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OFFICE OF THE INSPECTOR GENERAL OF POLICE RAJASTHAN J A I P U R.

10085-10320

No. PHQ/A/ Est-I/Policy/59-Pt. II/ Dated JAIPUR July 22, 1976.

STANDING ORDER NO. 19/76.

✓ 133

SUBJECT : ANNUAL CONFIDENTIAL REPORT :
OF HEAD CONSTABLES AND CONSTABLES.

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The Government of Rajasthan has introduced revised system of 'Annual Performance Appraisal' for the year 1975-76 and onwards. Detailed Government instructions relating to the drawal and submission of the Annual Performance Appraisals of the members of the Rajasthan Police Subordinate Service and State Police Service have already been sent per this office endorsement No. PHQ-A/Estt/Police/File/59/Pt. II/5104-204 dated 3rd April, 1976. In pursuance of the Government Instructions now the Annual Performance Appraisal of the Head Constables and Constables have also to be prepared from the year 1975-76 onwards in the following forms supply of which is being arranged separately :

Head Constables	'P' C.1	GA 40-I.
Constables	'P' C.2	GA 40-II.

Part 'I' of the forms meant for Head Constables will be filled up by the concerned individual himself except para 14 of the part where in the reporting officer will record his comments on the performance of the concerned Head Constables

In case of Constables, Part I of the form will be filled up by the Establishment Section of the concerned unit and parts II and III by the Reporting and Reviewing Authorities respectively as the form it-self speaks.

An abstract in respect of Head Constables and Constables showing the rank and designation of reporting officer, reviewing officer and officers other than reporting and reviewing officers and the office of record, is enclosed as Appendix 'D'. It is, however, pointed out that as per the Government Instructions referred to above if higher officers are in the know of facts and where they feel they should make some comments regarding the assessment of the Head Constable/ Constable reported upon they may record their own observations.

Only one copy of the Annual Performance Appraisal reports should be prepared in case of Head Constables and Constables and forwarded to the respective authorities as indicated in Appendix 'E'.

The officers, while evaluating the performance should base their remarks keeping in view also the following along with other points:

Head Constables and Constables C.P.

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.

CONTINUED... (turn over)

Head Constables and Constables of A.P. & R.A.C.

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 circulars, orders and standing orders.
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.

As you will find from the enclosed Appendix, S.H.Os. are also been authorised to work as Reporting Officers. You should, therefore, please make the concerned Gazetted Officers/ Officers personally responsible to ensure that the S.H.Os. are made fully aware of all the instructions regarding drawal of performance appraisals.

The receipt of these orders may please be acknowledged.

(Ganesh Singh)
Inspector-General of Police,
Rajasthan, Jaipur.

ENCLS:- Four

Copies forwarded to :-

1. The Addl. I.G. of Police, ACD Rajasthan, Jaipur.
2. All Dy. Is.G. of Police, Rajasthan
3. All Supdts. of Police, Rajasthan
4. All Asstt. Is.G. of Police, Rajasthan.
5. All Commandants RAC Battalions.
The Principal, Rajasthan Police Academy, Jaipur.
The Supdt. of Police Central Stores, PHQ Raj. Jaipur.
6. The Director, Police Radio Organization. Raj. Jaipur.
7. The Director, Forensic Science Laboratory -do-
8. All the Addl. Supdts. of Police, Rajasthan
9. All the Circle Officers, Rajasthan, Jaipur.
10. All Police Zone Officers CID (CB and SB).
11. The Principal, RAC & AP Trg. Centre, Jodhpur.
12. All Commandants Police Training Schools, Rajasthan.
13. The Comdt. Mewar Bhil Corps. Kherwara (Udaipur).

