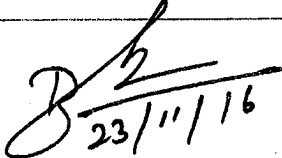


**Amendment OF PCO-347(Clause- 1 of Para-3) and PCO-341/2013
(Sub Clause-4 of Clause-A)**

Sl. No.	Police Circular Order No.	Existing Rule	Amended Provision
1.	PCO-347 (Clause- 1 of Para-3)	The Havildar will continue to be posted in India Reserve Battalions and Odisha State Armed Police Special Security Battalions (1 st Special Security Battalion at Sambalpur, 2nd Special Security Battalion at Keonjhar, 3 rd Special Security Battallon at Gajapati and 4 th Special Security Battalion at Malkangiri). Other than above establishments, the Havildar can only be deputed to SOG. Their representation for transfer to non-naxal affected units/ establishments will be considered only after they attain the age of 45 years.	The Havildar will continue to be posted in India Reserve Battalions and Odisha State Armed Police Special Security Battalions (1 st Special Security Battalion at Sambalpur, 2nd Special Security Battalion at Keonjhar, 3 rd Special Security Battalion at Gajapati and 4 th Special Security Battalion at Malkangiri). Other than above establishments, the Havildar can only be deputed to SOG/ SIW/ Special Security Battalion, Bhubaneswar. Their representation for transfer to non naxal affected units/ establishments will be considered only after they attain the age of 45 years.
2.	PCO-341/2013 (Sub Clause-4 of Clause-A)	The above principles vide SI No. 1, 2 and 3 will not be applicable for deployment (on deputation) to the Sepoys/ Constables for posting to SOG/ SIW Organization. Any Police personnel can be deployed on deputation to SOG/ SIW irrespective of his duration of service.	The above principles vide SI No. 1, 2 and 3 will not be applicable for deployment (on deputation) to the Sepoys/Constables for posting to SOG/ SIW Organization/ Special Security Battalion, Bhubaneswar. Any Police personnel can be deployed on deputation to SOG/ SIW/ Special Security Battalion, Bhubaneswar irrespective of his duration of service.


 23/11/16
**D.G. & I.G. of Police,
Odisha, Cuttack.**

**ODISHA POLICE
STATE HEADQUARTERS, CUTTACK.**

Memo No.

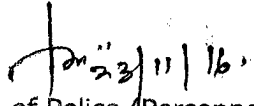
44058

/Pers-II,

Dt. 23 .11.2016

Copy forwarded to all Heads of Police Establishments for information and necessary action.

44059
23.11.16


A.I.G. of Police (Personnel),
Odisha, Cuttack.

OD :

Copy to all Senior Officers/ Branch Officers/ all Sectional Heads of SP Hdqrs.
for information.

(ii) Copy to Inspector, IT Cell for information and uploading to website.

POLICE CIRCULAR ORDER No.341 /2013 WITH AMENDMENT DATED.05.09.2013

The provision relating to deployment of Sepoys/Constables is hereby amended and the revised PCO 341/2013 with amendment is as follows:

As per Government Notification No 15082/D&A, dtd. 22.03.2011, the posts of Sepoys/Constables in each Battalion shall constitute a separate cadre. The incumbents may be deployed to any Battalion, Police Establishment or offices for periods not exceeding 7 years at a time in exigency of public service or for administrative reasons or otherwise without any change of their position in the cadre to which they belong. Such deployment beyond 7 years for an incumbent may be allowed in the exigency of public service by the DG & IG of Police.

