

CIRCULAR No. 35/2012

Sub: **Internal Performance Appraisal System for Officers - Instructions issued - Reg.**

It is proposed to introduce an Internal Performance Appraisal System / Targets with objective and quantifiable parameters for Officers in Police Department. It will help to institute credible and realistic methods of assessing the performance of the Officers' while helping the Officers themselves to plan their Performance / Career in a better manner.

The following shall be the main criteria for Performance Appraisal in respect of the District Police Chiefs/Commandants/Superintendents of Police and above.

(1) **Inspections**

Inspections required to be carried out every month by various ranks of Officers are mentioned below in a tabular form.

	DPO	SDPO	CI Office	Police Station
Zonal ADGP	1	1	1	-
Range IGP	-	1	1	1
Dist Police Chief	-	-	1	1

The numbers of Inspection mentioned above are the minimum to be carried out every month and it is not in derogation to the existing Standing Instructions / PSO Provisions.

(2) **Disposal of PRs / Appeals**

	OE / Appeal	Non-OE / Appeal
Range IGP	1	2
Dist Police Chief	2	4

(3) Seat Inspection in Office

Zonal ADGP	1 Seat per month
Range IGP	4 Seats per month

(4) Random Examination of CD Files and Supervision of Investigation in Important cases

Zonal ADGP	2 cases per month
Range IGP	4 cases per month
Dist Police Chief	4 cases per month

Copy of the Upadesh Memos issued after perusing such CD files may be marked to PHQ if the direction given in a case may be relevant in a wide range of cases or to obviate a developing unhealthy trend in the investigation of such cases.

(5) Visit of Scene of Crimes

It is imperative that Senior Police Officers visit the scene of crime in important cases. The Officers may include this item of work performed by them in their quarterly reports. However, no targets or minimum number of visits is prescribed as it would not be practicable to do so.

(6) Arranging/Conducting/Supervising Combing Operations / Night Patrols

Zonal Level	1 per month	ADGP
Range Level	1 per month	IGP
District Level	2 per month	DPC

(7) Maintenance of Technical Equipments/Gadgets

Senior Officers may give particular attention to the state of repairs / up keep of the technical equipments / gadgets in the Police Stations / CI Offices / Sub Divisional Police Offices / District Police Offices during their visits to such offices. Range Inspector General of Police and Zonal Addl. Directors General of Police are expected to furnish four reports per month in this regard while the District Police Chiefs should initiate two reports.

(8) **Destruction of Records**

As per the Manual of Office Procedure, files are to be retained in circulation only for definite period depending upon the subject dealt with them. The Officers are required to effectively supervise the destruction of time barred records and files strictly observing the rules in this respect. DPCs and IsGP are required to mention in their quarterly report the latest position regarding the progress in destruction of time barred files and records in their respective offices.

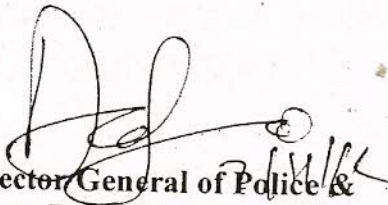
(9) **Visits to Janamaithri Kendras and attending Janamaithri Meetings and Student Police Cadet**

The Janamaithri Community Policing Scheme and Student Police Cadet Scheme are two latest initiatives by Kerala Police which had attracted the attention of the entire country. Senior Officer's visit and participation in the meetings and functions of these Projects would be a great motivating factor. The Zonal Addl Directors Genl of Police, Range Insprs Genl of Police and Dist. Police Chiefs are directed to make minimum visits or attend Janamaithri and Student Police Cadet functions as given below.

	Janamaithri	Student Police Cadet
Zonal ADGP	1	1
Range IGP	1	1
Dist Police Chief	2	2

Officers may send a quarterly return on these activities to the SPC in Name cover, starting from the quarter beginning 01/11/2012.

This Appraisal System will be reviewed after one year. A separate Appraisal System will be put in place for the Special Units and PHQ.


**Director General of Police &
State Police Chief, Kerala**

To
All Officers in List 'B'

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