

Instructions Memo No.1

Standing Order No.4 & 5/86

Sub:- Method of taking chest measurements.

It has been observed that while taking chest measurements no proper and correct system is being adopted. This has resulted in candidates not having the required chest measurement being recruited as a result of wrong measurement. The measurement being shown as 81-86 CM was in actual fact much less. While recommending cases for relaxation of chest measurement by 2 or 3 CMs, it was found that in actual fact the chest measurements were more than 5 CM short.

Under the circumstances this set of instructions are being issued to streamline the method.

1. A set of 4 photographs showing the correct position of the candidate, and correct method to be adopted at the time of measuring and taking measurement has been depicted.

2. The method for taking chest measurements will be as under :-

- (i) As depicted in the photograph the candidate will be asked to raise his hands straight up over the head. (Photograph No.1)
- (ii) The measuring tape will be kept just above the nipples and it will be ensured that the tape is exactly parallel to the ground as shown in the other photograph. (Photographs No 2 and 3)
- (iii) The candidate will be asked to exhale completely and then only the measurement taken. At this stage, before the final measurement is taken the candidate will be asked to count 1 to 100 without intake of breath. If during counting he takes in short breaths, he will be asked to count again. While counting his mouth must be kept open and he should count loudly. (Photograph No.4)
- (iv) After noting the measurements with chest unexpanded, the candidate will be asked to take deep breath so as to determine his full expansion and measurements recorded.
- (v) The expansion must be 5 CM and no relaxation in expansion is permissible under the rules.

3. Any candidate found to be having lesser measurement in the training institution will entail disciplinary action against the personnel taking measurement during recruitment.

4. Normally cases for relaxation should not be recommended as the candidate with a lean physique is not able to do his outdoor work during training period properly. Strenuous exercises during training makes the substandard recruit physically weak and often results in the recruit becoming a T.B. or asthmatic patient. He is not able to do the beam nor complete the 1600 metres run. As such the responsibility of recruiting physically fit personnel is that of the recruiting authority, which must always be kept in mind.

5. Non compliance will attract severely disciplinary action.

6. Please, therefore, properly brief the staff concerned in your District/Battalion and personally ensure that no mistakes occur herein afterwards.

Please acknowledge.

g/11/15503
17/12
(WGJ Mudaliar)
Inspector General of Police,
Headquarters, Raj. Jaipur.

Copy forwarded to :-

- 1) All Distt. Supdts. of Police including GRP Ajmer/CID CB/CID IB Jaipur.
- 2) All Commandants RAC BNs. including I.R./MBC & PTSs Rajasthan.
- 3) Principal RPTC Jodhpur
- 4) Director, Tele-Communication/State Crime Record Bureau/RPA.

Encl:- A set of photographs

- 5) All Range DIsGP Rajasthan.
- 6) DIG RAC/CB/IB Raj. Jaipur
- 7) SP C/Stores, PHQ, Jaipur.

Copy also for favour of information to:-
All Spl. Is. G. of Police,
Rajasthan.

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(WGJ Mudaliar)
Inspector General of Police,
Headquarters, Raj. Jaipur.

29

OFFICE OF THE DIRECTOR GENERAL OF POLICE RAJASTHAN JAIPUR
No.N.5(3)Police-Force/Const/84/ Dated 17th Jan.1987

INSTRUCTION MEMO NO.2
TO STANDING ORDERS NO.4&5/86

Sub:- Regarding grant of relaxation in chest measurements.

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Reference:Instructions being issued under the authority of paras 17 &18 of Standing Order No.4/86.

