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

No. PHQ/A/

Dated the 27th June '78.

(2) Police(A) Circular/78/2767-836

STANDING ORDER No. 5/78

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The following principles governing transfers of officers and men are hereby laid down for guidance of all concerned :-

1. TRANSFER - PRINCIPLES GOVERNING

(1) Frequent transfers of members of the Police Force are not desirable. Nothing tends more to make the service unpopular than want of consideration in this respect and the concerned authorities will see that needless changes are not made.

However, local entanglements and interests of public service should be almost the only reason for transfers more often than once in two years.

(2) Transfers should not be made on account of unsatisfactory work. If a member of Police force is not upto the mark, it is for the authorities to set him right and bring him upto the required standard.

(3) Orders transferring members of Police force should normally be issued at the end of the academic year so that the admission of their children may not suffer.

(4) Transfers/ postings should not be ordered on 'temporary' or on 'for the time being' basis because besides causing personal harassment it puts some strain on the State ex-chequer and causes instability both in the minds of the members so posted and the public of the area at large.

(5) A member of the Police Force against whom criminal proceedings have been instituted in a district shall not be transferred from there, before the final order is passed in respect of such proceedings, unless such transfer is specially permitted or ordered by the appointing authority.

(6) Transfer of a member of Police Subordinate Service from one section of the service to another, can only be ordered by the Government as per provisions of the Rajasthan Police Subordinate Service Rules.

(7) No member of the Police Subordinate Service who is trained for a particular job should normally be posted to another kind of job requiring another type of training.

(8) No member of the Police Subordinate Service shall be transferred with his superior from one district/unit to another.

(9) While ordering the transfers of Constables and Head Constables, sympathetic consideration be given to their genuine domestic difficulties.

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2. PERIOD OF POSTING AT ONE PLACE

(1) Ordinarily no member of the Police subordinate service will remain at one place of posting for more than three years but this period at the discretion of the concerned authority may be extended to 5 years.

(2) However, no Inspector and Sub-Inspector will remain posted for more than 5 years and 8 years respectively in the same district.

(3) When it becomes necessary to transfer a member of the Police Subordinate Service, who had been at a place for less than 2 years prior sanction of the next higher authority regarding transfer must always be obtained, by stating special reasons for the same. This also applies to those who seek transfer on request.

(4) However, no permission of the next higher authorities will be necessary in the following cases :-

- (a) Members of the Police Force transferred as a result of promotion or reversion to a lower post.
- (b) Members transferred for undergoing training or on completion of training. Normally a Member undergoing a training upto 3 months should not be transferred.
- (c) Members transferred as a result of abolition of posts.
- (d) Members whose transfers are ordered by the Government of Rajasthan.

3. TRANSFERS - RESTRICTIONS REGARDING -

(1) No member of the Police force of and above the rank of Sub-Inspector will ordinarily be posted to his Home District.

(2) No A.S.I. or H.C. will ordinarily be posted in his home - sub-division and constable to his home Police Station.

(3) No member of the Police Force should be posted repeatedly in one and the same district or place that is to say those who have worked in a particular area should not again be posted without a reasonable lapse of time.

4. TRANSFER - EXEMPTION FROM THE SCOPE OF GENERAL PRINCIPLES AND RESTRICTIONS -

(1) The following members of the Police force may be exempted from the scope of paras 2 and 3 (above).

- (i) Members of the Police Subordinate Service belonging to the Armed Police and RAC.
- (ii) Members of the Police Force in the Criminal Investigation Department/ Anti-Corruption Department, State Police Wireless Organisation, Central Stores, Police Academy, Training Centres, Police Automobile Workshop.

(2) Members of the Police Subordinate Service posted in Crime Branch, M.O.B., D.S.B. and Motor Transport of the office of the District Supdt. of Police and Deputy Inspector-General.

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5. TRANSFER - PERIOD IN WHICH TO BE CARRIED OUT.

(1) Whenever the transfer of a member of a Police force is ordered by a competent authority, he should hand over to his senior most subordinate available at the latest, unless it is specifically stated in the order that the transferee should proceed to transfer after being relieved by a particular member of the Police force.

(2) Constabulary under order of transfer should be relieved in the first week of the month immediately after they receive their pay and directed to join their new stations not later than the 15th so that their names can be included in the pay bills of the new station for the month. This procedure should be followed except in very special cases where transfers are ordered to be carried out immediately. This will save applications for advances and avoid to some extent supplemental claims.

6. HANDING OVER NOTES BY THE MEMBERS OF POLICE FORCE NOT IN INDEPENDENT CHARGE -

(1) All members of the Police Force of and above the rank of Sub-Inspector will, when handing over charge, prepare 'Handing over notes' designed to enable their successors to gather in the shortest time the threads of administrative and executive work in their new charges. No hard and fast rules for the preparation of these notes can be laid down; but, if the purpose is kept in mind, local experience and common sense will indicate the information to be incorporated. The notes will be marked "Confidential".

(2) When a Station House Officer hands over charge of a Station, he will give the relieving officer a Station Charge list which shall comprise of a record of property including case property, registers, case diaries, cash, etc. in charge of or to be maintained by a Station House Officer, and also a Memo of important matters to be attended to. The relieving officer before taking charge, shall check all items of property, registers, case diaries, etc., mentioned in the list and record in the General Diary the fact whether all the items have been correctly handed over and he shall grant an acknowledgement to the relieved officer.

7. LAST PAY CERTIFICATE -

Every member of the Police Subordinate Service who is transferred must immediately be provided with the last pay certificate in the/prescribed ~~form~~ in General Financial and Account Rules. These rules must strictly be adhered to.

Before the L.P.C. is issued, the issuing authority should satisfy itself whether the transferee has paid all the dues relating to Mess, Canteen, Stores etc., and in case there are any such dues, appropriate orders shall be passed for its recovery.

8. TRANSFER - INSPECTION OF KITS.

When a Head Constable or Constable is transferred from district to another he will take his
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uniform with him, but not the clasp of the belt. The R.I. / Line Officer will inspect the kit of the member transferred, will see that it contains the right issues of clothing, will note any deficiency in the command certificate and number and conditions of articles in the kit. Reserve Inspector/ Line Officer of the district to which the member is transferred will inspect the kit on arrival, and report the result to the Superintendent / Head of Office.

(GANESH SINGH)
Inspector-General of Police
Rajasthan, Jaipur.

Copy forwarded to :-

- (1) All Addl. Inspectors-General of Police, Rajasthan, Jaipur.
- (2) All Dy. Inspectors-General of Police, Rajasthan.
- (3) The Directors, State Police Wireless/ Forensic Science, Rajasthan, Jaipur.
- (4) All Superintendents of Police, Rajasthan.
- (5) All Asstt. Inspr. General of Police, Rajasthan.
- (6) All Commandants of R.A.C. Battalions.
- (7) The Commandant, M.B.C. Kherwara (Udaipur)
- (8) The Principal, R.P.A. Rajasthan, Jaipur.
- (9) The Principal, RAO/CB/ & A.P. Trg. Centre, Jodhpur.
- (10) All Commandants, P.T.Ss. Rajasthan.
- (11) The Director, Finger Print Bureau, (CB) Raj. Jaipur.

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