

INTRODUCTION

This handbook has been brought out to facilitate dissemination of basic information about Punjab Police for the citizens under “The Right to information Act 2005”. It contains brief information about the working of Punjab Police so that a citizen should have a basic idea as to which office he/she should approach for getting response.

The information in this handbook is organized in the form of Chapters. Each chapter pertains to a manual specified in “The Right to information Act, 2005”.

Some of the commonly used abbreviations in this handbook are listed below in the alphabetical order:-

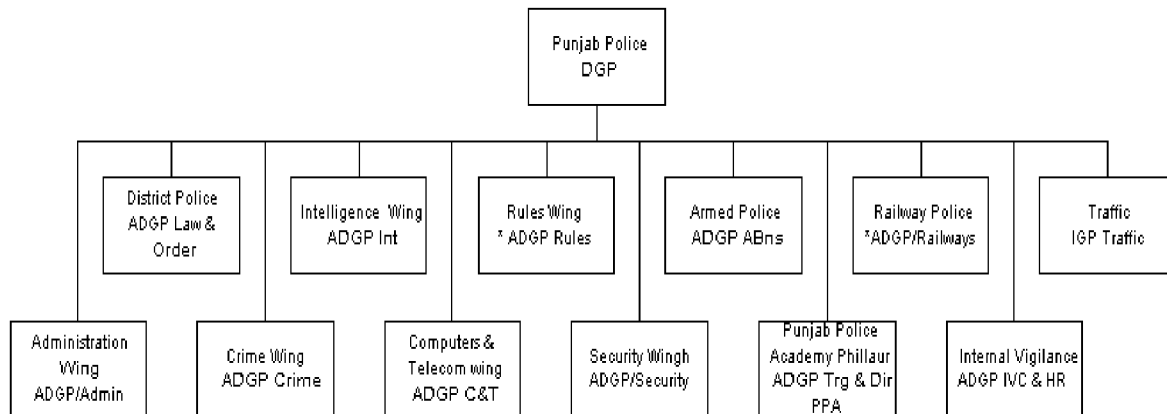
ACR	Annual Confidential Report
ADGP	Additional Director General of Police
AIG	Assistant Inspector General
ASI	Assistant Sub-Inspector
C&T	Computer & Telecommunication
CAWC	Crime against Women and Children
CDO	Commando
CIA	Criminal Investigation Agency
CPO	Central Police Office
Cr.P.C.	Code of Criminal Procedure
CRO	Crime Record Office
CSR	Civil Service Rules
Ct	Constable
DDR	Daily Diary Report
DE	Departmental Enquiry
DGP	Director General of Police
DIG	Deputy Inspector General of Police
DPO	District Police Office
DSP	Deputy Superintendent of Police
EO	Enquiry Officer
EOW	Economic Offences Wing
F&A	Finance & Accounts
FIR	First Information Report
FPB	Finger Print Bureau
GO	Gazetted Officer
GRP	Government Railway Police
HC	Head Constable

I/C	In-charge
IGP	Inspector General of Police
Inspr.	Inspector
IO	Investigating Officer
IPC	Indian Penal Code
IPS	Indian Police Service
IRB	India Reserve Battalion
IVC	Internal Vigilance Cell
MHC	Muharrar Head Constable
NGO	Non-gazetted Officer
OASI	Orderly Assistant Sub-Inspector
OR	Other Ranks (Constables & Head Constables)
PAP	Punjab Armed Police
PC	Petition Clerk
PCR	Police Control Room
PHG	Punjab Home Guard
POL	Petrol, Oil and Lubricants
POs	Proclaimed Offenders
PP	Police Post
PPA	Punjab Police Academy
PPR	Punjab Police Rules
PPS	Punjab Police Service
PS	Police Station
RW	Return Writer
SD	Sub-Division
SHO	Station House Officer
SI	Sub-Inspector
SP	Superintendent of Police
SPO	Special Police Officer
SSP	Senior Superintendent of Police
TA	Traveling Allowance
VB	Vigilance Bureau
VRK	Vernacular Record Keeper
VVIP	Very Very Important Person

CHAPTER I

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

The Primary functions of the State Police are prevention and detection of crime, maintenance of law and order and to bring offenders to justice. The State Police is headed by the Director General of Police. It is organized into different wings/ units each headed by a Senior officer as outlined in the chart below :-



* presently these posts are being occupied by DGP rank officers

A. DISTRICT POLICE SET UP

District Police reports to Director General of Police through Addl. Director General of Police, Law & Order and the main functions of the district police are as under:-

1. **Prevention and detection of crime:** Preventive steps include beat patrolling, setting up of Nakas, gathering of intelligence and management of an effective control room. Detection of crime includes registration of an FIR, investigation, searches, seizures and arrests (if any) followed by submission of final report in the trial court and subsequent follow up during prosecution.
2. **To bring offenders to justice :**

3. **Maintenance of law and order:** This includes security of threatened persons, security arrangements for important events such as festivals/ processions etc and security arrangements for the visits of VVIPs. It also includes tackling of law and order problems and public disruptions such as student unrest, labour problems and dharnas etc. An important aspect of urban policy is traffic regulation and management. During disasters, calamities and major accidents, the police is one of the primary agencies involved in relief and rescue activities.
4. Another major function of the police is the redressal of grievances of the public. This could be resolution of local disputes, family disputes, Redressal of traffic problems etc.

