



# POLICE HEADQUARTERS J&K JAMMU/SRINAGAR

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Establishment

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**Subject:- Construction of shadow Character rolls**

## C I R C U L A R

It has been observed that Character Rolls/Service books of some Police personnel get destroyed/partially damaged in calamity propped incidents or due to human negligence thereby causing great inconvenience to concerned officer/official especially those who are at the verge of retirement. As a result, their pensionary benefits are not released in due course of time and they are made to clamour for livelihood.

2- In spite of explicit directions contained in J&K CSR/J&K Police Manual besides circular instructions issued by Wing/Zonal/Unit heads with regard to the maintenance and safe custody of this essential service document, cases come to PHQ for approval of re-construction of Character Rolls/Service books destroyed completely/partially damaged/lost which makes it imperative to take enhanced precautionary measures so as to ensure that in case of any eventuality there is some supplementary information of this important document available in our records.

Therefore, it is enjoined upon all the Wing/Zonal/Unit heads that shadow Character Rolls in respect of all the Police personnel be prepared and the same shall be allowed to be retained by the individual so that in case of need these shadow Character Rolls are considered for official purpose. The individuals shall present their shadow Character Rolls/Service books once in a year preferably in the month of August for data updating/verification.

*1/20.12.2017*  
**(S.P. VAID) IPS**

Director General of Police

*J&K-Srinagar*

Dated: 23 12.2017

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Copy to the:-

1. Spl. DG Hqrs J&K
2. Commandant General HG/CD/SDRF J&K Jammu
3. Addl. DG Armed J&K Jammu
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5. IsGP Tech /CIV/Pers/Hqrs PHQ.
6. All DisGP in J&K including DPT /Director FSL J&K/DoP PHQ
7. All AIsGP at PHQ/CAO/Sr.Admn.Officer PHQ
8. All SSSP in J&K including District SsP/Commandants of JKAP/IR/SDRF Bns./SSP Security Jammu/Srinagar/J&K Security.
9. Principals of Training Centres/MS PH Srinagar/Jammu.
10. Circular file/Master file/SO(H).

*ML*