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HOME (SPECIAL SECTION) DEPARTMENT

NOTIFICATION

The 18th October, 2017

No.2017–HOME-SPL2-RULE-0001/2017/C. — In exercise of the powers conferred by Section 21 of the Odisha Industrial Security Force Act, 2012 (Odisha Act 7 of 2012) and in supersession of the instructions issued in this regard except as respect things done or omitted to be done before such supersession, the State Government do hereby make the following rules to regulate the conditions of service of persons appointed in Odisha Industrial Security Force and their induction in Borrowing Organisation, namely:—

1. Short title and Commencement:— (1) These rules may be called the Odisha Industrial Security Force (Conditions of service of persons appointed in Odisha Industrial Security Force and their induction in Borrowing Organisations) Rules, 2017.

(2) They shall come to force on the date of their publication in the *Odisha Gazette*.

2. Definition:— In these Rules, unless the context otherwise requires,—

- (a) “Act” Means the Odisha Industrial Security Force Act, 2012;
- (b) “D. G. of Police” means Director General and Inspector General of Police, Odisha, Cuttack;
- (c) “Administrative Head” means Inspector General of Police or such other officers appointed by D.G. of Police, Odisha;
- (d) “Appointing Authority” means the authority, who is competent to give appointment to the Service;
- (e) “Autonomous Body” means an institution wholly or partially run on the funds or grants of or controlled by the Central Government or the State Government;
- (f) "Cr. PC" means Criminal Proce
- (g) dure Code, 1973 as amended from time to time;

- (h) "Enrolled member of the force" means any sub-ordinate officer, under officer or any other member of the Force of a rank lower than that of an under officer;
- (i) "Establishment" means:
 - (i) An Office, guest house or such other institution belonging to the Government;
 - (ii) An establishment other than referred to in sub-clause (i), which is owned, controlled or managed by a body corporate or firm or an individual or association or other body of individuals.
- (j) "Force" means the Odisha Industrial Security Force (OISF) constituted under rule 3;
- (k) "Industrial Undertaking" means any undertaking pertaining to scheduled industry and includes an undertaking engaged in any other industry or in any trade, business or service which may be regulated by law made by Parliament or Legislative Assembly of the State;
- (l) "Public Sector Industrial Undertaking" means an industrial undertaking owned, controlled or managed by:-
 - (i) A Government Company as defined in Section 617 of the companies Act, 1956.
 - (ii) A Corporation establishment by or under a Central Act or State Act, which is controlled or managed by the State Government.
- (m) "Inspector General" means the Inspector General of Police, OISF, appointed under rule 4;
- (n) "Managing Director", in relation to industrial undertaking means the person, who exercises control over the affairs of that undertaking and includes General Manager, Manager, Chief Executive Officer, Unit Head or by whatever name called;
- (o) "Member of the Force" means a person appointed to the Force under these rules;
- (p) "Prescribed" means prescribed by the rules made under these rules;
- (q) "Private Industrial Undertakings" means an industrial undertaking owned, controlled or managed by person other than the Central or State Government or any Public Sector Industrial Undertaking;

- (r) "Scheduled Industry" means any industry engaged in the manufacture or production of the articles mentioned in the First Schedule of the Industries (Development and Regulation) Act, 1951;
- (s) "Strategic and Vital Installation" means all such vulnerable points or areas as specified by the State Government, from time to time and declared essential for the maintenance of the life of the community and which require special protection against sabotage;
- (t) "Sub-ordinate Officer" means a person appointed to the Force as a Sub-Inspector or an Assistant Sub-Inspector;
- (u) "Supervisory Officer" means any of the officers appointed under rule 4 and includes any other officer appointed by the State Government as supervisory officer of the Force;
- (v) "Under Officer" means a person appointed to the Force as Havildar or Constable;
- (w) "Unit" means establishments, industrial undertakings in public sector and private industrial undertakings as defined in clause (j) & (k) of rule (2); and
- (x) "PMR" means Odisha Police Manual Rules.

3. Constitution of the Force :—The Force consists of two Branches namely:—

- (a) Executive Branch
- (b) Ministerial Branch

4. Composition of the Force:— The Supervisory officers and enrolled members of the Force shall be classified in accordance with the ranks in the following categories, namely :—

(1) Supervisory Officers:—

- (a) Director General of Police, Odisha, Cuttack
- (b) Inspector General of Police (OISF), Odisha, Bhubaneswar
- (c) Deputy Inspector General of Police (OISF), Odisha, Bhubaneswar
- (d) Senior Commandant or Commandant
- (e) Deputy Commandant
- (f) Assistant Commandant
- (g) Inspector (Armed) or Subedar
- (h) Sub-Inspector (Armed) or Deputy Subedar
- (i) Havildar
- (j) Constable; and

- (k) Supporting Staff (Cook, Visty, Barber, Dhobi, Sweeper, Mochi, Carpenter, Tailor, Mason, Plumber, Painter, Switch Board Attendant):

Each of the above categories of ranks other than the ranks mentioned at point(k) shall be the immediate superior in rank to the rank mentioned below that category.

(2) Ministerial officers:—

- (a) Private Secretary
- (b) Section Officer
- (c) Personal Assistant
- (d) Senior Assistant
- (e) Senior Stenographer
- (f) Junior Stenographer
- (g) Junior Assistant

5. Duties of Director General of Police, Odisha:— The Director General of Police, Odisha shall be the Head of the force and shall be responsible for maintaining it in a state of high efficiency, training, discipline and morale and he shall for that purpose take all such steps, as he may consider necessary.

6. Duties of Inspector General of Police (IG), OISF:— (1) The IG, OISF shall exercise powers of Head of OISF and shall keep in touch with the Chairman, Managing Director and General Manager of the Public Sector Undertakings, Unit Heads, where the force is deputed and address from time to time the problems and needs of each such units in relation to the force. He shall maintain close liaison with the local police authority and other authorities of the state so as to secure effective co-ordination. In regard to matters pertaining to the protection and security of Public Sector Undertakings, he shall keep the Director General of Police, Odisha, Cuttack duly informed about all matters of importance.

