SECTION D: GAD REFORM FORMS & SOPs

ANNEXURE D1: ORGANIZATIONAL STRUCTURE REVIEW FORM

SOP-D1: Akrutibandh (Organizational Structure) Review Protocol

Purpose: Comprehensive review and optimization of organizational structure per GAD guidelines

Procedure:

- 1. Current structure assessment against approved Akrutibandh
- 2. Workload analysis for each position
- 3. Span of control evaluation
- 4. Redundancy and gap identification
- 5. Proposal for optimized structure with justification

ORGANIZATIO	NAL STRUCTUR	RE REVIEW	FORM - AHILYAI	NAGAR POLICE	
Review Date	•	Last	Akrutibandh R	evision:	
Reviewing O	fficer:		Reference GI	R: FD 11.02.20	16
CURRENT ORGA					
					Vacancy:%
Last Struct	ure Revision	Date: _	Years	Since Revisio	n:
POSITION-WIS					
•			Vacant Worl	•	
'	'				
SP	l		 	l	
Add'l SP				l	
DySP					
PI				I	
PSI				I	
ASI				I	
HC				I	
PC				I	
Others				I	
SPAN OF CON	TROL ANALYSI	S:			
Position	Dire	ct Repor	ts Recommende	ed Variance	Action Required
	·	•	•	•	-
SP	i		5-7	i	
Add'l SP	i		5-7	i	
DySP	! 		•	ı	1
PI	l I		8-10	i I	1
LI	ı		8-10	ı	I
FUNCTIONAL	ANIAL VCTC •				
FUNCTIONAL /		l c			/C
Function/Un:	ιτ 				/Surplus Justification
Law & Order		l	l	!	1
Crime Inves	_				
Traffic Mana					
Administrat	ion				
Special Bra	nch				
Women & Chi	ldren Desk				
Cyber Crime					
Control Room	n		1	1	
WORKLOAD DIS	STRIBUTION S	STUDY:			
Unit/Section	n Daily Ca	ises Mo	nthly Reports	Special Duti	es Staff Adequacy
PS Urban-1	1	I			[]Adequate []Short
PS Urban-2		I			[]Adequate []Short

PS Rural-1 PS Rural-2]Adequate []Adequate [_
NEW POSITIONS REQUIRED (JUSTIFICATI	ON):				
Position Title:		·	it:			
Justification:						
Workload Data:						
Expected Outcome:						
Position Title:		Number: Ur	nit:			
Justification:						
Workload Data:						
Expected Outcome:						
POSITIONS RECOMMENDED FO	R ELIMINATI	ON/MERGER:				
Position:	Reason:					
Redeployment Plan:						
Position:	Reason:					
Redeployment Plan:						
TECHNOLOGY IMPACT ON STR	UCTURE:					
Technology Implemented						
E-Office		 				
Online Services		1				
AI/ML Tools						
Mobile Apps		I	I			
PROPOSED ORGANIZATIONAL	STRUCTURE:					
[Attach detailed organiz	ation chart	with reportir	g relations	nips]		
FINANCIAL IMPLICATIONS:						
Current Annual Salary Bu	dget: ₹					
Proposed Structure Budge	t: ₹					
Savings/Additional Cost:	₹					
ROI Period: mont	hs					
IMPLEMENTATION TIMELINE:						
Activity	•	Date End Da				
Proposal Submission	 	 	· 			
Government Approval						
Staff Consultation						
Redeployment Planning						
Implementation						

APPROVALS:			
Prepared By:	Date:	Signature:	
Reviewed By (DySP):	Date:	Signature:	
Recommended By (SP):	Date:	Signature:	

ANNEXURE D2: PROMOTION PENDING DATABASE TEMPLATE

SOP-D2: Promotion Processing Protocol

Purpose: Systematic tracking and processing of all pending promotions

Procedure:

- 1. Create comprehensive database of all eligible employees
- 2. Identify specific reasons for delay in each case
- 3. Prepare action plan for clearance
- 4. Monitor progress weekly
- 5. Achieve zero pendency target

PROMOTION PENDING D	ATABASE - AHI	LYANAGAR P	OLICE			
Database Update Dat	:e:	Total Pen	ding Cases:			
Compiled By:		Next DPC D	ate:			
SUMMARY STATISTICS:						
Category	Total Eligib	ole Promo	ted Pendir	ng % Pending		
Constable to HC				1		
HC to ASI						
ASI to PSI						
PSI to PI						
PI to DySP						
Others						
INDIVIDUAL TRACKING	SHEET:					
Emp ID Name Cur	rent Post E	ligible Da	te Pending	g Months Reas	on Action	Required
Target Date						
	1			I		
	1					
	1			I	1	1
DELAY REASON ANALYS	SIS:					
Reason Category	(Count % o	f Total Re	esolution Strat	egy	
ACR Not Updated	1					
Disciplinary Procee	edings					
Training Not Comple	eted					
Vigilance Clearance	Pending					
Seniority Dispute	1					
DPC Not Conducted	1					
Vacancy Not Availab	ole					
Documents Incomplet	:e					
Other	1					
ACR STATUS TRACKING	i:					
Employee Category	Total ACR	Updated	Pending %	6 Complete		
Officers						
Inspectors						
Sub-Inspectors						
ASI/HC		ĺ				
Constables						
constables	I		I			

Required Training Eligible Completed In Progress Not Started						
Promotion Cadre Course						
Leadership Course						
DOCUMENT CHECKLIST (Per Employee): Document Type Required Percentage Available						
Service Book Updated []Y % ACRs (Last 5 Years) []Y % Training Certificates []Y % Vigilance Clearance []Y % Medical Fitness Certificate []Y % No Objection Certificate []Y % Educational Qualifications []Y %						
ACTION PLAN FOR CLEARANCE: Week Target Promotions Responsible Officer Status Update						
DPC PREPARATION CHECKLIST: [] Seniority list finalized and displayed [] Objections invited and resolved [] All ACRs compiled and graded [] Vigilance clearances obtained [] Training records verified [] Vacancy position confirmed [] DPC members notified [] Venue and logistics arranged [] Minutes format prepared						
MONITORING METRICS: Average Pendency Period: months Longest Pending Case: months (Name:) Monthly Clearance Rate: promotions/month Target Zero Pendency Date:						
ESCALATION LOG: Date Case Details Escalated To Action Taken Result						

Prepared By:	Date:
Verified By:	_ Date:
Approved By (SP):	_ Date:

ANNEXURE D3: ACR DIGITIZATION TRACKER

SOP-D3: ACR/MahaPAR Implementation Protocol

Purpose: Complete digitization of Annual Confidential Reports and MahaPAR implementation

Procedure:

- 1. Physical ACR inventory and condition assessment
- 2. Scanning and quality checking process
- 3. Data entry and verification
- 4. MahaPAR system upload
- 5. Training on digital ACR writing