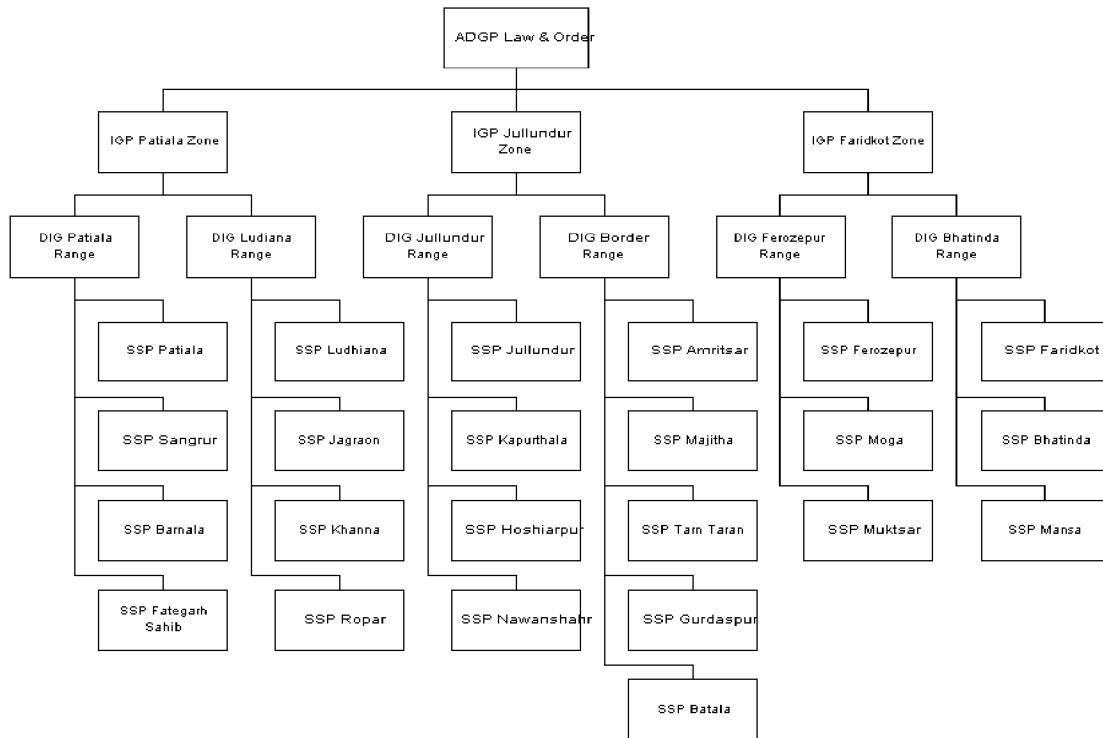
In addition, the district police also provides some citizens oriented services listed below :-

- 1) Verification of applications for passport,
- 2) Police clearance certificates
- 3) Verification for Govt service
- 4) Verification for arms licenses.
- 5) Verification of convicts for parole
- 6) No objection certificate for registration of change in ownership of vehicles
- 7) Verification of tenants/ servants etc
- 8) Verification/ inspection of licenses issued under the Arms Act, Excise Laws, Explosives Act and Petroleum Act.

The district police set up is organized in the form of zones headed by IGsP Zonal and ranges headed by Range DIsG Ranges comprise of districts headed by Senior Supdt. of Police.

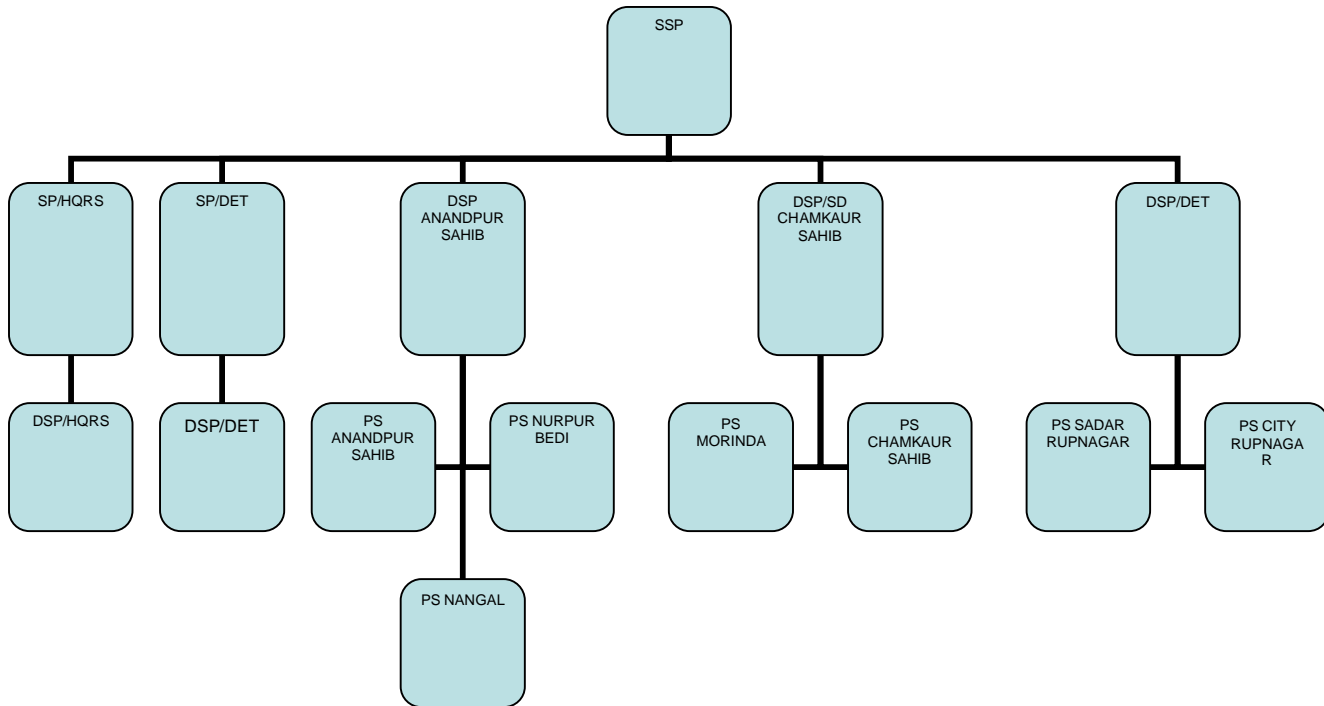
The districts are further divided into sub-divisions comprising of police stations. Each police station is supervised by the Station House officer (SHO) who is generally of the rank

of sub inspector and in some cases even of the rank of Inspector of Police. A police station may have one or more police posts (PPs). A sub division comprises of one or more police stations which are supervised by the Dy.Suptd of Police of the sub division. In addition to the Sub Divisional Police Officers, the district SSP is also generally assisted by a Supdt. of Police (Hqrs) and a Supdt. of Police (Detective). In smaller districts, there may be only a Dy.Suptd. of Police (Hqrs) or Dy.Suptd. of Police (Detective). In bigger cities there are even posts of Supdt. of Police (City) who supervises one or more sub divisions. There may also be an SP (Ops) and/or SP Traffic in these bigger cities.