It has been observed that the Superintendents of Police/Commandants prefer recommendation for grant of chest measurements for applicants for recruitment as Constables. No proper system is being followed and often there is lot of confusion. Under the circumstances, clear guidelines and instructions are hereby issued for strict compliance:

- (1) It must be noted that under rules no repeat no relaxation in height can be granted except for SC/ST candidates. Even in that case beyond 5 CMs no relaxation can be granted.
- (2) While considering the case for relaxation in chest measurements it must be noted that when the chest measurements are below the prescribed standards i.e. 81 CMs unexpanded and 86 CMs expanded, there is every chance of the recruit during the training period contacting diseases concerned with breathing including T.B. and Asthma. Further, it has been observed that in the Training Institutions when the candidate with sub standard chest measurements is not able to complete the physical training exercise like 100 metres dash, 1600 metres race, the beam and other such exercises, proficinetly. There are instances where even at the end of 36 week's training such candidates are not able to do even one heave on the beam or complete the sprint items in the maximum time.

This, therefore, poses a very heavy responsibility on the Recruiting Authority who has to ensure that pity and compassion does not in any way interfere with the avowed object of efficiency and fitness of the Rajasthan Police Force.

Under the circumstances, every Recruiting Authority should take upon himself this duty seriously and recommend only cases where the relaxation to be granted is minimum.

The procedure to be adopted will be as under:-

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- (1) In the cases of candidates who are the dependants of serving, retired or deceased police personnel they must be firstly made to under-go all the tests as prescribed in Standing Order No.5/86.

(2) After the results have been compiled, and the candidates found to have passed, the recommendations for relaxation in chest measurements (the request should be for minimal sanction) should be forwarded to the PHQ alongwith the candidate. Under no circumstances, sanction will be accorded without checking the candidate concerned in the PHQ.

The procedure for taking the chest measurements has been clearly indicated in Instruction Memo No.1 dated 18.12.86.

These instructions are specific to recruitment of (a) dependants of retired or retiring Police personnel and (b) dependants of Police personnel.

In conclusion it must be noted that the concerned candidate has to be sent alongwith the recommendations, so that the candidates chest measurements can be taken afresh, before the sanction, if agreed to can be issued.

d. w. j.
19/11
(WGJ Mudaliar)
Inspr. General of Police (HQrs)
Rajasthan, Jaipur

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OFFICE OF THE DIRECTOR GENERAL OF POLICE RAJASTHAN JAIPUR

No.N.5(3)Police-Force/Const/84/

Dated Jan.1987

INSTRUCTION MEMO NO.3

TO STANDING ORDER NOs.4&5/86

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Sub:- Giving employment to dependants of deceased Government servants who died while in service.

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Reference: Instructions being issued under the authority of paras 17 & 18 of Standing Order No.4/86.

In order to stream-line and ensure that proper procedures are followed in the recruitment/appointment of dependants of deceased police personnel who died while on duty, guidelines and procedures are hereby formulated:

(1) Reference is invited to Government Orders No-

(i) F.3(6)Karmik(Ka-II)/75 dt.29.9.75
issued vide PHQ No.4(1)Police(A)
Cir-Pers/75/20121-205 dt.29.10.75.

(ii) F.3(6)Karmik(Ka-II)/75 dt.25.3.76.

(iii) F.3(6)Karmik(Ka-II)/75 dt.22.2.76.

(iv) F.3(6)Karmik(Ka-II)/75 dt.25.3.76.

(v) F.3(6)D.O.P(A-II)/75 dt.4.11.85
issued vide PHQ No.R.4(4)PHQ/Adm/
Cir-DOP/95 dt.2.1.86.

(2) Effective dates: It is to be noted that only personnel who have died while in service after 2nd Sept.1972 are eligible for recruitment/appointment under these rules.

All cases concerning personnel who died prior to 1st Sept.1972 will be dealt with in normal course, that is, to be put up for recruitment alongwith general recruitment.

(3) It is to be noted that in all cases of appointment made after 4.11.85, the appointment to be given to the dependants, will be ~~the post~~ on which the deceased employee was initially recruited/appointed.

Therefore, w.e.f. 4.11.85 all appointments made under this category will have to be rechecked and corrections made, if necessary.