(2) The IG, OISF shall closely monitor the crime situations in the field units and adopt proper crime control measures in the respective undertakings.

(3) The IG, OISF shall exercise operational control of the force, deployed at different undertakings or institutions and to render timely directions to the respective Zonal or Plant force in-charge. This also includes deployment on internal security duties etc.

(4) The IG, OISF shall guide and direct all concerned to ensure effective security arrangement in the industrial undertakings.

(5) The IG, OISF shall carry out the inspections of OISF Battalion or units.

(6) The IG, OISF shall exercise powers for grant of casual leave to DIG of Police, OISF and Commandant, OISF as per the rules and Earned Leaves of all Gazetted Officers (Assistant Commandant and above)

(7) The IG, OISF shall order posting or transfer of enrolled members of the force of the OISF deployed at different undertakings of the State.

(8) The IG, OISF shall ensure proper discipline of the force.

(9) The IG, OISF shall ensure timely recovery of OISF dues.

(10) The IG, OISF shall ensure proper training of the force personnel of OISF.

(11) The IG, OISF shall look after and to take effective steps for the welfare of OISF personnel to keep their morale high.

7. Duties of Deputy Inspector General of Police, OISF:— When Deputy Inspector General of Police, OISF is placed as head of the unit, he shall discharge all duties enumerated in rule 6 and shall assist I.G. of Police, OISF, while at Headquarters.

8. Duties of Managing Director or General Manager or Institution Head:— The force deputed to an undertaking shall work under the general supervision, direction and control of the unit commander of the force in consultation with the Managing Director of that undertaking or Unit Head as the case may be. The Managing Director or Unit Head may inspect the posts of the force situated in his undertaking or unit.

9. Duties of Commandant:— (1) The Commandant shall be the Head of the OISF Battalion. He shall be responsible for the efficiency, discipline and morale of the force and for the proper management of each branch of the force under him. He shall periodically inspect the units of the force under his command. All orders to the force under him shall emanate from him and all communications from the force under him shall pass through him.

(2) The Commandant shall regularly inspect the detachments of the force posted outside the Headquarters and ensure that they remain in a high state of efficiency. He shall ensure that all members of the force under him shall attend parade and refresher courses in turn, according to a programme. When at headquarter he shall attend the parade every Monday and hold the Orderly Room.

(3) The Commandant shall be responsible for the security of the undertaking or units in which the detachment of his units are posted. For that purpose, he shall remain in close touch with the district as well as police authorities and the heads of the other departments in the said undertaking. He shall keep the I. G. or D.I.G of Police, OISF as well as the Managing Director or Unit Head of the said undertaking or unit fully informed of all the developments and send them regular fortnightly reports, as prescribed. Matters of urgent nature, however, shall be brought to their notice by the quickest possible means. He shall pay his personal attention to the working of the intelligence wing and ensure that

intelligence is efficiently collected and conveyed promptly to the Managing Director or Unit Head and the Senior Officers of OISF.

10 . Duties of Deputy Commandant:— (1) The Deputy Commandant shall assist the Commandant in the discharge of his duties and where he is placed as head of the unit, he shall discharge all the duties of a Commandant and shall exercise only those financial powers that are delegated to him under the relevant rules.

(2) The Deputy Commandant shall be responsible for the efficiency, discipline and morale of the personnel under him and shall also be responsible for the security of the undertaking or its part entrusted to him. He shall perform duty given to him time to time by the Commandant.

11. Duties of Assistant Commandant:— The Assistant Commandant shall assist the Commandant and unless specifically directed to the contrary in the regulations framed for the purpose. He shall perform all the functions of the Commandant, when so required by the later. He shall be responsible for the efficiency, discipline and morale of the personnel under him and shall also be responsible for the security of the undertaking and any other duties entrusted to him. He will assist Deputy Commandant where the Deputy Commandant is the head of the unit.

12. Inspector (Armed) or Subedar:— He shall assist Assistant Commandant, where the Asst. Commandant is head of the unit and also perform duties entrusted to him by the superior officers time to time. He remains in-charge of a unit as and when required or when the Asst. Commandant of the unit remains absent.

13. Sub-Inspector (Armed) or Deputy Subedar or Havildar or Constable:— They shall perform duty as per the direction of Superior Officers and the duties enumerated in Section 8 of the OISF Act.

14. For other posts which have been sanctioned or created or may be sanctioned or created from time to time by the State Government, their duties shall be assigned by the I. G. of Police, OISF by a separate order.

15. Arrest & Search:—While making an arrest under section 10 of the Act or search under section 11 of the Act, the member of the Force shall follow the procedure prescribed in the Cr. PC.

16. Powers of Appointment:— (1) Constables will be recruited as per the order of Government from time to time.

(2) The Constables of OISF including women constables will be eligible for redeployment to the district as per prevalent rule as applicable to Sepoys or Constables of State Armed Police Battalions.

(3) The supporting staff as mentioned in rule 4 will be appointed by Commandant as per rule prescribed for the equivalent rank in Odisha Police.

(4) The medical fitness test will be conducted as per the provisions of rule 22(2) of the OISF (Method of Recruitment and Conditions of service of Constables, OISF) Rules, 2014.

(5) The ministerial posts will form a common cadre with concerned equivalent rank of D.G.P.O. cadre of Ministerial Officers of Odisha Police. They will enjoy the same rank as that of their equivalent Police cadre.

(6) Posts of Havildar, SI (Armed), Inspector (Armed), AC, DC, and Commandant of OISF other than that reserved for women and such other higher ranks created subsequently shall form a common cadre with concerned equivalent ranks of the Armed Police Cadre of Odisha State Police.

17. Agreement:— Every enrolled member of the force (except those appointed on transfer on deputation) shall execute at the time of his initial appointment an agreement in the form specified by the administrator. If the force leaves the job on any ground within the period of three years, he has to deposit the specified amount fixed by the State Government from time to time.

