



ORISSA POLICE  
CRIME BRANCH  
CRIMINAL INVESTIGATION DEPARTMENT

C.B.CIRCULAR NO.01/08

No. 756/CID-Law

Date 5.1.08

In the recent past few crimes against elderly persons in different parts of the State have exposed their vulnerability. To provide safe and secure atmosphere to senior citizens of the society, it is decided to open "Senior Citizen Security Cells" in the urban areas of all the districts of the State. Senior Citizen Security Cell will be a part of DIB and a Sub-Inspector shall remain in charge of the cell assisted by 2/3 constables.

The objectives of Senior Citizen Security Cell would be as follows:

- Coordinate safety and security of senior citizens with the help of local police
- Provide senior citizen a sense of security and confidence
- Advise local police with respect to the safety concerns of the senior citizens residing in their jurisdictions.
- Helping senior citizens in their personal problems, as far as practicable
- Advise senior citizens on safety and security measures
- Coordinate police verification of domestic help by local police stations

To achieve the aforesaid objectives, the following steps may please be initiated immediately.

1) Registration of Senior Citizens: A register shall be opened in the cell where every senior citizen interested in registering himself would fill up a registration form to be provided by the cell. A copy of the proforma is enclosed as Annexure-I. After registration, he shall be provided with a registration number by the cell for future reference. For encouraging such registration, wide publicity may please be given through print and other media.

2) Dos and Don'ts to be circulated: After registration, the senior citizen shall be provided with a copy of Dos and Do nots which is enclosed herewith as Annexure-II for printing and circulation at district level.

3) Collaboration with NGOs. A list of NGOs working in the district on problem and welfare issues related to senior citizens shall be maintained in the cell and their services may be utilized, as and when required.

4) Police visits to registered senior citizens: Officers from the Senior Citizen Security Cell shall pay visit to some of the registered senior citizens every week, after taking prior appointment. Purpose of the visit shall be to look into the physical security of the house, find out verification status of the domestic help and look into complaints, if any, of senior citizens.

5) Verification of the Domestic servant: Verification shall be done by the local police in the proforma duly filled by the senior citizens and submitted to the cell. The Cell shall forward the duly filled verification roll to the concerned local police station for verification of the antecedents of the domestic help. A copy of the verification proforma is enclosed herewith as Annexure-III.

This issues with the approval of DGP, Orissa.



5/1/08  
(B.K.Sharma)  
IGP-CID/CB

Copy to:

- All SsP of Orissa
- All Range IsGP/Range DIsGP
- Commissioner of Police, Cuttack-Bhubaneswar
- Deputy Commissioners of Police, Cuttack and Bhubaneswar
- IGP Rly/SsRP Cuttack and Rourkela
- Director, Intelligence, Orissa, Cuttack.

Annexure-I

Photograph

Name:

Address:

Police Station:

Date of Birth:

Age:

Gender:

Religion:

Tel. No:

Mobile No:

E-mail:

Field of specialization:

Spouse details:

Spouse's name:

Date of Birth:

Other details:

Residing with-

A- Alone    B- Alone with spouse    C- Children    D- Friend/Relatives.

Relatives Details:

Relative's name

Relation

Address

Tel number

Servant

Driver

Watchman

Tenant

Dos and Don'ts for the Senior Citizen

- Never discuss financial matters in front of your servant
- It is always safe to deposit your valuables in safe deposit vault of any Bank
- Treat your servant in a humane way
- Do not allow any of the relatives or friends of your servant to visit your house. If at all he has any frequent visitor, get his antecedents checked from the police and try to keep the telephone number of such person.
- Make your neighbour know of you being staying alone. The Housing Society also needs to know this.
- Use of modern security gadgets is always advantageous. Door alarm, electronic eye bell etc. is available in market. Consult some professional in this regard.
- Install a peephole in your front door and always check the identity of strangers before you let them inside your home.
- Never leave spare keys in open or in the conventional hiding places.
- Verify the identity of any repairmen. Use the telephone number listed in the phone book, not the one suggested by them.
- Inform your society about unacquainted visitors, so that their identity could be checked at the gate of the society.
- A well-designed electronic alarm system attached to the office of your Housing Society or to the watchman's cabin would be advisable so as to send alarm signals to all simultaneously.
- When you admit a workman or a salesman, do not leave him alone at any time.
- Employ a servant after verifying his real name, native address with the help of the nearest Police Station.

VERIFICATION FORM FOR DOMESTIC EMPLOYEE

1. Name in full with alias, if any

2. Father's name

3. Place and date of birth

4. Permanent address

Village

Post Office

Police Station

District

5. Local address  
(With name of employer)

6. Name and address of friends/  
Relatives

7. Names & address of previous  
Employers

8. By whom introduced

9. Date from when employed

10. Personal description

Height:

Eyes:

Built:

Hair:

Photograph

Complexion:

Identification marks:

Deformity or Peculiarity, if any.

Signature or L.T.I. of the employee.

Signature and designation of verifying Police Officer

(With date)