The organizational set up of each of the 23 districts is given below in the alphabetical order of districts. Structure is shown up to police station level. The police posts have not been shown.

DISTRICT POLICE RUPNAGAR



CHAPTER II

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

1. District Police

Functions and duties of the Inspector General of Police zonal:

Supervision and guidance to the field officers and to check alleged violation of human rights, police excesses, large scale litigation against police officers and to effect proper inter-departmental coordination. The main duties of IGP Zones are:-

1. To act as an effective link between the CPO and the field units and to ensure meaningful supervision over the work of DIsG.
2. To render valuable guidance to the field officers.
3. To act as revisioning/ appellate authority.
4. To exercise powers of inter Range transfers of the police personnel.
5. To oversee the expenditure with a view to affect optimum utilization of the budget and other resources.
6. To maintain liaison with other organs of criminal justice system e.g. divisional Commissioners, Dupty Commissioners and other counterparts from Judiciary, Army, Para Military Forces, Media, Intelligence agencies.
7. Make inter range security arrangements at the time of visit of VVIPs.
8. Coordinate with other zones.
9. Encourage welfare activities of police personnel.
10. Head the Local Management Committee of the Police Public School(s) in the zone.
11. Exercise investigating powers as envisaged u/s 36 Cr.P.C. and powers of inter range transfer of investigation in cases where such transfer is in the interest of fair and impartial investigation.
12. Effective redressal of public grievances.
13. To sanction casual leave to DIsG and SSP, in the absence of DIsG and to forward the earned leave, ex-India leave of Gazetted officers to CPO with his recommendation.
14. Act as a Nodal officer in the zone for interaction with various other wings of the police departments, Human Rights Commission, other commissions, Hon'ble High Court, Hon'ble Supreme Court and other Administrative units.
15. Any other function entrusted specifically by the DGP.
16. To organize training to enhance the knowledge, skills and abilities of the personnel posted in the zone.
17. Balanced award of punishment and rewards.

All documents which are held in the range offices and district police officers are accessible to this office. However, certain documents of secret nature, which are not accessible to public like Punjab War Book and Blue book are held in this office.

a) **Senior Supdt. of Police of Distt:**

He is the head of the district police and is responsible for prevention and detection of crime and for maintenance of law and order in this jurisdiction and for the effective and internal administration of his force. He supervises the policing of sub-divisions and police stations. His main powers and duties are as below:-

- a. Maintenance of law and order
 - i. Security arrangements at places of congregations.
 - ii. Traffic management.
- b. Prevention/ detection of crime
 - i. To monitor the preventive steps to check crime especially beat patrolling.
 - ii. Registration of crime.
 - iii. Professional and scientific investigation: to ensure thorough, fair, impartial and expeditious investigation using scientific means of investigation and interrogation. He is competent to direct any reinvestigation of the case or to assign it to a specific officer in the interest of fair investigation.
 - iv. Timely submissions of challans in court
 - v. Proper pairvi of cases in court
 - vi. Gathering of intelligence of bad elements.
 - vii. Appropriate deployment for patrolling and related duties.
- c. Monitoring of rescue and relief operations during natural disasters, calamities and major accidents.
- d. Administration of District Police. Being the supervisory officer of all sub-divisions, police stations, police posts, district police officers, CIA staff, traffic wing , EO Wing and police control room. He is responsible for the effective and efficient internal administration and supervision of these wings.
 - i. Personnel
 1. Recruitments : As per PPR 12.1 he can recruit constables and ASIs.
 2. Training
 3. Transfers/ posting: of other ranks (constables and Head constables) and ASIs and Sis within the district.
 4. Promotions up to the rank of ASI.
 5. Other service related matters.

6. Rewards: Can issue commendation certificate class-III alongwith cash reward up to Rs.150/-.
 7. Punishments: is empowered under PPR to inflict the punishment of dismissal to constables and to award major punishments to officials up to the rank of Sub-Inspectors on the basis of a departmental enquiry after following due procedure as laid down in Punjab Police Rules. Can also award minor punishments without any departmental proceedings.
 8. Welfare: To hold Orderly rooms as laid down in PPR 14.10 for the Redressal of the grievances of the force.
- ii. Resources
 1. Erection, maintenance and upkeep of police Buildings.
 2. Maintenance of police Vehicles.
 3. Maintenance of arms, weapons and ammunition at the disposal of the district police in serviceable condition.
 4. Maintenance of Communication equipments.
 5. Upkeep of other law and order equipments.
 6. Uniform related articles.
 7. Devices related to Traffic management and scientific investigation etc.
 - iii. Financial management
 1. Budgeting
 2. Expenditure as per norms
- e. Periodic formal and informal inspections of police stations and police lines: As per PPR 20.5(1) district SSP shall formally carry out inspection of police stations, police posts for which a definite programme should be drawn before the end of the quarter. Informal inspection of police station and police posts may be made as frequently as he may consider necessary and desirable.
 - f. Response of police control room : to ensure that adequate force appropriately equipped remains ready with transport to be deployed at the place of requirement as expeditiously as possible.
 - g. Coordination with district administration.
 - i. District Magistrate PPR 1.16
 - ii. District Session Judge.
 - iii. District Attorney.
 - h. Police public interface.
 - i. Redressing public grievances
 - ii. Initiates schemes of community policing to involve the local community.

