

OFFICE OF THE INSPECTOR GENERAL OF POLICE, RAJASTHAN.

No. PHQ.A/Estt-I/Policy-File/59/^{Pt. II/6411-6600}
Dated JAIPUR,
STANDING ORDER NO 15/76

1st May, 1976

SUB: ANNUAL CONFIDENTIAL REPORTS :
MINISTERIAL STAFF & CLASS IV

The Government of Rajasthan has introduced revised system of 'Annual performance Appraisal' for the year 1975-76 onwards. Copies of Government orders have already been endorsed to you vide No. PHQ/A/Estt/Policy/File/59/Pt. II/5104-204 dated 3rd April '76. The revised forms for ~~being~~ drawing up 'Annual Performance Appraisal' reports are under print and the same would be supplied as soon as possible.

The new forms applicable to the members of the Ministerial Staff are :-

Office Supdt. & Accountants. 'P' B-1.	GA 39-I.
Office Assistants, U.D.Cs., 'P' B-2 Jr. Accountants/ Accounts Clerks/Lower Division Clerks.	GA 39-II.
Personal Assistants and Stenographers (including UDC Steno-Typists). 'P' B-3	GA 39-III.

Part 'I' of these forms will be filled up by the concerned official reported upon except para 14 of the part wherein the reporting officer will report his comments on the official reported upon.

For Members of Class IV Service, Form 'P' C-2 GA 40-II will be applicable.

An abstract in respect of the members of the ministerial staff as also Class IV showing the rank and designation of the official reported upon, reporting officer, reviewing officer, officers other than reporting and reviewing officers and the office of record, is enclosed as Appendix 'C'.

'Annual Performance Appraisal' reports will be prepared in duplicate in cases of Upper Division Clerks, U.D.C. Steno-Typists and Accounts Clerks, one copy will be retained by the concerned appointing authority whereas one copy will be forwarded to the Deputy Inspector-General of Police, Headquarters, Rajasthan, Jaipur. In case of the remaining members including Junior Accountants only one copy will be prepared and will be kept in the 'office of record' as indicated in Appendix 'C' enclosed. In case of Junior Accountants the A.C.Rs. will be maintained in the office of the Chief Accounts Officer, Rajasthan.

Receipt of this may please be acknowledged.

Inspector-General of Police,
Rajasthan, Jaipur.

Copies together with a copy of the Annexure 'C' forwarded to all concerned.

A P P E N D I X 'C'

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MINISTERIAL STAFF POSTED IN VARIOUS OFFICES IN THE POLICE DEPARTMENT
(INCLUDING CLASS 'IV' SERVANTS)

Rank.	Reporting Officer.	Reviewing Officer.	Officers other than Reporting & Reviewing officers.	Office of Record.	REM if
(1)	(2)	(3)	(4)	(5)	(6)

'I' - POLICE HEADQUARTERS

PA to IG Police. IG Police. - - DIGP Hqrs. -

'A' BRANCH (Including Payment Section).

1. Accountant	AIGP-I	Sr. A.O.	I.G.P.	Chief Accounts Officer.
2. Office Asstt., & Steno to AIGP 'I'.	AIGP-I	-	-	DIGP PHQ
3. Upper Div. Clerks	AIGP-I	-	-	DIGP
4. Lower Div. Clerks	AIGP-I	-	-	DIGP PHQ

FORCE BRANCH

1. Office Supdt.	DIGP PHQ	IGP	-	DIGP PHQ
2. Office Asstt. & Steno to DIGP PHQ.	DIGP HQ	-	-	DIGP PHQ
3. Upper Div. Clerks	DIGP PHQ	-	-	DIGP PHQ
4. Lower Div. Clerks	DIGP PHQ	-	-	DIGP PHQ
5. Class IV	DIGP PHQ	-	-	DIGP PHQ

CENTRAL STORES

1. Office Assistant.	Addl. SP CS	DIGP PHQ	-	DIGP PHQ
2. Upper Div. Clerks. (including Steno-Typists)	Addl. SP CS	DIGP PHQ	-	DIGP PHQ
3. Lower Div. Clerks.	Addl. SP CS	DIGP PHQ	-	DIGP PHQ