In order to streamline the deployment process the following guidelines are to be followed

A. DEPLOYMENT ON DEPUTATION FROM ONE BATTALION TO ANOTHER DEPUTATIONIST ORGANISATION.

1. Sepoys/Constables of one Battalion will become eligible for deployment (on deputation) to other deputationist Establishment after completion of 7 years of service as on 1st day of January of that year in the parent Battalion.
2. The period of deployment (on deputation) will be for a period upto 3 years and can be extended up to 7 years in phases.
3. A Sepoy/Constable will not be considered for a second or subsequent deputation unless he serves an equivalent period of his first deputation in his parent cadre.
4. The above principles vide SI No. 1, 2 and 3 will not be applicable for deployment (on deputation) to the Sepoys/Constables for posting to SOG/SIW Organization. Any Police personnel can be deployed on deputation to SOG/SIW irrespective of his duration of service.
5. After completion of the deployment (on deputation) period, they should be repatriated back to the parent cadre without waiting for further order. The deputationist organisation can also repatriate prematurely under intimation to SP HQRS if the person is involved in criminal case or the performance is found not satisfactory.

B. DEPLOYMENT FROM ONE BATTALION TO ANOTHER BATTALION.

Continuation on deployment (on transfer) in a different Battalion is causing dislocation in public service due to large number of vacancies in the Battalion from where large number of Sepoys/Constables are transferred on deployment. Hence it is decided to absorb them in new cadre. The following guidelines will be followed:

1. No Sepoy/Constable will be deployed to another Battalion irrespective of any ground/ administrative requirement/ representation.

2. Sepoys/Constables will be absorbed in a new cadre(Battalion) on the following principles:

- (i) He has to complete 8 years of service as on 1st day of January of the year in which he is to be absorbed.
- (ii) He must have worked for 6 years in the parent cadre and SOG/ SIW in case of Sepoys/Constables served in SOG/ SIW.
- (iii) He should have good service record.
- (iv) Not more than 15% of the vacancies of a year as on 1st day of January in the cadre can be filled up through absorption into the cadre.
- (v) Rule 11(4) of G.A. Department Notification No. 22591/Gen dtd.16.10.85 of Odisha Ministerial Services (method of Recruitment to the posts of Junior Clerk in the district offices) Rules'1985 says that Jr. Clerk of district cadre who wants transfer on deputation i.e., he shall upon such transfer forfeit his/ her seniority for his/ her past service and shall in the seniority list in relation to the year in which he/she is transferred rank below the junior most junior clerk to the district to which he/she transferred.

3. Sepoy/Constable of a Battalion is also a Battalion cadre, hence the above principle is also applicable to them.

- (i) The Sepoy/Constable will apply through his cadre controlling authority in **Form-A.**
- (ii) His seniority in the new cadre (in which he is absorbed) will be counted from the date of joining the new cadre. Qualifying service required for promotion to the rank of Lance Naik, Havildar, Havildar Major, SI(Armed) will be counted from the date of joining in the new cadre and any test passed in the old cadre won't be counted for promotion to the rank of Lance Naik, Havildar, Havildar Major, SI(Armed) in the new cadre.
- (iii) When two or more join a Battalion in a particular year on transfer the inter se seniority of such Sepoy/Constable shall be determined taking into account the period of service rendered by them prior to such transfer.

- (iv) The last pay drawn by the Sepoy/Constable shall be protected and his normal date of annual increment remain unchanged without prejudice to the operation of any other rule applicable to him.
- v) Views of cadre controlling authority of the cadre in which he will be absorbed will be taken.
- (vi) Change of cadre is the discretion of the competent authority and cannot be claimed as matter of right and any personnel absorbed in a new cadre can be repatriated back to his parent cadre at the discretion of competent authority.

C. TRANSFER ON DEPUTATION FROM ONE BATTALION TO ANOTHER BATTALION ON MARRIAGE.

In case of a Sepoy/Constable whose spouse is also serving as a Constable in a different cadre, he can apply for a change of cadre to different Battalion.

- i) His seniority in the new cadre (in which he is absorbed) will be counted from the date of joining the new cadre. Qualifying service required for promotion for the post of Lance Naik, Havildar, Havildar Major, SI(Armed) will be counted from the date of joining the new cadre and any test passed in the old cadre won't be counted for promotion to the rank of Lance Naik, Havildar, Havildar Major, SI(Armed) in the new cadre.
- ii) The Sepoy/Constable will apply through his cadre controlling authority in **FORM-B.**
- iii) Views of cadre controlling authority of the cadre in which he will be absorbed will be taken.