- i. Security of threatened persons and vital installations.
 - i. Making suitable arrangements for the security of visiting VIPs.
 - ii. Ensuring security of threatened persons and vital installations.
- j. Criminal intelligence gazette : To provide material suitable for inclusion in the Punjab Criminal Intelligence Gazette.
- k. Record of habitual offenders: To maintain a register of habitual offenders as defined in section 2 of Punjab Habitual Offenders (Control and Reform) Act, 1952.

b) **Duties and function of SP Hqrs.**

1. Duties regarding district police office.
 - i. Supervise the functioning of various branches vis: English Branch, Accounts branch, Vernacular Branch, OASI Branch, Complaints Branch etc of District Police Office.
 - ii. Work as Drawing and disbursing officer for the district police.
 - iii. Issue transfer orders of Ors and Class-IV and also to sanction authority for their earned leave.
 - iv. Sanction casual leave to all office hand in the DPO except Branch Incharge.
 - v. Deal with all complaints against Ors.
 - vi. Maintenance of record.
 - Ensure the veracity of all entry made in the Character roll, personal file, long roll and short roll.
 - Ensure updated ACRs of Head Constables and constables on promotion list C-I/C-II
 - Maintenance of list A,B,C & D.
 - Maintenance of all Standing Orders/ Instructions received from seniors.
 - Timely preparation of all periodic returns.
 - vii. Listen to public grievances and attend meetings with other district authorities in the absence of SSP.
2. Duties regarding police lines.
 - i. supervise the functioning of district police lines including the proper maintenance and upkeep of
 - Arms and ammunition
 - Vehicles
 - Uniform articles and distribution thereof
 - Misc store articles and distribution thereof.
 - ii. Organize and supervise training activities in the district police lines.
 - iii. Over see the weekly parade.
 - iv. Supervise the functioning of police hospital and ensuring medical of police officials.

3. Look after the upkeep and maintenance of all police buildings in the district.
4. Organize and conducts annual firing practice for district police.
5. Monitor welfare activities in district police lines and district police stations.
6. Periodically holding of Darbar in Police Lines to redress the grievances of police officials.
7. Inspecting District Police Office and Police Lines.
8. Conduct formal inspection of police stations, village tours and departmental enquiries as assigned by the SSP.
9. Supervise the functioning of security branch in case no SP Ops is posted.
10. Supervise the training of reserve, Bomb Disposal Squad, Tear Gas Squad, Dog Squad and Mounted Police in case no SP Ops is posted.
11. Supervise the functioning of Police hospital.
 - i. To ensure that medical check up of all police officials is conducted once a year and that of class-IV officials once every six month.
 - ii. Ensure the availability of medicines and equipments in the police hospital.
12. Supervise the functioning of the messes and the canteen.
 - i. Surprise checks.
13. Ensure proper functioning of lady welfare centre, the cooperative store and PCOs in the police Lines.
14. Ensure regular sports activities in the police lines.

c) Duties of SP/D, DSP/D

1. Supervision of crime investigation and maintenance of crime record.
2. Supervise the investigation of all major crimes in the district.
3. Supervise the functioning of CIA staff and the SHOs regarding crime investigation and guide them about investigation of blind and important cases.
4. Supervise the functioning of CRO and RW branches.
5. Monitor the efforts made to arrest proclaimed offenders and Military deserted.
6. Visit scene of all heinous offences and guide IOs in detecting the case and apprehending the criminals.
7. Ensure timely putting up of challans in the courts.
8. Liaise with prosecuting agencies for proper pairvi of cases in the courts.
9. Liaise with jail authorities to collect intelligence regarding the activities of jailed and bailed out persons.
10. Conduct formal inspections of police stations, village tours and departmental enquiries as assigned by the SSP.

d) Duties of SP Ops.

1. Liaise with paramilitary, Command, IRB, PAP, Army units deployed in the district.
2. Collect analyze and disseminate intelligence and prepare operational plans based thereon to check activities of terrorists.
3. Plan and carry out operations like night dominance for preventing crimes.
4. Check and review security of threatened persons and vital installations.
5. Organize short term training courses for gunmen and SPOs in police lines.
6. Update and rehearse city sealing and district sealing schemes.
7. Conduct formal inspections of police stations, village tours and departmental enquiries as assigned by the SSP.

e) Duties of SP Traffic

Main duties of SP Traffic are as below :-

- a) Smooth and safe passage of traffic in his jurisdiction.
- b) Spreading awareness about traffic rules through educational campaigns.
- c) Challaning of vehicles violating traffic rules.
- d) Taking up of proposals with concerned authorities for improvements/enhancements in traffic engineering.
- e) Relief operations during road accidents.

f) Duties of DSP Sub-division.

1. Supervise the functioning of police stations and police posts in the area of jurisdiction.
 - i. Proper registration and investigation of criminal cases.
 - ii. Expeditious disposal of cases.
 - iii. Effective pairvi of cases.
 - iv. Proper upkeep and disposal of case property.
 - v. Proper maintenance of crime record in police stations.
2. Ensure effective steps for prevention and detection of crime
3. Maintain law and order in the area of jurisdiction.
4. Ensure security of threatened persons and vital installations
5. Listen to and redress public grievances.
6. Liaise with other district agencies associated with the criminal justice system.
7. Take steps for the welfare of police officials.
8. Periodically conduct informal inspections of police stations.
9. Conduct departmental enquiries, village tours and formal inspections of police stations as assigned by the SSPs.

Police Stations

g) Duties of SHO (Insp. or SI)

SHO is the chief investigating officer of the police station and he is responsible of the effective working, management, good conduct and discipline of the local police, for the preservation of peace and the prevention and detection of crime. He is also responsible for the correctness of all registers, records and reports prepared in the police stations and also to deliver directions, instruction to his police subordinates

h) Assistant Sub-Insp. (NGO)

The other subordinate NGOs posted in the police station are attached to the SHO as subordinate investigating officer. An ASI is required to have the same standard of efficiency in all branches of police station work, detection, prevention and administration as SHO, but his responsibilities are less and his powers are subject to the detailed control and supervision of the SHO.

i) Duties of MHC (HC)

The police station clerk is a literate Head Constable, who under the control and supervision the SHO, acts as clerk, accountant, record keeper and custodian of Govt. and other property at the police station. He is assisted by one or more assisted clerk

The duties/functions of police station force are as below :-

- a)** Maintenance of Law & Order in the Jurisdiction of the Police Station.
- b)** Prevention of Crime through beat patrolling, surveillance, holding public meetings, taking preventive action U/S 107/150 Cr. P.C. 107/151 Cr.P.C 109/110 Cr. P.C., watch over the activities of criminals, collection of intelligence, issuing servants verification rolls, stranger rolls etc.
- c)** Detection of crime by investigation of cases registered under IPC or Local & Special Laws.
- d)** Passport, service verifications.
- e)** Redressed of the grievances of the victims, complainants coming to Police Stations with different problems.
- f)** Misc. duties such as maintenance of public order, controlling different agitations, strikes, dharnas, rallies, rasta-roko programmes, hunger strikes, fast-unto-death, processions, demonstrations etc.

