

Chapter 4

General Administrative Instructions

1. Transfer and Relief of Officers

(i) Transfer and postings are integral parts of administration and are essential tool for organizational advancement and proper utilisation of manpower in any organisation. Transfers and postings should not be done too frequently nor should an individual be allowed to stay on a particular posting for unduly long period of time. Transfers and postings should always be affected in the public interest and for the organizational well being.

Postings and Transfers in Police Organisation

(ii) Postings and transfers of Police Officers are regulated by statutory provisions and guidelines issued by the Government from time to time. The Government has powers of transfer of all Officers. These powers have been delegated, to the extent considered appropriate to the Officers at various levels. The general policy of the transfer is that no officer should ordinarily be transferred within a stay of 3 years on a post and should ordinarily not be retained at a particular post for more than 5 years, and that, transfers should generally be made during the annual vacation after the final school examinations and should not be used as a tool for punishment, that the vacancies in rural and remote areas should not be left unfilled, and that personal preferences of employees should be accommodated subject to administrative requirements and the suitability of individual.

The Appropriate Authorities for Transfer

(iii) The authorities empowered to order transfers and postings of various levels of Officers in Police Department are given below:

- a. Government in respect of all IPS Officers
- b. Government in respect of State Police Service Officers of the rank of Dy.SPs and above including Gazetted Officers in technical/specialised wings of the Department.

- c. DGP in respect of Police personnel upto the rank of Inspector and equivalent rank in all branches/units of the police department on the recommendation of the Police Establishment Committee (PEC).
- d. Department of Personnel, AR & Trg. in respect of the ministerial staff and the Finance department in respect of the Accounts staff.
- e. All proposals of postings, deputations, training etc. of IPS/SPS officers will ordinarily be initiated by DGP as Head of Police Department and the Government would issue orders as deemed appropriate on his proposals. However, nothing will preclude the Government from issuing such orders, as deemed fit, directly.
- f. All authorities with powers of transfer shall comply with the statutory provisions and policy guidelines of the Government and the Department with regard to transfers as stipulated from time to time.

Reports of Relief of Gazetted Officers

(iv) A report of transfer of charge of SHOs, SDPOs and Police officers of the rank of SP and above shall be submitted to the Chief Secretary/Home Secretary to Government, Director-General of Police, and concerned ADGP/Inspector-General of Police/DIGP, the concerned SPs and the concerned treasury officers simultaneously. In respect of other gazetted officers the report may be submitted to the concerned head of office, branch head, and the treasury officer. Officers of and above the rank of Superintendent of Police should send a copy of the above to the Secretary to the Chief Minister. In respect of district Superintendent of Police copy shall also be marked to the Secretary to Governor, Registrar General High Court and the Secretary, Sikkim Legislative Assembly. Assumption of charge by officers of the rank of SP and above shall be communicated immediately to the DGP and all other officers concerned followed by certificate of transfer of charge.

Handing Over Notes

(v) All officers of and above the rank of Police Inspector as also Sub-Inspectors functioning as SHOs shall when relinquishing charge, prepare and hand over 'Handing

over Notes', marked confidential designed to enable their successors to gather in the shortest time the threads of administrative and executive work in their new charges, with a copy to his immediate superior. Copies of the notes by subordinate officers shall be sent to the SP, while those of District SPs and other equivalent rank Unit heads and above shall be sent to DGP through their supervisory officer. The following points or such of those as are applicable in each case shall be covered in the handing over notes:

- a. Extremists, factions, labour, political or communal, -caste conflicts, atrocities against SCs and STs, women and children or other situations in which a breach of the peace is apprehended;
- b. Offences of special interest or consequence requiring relieving officer's attention;
- c. Vacancy position and impending transfers of Inspectors, Sub-Inspectors, Head Constables and constables;
- d. District personages in so far as they concern to police administration;
- e. District Reserve Police including status of transport and Special Forces, if any;
- f. Stores and stock position;
- g. Important points for attention from the last inspection by the immediate superior;
- h. Court pendency of important cases, coordination with prosecutors, steps for proper disposal;
- i. References to important matters of administration of the District/Unit;
- j. Policing, quality and result of preventive measures including surveillance, beats and security work programme, and functioning of community policing police response and public relations;
- k. Matters relating to important cases under investigation;
- l. References to the work and character of named personnel and instances of lack of integrity, action taken, discipline, morale of the personnel; and
- m. Welfare.

