

POLICE CIRCULAR ORDER NO. 250/83

Consequent on the creation of posts of Head Assistants in the Ministerial Cadre of District level Police Offices, it is necessary to distribute duties between Head Assistants and Head Clerks. The following duties shall be performed by the Head Assistants and Head Clerks .

Duties of Head Assistant

1. The Head Assistant is in complete charge of the D.P.O. establishment and is directly responsible to the Head of the District establishment.
2. He shall supervise the work of Head Clerk and all the Ministerial staff attached to different sections in the D.P.O. All files will pass through him except those of the Accounts Section.
3. After perusal of papers received by S.P./Heads of Establishment he shall mark the same to concerned clerk of different Sections.
4. He shall be responsible for training the new entrants and acquainting them with rules and regulations and official procedures to deal with correspondence.
5. He shall issue due instructions and take necessary steps for quick and efficient disposal of work.
6. He will remain in charge of Government properties issued to D.P.O.
7. He shall check Log Book and forward diary of the clerks and ensure submission of pending list to S.P./Heads of establishment fortnightly.
8. He shall keep the Service Book of all ministerial officers under lock and key in his custody and see that the S.Bs. are kept up-to-date and duplicate S.Bs. are maintained (P.M.R. 873). He will be responsible for proper maintenance of S.Bs. of G.Os. of and above the rank of D.S.P.
9. He will check pension cases and final G.P.F. cases and ensure their timely submission
10. He shall be responsible for submission of Annual Administration Reports
11. He will check forms and stationery account, ensure timely submission of indents and supply of forms and stationery by the Government Press.
12. He shall maintain a personal handbook in accordance with the provision contained in paragraph 56 of Orissa records manual for keeping note of the date or dates by which important papers are to be put up, return submitted etc. and to ensure that they are accordingly put up.
13. He will be competent to require any member of the ministerial staff to work beyond office hours if the work of any staff is not up-to-date or the business of the office demands it..
14. He will check the receipt and daily total issue of service postage stamps and ensure the correctness of service postage stamp accounts. A certificate of verification of the stamp accounts shall be given by him in the register [PMT 910 (a)].
15. Before issue of any book of register in which printed page numbers are not given, the H.A. shall have the pages consecutively numbered and furnish necessary certificate stating the number of pages the book/register contains on the inside of the cover [P.M.R. 919 (b)].
16. He shall be responsible for issue of Railway/Bus warrant/Station Diary books to different Police Posts.
17. He shall be responsible for timely disposal of all correspondences relating to personal entitlements, leave etc. of G.Os. and other staff attached to D.P.O.
18. He shall be responsible for proper maintenance of Attendance Register and C.L. Register of Ministerial Staff.

19. He shall ensure punctual attendance of non-Gazetted staff working in the D.P.O. on each working day and shall put up the attendance register to the S.P./Head of Establishment or any Gazetted Officer authorised by S.P./Head of Establishment with the checking of attendance register by 10-10 A.M.

20. He shall see that Guard files of different sections are properly maintained and kept up-to-date. He should ensure and satisfy himself that circulars, orders, resolutions etc. meant to be pasted in the Guard Files have been duly circulated to all concerned.

21. He shall be responsible for proper and correct maintenance of General Index of files of all sections (except D.I.B./Con./S.R./D.C.I.B.) and submission of all periodical returns from the D.P.O. (except Accounts Section).

22. He should scrutinise the annual budget provisions submitted by the Head Clerk so as to ensure correctness of the estimate and ensure timely compliance of the Audit reports which should be routed through him.

23. He shall be responsible for maintenance of discipline in the D.P.O. and also ensure that no ministerial staff leaves office without his permission during office hour. he will be competent to call for the explanation of any member of the staff for minor lapses of delay and indiscipline and forward it to the superior authority with his comments and report all such serious instances immediately to higher authorities.

24. He shall perform duties such as public relations, welfare of the force etc. as entrusted to him by S.P./Head of office and other superior authorities.

25. He will ensure that no unauthorised person gets access to the D.P.O. without his permission.

Duties of Head Clerks:

1. The Head Clerk shall remain in-charge of the cash chest and will act as Cashier as per the Accounts Code and Treasury manual [P.M.R. 933 (a)].

2. He shall be responsible for correctness of all bills [P.M.R. 965 (b)].

3. He shall examine and initial all bills before they are signed by the officer-in-charge of accounts [P.M.R. 933 (d)].

4. On receipt of escort requisitions he shall fill up the order on the reverse of each requisition showing the strength of the escort required and if it is necessary to make advance payments, the amount of daily allowance or mileage due (P.M.R. 536).

5. He shall be responsible for the payment of bearing charge and will maintain the register of bearing charges. He shall examine all covers before the vouchers are submitted for payment order and see that they agree with the amounts demanded by the Post Office (P.M.R. 953 (b)).

6. The Head Clerk shall maintain a list of officers required to furnish security and the details of the securities furnished by them in Form 78 of section LIII [P.M.R. 993 (c)].

7. Head Clerk shall submit the acquittance roll for ministerial officers and menials attached to Heads of offices of the police establishments of the District or Units [P.M.R. 964 (b)].

8. All payments required to be made in the D.P.O. shall be made by the Head Clerk in the presence of the Superintendent or head of other establishment or officer-in-charge of Accounts who shall authenticate the fact of each individual payment by his initials in the Acquittance Roll [P.M.R. 976 (e)].

9. The Head Clerk shall initial the balance shown in Government/Private cash book every time it is struck [P.M.R. 939 (h)].

10. The Head Clerk shall distribute the pay of the office establishment and of menials of the Superintendent/Head of other establishments office and shall initial the receipts in the acquittance roll and give certificate of payment as required by the rule [P.M.R. 976 (h)].

11. When any sum of money is to be paid, the Head Clerk shall examine and initial it on receipt of such bill or account from the Accountant. He shall also examine and initial advice slips including the duplicate copy. The Head Clerk when paying the amount shall take the signature of the payee if he be present, on the account or bill which then becomes a voucher [P.M.R. 937 (b)].

12. He will ensure acknowledgement of cash by the Officer-in-charge of the escort party on the reverse of advice slip and make an endorsement on the Command Certificate issued to escort party stating therein the amount of cash sent with advice slip number and date [P.M.R. 937 (e)].

13. He will be responsible for smooth functioning of accounts branch and ensure timely settlement of claims.

14. He shall be responsible for submission of all periodical returns due from Accounts Branch

15. He shall be primarily responsible for submission of annual budget provision and timely compliance of the audit reports but he should submit the same through H.A. where posted.

16. He shall assist the Head Assistant on all administrative matters, as and when necessary

17. He shall perform such other duties such as welfare of the force etc. as assigned to him by the S.P./Head of office or superior authorities.

Where there is no post of Head Assistant in the District/Estts. the Head Clerk should perform all the duties of Head Assistant in addition to his own duties. Similarly where there is no post of Head Clerk the Head Assistant shall also function as Head Clerk and perform all the duties both Head Assistant and Head Clerk where both H.A. and H.C. are posted they should work in close co-operation with each other and the staff for smooth discharge of official duties. The Head clerk being an officer junior in rank to the Head Assistant should conduct himself properly in all matters so that decorum of office is maintained.

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