

POLICE ORDER No. 120

**Maintenance
of Character
Rolls.**

111 Home Department Memo. No. 12247 (53)-A, dated the 9th August 1954, Government have been pleased to decide that the form of character roll prescribed in Book Circular No. 29 should be used for Gazetted Officer and that the existing form (P. M. Form No. 151) should be used for the non-Gazetted Officers. They consider it sufficient to stick to the present type of general assessment with the additional direction to record specially the proficiency of Ministerial officers in noting, drafting, grasp, quickness of disposal of the routine work and in the case of non-gazetted officers of the executive branch their zeal, initiative, tact knowledge of the branch of their work and relation with the public.

2. While recording the annual remarks in the C. C. Rolls, a gist of the major punishments, in any, inflicted during the year should be included with proper reference.

In case, these orders are subsequently modified or cancelled, a suitable entry should be made in the C. C. Roll or the previous remarks expunged.

3. Remarks in C. C. Rolls should be recorded at the close of each financial year or when an officer or Head of the office is transferred from one district establishment to another.

4. Copies of all adverse entries in the C. C. Roll should be invariably supplied to the officers concerned immediately thereafter to cure their defects and acknowledgment be filed in the C. C. Roll

Manual reference

... Rules 924 and 1018

(Previous Police Order Reference No. 13 of 1955)