FINANCE BRANCH

1. Asstt. Accounts Officer (including those in I.C.P. at Range Hqrs.)	Sr. AO PHQ	DIGP PHQ	IGP	C.A.O. (Chief Account Officer)
2. Accountant	Sr. AO PHQ	DIGP PHQ	IGP	C.A.O.
3. Jr. Accountant/Accounts Clerks including those in ICP at Range Hqrs.)	Sr. AO PHQ	DIGP HQ	-	C.A.O. in case of Jr. Acctt. & DIGP PHQ in case of Accounts Clerks.
4. Upper Div. Clerks.	Sr. AO PHQ	DIGP PHQ	-	DIGP PHQ
5. Lower Div. Clerks	Sr. AO PHQ	DIGP PHQ	-	DIGP PHQ

CONTINUED(2)

(1)	(2)	(3)	(4)	(5)	(6)
<u>State CID SB Hqrs. 'II' - C.I.D. - SPECIAL BRANCH.</u>					
1. Office Supdt.	DIGP INT.	IGP	-	DIGP PHQ	-
2. Stenographer to DIGP	DIGP	-	-	DIGP HQ	-
Stenographer to SP	SP	DIGP	-	DIGP PHQ	-
3. Accountant	SP SB	DIGP	Sr. AO.	C.A.O.	-
4. Reporters	SP SB	DIGP	-	DIGP HQ	-
5. Office Assistant	SP SB	DIGP	-	DIGP HQ	-
6. Upper Div. Clerks (including Acctt. Clerks)	Addl. SP/ Dy. SP of the Unit.	SP	DIGP	DIGP Int.	-
7. UDC-Steno Typist.	Addl. SP of THE Unit.	SP	DIGP	DIGP Int.	-
8. Lower Div. Clerks.	Addl. SP/ Dy. SP of the Unit.	SP	-	SP SB	-
<u>CID S.B. Zone Jodhour.</u>					
including Jr. Asst. Clerks)	SP Zone	DIGP	-	DIGP Int.	-
2. Reporter & Stenographer	SP Zone	DIGP	-	DIGP PHQ	-
3. Lower Div. Clerks.	Dy. SP	SP Zone	-	SP Zone	-
4. Class IV	Dy. SP	SP Zone	-	SP Zone	-
<u>CID SB Zones, Aimer, Jaipur, Udaipur, Kota & Bikaner.</u>					
1. Reporters & UDC Steno- Typist.	Addl. SP 'Z' Zone.	SP SB	DIGP	DIGP PHQ	-
2. UDCs including Jr. Accountant/Acctts. Clerk	Addl. SP Zone.	SP SB	DIGP	DIGP INT.	-
3. Lower Div. Clerks.	Addl. SP Zone.	SP SB	-	SP SB	-
4. Class 'IV'	Addl. SP Zone.	-	-	SP SB	-
<u>Border Intelligence Barmer & Ganganagar.</u>					
1. UDC-Steno Typist & Upper Div. Clerks.	Addl. SP BI	SP Zone	JDR DIGP Int.	DIGP Int.	-
2. Accounts Clerk / Jr. Accountant	Addl. SP BI	SP Zone	JDR DIGP Int.	SP Zone DIGP Int/ C.A.O.	-
3. Lower Div. Clerks.	Addl. SP BI	SP Zone	JDR	SP Zone	-
'IV'	Addl. SP BI	-	-	SP Zone.	-
<u>'III' C.I.D. CRIME BRANCH & RAILWAYS.</u>					
<u>State Crime Branch, Headquarters (Including Range Units).</u>					
1. Office Supdt. MOB	AIGP-II/SP	DIGP C&R	IGP	DIGP HQ	-
2. Office Supdt. CB	SP CB	DIGP C&R	IGP	DIGP HQ	-
3. Stenographer with DIGP	DIGP C&R	-	-	DIGP HQ	-
4. Stenographer with SP/ AIGP	SP CB/ AIGP II	DIGP C&R	-	DIGP HQ	-
5. Jr. Accountant/ Accounts Clerk	'II' SP CB	DIGP C&R	-	C.A.O.	-
Upper Div. Clerk.	AIGP/II/ SP CB(i/c of the Unit	DIGP C&R	-	DIGP C&R	-

