

**RECOMMENDATION OF THE
SUB-COMMITTEE FOR IMPLEMENTATION OF
WEEKLY OFF SYSTEM IN
ALL WINGS OF ANDHRA PRADESH
POLICE DEPARTMENT
FROM
POLICE CONSTABLE TO INSPECTOR LEVEL**



Prepared By:

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Additional Director General of Police
Law & Order
&
Chairman of Committee
Andhra Pradesh**

PREFACE

In this report, as a Chairman of the Committee, I am delighted to present the recommendations on Weekly off system in all wings of Andhra Pradesh Police Department from Police Constable to Inspector Level, as per Police standing Order (PSO) 617-5 of APPM Part-I Volume II 'B' and also as promised by the Government of Andhra Pradesh. During the term of holding the Chairmanship of the committee set-up by the Order of Director General of Police Andhra Pradesh, a couple of meetings were conducted and extensive brainstorming was done on proposing a harmonised model for implementation of weekly off to police from the Rank of Constable to Inspector

Finally, we arrived at different models for different duties for the assigned task. Committee members discussed about the feasibility of sanctioning of weekly off for various departments of Police i.e. Civil, Armed Reserve & AP Special Police.

In the next few pages a detailed report is furnished for the easy understanding and recommendations made by the Committee on the assigned tasks.

Foreword by DGP

Trained manpower is an important resource of the police. It should, therefore be utilized in the best possible manner and to the best advantage. As the police are on 24 hours duty the stress levels and morbidity rate among police is very high.

Whenever there is a festival / holiday the working hours of police are increasing and there is a feeling among police personnel that they are not getting any rest when all the public are enjoying a holiday.

The complete health profile of entire AP Police force is done and it is revealed that most of the police personnel are having health problems such as Diabetes, Hypertension (BP), Heart Ailments and joint pains.

To bring down the rate of stress level and morbidity it is imperative to give weekly off. The Hon'ble Chief Minister of Andhra Pradesh also very much inclined to give Weekly off to Police and also put it on their party manifesto.

To provide weekly off a committee Chaired by ADGP (L&O) is formed with various ranks of police officers of various branches of policing to decide the modalities for giving weekly off.

The committee held its meeting with police association members of various districts and also deliberated among themselves and came up with nineteen models to grant weekly off, for various Police personnel such as PSOs, Drivers, APSP, AR, and Civil from the rank of PC to Inspector. Each of the rank will be covered under one or more off the nineteen models. The Addl. SP (Admn.) of the district is made as nodal officers and the SHO is free to choose one or more models which are suitable to the needs of the men working under him.

It is a opening move in the process of granting weekly off and many more models will be evolved to better the sanction of weekly off and we will work hard to achieve the same.

The TCS team is in the process of preparing a robust and transparent IT system Unit wise for implementing and monitoring the weekly off.

ACKNOWLEDGEMENTS

I am thank full to The Director General of Police for appointing me as Chairman of this Sub-Committee and giving me an opportunity to recommend the implementation of weekly off to the Police Personnel from the rank of Police Constable to Inspector in Andhra Pradesh. I also thank all the Committee members for their valuable time for attending the meetings and video conference on my call in spite of their busy schedule.

I personally thank Sri. Vineeth Brijlal I.P.S, Inspector general of Police, Personnel and, Sri. R.K. meena I.P.S, I.G.P. Guntur Range, Sri. S.V.Rajasekhara Babu I.P.S, for assisting me in drafting the entire proceedings of the Committee and made it possible.

Dr. A. Ravi Shankar, I.P.S
Chairman of Committee
&
Additional Director General of
Police
Law & Order
Andhra Pradesh

MEMBERS OF COMMITTEE

In pursuance of the instructions of the Government and the Director General of Police, Andhra Pradesh to enforce weekly day off for all the Police personnel in the Andhra Pradesh, the following Committee was constituted