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(4) Sanction for appointment/recruitment:

Alb repeat all cases whether for Class IV or Ministerial Staff or Subordinate Service have to be referred to the police headquarters and only after receipt of formal sanction appointments can be made.

(5) Qualifications:

The rules make it incumbent on the parent department to provide an appointment to one dependant of the deceased employee. No second member of the same family can claim similar treatment, except with formal sanction of the Head of Department in exceptional cases.

(6) The appointment to the post will not repeat not be at the cost of the standards prescribed for the post. For recruitment to the police force norms have been fixed and these norms can not be side-lined or not complied with.

In the police force the requirement of height and chest can not be relaxed.

When the dependant does not conform to the prescribed physical standards, he will be given another appointment like Class IV.

(7) Exceptions: Where the deceased employee does not have a dependent who is eligible for being given employment, like being too young or where there is no male issue, then the widow of the deceased person will be considered for suitable appointment.

If the widow also does not possess the requisite qualification, or, is not willing to take a government job due to family circumstances or prevalent customs, then the nearest dependant who is recommended by the widow will be considered. For this, the case will have to be made out and sent to the Government for sanction through PHQ. The Head of the Department does not have the power to accord sanction, in such cases, where the appointment is to be given to dependant other than the widow or son.

(8) In instances where an adopted child is recommended by the widow for appointment the following points have to be noted:

(a) The adoption must be regular according to the religious customs, and an Affidavit on stamp paper has to be enclosed with the application.

(b) The adoption must have been made during the life time of the deceased employee and not after his death.

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(9) Only in extreme compassionate grounds, cases of nomination of a dependant other than wife/son will be considered.

(10) Procedure:

A- RECRUITMENT OF THE RANK OF CONSTABLE

When the widow or relation prefers an application for providing appointment to the dependant of deceased police personnel, following steps will be taken for recruitment in the rank of Constable in District Executive Force/R.A.C./I.B. etc.

- (a) On receipt of the application the pension file of the deceased employee will be taken out from the record and also his service book attached to the pension file.
- (b) In the pension file the names of the dependants of the deceased at the time of death would be available.
- (c) Check the name and age of the nominee recommended for the appointment, with the records.
- (d) The effective date of the death of the police employee be checked to ensure whether the applicant is eligible or not, for being considered under these rules.
- (e) A cursory examination of the applicant will be made by the Supdt. of Police personally to find out whether the dependant conforms to the physical standards prescribed for recruitment as a Constable. If the candidate is according to the prescribed standards, the Supdt. of Police/Commandant will forward his application alongwith detailed information in proforma Police Recruitment Dependant-PRD No.1.
- (f) On receipt of this application from the Supdt. of Police/Commandant, Police HQrs will authorise the S.P./Comdt. to hold a special recruitment test for the individual as per Standing Order No.5/86.
- (g) After the Board proceedings have completed the final result sheet in proforma P.R.D.No.2 will be sent to the PHQ by the S.P./Comdt. The formal approval for appointing the individual, if found fit, will be issued immediately thereafter.
- (h) Points to be noted are:
 - (i) that as per rules no relaxation in ~~xx~~ height is permissible.

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- (i) Relaxation for chest measurements should be avoided because of the reasons clearly enunciated in Instruction Memo No.2. Also the procedures for taking chest measurements have been given in detail in Instruction Memo No.1 to Standing Orders No.4 & 5/86.
- (i) In case there is no vacancy in the district for providing appointment to the dependant, this fact must be immediately brought to the notice of the IGP(HQrs) so that alternate arrangements can be made.
- (j) It may also be noted that in all cases of deceased personnel who were initially appointed as Constables, the point of entry for dependants will be in the rank of Constable.
- (k) In the case of direct entry in the rank of Sub Inspector the case of dependant will have to be moved to the Government for sanction of appointment subject to his being qualified and physically fit.