The handing over notes should be carefully drawn up and should be brief and precise not exceeding 3 pages. Copies of these notes should be maintained in one file as a permanent record in every office.

Postings and Transfers of Non-Gazetted Officers

(vi)

- (1) Postings and transfers of personnel in the Subordinate ranks are regulated by the statutory provisions and guidelines framed by the Govt. from time to time. Branch heads will submit quarterly proposals (including requests) of transfer of police officers of the rank of constable to SI with their remarks for consideration of the Police Establishment Committee. The main proposal would be submitted in December for the general transfer to be effected at the end of the Academic year in schools. The Director-General of Police has the authority to transfer and post all subordinate Police Officers any where in the state on administrative grounds and in public interest.
- (2) The SP in the Districts may transfer Head Constables and Constables within the jurisdiction between a PS and its OP in public interest.

Points of Consideration for Transfers

(vii)

- (1) Officers of and above the rank of Sub-Inspectors should not, as far as possible, be posted in the districts in which their homes are situated or in which they have substantial vested interest.
- (2) Mutual transfers of Head Constables and Constables may be affected from one district or unit to the other but no Travelling Allowance will be admissible in such cases and in respect of transfers made on request. Mere willingness of the two persons for mutual transfer does not automatically entail their transfer.
- (3) Frequent transfer of personnel should be avoided
- (4) Provisions under the Act and government guidelines on the subject of transfers shall be kept in view.
- (5) No officer shall ordinarily be transferred from a station within a period of three years save for justified reasons.

- (6) No Police personnel, except for the executive staff in the Special Branch or those in the technical/specialized units should ordinarily be retained in the same place for more than five years. No Constable (Civil) should ordinarily be retained in the same place for more than five years.

Exceptional Cases

- (viii) The following classes of Police Officers are exempted from the scope of the orders contained in the above order:
- a. Staff posted in the Intelligence department (SB) provided they are ordinarily not continued beyond five years at the same place or desk.
 - b. Non-gazetted personnel of and below the rank of Sub-Inspectors in the Armed Battalions - provided SIs and ASIs are changed inter-company in the same battalion;
 - c. Officers and personnel of the Transport Wing/Communication & Computer branch/ FSL/Fingerprint/Footprint & Photographic unit/Crime Records Bureau/Band staff & other such technical or specialized units;
 - d. Subordinate officers deputed to training establishments.

Transfers after Academic year

- (ix)
- (1) Orders transferring officers and men should normally be issued at the end of the academic year so that the education of their children may not suffer.
 - (2) Constables and Head Constables under orders of transfer should generally be relieved towards the end of the month and directed to join their new stations not later than the 7th of next month to enable drawal of pay etc. in the new station for the month and eliminate need for advances and supplemental claims. This procedure should be followed except in special cases where transfers are ordered to be given effect immediately.

Joining Time

(x) Joining time may be granted in accordance with the State Govt. Rules. It must be understood that joining time cannot be claimed as a right and that any officer may be directed to join without availing the full joining time.

Relief of Inspectors and Sub-Inspectors

(xi)

- (1) When an Inspector or Sub-Inspector hands over charge, he/she shall hand over to the relieving officer all the records required to be maintained by him/her. He/she shall also furnish him/her, under acknowledgement, (i) a memorandum of all money handed over, (ii) a list of pending papers and (iii) handing over notes.
- (2) The distribution list of arms and stores kept in the stations shall constitute the record of property, and the relieving officer shall immediately check the property and their register and report deficiencies to the SP through proper channel. The station store ledgers shall comprise a record of property and registers in the charge of/or to be maintained, by a Station House Officer.
- (3) The LPC of an officer leaving the station/unit shall ordinarily not be issued until the above steps have been taken.
- (4) Where the transfer of charge by an Inspector or a Sub-Inspector is prolonged, concerned Superintendent of Police can allow a maximum of three working days for the transfer of charge, during which period both the relieved and relieving officers become entitled to draw pay and allowance. In exceptional cases where a longer period is felt necessary by the SP prior approval of the DGP shall be taken. In such cases the Superintendent of Police should certify in the last pay certificate of the relieving officer, that the time taken by him to check and take charge of the Government property is reasonable and that the whole of it should be treated as on duty.

2. Personnel Management

(1) Introduction

Personal management concerns with obtaining, organizing, utilizing and motivating the human resources of an organization to achieve organizational goals and meet its legal obligations and social responsibilities in an effective manner.