Sl.No	Name	Designation	Committee
1	Sri. A.Ravi Shankar I.P.S	Addl. Director General of Police (Law & Order)	Chairmen
2	Sri. Vineeth Brijlal I.P.S	Inspector General of Police, Personnel	Member
3	Sri. R.K. Meena I.P.S	Inspector General of Police, Guntur Range	Member
4	Sri. A.S. Khan IPS	Deputy Inspector General of Police, Eluru Range	Member
5	Sri. S.V. Rajasekhara Babu, IPS	Superintendent of Police	Member
6	Sri. M.Ravindranadh Babu, IPS	Superintendent of Police, Krishna District	Member
7	Sri. V. Harshavardhana Raju, IPS	DCP, L&O, VJA City	Member
8	Sri. M. Ravi Prakash, IPS	SP, SIB	Member
9	Sri. G.Vijaya Kumar	DIG APSP Battalions	Member
10	Sri. P.V.S. Ramakrishna IPS (Retd)	OSD, ISW, Intelligence	Member
11	Sri. Dr. Gajarao Bhupal	Commandant, 6 th Bn APSP	Member
12	Sri. B.S. Babji	Asst. Commandant, 6 th Bn APSP	Member
13	Sri. K. Raghu	DSP Crimes, Krishna District	Member
14	Sri. M. Kamalakar	DSP, DG, Command Control	Member
15	Sri. B. Narayana Rao	AR, DSP, GTR (U)	Member
16	Smt. Malleswari	WCI Vijayawada City	Member
17	Sri. M. Prabhakar	CI, Nunna PS, VJA City	Member
18	Smt. J. Anuradha	WSI, Pedakakani Ps, GTR (U)	Member
19	Sri. B. Bhargav	SI, Mangalagiri (Town), GTR (U)	Member
20	Sri Ch. Srinivasulu	HC-299, IT Core, PKM	Member
21	Sri. B. Ramesh	HC-892, IT Core, SKL	Member
22	B. Raveendrantha Reddy,	RSI, APSP Ho IT Core	Member

PREAMBLE

The Police in a democratic polity, within the ambit of Law, regulations and procedures perform multiple and complex tasks. Towards this objective, the Police have to be an effective organization for the prevention, detection and investigations of crime, maintenance of the Law & Order, protections of lives, liberties and honor of the people, to bring offenders to justice and to render honest and impartial service to the people. In performing this role, the police must maintain highest standards of integrity, professionalism, good health and service orientation while acting within the frame work of the constitution and laws of the land. The study, on National Requirement of Manpower for 8-hour Shift in Police Stations', carried out by Bureau of Police Research and Development (BPRD) and Administrative Staff College of India (ASCI) has found that 90% of police officers work for more than eight hours a day and 73% don't get a weekly off even once in a month and are called for emergency duties from their rare off days as well. It is observed that long working hours was the reason; Police officers were not fit and healthy and behaved rudely with the public, which further diminished the image of police in general.

In Andhra Pradesh there is a total force of 73,366 from Constable to Director General of Police. Among this from Police Constable to Inspector the strength is 72,543. In this force there are vacancies of 12,112 which are yet to be filled.

As per PSO 611-1 There are eight categories of Police stations, notified by the Government under section 2(s) of Cr.P.C. Such a notification confers certain powers and responsibilities on the police in respect of the notified area. The Police stations are viz 1) L&O Police

Stations 2) Detective Police Stations (D.P.S) or Crime Police Stations 3) Central Crime Station (CCS) 4) Marine Police Station (Costal Security Police Station 5) Traffic and Highway Police 6) Railway police Station (R.P.S) 7) Women Police Station.

In addition to it there is District /City Crime Records bureau (DCRB/CCRB), Finger prints Bureau(FPB), District Armed reserve (DAR), Andhra Pradesh Special Police (APSP), Police Transport organization (PTO) etc.

As the police are on 24 hours duty the stress levels and morbidity rate among police is increasing.

The complete health profile of entire AP Police force is done and it is revealed that most of the police personnel are having health problems such as Diabetes, Hypertension (BP) and Heart Ailments etc.,

To make the Police force perform better, the rate of stress level and morbidity are to be lessened and for that it is imperative to give rest for the police so that their energies can be rejuvenated after they spend quality time with family.

As per PSO 617-5 Police Constable and other Police Officers should have a clear day off once a week. The day off need not necessarily be a calendar day. But it is necessary that each officer is allowed a clear and continuous 24 hours off.

As desired by the Hon'ble Chief Minister the DGP (HoPF) constituted a committee to deliberate the ways and means to provide weekly off to police personnel from Police Constable to Inspector of Police.

BACKGROUND

Primary duties of police are maintenance of Law and Order, prevention and detection of crime and providing security to lives and properties of public. In order to provide the above services in an effective manner, the Police personnel need to work round the clock. As the available strength does not satisfy the requirements, the police are made to work longer durations. This is causing a lot of stress and morbidity among police forces resulting in rude behavior of police, thus having an adverse effect on the image of the police. Further, in APSP, the men are being posted outside headquarters and away from families for days putting the families through lot of pain and difficulty with regard to children's health and education. Police men need to perform bandobust on festivals and holidays while everyone else celebrates. This has been causing lot of dissent and dissatisfaction among police families.

