

## POLICE CIRCULAR ORDER No. 78

As there is considerable divergence in practice in the method of entries in the Service Book the confidential character roll and the conduct book the following instructions based on orders issued from time to time are issued for general guidance.

Method of entries in service books confidential character roll and conduct book.

*Service book*— The Service Book of both the executive and ministerial officers, shall contain a general record of the service of an officer or man, viz., transfers, orders regarding his services such as leave, suspension, reinstatement, increment, etc. and rewards or punishments except those of a petty nature as mentioned in P. M. Appendix. 50.

It should not contain any annual remarks or comments, favourable or adverse, regarding the general working of the officer or man concerned, the appropriate place for which is the Confidential Character Roll. no remarks either annual or occasional in nature, regarding an officer's character, ability and work shall be made in the Service Book.

*Confidential Character Roll*— The Confidential Character Roll will contain an early report on the work of the officer concerned. This is in the nature of a permanent record like the Service Book with the difference that it should contain an annual review or assessment of the working of the officer concerned. Rules regarding the maintenance of Confidential Character Roll have been published by Government of Orissa, Home Department, in Book Circular No. 29. So far as this Department is concerned, a copy of the P. M. form No. 151 suitably amended is being prescribed for use in future.

*Conduct Book*—According to P. M. Appendix 50, petty defects should be noted in a Register to be called the Defect Register. As there is no scope for the recognition of good work of a petty nature either in the Service Book in this Register, officers get discouraged when they find only defects being taken notice of while instances of good work of a petty nature are completely ignored. In order to counteract this, it has now been proposed to revise the old Conduct Book in which good work and defects of a petty nature should be entered in red and black ink respectively and communicated to the officer concerned, The revised P. M. Appendix 50 would soon be available districts and establishments for their guidance.

(Previous police circular order No. 12 of 1953)