(2) Mechanism

In a way personnel management is already attended to by the officers at the PHQ, districts and unit level. However, to ensure an effective personal management in the police a committee headed by the ADGP, Hqrs and comprising of heads of training, law & order, planning and development, computer cell and welfare officer with the AIGP, PHQ (or SSP/Hqrs) as its Secretary shall aid and advise the DGP and the State Government on issues relating to personal management, the changes/improvements required in the rules, instructions and policy relating to the following subjects for the proper development of the police organization and to enable it to discharge its functions more effectively: -

- A. Personal Administration: Recruitment, induction, placement, transfer, promotion, salary administration etc.
- B. Staff Relations: Grievances, Discipline, Communication, Public Relations, Staff Relations, Legal Matters etc.
- C. Planning and Development: Man-power planning, Career Planning, Appraisal of Performance, Personnel records, Manuals, Policy, Research and Training.
- D. Welfare and Services: Premises, Housing, Education, Sports, Medical, Provident & Welfare Funds and Superannuation benefits, Consumer Cooperatives etc.

The committee may take inputs in respect of above subjects from the district SPs and other unit heads in the preparation of its bi-annual reports.

(3) Meetings of the Committee

The Committee indicated above will meet as often as is necessary and shall submit its recommendation in the form of bi-annual reports for consideration of the DGP and the State Govt.

3. Women Police

(i) All postings and ranks in the police department are common both to women and men police officers. They can be posted to any position and are liable to serve wherever posted. There shall be common seniority and promotion panels of all ranks for all police officers irrespective of sex. There shall be no separate list for men or women. Except the physical measurements and physical efficiency tests which are separately prescribed for women, the recruitment procedures, qualifications, age are the same for all. It shall, however, be kept in view that there are certain duties which men police officers are not expected to perform, or which women police officers can perform better. The special protection available to women and children and the gender bias that denies or deprives the women of their rights, require women police to be deployed for such police duties. The communication and confidence levels of women victims of crime would be substantially higher and more effective if women police officers handle their problems. It is in this context that definition of functions and duties of women police officers are indicated below.

Functions of Women Police

- (ii) The functions to be entrusted to women police officers are following:
- A. Arrest, search, guard and escort of women accused and convicts and work relating to women passengers, including security checks at airports, railway stations and bus/taxi stations;
 - B. Conduct of enquiries in connection with passport applications of women and keeping order in women meetings, processions and women enclosures in public meetings.
 - C. Looking after the arrangements to help women and children in fairs, festivals, places of pilgrimage etc. and guidance and help to women passengers at

- railway/bus/taxi stations along with evacuation of and assistance to women and children during natural calamities and in troubled areas.
- D. Interrogation of female juveniles, women offenders, under trials, witnesses and victims of sexual offences.
 - E. Security duties to protected persons who are Women. It will be advantageous to deploy women police officers separately or along with male police officers for duties like investigation of offences involving women and children and crimes against women, particularly dowry harassment and deaths, cruelty and rapes, tracing of missing women and children, keeping watch over places of ill repute. recovery and rescue of women and girls from prostitution, escorting them to rescue, protective homes, hospitals and to courts, rescue of women and girls who are victims in abduction and kidnapping cases.
 - F. Notwithstanding anything contained in the above order, women police officers are liable to be employed or posted to any police duty. Where it is not possible to find women police officers to the extent required for the above duties, they may be performed by male police officers, taking such precautions as are required by law, rules and procedures. Those responsible for posting or allotment of duties, must consider all police officers as equal irrespective of whether one is a male or a female. Women police officers are bound to work in any police post or duty entrusted and shall not be entitled to claim any exemptions. They should not be discriminated in the matter of posting to mainstream police positions.

Service Conditions for Women Police Officer

(iii) (a) Women police officers are eligible for leave, medical facilities and all other amenities to which women employees of Government are entitled. They are, however, bound by the legal requirement of being considered to be always on duty like other police officer.

(b) The following guidelines should be observed in posting of women police officers to mainstream positions particularly in police stations.

- A. When posting to any police station it should be ensured that there is a contingent of at least two women police officers in the police station. In other posts there need not be any such requirement.
- B. Sentry duty may be allotted, if the entire guard consists of women police officers. On bandobust duties, or while dealing with agitations and processions women and men police contingents should be sent together.
- C. At least two women police officers should be present when women prisoners are being escorted. If the number of women police officers is not adequate to escort as per scale the shortage may be made good by other policemen.
- D. A separate facility for rest and other amenities is provided for women police officers in Police Stations or other places of duty.