To address the above issues, Hon'ble Chief Minister of Andhra Pradesh is kind enough to take a decision to provide weekly offs to all police personnel in the state in order to reduce stress levels and morbidity among the police forces. As desired by honorable CM, a committee under the aegis of ADGP (L&O) comprising 21 members has been formed with various ranks of police officers of various branches of the department to study the feasibility of the proposal and devise a model to accommodate a weekly off to APSP, AR, Civil and women police personnel.

OBJECTIVES

All police work deals with emergencies in a way. As per Police standing Order (PSO) 88 Every Police officer is presumed to be always on duty. In the present day scenario police are tasked to do multifarious duty which is resulting in a toll on their morale, motivation and self-esteem. The overall frustration manifests itself in their offensive conduct and behavior with the public, which leads to erosion of societal image of the police as an institution and alienation of the public. The government is planning to give the long-awaited weekly-off for the staff working in all police stations and other offices.

- Weekly-offs will give relief to the policemen working round the clock and enhances quality of work in policing.
- Weekly-offs will give a welcome break to the stressed police personnel.
- They will spend quality time with their family.
- Their Health condition will improve and it will help them rejuvenate themselves and relieve them from stress, and mental agony.
- A Standard Operating Procedure (SOP) for extending the facility to the entire State, which helps the police in performing their duties better, is being prepared.

SCOPE

The recommendations that are made by the Committee for setting of weekly off to the police personnel is applicable from the Rank of Police Constable to Inspector level. Further the scope of the committee is limited only to make recommendations for sanctioning of weekly off to the above Police personnel.

Further the committee will also suggest whether there is any assistance needed from the Government in implementing the weekly off.

General Principles

Under the provision of Police Act 1861 and basing on the AP Police manual the weekly off is prescribed

The leave rules of State Government employees will not have any effect on the weekly off for police

WEEKLY OFF FOR POLICE AND THE INDIAN SCENARIO

India has 29 states and 7 union territories. Law and order is the state subject. India's police force is divided into two categories: Civil Police and Armed Police. Civil Police is designated for maintaining law and order, prevention and detection of crime and law enforcement. They are the policemen with whom we have day-to-day contact. Armed Police, on the other hand, are seen during natural disasters or riots/civil unrest.

Bureau of Police Research and Development (BPRD), as per their latest document, says that there are 568 people for each policeman and the ratio per lakh (100,000) population is 176.

The research conducted by BPRD involved extensive field survey including 12,156 police station staff, 1,003 SHOs and 962 supervisory officers, from ranks ranging from constables to IGPs, in 319 districts in 23 states and two Union Territories. All nine police stations types – Metropolitan, urban, Urban-Rural Mixed Rural, Crime, traffic, Women, Tribal and others were covered in the survey. The field survey conducted among the large samples of SHOs and supervisory offices indicates that nearly 90% of police station staff works for more than eight hours a day. More than 68% of SHOs and over 76% of supervisory officers stated that staff members in police stations were on duty for 11 hours or more per day. 27.7% SHOs and 30.4% supervisory officers reported that their staff worked for more than 14 hours a day, the study said. Calling it "alarming", the study said the current working hours were not in consonance with Indian labour laws nor in compliance with provisions of Article 42 of the Constitution. This is also not in tune with international norms.

Talking about impacts, the study said, "The long hours of duty have had multiple negative impacts on efficient policing. Nearly two-thirds (74%) of Police among police station staff have reported that the current working hours lead to health problems of different kinds for them. A large majority (more than 76%) of SHOs also felt that the current duty hour arrangement was deleterious to health of staff. Conditions like joint pain due to long hours of standing, stress, Sleeplessness, acidity, etc seem to occur early in life of police personnel.

It could as well be true that government expenses to treat these health consequences, along with the quality man-hours lost due to their adverse effects, would cost the police organization more than Operating in shifts.

The current working hours for police were also not conducive for attending to their personal/family needs and social life and Commitments, in all ranks, it said. All this, in turn, takes a toll on their morale, motivation and self-esteem. The overall frustration manifests itself in their offensive Conduct and behavior with the public, which leads to erosion of societal image of the police as an institution and alienation of the public, it added. The study said the current working hour arrangement held ugly portents in the short, medium, as well as long terms. It adversely impacts the quality of policing since weary and tired personnel cannot be expected to give in their best to the tasks performed by them, be it crime investigation, law and order related duties, information gathering, patrolling or any other job. Their personal life is also vitiated as they are not able to maintain a healthy work-life balance. This affects their morale and Motivation, impacting their performance further. The overall frustration results in their aggressive conduct and behavior with the Public, it said.