ACR DIGITIZATION TRACKER - AHILYANAGAR POLICE							
Project Start Date: Target Completion:							
Project Coordinato	r:	Tota	l ACRs to D	igitize: _			
INVENTORY ASSESSMEN							
Category	-	-		-			
6	'	'		'		'	
Current Employees							
Retired (Recent)							
Retired (Old)							
Transferred Out	I	20	020	[]G00	d []Fair	Meaium	
DIGITIZATION PROGR	FSS.						
Week Target Sca		Verified	Unloaded	Cumulati	ve % Issue	25	
				•	•		
1	i		' 	' 	i		
2	i		' 	' 	i		
3	i		' 	' 	i		
4	i		' 	' 	i		
	'		ı	ı	1		
QUALITY CONTROL ME	TRICS:						
Parameter	1	Standard	Achieved	Remarks			
	•		•	•			
Scan Resolution	ĺ	300 DPI					
File Format	P	DF	- 1				
OCR Accuracy	>	95%	%				
Metadata Completen	ess 1	00%	%				
File Naming Conven	tion S	tandard					
MahaPAR SYSTEM STA	TUS:						
					aining Go		
User Account Creat	ion	[]Done	[]	Done []	Done [][Oone	
Role Assignment		[]Done	[]De	one []D	one []Do	one	
Workflow Configura	tion	[]Done	[]De	one []D	one []Do	one	
Template Customiza	tion	[]Done	[]Do	one []D	one []Do	one	
Report Generation		[]Done	[]Do	one []D	one []Do	one	
EMPLOYEE-WISE ACR	STATUS:						
Employee ID Name		-	-	_			
	-	-	-				
I		1			1		
I		1			1		
CURRENT YEAR ACR CO	OMPLETIO	N:					
Reporting Period: to							

Category					
Self		1	ļ		
Reporting	l	1	l		
Reviewing		1	l		
Accepting	I	1	l		
TRAINING RECOF			- 1		
Batch Date			-	-	
1				/	
2				/	
3				l/	/5
	_				
COMMON ISSUES					
		Frequenc			
Login Problems					
Form Filling E					
Workflow Confu					
Technical Glit	ches		l	I	
	-044 -6-				
COMPLIANCE CHE			242		
[] All eligib					
[] Digital si	•	•	for approva	als	
[] Previous y					
[] Current ye	•				
[] Reminders	_	_			
[] Reports ad					
[] Audit trai	II †uncti	oning proper	rly		
DATA CECUDITY	MEACUREC				
DATA SECURITY					
[] Access cor	•				
[] Backup sch		•			
[] Encryption					
[] Audit logs		icy dofinad			
[] Data reter	icton por	icy derined			
MONTHLY SUMMAR	ov.				
Total ACRs Dig		Dancar	ntage Compl	ete: %	
MahaPAR Active					%
Average Proces					
Average Proces	ווודו אוודכי	c ua)	ys CUSE SdV	TIIB3. \	_
Project Manage	ar.	Na+△•	۲i	gnature	
IT In-charge:					
SP Approval: _					

ANNEXURE D4: SERVICE BOOK MIGRATION FORM

SOP-D4: Service Book Digitization Protocol

Purpose: Complete migration of physical service books to digital format

Procedure:

- 1. Service book inventory and prioritization
- 2. Scanning with verification of all pages
- 3. Data extraction and database entry
- 4. Quality audit of digitized records
- 5. Secure storage of physical books

SERVICE BOOK MIGRATION F					
Migration Phase:					
Team Leader:	To	otal Serv	/ice	Books:	
INVENTORY STATUS:	_				
Category					
Active Employees					
Recently Retired					
Transferred (Recent)				[]Poor	
Historical Records			-		-
THE SECTION TO THE SECTION OF THE SE			'	[]. izxe	· ·
SCANNING SPECIFICATIONS:					
Parameter R	Requirem	nent Co	mpli	lance \	/erified By
Scanner Resolution 30	00 DPI	[]	Yes		
Color Mode Col	.or	[] \	es/		
File Format PDF	-/A	[] \	'es		
Page Orientation Aut	o-detec	t []Y	es/		
File Size Limit <50	MB	[]	'es		
BATCH PROCESSING LOG:					
Batch No Date Books	Count	Pages	Sca	anned By	QC By Status
					-
001		I			
002		I			
003		I			
DATA EXTRACTION TEMPLATE	:•				
		octod I V	loni l	Find I D	atabase Entry
	-	-		-	-
Personal Information					
Appointment Details					
Promotion History					
Transfer Records					
Leave Records			_		
Training Details					
Disciplinary Records					
Awards/Commendations					
Pay Fixation					
-]Complete
, 1			. I		- 1
QUALITY AUDIT CHECKLIST:					
Audit Parameter		le Size	Pas	s Rate	Action Required
Image Clarity	10%	- 1		_%	

