

12923-80

NO. PHA-A/Estt I/Policy File/75/ JAIPUR, THE DATED 24th NOV., 75.STANDING ORDER NO. 15

It is observed that there is no uniform system of collecting data about performance of the members of the Police Subordinate Service, which may enable the reporting and the reviewing officers to correctly assess the performance of their subordinates. The primary objective of maintaining ACRs in respect of ASI and above and recording annual remarks in service books of Constabulary is to have the accurate measurement of their performance in a given job, that is to say to obtain a balanced evaluation of the subordinates strengths and weaknesses in the performance of his duties, to forecast his capacity and potential for different and more responsible work and to identify his training needs.

2) The objectives, at times tend to be lost sight of. The system of drawing ACRs and entering annual remarks in service books should never be used as a negative tool of personnel administered by the reporting and higher officers to control their subordinates because if so used it is bound to cause some harm to the department by creating suspicion & mistrust between superiors and subordinates and would vitiate the departmental atmosphere.

3) The assessment of performance should not be subjective & 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:

4) Performance - Appraisal Sheet

For the correct and regular appraisal of performance of the members of the Police Subordinate Service of and above the rank of A.S.I. a performance Appraisal Sheet in the form enclosed shall be maintained for each individual by the Reporting and the Reviewing 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 member comes to notice:

CONT. 2

Items I- In respect of Inspectors/Sub-Inspectors/
Assistant Sub-Inspectors posted in P.S./O.P..

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- (1) Ability in regard to-
 - i) Prevention of Crime.
 - ii) Investigation and detection of Crime.
 - iii) Maintenance of Law and Order.
 - iv) Guidance to Subordinates in respect of above mentioned items.
- (2) ~~x~~ Administration of Police Station/O.P.
- (3) Maintenance of record.
- (4) Capacity to collect and assess intelligence:
 - i) Political
 - ii) Criminal
- (5) Touring done and its effect (including village visitation)
- (6) Enforcement of local and special laws (quality of work should be looked into).
- (7) Interest shown in prosecution of cases.

Item- II- In respect of A.S.I. and above posted in -
District Crime Branch.

- (1) Ability in regard to -
 - i) Investigation and detection of crime.
 - ii) Scrutiny of case diaries.
 - iii) Preparation and scrutiny of S.Rs. and their Progress Reports.
 - iv) Preparation of Statistics.
 - v) M.C.R.; A.A.R. and other Returns.
 - vi) Guidance to subordinates in respect of above items.
 - vii) Inquiries.
 - viii) Maintenance of Crime Record including Inspection of P.S., O.P. and C.O.office.
- (2) Administration of office/Unit.
- (3) Capacity to collect, collate and disseminate criminal intelligence.
- (4) Noting, drafting and correspondence.
- (5) M.O.B. working.
- (6) Disciplinary proceedings.

Item- III- In respect of ASI and above posted in C.I.D.
(Crime Branch).

- (1) Ability in regard to-
 - i) Detection and investigation of Crime (including of specialized cases).
 - ii) Enquiries.
 - iii) Guidance to subordinates in respect of above items.

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- (2) Capacity to collect, collate and disseminate Criminal intelligence,
- (3) Interest shown in prosecution of cases.
- (4) Administration of office.
- (5) Maintenance of record.
- (6) Noting, Drafting and correspondence.
- (7) Disciplinary proceedings.

Item- IV- In respect of A.S.I. and above posted in F.P.B. of C.I.D..

- (1) Proficiency in the job.
- (2) Ability to give expert opinion.

Item- V- In respect of A.S.I. and above posted in - Special Branch.

- (1) Capacity to collect political intelligence.
- (2) Knowledge about organization, political, communal and religious and their active workers.
- (3) Ability to create sources and contacts.
- (4) Ability to perform security duties.
- (5) Ability to watch suspects.
- (6) Maintenance of records.
- (7) Office administration.
- (8) Ability to guide subordinates in respect of above items.

Item No.-VI- In respect of S.I. & above posted in - A.P. and R.A.C..

- (1) Administration of the Unit.
- (2) Capacity to collect and assess intelligence.
- (3) Touring done and its effect.
- (4) Instructional ability.
- (5) Knowledge and handling of weapons.
- (6) Personal performance of various items of drill.

Item- Vii- In respect of A.S.I. and above posted in - Training Institutes.

- (1) Professional knowledge and experience of the subject.
- (2) Instructional aptitude.
- (3) Ability to evaluate the performance of the trainees.
- (4) Relations between the Instructor and the Trainees.

Item- VIII- The following points are common for all the - officers mentioned in item 'I' to 'VII' above-

- (1) Man-managemtn and maintenance of discipline amongst his staff.
- (2) Knowledge of law and departmental work.
- (3) Extra-ordinary work done.