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(1)	(2)	(3)	(4)	(5)
C.B.Continued				
Upper Division Clerk- Steno Typist.	Respective SP CB Addl.SP.**		DIGP C&R	DIGP C&R, DIGP HQ
Lower Div.Clerks. Class IV.	Addl.SP I/c. SP CB of the Unit. SP CB		-	SP CB Office SP CB Off

'IV' - GOVERNMENT RAILWAY POLICE

1.Office Asstt.	SP GRP	DIGP C&R	-	DIGP HQ
2.Stenographer	SP GRP	DIGP C&R	-	DIGP HQ
3.Accountant	SP GRP	DIGP C&R	Sr.AO	C.A.O.
4.Jr.Accountant/Acctt. Clerk..	SP GRP	DIGP C&R	-	DIGP C&R
5.U.D.C.	SP GRP	DIGP C&R	-	DIGP C&R
6.L.D.C.	SP GRP	-	-	SP GRP
7.Class IV in Lines.	R.I.	SP GRP	-	SP GRP
-do- in Distt.office.	Crime Asstt.	SP GRP	-	

'V' - RANGE DY.INSPRS.GFNL.OF POLICE
(INCLUDING R.A.C & TRAINING)

1.Office Supdt.	DIGP	IGP	-	DIGP
2.Stenographer.	DIGP	-	-	DIGP
3.Upper Div.Clerks.	DIGP	-	-	DIGP
4.Jr.Accountant/Acetts. Clerks.	DIGP	-	-	C.A.O.
5.L.D.Cs.	DIGP	-	-	DIGP Office
6.Class IV	DIGP's Staff Office RAC (*)	DIGP	-	DIGP *In cas Office RAC, I will k Reporting Office

'VI' - POLICE AUTOMOBILE WORK SHOPS,
BIKANER AND JODHPUR.

1.U.D.Cs. & Jr.Accountant/ Accounts Clerks.	I/c.PAW.	DIGP Range.	-	DIGP Range C.A.O.
2.L.D.Cs.	I/c.PAW	DIGP Range	-	DIGP Range
3.Class IV	I/c.PAW	DIGP Range	-	DIGP

'VII' - DISTRICT POLICE OFFICES
HAVING ADDITIONAL SUPDTS.OF POLICE.

1.Accountant	Addl.SP	SP	DIGP/ Sr.AO.	(*)
2.Jr.Accountant/ Accounts Clerk..	Addl.SP	SP	DIGP	CAO/DIGP Hqr.
3.Stenographer.	SP	DIGP	-	DIGP HQ
4.Office Asstts.	Addl.SP	SP	DIGP	DIGP HQ
5.U.D.Cs.	Addl.SP	SP	DIGP	DIGP
6.JDC Steno-Typist.	Addl.SP	SP	DIGP	DIGP
7.L.D.Cs.	Addl.SP	SP	-	SP office.
8.Class IV	Addl.SP	SP	-	SP Office.

(*) In case of Jaipur & Udaipur Districts, Addl.S.P.Hqrs., will be reporting officer of the entire ministerial staff excepting for SP's Steno and Steno-Typist of other Addl.Ss.P.

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(1) (2) (3) (4) (5) (6)

'VIII' - OTHER DISTRICT POLICE OFFICES

1. Jr. Accountant/ Accounts Clerks.	SP	DIGP	Sr. AO.	C.A.O./DIGP	-
2. Office Asstt./ Stenographer	SP	DIGP	-	DIGP HQ	-
3. Upper Div. Clerks.	SP	DIGP	-	DIGP	-
4. L.D.Cs.	SP	-	-	SP Office	-
5. Class 'IV' - District Office, in Lines.	Crime Asstt. R.I.	SP	-	SP Office	-
		SP	-	SP Office	-

'IX' - RAJASTHAN ARMED CONSTABULARY BATTALIONS

Other than I.R. Battalions.

1. UDCs/Stenographers.	Comdts.	DIGP	-	DIGP	-
2. Accountant	Comdt.	DIGP	Sr. A.O.	C.A.O.	-
3. Jr. Accountant/ Accounts Clerk.	Comdt.	DIGP	-	C.A.O./DIGP HQ	-
D.C.	Adjutant.	Comdt.	-	Comdt.	-
5. Class IV	Adjutant	Comdt.	-	Comdt.	-

R.A.C. I/R Battalions.