District Police Office

English Office Branch

j) Duties of Head Clerk (Insp. or SI)

This officer is Incharge of the English Office and is responsible for the punctual disposal or correspondence submission of periodical reports and returns and when no senior officer is available may sign necessary letters etc. for the Senior Superintendent of Police. He shall also supervise for the correctness of the Accounts. He will be assisted by as many Assistant Clerks as may from time to time be sanctioned, who shall be responsible for the correspondence and maintenance of record related to the following :-

1. Repair, Constructions and maintenance of Govt. Buildings
2. Clothing and Equipment articles.
3. Govt. Vehicles and record of Misc. store articles.
4. Record of Arms and Ammunitions.
5. Record of Govt. Horses and Dogs.
6. All sanctioned, House Rent Allowance, Conveyance Allowance, House Building Advance, Range Audit, A.G. Audit & Audit District Planning & Development Board.
7. Organization Proposals, Appointment and enrolment, Promotions, Discipline, Rewards, Punishment, Training & Examination, Traffic, Stationary, Formal Inspections, In-formal Inspections and Village Tours, Meetings & Orders of District Magistrate, Verification of Arms License, Criminal Specials Reports, Instructions of Crime and Chemical Reports, Summons, Warrants, Police help, Parole Case.
8. All type of Leave for G.Os, Pension/Family Cases Pension, Extension Beyond 55 Years of Age, Welfare of Terrorist Families, Maintenance of Character Roll of NGOs/ORs, Promotion to Rank of ORs, Confirmation ORs Particulars of Upper/Intermediate School Course, Review of C-II,D-II & E-II Cases & Reward Entries.

Account Branch

k) Duties of Accountant (S.I)

The duties and responsibilities of Accountant are detailed in Chapter-X of PPR. This branch is primarily responsible for the accuracy of the Account and for the safe and proper custody of all monies, stamps, Vouchers and other papers committed to his charge. For this the accountant is assisted by as many Head Constables & Constable as may from time to time be sanctioned.

l) Duties of Bill Clerk (Head Constable)

He prepares Traveling Allowance Bills and be a general assistant to the Accountant.

Vernacular Office

m) Duties of Reader SSP (ASI)

This office exercises supervision over the branch assistant Readers (Head Constables). It also maintain the standing Order Book and the District Order Book.

n) Duties of Record Keeper (Head Const.)

This office is responsible for the Vernacular Record (Case Dairies, P.Os & Absconder case files, Cancellation/Un-trace Case files, dairy of T.A., POL Bills of Uniform articles) and the record keeper is assisted by One or more Constables according to the requirements of the District.

o) Duties of Return Writer (Head Const.)

This office maintains the general Crime Register and Dispatch Register of Conviction Slips and is responsible for all prescribe returns from the Vernacular office.

p) Duties of Diarist Copyist and Dispatchers (HC or Const.)

This office deals with the receipt, registration, distribution, coping and Dispatch of Vernacular correspondence according to Rules. The officer incharge is assisted by as many assistants as may from time to time be sanctioned.

q) Duties of CRO (HC or Const.)

This officer maintains the record of Criminal Gangs, Military Deserters, MOB Forms, Monthly Crime Returns, Stolen Vehicles and Missing Persons. It is also responsible for the preparation CIA Gazette.

Public Complaints Branch P.C.

r) Duties of P.C Clerk (ASI or HC)

This office maintains the record related to the Public Complaints received in the DPO.

Security Branch

s) Duties of I/C Security Branch (Insp. or SI)

This office deals with the Security for threatened persons, vulnerable points, VIP Programmes, processions, banks, flood protection, disaster management. He also deals with passport, CVR, MVR verifications, foreigners Visa entries LOC's ,PCC's, National status & Marriage ability certificate etc.

Litigation Branch

t) Duties of I/C Litigation (ASI)

This office deals with all police related Criminal/Civil litigations. It is also responsible of the replies to be filed in the Hon'ble Courts.

Orderly Branch

u) Duties of I/C Orderly Branch (NGO or HC)

This officer deals with the maintenance of the NGOs/ORs registers, Fauji Missals, Training Courses, Service record of SPOs and PHGs, Priority cases, record of transfers & absentees.

Police Lines

v) Duties of Line Officer (S.I)

The duties/functions of the police lines staff are as below :-

1. To issue all articles of uniform to all the police personnel from the rank of Constable to Inspector from its Clothing Store.
2. To issue all other misc. articles to all the unit of police department on demand, from its Misc. Store.
3. To provide force for escort of prisoners from District Jail to different courts in the city as well as outside and back to jail.
4. To provide force for maintenance of law & order and also on different other occasions, reasta-roko programmes, demolition drives, strikes etc. on demand, out of the reserve force.
5. Deployment of static/temporary guards at vital installations, VVIP/VIP's officer/ residences and other places as per requirement.
6. Deployment of force cover VVIP/VIP's route duties.
7. Maintenance/repair of vehicles, issue of POL and control over all the vehicles of the department through MT section.
8. Utilization of Pipe and Brass bands on different occasion.
9. Tear Gas Squad, QRL, Riot Control Unit, Dog 99 Squad, Mounted Staff etc. whose services are utilized as and when required.
10. Police Family Welfare Centre, looking after the welfare of the families of police personnel.
11. Withdrawal and dispersal of cash through Lines Officers.

Traffic

w) Duties of I/C Traffic (Insp. or SI)

The duties/functions of the Traffic wing are as below :-

1. Regulation of traffic at different intersections, automatic traffic control signals, round-about, Chowks, markets and other places.
2. Parking duties in markets, melas, exhibitions, other functions.
3. Control of traffic during processions, agitations, strikes, dharnas, rallies, rasta-roko programmes etc.
4. Enforcement of traffic rules & regulations by prosecuting the violators under Motor Vehicles Act/Rules.