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- 4) Proficiency in Games and Sports.
- 5) Physical fitness, parade and turn out.
- 6) Training courses attended, & training needed.
- 7) Rewards.
- 8) Punishments.
- 9) Public Relations.
- 10) Relations with Magistracy and officers of other Departments.
- 11) Reputation regarding character & honesty.
- 12) Strengths and weaknesses.

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

- (13) Improvements and ~~Development~~ Developments needs.

(Please make specific suggestions in regard to the post to which the member is best suited, training required etc.).

- (14) Any other item.

5. All reporting and reviewing officers will base the A.C.Rs. of their subordinates 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 member has been transferred. These sheets will be kept in the personal custody of the officer maintaining them. 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.

6. 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.

7. Inspecting 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

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All work performed in particular cases.

Officers in [redacted] and other investigating officers should also [redacted] early to understand that neither monetary rewards nor [redacted] will be given in consideration high percentages of [redacted] and that merit will be judged solely with reference to actual work performed by them in particular cases.

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

10. Resume by members of Police Subordinate Service.

Each member of the Police Subordinate Service of and above the rank of Assistant Sub-Inspector will send a resume of the work done by him during the half year ending September and March to the Superintendent of Police/Head Office through the gazetted supervisory assistant of the latter under whom he is working, by the first week of October and April. 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 P.S. record & the third as a perusal copy of the member.

11. The Resume should cover the following points:-

(a) In respect of A.S.Is. and above posted in the P.S./O.P.

- i) Total crime reported and cases for self investigation in the following proforma:- (Cases fully investigated by self should only be ~~included~~ included).

Head.	Cases Reported.		Disposal of cases for self investigation.				
	Total	for self investigation.	Intraced.	For want of proof.	Un-occurred.	Challenged.	Pending investigation.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

- 1. Dacoity.
- 2. Robbery.
- 3. House breaking.
- 4. Thefts.
- 5. Murder & Culpable Homicide.
- 6. Mis-appropriation & Cheating.
- 7. Riots.

- 8. Kidnaping & Abduction.
- 9. Other IPC offences.
- 10. Offences under local & special laws.
- 11. Total.

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II. Stolen Property:

<u>Value of Property stolen.</u>		<u>Value of property recovered.</u>		
In total cases of P.S.	In cases for self investigation.	By self.	By Public.	Found left behind.
(1)	(2)	(3)	(4)	(5)

- III- Number of old undetected cases- reported and their result.
- IV. Case-wise reasons in brief of those pending investigation with duration of each.
- V. Number of cases registered -
 - (a) Under orders of Magistrate U/S 156(3) Cr.P.C..
 - (b) Under order of S.P. U/S 154(2) Cr.P.C.
 - (c) Under order of superiors.
- VI. Number of accidental and suspicious deaths reported to the P.S. and number of those enquired by self and their result.
- VII. Persons arrested u/s 109 Cr.P.C. and their result.
- VIII. Persons arrested u/s 151 Cr.P.C. and their results
- IX. Cases u/s 107 Cr.P.C. and their disposal by Police.
- X. During village visitation number of unreported cases detected and registered.
- XI. Reports made u/s 145 Cr.P.C.
- XII. Number of crimes prevented before their commission (other than VII, VIII, IX and X above.)
- XIII. P.Os. arrested.
- XIV. Property seized under section 102 Cr.P.C. and its disposal.
- XV. Disposal of property of cases in which F.Rs. were given:-
 - (a) Number of cases in which property deposited in Malkhana.
 - (b) Number disposed off.
 - (c) Number remained lying in Malkhana.
- XVI. Number of night halts in the jurisdiction.
- XVII. Total villages in the P.S./O.P.- Number of the villages visited excluding those visited enroute and number of villages not visited.
- XVIII. Beat Checking.
- XIX. Guard Checking.
- XX. Number of days on leave.

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XXII. Raids personally conducted.

XXIII(a) Number of Surveillies, History sheeters on P.S. record and number checked by self and action taken against them.

(b) New H.Sheets opened and no. closed.

(c) persons brought under surveillance and surveillance of exi discontinued.

XXIII-A. Acts against H.Os. and gondas under respective Acts

XXIV. Physical of Malkhana.

XXV. Number of days when morning parade attended.

XXVI. Number of days when P.S. staff imparted general education about law, procedure, rules, crime, criminals etc.

XXVII. Number of inspections of Police Station and Out Posts by self.

XXVIII. Number of Arms and Explosive licence holders on record and numbers checked.

XXIX. Number of gambling dens raided, gamblers arrested and those prosecuted and money seized.

XXX. Number of foreigners underground and number arrested out of them.

XXXI. Recommendations for Appreciation of good work done by subordinates- rank-wise.

XXXII. Complaints made against subordinates (rankwise).

XXXIII. Achievements not covered by above.

XXXIV. Any other points about which the officer may like to mention.

(b) In respect of A.S.Is. and above posted in C.I.D. Crime-Branch.