The study said introduction of shift system would mean rationalizing the work hour norms for police station staff to more acceptable limits. According to the SHOs, there was a need of 1.68 times strength of the present sanctioned strength for the shift system.

According to 2013 figures, the total manpower strength of all police stations in India was 675,115. Given that the total manpower of state police forces as on January 1, 2013 was 22,09,027, the manpower sanctioned for police stations would represent only about 30% of the total police strength. This ratio was highly unsatisfactory, the study said. The study suggested that augmentation of police station strength with some 337,500 personnel (50% of the present Sanctioned strength) would take the ratio of police station manpower to a little over 45% of the total police strength in the States/Union Territories and this would help in ensuring efficient policing.

Shift system of functioning in police stations is absolutely imperative for efficient and people-friendly policing, as also for Conducive work-life balance for police personnel. Implementation of shift system in police station work is a functionally achievable objective, as established by case studies of the 8-hour duty system of Kerala Police," the study said. The sample 8-hour shift system in Kerala has found that performance of police has improved in terms of law and order, Investigation, police behavior and even conviction rate.

The study has also recommended ways for implementing shift system. It said duties and functions that can be performed in a Fixed time schedule of eight hours, such as court-related work, accounts and establishment-related and other office work would need to be segregated from duties that require availability of staff for longer time durations, each staff member in every police Station should be allowed a weekly off

regularly, leave applied for should also be freely granted, as admissible, except in a grave emergency.

It has recommended that women officers should be recruited for reducing the manpower problem in policing.

Out of the 29 states and 7 union territories the weekly off is mentioned in Andhra Pradesh Police manual which is prepared in 2016 at PSO-617-5. Due to shortage of man power and more work hours it has not been implemented properly.

Recently Madhya Pradesh Government has granted compulsory weekly offs to all Police personnel as promised by the party which came into power.

While hearing a plea seeking abolition of the orderly system the Madras High court has commented that the government of Tamilnadu should contemplate giving policemen a day of in a week like other government officials in order to spend time with their families. Exhibiting concern for policemen, the judge noted that policemen were forced to work round the-clock, sometimes without any holiday. And this was one of the reasons for deviant activities of Police officials.

DELIBERATIONS:

The committee has conducted a couple of Meetings and Video conference to discuss, examine and deliberate the issue of sanction of Weekly off to police from the rank of Police Constable to Inspector of Police.

The committee members have conducted the meetings at DGP conference hall, Chief Office, Mangalagiri.

It is emphasized that each PC Shall be given 'weekly off' of one day in a week. There shall be a switch over i.e. when the person who is entitled to

go on weekly off is not willing to avail the weekly off for personal reasons then next PC in seniority shall be given weekly off. The issue of weekly off shall be in a transparent manner.

In battalions except HQ Company all other companies will be on duty outside the HQ. Each PC is being given 4 days official permission in a month after doing continuous duty of 27 days.

Since the individual is on outstation duty continuously this provision is meant to provide him some relief to look after his family needs.

One will be eligible for availing official permission, only after performing OD for 18 days without any break (like going on leave or visiting Bns Hqrs on any other duty).

A section seniority list will be prepared and published at the place where ever the constable is working. In company HQ a Proforma of 4 days official permission is being maintained for each constable.

It is decided to prepare a programme so that the senior officer should know which constable is not given weekly off. A Red flag should be visible in the programme so that suitable action can be taken.

This programme should cover all the 52,736 and odd police personnel in the state up to the rank of Inspector of Police.

For HQ Company there will be weekly off that is one day for a week. In cases where a PC is working for 24hrs he will get 24hrs off. In this cases no weekly off will be given.

It is decided that DIG Sri G. Vijayakumar of APSP Battalions will discuss the ways and means with DSP AR Guntur and DSP AR Vijayawada City how to give weekly off to the AR and they will come back within 2 days with their proposal.

Armed Reserved Mostly the weekly off for AR will be similar with that of APSP

Women related

In Vijayawada commissionerate: SHE (Shakti) teams are working in 2 shifts and for every 48hrs they are getting 24hrs off.

Patamata PS is taken as example, in which writers, blue colts, Rakshaks, are doing regular duties. The remaining staff will be made in to two sections which will attend day and night duties.

Rural Police Station duties: In rural Police Stations there will be no shift system. Leaving minimum staff for station house routine, one or two police personnel will be given weekly off.