5. Education school children, drivers, rickshaw pullers and other road users on road safety and traffic rules/regulation in Children Traffic Park Sector 23 as well as by visiting different schools, other institutions/departments.
6. Education general public about traffic rules/regulations and road safety through cinema slides, banners, electronic. Print media and by organizing seminars/ workshops/lectures on road safety during annual Road Safety Weeks.

Police Control Room (PCR)

x) Duties of I/C Police Control Room (Insp.)

The duties/functions of the PCR are as below :-

1. To attend all spots within 3-5 minutes on receipt of any information on toll-free phone No. 100
2. After arriving at the spot, to inform the PCR about the situation and thereafter, to hand over the spot to the local police, if necessary.
3. To guard the spot till the arrival the local police.
4. To shift the injured persons immediately to the nearest hospital by making use of Ambulance of the PCR.
5. To guard a specific area of responsibility round the clock, when not busy elsewhere.
6. The PCR vehicles are also detailed for duty on other occasions such as agitations, strikes, rallies, dharnas rasta-roko programmes, processions, VIP routes, place of functions, demolition drives etc.

Special Branch

y) Duties of I/C Special Branch (Insp.)

The duties/functions of special branch are as below :-

1. Collection and development of information with regards to agitations, strikes, dharnas, demonstrations, processions, rallies etc.
2. Providing daily/advance information to all concerned about the above mentioned programmes/events so as to enable them to make necessary law & order arrangements.
3. Liaison with the local police as well as with the leaders of the political/other parties.
4. Preparation and submission of Daily Summary of Intelligence (DSI) reports.
5. Surveillance of suspects.

Special Crime Units

z) Duties of I/C CIA (Insp.)

The duties/functions of CIA are as below :-

1. Enquiry into all complaints marked by the senior officers in cases where the complainant not satisfied with the enquiry conducted by the local police or in other special cases.
2. Investigation of cases which are entrusted to this wing as per orders of senior officers.
3. Detection of cases under Local & Special Laws, registration of FIRs and investigation.
4. To act as a watch-dog and keep an eye over organized crime in the city area.
5. Collection of information/Intelligence about all types of other crime.
6. Modus Operandi Bureau, which functions under the control of DSP/Det.

aa) I/C E.O Wing (Insp.)

The duties/functions of E.O. Wing are as below:-

1. Holding preliminary enquiries into all complaints of fraud, cheating, breach of trust, embezzlement, misappropriation of money, forgery etc.
2. Holding preliminary enquiries into all complaints against companies, I.T, Act, Prevention of Corruption Act, Prize Chits & Money Circulation Schemes (Banning) Act, 1978, Cyber Crime etc.
3. Investigation of all case if after holding a preliminary enquiry, some cognizable offence is found to have been made out.

bb) I/C C.A.W.C (Insp.)

The duties/functions of C.A.W.C. are as below:-

1. To deal with all complaints pertaining to maltreatment, harassment, cruelty/ violence, demand of dowry etc. relating to unmarried/ married women and children.
2. Counseling through well qualified/trained police staff, voluntary NGOs with the objective to settle the disputes amicably/mutually and to unite the divided families.
3. Investigation of cases registered against Women & Children by the senior officers.
4. To help the women/children in districts through toll-free Child Help Line.

cc) I/C P.O. Cell (Insp.)

The duties/functions of P.O. Cell are as below :-

1. To investigate the P.O/Absconder case files and put specialized efforts to arrest them.
2. To initiate proceedings under section 83 Cr.P.C. against the absconding P.Os.

dd)I/C Prosecution Cell (Insp.)

The duties/functions of Prosecution Cell are as below :-

1. To brief the prosecution witnesses in the under trial cases and put all efforts for the conviction of the cases.
2. To produce the case property in the trail courts without any fail and liaise with SP/Det. regarding the trial court proceedings.

ee) I/C Summon Staff (ASI)

The duties/functions of Summon Staff are as below:-

1. To serve all summons, notices and warrants issued by the various courts in the under trail cases of the district.

Wireless Section

ff) I/C Wireless Section (Insp.)

1. To provide wireless sets to all the vehicles as well as individual officers/officials.
2. Maintenance, upkeep and repair of all types of wireless sets of the department.

CHAPTER III

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY

Decisions in the Police Department concern both citizens services as well as internal administration. These decisions are taken as per rules and law governing the same. The decision making authorities in different types of decisions are as below:-

Sr.No.	Type of decision	Final decision making authority
1.	All policing policies	DGP
2.	Postings/ transfers of SHOs (other than those in Inspector rank)	SSP
3.	Postings/ transfers in the rank of Inspectors	DIG
4.	Recruitment of constables, ASIs and Inspectors	DGP on recommendations of Recruitment Board
5.	Transfers and postings from the rank of constables to S.I (within district)	SSP
6.	Transfers and postings from the rank of constables to Inspectors (within Range)	DIG
7.	Transfers and postings from the rank of constables to Inspectors (within zone)	IGP
8.	Transfers and postings from the rank of constables and Head constables (inter-zone/ inter-range)	AIG Personnel
9.	Transfers and postings from the rank of ASIs and SIs (inter-zone/ inter-range)	DIG Admn
10.	Transfers and postings from the rank of Inspectors (inter-zone/ inter-range)	IGP Hqrs
11.	Scale of security to VVIPs / VIPs	SSP/ ADGP Security.

12.	Registration of criminal case	SHO
13.	Enquiry into a complaint	G.O.
14.	Registration of a criminal case after an enquiry	Generally legal opinion is sought in the cases involving financial disputes, property disputes, matrimonial discards etc from the District Attorney (legal)
15.	Transfer of investigation within the district	SSP
16.	Transfer of investigation within the range	DIG
17.	Transfer of investigation within the zone	IGP
18.	To any other agency of State Police	DGP
19.	Reinvestigation of a case pending trial	SSP after necessary permission from the trial court in case any new material evidence having bearing on the outcome of the case comes up after submission of the final report but during the pendency of the trial.
20.	Authorization for black films on window panes of vehicles and for fixing beacons atop vehicles	ADGP Security
21.	Transfers of DSPs	DGP
22.	Transfers of SPs and above	Govt
23.	Promotions to the rank of DSPs and above	Govt.

