

OFFICE OF THE DIRECTOR GENERAL OF POLICE, RAJASTHAN

No. V-15 () Police-Admn./2022/04

Date: 05.01.2022

Standing Order No.01/2022

Subject: Allocation of work at Police Headquarters

The Police Headquarters of Rajasthan Police is an ecosystem of various branches which supervise and control affairs related to specific aspects of police functioning. Ordinarily, an officer of the rank of Addl. Director General of Police heads each branch and is assisted by several officers of the rank of IGP, DIGP, SP, RPS Officers and subordinate ranks. Each branch head is required to allocate work amongst officers posted in the branch, as per the availability of officers, following the principle of equitable distribution of work and having consideration towards their special skills, experience, competence and interest. This may, at times, require merging of existing cells/ units within the branches, creation of temporary cells based on contemporary needs or sharing burden of different cells/ units by the set of available officers.

In supersession of all earlier orders on the subject, the distribution/ allocation of work among various branches of the Police Headquarters is outlined hereunder:

ADMINISTRATION, LAW & ORDER BRANCH

1. Management of human resources (Civil Police/ Armed Police/ Home Guards etc.) and other resources in situations related to Law and Order/ Police Bandobast/ Disasters, etc.
2. Monitoring the Law & Order situation of the State and deployment of necessary preventive strategies.
3. Management of Elections.
4. Coordination with other departments/ Govt. regarding force requisition including Home Guards, Central Police Forces, etc.
5. Management of Police Inspection and Tours.
6. State-level administrative duties including Protocol, sanction of journey outside jurisdiction / outside state, etc.
7. Supervision of Police Lines administration.
8. Police operations and their management, including Field Craft & Tactics.
9. Discipline and morale.
10. Management of Standing Orders/ Circulars issued by the DGP.

CONFIDENTIAL BRANCH

1. All official/ demi-official tasks assigned by the DGP.
2. Processing MCDO letters and all correspondence directly addressed to the DGP.
3. Processing APARs for the DGP, including Annual Work Plan of officers reported upon/ reviewed.
4. Public Grievance Redressal related duties for the DGP.
5. Conferences and meetings of the DGP.
6. Coordination on behalf of the DGP.

PERSONNEL BRANCH

1. Formulation and implementation of transfer/ posting related policy#.

2. Posting and transfers of officers and staff of all ranks other than those done by the State Govt. #
3. Fixation of seniority and dealing with representations on all these matters #.
4. Annual performance appraisals #.
5. Medals, merit certificates and rewards other than those related to crime work \$.
6. All service matters including leave, confirmations, retirements, resignation, deputation, condonation of break in service, date of birth, change of home district, sanction under conduct rules etc. #

#(All ranks – Inspector and above)

\$(All ranks)

HEADQUARTERS BRANCH*

1. Formulation and implementation of transfer/ posting related policy.
2. Posting and transfers of officers and staff of all ranks other than those done by the State Govt.
3. Fixation of seniority and dealing with representations on all these matters.
4. Annual performance appraisals.
5. All service matters including leave, confirmations, retirements, resignation, deputation, condonation of break in service, date of birth, change of home district, sanction under conduct rules etc.

*(All ranks up to Sub-Inspector/ Ministerial Staff)

RECRUITMENT AND PROMOTION BOARD

1. Matters related to direct recruitment in subordinate ranks.
2. Recruitment of all subordinate ranks and ministerial staff, class IV staff and RAC.
3. Appointment on Compassionate Grounds.
4. Recruitment under Sports Quota.
5. Liaison with RPSC, RSMSSB and other recruitment agencies.
6. Promotions, departmental promotion boards and committees of all personnel and matters associated therewith.
7. Matters related to out-of-turn promotion of all subordinate ranks in consultation with Headquarters Branch.

RE-ORGANIZATION BRANCH

1. Re-organization of the existing police set up, including fixing/ changing jurisdiction of police units.
2. Creation of new police stations/ offices, fixing/ revision of strength of various offices.
3. Reviewing and standardizing scales of personnel in all police offices/ units.
4. Constitution of inter-branch committees and implementation of recommendations.
5. Recommendations of National Police Commissions/ other Committees on reforms.

RULES BRANCH

1. Coordination related to Service Writs/ Civil suits related to service matters.
2. Formulation and amendments to existing Service Rules & Regulations.
3. Implementation of Rajasthan Police Act 2007 and Rules made thereunder.

PLANNING, MODERNIZATION AND WELFARE BRANCH

1. Planning with respect to contemporary and future needs of the department in terms of budget, services and physical resources.
2. Preparation and execution of various central procurement proposals.
3. Assessing police modernization needs and implementing schemes to meet those needs.

4. Budgeting, sanction and release of funds and other financial matters, finance commissions, audit & accounts matters concerning the PHQ.
5. Operations of Central Store, PHQ.
6. Welfare of personnel and management of Police Welfare Fund.
7. Writs/ Civil suits concerning provisioning matters.
8. Staff council meetings/ Joint consultative machinery.
9. Police funds including Benevolent Fund, Band Fund, Mess fund etc.
10. Police canteens and canteen funds.
11. Retirement benefits (pension etc.) and Police Salary Package.
12. Police group insurance scheme.
13. Management of Police Printing Press.

