

354/2015
POLICE CIRCULAR ORDER No.

/Bt. Dated

Feb. 2015.

Sub: Reimbursement of Expenditure at Police Station level as per revised norms fixed by the Government.

As per Home Department letter No.53193 dated 20.12.2006 communicated vide State Police Hdqrs. memo No.54217/Bt. dated 21.12.2006, funds @ ₹4,000/- for Urban Police Stations and ₹6,000/- for Rural Police Stations were allotted towards **Imprest money** (one time permanent advance) to be kept with the IIC/OIC of Police Stations to meet the petty emergent expenses including carrying Dead Body charges and Prisoner's Feeding charges, which are subsequently to be recouped after drawal from the appropriate Government account.

Similarly, expenditure towards the following items of a Police Station as specified against each item are to be met out of the allotment of funds made during each financial year under respective minor head of account/units as per the norms fixed by the Government.

1. Reimbursement of Mobile Telephone bills in respect of Officer-in-charge of Police and above:

Police Station in Urban areas. - ₹400/- per month.
Police Station in Rural areas. - ₹200/- per month.

2. Prisoner's feeding charges:

For those interposed/detained in Police custody under section 149 / 151 Cr. P.C. - ₹20/- per meal (one meal only)

For those detained in Police Custody in specific criminal cases. - ₹30/- per day.

3. Dead body carrying charges:

Police Station in Urban areas. - ₹1,000/-
Police Station in Rural areas. - ₹1,500/-
In special cases. - ₹2,000/-

4. Forms, Stationeries and other contingencies charges:

Police Stations with a triennial average (T.A.) of more than 250 cases annually. - ₹2,500/- per year.
Police Stations with a triennial average (T.A.) of 150 to 250 cases annually. - ₹2,000/- per year.
Police Stations with a triennial average (T.A.) of less than 150 cases annually. - ₹1,500/- per year.

It has come to the notice of State Police Hdqrs. that the vouchers/bills relating to Reimbursement of Mobile Telephone bills in respect of Officer-in-charge of Police and above, Prisoner's feeding charges, Dead body carrying charges, Forms, Stationeries and Other Contingencies charges are not being drawn from the appropriate head of account regularly as per Home Department letter and State Police Hdqrs. memo under reference for which the imprest money placed with the Police Station is not being recouped after getting exhausted and no imprest money remains available with the

IIC/OIC of the Police Stations to meet the emergent expenditure. This defeats the very purpose of providing imprest money at Police Station level and revision of norms of expenditure for Police Stations.

It is hereby ordered that the imprest money and Other Contingency expenditure for Police Stations as specified by the Government in its letter under reference shall be drawn regularly and recouped/reimbursed in a time bound manner. In order to monitor the drawal and disbursement of these funds, the following registers/reports shall be maintained/issued.

1) A register shall be maintained by the Superintendents of Police and D.C.Ps. Cuttack & Bhubaneswar (P.S.wise) to keep track of receipt of vouchers and its drawal/disbursement to all Police Stations as per enclosed proforma (Annexure-A).

2) A register shall be maintained at each Police Station to keep track of all despatch of vouchers/bills to Commissionerate Hdqrs./D.P.O. and its reimbursement as per enclosed proforma (Annexure-B). This register shall be put up for perusal before inspecting officer during inspection.

3) An annual report regarding expenditure made during the financial year (P.S.wise) will be submitted by the Commissioner of Police/District S.P. with certificate in the enclosed format (Annexure-C) to reach the State Police Hdqrs. by 15th April of every year for reference and record.

This will come in force from the financial year 2015-16.

Sd/-

Director General of Police &
Inspector General of Police,
Odisha, Cuttack.

Memo No. 6482 /Bt.

Dated 12 .02.2015.

Copy forwarded to the Principal Secretary to Government of Odisha, Home Department, Bhubaneswar for information.

Sd/-

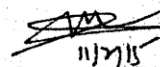
Director General of Police &
Inspector General of Police,
Odisha, Cuttack.

Memo No. 6483 /Bt.

Dated 12 .02.2015.

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

NO- 6484/Bt
D 12.2.15



Director General of Police &
Inspector General of Police,
Odisha, Cuttack.

OD:

Copy to All Senior Officers/All Branch Officers/All Sectional Heads/Inspector Computer Room for information and necessary action.

Annexure - A

(Proforma for D.P.O./Office of D.C.P.)

Register on reimbursement of Misc. Expenditure at P.S. level.

Name of the P.S. -

(A) Imprest money :-

- (i) Amount -
(ii) T.V. No. and date of initial drawal of imprest money -
(iii) Date of transfer of initial imprest money to the P.S. -

Sl. No.	Month & Year	Date of receipt of voucher/bill in the D.P.O.	Amount.	Date of drawal of the amount.	Date of transfer of money to the P.S. for recoupment of imprest money.	Remarks.
1	2	3	4	5	6	7

(B) Forms, Stationeries and Other Contingencies charges :-

Sl. No.	Year.	Month.	Date of purchase with T.V. No.	Amount.	Items purchased.	Date of supply to the P.S. & Stock Register reference.	Remarks.
1	2	3	4	5	6	7	8

(C) Reimbursement of Mobile Telephone bills in respect of Officer-in-charge of Police Station :-

Sl. No.	Month & Year	Date of receipt of voucher/bill in the D.P.O.	Amount.	Date of drawal of the amount.	Date of payment of money.	Remarks.
1	2	3	4	5	6	7

Completed

(Proforma for Register at Police Station level).Reimbursement of Contingencies expenses at Police Station

Name of the P.S. -

Date of receipt of imprest money -

(A) Details of expenditure made out of imprest money with date and purpose, date of submission of voucher/bill to D.P.O. for drawal and date of recoupment of imprest money :-

Sl. No.	Date of expenditure.	Purpose for which expenditure made.	Date of submission of voucher/bill to the D.P.O.	Date of recoupment of imprest money.
1	2	3	4	5

(B) Details of Forms, Stationeries and Other Contingency Items received from the D.P.O. :-

Sl. No.	Date of receipt.	Items received.	Remarks.
1	2	3	4

(C) Reimbursement of Mobile Phone bills in respect of Officer-in-charge of Police Station :-

Sl. No.	Month & Year of the bill.	Amount of the bill.	Date of despatch of bills to the D.P.O.	Amount and date of reimbursement.	Remarks.
1	2	3	4	5	6

Signature of the in charge of Police Station.

Annexure - CProforma Certificate for D.P.O./Office of D.C.P.Annual Certificate on Expenditure.

Financial Year :-

Sl. No.	Name of the Police Station.	Total annual bill of Mobile telephone charges of the O.I.C. disbursed during the year.	Total annual bill of Prisoner's feeding charges of the P.S. disbursed during the year.	Total annual bill of Dead body carrying charges of the P.S. disbursed during the year.	Total annual amount of Forms, Stationeries and Other Contingencies charges of the P.S. disbursed during the year.	Remarks.
1	2	3	4	5	6	7

Certified that, I personally verified the register of Misc. expenditure at P.S. level and found the vouchers/bills received from different Police Stations have been drawn and the imprest money of the Police Stations have also been recouped.