Page Completeness 10% %
Data Accuracy 20% %
Metadata Correctness 15% %
Search Functionality 100% %
ERROR LOG AND CORRECTION:
Error Type Count Service Book IDs Correction Done Verified
Missing Pages
Illegible Text
Wrong Entry
Scan Quality
ACCESS CONTROL SETUP:
User Role View Edit Download Print Delete
Employee (Self) [√] [√] [√] []
Reporting Officer [√] [] [] []
HR Section $ [\checkmark] [\checkmark] [\checkmark] [$
Accounts [√] [] [] []
Senior Officers [√] [] [] []
PHYSICAL STORAGE PLAN:
Storage Location:
Security Measures:
Access Protocol:
Retention Period: Disposal Date:
COST-BENEFIT ANALYSIS:
Digitization Cost: ₹ (Scanning + Labor + Storage)
Annual Savings: ₹ (Space + Retrieval Time + Maintenance)
Break-even Period: months
Efficiency Gain:% reduction in retrieval time
COMPLETION CERTIFICATE.
COMPLETION CERTIFICATE:
Total Service Books Digitized: Success Rate:%
Digital Storage Used: GB Backup Completed: []Y []N
Physical Books Secured: []Y []N Index Created: []Y []N
Team Leaden: Date: Signature:
Team Leader: Date: Signature:
HR In-charge: Date: Signature:
SP Certification: Date: Signature:

SOP-D5: iGOT Karmayogi Implementation Protocol

Purpose: 100% registration and course completion on iGOT Karmayogi platform

Procedure:

- 1. Create complete employee database for registration
- 2. Conduct registration drives with hand-holding support
- 3. Map competency requirements to available courses
- 4. Monitor course completion and certification
- 5. Link learning outcomes to performance evaluation

IGUI KARMAYUGI KEG							
Registration Drive: Target: 100% by:							
Nodal Officer:		Total E	imployees:			-	
REGISTRATION PROGR							
Category	-	-	-	-	-	-	
		.			-		
Gazetted Officers							
Inspectors							
Sub-Inspectors							
ASI/HC				ļ			
Constables							
Civilian Staff				l			
TOTAL:							
EMPLOYEE REGISTRAT	ION DETA	AILS:					
Employee ID Name	Mobil	le Email C	reated l	Jser ID	Passwo	ord Given	Login Verified
	-					-	
					[]Y [[]N	[]Y []N
					[]Y [[]N	[]Y []N
COMPETENCY MAPPING	:						
Position	Core Co	ompetencies	Courses	Identif	ied Du	uration Ma	indatory?
SP						[]	Y []N
DySP						[]	Y []N
Inspector			1		- 1	[]	Y []N
Sub-Inspector						[]	Y []N
Constable			1		- 1	[]	Y []N
·							
COURSE ENROLLMENT	STATUS:						
Course Name		Category	Enrolled	In Pr	ogress	Completed	Certified
				-		-	•
Foundational Cours	'	•		i	·	· 	i I
Digital Governance		•		i			i I
Citizen Centricity		_		i		 	1
Ethics & Values		·		i		 	1
Leadership Excelle	'	•		1		 	1
Data Analytics	,	•		i I		! 	I I
Data Analytics		Selected		1			I
DECTSTDATION CAMD	CCUEDIII I						
REGISTRATION CAMP			Evposted	A++~~-	lod I nes	rictorod	
Date Time Venu			-	-			
		-		 			
	l I			l I	l I		
1 1	I	I		l	I		