18. Deputation:— (1) CISF unit, State Government or Central Government or State Government undertakings or Central Government undertakings, State Police and Home guards, Special Police Officers and Private Security guards may be deputed to OISF Organisation for a period of five years and subject to extension for another two years. During the period of deputation, the Officer on deputation shall be governed by the provisions of the Act and the rules and regulations made thereunder.

(2) Without prejudice to the foregoing, every such officer shall be subject to the rules of discipline applicable to the corresponding rank to the force.

(3) All such officers posted to OISF should undergo a course on industrial security for a duration in a designated Training Centre as decided by the DGP from time to time

(4) Save as aforesaid, the other terms and condition of deputation shall be such, as may be agreed upon which is issued time to time by the State Government.

(5) Notwithstanding anything contained in these rules, the State Government or the D. G. of Police, Odisha, Cuttack or I.G., OISF, as the case may be, may terminate the period of deputation of any officer at any time without assigning any reason and such termination shall not be deemed to a punishment.

(6) Deputation allowance, if any, to be sanctioned by Competent Authority with approval of Government.

19. Promotion:— The constables of OISF shall avail promotion as per Police Order No. 288/90 and Government Resolution No. 49700, dated the 26th December, 2012 or any other rule made by Government for the promotion of Sepoys or Constables of State Armed Police.

20. Probation:— (1) Every member of the Force except those appointed on deputation shall be on probation for a period of one year from the date of promotion or specified in relevant Recruitment Rules:

Provided that in the absence of a specific order of confirmation or a declaration of satisfactory completion of probation, member of the Force shall be deemed to be on probation.

Provided further that no member of the Force shall ordinarily be kept on probation for more than twice the period prescribed in respective recruitment rules.

(2) If during the period of probation the Appointing Authority is of the opinion that a member of the Force is not fit for permanent appointment, the appointing authority may discharge him or terminate the services from the Force, after issue of one month's notice of or after giving one month's pay in lieu of such notice, or revert him to the rank from which he was promoted or repatriate to his parent department, as the case may be.

(3) On successful completion of probation by a member of the force, the appointing authority shall pass an order confirming the member of the Force in the grade in which he joined the Force.

21. Manuals:— The Director General shall frame Training Manuals, Establishment Manuals as well as other manuals for administration of the Force with the approval of the State Government.

22. Solemn affirmation of allegiance:— On appointment, each recruit or cadet shall be required to solemnly affirm his allegiance in the form prepared by Administrative Head and shall receive a Certificate of appointment as prescribed in Section 6 of the OISF Act or Police Act.

23. The personnel up to the rank of Inspector (Armed) or Subedar will be governed by Odisha Police Manual, OSAP Manual and other rules made by Government as applicable to the equivalent ranks of Odisha Armed Police.

24. The officers of and above rank of Assistant Commandant will be Governed by Odisha Government Servants Conduct Rule 1959, as amended by Government for time to time and Odisha Service Code.

25. (1) The supervising officers shall have power to award punishment to the different ranks as noted below:—

DISCIPLINARY AUTHORITIES AND EXTENT OF THEIR POWER

Sl. No.	Nature Of Disciplinary Order	Government	D.G. of Police, Odisha	I.G. of Police, / D.I.G. of Police, OISF	Sr. Commdt. / Commdt.
1	2	3	4	5	6
1	Suspension	AC and above	Up to the rank of Inspector (Armed)/ Subedar	Up to the rank of SI (Armed)/ Dy. Subedar	Up to the rank of Havildar
2	Dismissal/ Removal/ Compulsory Retirement	AC and above	Up to the rank of Inspector (Armed)/ Subedar	Up to the rank of SI (Armed)/ Dy. Subedar	Up to the rank of Havildar
3	Major punishment other than Dismissal/ Removal/ Compulsory Retirement	AC and above	Up to the rank of Inspector (Armed)/ Subedar	Up to the rank of Inspector (Armed)/ Subedar	Up to the rank of SI (Armed)/ Dy. Subedar
4	Minor punishments	AC and above	Up to the rank of Inspector (Armed)/ Subedar	Up to the rank of Inspector (Armed)/ Subedar	Up to the rank of SI (Armed)/ Dy. Subedar
5	Petty Punishments	--	--	Up to the rank of Havildar	Up to the rank of Havildar

(2) The offences which attract petty punishment shall be, summarily disposed of.

26. The *Explanation* - Summary disposal means the decision/ conclusion to the charges/ allegations by the authority after following short and quick procedures for expeditious disposal (without following regular formal procedure). The Petty punishment shall ordinarily be awarded in orderly room. The petty punishment need not be entered in the service book. Petty punishment means as defined vide section 16 (1) (i) to (iii) of the Act.

27. In case of contradiction of rule made hereunder and Police Manual Rule, this rule will prevail.

28. The Deputy Commandant or Assistant Commandant, while holding charge as unit head will have the power to award minor punishment and petty punishment up to the rank of Havildar. He will have the power to suspend personnel up to the rank of Havildar, but such order should be approved by the Commandant subsequently.

29. Appeal against the order of punishment except petty punishment can be preferred as per the Odisha Service Code, Police Manual Rule, Odisha Government Servants Conduct Rule 1959, as applicable to different ranks.

30. Resignation:— (1) The appointing authority may, during the period of probation or thereafter, permit any member of the force to resign from his post with effect from such date, as may be specified in the order accepting his resignation following the instructions issued by the Government from time to time, as applicable to the equivalent rank of Odisha Police.

(2) The resignation of member of the force, who is under trial or whose conduct is under inquiry, may be refused.

31. Discharge Certificate:— Whenever a member of the force ceases to be such member for any reason what so ever, a discharge certificate shall be given by the Appointing Authority.

32. Surrender of certificate of appointment and arms & ammunition etc.— (1) Every enrolled member ceasing to be a member of the force shall surrender to his immediate superior his certificate of appointment, Arms & Ammunitions, Clothing and other articles issued to him to discharge his duty, under due acknowledgement which shall there upon be submitted to the Commandant.