Women Police Stations and Women Protection Cell

(iv) Special arrangements are made for effective investigation of crimes against women and protection of women. Women police stations may be established to focus on this aspect and to inspire confidence. The women protection cell in CID is intended to monitor the crimes against women and take up serious cases for investigation. The safeguards and steps should be taken for protection of women and children by the police and treatment of women offenders. The existence of women police stations or women protection cell does not absolve the police as a whole of its duties in this respect. There is no bar either to post men police officers to women police stations or to the protection cell, except that it should be done if it is necessary and that more women police officers than men are posted in those units.

Duties and Powers of Women Police Officers

(v) (a) The duties of women police officers are the same as are assigned to all police officers, as are attached to the post to which they are posted. All instructions and obligations, code of conduct, discipline recruitment and training procedures are applicable to them.

(b) The uniform rules as are applicable to men, are also applicable to women police officers except for those who are in advanced stage of pregnancy. In such cases separate uniform as prescribed for IPS officers (women) or Khaki colour Saree and Blouse or Khaki colour Salwar - Kameez can be worn.

(c) The privacy and other personal inconveniences peculiar to women shall be respected and necessary relief and amenities should be provided by the officers in charge. Malingering should be discouraged and dealt in the same manner as done for others.

(d) In the exercise of powers the women police officers shall strictly observe the precautions, limitations and other procedures prescribed particularly in relation to arrests, seizures, searches and investigation, handling of agitations and remain at all times impartial, honest and dedicated in the discharge of their duties.

4. Filing and weeding of records

- (i) All files in a branch/unit shall bear a distinctive number and have “POL/Name of Branch/Name of Unit/Year of opening” as suffix. For eg. a file in the CID may bear a number “231/POL/CID/FP/2011”. Criminal case files and inquiries shall, however, bear the respective case or inquiry number. All correspondence from a particular file shall bear the aforestated number of the file. The dispatch no., if required to be added, will be noted after the file number by the despatcher.
- (ii) All papers received in the branch shall be processed in the file concerned. Every file shall be maintained in two parts, one containing the note sheets and the other the correspondence pages. Letters, un-official notes, memorandum, etc. received from outside shall be kept in sequential order & serially numbered in the correspondence pages in the file cover. Its processing shall be done by writing in brief, to the point and factual notes on the note sheet.
- (iii) Main files except in respect of cases requiring financial sanction, will ordinarily not be sent out of the Police department. If required, part files

(bearing the number of the main file with suffix (pt.)) may be sent and copy of note placed in the main file for record.

- (iv) Record of all files existing in a Branch will be kept in the office of SSP/Hqrs, in addition to the branch concerned. New files shall be opened only after approval of concerned Head of Office. Once any file becomes bulky, say over 200 to 300 pages, next volume should be opened duly recording post & previous references on the earlier and latter files. A file (Index File) will be maintained in each branch which will contain record (chronologically) of the files opened in each year.
- (v) The Hqrs & Personnel branch will also issue a circular prescribing the time period for which records/files shall be preserved in a branch subject to the RTI Act and any orders of the Govt. in this regard. A review shall generally be made at the time of the annual inspections. Records will be destroyed by burning into ashes or through shredding machine after approval of the branch head and recording the details of the records proposed to be destroyed in the Index Files kept in the concerned branch under intimation to the AIGP.
- (vi) Every branch shall maintain a file movement register, wherein the movements of files while out of the branch should be indicated with date.
- (vii) Except where authorized by law any correspondence with other departments or their subordinate offices shall be addressed to the concerned Head of Department or Head of Office only and shall be from the Head of Department or Head of Office. In very urgent cases, during absence of said officers, concerned branch heads may sign for them and inform them later.
- (viii) All police branches and units shall maintain a stock/assets register as per provisions of the Sikkim Financial Rules and entries therein shall be attested by a Gazetted Officer. The Head of Office concerned shall ensure annual physical verification of the stores and confirm the entries therein.