NOTE: Authorities superior to the ones listed above automatically enjoy the powers of taking any decision on the matter.

CHAPTER IV

THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	All enquiries	Generally, all enquiries are to be completed as far as possible within a period of 4 weeks. However, depending upon the nature of the enquiry this period may be extended as per requirements.
2.	All departmental enquiries	Within 3 months extendable to 6 months.
3.	Investigation of cases registered under IPC	Investigation must be completed within minimum reasonable time. In a case where the accused has been arrested and is in judicial custody, the investigation has to be completed within a period of 60 or 90 days from the date of arrest of the accused depending upon the nature of crime and is to be sent to court within such time period, failing which the accused shall be entitled for release on bail.
4.	Passport verifications	Verification by Police Station – within 4 weeks from receipt of application. Antecedents check by Intelligence Wing – within 4 weeks
5.	Enquiries or investigations ordered by the Hon'ble courts.	As per time limit fixed by the courts.
6.	Others- Permission for processions, Use of loudspeaker, Service verifications, Verification for arms license, Application for extension of visa, Verification of convict for parole Misc requests.	Necessary decision to be taken and conveyed to appropriate quarters within reasonable time.
7.	Verification of servants/ tenants	within State- 4 weeks Outside State- 8 weeks.

CHAPTER V

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

- I. The Constitution of India
- II. Major and Minor Acts
 - a. The India Penal Code, 1860
 - b. Criminal Procedure Code, 1973
 - c. The Indian Evidence Act, 1872
 - d. The Police Act, 1888
 - e. The Police Act, 1861
 - f. The Police Act, 1888
 - g. The Police Act, 1949
 - h. The Police (Incitement to Disaffection) Act, 1922
 - i. The Police Forces (Restriction of Rights) Act, 1966
 - j. The State Armed Police Forces (Extension of Laws) Act, 1952
 - k. The Protection of Human Rights Act, 1995
 - l. The Right to Information Act, 2005
 - m. The Prevention of Atrocities (untouchability) Act.
 - n. Other Minor Acts i.e.
 - o. The Arms Act,
 - p. The Excise Act,
 - q. The Public Gambling Act,
 - r. The Punjab Excise Act, 1914,
 - s. The NDPS Act,
 - t. The Explosive substances Act,
 - u. The Immoral Traffic (Prevention) Act, 1956,
 - v. The National Security Act, 1980,
 - w. The Prevention of Corruption Act, 1988
 - x. And all acts where offences has either been Categorized as cognizable or any special duties/powers have been assigned to the police.
- III. Rules and Manuals
 - a) Punjab Police Rules Vol-I, II, III.
 - b) Punjab Financial Rules.
 - c) Civil Services Rules.
 - d) Punjab Police Service Rules, 1959
 - e) Punjab Civil Services (General and common Conditions of service) Rules 1994.
 - f) All India Service Rules.
 - g) Other related administrative Rules and Manuals prescribed by Central and State Govt.
- IV. Instructions
 - a) All Instructions received through Circular or Standing orders

CHAPTER VI

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR ARE UNDER ITS CONTROL.

A large number of documents pertaining to citizen oriented services and internal administration are held by the different wings of this public authority as below:

1.	Documents common to all offices	Diary and dispatch registers Routine correspondence files.
2.	Documents common to officers	Log books of vehicles
3.	Documents common to all IOs	Files of cases being investigated by them.
4.	Documents held by different offices	
	Administration Wing	ACRs of Inspectors, PPS and IPS officers, All confidential record/ service books of Inspectors, PPS and IPS officers.

DISTRICT POLICE

Police Stations

All Police Stations Registers i.e.

- i. FIR note book 22.47 PPR,
- ii. Daily Diary Register 22.48 PPR,
- iii. Standing and Circular order register 22.53 PPR,
- iv. Register of Absconder and deserters 22.54 PPR,
- v. Register of Correspondence (three parts) 22.55 PPR,
- vi. Misc. Register 22.56 PPR,
- vii. Village Crime Register 22.59 PPR,
- viii. Surveillance Register 22.61 PPR,
- ix. Index to History Sheets and Personnel Files 22.62 PPR,
- x. Register of information Sheets 22.63 PPR,
- xi. Minutes book of Gazetted Officer 22.64 PPR,
- xii. File Book of Inspection Reports 22.65,
- xiii. The Register of Births & Deaths 22.66 PPR, (now discontinued)
- xiv. Register of Govt. Officials & Property 22.67 PPR,
- xv. Register of Licenses 22.68 PPR,
- xvi. Receipt Book of Arms Ammunition and Military Stores 22.69 PPR,
- xvii. The Store Room Register 22.70 PPR,
- xviii. Cash Accounts Register 22.71 PPR,
- xix. File Book of Road Certificate 22.72 PPR,
- xx. Printed Receipt Books 22.73 PPR,
- xxi. Police and CI Gazette 22.74 PPR,
- xxii. Police Rules 22.75 PPR,
- xxiii. Charge Note of Officer Incharge of Police Station 22.76 PPR,
- xxiv. Computer Forms

