



ODISHA POLICE
STATE HEADQUARTERS
CUTTACK.

POLICE CIRCULAR ORDER NO. 391 /2021

Sub: Prompt intimation of sickness by Police personnel of rank Sepoy/Constable to Dy. SP/Asst. Commandant.

(1) Police personnel, especially from rank of Sepoy/Constable to Dy.SP/Asst. Commandant, perform duty at the cutting edge. They are therefore expected to keep their superior authority informed whenever they are unable to attend duty due to sickness or otherwise.

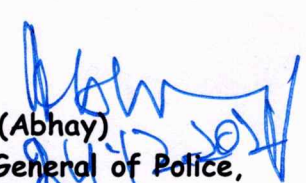
(2) A process is prescribed for sick report when a person is staying in barrack or training institution and access to medical facility is organised by police authorities. However, other than above, police officer/staff must send **intimation by email or letter** by registered post about their sickness. Intimation should be sent **on first day of absence to the officer competent to grant leave** (This intimation is not required if the police person is already on leave granted by competent authority. However, such intimation is required if absence due to sickness may lead to request for extension of leave.)

(3) The intimation must contain following information.

- a) **Whether** the officer/staff is **admitted in hospital or taking outdoor treatment**. Name of the doctor & dispensary/hospital if taking outdoor treatment and name of the hospital if admitted, should be mentioned.
- b) Name of **disease/ailment from which suffering** (to the extent diagnosed).
- c) **Likely period of absence** from duty.
- d) **Contact number, address of the sick police person for communication.**

(4) If treatment is being taken as outdoor patient and absence from duty exceeds ten days then every week after ten days such intimation (as prescribed in Para-2 & 3) should be sent to District SsP / Commandant if working in District or Battalion, or to head of office if working in other establishments by email or registered post. However, if the police person is admitted in a hospital, next intimation could be sent on the day he/she is discharged from the hospital to District SsP / Commandant if working in District or Battalion, or to head of office if working in other establishments by email or registered post and then every week thereafter.

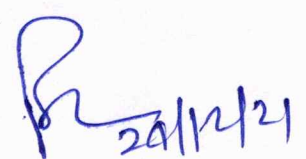
(5) Violation/non-compliance of Para 2,3 or 4 above may invite disciplinary action.


(Abhay)
Director General of Police,
Odisha, Cuttack.

Memo No. 46533 /Pers-I

Dt. 24.12.2021

Copy forwarded to all Heads of Police Establishments including Vigilance Organization and Home Guard & Fire Service for information.


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

OD-:

No. 46534
24.12.21

Copy to Establishment Officer, Supply Section, State Police Hdqrs. for information and necessary action.