

POLICE ORDER No. 73

Mode of
address in
demi-official
corres-
pondence.

The Inspector-General of Police has observed a lack of uniformity and occasional impropriety in the manner in which officers address their senior, both in public and in demi-official correspondence and thinks it desirable to lay down certain guiding principles. He, however, does not desire to interfere in cases where close personal friendship exists, and where the senior officer concerned has intimated that he does not wish to insist on formality. Much, of course, must be left to the good sense of the officers.

2. The Inspector-General of Police direct that the word "Shri" "Janab" or "Mr." should generally be prefixed to the name of a Hindu, Muslim or European officer respectively addressed in the following cases:—

- (i) by all officers of one rank to an officer in a senior rank, e. g., Deputy Inspector-General to Inspector-General, Superintendent of Police to Deputy Inspector-General and Assistant and Deputy Superintendents of Police to Superintendents of Police and;
- (ii) by an officiating Superintendent of Police to a Superintendent of Police

Officers of the same substantive rank need not usually use the prefix "Sri" "Janab" or "Mr" when corresponding with each other.

(Previous Police Order Reference No. 4 of 1951)