



ODISHA POLICE  
CRIME BRANCH  
CRIMINAL INVESTIGATION DEPARTMENT

POLICE CIRCULAR ORDER NO.3 7 4 /2018

No. 3 2 8 4 /CID-Law

dated 25.01.2018

To

All district SsP including SsRP Rourkela/Cuttack

Ref: State Police Hdqrs. Letter No.392/Con dated 18.1.2016.

Sub: Safety and Security of Senior Citizens

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 Citizens Security Cell would be as follows:-

- To ensure safety and security of Senior Citizens.
- To inculcate a sense of security and confidence in the minds of the senior citizens.
- To sensitize local police with respect to the safety concerns of the senior citizens residing in their jurisdictions.
- To help the senior citizens in their personal problems, as far as practicable.
- To guide senior citizens on appropriate safety and security measures
- To undertake police verification of all domestic helps by local police stations.

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

1. Registration of Senior Citizens: The cell shall identify all senior citizens of the age group of 60 and above, staying alone or as a couple but without any other younger (adult) family members or relatives. A register shall be opened in the cell where every senior would be at liberty to fill up a registration form to be provided by the cell. The proforma shall be filled in duplicate and shall bear the full signature of the concerned senior citizen. Their photographs shall be affixed both on the registration form and the register against their name and address. 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 be given through print/electronic media and other means of publicity.
2. Do's and Don'ts to be circulated: Every senior citizen shall be provided with a copy of Do's and Do not's which is enclosed herewith as **Annexure-II**.

3. **Collaboration with NGOs:** A list of NGOs and other stakeholders 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 Citizens Security Cell shall pay visit to some of the registered senior citizens every week, after taking prior appointment. Purpose of the visit shall be looked into the physical security of the house, to find out verification status of the domestic help and look into complaints/problems, if any, of senior citizens. The Senior Citizens Security Cell shall leave one register in the residence of each registered senior citizen in which details of visit by the staff of Senior Citizens Security Cell and Senior Police Officers with date and time of such visit will be recorded. During such visit, the staff of Senior Citizens Security Cell shall ascertain the physical security aspects of the house of the senior citizens. They shall render suitable advice to the concerned senior citizens in terms of installing protective grill fencing, door chains, alarm bell, magic eye, CCTV camera etc.
5. **Verification of the Domestic Helps/tenants etc.:** Senior citizens who have employed drivers/watchman/Domestic help/gardeners in their houses should be provided with verification forms meant for domestic employees enclosed herewith as **Annexure-III** and the same should be collected and verified.

Senior citizens who have kept tenants in their houses should be provided with Tenant Verification forms vide **Annexure-IV**. The said form shall be filled in duplicate and shall bear the full signature with date of the concerned tenant. A copy of this form shall be kept with the concerned senior citizen, one in the concerned PS and the other copy will be maintained at Senior Citizens Security Cell.

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.

**Action plan for the protection of life and property of senior citizens as per provision of women and child Development Department Notification No-16551-II-SD-48/09/WCD Dated 24.9.2009:-**

- i. Each police station shall maintain an up-to date list of senior citizens living within its jurisdiction especially those who are living by themselves (i.e. without there being any member in their household who is not a Senior Citizen);
- ii. A representative of the police station together, as far as possible, with a social worker or volunteer, shall in addition, visit them as quickly as possible on receipt of a request of assistance from them;
- iii. Complain/ problems of senior citizens shall be promptly attended to by the local Police;
- iv. One or more Volunteers Committee (s) shall be formed for each Police Station which shall ensure regular contact between the senior citizens especially those living by themselves on the one hand, and the Police and the district administration on the other;

v. The Superintendent of Police shall ensure wide publications in the media and through the Police Stations, at regular intervals the steps taken for the protection of life and property of senior citizens;

vi. Each Police Station shall maintain a separate register containing all important particulars relating to offences committed against senior citizens, in such form as the State Government may, by order specify;

vii. The register referred to in clause (vi) shall be kept available for public inspection, and every office inspecting a Police Station shall invariably review the status as reflected in the register;

The IIC/OIC of each Police Station shall convene a meeting in each quarter for direct interface with Senior Citizens.

viii. The Police Station shall send a monthly report of such crimes to the Superintendent of Police by 10<sup>th</sup> day of every month;

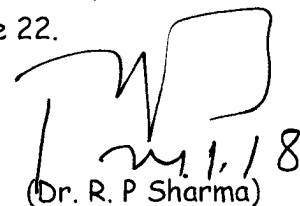
ix. List of Do's and Don'ts to be followed by senior citizens in the interest of their safety will be widely publicized.

x. Antecedents of domestic servants and others working for senior citizens shall be promptly verified on the request of such citizens;

xi. Community policing for the security of senior citizens will be undertaken in conjunction with citizens living in the neighbourhood. Residents' Welfare Associations, Youth Volunteers Non-Government Organisations etc.

xii. The Superintendent of Police shall submit to the Director General of Police and to the District Magistrate, a monthly report by the 20<sup>th</sup> of every month, about the status of crime against senior citizens during the previous month, including progress of investigation and prosecution of registered offences, and preventive steps taken during the month;

xiii. The District Magistrate shall cause the report to be placed before the District-level Co-ordination-cum-Monitoring Committee constituted under rule 22.