HEAD CONSTABLES AND CONSTABLES

JAIPUR DISTRICT

JAIPUR CITY

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Rank.	Reporting Officer.	Reviewing Officer.	Officers other than Reporting and Reviewing Officers.	Office of Record.	Remarks if any.
(1)	(2)	(3)	(4)	(5)	(6)
<u>1. Police Stations.</u>					
Constables.	S.H.O.	C.O.	Addl.SP City/SP	SP	-
Head Consts.	C.O.	Addl.SP	SP	SP	-
<u>2. City Traffic.</u>					
Constables.	T.I.	Dy.S.P.-- Traffic	Addl.SP City	SP	-
Head Consts.	Dy.S.P.-- Traffic.	Addl.SP City.	SP	SP	-
<u>3. City Control Room, Flying Squad & Supression of Immoral Traffic & Special Investigation Staff.</u>					
Constables.	Inspr.	Addl.SP City.	-	SP	-
Head Consts.	Addl.SP City.	SP	-	SP	-
<u>4. Jaipur District.</u>					
Rural P.Ss.Consts.	S.H.O.	C.O.	Addl.SP City	Distt. SP	-
-do- Head Consts.	C.O.	Addl.SP Distt.	SP	SP	-
District SP Office staff including (DSB) -					
Constables.	CA/Insp. I/c.DSB.	Addl.SP Hqrs.	-	SP	-
Head Consts.	Addl.SP HQ.	SP	-	SP	-
<u>5. L. es.</u>					
Constables.	RI. Adm	Addl.SP HQ	-	SP	-
Head Consts.	Addl.SP HQ	SP	-	SP	-

DISTRICTS WHERE ADDL.Ss.P. DISTRICTS HAVE BEEN PROVIDED

<u>1. Police Stations.</u>					
City Consts.	S.H.O.	C.O.	S.P.	SP	-
City Head Consts.	C.O.	S.P.	-	SP	-
Rural Consts.	S.H.O.	C.O.	Addl.SP Distt.	SP	-
Rural Head Consts.	C.O.	Addl.SP Distt.	SP	SP	-

CONTINUED....

(1)	(2)	(3)	(4)	(5)	(6)
<u>Traffic</u>					
Constables.	T.I.	SP	-	SP	-
Head Consts.	Addl. S.P.	SP	-	SP	-
<u>City Control Room, Flying Squad and Special Investigation Staff and District S.P. office (including DSB).</u>					
Constables	Inspr. I/c.	Addl. SP Distt.	-	SP	-
Head Consts.	Addl. SP.	SP	-	SP	-
<u>Lines-</u>					
Constables	R.I.	Addl. SP District.	-	SP	-
Head Consts.	Addl. SP Distt.	SP	-	SP	-

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Note: In case of Udaipur District only, instead of Addl. S.P. District, the Addl. S.P. Hqrs. will be reviewing officer of Constables and Reporting officer of Head Constables posted in these Units.

ALL OTHER DISTRICTS INCLUDING G.R.P. (WHERE ADDITIONAL SUPERINTENDENTS OF POLICE HAVE NOT BEEN PROVIDED)

1. Police Stations.

Constables.	SHO	CO	SP	SP	-
Head Consts.	CO	SP	-	SP	-

2. Traffic -

Constables.	T.S.I.	at CO/Hqrs.	SP	SP	-
Head Consts.	CO at Hqrs.	SP	-	SP	-

Note : In Districts where T.S.I. is not posted, the ~~SP~~ ^{/CO Hqrs} will be reporting officer for the Traffic Constables & Head Constables.

3. District S.P. office staff (including D.S.B.)

Constables.	C.A.	S.P.	-	SP	-
Head Consts.	S.P.	-	-	SP	-

4. ce Lines

Constables	R.I.	SP	-	SP	-
Head Constables	SP	-	-	SP	-

POLICE HEADQUARTERS - RAJASTHAN

Constables.	Inspr. C.S.	Addl. SP C.S.	-	DIGP HQ	-
Head Consts.	Addl. SP.	-	-	DIGP HQ	-

OFFICE OF THE DY. INSPECTOR-GENERAL OF POLICE.

Constables.	Staff Officer.	DIGP	-	SP	-
Head Consts.	DIGP	-	-	SP	-

CONTINUED.....

(1)	(2)	(3)	(4)	(5)	(6)
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ASSTT. INSPR. GENERAL OF POLICE, 'TRAFFIC'

Constables.	SI Reader.	AIGP	-	AIGP	
Head Consts.	AIGP	-	-	AIGP	

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C.I.D. INTELLIGENCE

State Special Branch Hqrs.