Financial Adviser, PHQ shall assist **Addl. DGP (PM&W)** in Financial Management including budgeting, release of funds and all other financial matters, audit and matters relating to Public Accounts Committee. The role of Financial Advisor is recommendatory in nature and the final decision in financial matters at the PHQ level shall be taken by the DGP/ ADGP PM&W.

CRIME BRANCH

1. Formulation and implementation of policies related to crime prevention, through crime analysis, research, survey, etc.
2. Investigation of cases of grave importance or complex nature.
3. Investigation of cases involving sitting MLAs/ MPs.
4. Policy matters related to criminal investigations.
5. Monitoring of complaints related to prevention of crime and criminal investigations.
6. Collection, collation and dissemination of criminal intelligence.
7. Matters related to Inter-State and Inter-District Crime.
8. Coordination with CBI, Interpol, NCB and other Law Enforcement/ related Agencies.
9. Coordination with Central/ State Govt. in matters related to crime as well as department-level review/ multi-disciplinary matters.
10. Nodal branch for all legal proceedings in criminal matters, including management of criminal writs, legal advice and interpretations.
11. Operation of Assembly Control Room and all department-level correspondence with the Parliament and the State Assembly.
12. Collection and analysis of crime statistics.
13. Operation of Special Cells (Body Offences, Property Offences, Special Crimes, etc.).
14. Rewards regarding prevention and detection of crime.
15. Management and control of Police Library, Police Enquiry Centre, Police Photography Section and Police Dog Squads.
16. Management of Public Relations Cell with assistance from **JD, DPR**.

CIVIL RIGHTS BRANCH

1. Analysis of crime against weaker and vulnerable sections of society, including women, members of SC ST community, senior citizens, transgenders, etc. and formulation and implementation of policies related to such crimes.
2. Investigation of cases of grave importance or complex nature related to weaker and vulnerable sections of society.
3. Supervision of special units created with respect to matters concerning weaker/ vulnerable sections, including SIUCAW, Women Police Stations, SC ST Cells, etc.
4. Monitoring of complaints related to crime against weaker and vulnerable sections of society.

5. Communication with various National/ State Commissions including NHRC, NCW, NCSC, NCST, NCBC, etc.
6. All matters related to human right violations, including police atrocities and custodial crimes.

ANTI-HUMAN TRAFFICKING BRANCH

1. Monitoring police interventions towards tracing of missing persons, including organized human trafficking.
2. Matters related to crime against children, especially Child Labor, Child Marriages, Sex Trafficking etc. and monitoring of SJPU.
3. Matters related to human trafficking and monitoring work of District Anti-Human Trafficking Units.

ANTI-TERRORIST SQUAD & SPECIAL OPERATIONS GROUP

1. Developing intelligence regarding organized crime/ gangs/ crime syndicates and conducting operations/ investigations against such criminals/ gangs.
2. Developing intelligence, conducting investigations and preventive action against professional/ economic crimes including large scale frauds/ ponzi schemes/ embezzlement/ counterfeit currency/ cross-border smuggling/ cyber frauds/ technical crimes etc. and coordinating with police units within/ outside Rajasthan.
3. Developing intelligence regarding terrorist organizations, their activities and conducting operations and investigation of cases against such terrorists/ organizations.
4. Supervision, monitoring of cases, analysis and handling of all administrative and policy matters related to crimes mentioned in point no. 1-3 above through special cells.
5. Operational control of special units like Cyber Police Station, Serious Frauds Investigation Unit etc. at State as well and supervision of similar field units.
6. Operational control of ERTs.

RAILWAYS BRANCH

1. Prevention and detection of crime in G.R.P. jurisdiction areas.
2. Maintenance of general law & order and safety of passengers in G.R.P. jurisdiction areas.
3. All administrative matters related to G.R.P.
4. Coordination with other authorities operating in/ near Railway areas towards public safety and convenience.

STATE CRIME RECORDS BUREAU

1. Nodal branch for coordination and implementation of all IT initiatives (Department level/ State or Central Govt./ International level) in Rajasthan Police.
2. Development and maintenance of Rajasthan Police Website, Rajcop Apps, Analytics Dashboard, CCTNS and other similar/ prospective applications in coordination with DoIT&C/ NIC and development of internal capacity for the same.
3. Establish Police Software Development Centre.
4. Monitoring and supervision of Abhay Command & Control Centers in coordination with DoIT&C.
5. Nodal branch for implementation of CCTNS and other activities related to computerization of crime records and police station functions.
6. Coordination with DoIT&C, NCRB, NIC, C-DAC, MeitY, etc.
7. Operation of Modus Operandi Bureau and publication of Crime in Rajasthan.
8. Operation of Finger Print Bureau.