Traffic Department & Highway Mobile people get one day off for a week

Court constable: As the court will not be functioning on Saturday and Sunday, either one of the day will be given as weekly off to the court constable.

ISW: PSOs will be given alternate day rest. When the protectee is on long tour one PSO will continue the entire period and after his return he will be given off duty in reciprocation to the duty hours worked by him.

PTO: in the next meeting SP, PTO should attend with proposals for weekly off. This should be similar as PSOs

If weekly off is given out of the 52,736 Police, 1/7 i.e. 7,534 police will be on weekly off. To compensate this absence, increase of force/increase of home guards by new appointments may be recommended.

IT CORE TEAM: they shall prepare a programme for each district indicating the weekly off dates

FPB & Women police stations: regular weekly off For women staff if spouse is also employee weekly off on Sunday may be considered.

Srikakulam Police prepared software in which there is mention of the date on which the member of the force has given weekly off. The IT Core Team will examine the software of Srikakulam Police and decide whether this software can be used for all the units or not.

A proposal can be considered where one VR Sub-inspector can be sent to each police station to give 24hrs off for the SHO(SI) who will be in charge of the Police Station.

Marine Police stations: On par with local police weekly off should be given.

The committee held its first meeting on 10.06.2019 and took feedback from all the members. The committee also studied weekly off system taken up by the police of Prakasam and Kadapa districts on experimental basis. The committee has also studied the health profile of a comprehensive cross section of the AP Police force. The study revealed that most of the police personnel suffer from health issues such as Diabetes, Hypertension (BP), Heart Ailments etc.,

The committee has studied among other things the nature of duties being detailed in Rural PSs (Civil), Urban PSs (Civil), Traffic wings (Civil), Court duties (Civil), DCRB (Civil), DSB (Civil), IT core teams (Civil), PSOs (AR), Escorts (AR), Pickets (AR), guards (AR), drivers (AR), Outside duties (APSP), Hqrs duty (APSP), Prisoner escorts (SAR CPL), Cash escorts (SAR CPL), guards (SAR CPL) etc. The committee also considered the working hours of police personnel of

commissionerates, mandal level police stations, Naxalite-prone areas and recommended few feasible mechanisms to ensure at least one 24 hour resting interval in a week to be notified at the beginning of every month to all the police personnel working in the state without compromising the duties and responsibilities in providing services to common man.

The second meeting of the committee was also held in DGP Conference Hall On 18-06-2019. The Chairman addressed the committee stating that this is the final meeting on weekly off to police personnel as promised by the Govt. in the manifesto and asked to give suggestions on the 19 models which were formulated by the Committee so as to face the difficulties in implementing them at the field level.

SP, S.V.Rajashekara Babu IPS:

- By taking into consideration of every PS and APSP, Armed forces and all other units, Committee has prepared 19 model system to ease the work load of the police personnel and to give weekly off.
- In advance a monthly chart will be prepared mentioning that on which day the Police person is eligible to get weekly off from PC to Inspector.
- Weekly off will be sanctioned and will not be clubbed with CLs or ELs.
- He explained about 19 systems through a presentation.

IG Personnel:

- Based on the feedback and discussion of the previous meeting, 19 different systems were formulated for different units and each unit has to decide which model is best suited for them.
- The main objective of the 19 models was that a person must avail minimum one weekly off. A sheet should be prepared for three months by SHO at the PS level and SHO should not have the right to modify the data.

IGP Guntur Range R.K.Meena IPS:

- The department will work for the modifications and additions chosen by each unit which model will be suitable for their unit.

General Secretary, Srikakulam: Requested to issue orders on Weekly Off to be implemented strictly in Town and rural areas.

DGP

- He positively responded and said that Hon'ble CM YS Jagan Mohan Reddy garu has announced the decision on weekly off to police personnel as he knows about the difficulties of the personnel in which circumstances they were performing their duties.
- The committee has prepared 19 models and it is not a final, again some modifications would be made. This Committee will develop a software programme which will help to monitor the weekly off from the Chief Office.
- The weekly off will be implemented from tomorrow onwards.
- After implementing it, the committee will take a feedback on the working condition and will again review on it.
- He was confident that the changes will come in the department with the co-ordination of the staff.

- Policemen and their family welfare will also be taken care after taking suggestions from all police personnel.

In continuation of this meeting another meeting was conducted with members of Police Associations of all units at Chief office, Conference hall 3rd floor, Mangalagiri in which various members of the Association expressed their views.