SUPPORT PROVIDED: Support Type		-	-	-
Email ID Creation Password Management Navigation Training Course Selection Help Technical Troubleshoot		•	יונ Y[] יונ Y[] יונ Y[] יונ Y[] יונ Y[]	1 1 1
LEARNING HOURS TRACKING:				
Month Target Hours Ad	chieved Top Per-	former Bott	om 10% Acti	on Taken
			I	
COMMON ISSUES LOG:				
Issue Type	Frequency Res	solution Su	ipport Documer	nt
Login Problems		[]	Created	
Course Access Issues	1	[]	Created	
Certificate Download		1 []	Created	
Mobile App Problems		[]	Created	
Language Barriers	ĺ	[]	Created	
INCENTIVE/RECOGNITION SCH Achievement Level	Criteria Rewa			
	First 10%			
Course Champion	•	l		
Learning Leader Knowledge Ambassador		l		
Kilowieuge Allibassauoi	reel lieth!	I		
COMPLIANCE MONITORING:				
Parameter	Target W	eek 1 Week	2 Week 3	Week 4
			-	
Registration Percentage	100%		1	
Active Users (Monthly)	80%			
Course Completion Rate	70%		1	
Average Learning Hours	10 hrs			
Certificate Uploads	100%			
THEODATION	-6656			
INTEGRATION WITH HR PROCE				
[] Learning hours include [] Counse completion line	·			
[] Course completion lir	-			
[] Competency scores upon [] Training budget allow				
[] Recognition in month]	•	COUL 262		
[] weedliteton th monthly	-y ci incecings			

SUCCESS STORIES: 1. Employee: _____ Achievement: ____ 2. Employee: ____ Achievement: ____ 3. Employee: ____ Achievement: ____ MONTHLY REPORT SUMMARY: Total Registered: ____ Active Learners: ____ Total Learning Hours: ___ Certificates Earned: ____ Top Department: ____ Improvement Areas: ____ Prepared By: ____ Date: ____ Reviewed By: ____ Date: ____ SP Approval: ____ Date: ____

KEY SOPS FOR SECTION D

SOP-D-001: GAD Reform Timeline Management

Critical Deadlines:

- Akrutibandh Review: Complete by Day 30

- Promotion Clearance: 50% by Day 45, 100% by Day 90

- ACR Digitization: 100% by Day 60

- Service Book Migration: 50% by Day 75, 100% by Day 120

- iGOT Registration: 100% by Day 30

Weekly Monitoring:

Every Monday: Progress review with percentage completion

Every Wednesday: Issue resolution meeting

Every Friday: Compliance report to higher authorities

SOP-D-002: Promotion Fast-Track Process

Clearance Acceleration Steps:

- 1. Identify all pending cases by Day 5
- 2. Categorize by reason for delay
- 3. Create dedicated clearance teams:
 - ACR Team: Update all pending ACRs
 - Document Team: Complete documentation
 - Training Team: Fast-track required training
 - DPC Team: Schedule emergency DPCs
- 4. Daily progress tracking
- 5. Escalate unresolved cases to SP by Day 15

SOP-D-003: Digital Transition Change Management

Resistance Management Strategy:

- 1. Identify change champions in each unit
- 2. Demonstrate benefits with quick wins
- 3. Provide intensive hand-holding support
- 4. Create peer support groups
- 5. Recognize and reward early adopters
- 6. Address concerns in town halls
- 7. Ensure leadership walks the talk

SOP-D-004: Quality Assurance for Digitization

Three-Layer Quality Check:

Layer 1 - Operator Level:

- Self-check for completeness
- Basic quality parameters
- Error flagging

Layer 2 - Supervisor Level:

- 20% random sampling
- Data accuracy verification
- Process compliance check

Layer 3 - Final Audit:

- 10% quality audit
- System integration test
- User acceptance verification

SOP-D-005: Sustainability Protocol

Ensuring Continued Compliance:

- 1. Monthly scorecards for each parameter
- 2. Quarterly reviews with course correction
- 3. Annual third-party audit
- 4. Continuous improvement implementation
- 5. Best practice documentation
- 6. Knowledge transfer sessions
- 7. Succession planning for key roles