

Dated Jaipur, the 14th Nov., 75

STANDING ORDER NO. 14

It is observed that there is no uniform system of collecting data about performance of the supervisory gazetted assistants namely Deputy Supdts. of Police and Officers of equivalent rank which may enable the reporting and the reviewing officers to correctly assess their performance. The primary objective of maintaining their A.C.Rs. is to have the accurate measurement of their performance in a given job, that is to say to obtain a balanced evaluation of their strengths and weaknesses in the performance of their duties, to forecast their capacity and potential for different and more responsible work and to identify their training needs.

The assessment of performance should not be subjective and the use of vague expressions should be avoided. The assessment of work and worth should be objective and based on performance and conduct of the officer reported upon. On no account should subjective considerations be allowed to colour the appraisal. The instructions mentioned in this order when followed would maximise objective assessment and keep subjective trends under check:

Performance - Appraisal Sheet

For the correct and regular appraisal of performance of the Dy.S.P. a performance Appraisal Sheet in the form enclosed shall be maintained for each individual by the Reporting Officer. These sheets will be of confidential nature. For the appraisal, fair and accurate comments shall be recorded half yearly for the period ending September and March, as well as during inspections on the following items based on actual performance. The entries may also be made as and when the omission, commission or achievement of the concerned officer comes to notice:-

Performance Appraisal of G.O./A.C./Gazetted Asstt:-

The reporting and reviewing officers shall judge the performance of the G.O./A.C./Gazetted Assistant among other things broadly on the following heads:-

- (1) Supervisory capacity -
 - (a) Over sub-ordinates;
 - (b) Over criminal investigation & prosecution.
- (2) Capacity to collect and assess intelligence.
 - (a) Political
 - (b) Criminal

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- (3) Handling of law and order situations (including natural calamities).
- (4) Quality of Inspections.
- (5) Office administration (This would include management of accounts and handling of correspondence).
- (6) Qualities of Leadership (Success in winning the co-operation of his subordinates in welding them into a loyal and effective work force).
- (7) Training ability -

(Apart from training probationers posted under him this would mean success in improving his subordinates by imparting information, creating interest and developing talent).

- (8) Extra ordinary work done.
- (9) Ability in regard to prevention, investigation and detection of crime.
- (10) Job knowledge.
- (11) Touring done and its effect (including village visitation).
- (12) Public Relations including relations with elected representatives.
- (13) Relations with subordinates and colleagues.
- (14) Relations with Magistracy and officers of other Departments.
- (15) Police Welfare activities.
- (16) Training courses attended and training needed.
- (17) Reputation regarding character and honesty.
- (18) Physical Fitness, parade and turn out.

NOTE:- Under this item the performance of Asstt. Commandant of RAC will further be judged on the following additional points:-

- (a) Knowledge of drill including company and battalion drill.
- (b) knowledge of weapons and ability to fire them.
- (c) knowledge of field craft.

(19) Strengths and Weaknesses:

(Please record your significant findings about the officer, record his greatest strength and weaknesses as evident from specific examples of tasks performed by him).

(20) Improvements and Development needs :

(Please make specific suggestions in terms of job rotation; counselling, training etc.)

(21) Any other item.

All reporting and reviewing officers will base

the A.C.Rs. of Dy.Ss.P. and officers of equivalent rank among other things on their performance appraisal sheets. On transfer of the member, his sheet will be sent to the District/Unit or officer concerned where the officer has been transferred. These sheets will be kept in the personal custody of the officer maintaining them (Reporting Officer). On transfer of the officer, maintaining these sheets, he shall prepare a note to be appended with the A.C.R. and hand it over to the successor before proceeding on transfer.

In making assessment of performance the statistics should be used with judgment and discrimination, not as a standard to be worked up to but as a test for indicating where defects in work is to be looked for, their chief purpose being to direct attention to particular points of working and to indicate where further enquiry is necessary. Police work should be judged not by statistical results but upon the facts elicited by these enquiries. A relatively high rate of criminality or a low rate of detection does indicate that something is wrong; but it does not in itself justify the conclusion that there is undoubted administrative failure on the part of the Police.

Reporting and higher Officers should particularly eschew any action and avoid the use of any language, which may lend colour to the impression that the work of their subordinates will be judged by an arithmetical standard and not according to merit. Merit should be judged solely with reference to the actual work performed in particular cases.