Person: Excess staff are being drawn in the districts for bandobust duties and requested to exempt aged persons from bandobust duties.

DGP responded positively and will look into the issues and bandobust pattern will be studied to improve the work.

Person: APSP people are getting 4 days weekly off after performing 22 days of duty and requested to change it from 16 days to 15 days.

DGP responded that 19 models was not final and they can express their doubts after implementing it practically.

PROPOSED WEEKLY OFF SYSTEMS:

The committee hereby recommends the following weekly off systems to all police personnel.

1) Day by day on-off system: In this system PCs work in buddy pairs. One will be on duty for 24 hours and other will be off duty. After 24 hours, both the PCs swap the roles. In this system, the officer gets 24 hours OFF day by day. That means, he will work for 360 hours in a month, which includes 120 active hours and 240 passive hours, whereas the employees of other department work for $26 \times 8 = 208$ active hours per month.

2) 4 Day on-off system: In this system also, PCs work in buddy pairs. One will be on duty for 4 days and other will be off duty on these 4 days. After 4 days, both the PCs will swap the roles. In this system, he will work for 360 hours in a month, which includes 120 active hours and 240 passive hours. Whereas the employees of other departments work for $26 \times 8 = 208$ active hours per month.

3) 7 Day on-off system: In this system also, PCs work in buddy pairs. One will be on duty for 7 days and other will be off duty on these 7 days. After 7 days both the PCs will swap for duty. In this system, he will work for 360 hours in a month, which includes 120 active hours and 240 passive hours, whereas the employees of other departments work for $26 \times 8 = 208$ active hours per month.

4) 2 Shift (1:1) system : In this system, of the total force, one part of the force work in a day time while the other part of the force work in night time ensuring an effective working time of 240 hours per person per month. The minimum force required for this system is 3. In this system, after working 12 hours of duty, the constable gets 24 hours of OFF.

	Morning shift	Night shift
People=3 (1:1)	A	B
	C	A
	B	C

5) 2 Shift (3:1) system: In this system, of the total force, 3 parts of the force work in day time and one part of the force work in night time ensuring an effective working time of 240 hours per person per month. The minimum force required for this system to set in is 6. Every constable works for 3 morning shifts and one night shift and goes on OFF duty for 2 days.

	Morning shift	Night shift
People=6 (3:1)	BCD	A
	CDE	B
	DEF	C
	EFA	D
	FAB	E
	ABC	F

6) 2 Shift (4:2) system: In this system, of the total force, 4 parts of the force work in day time and 2 parts of the force work in night time ensuring an effective working time of 240 hours per person per month. The minimum force required for this system to set in is 9. In this system every constable works for 2 day shifts and one night shift and goes on two days off, again performs 2 day shifts and one night shift and this time he goes on one day off.

	Morning Shift	Night Shift
People=9 (4:2)	CDEF	AB
	EFGH	CD
	GHIA	EF
	IABC	GH
	BCDE	IA
	DEFG	BC
	FGHI	DE
	HIAB	FG
	ABCD	HI

7) 2 Shift (5:1) system: In this system, of the total force, 5 parts of the force work in day time and one part of the force work in night time ensuring an effective working time of 240 hours per person per month. The minimum force required for this system to set in is 9. In this system every constable goes on 5 day shifts and one night shift and goes on 3 days OFF.

	Morning Shift	Night Shift
People=9 (5:1)	BCDEF	A
	CDEFG	B
	DEFGH	C
	EFGHI	D
	FGHIA	E
	GHIAB	F
	HIABC	G
	IABCD	H
	ABCDE	I

8) 2 Shift (5:3) system: In this system, of the total force, 5 parts of the force work in day time and 3 parts of the force work in night time ensuring an effective working time of 240 hours per person per month. The minimum force required for this system to set in is 12. Every PC gets 3 day shifts, one night shift, one day OFF, one day shift, one night shift, 2 days OFF, one day shift, one night shift, One day OFF and so on. Thus in every 12 days period, he gets 4 day OFFs intermittently.

	Morning Shift	Night Shift
People=12 (5:3)	DEFGH	ABC
	GHIJK	DEF
	JKLAB	GHI
	ABCDE	JKL
	EFGHI	BCD
	HIJKL	EFG
	KLABC	HIJ
	BCDEF	KLA
	FGHIJ	CDE
	IJKLA	FGH
	LABCD	IJK
	CDEFG	LAB

9) 2 Shift (7:1) system: In this system, of the total force, 7 parts of the force work in day time and one part of the force work in night time ensuring an effective working time of 240 hours per person per month. The minimum force required for this system to set in is 12. In this system, every PC works in 7 day shifts and one night shift and goes on 4 days OFF. Thus in a span of 12 days, he gets 4 day OFFs intermittently.

