen telephone calls
- Provide security coverage to the official and his family
- Assist the officer in upkeep and maintenance of his uniform, equipments, weapons, etc. This should involve washing/ironing uniform, polishing web-equipment including shoes, boots, belts, holsters, etc.

- (e) Clean and maintain Visitors' Room in official residence/residential offices. Keep the surrounding area tidy by maintaining a proper garden, plantation of trees, etc.
- (f) To act as special messenger within the town, carrying official communications.
- (g) Performing messing duty of the officers 'Camp or residence.
- (h) Accompany the officer on tour and ensure necessary preparations/arrangements for the tour.

SERVICE CONDITIONS—The follower orderlies after initial appointment under the Police Act shall remain on probation for two years. At the expiry of this period the appointing authority may conform them or extend the period of probation for another year in case of below performance. The authority may call for a suitability report from the controlling officials in this regard, if so desired. As in the case of Constables, S.Bs. in the prescribed form should be maintained, besides, brief assessment report/ P.Ps. be also maintained by the officer with whom the follower orderlies are working so that the suitability or otherwise for confirmation can be decided by the competent authority objectively. The follower orderlies shall be transferred normally within the range. They shall be placed in the pay scale Rs. 200—Rs.250 with the usual allowances till such time as their pay scales are revised by the Government.

UNIFORM—The follower orderlies shall be provided with Khaki drill and white cloth uniform and other requirements as follows :

- 2 white shirts for 2 years
- 2 half pants (khaki) for 2 years
- 1 full slack (white) for 2 years
- 1 twill cap (khaki) for 1 year
- 1 twill cap (white) for 1 year
- 1 white full shirt for 1 year
- 1 ground chest for 3 years
- 2 blanket for 5 years
- 1 mosquito net
- 1 jersey
- 1 pair of P. T. shoes for 1 year
- 1 pair of khaki cotton shocks for 6 months.

They shall wear follower orderlies nomenclature in Oriya on the shoulder. Separate orders in this regard will be issued in due course.

DISCIPLINE AND CONTROL—The follower orderlies shall be attached to the Gazetted Police Officers at the following scale :

- I. G. of Police—3
- Additional I. G. of Police—3
- D. I.G. of Police—3
- A. I. G./S. P./Commandant/ Additional S. P./Deputy Commandant—2
- A. S. P./D. S. P./A. C./R. I./ Inspector—1

One Jamandar/S.I. attached as security assistant to the I. G. of Police and I. G., Vigilance shall continue as before. The follower orderlies shall be amenable to all the disciplinary proceedings as prescribed in Police Manual and may be awarded any one of the punishments enumerated in Police Manual Rule 824 excepting extra guard because they do not perform any such duties in their day to day service period. Similarly, they shall be eligible for all the rewards prescribed under the Police Manual to which the Constables are entitled.

MISCELLANEOUS—the follower orderlies shall be recruited direct and no rank of Government employees shall be eligible to be absorbed in the scheme.

No extra provision has been made in the scheme as sanctioned by the Government. All dress requirements may, therefore, be proposed separately as and when necessary while formulating proposal for new schemes.

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