(PRAKASH MISHRA)
D.G. & I.G. of Police,
Odisha, Cuttack.

Memo No. TN-50-2012/ 35014 /Tech,

Dt. 5.9.13

Copy together with copy of Form-A and Form-B forwarded to all Heads of Police Establishments for information and necessary action.

no-35015/Tech
05.9.13

I.G. of Police (Personnel),
Odisha, Cuttack.

OD:

Copy to All Senior Officers/All Branch Officers/ All Sectional Heads of S.P.Hdqs. for information.

FORM -A

APPLICATION FOR CHANGE OF CADRE FOR SEPOYS/CONSTABLES

(1) Name of the Applicant : _____

(2) Rank & Number : _____

(3) Parent Cadre : _____

(4) Date of Birth : _____

(5) Date of Joining the service : _____

(6) Date of Joining the Battalion : _____

(7) Whether any Criminal case is pending: _____

(8) Reason for change of Cadre(with supporting documents):

(9) Choices for cadre to which to be absorbed:

i) _____

ii) _____

iii) _____

(10) I hereby undertake that on the event my absorption in the new cadre, I will lose my seniority in the old cadre and my seniority in new cadre will be counted from the date of my joining the new cadre. Qualifying service required for promotion to the rank of Lance Naik, Havildar, Havildar Major, Deputy Subedar will be counted from the date of joining the new cadre and any test I have passed in the old cadre won't be counted for promotion to the rank of Lance Naik, Havildar, Havildar Major, SI(Armed) in the new cadre.

(Signature of applicant with date)

(TO BE FILLED UP BY CADRE CONTROLLING AUTHORITY)

1. Name of the Applicant : _____
2. Rank and Number : _____
3. Date of joining the service: _____
4. Date of Joining in the district: _____
5. Whether he has completed 8 years of service as on 1st January of the year he is applying: _____
6. Whether he has completed 6 years in the cadre and SOG/ SIW as on 1st January of the year in which he is applying: _____
7. Posting record:

	Organisation	From	To
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
8. Whether any criminal case is pending: _____
9. Whether any disciplinary Proceeding pending: _____
10. Number of Punishment earned: Minor : _____ Major : _____
11. Recommendation of Commandant:

Signature of Commandant with date and seal

(To be filled up by cadre controlling authority of cadre in which the person is going to be absorbed)

Vacancy as on 1st January in the rank of Sepoy/Constable:

Views of Commandant:

Signature of Commandant with date and seal

FORM-B

**APPLICATION FOR CHANGE OF CADRE FOR CONSTABLES/SEPOY ON
ACCOUNT OF MARRIAGE**

1. Name of the Constable/Sepoy: _____
2. Parent Cadre : _____
3. Date of Birth : _____
4. Date of Joining the service: _____
5. Name of the spouse: _____
6. Rank & Number of spouse: _____
7. Cadre of the spouse: _____
8. Date of joining the service by spouse: _____
9. Date of Marriage(self attested copy of proof of marriage is to be attached: _____
10. Choices for cadre to which to be absorbed:
 - i) _____
 - ii) _____
 - iii) _____

11. I hereby undertake that on the event my absorption in the new cadre, I will lose my seniority in the old cadre and my seniority in new cadre will be counted from the date of my joining the new cadre. Qualifying service required for promotion will be counted from the date of joining the new cadre and any test I have passed in the old cadre won't be counted for promotion in the new cadre.

(Signature of Applicant with date)

(To be filled up By Cadre Controlling Authority)

12. Date of Joining the service:
13. Whether self attested copy of proof of marriage is attached:
14. Recommendation of Commandant:

Signature of Commandant with date and seal.

(To be filled up by cadre controlling authority of the cadre in which the employee is going to be absorbed)

1. Vacancies in the rank of Sepoy/Constable as on 1st January.
2. Views of the Commandant.

Signature of Commandant with date and seal.