	Morning Shift	Night Shift
People=12 (7:1)	BCDEFGH	A
	CDEFGHI	B
	DEFGHIJ	C
	EFGHIJK	D
	FGHIJKL	E
	GHIJKLA	F
	HIJKLAB	G
	IJKLABC	H
	JKLABCD	I
	KLABCDE	J
	LABCDEF	K
	ABCDEFG	L

10) 2 Shift (9:1) system: In this system, of the total force, 9 parts of the force work in day time and one part of the force work in night time ensuring an effective working time of 240 hours per person per month. The minimum force required for this system to set in is 15. In this system, every PC works for 9 day shifts and one night shift and goes on 5 days weekly OFF. Thus in a span of 15 days, a PC gets 5 day OFFs intermittently.

	Morning Shift	Night Shift
People=15 (9:1)	BCDEFGHIJ	A
	CDEFGHIJK	B
	DEFGHIJKL	C
	EFGHIJKLM	D
	FGHIJKLMN	E
	GHIJKLMNO	F
	HIJKLMNOA	G
	IJKLMNOAB	H
	JKLMNOABC	I
	KLMNOABCD	J
	LMNOABCDE	K
	MNOABCDEF	L
	NOABCDEFG	M
	OABCDEFGH	N
	ABCDEFGHI	O

11) 2 Shift (8:2) system: In this system, of the total force, 8 parts of the force work in day time and 2 parts of the force work in night time ensuring an effective working time of 240 hours per person per month. The minimum force required for this system to set in is 15. In this system, every PC performs 4 day shifts, one night shift and goes on 2 days OFF and again goes on 4 day shifts, one night shift and goes on 3 days OFF this time. Thus in a span of 15 days, a PC gets 5 day OFFs intermittently.

	Morning Shift	Night Shift
People=15 (8:2)	CDEFGHIJ	AB
	EFGHIJKL	CD
	GHIJKLMN	EF
	IJKLMNOPA	GH
	KLMNOABC	IJ
	MNOABCDE	KL
	OABCDEFG	MN
	BCDEFGHI	OA
	DEFGHIJK	BC
	FGHIJKLM	DE
	HIJKLMNO	FG
	JKLMNOAB	HI
	LMNOABCD	JK
	NOABCDEF	LM
	ABCDEFGH	NO

12) 2 Shift (7:3) system: In this system, of the total force, 7 parts of the force work in day time and 3 parts of the force work in night time ensuring an effective working time of 240 hours per person per month. The minimum force required for this system to set in is 15. In this system, every PC performs 3 day shifts, one night shift and goes on 1 day OFF and again goes on 2 day shifts, one night shift and goes on 2 days OFF this time, and again goes on 2 day shifts, one night shift and goes on 2 day OFFs. Thus in a span of 15 days, a PC gets 5 day OFFs intermittently.

	Morning Shift	Night Shift
People=15 (7:3)	DEFGHIJ	ABC
	GHIJKLM	DEF
	JKLMNOA	GHI
	MNOABCD	JKL
	ABCDEFG	MNO
	EFGHIJK	BCD
	HIJKLMN	EFG
	KLMNOAB	HIJ
	NOABCDE	KLM
	BCDEFGH	NOA
	FGHIJKL	CDE
	IJKLMNO	FGH
	LMNOABC	IJK
	OABCDEF	LMN
	CDEFGHI	OAB

13) 2 Shift (6:4) system: In this system, of the total force, 6 parts of the force work in day time and 4 parts of the force work in night time ensuring an effective working time of 240 hours per person per month. The minimum force required for this system to set in is 15. In this system, Every PC works for 6 day shifts and 4 night shifts and goes on 5 day OFFs in a period of 15 days (3 day shifts, 2 night shifts, followed by 3 OFFs, again 3 day shifts, 2 night shifts, followed by 2 OFFs). Thus in a span of 15 days, a PC gets 5 day OFFs intermittently.