5. Receipt-cum-Despatch

(i) There will be a Receipt-cum-Despatch desk in all branches and in sections/units as necessary. The in-charge of the Receipt-cum-Reception centre will be a Head Constable. All kinds of correspondence (dak) addressed to the DGP or the Police Officers in the Headquarters and Personnel branch shall be received by the said H/C who will make necessary entries in the Receipt/Despatch register giving the Receipt No. and date on the papers and also sign in the Peon Book with which the same is received. During the absence of Receipt-cum-Reception Centre H/C on account of leave or any other reason, the AIGP will depute another H/C or Senior Constable by name to work in his place.

(ii) The Receipt-cum-Reception H/C will, however, not open the confidential 'dak'. All dak will be handed over to the concerned PS/PA/Reader who will put in the designated pad to their officer. After endorsement of the officer the dak will be sent back to the Receipt-cum-Reception H/C who will enter the same in the register and sent it as per the endorsement to the officers concerned. Personal letters of the officers shall be sent to the officers concerned and no entry need be made in respect of same.

(iii) In case of documents relating to another branch the person bringing the documents may be directed by the Receipt-cum-Registration HC to the concerned branch.

(iv) Local dak shall be dispatched to the addresses in peon books through one of the constables. These constables should ensure that full name of the receiver of the dak is obtained in the Peon Book along with the date of receipt so that responsibility can be fixed in case of loss or misplacement.

(v) It is emphasized that the files/documents of the department should not find their way to unauthorized hands even within the organization. No member of the staff who is not authorized should access or use any file for any reason whatsoever. Any breach of this order will be construed as misconduct.

6. Attendance

- (a) Daily attendance of all Gazetted and subordinate executive and ministerial staff, except the subordinate police staff posted in the Reserve Lines or the Intelligence wing of CID will be recorded in the Attendance recorder and in case it is not functioning on a day or for a person it should be noted in a register maintain for the purpose in the branch. Leave of officers shall be recorded in the machine record only after its sanction by the competent authority.
- (b) Officers leaving before the closing time will keep their respective Head of Office informed.

7. Tours

- (i) No tours will be undertaken without prior approval of the competent authority. Head of Office is the competent authority for approval of tours of Non-gazetted police personnel within Sikkim and Head of Department for tours of GOs within Sikkim. DGP is competent to approve tours of GOs within Sikkim & Darjeeling/Jalpaiguri districts of West Bengal and of NGOs outside the State and said districts.
- (ii) Tours of GOs outside Sikkim and Darjeeling/Jalpaiguri districts of W.B. will be undertaken with the approval of the Chief Secretary. If the tour is in connection with a criminal case tours may be undertaken by the IOs and support staff with approval of the concerned SP.
- (iii) Officer in charge of a Police Station may also detail the PS staff for carrying out any direction of Court/Law. For such tours command certificates shall invariably be issued by the P.S. unit and entry made in the P.S. General Diary.
- (iv) Controlling officers, as specified in the rules issued by the Finance department, will ensure that the TA claims are justified. And, subject to budgetary constraints, a TA claim shall be paid within one month of its submission to the Accounts unit, Drawing and Disbursing officers will ensure this.

8. Leave

(a) Casual Leave (and station leave), as admissible under the rules of the Govt., will be sanctioned by the concerned O/C of PSs or the respective unit head in case of NGOs and by the Head of Office in case of GOs in the unit and record made in the C.L. register kept in each branch/unit. In respect of SP and above level the CL will be sanctioned by his next superior officer.

(b) Earned Leave and medical leave etc. to ranks upto Police Inspector will be sanctioned, as admissible under rules, by the concerned Head of Office/branch on their personal files. In respect of DySP & above rank the requests for such leave will be forwarded through the branch head to the Department of Personnel for sanction.

(c) Details of Earned/Medical leave in r/o all officers will be entered in a register in Form II on Chapter HQ & Gen Adm. Branch (SRL) by the concerned HOD/branch head/HOO.

(d) Leave should generally be granted except in the case of emergencies.

9. Annual Confidential Rolls

(i) ACRs will be written in the prescribed format in duplicate within one month after the close of each financial year in respect of all staff including constables except class IV staff. In case a Gazetted Officer fails to submit the resume of work done by him during the year within one month after the close of the financial year, i.e. by the 30th April, the Reporting officer should proceed to write the ACRs duly recording a statement to that effect. However, before so doing concerned officer should be reminded once in writing to submit his ACR.

(ii) The ACR for Constable to Head Constable rank will be written in form I, for ASI to SI rank in form II and for Group B to Group A Police Official in form III. ACRs for IPS officers will be in forms as prescribed by the Government of India.

