

POLICE ORDER No. 217

Maintenance of records for deputation of Orissa Military Police. Contingent and District Armed Police Reserve on Law and Order duty.

It is notice that proper records are not being maintained by the Orissa Military Police Establishments and District Armed Police Reserve about deputation of men for law and order duty, and whatever records are maintained they are done haphazardly and the practice also differs from establishment to establishment.

2. In order to ensure proper and systematic maintenance of records about all such deputations, it is hereby ordered that:—

- (i) Deputation Registers or law and order duty shall be maintained at each district and Orissa Military Police headquarters in the following *pro forma*.
- (ii) A command certificate shall be issued whenever a Company or platoon or section is detailed on such duty and for each issue of a command certificate, there should be a corresponding entry in the Deputation Register.
- (iii) There shall be a separate Deputation Register for each Company in the Orissa Military Police and one register for each of the Armed Police Reserve. After the Company platoon and section return to the lines after performance of their duty, the arrival date and hour of each platoon, as the case may be should be shown in column 12 of the Register indicating the names of the Commanders.
- (iv) Separate Command Certificate books for deputation of force shall be maintained for each Company in the Orissa Military Police and on the cover page of each book, the name or symbol of the Company, for which the book is meant should be written. The first book shall be numbered as Vol. I and the subsequent volumes as II, III and so on.
- (v) For all deputation of force for law and order duty, there must be an order in the Deputation Order Book which shall be maintained in the following *pro forma*.
- (vi) After the return of the force the Commander of the Company, platoon or section of the force, as the case may be will be required to submit a Duty Report indicating the time of departure and arrival of the force, the total strength deputed and employed for duty, brief nature and place where duty was performed and not details, the total number of ammunition and gas cells/grenades, if any, spent, behaviour and conduct of the force and any other matter on which he wants to draw the attention of the senior officers. The report should be submitted alongwith the original command certificate to the Company Commander.
- (vii) There shall be a duty report file for each company in the Orissa Military Police and for the A.P.R. of each district. The duty report submitted by the Commanders as mentioned in the above Para. should be placed in the file and submitted to the Commandant/S. P. through usual channel for perusal and action, if any.

If the Command Certificates as required for submission alongwith T.A. bills, they shall be placed in the T.A. bill file. But before it is actually enclosed to the T.A. bills, the extra entries made in the original Command Certificate, i.e. time of arrival, departure or any other endorsement or remarks, should be copied out in the carbon copy of the Command Certificate.

- (viii) A monthly extract of the Deputation Register should be prepared and enclosed with the monthly force statement and that it has been done should be indicated below the last entry of the month.
- (ix) The Deputation Register, Deputation Order Book, the Duty Report file and the Command Certificates shall be preserved and maintained carefully and the Company Commanders in the O.M.P. and the Reserve Inspectors in the district shall be responsible for their correct keeping, preparation and preservation.
- (x) The Gazetted Officer in charge and the Commandants/S. Ps. should check about the maintenance of these registers and files periodically and the inspecting officers shall also inspect about the correct maintenance of these records during their routine inspections.
- (xi) The above registers and files should be maintained yearly
- (xii) The old records shall be preserved carefully and systematically for a period of 5 years after which orders will be obtained from the Commandant or the S. P. as the case may be, about their destruction and they shall be destroyed in the presence of a Gazetted Officer.
- (xiii) All orders for destruction should be maintained and preserved permanently in a separate file.
- (xiv) All the registers shall be in bound books.

Manual reference

.. Rule 609 (a) and O.M.P. Manual rules 5 and 75

## DEPUTATION REGISTER

for

Sl. No.	Date and hour of deputation	Symbol and reference of the C.C. page and Volume	Officers to whom to report	Who requisitioned and order	Reference of the deputation Order book	Strength deputed
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Names of the Coy. / platoon/ section commanders	Name of the section commander of the gas squad, if any, deputed	Date and hour of the return of the Coy. /platoon/ section	Type and registration number of the vehicle used, if any, with the names of their drivers	Remarks (Here indicate briefly the nature and place where duty was performed)
8	9	10	11	12

DEPUTATION ORDER BOOK

for

Sl. No.	Strength deputed	Officer to whom to report	Who requisitioned and officer ordering deputation	Order with initial and date of the senior most officer present who gave the order to the force to move, (Here it should be noted whether deputation order was explained to the officers and men of the detachment concerned).	Remarks (Here note the reference of the C. C. and deputation register etc.)
1	2	3	4	5	6