(2) If any person wilfully or refuses to surrender the above items mentioned in above sub rule (1), the I. G. of Police, OISF shall take necessary steps to recover from him out of his financial dues payable at first instance where after the recourse to recover the public money as per law.

33. Free Accommodation for Office, Residential and Bachelors:— (1) The requisitioning undertaking shall provide accommodation for office adjacent to the undertakings with parade grounds, play grounds, Quarter Guard and for other offices. All supervisory officers will be allotted Quarters in a cluster adjacent to OISF office of the undertakings, other junior officers or men shall be provided residential married accommodation @ 45 per cent in the township and 55 per cent unmarried officers or men or as amended by Government from time to time be provided bachelor accommodation. The accommodation norms and minimum plinth area of accommodation of construction of different categories should be prepared by the Administrative Head. The unmarried officers or men shall be provided barrack or Bachelor accommodation and they shall be allowed house rent as per State Government Provision.

(2) The accommodation to the enrolled member of the force or junior officer shall be rent-free:

Provided that where such residential married accommodation facilities are not available, they shall get house rent allowance in lieu thereof as applicable to other State Government employees of that area.

Provided further that the bachelors those who are accommodated in Bachelor accommodation complex shall be allowed to draw House Rent.

(3) Supervisory Officer of the force who is provided accommodation by the public sector undertaking or allotted accommodation by the Government shall pay license fee to the public sector undertakings at the rates as applicable to their own employees or the license fee as fixed by the State Government for General pool accommodation from time to time with reference to plinth area of accommodation as the case may be. The supervising officers shall also be allowed to draw house rent as approved by Government and if they are not provided Residential Accommodation by the undertakings or by Government. The officers and men, who will stay outside the premises due to non-availability Quarters are to be provided conveyance allowances.

34. Medical Facilities:— (1) Members of the force shall be entitled to the facilities of the State Government health scheme.

(2) When deployed to any unit,—

(i) In a case where such unit provides medical facilities to its employees then the members of the force deployed to that unit shall be entitled to avail similar facilities.

(ii) If such facilities are not available, the members of the force will be provided with medical facilities as per the State Government Rules.

35. Leave:— The supervisory officers and enrolled members of the force shall be governed by the leave rules, as are applicable to members of equivalent rank of State Police and different orders issued by the State Government from time to time. They are all guided by the Orissa Service Code Rule and Police Manual Rule.

36. Leave Travel Concession:— The members of the OISF shall get the Leave Travel Concession as per Odisha Government Rules.

37. Eligibility for monetary Rewards:— Monetary rewards may be granted only to the enrolled members of the force upto the rank of SI (Armed) or Deputy Subedar for the following achievements, namely:—

(a) Doing outstanding work, requiring special courage, skill or initiative such as,-

(i) the arrest of criminal

- (ii) securing of information leading to the detection of a crime or matters connected therewith
 - (iii) making exceptionally good enquiries
 - (iv) an encounter with a criminal, in connection with the protection, safeguard and security of an industrial undertaking.
- (b) Doing work of a less outstanding nature but requiring prompt, honest and intelligent observance of and obedience to order so as to be of material assistance in the protection, safeguard and security of an industrial undertaking.
- (c) Doing extra hard work in connection with the protection, safeguard and security of industrial undertaking.
- (d) Smartness, Marksmanship, Diligence, Praiseworthy attention to the employees and workers of the industrial undertakings or to the persons who visit the industrial undertakings on business or for another purpose which in exceptional cases is calculated to promote the efficiency of the force.

38. Monetary reward may be granted to the employees and workers of the industrial undertakings and the members of the public as incentive for assisting the force as applicable to the Police personnels of Odisha Government.

- (i) In the detection of any serious cases
- (ii) In the apprehension of an offender
- (iii) In resisting a criminal or an anti-social elements
- (iv) For any other purpose which is for the better protection, safeguard and security of the industrial undertakings.

39. Authority competent to grant Monetary rewards or Paper Rewards (Certificates):— The supervisory officers are empowered to grant rewards as applicable to the equivalent ranks of Odisha Police.

40. Monetary rewards offered by the Managing Director of the Industrial undertakings:— I.G. of Police, OISF may permit an enrolled member of the Force to accept monetary reward offered by Managing Director of an industrial undertaking for a purpose.

41. Transfer of members of the Force may be made as under:—

- (i) of supervisory officers from Sub - Inspector to the rank of Deputy Commandant, by the Inspector General of Police or D.I. G. of Police, OISF within the OISF Deployment units.

- (ii) of and upto the rank of Havildar from one unit to another unit under the administrative control of one Commandant , by the Commandant.

42.Award of Medals:— (1) Director General's (DGP's) Disc and other medals shall be awarded to the OISF personnel as applicable to members of Odisha Police.

(2) I.G. of Police, OISF shall institute any other annual reward to the members of force as incentive and motivation.

43. Retirement of enrolled member of the Force on the ground of Medical unfitness:— (1) Where a Commandant is satisfied that any enrolled member of the Force is unable to perform his duties by reason of medical unfitness, he may direct that the said enrolled member to be brought before a Medical Board.

(2) The Medical Board shall be constituted in such manner as may be determined by the I.G. of Police, OISF.

(3) Where the said enrolled member is found by the Medical Board to be unfit for rendering further service in the Force, the Inspector General, the Deputy Inspector General or as the case may be, the Commandant, may, if he agrees with the findings of the Medical Board, order the retirement of enrolled member:

Provided that before the said enrolled member is so retired, the findings of the Medical Board and the decision to retire him shall be communicated to him.

(4) The enrolled member may, within a period of fifteen days from the date of receipt of such communication, make a representation to the officer next superior in rank to the one, who ordered the retirement.

44. Permission to carry Cash and other Articles:— The OISF men and officer up to rank of Sub-Inspector shall carry up to Rupees One thousand (Rs.1000)/- only with him for emergent needs during duty hours at the undertakings and other official equipment which have been supplied to them to be used during performance of duty. During entry to the undertaking in his duty time, he should declare in the proper format the amount he is carrying. On return from duty, if any excess amount is found other than what he declared, he should explain else departmental action will be initiated against him.