(iii) The following will be the Reporting, Reviewing & Accepting authorities for the various ranks in the Police:

Rank	Reporting Officer	Reviewing Officer	Accepting Officer	Custodian
Constable	SHO/designated SI or PI	SDPO/designated DSP or Addl. SP	SP	HOO
Head Constable	-do-	-do-	-do-	HOO
ASI	-do-	-do-	-do-	HOO
SI	SHO (in case he is not PI rank officer then SDPO)	SDPO (in case he is reporting authority then the SP)	-do- (in case SP is the reviewing officer the DIG/IGP)	HOO
Inspector	SDPO (in case of district police) and the next higher supervising officer in r/o other branches	SP or DIGP(if the SP is the reporting officer)	IGP/ADGP	DGP
Dy. SP	SP	DIGP/IGP	-do-	DOP
ASP	SP	-do-	-do-	DOP
SP	DIG/IG	ADGP/IGP	DGP	DOP
DIGP	IGP	ADGP	DGP	DOP
IGP	ADGP/DGP	DGP/CS	CM	DOP
ADGP	DGP	CS	CM	DOP

(iv) ACRs of stenographers and drivers will be initiated and reviewed by the officer with whom they are attached and will be put up to the respective branch head for counter signature and acceptance.

(v) OS/HA adm. shall put up ACR forms by the first week of April each year in respect of GOs to them for filling in their resume and onward submission to reporting officer and in respect of NGOs to the concerned Head of Office in the branch.

(vi) ACRs will be maintained in separate folders in respect of each staff. An

index showing the period of ACRs kept within should be pasted on the inside cover of each person's folder.

(vii) ACRs of all non GOs shall be kept in the custody of the respective Head of Office, of Inspectors in the custody of DGP and of DySP & above rank in the Custody Department of Personnel, AR & Trg with a copy being retained in the DGP office.

10. Home Guards/Mustor Roll Employment

(a) Home Guards shall be appointed in the police only against their authorized strength in a branch or with the prior approval of the DGP against existing vacancies in the rank of constables/drivers. They shall, as far as possible, be appointed for a limited duration pending filling up of the vacancies as per rules.

(b) A person may be appointed on daily wage basis as leave substitute during the leave period of a cook or a Safai Karmachari only. Such employment shall not exceed one month except with the specific written Approval of the DGP shall be taken in case the leave period of the employee proceeding on leave is more than a month.

11. Dress

All members of the Police Force shall wear neat & tidy police uniforms as prescribed.

12. Application of Other Rules

For any matter not covered under this manual the Rules & Instructions of the State Government applicable to the civil employees in respect of such matter shall be followed.



FORM OF CONFIDENTIAL REPORT FOR CONSTABLE/LNK/NK/HC OF
POLICE

Report for the financial year

Part I – PERSONAL PARTICULARS

1. Name of Official
.....
2. Date of birth.....3. Rank & No.
4. Date of continuous appointment to the present grade viz.....
5. Home Address.....
6. Place of posting 7. Date of posting
8. Training undergone, if any
9. Period of absence on leave/nature of leave

PART: II – ATTRIBUTES

(To be filled by the reporting officer)

1. Turn-out & Cleanliness:
2. Punctuality and Regularity:
3. Amenability to discipline and ability to enforce:
4. Intelligence and knowledge:
5. Quality of work (including team work):
6. Conduct towards superior, colleagues and subordinates:
7. Conduct towards public, women and weaker sections:
8. Ability to read / write:

Part III-GENERAL

1. State of Health (Physical & Mental)
2. Rewards granted, if any:
3. Punishments awarded, if any:
4. Integrity:
5. Special aptitude /ability:
6. General remarks on personality/performance:

Part IV-GRADING

(Outstanding/Very good/Good/Average/Below Average)

(An Officer should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Signature of the Report Officer:

Name in Block Letter:

Designation:

Date:

Part V-Remarks by Reviewing Officer:

1. Length of service under reviewing Officer:
2. Do you agree with remarks of the reporting officer? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the reporting officer, please mention them. You may also put up your views here.

Signature of the Reviewing Officer:

Name in Block Letter:

Designation:

Date:



FORM OF CONFIDENTIAL REPORT OF ASI/SI OF POLICE

Report for the financial year

Part I – Personal data (To be filled by the Administrative Department)

1. Name of Official
2. Date of birth Educational Qualification
3. Date of continuous appointment to the present grade
4. Home address
5. Place of posting
6. Date of posting
7. Particulars of training undergone and period
.....
.....
8. Period of absence from duty on leave/nature of leave
.....