(1) Investigations conducted and their disposal.

(2) Inquiries conducted and their disposal.

(3) Particulars of criminal intelligence furnished; particularly in respect of narcotics and currency forgery and inter-state gangs of criminals.

(iv) Achievements.

(v) Any other point the officer may like to mention.

(c) In respect of A.S.I. and above posted in District - Crime Branch.

(i) Section in which worked (crime/complaints/MOB/Statistics).

(ii) Cases detected on advice of M.O.B.

(iii) Dates on which each MCR and periodicals were despatched; due date of despatch should also be mentioned.

(iv) M.C.Rs. in which mistakes were detected by the Crime Branch of C.I.D..

(v) Achievements.

(vi) Any other point the officer may like to mention.

(d) In respect of A.S.I. and above posted in F.P.B. of CID.

(i) Record slips received and classified.

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(ii) Search slip received, returned traced and those untraced.

(iii) Number of cases in which opinion given in courts, number upheld, number which were not acted upon in courts.

(iv) Achievements.

(v) Any other point the officer may like to mention.

(e) In respect of A.S.Is. and above posted in the - Special Branch/Zone office/D.S.B.:-

(i) Reports originated.

(ii) Number of persons kept under surveillance.

(iii) Sources/contacts created.

(iv) Details of V.I.P. Security duties performed.

(v) Maintenance of cards/dossiers.

(vi) Advance intelligence, if any.

(vii) Achievement.

(viii) Any other point the officers may like to mentioned.

(f) In respect of A.S.I. and above posted in Training-Institutes.

(i) Category of Training courses to which instructions were imparted.

(ii) Drafting of prescis of subjects taught.

(iii) Articles/Papers contributed in journal/magazines consisting police subject.

NOTE:- The officers mentioned in paras (b), (c),(d), (e) and (f) may also mention about any of the items including in para (a) if considered relavant for them also.

(g) S.Is. and above of AP/RAC will give resume of the work done by them during the period in a narrative form not exceeding 300 words.

12. 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.

13. On receipt of the resume the Circle Officer/Gazetted Supervisory Assistant will record his assessment about the officer in respect of each item of Part 'I' and 'II' of the Performance Appraisal Sheet. He will also record his remarks in Part III and then forward the resume and the Performance Appraisal sheet to the reporting officer, who will put his assessment about the officer.

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14. The Performance Appraisal of H.Gs. & Constables.

The Supdt. of Police/Addl.SP/Commandant/Head of Office should see every Head Constable and Constable in his district/unit atleast once a year and if circumstances and time do not permit he may call him to headquarters or to any other convenient place for purpose of writing his remarks in his service book.

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15. While proceeding for inspection, the Supdt. of Police/Addl.Supt.of Police/Commandant/Head of Office should take with him the Service books of Head Constables and Constables duly completed in all respects. He should ensure that all entries in the Service books are complete. At the time of inspection he should show the S.Bs. (S.Bs.) to the concerned Head Constable/Constable and get his signatures. In the Inspection Note at the end it will be clearly mentioned that entries about annual remarks have been made in the Service books of the H.Cs and Constables of the P.S./O.P./Unit under the heads "Entries in Service Books". Under this head the inspecting officer will also mention the names of Head Constables and Constables who were shown their service books.

16. After personally seeing each Head Constable and Constable and testing and assessing his work and worth, the Supdt. of Police/Addl.S.P./Commandant/Head of Office should write his remarks among other things on the following lines in the service book then and there.

- (1) Parade and turn out including knowledge of weapons etc.
- (2) Understanding of law and procedure/duties.
- (3) Knowledge about Departmental Circulars, Orders, Standing orders etc.
- (4) Knowledge of the area specially of crime and criminals, harbourers etc. if applicable.
- (5) Collection of intelligence- Political and Criminal.
- (6) Special achievements if any.
- (7) Integrity and character.
- (8) Standard of efficiency.
- (9) Physical fitness.
- (10) General remarks.

In respect of Head Constables and Constables of A.P./R.A.C., the remarks in their service books will be written on the following points.

- (1) Parade, P.T. and turn out.
- (2) Knowledge about and handling of weapons.
- (3) Understanding of Law and procedure/duties.
- (4) Knowledge of departmental circular, orders and standing orders.