Constables.	Inspr. I/c of the Secs.	Addl. SP/Dy. S.P.	-	SP SB	-
Head Consts.	Dy. S.P./Addl. S.P. I/c.	S.P.	-	SP SB	-

Security Lines.

Constables.	Inspr. I/c.	Addl. SP (Training)	-	SP SB	-
Head Consts.	Dy. SP/Addl. S.P. I/c.	S.P.	-	SP SB	-

Zone, Jaipur.

Constables.	Inspr. I/c.	Addl. SP (Zone)	-	SP SB	-
Head Consts.	Dy. SP/Addl. S.P. I/c.	S.P.	-	SP SB	-

Zones, Jmer, Bikaner, Jaipur and Kota.

Zone Office:

Constables	Inspr. I/c.	Addl. SP	-	SP SB	-
Head Consts.	Addl. SP	S.P.	-	SP SB	-

Zone Units:

Constables.	SI I/c.	Addl. SP	-	SP SB	-
Head Consts.	Addl. S.P.	SP SB	-	SP SB	-

Zone, Jodhpur.

Constables.	Inspr. I/c.	Dy. SP (Zone)	-	SP Zone	-
Head Consts.	Dy. S.P.	S.P.	-	SP Zone	-

Border Intelligence, Barmer & Ganganagar.

Constables.	Inspr.	Addl. SP (Zone)	-	SP Zone	-
Head Consts.	Addl. SP (Zone)	S.P. (Zone)	-	SP Zone	-

Border Intelligence, Bikaner, Jaisalmer & Check Post - Barmer.

Constables.	Inspr.	Addl. SP (B.I.)	-	SP Zone	-
Head Consts.	Addl. SP.	S.P.	-	SP Zone	-

STATE C.I.D. CRIME BRANCH

Crime Branch Headquarters & Units at Range Hqrs.

Constables.	Addl. SP I/c.	S.P. I/c.	-	S.P.	-
Head Consts.	Addl. SP I/c.	S.P. I/c.	-	S.P.	-

CONTINUED.....

(1)	(2)	(3)	(4)	(5)	(6)
State Crime Branch Contd.....					
<u>P. B.</u>					
Constables.	Dy.S.P.	S.P. I/c.	-	S.P.	-
Head Consts.	Dy.S.P.	S.P. I/c.	-	S.P.	-

RAJASTHAN ARMED CONSTABULARY

<u>A. C. Battalions (other than I.R. Battalions).</u>					
Constables.	C.C. I/c.	A.C. I/c. Adjutant.	-	Comdt.	-
Head Consts.	A.C. I/c. Adjutant.	Comdt.	-	Comdt.	-
<u>R.A.C. Battalions (I.R. Bns.)</u>					
Constables.	Inspr.C.C. In-charge.	Dy.S.P. In-charge.	Dy.Comdt.	Comdt.	-
Head Consts.	A.C. I/c. Adjutant.	Dy.Comdt.	Comdt.	Comdt.	-

T R A I N I N G

<u>Rajasthan Police Academy.</u>					
Constables.	Inspr. Out Door.	Addl.S.P. I/c Out Door.	-	R.P.A.	-
Head Consts.	Addl.SP I/c Out Door.	Principal.	-	R.P.A.	-

<u>Police Training School Jodhpur (including R.A.C. & A.P. Centre).</u>					
Constables.	R.I.	Comdt.	-	Principal	-
Head Consts.	Dy.SP/Addl.SP Incharge.	Principal.	-	Principal	-

<u>Other P. T. Ss.</u>					
Constables.	R.I.	Comdt.	-	Comdt.	-
Head Consts.	Comdt.	-	-	Comdt.	-

M. B. C. KHERWARA

Constables.	C.C.	Comdt.	-	Comdt.	-
Head Consts.	Comdt.	-	-	Comdt.	-

STATE POLICE WIRELESS

Constables.	Inspr. I/c.	Dy.SP I/c.	Director	Director	-
Head Consts.	Dy.SP I/c.	Director.		Director	-