

Rajasthan Police Rules, 2008

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RJ161

1. Short title and commencement. - (1) These rules may be called the Rajasthan Police Rules, 2008.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. Definition. - (1) In these rules, unless the context otherwise requires,-

- (a) "**Act**" means, the Rajasthan Police Act, 2007 (14 of 2007);
- (b) "**Administration**" means the management and the organization of the Police Force of the State;
- (c) "**Beat Constable**" means a police constable of a police station assigned to a particular area as his beat and designated as beat constable;
- (d) "**Board**" means the Police Establishment Board constituted under section 28 of the Act;
- (e) "**CLG**" means Community Liaisoning Group constituted under section 55 of the Act;
- (f) "**Commission**" means the State Police Commission established under section 21 of the Act;
- (g) "**District Superintendent of Police**" includes Deputy Commissioner of Police in respect of metropolitan area;

- (h) "**Section**" means section of the Act; and
- (i)¹ "**Village Guard**" means a person enlisted as such under section 48 of the Act.

(2) The words and expressions used in these rules but not defined shall have the meaning assigned to them in the Act.

3. Powers, functions, duties and responsibilities of Director General of Police. - (1) The overall supervision and control of the Police Force of the State shall vest in the Director General of Police.

(2) The Director General of Police shall be assisted by one or more Additional Directors General of Police, Inspectors General of Police, Deputy Inspectors General of Police and Superintendents of Police appointed by the State Government.

(3) The Director General of Police shall,-

- (a) operationalise the policies, strategic plan and annual plan approved by the State Government;
- (b) be responsible for the overall administration of the Police Force throughout the State;
- (c) supervise the functioning of all bureaus, institutions and units forming part of the Police Force of the State;
- (d) specify the records, registers and forms to be maintained and the returns to be submitted by subordinate officers;
- (e) ensure recruitment and promotion of all subordinate ranks in accordance with the provisions of the Act;
- (f) be responsible for the financial management of the department; and
- (g) be responsible for the general efficiency, effectiveness, responsiveness and accountability of the Police Force of the State.

¹ New Clause (i) Added by notification dated 06-07-2020

- (4) Director General of Police may issue orders to the Police Force for,-
- (a) the maintenance of law and order;
 - (b) the prevention and detection of crime;
 - (c) regulating the collection and communication of intelligence by the police;
 - (d) the regulation of and inspection of the police organization, and of the work performed by police officers of all ranks;
 - (e) laying down the description and quantity of arms, accoutrements, clothing and other wherewithal to be provided to the Police Force of the State;
 - (f) prescribing the places of residence of subordinate ranks of the Police Force;
 - (g) assigning duties to officers of all supervisory and subordinate ranks and prescribing the manner and the conditions subject to which they shall exercise and perform their respective powers and duties;
 - (h) regulation, deployment, movement and location of the members of the Police Force of the State;
 - (i) training of different ranks;
 - (j) rendering the police more efficient, and preventing the abuse of power and neglect of duties; and
 - (k) the efficient discharge of duties, functions and responsibilities as enjoined upon police officers under section 29 and 30 of the Act.

4. Meetings of the Commission. - (1) The State Police Commission shall meet at such places and at such time as may be decided by the Chairman of the Commission and it shall meet at least once in every three months.
(2) The Secretary to the Commission, appointed by the State Government under the provisions of sub-section (3) of section 21 of the Act, shall issue a notice of meeting in writing to all members atleast 15 days before the scheduled date of the meeting:

Provided that the Chairman of the Commission may convene a meeting of the Commission at short notice in emergent circumstances.

(3) The Director General of Police shall provide necessary secretarial assistance to the Commission to facilitate the discharge of its functions.

(4) The quorum for the meeting of the commission shall be five members including the chairman and atleast one independent member.

(5) The Secretary to the commission shall maintain written record of the proceedings of the Commission.

(6) The Commission shall be competent to call for information required for the discharge of its functions enumerated in section 26 of the Act.

(7) The Commission, or any member authorized by the Commission, may visit any officer or unit forming part of the Police Force of the State.

5. Privileges and Facilities of Independent Members. - (1) The independent members of the Commission shall be entitled to honorarium and conveyance allowance at such rate, as may be fixed by the State Government from time to time and shall also be entitled for travel and daily allowances as per the provisions of the Rajasthan Travelling Allowance Rules, 1971, for visits outside their headquarters.