Similarly, in the case of Gazetted Officers according to their rank at point of their entry in service, if possessing necessary qualifications, the application for appointment will be forwarded to the Government for necessary sanction.

- (l) In respect of all cases for appointment in the rank/post had at the point of entry, if the dependant does not possess the necessary qualifications, he will be considered for any other appointment.

B- MINISTERIAL STAFF

- (i) If the deceased member of the police department was holding the appointment in the Ministerial Service the dependant will be considered for appointment in the Ministerial Service in the rank in which the deceased employee was recruited.
- (ii) However, if the dependant of the deceased member of the Ministerial Service of the police department has the necessary qualifications and conforms to the physical standards prescribed for the post he can be considered for being recruited to any post of direct entry in the Subordinate Services.
- (iii) The procedures enunciated in paras 10(a) to 10(1) will be followed and application forwarded alongwith Proforma P.R.D.No.1

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C- CLASS IV/TRADESMAN

(i) Where the deceased employee was holding the post of a Class IV, the deceased will be considered under these rules for appointment in the Class IV category. However, if the candidate possess higher qualifications, necessary recommendations will be made by the S.P./Comdt to IGP(HQrs) for giving him a suitable appointment.

(ii) However, if the dependant of the deceased member of the Ministerial Service of the police department has the necessary qualifications and conforms to the physical standards prescribed for the post he can be considered for being recruited to any post of direct entry in the Subordinate Services.

(iii) The procedures enunciated in paras 10 (a) to 10(1) will be followed and application forwarded alongwith Proforma P.R.D.No.1.

NOTE: -

- (i) Any doubt regarding the eligibility, qualifications, procedure, initial post for recruitment/appointment etc. will be referred to the IGP(HQrs) for clarification.
- (ii) In all cases of categories A, B & C dependants of the deceased employee of the police department possesses higher qualifications the Police HQrs will consider whether the dependant can be given alternate appointment on a post of direct entry in Ministerial/ Subordinate and Class IV Services.

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(WGJ Mudaliar) 19/11
Inspr. General of Police (HQrs)
Rajasthan, Jaipur

Note: The reference numbers of all the orders issued relating to Recruitment, to-date are:

- 1) Standing Order No.4/86
- 2) Standing Order No.5/86
- 3) Corrigendum to Standing Order No.5/86 dt.31.7.86.
- 4) Corrigendum to Standing Order No.5/86 dt.14.10.86.
- 5) Corrigendum to Standing Order No.5/86 dt.20.10.86.
- 6) Instruction Memo No.1 to Standing Orders No.4&5/86 dated 18.12.86.
- 7) Instruction Memo No.2 to Standing Orders No.4&5/86 dated 17.1.1987.



पुलिस विभाग के मृतक राज्य कर्मचारों के आश्रित को राज्य सेवा में नियुक्ति देने का प्रपत्र ।

- 1} मृतक राज्य कर्मचारों का नाम यदि कर्मचारों अनु० जाति/अनु० जनजाति का हो तो अंकित करें ।
- 2} मृतक कर्मचारों का नम्बर व पद
- 3} कार्यालय का नाम जिसमें वह मृत्यु के समय पदस्थापित था ।
- 4} मृतक राज्य कर्मचारों को मृत्यु का दिनांक व स्थान } मृतक कर्मचारों का नोमोनल रोल से नाम हटाने के आदेशों को प्रतिलिपि संलग्न करें ।
- 5} मृतक राज्य कर्मचारों के निधन का कारण } पोस्ट-मार्टम या मृत्यु प्रमाण पत्र को प्रतिलिपि संलग्न करें ।
- 6} मृतक राज्य कर्मचारों का राजकीय सेवा में प्रथम नियुक्ति का पद व दिनांक
- 7} मृत्यु के समय कर्मचारों का मूल वेतन व वेतनमान
- 8} पारिवारिक पेन्शन को पो.पो. व जी.पो.ओ. नम्बर
- 9} पेन्शन आवेदन पत्र में मृतक कर्मचारों के आश्रितों का विवरण ।