45.Payment of Charges:— (1) The expenditure on OISF is initially met out of the Budget grant of the Government of Odisha and later recovered from the Management of the borrowing organisations. According to the provision of the OISF Act, 2012, full cost of maintenance, training, raising of the force, cost of the Uniform, Equipment, Arms and Ammunitions and Vehicles & POL, are to be borne by the borrowing organisations where the OISF will be deployed. According to the Rules the entire expenditure of the Force is recoverable from the borrowing organisations.

(2) The recurring and non-recurring expenditures to be borne by the undertaking are classified as under:—

(a) Recurring Expenditure:

- (i) Pay and Allowances;
- (ii) Annual replacement of clothing and equipment;
- (iii) Travelling Allowances;
- (iv) Contingency Expenditure;
- (v) Pension Contribution;
- (vi) Leave Salary Contribution;
- (vii) Administrative or Supervision charges;
- (viii) Group Insurance Charges;
- (ix) Ammunition for Annual Practice;
- (x) Petty Imprest;
- (xi) Vehicle & POL; and
- (xii) Office Expenses.

(b) Non-recurring Expenditure:

- (i) Training Charges;
- (ii) Initial issue of Clothing and Equipment;
- (iii) Initial issue of Arms & Ammunition as per Rank and Scale; and
- (iv) Housing and Offices.

(3) For calculation of the cost of recovery and re-imburement, rank wise calculation sheet to be prepared by the Administrative Head or Commandant and to be submitted to the borrowing organisation to aware the average cost of deployment. The cost of recovery format may change time to time as per implementation of pay commission and orders of State Government.

(4) In order to get re-imburement of the expenditure for the force deployed, the following bills shall be raised against the respective borrowing organisations:

(a) Pay and Allowances

Bills on account of pay and allowances of the OISF personnel deployed in the borrowing establishments shall be prepared on the basis of actual expenditure as recorded in the pay and acquaintance roll of OISF units. The bill shall indicate *inter alia* the number of persons of each category for whom Pay and Allowances are to be drawn in the establishment bill during the month.

(b) Training Charges

After recruitment, the OISF personnel shall be put through the prescribed courses of training before being deployed. The training shall be imparted at the various training centres of Odisha Police. The expenditure on training and other training charges are recoverable from the borrowing organisations in shape of "Supervision Charges".

(c) Initial cost of uniform charges and annual replacement charges

Each member of the OISF shall be provided with uniform and other sundry items at the time of recruitment or training and these uniforms and items shall be replaced on periodical intervals as applicable to State Government employees. The rates of recovery shall be calculated on the basis of average cost and subject to revision due to market fluctuations. The initial cost of uniform at the prescribed rates shall be covered for the strength permanently deployed and shall be recoverable only once and the bills are raised against the borrowing organisations accordingly. In each financial year the borrowing organisations shall give fixed amounts as clothing charges to the Officers & Men deployed along with the clothing charges of the supervising Officers. The administrative head shall decide the rate of clothing charges by forming a committee (one time and recurring) time to time.

(d) Equipment, arms and ammunition

The equipment, arms and ammunitions shall be supplied by the State Government:

Provided that the annual maintenance cost (AMC) in this respect shall be borne by the borrowing Organisation and the AMC shall be fixed by the Administrative Head from time to time.

(e) Cost of vehicle

The vehicle and POL shall be supplied to OISF by the borrowing organisation directly as per scale and use. But, in case where it is necessary to provide the vehicles to particular OISF unit by the State Government, the bills on account of hire charges of vehicles and POL shall be borne by the borrowing organisation. The Vehicles & POL used by the supervising Officers of OISF Headquarters shall also be borne by the borrowing organisation which is included in the supervision charges. The requirement and type of vehicles of supervising officers and men is to be decided by the Administrative Head and the demands of vehicles to be given to the borrowing organisation during deployment.

(f) Pension and Leave salary

- (i) Pension and Leave Salary contributions shall be regulated as per the provision laid down in rule 221 and rule 222 read with Appendix - IX of the Odisha Service Code.
 - (ii) Similarly, in case of employees covered under NPS scheme, it is obligatory on the part of the borrowing organisation to reimburse the matching contribution as fixed by the State Government for the State Government employees from time to time.
- (g) Supervision charges
- (i) Expenditure incurred on the maintenance and functioning of the I.G. or D.I.G. or Commandant and Headquarters Staff of OISF (including the salaries and other expenditure of the officers and staff) shall be included in the supervision charges. The rate of supervision charges shall be fixed at 11.8 % of the cost of the force deployed per month. Supervision charges are to be calculated in respect of all the employees deployed, on the basis of Pay and allowances fixed in the regular Pay Scale, irrespective of their status, i.e. Contractual or Regular.
 - (ii) The borrowing organisation shall pay taxes as applicable from time to time.
- (h) Types of bills for re-imburement
- The following types of bills for re-imburement of cost on OISF are raised :—
- (1) Salary bills
 - (2) Leave Salary contribution bills
 - (3) Pension Contribution bills
 - (4) Stores, Equipment and Contingency bills
 - (5) Arms and Ammunition bills
 - (6) Bills for cost of vehicles, if any not provided by the borrowing organisation.
 - (7) Supervision charges shall include the cost of training and the cost of establishment charges of OISF Headquarters.
 - (8) T. E. Bills, RCM Bills and one month special allowances and miscellaneous bills etc.
- (i) Recovery of advance payment

Government of Odisha shall pay, the Pay and Allowances of OISF in advance from its own budget. The borrowing organisation shall be required to pay the same in advance

as per the following terms and conditions. The indenting unit shall deposit an amount equal to three months of monthly billing for OISF induction as security.

- (a) The indenting unit shall deposit an amount equal to three months of monthly billing for OISF.
- (b) It shall be obligatory on the part of the borrowing organisation to deposit the re-imbursement cost in time after receiving the claims from OISF. For the purpose, OISF shall prefer its claim in the first week of the succeeding month so as to enable the borrowing organisation to reimburse the said amount by 15th of that month, failing which penal interest as applicable shall be charged.
- (c) In case of any default, interest as applicable will be charged on the borrowing organisation and the OISF shall be withdrawn in case of three months consecutive default in payment.