6. Functioning of Police Establishment Board. - (1) The Police Establishment Board shall meet at such places and at such time as may be decided by the Chairman of the Board and it shall meet atleast once in every three months.

(2) The Inspector General of Police (Headquarters) shall provided all necessary information to the Board, required for taking decision,

(3) The Inspector General of Police (Headquarters) shall issue notice atleast three days before the scheduled day of meeting :

Provided that the Chairman of the Board may convene a meeting of the Board at short notice in emergent circumstances.

(4) The quorum for the meeting of the Board shall be four members including the Chairman.

(5) The Inspector General of Police (Headquarters) shall maintain a record of proceedings of meeting in writing, and issue the same with the approval of the Chairman of the Board.

(6) The Director General of Police, or the officers authorized by him, shall issue orders to give effect to the decisions of the Board.

7. Unclaimed property. - (1) The police officer taking charge of unclaimed property found by him, or made over to him, shall prepare in inventory containing particulars regarding time and place of taking into charge, and

quantity and identification of the property and the inventory shall be signed by two persons witnessing taking into charge of the property.

(2) The police officer taking charge of the unclaimed property shall, as soon as is practicable, deliver or cause to be delivered the property to the officer in charge of the police station having jurisdiction along with the inventory prepared under sub-rule (1).

(3) The officer in charge of the police station receiving unclaimed property under sub-rule 2) shall make or have an entry made in the general diary which shall be signed by the person delivering such property.

(4) The officer in charge of the police station shall be responsible for the safe custody of the unclaimed property.

8. Disposal of unclaimed property. - (1) The officer in charge of the police station receiving unclaimed property shall, within 15 days furnish a report to the District Superintendent of Police or the Deputy Commissioner of Police, as the case may be, in the form and in the manner as may be specified by the Director General of Police.

(2) If the unclaimed property or any part thereof, is subject to speedy and natural decay or consist of livestock, the officer in-charge of the police station shall furnish a report without delay to the District Superintendent of Police or the Deputy Commissioner of Police, as the case may be and it shall forthwith be sold by auction under the orders of the District Superintendent of Police or the Deputy Commissioner of Police, as the case may be, and the proceeds thereof shall be credited to the Government account.

(3) Where a report is furnished by the officer in-charge under sub-rule (1) or (2), the District Superintendent of Police or the Deputy Commissioner of Police, as the case may be, shall issue a proclamation specifying the details of such property and requiring that any person who may have a claim thereto shall appear before him or some other officer authorized by him and establish his claim within three months from the date of such proclamation.

Explanation : 'Proclamation' means the issue of a public notice with description and details of unclaimed property at a prominent place at all the police stations in the jurisdiction of the Police officer issuing such proclamation and on the website of the Police Department and, in case the estimated value of any such property is more than rupees fifty thousand, publication in a local newspaper.

(4) At any date before the issue of proclamation under sub-rule (3), the District Superintendent of Police or the Deputy Commissioner of Police, as the case may be, or any officer authorized by him, may order for the

delivery of property to any claimant on being satisfied of the title of such claimant to possess or administer such property.

(5) The District Superintendent of Police or the Deputy Commissioner of Police, as the case may be, or any officer authorized by him, may at his discretion, before making any order under sub-rule (4), take such security as he may think proper from the person to whom the said property is to be delivered and to recover the whole or any part of the same from the person to whom it may have been delivered pursuant to such order.

(6) Where any person who has a claim to the property is required by the proclamation under sub-rule (3) to appear before the officer authorized by the District Superintendent of Police or the Deputy Commissioner of Police, as the case may be, in that behalf and establish his claim, such officer shall forward the record of the proceeding before him with his finding thereon to the District Superintendent of Police or the Deputy Commissioner of Police, as the case may be.

(7) The District Superintendent of Police or the Deputy Commissioner of Police, as the case may be, on being satisfied of the title of any claimant to the possession or administration of the property specified in the proclamation issued under sub-rule (3), may order for handing over of the property or payment of proceeds if property sold under sub-rule (2), as the case may be, to him.

(8) The District Superintendent of Police or the Deputy Commissioner of Police, as the case may be, may at his discretion, before making any order under sub-rule (7), take such security as he may think proper from the person to whom the said property is to be delivered or proceeds to be paid and nothing hereinbefore contained shall affect the rights of any person to recover the whole or any part of the same from the person to whom it may have been delivered or paid pursuant to such order.