All entries recorded in the Performance Appraisal Sheet pertaining to remediable defects shall be communicated to the officer concerned to enable him to improve his performance and a note to that effect shall be given in the sheet of the officer concerned mentioning the mode of communication. No kind of representation shall lie against each communications.

Resume (Self evaluation report) by Circle Officers.

Each Circle Officer will send a resume of the work done by him during the half year ending September and March to the Superintendent of Police/Head of office by the first week of October and April through immediate Supervisor Officer if any. It should be concise and accurate and should not contain irrelevant matter. The resume, shall be prepared in triplicate, one copy for the submission to higher authorities, the other for their office record and the third as a personal copy of the officer. The Resume should cover the following points:-

- (i) Total S.R. cases reported and cases for self investigation in the following proforma (cases fully investigated by self should be included).

Category of S.R. cases (Head).	Cases Reported. Total S.R. cases.	For self investigation.	Disposal of S.R. cases for self investigation				
			Untraced	For want of Proof.	Unoccurred	Challenged.	Pending investigation.

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(Heads of crime)

(*) / Please see page (6) Bottom.

ii) Stolen Property:-

Value of

property stolen in cases for self investigation.

Value of property recovered.

By self. By public. Found left behind.

- iii) Number of old undetected S.R. cases - re-investigated and their result.
- iv) Case-wise reasons in brief of those pending investigation over three months with self with duration of each.
- v) Number of accidental and suspicious deaths reported in circle and number those enquired/verified by self.
- vi) During village visitation, number of unreported cases detected and got registered.
- vii) Number of S.Rs. and other crimes for which spot was visited excluding those personally investigated.
- viii) Number of night halts in jurisdiction.
- ix) Total villages in the circle, number visited excluding those visited enroute.
- x) Spot checking.
- xi) Guard checking.
- xii) Number of boys on leave.
- xiii) Court attendance. (Number of days).
- xiv) Raids organised.....Raids personally conducted.....Results.....
- xv) Number of surveillances, History Sheetters, H.Os. and goondas checked by self and action taken, against them.
- xvi) New H.Ss. - got opened and number got closed.
- xvii) New persons brought under surveillance and surveillance of existing surveillances got discontinued.
- xviii) Physical checking of malkhana.
- xix) Physical checking of cash-balances of P.Ss./Units/Offices.
- xx) Number of regular and casual inspections of P.Ss. Out Posts/Units/Offices.
- xxi) Number of Arms and Explosive License holders checked.
- xxii) P.Os. arrested.

- xxiii) Particulars of criminal and political intelligence furnished. Mention only no. and dates of communications sent to reporting officer.
- xxiv) Number of enquiries other than regular D.Es. received, disposed off and number remained pending.
- xxv) Complaint/Petitions received, disposed and those pending.
- xxvi) D. Es. entrusted to self for enquiry and disposed off and remained pending rank-wise.
- xxvii) Visits to DOB (District Crime Branch) including MOB and DS. (District Special Branch).
- xxviii) Recommendations for appreciation of good work done by subordinates rank-wise.
- xxix) Complaints made against subordinates-Rank-wise.
- xxx) Meetings with bordering S.H.Os. and G.Os.
- xxxi) Sources created.
- xxxii) Any other point or achievement which the officer may like to mention.

NOTE:- Other officers will submit their resume based on above items which are applicable in their case in narrative form covering not more than 3 pages.

If the officer remained posted at more than one place during the period for which resume is required to be submitted, he should submit a separate resume for each place of posting mentioning its duration.

On receipt of the resume the immediate Superior Officer, if any and the reporting officer will record their assessment about the officer in respect of each item of Part 'I' and 'II' of the Performance Appraisal Sheet. The reporting officer will also record his remarks in part III and then forward the resume and the Performance Appraisal Sheet to the reviewing officer, who will put his assessment about the officer and thereafter return it to the reporting officer.

For the purpose of appraisal of performance of Circle Officers, Assistant Commandants etc. the Additional S.P. will be the immediate Superior Officer (if any), the Superintendents of Police, Commandant etc. will be the reporting officer and the concerned Dy.IGP will be the reviewing officer.