	Morning Shift	Night Shift
People=15 (6:4)	EFGHIJ	ABCD
	GHIJKL	CDEF
	IJKLMNOP	EFGH
	KLMNOA	GHIJ
	MNOABC	IJKL
	OABCDE	KLMN
	BCDEFG	MNOA
	DEFGHI	OABC
	FGHIJK	BCDE
	HIJKLM	DEFG
	JKLMNO	FGHI
	LMNOAB	HIJK
	NOABCD	JKLM
	ABCDEF	LMNO
	CDEFGH	NOAB

14) 3 Shift System: In this system, entire force is divided into 3 teams and all of them work in 3 shifts. The detailing of the force is as shown in APPM order 617-1. They get 32 hrs, 6hrs, 10hrs....gaps continuously ensuring an effective working time of 240 hours per person per month. The minimum force required for this system to set in is 3.

7AM-1PM	1PM-9PM	9PM-7AM
A	B	C
B	C	A
C	A	B

15) Weekly off System: In this system, 1/7 of the force will go on off duty every day. This system may be adoptable to PCs working in general duties, traffic duties etc.

16) Sunday off system: In this system, the PC will take OFF on Sundays. Court Constables may choose this system.

17) 4 Day Permission system: This system is adoptable to APSP active companies. Of the 11/12 PCs in a section, 2 members each will go on OFF for 4 days. This is already proven successful in APSP battalions.

	ON DUTY	OFF DUTY
DAY-1	ABC	DE
DAY-2	BCD	EA
DAY-3	CDE	AB
DAY-4	DEA	BC
DAY-5	EAB	CD

18) 3/5 Guard System: In this system at any given time, 3 of the 5 personnel will be on duty and the other 2 will be off duty. Every person will have 288 hours of break, 144 hours of active working time and 288 hours of passive working time. In this system, after working for a continuous 3 days period, a PC gets 2 days OFF.

	ON DUTY
DAY-1	ABC
DAY-2	BCD
DAY-3	CDE
DAY-4	DEA
DAY-5	EAB

19) SAR CPL Escort System: This is being adopted SAR CPL at present. In this system, the PC going on a 3 day escort duty will be given an off 1 day before his duty and 1 day after. As this system is very successful and popular, it may be continued. In this case, prior information cannot be given to the PC due to the spontaneity of requirement.

IMPLEMENTATION:

The committee decided to impart training to at least 3 personnel from each unit consisting of one Addl. SP Admin, one DSP Armed reserve and an IT core team member on 17/06/2019. These personnel in turn train 3 member teams from each police station consisting of SHO, Station Writer and Computer Operator on 19/06/2019. This system will be implemented all over the state from 26-06-2019.

Dedicated software is proposed to be developed by TCS and can be made available on CCTNS platform. The business rules and logic has been shared with the TCS team and they are ready to come up with a solution in 10-12 days. Formal correspondence need to be done at the earliest and a nod from higher ups is required to kick off.

The supervisory officer (SHO/RI ADMIN/COY in charge etc) need to upload the names of the officers/men working with him under any one of the 19 systems shown above as per the functional requirement on 25th of every month and the system itself will generate a duty chart specifying weekly offs for the entire force working with him for the next month. The same shall be displayed in notice board on 25th of every month and the weekly off chart shall not be modified at any cost. The unit officer shall ensure that his entire force is shown under any one of the above systems depending on the functional requirements. Addl SP Admin is the nodal officer for the implementation of weekly off system.

OTHER RECOMMENDATIONS

With the implementation of weekly off system, one seventh of the force goes on OFF duty every day. Therefore, there is dire need to fill up the existing vacancies of -- Civil, -- AR and -- APSP with immediate effect. Similarly, there are about – vacancies existing in Home guards organization. The same may also be filled up immediately. The orderly system existing in police department may also be abandoned with. In that place, out sourcing staff may be recruited.

SUGGESTED SYSTEMS:

Following are the some of the suggested systems.

Sl.No	Force Type	Civil/AR/AP SP	Suggested System
1	Rural P.S.	Civil	4-13
2	Town P.S	Civil	14
3	Court PCs	Civil	16
4	Traffic P.S.	Civil	15
5	Women P.S.	Civil	15
6	DCRB	Civil	15
7	DSB	Civil	15
8	IT Core	Civil	15
9	Writers	Civil	16
10	Computer Operator	Civil	16
11	All SHOs	Civil	15
12	All CIs	Civil	15

13	PSO with Officer	AR	1
14	PSO with other Protectees	AR	2,3
15	DSW	AR	15
16	Sentry Duties	AR	18
17	Pickets	AR	3
18	Drivers	AR	1
19	General Duties	AR	15
20	Cook	AR	1
21	Dhobi	AR	15
22	Electrician /Plumber	AR	15
23	Special Party	AR	15
24	Active Coys	APSP	17
25	HQ Coy	APSP	4-13, 15, 16