46. Other condition of service:—The members of the force shall, in respect of all matters regarding conditions of service for which no provision or insufficient provision have been made in these rules, be governed by the rules and orders for the time being applicable to employees holding corresponding posts in the State Government in respect of such matters.

47. Technical consultancy services to the industrial establishments in the private sector:— (1) OISF may provided technical consultancy services to industrial establishments in the Central or State Government Departments, Public or Joint or Private sector, autonomous bodies or any other institution approved by the Government which may cover the following, namely:—

- (i) Study of industrial security and fire protection related problems and suggesting appropriate solutions.
- (ii) Imparting of knowledge and skills in the field of industrial security and fire protection to the consulter (hereinafter called client) or his employees through training programmes which may be conducted at Odisha Industrial Security Force Training Institutions or at the client's industrial establishment (s) or at any other place as deemed appropriate by the Director General of Police or I. G. of Police, OISF.
- (iii) Conducting training and certification courses in the fields of Industrial Safety, Security and Fire protection and charge prescribed fees for the same. The fees for various such courses will be determined by the Director General of Police or I. G. of Police, OISF.

- (iv) Planning, designing and effecting industrial security and fire protection schemes measures, controls and systems for the client.
- (v) Providing feedback after monitoring the functioning of suggested measures, controls and systems.
- (vi) Planning and designing of communication network and preparation of related operating instructions.
- (vii) Drafting industrial security and fire protection related instructions, standing orders and standing operating procedures.
- (viii) Preparing disaster management and contingency plan and supervising or conducting rehearsals of such plans.
- (ix) Conducting audits in the field of industrial security, industrial safety or fire safety.
- (x) Undertaking research and development activities independently or in collaboration with the clients and or other reputed agencies in the field of industrial security, industrial safety and fire protection and related matters.

(2) On receipt of request from the Managing Director of any Industrial Establishment in the Private Sector or any other person authorized by him; in this behalf, subject to any general directions issued by the State Government, the Director General of Police if deems it appropriate, after examination of the request, may forward terms and conditions of providing Technical Consultancy services to the Managing Director or any other person authorized by him and may ask to remit prescribed fee for technical consultancy series.

(3) On remittance of prescribed fees from the Managing Director of an industrial establishment in the Private Sector, the Director General of Police may nominate any officers of the force or constitute a team of officers for conducting technical study of the concerned industrial establishment relating to any matter enumerated.

(4) The consultancy fees shall be charged from the industrial Establishments in the Private Sector as prescribed from time to time.

48. Restriction to form any Associations:—

No members of the force shall without the sanction in writing

- (1) Form Service Association
- (2) Be a member of, or be association in any way with any trade union, labour union, political party or with any association or confederation of trade unions, labour unions or political parties or

- (3) Be a member of, or associated in any way with, any other social institution, association or organization that is not recognized as part of the force or is not of a purely social, recreational or religious in nature:

Provided that if any question arises as to whether any society, institution, association or organisation is of purely social, recreational or religious in nature under clause (3) of this sub section, the decision of the Government thereon shall be final.

- (4) Communicate with the press or publish or cause to be published any book, letter or other document except where such communication or publication is in the *bona fide* discharge of his duties or is of a purely literary, artistic or scientific character.
- (5) No member of the force shall participate in or address any meeting or take part in any demonstration for any political purpose.

49. Induction Modalities:— (1) The Management of the Public Sector undertaking desirous of inducting OISF for providing security coverage to their Undertakings have to approach the Director General and Inspector General of Police, Odisha for this purpose in writing. On receipt of request letter, the D. G. and I. G. of Police may direct to I. G. of Police, OISF or Commandant to conduct survey to assess utilisation of OISF man power along with other assessment by constituting a Joint Survey Board.

(2) The Joint Survey Board shall be constituted with the following members, namely:—

- | | |
|--|----------|
| (i) One Commandant or Commandant level officer of OISF - Presiding officer | |
| (ii) DC or AC of OISF | - Member |
| (iii) DC or AC of OISF | - Member |
| (iv) Senior Representative of the management | - Member |

(3) The Joint Survey or Re-Survey Board should follow the parameters of assessment of man power keeping view of the threat and security to the borrowing organisations.

50. Joint Survey:— (1) The request of the management of Private Industrial Undertaking or desirous of inducting OISF shall be considered after deposit of requisite fee of Rupees Ten Thousand (Rs. 10,000)/-, (Rs. 5,000/- in case of deployment of strength within 50 personnel). The I. G. of Police, OISF shall accord his approval for the conduct of survey.

(2) After getting approval, the Commandant, OISF shall issue letter for conducting joint survey to the concerned borrowing organisation. At the same time the management will be requested to nominate a senior representative to associate with the survey.

(3) An officer of the rank of Commandant shall undertake the joint survey of the concerned undertaking along with other officers as specified before.

(4) The surveying officer shall contact the management and would obtain from them the details of the undertakings with proper authorities .

(5) (a) The Joint Surveying team comprising of surveying officer from OISF and senior representative of the Management, should keep the following aspects in view while determining their requirement of man power:-

- (i) The location of the undertaking.
- (ii) Vulnerability and sensitivity to security hazards.
- (iii) Capital investment in the project.
- (iv) Prevailing law and order situation, including crime trends in the area.
- (v) Labour situation.
- (vi) Importance of the undertaking.
- (vii) Economy.
- (viii) Effectiveness of physical security arrangements perimeter wall, overhang barbed wire fencing, gates of entry or exit, watch towers, lighting arrangements, clear zone for perimeter patrolling etc.
- (ix) Sophisticated electronic gadgets applications, like CCTV.
- (x) Utilization of the dog squads.
- (xi) Fire fighting arrangements.