(9) If no person establishes his claim to such property within the period specified in the proclamation, the property or the proceeds deposited under sub-rule (2) shall be at the disposal of the State Government and such property if not sold under sub-rule (2), may be sold by auction under the orders of the District Superintendent of Police or the Deputy Commissioner of Police, as the case may be. The proceeds hereof shall be credited to the Government account.

(10) If any claim is made to any proceeds of unclaimed property to the Government and if such claim is established, whether wholly or in part, to the satisfaction of the Inspector General of Police Range or the Commissioner of Police as the case may be, the Government shall pay to

the claimant the amount determined by the Inspector General of Police Range or the Commissioner of Police, as the case may be.

9. General Diary. - (1) All police stations shall maintain a General Diary in book containing suitable number of pages issued by the District Superintendent of Police or the Deputy Commissioner of Police, as the case may be, to the police station. All pages in such books shall be numbered in such a manner as to provide for maintaining the General Diary in two copies by carbon copy process provided that the General Diary may be maintained in electronic form.

(2) All entries in the General Diary shall be made by the officer in-charge of the police station or by any other subordinate officer deputed by him. Officer making any entry in the General Diary shall append his signature as soon as entries have been made in the diary, and a line shall be drawn across the page immediately below it.

(3) The Director General of Police shall fix hours at which General Diary shall be closed daily and also shall specify the information and form in which such information is to be entered in the General Diary at the start of each day.

(4) The General Diary is intended to be complete record of all events which take place at the police station which should record the movements and activities of all police officers, visits of outsiders whether official or non-official.

(5) Every occurrence in the knowledge of the officers of police shall be entered in the General Diary. Any information received regarding occurrence of cognizable offence shall be briefly recorded in the General Diary along with the details of action taken under section 154 of the Code of Criminal Procedure, 1973.

(6) Information of complaints received orally regarding non-cognizable offence, missing persons or property shall be recorded in the General Diary. In case such information is received in writing a reference to it shall be made in General Diary.

(7) Every entry made in the General Diary shall be given a marginal heading and shall be numbered in a monthly series.

(8) The officer incharge of the police station shall be responsible for the correct and timely recording of entries in the General Diary.

(9) General Diary shall be closed every day and a copy of it shall be dispatched as early as possible to the Police Officer Incharge of the Circle.

(10) The General Diary shall also be maintained by outpost and be written by officer incharge of outpost. It shall record movement of police personnel and any information received by them.

(11) A copy of General Diary of the outpouse shall be submitted daily to the officer incharge of the police station concerned. It shall be the duty of the officer incharge of police station to peruse and take necessary action.

(12) The Director General of Police may issue direction regarding of other information in the General Diary from time to time.

10. Payment for Police service. - Following user charges shall be levied as per provision of section 46 of the Act towards the payment for police service:-

(i) Constable	-	536 Rs. per day
(ii) Head Constable	-	644 Rs. per day
(iii) S.I./A.S.I./P.C.	-	875 Rs. per day
(iv) Inspector	-	1010 Rs. per day

11. Special Police Officers. - (1) Special Police Officer may be appointed in the following circumstances, namely:

(a) When it appears that any unlawful assembly, or riot or disturbance of the peace has taken place, or may be reasonably apprehended, and that the police-force ordinarily employed for preserving the peace is not sufficient for its preservation and for the protection of the inhabitants and the security of property in the place where such unlawful assembly or riot or disturbance of the peace has occurred, or is apprehended.

(b) When it appears that the police force ordinarily employed for duties in connection with election of the Lok-Sabha or the State Legislative Assembly or any local authority or for traffic management is not sufficient.

(2) Only able bodied person may be appointed as special police officer provided that no person be appointed as special police officer if,-

(a) he has been convicted by any court;

(b) a criminal case has been registered and is pending against him;

(c) he is member of political party or its affiliate; and

(d) he is of unsound mind.

(3) The period of such appointment shall not exceed 30 days at a time.

(4) Special police officer shall perform his duties in an honorary capacity.

11A.2 Village Guard.- (1) A candidate may be enlisted as a village guard for a village or group of villages.

(2) Application for enlistment of village guard shall be invited by the District Superintendent of Police. Notice for inviting of such application shall be published in local newspapers.

