



**ODISHA POLICE  
STATE HEADQUARTERS  
CUTTACK**

**POLICE CIRCULAR ORDER No.385/2019**

Dated the 23<sup>rd</sup> September, 2019

**Sub: Discontinuance of periodical returns.**

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Upon a review of various periodical returns received at State Police Headquarters from different Districts/Establishments, it is noticed that several returns have no utility now and need to be discontinued. In order to reduce unnecessary correspondence, the following returns are hereby discontinued with immediate effect.

**Sl.No.                      Name of Reports>Returns to be discontinued**

**PERSONNEL-I**

- 1 Monthly return on constables awaiting Basic Course of Training
- 2 Monthly return on refreshers course of training.
- 3 Monthly/Quarterly return on appointment of Group-D/Class-IV employees of filling up vacancies of Class-IV posts under RA scheme.
- 4 Quarterly return showing the staff to Check Gates.
- 5 Monthly statement of Constables who have passed the Basic Armourers course.
- 6 Monthly return on monitoring the rehabilitation of disabled employees.
- 7 Monthly/Quarterly/Half-yearly statement on retirement of Police Personnel.
- 8 Monthly/Quarterly statement on welfare of Ex-Service men.
- 9 Monthly vacancy statement of Inspectors to Constable.

**PERSONNEL-II**

- 10 Monthly statement on absorption of Sepoys/Constables, who have passed the basic course of Armourer training from E.M.E. Centre of Sikandarabad.
- 11 Monthly vacancy statement of Armoury staff of Districts/Battalion/Establishment.
- 12 Monthly statement on disposition of driving staff of Battalion driving cadre.
- 13 Monthly vacancy statement of district Forensic Science Laboratory.
- 14 Monthly vacancy statement from the rank of Inspector (Communication) to the rank of Constable (Communication) of Signals Estt.

- 15 Monthly disposition and vacancy statement in the rank of Boat staff.
- 16 Monthly vacancy statement of Band & Bugler staff of Battalion cadre.
- 17 Monthly vacancy statement of M.V. Staff of districts and SS Battalion (PMT cadre).
- 18 Monthly vacancy statement of Driving Staff.
- 19 Monthly return on transfer and posting of Havildar/ Sepoy/ Constable of Battalion cadre.
- 20 Quarterly statement on pending Office Orders and Range Orders on Transfer of Officers/Men of Battalion cadre.

#### MINISTERIAL SECTION

- 21 Monthly return on employment of physically Handicapped person arrear.
- 22 Monthly Arrear clearance drive.
- 23 Quarterly return on employment against attrition/creation of posts.

#### BOARD SECTION

- 24 Quarterly return on SC/ST.
- 25 Monthly statement showing representation of SC/ST & Minorities in Group - A,B,C,D.
- 26 Half Yearly returns on violation of service safeguards.
- 27 Monthly statement of actual representation of ST, SC, SEBC and UR irrespective of all ranks.
- 28 Quarterly return on welfare minority community for special consideration recruitment in Police.
- 29 Monthly statement showing the result of special recruitment drive to fill up back log reserve vacancy.
- 30 Annual report on working of O.R.V. Act & Rules.
- 31 Monthly statement of special recruitment drive.
- 32 Quarterly statement of special recruitment drive.
- 33 Performa indicating recruitment of the category of post attached/ subordinate autonomous organization/ public under training.

#### APPEAL SECTION

- 34 Monthly Black Mark statement of Districts/ Establishments about punishment awarded to Police Personnel.
- 35 Monthly suspension statement of Districts/ Establishments about man/ Police Personnel suspended.
- 36 Monthly progress report on disposal of petition/ representation/ appeal/ memorials etc.
- 37 Monthly statement on the up-to-date report on personnel cases.
- 38 Monthly statement showing up-to-date proceeding drawn up against Police personnel involved in criminal cases.
- 39 Monthly statement of pending proceeding on vigilance enquiry.
- 40 Monthly statement of departmental proceeding drawn up against Police Officers basing the enquiry commission.

### ST CELL

- 41 Monthly statement of actual representation of SC, ST, SEBC and Un-Reserved category in respect of all ranks.
- 42 Monthly return of force statement of district/ establishment.
- 43 Monthly orderly room statement.
- 44 Quarterly statement showing the number of minorities in Police.
- 45 Quarterly return on conversion of temporary post into permanent and confirmation of employees.
- 46 Half yearly statement of actual representation of SC, ST, SEBC and UR category in respect of all ranks.
- 47 Half yearly statement of force both armed and unarmed.
- 48 Monthly report on the status of election petition.

### ACR CELL

- 49 Monthly return on Performance Appraisal Report.

### ACCOUNTS SECTION

- 50 Monthly GPF statement.
- 51 Quarterly GPF statement.
- 52 Annual service verification certificate statement.
- 53 Monthly Arrear Clearance drive statement.
- 54 Quarterly GIS statement.
- 55 Monthly Held Over statement.
- 56 Monthly Pension statement.
- 57 Monthly cash account certificate statement.
- 58 Monthly retiring personnel statement.
- 59 Half yearly retiring personnel statement.