(b) Industrial Security means not only physical protection against theft and pilferage, but against other hazards also. This includes protection against sabotage and espionage as well as all responsible mishaps. Civil defence planning, provisioning and training may also be called for in certain undertaking. Management who have entrusted or propose to entrust the security of undertaking to the OISF should be assisted by the OISF in making full appreciation of security hazards and implementing the measures which are accepted as appropriate and necessary for the particular undertaking.

(c) To Meet the above requirement, the following procedure shall be adopted namely:—

- (i) The first step in the induction of the OISF into the undertakings will be for a detailed survey to be made about the security requirements. The survey will be made with reference to the broad categories mentioned below.
 - (ii) In determining the provisions which are to be made security, a careful balance must be kept between what is desirable from point of view of protection or and what is justifiable and acceptable from the point of view of the financial implications. The burden of risk must always be compared with the burden of the cost of covering the risk 'Vulnerability' alone which cannot be the justification for making security provisions. The extent of 'Vulnerable' should be checked with the quantum of the consequences in terms of such factors as loss of time and cost of repairs or replacements in which loss or damage will involve. While 'Vulnerability' is to be assessed by the OISF officers in consultation with the Management, 'criticality' is to be determined solely by the Management. Where any point or area or installation which is considered 'vulnerability' is to be left out without adequate security cover due to the reason that it is not 'critical' and on consideration of economy, a specific record of that fact should be made in the survey report.
- (6) (a) The joint survey report should contain detailed justification or duties for requirement of manpower for each duty point separately. The norms for various common duty points like control room, striking reserve, Administration duties, Ministerial Staff, Supervisory Staff, transport and reserves are given in specified format. Superintendent of Police, Signal will be requested to depute one technical officer to examine and recommend installations of electronic gadgets particularly in sensitive undertakings. This team will also take into account future developments of the undertakings and recommend manpower accordingly. Any deviation from norms laid down should invariably be accompanied by detailed justification.
- (b) While assessing the requirements and utilization of OISF manpower, Requirement of accommodation (Office, Barrack, Quarter for marriage employee, Quarter Guard, Armoury, Space for parade ground etc.) and other amenities viz. Medical, School, Canteen, Stationary, Telephones,

Transport, Cobblers Tools etc. shall be furnished by the surveying officer to the management in details along with a note recorded in the joint survey report. Scale of office furniture, barrack furniture tradesman tools and cooking utensils are to be fixed by the Administrative Head. After completion of the survey, the surveying officer will submit report to D. G. of Police with a copy to Management;

- (i) Brief history of the undertaking.
- (ii) Joint survey report containing the names of the duty points, details of functions being performed at each duty point, details of duties to be performed by OISF at each duty point and details of manpower required at each duty point.
- (iii) Blue prints of the Undertaking duly marked with all the duty points which are manned by the OISF.
- (iv) Duty point wise deployment chart.
- (v) Duty point wise analysis chart or comparative table showing strength as per norms, existing strength and strength as assessed by the surveying team shall also be prepared.
- (vi) The documents mentioned at Serial Number (i) and (iv) shall be signed by surveying officer as well as the representative of Management.

(7) The I. G. of Police, OISF shall examine the survey report in details. If necessary, he will discuss the same with surveying officer and the management. He would then forward all the documents in duplicate to the State Police Headquarters.

(8) The survey report shall further be scrutinized at State Police Headquarters, Odisha, Cuttack in view the recommendations of the surveying team, and I. G. of Police, OISF as per norms.

(9) A detail letter shall be sent from State Police Headquarters, Odisha, Cuttack to concerned management with a copy to Commandant, OISF or I. G. of Police, OISF indicating the following, for placement of requisition in the prescribed *pro forma*, for the proposed assessed strength duly concurred by the Finance Unit of the Undertaking:—

- (i) Rank wise break up of assessed strength
- (ii) Duty point wise deployment chart (to be attached)

- (iii) Financial implication, recurring and non-recurring, involved in the deployment of the force. This will not include expenditure on transport, accommodation and other contingent expenditure.
- (iv) Requirement of transport.
- (v) Requirement of accommodation (married or single), Quarter Guard, Armoury, Office, Parade ground etc.
- (vi) The management will also be informed that the force will only be inducted on receipt of Govt. sanction for the requisite number of posts, availability of trained manpower and completion of pre-induction formalities. Copies of this letter will be endorsed to the D. G. of Police, Fire Service, Odisha, Cuttack and the Addl. D. G. of Police, Communication, Odisha,

51. Minimum Strength of Deployment:— For Proper supervision of the force, strength below certain number should not be deployed in one unit in one location. The unit strength shall not be less than 16 personnel.

52. Formal Requisition:— (1) On receipt of the communication from State Police Headquarters., Odisha, Cuttack, the concerned management will tender a formal requisition in the prescribed *pro forma* along with approval of the financial advisor of the undertaking for the expenditure involved in the deployment of the OISF.

(2) On receipt of the formal requisition, a proposal would be submitted by the State Police Headquarters, Odisha, Cuttack to the Government for utilization of OISF. The concerned management and I. G. of Police, OISF will also be informed about the same so that the management may take action to complete pre-induction formalities.

53. Pre-Induction Formalities:— The concerned Management and I. G. or D. I. G. of Police, OISF will speed up completion of pre-induction formalities which mainly include construction of Gate, Office, Recreation Room, Control Room, Security Offices, Kote, Family and Barrack accommodation, parade ground, Play ground and other connected facilities as per scale decided by the Administrative Head. Procurement of transport as assessed in the survey report and other items viz. Utensils, Furniture (to all offices & place), Quarter Guard items, tools for tradesman etc.

54. Advance Parties:— (1) As soon as pre induction formalities reach at the completion stage, on the request of the management, an advance party consisting of such strength as decided by I.G., OISF, will be released from the sanctioned strength of that

unit and shall be posted to the unit to render assistance to the management in completion of pre-induction formalities including purchase of stores.

(2) The advance party will submit fortnight report on completion of pre-induction formalities to the OISF, Headquarters. On getting green signal from the advance party about completion of formalities, the I. G. or D. I. G. of Police, OISF will decide date of induction in consultation with the management and intimate about it and the place and date of concentration of force before actual induction of the force.