(3) Every candidate shall be required to enclose their self-attested documents of,-

(i) educational qualifications;

(ii) proof of age;

(iii) proof of residence; and

(iv) proof of being a Home Guard volunteer or proof of previous employment in case of Ex-Serviceman/retired paramilitary personnel from Central or State Paramilitary Force.

(4) Village guards shall be enlisted on the recommendation of the Selection Committee consisting of the following, namely:-

(a) District Superintendent of Police of the -
Chairman
district, concerned

(b) Additional Superintendent of Police, concerned - Member

(c) Circle Officer, concerned - Member

(5) In the process of enlistment, order of preference and qualification shall be such as specified in section 48 of the Act.

(6) Before enlistment a candidate as a village guard,-

(i) his character shall be verified from the police station of his/her residence; and

(ii) documents submitted along with application shall be verified by the officer nominated by the District Superintendent of Police.

(7) A candidate enlisted as a village guard must have attained the age of 40 years and must not have attained the age of 55 years at the time of enlistment.

(8) Only physically and mentally fit candidate shall be enlisted as a village guard.

(9) The District Superintendent of Police shall maintain record regarding application, enlistment/ de-enlistment, personal file of a village guard in the format as specified by the Director General of Police, from time to time.

(10) Services of village guard shall be voluntary and without any remuneration or compensation.

(11) The tenure of enlistment as a village guard shall not be more than two years and shall not be extended or renewed in any circumstances.

12. Enlistment of members of Community Liasioning Group. - (1)

Community Liasioning Group shall be formed at the village Panchayat level and the Police Station level. Panchayat Level Community Liasioning Group shall consists 5 members and Police Station Level Community Liasioning Group shall consist 30 members.

(2) One-third members of Community Liasioning Group shall retire at the end of each calendar year.

(3) Community Liasioning Group should have fair representation of all classes and all walks of life. Every Community Liasioning Group shall have atleast two representatives each from women and Schedule Castes/Schedule Tribes.

(4) In Community Liasioning Group only the local residents of Panchayat or police station jurisdiction as the case may be, shall be inducted as members. He should be a respectable citizen, and should bear a good moral character.

(5) A person shall not be inducted as member in Community Liasioning Group if,-

(a) he has been convicted by any court;

(b) a criminal case has been registered and is either pending under investigation or under trial against him;

(c) if he is a member of political party or its affiliate;

(d) if he is suspected to be involved in any criminal activity or has association with criminals;

(e) if he is involved in property and land disputes and other litigation.

² New Rule 11A added by notification dated 06-07-2020

(6) The members of Community Liasioning Group shall be appointed by the District Superintendent of Police on the recommendations of the Officer Incharge of Police Station and the Circle Officer concerned.

13. Functioning of Community Liasioning Group. - (1) The officer incharge of police station shall act as secretary of the police station level Community Liasioning Group and beat constable as the secretary of Panchayat level Community Liasioning Group. A convener and co-convener shall be nominated from amongst the members. They shall hold office for one year.

(2) Meeting of the police station level Community Liasioning Group shall be held atleast once in 2 months and of Panchayat level Community Liasioning Group once a month. Proceedings of the Community Liasioning Group meetings shall be recorded in a register maintained for that purpose.

(3) If any member is found to be involved in political activites or is not taking part in community Liasioning Group meetings or have incurred any of dis-qualification as mentioned in sub-rule (5) of rule 12, he shall be removed from Community Liasioning Group.

(4) District Superintendent of Police may remove any member from Community Liasioning Group at any time if he considers him unfit for any reason to be recorded in writing.

14. Duties and responsibilities of Community Liasioning Group. - The Community Liasioning Group and its members shall,-

- (a) assist police in improving police community relationship;
- (b) bring before; officer incharge of police station, police related problems faced by people and assist in finding the solution;
- (c) help police in apprehending offenders and in crime prevention measures;
- (d) organize public awareness programmes;
- (e) it provide assistance to police in collection of criminal intelligence;
- (f) bring to the notice of the beat constable or the officer incharge of police station any development which is likely to have an impact on public peace;

- (g) apprise them is conduct of any police officer to his superiors within their area;
- (h) assist the police in maintaining communal harmony and law and order;
- (i) provide assistance to police during communal tension, religious festivals, processions, rallies, natural disasters, and in any other situation as and when required to do so;
- (j) keep secrecy of communication and information as and when required to do so; and
- (k) not interfere in the investigation of cases and in the normal police functioning.