क्र.सं.	नाम	जन्म दिनांक	सम्बन्ध	विवाहित/ अविवाहित
1				
2				
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10} मृतक कर्मचारों के आश्रित का नाम आय शिक्शा सम्बन्ध जो नियुक्ति चाहता है

11} आवेदित का नाम } मृतक कर्मचारों का उत्तराधिकारी }

मैं निम्न हस्ताक्षरकर्ता प्रमाणित करता हूँ कि उपरोक्त समस्त सूचना मृतक कर्मचारों की सेवा पुस्तिका व पेन्शन कागजात का निरीक्षण कर, अंकित किये गये है, जो सही तथ्यों पर आधारित है और सही है ।

हस्ताक्षर
पुलिस अधीक्षक / कमान्डेन्ट

इस कार्यालय के मृतक कर्मचारों श्री -----

के आश्रित श्री -----

जिसका आवेदन पत्र संलग्न है, में निम्न कार्यवाही करने हेतु प्रेषित है :-

- 1} उक्त आश्रित को राज० पुलिस में कानि० } ए.पो./सो.पो./आर.ए.सी. } के पद पर नियुक्ति प्रदान कराने हेतु स्पेशल बोर्ड गठित करने को अनुमति प्रदान करावे ।
- 2} उक्त आश्रित के योग्यतानुसार पुलिस उप निरीक्षक के पद पर नियुक्ति प्रदान कराने हेतु राज्य सरकार से स्वीकृति प्राप्त कर भिजवाने की व्यवस्था करावे ।
- 3} उक्त आश्रित को मन्त्रालयिक सेवा में कनिष्ठ लिपिक/शोध लिपिक के पद पर नियुक्ति प्रदान कराने हेतु स्वीकृति प्रदान करावे ।
- 4} उक्त आश्रित को चतुर्थ श्रेणी कर्मचारी के पद पर ----- } ग्रैड का नाम } नियुक्ति प्रदान कराने हेतु स्वीकृति प्रदान करावे ।

हस्ताक्षर
} पुलिस अधीक्षक/ कमान्डेन्ट }

टिप्पणियाँ :- उक्त चार क्रमांक में से जो सम्बन्धित हों, उसको सही करे।
शेष को क्रॉस कर दें ।

परिशिष्ट- 2

पुलिस मुख्यालय के आदेश क्रमांक -----

-----दिनांक -----के अनुसार स्पेशल
बोर्ड का गठन करके मृतक कर्मचारी स्व० श्री -----के
आश्रित श्री -----का टैस्ट पुलिस मुख्यालय के
स्थाई आदेश सं० 5/86 के अनुसार लिया गया है । टैस्ट का परिणाम संलग्न
है । अतः श्री -----को इस कार्यालय में
कानि० के पद पर नियुक्ति प्रदान कराने हेतु स्वीकृति प्रदान करावे ।

हस्ताक्षर

} पुलिस अधीक्षक/ कमान्डेन्ट }

OFFICE OF THE DIRECTOR GENERAL OF POLICE RAJASTHAN JAIPUR

No.N.5(3)Police-Force/Const/84/445 Dated 27 Jan.1987

INSTRUCTION MEMO NO.5
TO STANDING ORDERS No.4&5/86

....

Sub:A-PROCEDURE FOR CONSIDERING RECRUITMENT OF DEPENDANTS OF POLICE PERSONNEL WHO HAVE RETIRED OR ARE ABOUT TO RETIRE.

B-PROCEDURE FOR SPECIAL RECRUITMENT OF SKILLED PERSONNEL AS INDICATED IN PARA 16 OF STANDING ORDER NO.4/86.

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Reference: Instructions being issued under the authority of paras 17 &18 of Standing Order No.4/86.