(Dr. R. P. Sharma)

Director General of Police,  
Odisha, Cuttack

Annexure-I

Photograph

- (a) Full name and address-
- (b) Age-
- (c) Year of Birth -
- (d) Gender -
- (e) Details of spouse -
- (f) Medical history -
- (g) Residence and Cell Nos.-
- (h) E.Mail I/D if any -
- (i) Name, address and telephone nos. of children -
- (j) Name, address, and telephone nos. of relatives whether  
Staying in the same city or elsewhere -
- (k) Name, address and telephone nos. of close  
Contacts in the same city (in instances where  
the children / relatives are staying elsewhere) -
- (l) Name and full details of the servant/driver/watchman/tenant if any -
- (m) Name, address and telephone of the family doctor -
- (n) Photograph (in duplicate) -

## Annexure-II

### Dos for the Senior Citizen

- It is always safe to deposit your valuables in safe deposit vault of any Bank.
- Treat your servant in a humane way.
- Make your neighbour know of you being staying alone. The House 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.
- Verify the identity of any repairman. 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.
- Employ a servant after verifying his real name, native address with the help of the nearest Police Station.
- The son /daughter residing in the same city have greater role to ensure safety and security of their parents. The parents should keep frequent touch with their children.
- Furnish the detail particulars of domestic help so engaged to local police record.
- Develop friendly and cordial relationship with your neighbour .intimate the neighbour about your long absence from the home.
- Install metal grills at your front and back doors for added protection.
- Close your doors even when you are going out just 'a minute'. It takes only a few seconds for a outside/thief to enter your house and steal valuables.
- It is advisable to change the locks of the main door after a few years. This will prevent an outsider from using duplicate keys. If made without his knowledge.

- An electronic alarm system attached to the office of your Housing society or to the watchman's cabin or the building is advisable for sending alarm signals, in case of exigency.
- Inform your society in advance about unacquainted visitors, so that their identity can be checked at the entrance gate of the society/building.
- When you admit a workman or a salesman into your house, do not leave him alone or unattended at any point of time.
- Employ a domestic help only after recording and verifying his/her real name, native address, character and antecedents, cell number etc. with the help of the nearest Police Station.
- Inform your neighbour about you staying alone. The Housing Society also needs to know about this.
- Keep telephone number of your nearest Police Station, hospital, Fire Station etc. handy and also store them in your cell phone.
- Install a handy fire fighting system at a conspicuous place and also a first aid kit box for use in case of exigency.
- Dial 100 in case of any emergency.

#### Don'ts for the Senior Citizen

- Never discuss financial matters in front of your servant.
- 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.
- Never leave spare keys in open or in the conventional hiding places.
- When you admit workman or a salesman, do not leave him alone at any time.
  - Do not ignore any suspicious incident. Inform the police immediately
  - Do not allow the domestic help to know where the valuables are kept in the house. It is advisable not to allow the domestic.

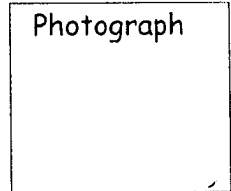
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VERIFICATION FORM FOR DOMESTIC EMPLOYEE

1. Name in full with alias, if any :
2. Father's name :
3. Place and date of birth. :
4. Personal Mobile No. of the domestic Employee :
5. Permanent address
  - Village :
  - Post Office
  - Police Station :
  - District
  - Mobile No. :
6. Local address (With name of employer) :
7. Name and address of friends / Relatives with Mobile No. :
8. Names & address of previous employees. :
9. By whom introduced (With mobile No.):
10. Date from when employed :
11. Personal Description
  - Height Eyes :
  - Built: Hair :
  - Complexion :
  - Identification marks :
  - Deformity or Peculiarity, if any :
  - Signature or LTI of the employee :

Signature and designation  
of verifying Police Officer  
(With date)

Photograph



VERIFICATION FORM FOR TENANTS

(a) Name and father's name of the tenant :  
To whom the premise is let out.

(b) Age and gender :

(c) Name, age, gender and relationship :  
of other family members staying  
with the tenant.

(d) Occupation with details of Res/office :  
and cell phone nos.

(e) Present address :

(f) Permanent address and telephone number :

(g) Details of either of the following :

(i)Passport

(ii)Driving License

(iii)Voter I-Card or T-Tax Pan Card.