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- (5) Knowledge of the topography of the area.
- (6) Collection of criminal intelligence.
- (7) Field craft.
- (8) Knowledge about the technique of anti dacoity operations and of suppression of riots.
- (9) Special achievements if any.
- (10) Integrity and character.
- (11) Standard of efficiency.
- (12) Physical fitness.
- (13) General remarks.

17. Instructions in respect of writing of the remarks in the Service Book of Constables and H.Cs. on the above lines are equally applicable in the case of Constables/Head Constables posted to places other than Police Station/Out Post viz. Police Lines/Office/Crime Branch/D.S.B. etc. The remarks in respect of such HCs/Constables will be given in respect of those items only which are applicable to each case according to his place of posting and work after a regular test and assessment of the work.

18. As far as possible the S.P./Addl.S.P./Comdt./Head of office will keep the C.O./A.C./Gazetted assistant present on the last day of inspection. His presence and his inspection note will facilitate writing of remarks on Head Constables/Constables by the S.P./Comdt./Head of office.

19. FOLLOW UP ACTION-

The performance appraisal of police personnel should follow these sequential steps:-

- unbiased and objective appraisal by the immediate superior;
- review of the reporting officer's appraisal by the reviewing officer.
- Communication of the reporting officer and reviewing officer's assessment to the officer reported on about remediable defects only.
- interview 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;

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20. 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.

21. The S.P./Comdt./Head of Office will supply sufficient number of cyclostyled forms of Performance Appraisal ^{7 sheets} to each Circle Officers/Gazetted Supervisory assistant which may meet his requirements of a year.

22. Receipt of this Standing Order should be acknowledged.

ENCL:- As above.

(*[Signature]*)
GANESH SINGH
Inspector General of Police,
RAJASTHAN:JAIPUR.

To

- 1. The Addl.IGP ACD Raj., Jaipur.
- 2. The All Dy. Is. G. of Police, Rajasthan. *24/11*
- 3. The Director, S.P.W. Raj., Jaipur.
- 4. The All Supdts. of Police, Raj., including Comdts. RAC Bns.
- 5. Principal, Police Academy, Raj., Jaipur.
- 6. AIGP Traffic Rajasthan Jaipur.

PERFORMANCE APPRAISAL REPORT FOR _____

(Inspector/Company-Commander/Sub-Inspector/Platoon Commander/
A.S.I./Shri _____)

1. Name.....	2. Rank & Designation.....						
3. Date of birth.....	4. Post with rank held during the period ;						
	<table border="0"> <tr> <td style="text-align: center;"><u>POST</u></td> <td style="text-align: center;"><u>DURING.</u></td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </table>	<u>POST</u>	<u>DURING.</u>
<u>POST</u>	<u>DURING.</u>						
.....						
.....						
5. Educational Qualifications:	6. Training received during the period:						
.....						
.....						
7. Rewards received during the period:-	8. Punishments received during the period:-						
.....						
.....						

PART 'II'

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S.No.' Item.

Assessment in numericals viz.,

4 / 3 / 2 / 1 / 0

By supervisory
Gazetted
Assistant.

By reporting
officer.

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- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....
- 11.....
- 12.....
- 13.....
- 14.....
- 15.....
- 16.....
- 17.....
- 18.....

Total Date.
rating. _____

Total Date.
rating _____

Signature.....

Signature.....

Designation.....

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:-

Item Number.	Number & Date of Communication.	Mode of communication.
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PART 'III'

Remarks by
Supervisory
Gazetted
Assistant.

Remarks by
Reporting
Officer.

A.Reputation regarding
character and honesty.

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B. Strengths & Weaknesses.

(Please record your significant findings about the officer. Record his greatest strengths and 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-charge where his performance is considered below average (Add extra sheets where necessary).

E. (For Inspectors only) -

(a) Fitness for promotion in his turn:-

- i) Fit for promotion
- ii) Not yet fit for promotion.

(b) Has the officer any special characteristics and/or any outstanding merit or abilities which would justify his advancement and special selection for higher appointment out of turn? YES NO

If yest, please give details:-

.....
.....

Dated signature..... Dated signature....
Designation..... Designation.....

P A R T 'III'

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General Remarks by Circle Officer/Supervisory
Gazetted Assistant.

Dated.....

Signature.....

Designation.....

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P A R T 'IV'

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:-

Date of submission
of the reviewing
officer.

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

P A R T 'V'

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 office:
3. (For Inspectors only)

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(a) Fitness for promotion in his turn:

(i) Fit for promotion ()

(ii) Not yet fit for promotion ()

(b) Has the officer any special characteristics and/or any outstanding merit or abilities which would justify his advancement and special selection for higher

appointment out of turn? YES () NO ()

.....If yest, please give details :-

Date,.....

Signature of the
Reviewing officer.....

Name :-.....

Designation :-

.....