A- PROCEDURE FOR CONSIDERING RECRUITMENT OF DEPENDANTS OF POLICE PERSONNEL WHO HAVE RETIRED OR ARE ABOUT TO RETIRE :

- (i) As has been stated in para 17 of the Standing Order No.4/86, it is the duty of the police department to help the retired police personnel in rehabilitating their dependants.
- (ii) For this category no special procedure or rules have been prescribed and they are not to be confused with the specific rules for recruitment of dependants of deceased personnel.
- (iii) When a retired police employee or a police employee about to retire, prefers an application for consideration, the candidate should be directed to appear in the normal recruitment tests which may be held in the District/Bn.
- (iv) The physical standards prescribed will remain the same and any question of according relaxation will be governed by instructions already in force(refer Instruction Memo No.2).
- (v) In order to help, the S.P/Comdt. can consider the eligibility of such candidates at the time of interview. That is to say after the candidate has taken part in the physical efficiency tests at the time of interviewing the candidate the fact that the candidate is a dependant of a retired or retiring officer be kept in mind.
- (vi) In extreme compassionate cases where the retiring/retire employee is gravely ill, then only recourse to special recruitment will be taken as per procedures laid down in B-Below.

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*Police Headquarter
Cerebral copy file*

B- PROCEDURE FOR SPECIAL RECRUITMENT OF
SKILLED PERSONNEL ETC:

Instances have come to notice where there is need for recruiting skilled persons like electrician, painter, expert carpenter, driver, experienced motor mechanic etc.

For recruiting such candidates the Director General of Police has made a special provision in para 16 of Standing Order No.4/86. For implementing the order when such a case comes up proper procedures have to be followed. The procedures are, therefore, indicated herein for strict compliance:

- (i) Detailed case will be submitted to IGP(HQrs) for giving permission for holding a special Recruitment Board.
- (ii) In the letter complete details of the candidate alongwith the reasons will be given.
- (iii) If approval is given for holding of such special recruitment then the candidate will be put through various tests as prescribed in Standing Order No.5/86.
- (iv) The result sheet will be forwarded to IGP(HQrs) and on receipt of formal sanction the candidate will be appointed.
- (v) Instructions given on the subject of recruitment in the various Memos be followed strictly.

(WGJ Mudaliar)

Inspr. General of Police(HQrs)
Rajasthan, Jaipur.

Copy forwarded to the:

1. All Spl.Is.G of Police, Rajasthan.
2. All Dy.Is.G of Police, Rajasthan.
3. Director, Tele-Communication/ESI/RPA/Computer, Rajasthan.
4. Asstt.Is.G of Police(I)/(II)&Traffic, Jaipur.
5. All Supdts.of Police, Rajasthan including GRP Ajmer.
6. All Commandants, RAC Bns including IR MBC PTS, Rajasthan.
7. Principal, R.P.T.C. Jodhpur.
8. C.A.O. PHQ, Rajasthan, Jaipur.
9. Supdt.of Police, Central Stores, Raj. Jaipur.
10. All Zone Officers, CID SSB, Rajasthan, Jaipur.

for information and necessary compliance.

Inspr. General of Police(HQrs),
Rajasthan, Jaipur.

Note: The reference numbers of all the orders issued relating to Recruitment, to date are:-

- 1) Standing Order No.4/86.
- 2) Standing Order No.5/86.
- 3) Corrigendum to Standing Order No.5/86 dt.31.7.86.
- 4) Corrigendum to Standing Order No.5/86 dt.14.10.86
- 5) Corrigendum to Standing Order No.5/86 dt.20.10.86
- 6) Instruction Memo No.1 to Standing Orders No.4&5 dt.18.12.86
- 7) Instruction Memo No.2 to Standing Ordeers No.4&5 dt.17.1.87
- 8) Instruction Memo No.3 to Standing Orders No.4&5 dt.19.1.87
- 9) Instruction Memo No.4 to Standing Orders No.4&5 dt.23.1.87