55. Induction of Force:— (1) Orders for carrying out smooth induction of the Force in an undertaking shall be issued for State Police Headquarters., Odisha, Cuttack specifying the date of induction and place and date of concentration of men, before actual date of induction. Copies of these orders shall be sent to the management and the I. G. of Police, OISF.

(2) The I. G. or D. I. G. of Police, OISF assign a responsible officer, preferably Commandant or Deputy Commandant for carrying out induction. The Officer shall carry out induction and submit a detailed report on induction listing out problems faced, deficiency in the pre-induction formalities, if any, released strength and posted strength (rank-wise).

56. Post Induction:— Report about induction may be sent by OISF, Headquarters to State Police Headquarters, Odisha, Cuttack and Home Department.

57. Re-Survey:— (1) Re-Survey shall be invariably conducted in respect of those units which were raised some years ago, requiring a change or modification to their existing strength due to various factors. Some of the factors are enumerated below:

- (i) Deficiency in manpower at duty points;—
 - (a) By reason under assessment when the need based strength was determined.
 - (b)
 - (i) Due to commissioning of new manpower
 - (ii) Coming up of pedestrian or Vehicular or Railway gates.
 - (iii) Erection of watch Tower.
 - (iv) Eventualities which could not be anticipated earlier being new developments; and
 - (c) Needs arising from re-calculation of the manpower requirements for various duties due to revision of scales for manpower.
- (ii) Reduction in manpower due to other events, namely:
 - (a) Cordoning of the Jurisdictional limits of the project or plants by perimeter walls of standard height specification.

- (b) Withdrawal of strength provided for township patrol which does not come within the ambit of the functions of the Force.
- (c) Dismantling of the installations by virtue of their time schedules;
- (d) Any other specific reason depending on the project or area.

(2) In these cases it is necessary, in conformity with the provisions of the OISF Act that the concerned Management puts in a request for re-survey of the Unit, either on its own or at the instance of the local OISF officers. The Managements representative should invariably be associated as a member of the resurveying team so that there should be absolute co-ordination, and the representative would itself take into account all the aspects including the additional expenditure likely to be involved besides avoiding correspondence emanating from :—

- (i) Over assessment of manpower for duty points which have been in existence for a period of time especially when there has not been appreciable change in the area, perimeter, duty point(s), period of operation, input or output number of visitors or labourers etc. with reference to which security coverage was provided and exists.
- (ii) Recommendation of additional manpower due to revision of norms for various duty points of administrative control, and
- (iii) Recommendations for additional strength for duty points on grounds of added vigilance when there has been no spurt in crimes.

(3) The re-survey shall invariably be carried out in association with the senior members of the concerned management. The re-survey report shall consists of the following documents:—

- (i) Brief history of the Undertaking highlighting the factors that have necessitated the re-survey.
- (ii) Detailed duty point-wise justification signed by the re-surveying officer and representative of the Management. This shall contain justification for not only the new of additional duty points but also for the old duty points already in existence at the time of re-survey. Deletion of any old duty points should also be justified.
- (iii) Details of duty point-wise deployment chart. This shall be divided into two parts. The left hand side of the chart shall show the existing deployment before the re-survey and the right hand side would show the corresponding proposed deployment in such manner that all the changes or additions in manpower are clearly brought out. This chart

shall also be signed both by the Surveying Officer and representatives of the Management.

- (iv) Duty point-wise analysis chart or comparative table, showing strength as per norms, existing a strength and strength as assessed by the surveying team shall also be prepared
- (v) Three Copies of blue prints of the Undertaking marked with all the duty points that would be functional after the re-survey.

(4) The re-survey report shall be forwarded to the I. G. or D. I. G. of Police, OISF who shall further scrutinize it and forward the same to State Police Headquarters, Odisha, Cuttack along with his recommendations and necessary documents. These reports shall further be scrutinized at State Police Headquarters, Odisha, Cuttack and get approved from D. G. of Police, Odisha, Cuttack. The Management shall be asked to place formal requisition, for the additional strength. Force shall be deployed subject to availability.

58. Physical Security:— Physical security concerns itself with the means by which a given facility protects itself against theft, sabotage, unauthorised entry etc. Physical security planning includes protection of the undertaking's perimeter and of the buildings and the building's interior and its content as well as vital installation. The security defence begins at the perimeter which is the first line of defence. It is important to remember that structural barriers rarely prevent penetration. Fences can be climbed, walls can be scaled and locked doors and grilled windows can eventually be by-passed by a resolute assault. Ultimately, all such barriers must be supported by physical manning. The details of physical security instruction is to be decided by the Administrative Head with consulting the borrowing organisations.

59. Use of Electronic Device:— Manpower oriented security system have limitations in countering threats posed by sophisticated adversaries. Humans tend to suffer from inherent weakness like limited vision, slow reflexes, fatigue, social commitments, influences, pressures, black mail, corruption etc. Electronic devices are not influenced by these factors and function effectively in a pre-designated manner. Human supplemented by electronic devices can make security both efficient and cost effective. By introducing electronic device in aid of security reduction in manpower can be achieved. Though the expenditure on electronic devices initially seems a burden, the expenditure is an investment and yields recurring savings consequent to the reduction of manpower. Electronic equipment like alarms, detectors, sensors, surveillance devices etc. have proved their worthiness in providing effective security to the vital and sensitive

installations. Now a days computer based security technology is used for multiple control and data transmission. Therefore the optimum mix of manpower and electronic security devices are more efficient and cost effective. Some of the security devices or systems which are being used by security forces all over the world, should be utilised at different undertakings for better security provision. The Administrative Head will submit the required list of electronic device and other gadgets to the borrowing organisation during induction.

60. Interpretation:—If any question relating to the interpretation of these rules shall be referred to the State Government whose decision thereon shall be final and binding.

61. Relaxation:—Where the Government of Odisha is of the opinion that it is necessary and expedient to do so, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any category of persons or organisations or posts.

By Order of the Governor

ASIT KUMAR TRIPATHY

Additional Chief Secretary to Government