VIGILANCE BRANCH

1. Preventive vigilance within the department to ensure professional, sincere and honest discharge of duties.
2. All matters related to departmental enquiries and disciplinary matters of police personnel, including suspension, enquiries, major/ minor punishment and appeals.
3. Vigilance clearance of officers and staff of Rajasthan Police.
4. Matters related to prosecution sanction of officers and staff at the state level.
5. Administrative Work related to Grievance Redressal Committee and Police Accountability Committees.

COMMUNITY POLICING BRANCH

1. Formulation and implementation of Community Policing initiatives of Rajasthan Police.
2. Monitoring and supervision of operations of Reception Room (*Swagat Kaksh*) in Police Stations.
3. Monitoring the implementation of 'Aadarsh Police Station' scheme as per the SOP.

INTELLIGENCE BRANCH

1. Collection, analysis and dissemination of intelligence regarding preservation of internal security and to ensure maintenance of peace and order in the State.
2. Publication of Intelligence Reports.
3. Administration of SSB, Zonal Units and other subordinate units.
4. Security audit management of vital installations in the State.
5. Threat assessment of individuals regarding personal security.
6. Coordination and administrative control in matters related to VIP security.
7. Nodal branch for inter-agency coordination in Intelligence matters.
8. Nodal branch for coordination regarding DGP-IGP Conference/ other inter-disciplinary meetings not specific to crime.
9. Nodal branch in matters related to communal incidents.
10. Administrative control and supervision of the State Control Room.

TRAINING BRANCH

1. Formulation and implementation of training policy with regard to contemporary and future needs of the department.
2. Designing syllabus for various regular trainings including Basic Training, PCC, Refresher Courses.
3. Coordination with BPR&D and other Central/ State Institutions regarding training matters.
4. Administrative control over and supervision of all Training Institutions of Rajasthan Police.

TRAFFIC BRANCH

1. Formulation and implementation of Road Safety Policies.
2. Monitoring of enforcement activities related to road traffic.
3. Co-ordination between field formations of the Police Department, NHAI, PWD/ Civil Departments and NGOs etc. regarding traffic decongestion, corrective action at accident prone areas, ITMS and other related programs.
4. Modernization of traffic management.

ARMED BATTALIONS

1. All administrative matters concerning Armed Battalions including RAC/ MBC/ India Reserve Battalions and SDRF.

2. Matters concerning Commando Training and raising of other special units/ companies like STF, ERT, district level QRTs, etc.
3. Nodal branch for all Police Games and Sports, with ADGP Armed Battalions as Chief Sports Officer.

STATE DISASTER RESPONSE FORCE

1. Operational control of SDRF.
2. Training and modernization of SDRF.

POLICE HOUSING BRANCH

1. Planning and management of all lands and buildings of police department.
2. Construction, maintenance and repair works of police buildings including PHQ, Jaipur.
3. Taking buildings on rent and related matters.
4. Reallotment of buildings to different units.
5. Management of R.P.I.D.C.L. as per directions of State Govt.

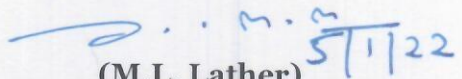
TELECOMMUNICATION & TECHNICAL BRANCH

1. All matters related with Police Telecommunication.
2. Dealing with DCPW.
3. Nodal Branch for Cyber Security of IT Infrastructure in Rajasthan Police.
4. Administrative and operational control of Social Media Handles of Rajasthan Police and supervision of such handles of subordinate units.

GENERAL DUTIES – TO BE PERFORMED BY ALL BRANCHES WITH REFERENCE TO THEIR SPHERE OF OPERATIONS

1. Communication with various departments of State/ Central Govt.
2. Communication/ reports to various Commissions.
3. Reply to Assembly Questions/ Motions (through the Crime Branch).
4. Policy formulation and implementation.
5. Domain inputs for technical development/ e-services.
6. Implementation and monitoring of specific modules of SSO/ RajKaj/ other similar modules.
7. Developing Key Performance Indicators (KPIs) for their own branch.
8. Providing services/ opinion of subject experts available with various branches, e.g. Financial Advisor, ADP, DLR, etc. to all branches, through the ADGP concerned.

DGP Rajasthan may allocate special duties to specific branches whenever necessary.


(M.L. Lather)
 D.G.P.
 Rajasthan


Copy: Forwarded to the following for information –

1. Addl. Chief Secretary, Home Department, Govt. of Rajasthan, Jaipur.

Forwarded to the following for information and n/action –

1. DGP, Intelligence, Rajasthan.
2. All Addl.DsGP, Rajasthan, Jaipur.
3. Commissioner of Police, Jaipur/ Jodhpur and all IGPs Rajasthan.

4. All DIGPs, Rajasthan.
5. All SPs/ DCPs/ Commandants RAC/ MBC/ IR Bns/ PTS, Rajasthan.
6. FA, PHQ Rajasthan, Jaipur.


A.D.G.P.
Administration, Law & Order
Rajasthan