1. Stenographer	Comdt.	DIGP	-	DIGP HQ	-
2. Accountant	Dy. Comdt.	Comdt.	DIGP/ Sr. AO.	C.A.O.	-
3. Jr. Accountant/ Accounts Clerks	Dy. Comdt.	Comdt.	DIGP	CAO/DIGP	-
4. UDCs / Stenographers	Dy. Comdt.	Comdt.	DIGP	DIGP	-
5. LDCs.	Dy. Comdt.	Comdt.	DIGP	Comdt.	-
6. Class IV.	Adjutant.	Comdt.	-	COMDT.	-

'X' - ASSTT. INSPR. GENL. OF POLICE, 'TRAFFIC'.

1. Stenographer	AIGP	DIGP HQ	-	DIGP HQ	-
2. U.D.Cs.	AIGP	DIGP HQ	-	DIGP HQ	-
3. LDCs.	AIGP	-	-	AIGP	-
4. Class IV	AIGP	-	-	AIGP	-

'XI' - RAJASTHAN POLICE ACADEMY

Jr. Accountant/ Account Clerk	Vice Prin- cipal. Principal.	DIGP Trg.	CAO/DIG Trg.	-
2. Stenographer	Principal	DIGP Trg.	DIGP PHQ	-
3. Office Asstt.	Vice - Principal	DIGP Trg.	DIGP HQ	-
4. UDC	Vice- Principal	DIGP Trg.	DIGP Trg.	-
5. L.D.C.	Vice - Principal	-	Principal	-
6. Class IV.	Inspector (I/c. Outdoor).	Addl. SP I/c. Outdoor.	Principal	Principal.

Continued...(5).

(1) (2) (3) (B) (5) 128
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'XII' - POLICE TRAINING SCHOOLS
(INCLUDING RAC AND A.P. TRG. CENTRE)

1. Jr. Accountant/ Accounts Clerks.	Comdt.	DIG Trg.	-	CAO/DIGP Trg.	-
2. U.D.C-Steno Typist.	Comdt.	DIGP Trg.	-	DIG Trg	-
3. L.D.C.	Comdt.	-	-	Comdt.	-
4. Class 'IV' (I/c. Out Door)	Inspr.	Comdt.	-	Comdt.	-

'XIII' MEWAR BAIL CORPS, KHERWARA.

1. Jr. Accountant/ Accts Clerks.	Comdt.	DIGP Udaipur.	-	CAO/DIG Udaipur	-
2. U.D.C.	Comdt.	DIGP Udaipur.	-	DIGP Udaipur	-
3. L.D.C.	Comdt.	-	-	Comdt.	-
4. Class 'IV'	Inspr. of the Coy.	Comdt.	-	Comdt.	-

'XIV' - STATE POLICE WIRELESS.

1. Office Supdt.	Director.	IGP	-	DIGP HQ	-
2. Stenographer Account.	Director.	-	-	DIGP HQ	-
3. Accts/ Acctt. Clerk.	Director.	Sr. A.O.	-	CAO	-
4. Accts/ Acctt. Clerk.	Director.	Sr. A.O.	-	CAO/Director	-
5. U.D.Cs.	Director-	-	-	Director	-
6. L.D.Cs.	Director	-	-	Director	-
7. Class 'IV'	Dy. S.P. of the unit.	Director	-	Director	-

'XV' - ANTI CORRUPTION DEPARTMENT.

1. Stenographer to Addl. IGP ACD.	Addl. IGP	-	-	DIGP HQ	-
2. Stenographers to S.P.	SP Concerned	ADDL. IGP	-	DIGP HQ	-
3. Office Asstt.	SP	Addl. IGP	-	DIGP Hq.	-
4. Accountant	SP	Addl. IGP	Sr. A.O.	C.A.O.	-
5. Jr. Accountant/ Accounts Clerk.	SP	Addl. IGP	-	CAO/Addl. IGP	-
6. U.D.C.	SP	Addl. IGP	-	Addl. IGP.	-
7. L.D.C.	SP	-	-	add SP office.	-
8. Class 'IV'	SP	-	-	SP Office.	-
9. Clerk in O.Ps.	Addl. S.P.	S.P.	-	SP Office.	-
	concerned.				