



**AMENDMENT OF POLICE CIRCULAR ORDER NO.341/2013.**

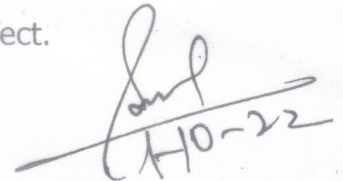
Govt. of Odisha Home Department, Bhubaneswar have formulated the Odisha Battalion Service {Method of Recruitment and Conditions of Service of Sepoys or Constables, Havildars and ASI (Armed)} Order, 2022 communicated vide Home Department Notification No.30941/D&A, Dtd.13.09.2022 published in Odisha Gazette No. 2697, Dtd. 19.09.2022.

In the above mentioned order, Provision of Change of Cadre of Sepoys/ Constables of Battalions from one Battalion to another Battalion has been prescribed under Appendix-A of the said order.

Keeping in view of the above provision in the Recruitment Rules for Change of Cadre, following amendment to Police Circular Order No.341/2013 is hereby ordered.

1. Para "B" of the Police Circular Order No.341/2013 under the heading "DEPLOYMENT FROM ONE BATTALION TO ANOTHER BATTALION" is hereby repealed.
2. Para "C" of the Police Circular Order No.341/2013 under the heading "TRANSFER ON DEPUTATION FROM ONE BATTALION TO ANOTHER BATTALION ON MARRIAGE" is hereby repealed.
3. Form "A" and "B" as annexed to the Police Circular Order No.341/2013 are hereby repealed.

This amendment order is issued herewith immediate effect.

  
H10-22

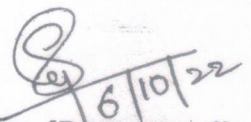
**Director General of Police,  
Odisha.**

**Dtd. 06.10.2022.**

[TN-29-2010(i)]

**Memo No. 39973 /Pers.-II,**

Copy forwarded to all Heads of Police Establishments for information and necessary action in continuation of S.P. Hdqrs. Memo No.35014/Tech., Dtd.05.09.2013, No.44058/Pers.-II, Dtd.23.11.2016 & letter No.38946/Pers.-II, Dtd.27.09.2022.

  
6/10/22

**I.G. of Police (Personnel),  
Odisha, Cuttack.**

**O.D. No. 39974 /Pers.-II,**

**Dtd. 06.10.2022.**

Copy to all Sectional Heads/ I/c IT Cell (for uploading to Odisha Police website), S.P. Hdqrs., Cuttack for information and necessary action.



**ODISHA POLICE  
STATE HEADQUARTERS  
CUTTACK.**

### Corrigendum

In the 4<sup>th</sup> line of last para of the amendment to Odisha Police Circular No.341/2013, communicated vide State Police Hdqrs. Memo No.46539/Pers.-II, dtd.24.12.2021, it has been wrongly mentioned as "No.342/2013", which is a typographical error.

In view of the above, it may be read as 341/2013 instated of 342/2013.

**[TN-50-2012]**

Sd/-

A.I.G. of Police (Personnel),  
Odisha, Cuttack.

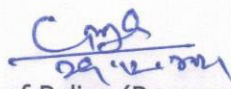
**Memo No.**

**/Pers.-II**

**Dt. - 12-2021.**

Copy forwarded to all heads of Police Establishments for information and necessary action in continuation to S.P. Hdqrs. Memo No.46539/Pers.-II, Dtd.24.12.2021.

(ii) Copy forwarded to the I.G. of Police (Hdqrs.), Odisha, Cuttack for favour of information and necessary action (Uploading to Odisha Police website).

  
A.I.G. of Police (Personnel),  
Odisha, Cuttack.

**OD:**

NO. 47013  
29.12.21

Copy to Section Officer, Supply Section/ all Eos/ SOs/ PSs/ Pas/ Stenos of S.P. Hdqrs., Cuttack/ I/c IT Cell, S.P. Hdqrs., Cuttack (Uploading to Odisha Police website) for information and necessary action in continuation to S.P. Hdqrs. O.D. No.46540/Pers.-II, Dtd.24.12.2021.





ODISHA POLICE  
STATE HEADQUARTERS  
CUTTACK.

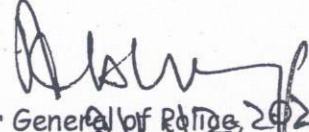
## AMENDMENT TO POLICE CIRCULAR ORDER NO. 341/2013.

PCO 341/2013 and PCO 342/2013 were formulated to regulate deputation of Constables/Sepoys to deputationist organization as well as cadre change of Constables/Sepoys from one district to another district or from one Battalion to another Battalion.

On reexamination, it was felt that cadre change should be as per recruitment rules, which is formulated by the Government.

Accordingly for district constables, Government was moved for modification of Recruitment Rules to permit cadre change and Government of Odisha accordingly formulated "The Odisha Police Service (Method of Recruitment and Conditions of Service of Constables) Order, 2021 communicated vide Home Department Notification No.31202/D&A, dtd.04.09.2021, which contained a scheme of cadre change. Accordingly, the Cadre change of Constables of district police has been done this year in accordance with the new RR cited above and Para-B and Para-C of the Police Circular Order of 342/2013 dealing with cadre change were repealed.

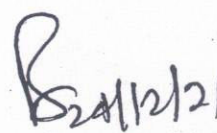
State Police Headquarters has sent similar proposal to Government to incorporate cadre change in the recruitment rules of OSAP Sepoys/Constables also. This is under consideration of the Government. Hence, change of cadre as detailed in Para-B and Para-C of Police Circular No.342/2013 is hereby kept in abeyance. Change of cadre would be taken up once the approval of the Government for the same is received.

  
Director General of Police, 2021  
Odisha

Memo No. 46539 /Pers-II

Date: 24.12.2021

Copy forwarded to all head of Police Establishment for information and necessary action in continuation to SP Hdqrs. Memos No. 35014/Tech., dated 05.09.2013 and No. 28466/Pers-II dated 21.08.2020.

  
IG of Police (Personnel),  
Odisha, Cuttack.

OD:

46540  
24.12.2021

Copy to I/c IT Cell (for uploading to website)/Section Officer, Supply Section/all EOs/SOs/PSs/PAs/Stenos of SP Hdqrs., Cuttack for information & necessary action.

[www.Odishapolice.nic.in](http://www.Odishapolice.nic.in)  
Email - [sphqrs.odpol@nic.in](mailto:sphqrs.odpol@nic.in)

Buxi Bazar, Cuttack-753001  
Tel./Fax No.0671-2304354





ODISHA POLICE  
STATE HEADQUARTERS  
CUTTACK.

**AMMENDMENT TO POLICE CIRCULAR ORDER NO 337/2013, 341/2013, 342/2013, & 347/2016.**

\*\*\*

In order to utilise the rich experience of Odisha Police Personnel returning on repatriation from Special protection Group(SPG) and National Security Guard(NSG) or any other security related Organisation(s) of Government of India after successful completion of their deputation tenure, the following amendments in the Police Circular orders No. 337/2013, 341/2013, 342/2013 and 347, 2013 are hereby Ordered.

Police Circular Order	Existing Provision	Amended provision
337/2013 Para- 7	<b>Para 7 : Selection</b> Recommendation for selection shall be made by the Committee after scrutiny of previous service record, training record and result of medical fitness, physical efficiency tests and firing skill test. Director, Intelligence will scrutinize and forward the list of selected candidates to the Director General of Police for his approval. The Decision of the Director General of Police shall be final.	The following para shall be inserted as another paragraph. <b>Provided that the Director General of Police may order posting of suitable Havildar / Constables/ Sepoys who have returned on repatriation to Odisha Police after successful completion of their tenure from NSG/ SPG or any other security related Organisation of Government of India to Security Wing, Bhubaneswar by way of deputation.</b>
341/2013 Sub Clause-4 of Clause-A	The above principles vide Sl. No. 1,2 and 3 will not be applicable for deployment (on deputation) to the Sepoys/ Constables for posting to SOG/ SIW Organisation/ Special Security Battalion, Bhubaneswar. Any Police Personnel can be deployed on deputation to SOG/SIW/Special Security Battalion, Bhubaneswar irrespective of his duration of service.	The following para shall be inserted as another paragraph. <b>Provided that the Director General of Police may order posting of suitable Sepoy / Constable of Battalions who have returned on repatriation to Odisha Police after successful completion of their tenure from NSG/ SPG or any other security related Organisation of Government of India by way of deputation for utilising the experience gained by them in Central agencies. Principles vide Sl. No. 1, 2 and 3 shall not be applicable in deciding such posting.</b>



342/2013 Sub Clause-5 of Clause-A	The above principles vide Sl. No. 2, 3 and 4 will not be applicable for transfer (on deputation) to the Constables for posting to SOG/ SIW Organisation. Any Police Personnel can be transferred on deputation to SOG/SIW irrespective of his duration of service.	The following para shall be inserted as another paragraph. <b>Provided that the Director General of Police may order posting of any suitable Constable who have returned on repatriation to Odisha Police after successful completion of their tenure from NSG/ SPG or any other security related Organisation of Government of India by way of deputation for utilising the experience gained by them in Central agencies. Principles vide Sl. No. 2, 3 and 4 shall not be applicable to such posting.</b>
PCO-347 Clause 1 of Para-3	The Havildar will continue to be posted in India reserve Battalions and Odisha state Armed Police (Special Security) Battalions (1 <sup>st</sup> Special Security Battalion at Sambalpur, 2 <sup>nd</sup> Special Security Battalion at Keonjhar, 3 <sup>rd</sup> Special Security Battalion at Gajapati and 4 <sup>th</sup> Special Security Battalion at Malkangiri). Other than above establishments, the Havildar can only be deputed to SOG/ SIW/ Special Security Battalion, Bhubaneswar. Their representation for transfer to non naxal affected units/ establishments will be considered only after they attain the age of 45 years.	The following para shall be inserted as another paragraph. <b>Provided that the Director General of Police may order for posting of any suitable Havildar(Armed) who have returned on repatriation to Odisha Police after successful completion of their tenure from NSG/ SPG or any other security related Organisation of Government of India by way of deputation for utilising the experience gained by them in Central agencies.</b>

The above mentioned amendment orders will be effected from the date of issue of this order.

Memo No.

35515

/Pers-I,

Director General of Police,  
Odisha.

Dtd. 07 / 11/ 2020

action.

Copy forwarded to all Heads of Police Establishment for information and necessary

information.

(ii) Copy to all Senior Officers posted in State Police Headquarters, Cuttack for information. This order may kindly be uploaded in Odisha Police website for general information.

(IIT-42-2020)

35516/DE-07-11-2020

OD:

Cell for information.

I.G. of Police (Personnel),  
Odisha, Cuttack.

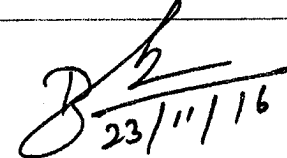
Buxi Bazar, Cuttack-753001  
Tel./Fax No.0671-2304001

[www.odishapolice.gov.in](http://www.odishapolice.gov.in)  
Email - [sphqrs.orpol@nic.in](mailto:sphqrs.orpol@nic.in)

**Amendment OF PCO-347(Clause- 1 of Para-3) and PCO-341/2013  
(Sub Clause-4 of Clause-A)**

\*\*\*\*\*

Sl. No.	Police Circular Order No.	Existing Rule	Amended Provision
1.	PCO-347 (Clause- 1 of Para-3)	The Havildar will continue to be posted in India Reserve Battalions and Odisha State Armed Police Special Security Battalions (1 <sup>st</sup> Special Security Battalion at Sambalpur, 2nd Special Security Battalion at Keonjhar, 3 <sup>rd</sup> Special Security Battalion at Gajapati and 4 <sup>th</sup> Special Security Battalion at Malkangiri). Other than above establishments, the Havildar can only be deputed to SOG. Their representation for transfer to non-naxal affected units/ establishments will be considered only after they attain the age of 45 years.	The Havildar will continue to be posted in India Reserve Battalions and Odisha State Armed Police Special Security Battalions (1 <sup>st</sup> Special Security Battalion at Sambalpur, 2nd Special Security Battalion at Keonjhar, 3 <sup>rd</sup> Special Security Battalion at Gajapati and 4 <sup>th</sup> Special Security Battalion at Malkangiri). Other than above establishments, the Havildar can only be deputed to SOG/ SIW/ Special Security Battalion, Bhubaneswar. Their representation for transfer to non naxal affected units/ establishments will be considered only after they attain the age of 45 years.
2.	PCO-341/2013 (Sub Clause-4 of Clause-A)	The above principles vide SI No. 1, 2 and 3 will not be applicable for deployment (on deputation) to the Sepoys/ Constables for posting to SOG/ SIW Organization. Any Police personnel can be deployed on deputation to SOG/ SIW irrespective of his duration of service.	The above principles vide SI No. 1, 2 and 3 will not be applicable for deployment (on deputation) to the Sepoys/Constables for posting to SOG/ SIW Organization/ Special Security Battalion, Bhubaneswar. Any Police personnel can be deployed on deputation to SOG/ SIW/ Special Security Battalion, Bhubaneswar irrespective of his duration of service.

  
 23/11/16  
**D.G. & I.G. of Police,  
Odisha, Cuttack.**

**ODISHA POLICE  
STATE HEADQUARTERS, CUTTACK.**

\*\*\*\*\*

**Memo No.**

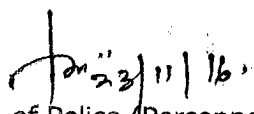
44058

/Pers-II,

**Dt. 23.11.2016**

Copy forwarded to all Heads of Police Establishments for information and necessary action.

44059  
23.11.16

  
A.I.G. of Police (Personnel),  
Odisha, Cuttack.

**OD :**

Copy to all Senior Officers/ Branch Officers/ all Sectional Heads of SP Hdqrs.  
for information.

(ii) Copy to Inspector, IT Cell for information and uploading to website.

**POLICE CIRCULAR ORDER No.341 /2013 WITH AMENDMENT DATED.05.09.2013**

\*\*\*\*\*

The provision relating to deployment of Sepoys/Constables is hereby amended and the revised PCO 341/2013 with amendment is as follows:

As per Government Notification No 15082/D&A, dtd. 22.03.2011, the posts of Sepoys/Constables in each Battalion shall constitute a separate cadre. The incumbents may be deployed to any Battalion, Police Establishment or offices for periods not exceeding 7 years at a time in exigency of public service or for administrative reasons or otherwise without any change of their position in the cadre to which they belong. Such deployment beyond 7 years for an incumbent may be allowed in the exigency of public service by the DG & IG of Police.

In order to streamline the deployment process the following guidelines are to be followed

**A. DEPLOYMENT ON DEPUTATION FROM ONE BATTALION TO ANOTHER DEPUTATIONIST ORGANISATION.**

1. Sepoys/Constables of one Battalion will become eligible for deployment (on deputation) to other deputationist Establishment after completion of 7 years of service as on 1<sup>st</sup> day of January of that year in the parent Battalion.
2. The period of deployment (on deputation) will be for a period upto 3 years and can be extended up to 7 years in phases.
3. A Sepoy/Constable will not be considered for a second or subsequent deputation unless he serves an equivalent period of his first deputation in his parent cadre.
4. The above principles vide SI No. 1, 2 and 3 will not be applicable for deployment (on deputation) to the Sepoys/Constables for posting to SOG/SIW Organization. Any Police personnel can be deployed on deputation to SOG/SIW irrespective of his duration of service.
5. After completion of the deployment (on deputation) period, they should be repatriated back to the parent cadre without waiting for further order. The deputationist organisation can also repatriate prematurely under intimation to SP HQRS if the person is involved in criminal case or the performance is found not satisfactory.

**B. DEPLOYMENT FROM ONE BATTALION TO ANOTHER BATTALION.**

Continuation on deployment (on transfer) in a different Battalion is causing dislocation in public service due to large number of vacancies in the Battalion from where large number of Sepoys/Constables are transferred on deployment. Hence it is decided to absorb them in new cadre. The following guidelines will be followed:



1. No Sepoy/Constable will be deployed to another Battalion irrespective of any ground/ administrative requirement/ representation.
2. Sepoys/Constables will be absorbed in a new cadre(Battalion) on the following principles:
  - (i) He has to complete 8 years of service as on 1<sup>st</sup> day of January of the year in which he is to be absorbed.
  - (ii) He must have worked for 6 years in the parent cadre and SOG/ SIW in case of Sepoys/Constables served in SOG/ SIW.
  - (iii) He should have good service record.
  - (iv) Not more than 15% of the vacancies of a year as on 1<sup>st</sup> day of January in the cadre can be filled up through absorption into the cadre.
  - (v) Rule 11(4) of G.A. Department Notification No. 22591/Gen dtd.16.10.85 of Odisha Ministerial Services (method of Recruitment to the posts of Junior Clerk in the district offices) Rules'1985 says that Jr. Clerk of district cadre who wants transfer on deputation i.e., he shall upon such transfer forfeit his/ her seniority for his/ her past service and shall in the seniority list in relation to the year in which he/she is transferred rank below the junior most junior clerk to the district to which he/she transferred.
3. Sepoy/Constable of a Battalion is also a Battalion cadre, hence the above principle is also applicable to them.
  - (i) The Sepoy/Constable will apply through his cadre controlling authority in **Form-A.**
  - (ii) His seniority in the new cadre (in which he is absorbed) will be counted from the date of joining the new cadre. Qualifying service required for promotion to the rank of Lance Naik, Havildar, Havildar Major, SI(Armed) will be counted from the date of joining in the new cadre and any test passed in the old cadre won't be counted for promotion to the rank of Lance Naik, Havildar, Havildar Major, SI(Armed) in the new cadre.
  - (iii) When two or more join a Battalion in a particular year on transfer the inter se seniority of such Sepoy/Constable shall be determined taking into account the period of service rendered by them prior to such transfer.

- (iv) The last pay drawn by the Sepoy/Constable shall be protected and his normal date of annual increment remain unchanged without prejudice to the operation of any other rule applicable to him.
- v) Views of cadre controlling authority of the cadre in which he will be absorbed will be taken.
- (vi) Change of cadre is the discretion of the competent authority and cannot be claimed as matter of right and any personnel absorbed in a new cadre can be repatriated back to his parent cadre at the discretion of competent authority.

C. TRANSFER ON DEPUTATION FROM ONE BATTALION TO ANOTHER BATTALION ON MARRIAGE.

In case of a Sepoy/Constable whose spouse is also serving as a Constable in a different cadre, he can apply for a change of cadre to different Battalion.

- i) His seniority in the new cadre (in which he is absorbed) will be counted from the date of joining the new cadre. Qualifying service required for promotion for the post of Lance Naik, Havildar, Havildar Major, SI(Armed) will be counted from the date of joining the new cadre and any test passed in the old cadre won't be counted for promotion to the rank of Lance Naik, Havildar, Havildar Major, SI(Armed) in the new cadre.
- ii) The Sepoy/Constable will apply through his cadre controlling authority in **FORM-B.**
- iii) Views of cadre controlling authority of the cadre in which he will be absorbed will be taken.

(PRAKASH MISHRA)

**D.G. & I.G. of Police,  
Odisha, Cuttack.**

Memo No. TN-50-2012/ 35014 /Tech,

Dt. 5.9.13

Copy together with copy of Form-A and Form-B forwarded to all Heads of Police Establishments for information and necessary action.

No. 35015/Tech  
05.9.13

**I.G. of Police (Personnel),  
Odisha, Cuttack.**

**OD:**

Copy to All Senior Officers/All Branch Officers/ All Sectional Heads of S.P.Hdqrs. for information.



**FORM -A**

\*\*\*\*\*

**APPLICATION FOR CHANGE OF CADRE FOR SEPOYS/CONSTABLES**

(1) Name of the Applicant : \_\_\_\_\_

(2) Rank & Number : \_\_\_\_\_

(3) Parent Cadre : \_\_\_\_\_

(4) Date of Birth : \_\_\_\_\_

(5) Date of Joining the service : \_\_\_\_\_

(6) Date of Joining the Battalion : \_\_\_\_\_

(7) Whether any Criminal case is pending: \_\_\_\_\_

(8) Reason for change of Cadre(with supporting documents):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(9) Choices for cadre to which to be absorbed:

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

- (10) I hereby undertake that on the event my absorption in the new cadre, I will lose my seniority in the old cadre and my seniority in new cadre will be counted from the date of my joining the new cadre. Qualifying service required for promotion to the rank of Lance Naik, Havildar, Havildar Major, Deputy Subedar will be counted from the date of joining the new cadre and any test I have passed in the old cadre won't be counted for promotion to the rank of Lance Naik, Havildar, Havildar Major, SI(Armed) in the new cadre.

**(Signature of applicant with date)**

**(TO BE FILLED UP BY CADRE CONTROLLING AUTHORITY)**

1. Name of the Applicant : \_\_\_\_\_
2. Rank and Number : \_\_\_\_\_
3. Date of joining the service: \_\_\_\_\_
4. Date of Joining in the district: \_\_\_\_\_
5. Whether he has completed 8 years of service as on 1<sup>st</sup> January of the year he is applying: \_\_\_\_\_
6. Whether he has completed 6 years in the cadre and SOG/ SIW as on 1<sup>st</sup> January of the year in which he is applying: \_\_\_\_\_
7. Posting record: 

	Organisation	From	To
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
8. Whether any criminal case is pending: \_\_\_\_\_
9. Whether any disciplinary Proceeding pending: \_\_\_\_\_
10. Number of Punishment earned: Minor : \_\_\_\_\_ Major : \_\_\_\_\_
11. Recommendation of Commandant: \_\_\_\_\_

**Signature of Commandant with date and seal**

(To be filled up by cadre controlling authority of cadre in which the person is going to be absorbed)

Vacancy as on 1<sup>st</sup> January in the rank of Sepoy/Constable:

Views of Commandant:

**Signature of Commandant with date and seal**



**FORM-B**

\*\*\*\*\*

**APPLICATION FOR CHANGE OF CADRE FOR CONSTABLES/SEPOY ON  
ACCOUNT OF MARRIAGE**

1. Name of the Constable/Sepoy: \_\_\_\_\_
2. Parent Cadre : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Date of Joining the service: \_\_\_\_\_
5. Name of the spouse: \_\_\_\_\_
6. Rank & Number of spouse: \_\_\_\_\_
7. Cadre of the spouse: \_\_\_\_\_
8. Date of joining the service by spouse: \_\_\_\_\_
9. Date of Marriage(self attested copy of proof of marriage is to be attached: \_\_\_\_\_)
10. Choices for cadre to which to be absorbed:
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_

11. I hereby undertake that on the event my absorption in the new cadre, I will lose my seniority in the old cadre and my seniority in new cadre will be counted from the date of my joining the new cadre. Qualifying service required for promotion will be counted from the date of joining the new cadre and any test I have passed in the old cadre won't be counted for promotion in the new cadre.

(Signature of Applicant with date)

(To be filled up By Cadre Controlling Authority)

12. Date of Joining the service: \_\_\_\_\_
13. Whether self attested copy of proof of marriage is attached: \_\_\_\_\_
14. Recommendation of Commandant: \_\_\_\_\_

**Signature of Commandant with date and seal.**

(To be filled up by cadre controlling authority of the cadre in which the employee is going to be absorbed)

1. Vacancies in the rank of Sepoy/Constable as on 1<sup>st</sup> January.
2. Views of the Commandant.

**Signature of Commandant with date and seal.**