FOLLOW UP ACTION -

The performance appraisal of C.Os./A.Cs./Dy.Ss.P. should follow these sequential steps:-

- unbiased and objective appraisal by the immediate superior (Addl.Ss.P) and the reporting officer.
- review of the reporting officer's appraisal by the reviewing officer.

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- Communication of the reporting officer and reviewing officer's assessment to the officer reported on about remediable defects only.
- Interviewing of the officer reported on with the reporting officer, in which (a) he could freely discuss the assessment made about him, and (b) the reporting officer could counsel and guide him;
- Decision regarding follow-up action by the competent authority. The follow-up action may be in the nature of decision to send the officer concerned on training courses either to help him overcome some weakness or prepare him for a higher appointment;

Systematic follow up action should be taken by the reporting officer in consultation with the Reviewing officer if within his competence and in case otherwise the matter should be referred to higher authorities for their consideration and decision.

Receipt of this Standing Order should be acknowledged.

(GANESH SINGH)
Inspector General of Police ,
RAJASTHAN: JAIPUR

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ENCLOSURE Three.

12289-700

No: FHO-A/Estt-I/ACR-Policy file/75/
Jaipur, dated 14th Nov., 75.

Copy to:-

1. AML NCP ACD: Raj., Jaipur.
2. All Dy. Is. G. of Police, Rajasthan.
3. All Supdts. of Police/Commandants Rajasthan.
4. Principal, RPA. Jaipur.
5. All AML Supdts. of Police, Rajasthan.
6. All C. Co. & Dy. S. P.
7. NCP Traffic, Raj., Jaipur.

Matter for page (4):-

- (*) 1. Dacoity. 2. Robbery. 3. House Breaking. 4. Thefts.
5. Murder & Culpable Homicide. 6. Mis-appropriation & Cheating.
7. Riots. 8. Kidnapping & abduction. 9. Other IPC Offences.
10. Offences under local and special laws. 11. TOTAL.

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PERFORMANCE APPRAISAL REPORT FOR

Circle Officer/A.C./DY S.P. Shri

1. Name..... 2. Rank & Designation.....

3. Date of joining..... 4. Position held during the

(a) Govt. service..... period.

(b) Present Post(Rank)..... Position. During

5. Educational Qualification. 6. Training received during the period.....

7. Remarks & appreciation letters received during period. 8. Punishments received during the period.

PART 'I'

5. No. Item. 1. immediate Superior Officer. Assessment in numericals viz 4, 3, 2, 1 and 0 By Reporting Officer.

1.							
2.							
3.	3	2	1	0			
4.							
5.							
6.							
7.	Total rating	Date.	Total rating.	Date.			

Signature.....
Designation.....

Signature.....
Designation.....

Note:- The significance of the numericals will be as follows:-

- 4- Outstanding.
- 3- Above average.
- 2- Average.
- 1- Below average.
- 0- Poor.

Communication to the officer reported on:-

No. & Date of communication.

Mode of
Communication.

P A R T - III!

REMARKS BY:

A. Reputation regarding
Character & honesty.

Immediate
Superior
Officer.

Reporting
Officer.

B. Strengths and weaknesses:

(Please record your significant findings about the officer. Record his greatest strengths & weaknesses, as evident from specific examples of tasks performed by him.)

C. Improvements and
Development Needs:

(Please make specific suggestions in terms of job rotation, counselling, training etc.)

D. Give a brief account of the efforts made to improve the working of the officer in cases where his performance is considered below average (Add extra sheet where necessary).

Dated signature.....

Dated signature.....

Designation.....

Designation.....

P A R T -III.

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OVERALL ASSESSMENT BY REPORTING OFFICER

Overall Assessment:-

These comments should indicate the way in which the officer has carried out his various duties during the period and give a summary of his personality, character, and abilities. Particular mention should be made of outstanding work if any, meriting special commendation and also if the instances of particularly poor or indifferent work during the year giving brief particulars (Add extra sheets if necessary);-

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Date of submission
to the reviewing officer.

Signature.....

Designation.

P A R T -IV.

REMARKS OF THE REVIEWING OFFICER/AUTHORITY:

1. Length of service under him.....
2. General remarks on the assessment made by the Reporting Officer, with specific reference to his remarks on the outstanding work of the officer. Also comment specifically on adverse remarks, if any.
3. Grading (in the opinion of reviewing officer)

.....

Dated

Signature of the
Reviewing Officer.

Name:

Designation.