### BUDGET SECTION

- 60 Monthly return on Accountant General Inspection Reports/Pars.
- 61 Monthly return on recovery of Motor Cycle advance/Moped advance.
- 62 Monthly return on cases of misappropriation, losses and defalcations.
- 63 Monthly returns in drawal and recovery of house building advance.
- 64 Monthly progress report on recovery of Special House Building advance (HUDCO).
- 65 Quarterly return on expenditure of payment of Special Compensatory allowance/House Building Advance to Govt. servant in identified tribal area.
- 66 Monthly meeting of Financial advisor/Assistant Financial Advisor in Finance Department.
- 67 Monthly recovery statement of loans and advances.
- 68 Monthly statement of Festival Advance.
- 69 Bi-monthly report for consumption of energy as per norms.

### POLICY SECTION

- 70 Half yearly statement of Gramarakhis.

### SUPPLY SECTION

- 71 Monthly M.V trip statement of the vehicles of Dists/Essts  
72 Quarterly M.V disposition statement of the vehicle of the Dists/Estts  
73 Monthly MV off road statement of the Dist./Esstt.  
74 Statement regarding recovery of dues for use of vehicle for private purpose.  
75 Statement regarding prevention of un-authorized use of red light on the roof top of the vehicle.  
76 Monthly /quarterly tyre rotation statement.  
77 Monthly return on consumption of POL.  
78 Monthly statement regarding condition of battery of motor vehicles.  
79 Monthly statement of stock position of Arms, Ammunition and tear smoke munitions.  
80 Half yearly statement of stock position of Arms, Ammunition and Tear smoke munitions.

### ESTABLISHMENT SECTION

- 81 Monthly staff meeting of the Dists/Establishments.

### CON SECTION

- 82 Monthly progress report of Departmental Proceedings in Vigilance Enquiry.  
83 Monthly Return on seizure/recovery of unlicensed illegal firearms.  
84 Monthly statement on Detention under NSA.  
85 Daily force statement of APR of district.  
86 Monthly statement for Prevention on Insult to the Indian National Flag.  
87 Monthly statement showing Theft/Loss and Pilferage of Arms/ Ammunition.  
88 Monthly statement showing stock of confiscated/ forfeited service pattern and prohibited fire arms/ prohibited bore ammunition.  
89 Monthly statement on firing resorted by Police- addressed to Spl. Branch.  
90 Monthly statement on Lathi charge & tear gas resorted by police- addressed to Spl. Branch.  
91 Monthly statement on suicide by farmers - addressed to Crime Branch.  
92 Monthly statement flow of Afghan National-addressed to Spl. Branch.  
93 Monthly statement of overstayal of Pak Nationals - addressed to Spl. Branch.  
94 Monthly statement Trans Border Population Movement, Illegal, Infiltrate settling in the State - addressed to Spl. Branch.  
95 Monthly statement on Bomb Explosion - addressed to Spl. Branch by the dists.

- 96 Monthly statement of Pak nationals staying illegally - addressed to Spl. Branch
- 97 Monthly statement on Forgeries/fraud in respect of Passport/Visa for Indian/Foreigners - addressed to Spl. Branch.
- 98 Monthly statement on communal incident and riot addressed to Spl. Branch.
- 99 Monthly statement on registration of Sri Lankans.
- 100 Quarterly Report on Communal Harmony in the State.
- 101 Monthly statement on action against anti-socials.
- 102 Monthly statement on unauthorized entry of Bangladeshi National and their deportation to Bangladesh.
- 103 Monthly statement on functioning of Reception Centre.
- 104 Submission of monthly return on implementation of Odisha Right to Public Service Act
- 105 Monthly statement reg. charge against police for severe negligence and over action.
- 106 Weekly Confidential Diary of Supdts. of Police.
- 107 Conduct of Ceremonial Parade of districts.
- 108 Monthly Statement on functioning of Ama Police Samiti.

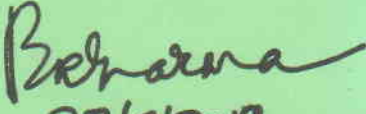
#### WELFARE SECTION

- 109 Monthly return of Battalion Welfare Fund Accounts.
- 110 Monthly activities report of Police Family Welfare centre.
- 111 Proceeding of the welfare committee meeting of different Dists./ Bns.
- 112 Compliance to the proceeding of Monthly Welfare Fund Committee Meeting

#### GRIEVANCE CELL

- 113 Monthly/Quarterly returns in respect of receipt and disposal of Grievance petitions by District, Battalions and Establishments

All Heads of Police Establishments are advised not to send the aforesaid Monthly/Weekly/Quarterly Reports to State Police Headquarter anymore. However, wherever deemed necessary and in public interest, Heads of Police Establishments may please devise internal mechanisms to monitor the subjects that such returns dealt with.

  
23/9/2019  
(B.K.Sharma)

Director General of Police  
Odisha

Memo No. 34275 /Min.  
W-02-2019

Date: 24-09-2019

- Copy to all Heads of Police Establishments of Odisha for information and necessary action please.

Ans 23/9/19  
I.G. of Police (Pers),  
Odisha, Cuttack.

34276 dt. 24.9.2019

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1. Copy to all Senior Officers for information please.
2. Copy to Branch Officers/PRO/EO-I/II/III, SP Hqrs., Cuttack for information and necessary action please.
3. Copy to all Sectional Heads for information and necessary action please.