

OFFICE OF THE DIRECTOR GENERAL OF POLICE, RAJASTHAN, JAIPUR.

No. N.3(2) Police-Force/Const/85/6487 Dated 27 December, 1985.

STANDING ORDER NO. 5/85

In order to ensure that the Police Headquarters get a correct figure of the posted strength and the existing vacancies in every District/Battalion/Unit, it is essential to have a proper system of a monthly return.

2. It is, therefore, directed that all Districts/Battalions/Officers will send a monthly staff disposition return as per proforma enclosed on the 5th of every month directly to the DIG Hqrs. PHQ.
3. It is further enjoined that the return must be carefully prepared and signed by the Head of Office or the Second-in-Command. The proforma caters to all aspects and it must be borne in mind that the details given in the proforma should never vary from the monthly expenditure statement being submitted by the Officers to the Chief Accounts Officer.
4. These orders are effective from 1st January, 1986 and the first return will be sent in January, 1986.
5. Information regarding vacancy position being sent in reference to PHQ Radiogram No. N.5() Police-Force/Const/84/183 dated 5.6.1984 ~~being~~ may be discontinued forthwith.

[Signature]

Encl: 1

(P.C. Misra)
Director General of Police,
Rajasthan, Jaipur.

Copy forwarded to:-

1. All Spl. Is. G. of Police, Rajasthan.
2. All Dy. Is. G. of Police, Rajasthan.
3. Directors, SPW/FSL/RPA/Computer Centre, Raj. Jaipur.
4. Asstt. Is. G. of Police, (I)/(II)/(Traffic) Raj. Jaipur.
5. All Supdts. of Police, Rajasthan.
6. All Comdts. RAC Bns. including I.R. Bns./MBC/PTSS Rajasthan.
7. Principal, R.P.T.C. Jodhpur.
8. The C.A.O., PHQ (with ten copies).
9. The S.P. Central Stores, PHQ Raj. Jaipur.
10. All Zone Officers, CID (CB)/CID (SB) Rajasthan.

[Signature]

Director General of Police,
Rajasthan, Jaipur.

MONTHLY STAFF DISPOSITION STATEMENT

District/
Battalion/ _____
Unit.

Month &
Year _____

A - EXECUTIVE

CIVIL POLICE

ARMED POLICE/RAC

Insp SI ASI HC Const.

Insp SI HC Const.
CC PC

1. Sanctioned Strength.
2. Present Strength.
 - 1) Substantive
 - ii) Adhoc but on Select list.
 - iii) Purely Adhoc
 - iv) Total
3. Clear Vacancies
4. Excess, if any.
5. Transferred in but not reported.
6. Transferred out but not relieved.
7. Absent and pay not drawn
8. On deputation from the distt./unit.

B- MINISTERIAL STAFF

OS OA Steno UDC Acctt. Jr. Acctt. UDC LDC CI
Steno IV

1. Sanctioned Strength.
2. Present:
 - i) Substantive
 - ii) Adhoc
 - iii) Total
3. Clear Vacancy
4. Excess, if any.
5. Transferred in but not reported.
6. Transferred out but not relieved.
7. Absent and pay not drawn
8. On deputation from Distt./Unit.