**Part II – A brief Statement of the work entrusted and performed by the official during the year under report
(To be filled by the reporting officer)**

Part III – Assessment by the Reporting Officer

A. QUALITY OF WORK

1. Knowledge in sphere of work (in police duties, rules, law related subjects)
2. Standard of investigation including time taken
3. Knowledge of Crimes, Criminals and Ability to control
4. Ability to deal with law and order situations
5. Ability to collect intelligence
6. Inspections /Tours
7. Punctuality and regularity
8. Quality of performance (adequacy, standard, dedication)

B. ATTRIBUTES

1. Initiatives, Drive and Resourcefulness
2. Willingness to assume responsibility
3. Ability to motivate guide and form teamwork
4. Amenability to discipline and ability to enforce
5. Decision making ability
6. Communication skills-oral and written
7. Conduct towards superiors, colleagues and subordinates
8. Conduct towards public, women and weaker sections

C. GENERAL

1. State of Health (Physical and mental)

2. Has the official been reprimanded for indifferent work or for other cause during the period under report? If so, please give particulars.

3. Has the official done any outstanding or notable work meriting commendation? Briefly mention them.

4. Integrity

5. General assessment regarding personality, performance, conduct.

D. GRADING

(Outstanding/Very good/Good/Average/Below Average)

(An Officer should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Signature of the Report Officer:

Name in Block Letter:

Designation:

Date:



FORM OF CONFIDENTIAL REPORT ON GROUP B & A POLICE OFFICIAL

Report for the financial year

Part I – Personal data (To be filled by the Administrative Department)

- 9. Name of Official
- 10. Date of birth
- 11. Date of continuous appointment to the present grade viz
- 12. Present post and date of appointment thereto
- 13. Particulars of training undergone and period
-
-
- 14. Period of absence on leave/nature of leave
-
-
- 15. Date of submission of Annual Property Return

Part II – A brief Statement of the work entrusted and performed by the official during the year under report
(To be filled by the Officer Reported Upon)

Part III – Assessment by the Reporting Officer

E. QUALITY OF WORK

9. Knowledge in sphere of work (in police duties, rules, law related subjects)
10. Standard of investigation including time taken
11. Knowledge of Crimes, Criminals and Ability to control
12. Ability to deal with law and order situations
13. Ability to collect intelligence
14. Inspections /Tours
15. Quality of performance (adequacy, standard, punctuality, dedication)

F. ATTRIBUTES

9. Initiatives, Drive and Resourcefulness
10. Willingness to assume responsibility
11. Ability to motivate guide and form teamwork
12. Amenability to discipline and ability to enforce
13. Decision making ability
14. Communication skills-oral and written
15. Conduct towards superiors, colleagues and subordinates
16. Conduct towards public, women and weaker sections

G. APTITUDE AND POTENTIAL

(Please indicate three fields of work from amongst the following for possible specialization and career development of the officer)

- (i) General administration:
- (ii) Training:
- (iii) Law and order:
- (iv) Intelligence and VIP Security:
- (v) Vigilance /Anti –Corruption:
- (vi) Investigation of Crime:
- (vii) Para Military /Armed Police:
- (viii) Special units/Technical services like Communication, Computers, Fire Services etc.
- (ix) Others.

H. Inter-personal relations and teamwork.

(Please comment of quality of relationship with superiors, colleagues and subordinates, on his/her capacity to work as a member of a team and promote team spirit and optimize the output of the team)

I. Relations with the public.

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

J. State of Health

K. Integrity

L. General Assessment

M. GRADING

(Outstanding/Very good/Good/Average/Below Average)

(An Officer should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Signature of the Report Officer:

Name in Block Letter:

Designation:

Part IV –Remarks by the Reviewing Officer

1. Length of service under Reviewing Officer.
2. Do you agree with the remarks of the reporting officer? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the reporting officer, please mention them. You may also sum up your view here.

3. Grading

(Outstanding/Very good/Good/Average/Below Average)

(An Officer should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Signature of the Reviewing Officer:

Name in Block Letter:

Designation:

Date:

Countersigned by the next higher authority with remarks, if any.

Signature of the Countersigning Officer:

Name in Block Letter:

Designation:

Date: