



ODISHA POLICE  
STATE HEADQUARTERS  
CUTTACK.

AMENDMENT TO POLICE CIRCULAR ORDER NO. 342/2013.

The following amendment to Police Circular Order No. 342/2013 is hereby ordered.

1. B) 2 (i) - He/she has to complete 8 years of service as on 1<sup>st</sup> January of the year in which he/she is to be absorbed.
2. B) 2 (ii)- He must have worked for 6 years in the parent cadre and SOG/ SIW, in case of Constables served in SOG/ SIW.

Besides, FORM A prescribed for PCO No. 342/2013 is also amended against Sl. No. 5 & 6 (TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY) as follows:

Sl. No. 5. Whether he/she has completed 8 years of service as on 1<sup>st</sup> January of the year he/she is applying: \_\_\_\_\_

Sl. No. 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: \_\_\_\_\_

Memo No. 35039 /Exe

Copy forwarded to all Heads of Police Establishments for information and necessary action in continuation of this Headquarters Memo No. 26441/Exe dt. 21.6.2013.

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

Dated 6/9/13

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

O.D.

Copy to the Section Officer, Supply Section, S.P. Hdqrs. for information and necessary action.

## POLICE CIRCULAR ORDER No. 342/2013.

SUBJECT: TRANSFER (ON DEPUTATION) OF CIVIL CONSTABLES.

As per Government Notification No 57063/D&A, dtd 23.12.2010, the posts of constables in civil police in each police district constitute a separate cadre for the purpose of recruitment, seniority and promotions. On transfer from one district to other, the position of the incumbent in the cadre shall not be changed.

In order to streamline the transfer on deputation process the following guidelines are to be followed:

- A) TRANSFER ON DEPUTATION FROM ONE POLICE DISTRICT TO ANOTHER DEPUTATIONIST ORGANISATION.
1. Constables will be transferred on deputation to organisations like CB, EOW, STF, Special Branch, Security Wing, SIW, SOG, HRPC, Vigilance, SP Hqrs, PTC Angul, BPSPA, PTS Nayagarh, PTI Bayree, BTI Burla etc having ex cadre posts of constables or any other deputationist organisation for a fixed tenure.
  2. Constables of one Police District/ Establishments will become eligible for transfer (on deputation) to other Police Establishments as mentioned in Sl. 1 except SOG/SIW after completion of 7 years of service as on 1<sup>st</sup> January of that year in the parent cadre.
  3. The period of transfer (on deputation) will be for a period up to 3 years and can be extended up to 7 years in phases.
  4. A constable will not be considered for a second or subsequent deputation unless he/she serves an equivalent period of his/her first deputation in his/her parent cadre.
  5. The above principles vide Sl. 2, 3, 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.
  6. After completion of the transfer 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) TRANSFER ON DEPUTATION FROM ONE POLICE DISTRICT TO ANOTHER POLICE DISTRICT

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

1. No constable will be transferred on deputation to another police district irrespective of any ground/ administrative requirement/ representation.
2. Constables will be absorbed in a new cadre( Police District ) on the following principles:
  - (i) He has to complete 10 years of service as on 1<sup>st</sup> of January of the year in which he is to be absorbed.
  - (ii) He must have worked for 8 years in the parent cadre and SOG/ SIW in case of 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> 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) Constable of a district is also a district cadre, hence the above principle is also applicable to them.
  - (i) The constable will apply through his cadre controlling authority in FORM A.
  - (ii) His/her seniority in the new cadre (in which he/she 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, ASI 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, ASI in the new cadre.



- (iii) When two or more join a district in a particular year on transfer the inter se seniority of such 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 constable shall be protected and his/ her normal date of annual increment remain unchanged without prejudice to the operation of any other rule applicable to him/her.
- (v) Views of cadre controlling authority of the cadre in which he/she 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/her parent cadre at the discretion of competent authority.

C) TRANSFER ON DEPUTATION FROM ONE POLICE DISTRICT TO ANOTHER POLICE DISTRICT ON MARRIAGE.

1. In case of a constable whose spouse is also serving as a constable in a different cadre, either one of them can apply for a change.

2. His/her seniority in the new cadre (in which he/she is absorbed) will be counted from the date of joining in the new cadre. Qualifying service required for promotion for the posts of Lance Naik, Havildar, ASI 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, ASI in the new cadre.

3. The constable will apply through his cadre controlling authority in FORM B.

4. Views of cadre controlling authority of the cadre in which he/she will be absorbed will be taken.

(PRAKASH MISHRA)  
D.G. & I.G. of Police,  
Odisha, Cuttack.

dtd. 21.06.2013

Memo No. 2644/

/Exe

Copy along with Form- A & B forwarded to All Heads of Police, Establishments for information and necessary action.

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

O.D.

Copy to Supply Section for reference and record.

**FORM A**  
**APPLICATION FOR CHANGE OF CADRE FOR 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 District : \_\_\_\_\_

(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, ASI 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, ASI 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/she has completed 10 years of service as on 1<sup>st</sup> January of the year he/she is applying: \_\_\_\_\_
6. Whether he has completed 8 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 SP: \_\_\_\_\_

**Signature of SP 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 constable:

Views of S.P.:

**Signature of SP with date and seal**



**FORM B**  
**APPLICATION FOR CHANGE OF CADRE FOR CONSTABLES ON**  
**ACCOUNT OF MARRIAGE**

1. Name of the Constable : \_\_\_\_\_
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 in the new cadre. Qualifying service required for promotion to the rank of Lance Naik, Havildar, ASI 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, ASI 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 SP:

**Signature of SP 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 constable:

Views of S.P.:

**Signature of SP with date and seal**