District Police Office

English Branch, Account Branch & Vernacular Branch

- i. Place of worship Register 3.3 (2) PPR.
- ii. Govt. Family Quarter Register 3.20 PPR.
- iii. Grant of House Rent Allowance to ORs Register 3.21 PPR.
- iv. Register of land in possession of police 3.28 PPR.
- v. Govt. Horses Register 7.32 (1) PPR.
- vi. Conveyance Allowance Register for NGOs 7.32(2) PPR.
- vii. Leave account Register 8.13 PPR.
- viii. Age Register for ORs 7.17(1) A PPR,
- ix. Age Register for NGOs 7.17(1) B PPR.
 - x. Grant of House Rent Allowance for NGOs 10.76 PPR.
 - xi. Telephone Register 11.22 PPR.
 - xii. Diary and Receipt and Dispatch Register 11.24(1) PPR,
 - xiii. Register of Annual Files 11.28 (1) PPR,
 - xiv. Annual Station delivery Register 11.32 PPR.,
 - xv. Stock Register of office Furniture 11.34 PPR.,
 - xvi. Inventory of store Register 1135(1) PPR.
 - xvii. Account of English Stationery and Forms 1148(1) PPR.
 - xviii. Library Register 1158 PPR.
 - xix. Character Rolls 12.28(1) PPR.
 - xx. Service Books 12.28(2) PPR.
 - xxi. Punishment Register 16.14 (1) PPR,
 - xxii. Register of Inspection of Arms Licenses premises 22.68 A PPR.,
 - xxiii. Register of Liquor Shops 22.68 B PPR.
 - xxiv. Register of Explosive Shops 22.68 C PPR,
 - xxv. Register of Petroleum Shops 22.68 D PPR,
 - xxvi. Register of Poison Shops 22.68 E PPR,
 - xxvii. Register of Sarais 22.68 F PPR.
 - xxviii. Receipt book Accountant 10.14 (6) PPR,
 - xxix. Register in B.M. Form No. 29 10.5 B.M. File Book of Treasury Receipt 10.19(2) PPR,

- xxx. General Police Fund Cash Book 10.27 (1) A PPR,
- xxxi. File book Vouchers 10.35(1) PPR,
- xxxii. Check Memorandum Book 10.39(6) PPR.
- xxxiii. Cash Distribution Register 10.42(1) A PPR,
- xxxiv. General Cash Book 10.48(1) PPR,
- xxxv. Register of Absentees 10.89 C PPR,
- xxxvi. Check Register of Posting of Lower Subordinate 1093(6) PPR,
- xxxvii. Register of Permanent Advance 10.108 PPR,
- xxxviii. Register of Traveling Allowance Bills of enrolled officers 10.160(5) PPR,
- xxxix. Stamp Register 11.33 PPR,
 - xl. Stock Register of Printed Forms etc. 11.49 PPR,
 - xli. Ordinary correspondence of Police Files Register 11.70(2) PPR,
 - xlii. Destruction of Daily Dairies 22.51 PPR,
 - xliii. Absconders & Deserters 22.54 A PPR,
 - xliv. District Register of Absconders 23.20 PPR.
 - xlv. Register of Proclaimed Offenders 23.22(1) & (2) PPR,
 - xlvi. Police File Destroyed Register 27.39 (5) PPR,
 - xlvii. File of Criminal Intelligence Gazettes 11.55 PPR,
 - xlviii. File of Police Gazettes 11.55 A PPR,
 - xlix. Military Deserters 11.16(6) PPR,
 - 1. Leave Account in From A.T. 290 under Fundamental Rule -76, 8.13 PPR,
 - li. Leave Register 8.14 PPR,
 - lii. Recruit Register 12.13 PPR,
 - liii. Vernacular Personnel File 12.39 PPR,
 - liv. List of Vacancy 12.40 PPR,
 - lv. Long Roll 12.41 PPR,
 - lvi. Promotion B-I 13.7 PPR,
 - lvii. Promotion List C-I & C-II 13.08 (1) & (2) PPR,
 - lviii. Promotion List D-I & D-II 13.09 (1) & (2) PPR,
 - lix. Orderly Room Register 14.10 PPR,
 - lx. Register of Posting 14.16 (1) PPR.

Public Complaint Branch

- i. Daily diary,
- ii. duty roster,
- iii. register with details of cases marked for investigation,
- iv. register about receipt of complaints and marking it for enquiry to NGOs/HCs,
- v. dak receipt/dispatch register,
- vi. all circulars and order received from time to time

Security Branch

- i. Record about visit of VVIPs/VIPs,
- ii. public functions,
- iii. security provided to VVIPs/VIPs/,
- iv. VIP guards,
- v. Vital installations etc.
- vi. All circulars & standing orders received from time to time,
- vii. dak receipt/ dispatch register.

Police Lines

Police Lines :

- i. Daily diary,
- ii. duty roster,
- iii. record about detailing duty for escort of prisoners,
- iv. record about police personnel under suspension,
- v. record about detailing duties of Tear Gas Squad, Band Staff, QRT, Riot Control Team, Ambulance, Players, Mounted Staff, dog Squad etc. cash receipt/disbursement register, all circulars and orders received from time to time, weekly/monthly diaries etc.,

M.T. Section :

- i. Daily dairy,
- ii. stock register,
- iii. duty roster,

- iv. Record about purchase and allotment of vehicles, purchase and utilization of motor parts/other equipment,
- v. record about maintenance/service of vehicles, receipt/issue of POL,
- vi. record about disposal of condemned vehicles, all circulars and orders received from time to time, dak receipt/dispatch register, all types of miscellaneous correspondence etc.

Traffic Branch

- i. Record about all traffic challans,
- ii. permission for plying of trucks in prohibited areas,
- iii. challans compounded in computerized branch,
- iv. challans sent to court,
- v. vehicles impounded,
- vi. daily diary register,
- vii. duty rosters,
- viii. all circulars and orders received from time to time,
- ix. daily/weekly/ monthly/diaries/reports,
- x. dak receipt/dispatch register.

Police Control room

- i. Daily diary,
- ii. duty roster,
- iii. register about receipt of calls at phone No. 100,
- iv. action taken on receipt of such calls,
- v. daily/weekly/monthly diaries/reports,
- vi. all circulars and orders received from time to time,
- vii. dak receipt/dispatch register.

Special Crime Units

CIA

- i. Daily Diary Register,
- ii. Register No.16,
- iii. File of interrogation reports, Criminal dossiers.

EOW

- i. Daily diary,
- ii. register about receipt of complaints and marking it for enquiry to NGOs,
- iii. dak receipt/dispatch register,
- iv. Daily/Weekly/ Monthly diaries,
- v. all circulars and orders received from time to time,

CAWC

- i. Daily diary,
- ii. register about receipt of complaints and marking it for enquiry to NGOs,
- iii. dak receipt/dispatch register,
- iv. Daily/Weekly/ Monthly diaries,
- v. all circulars and orders received from time to time.

Proclaimed Offender Staff

- i. Register of Absconders,
- ii. Register of P.Os

Prosecution Cell

"Pairvi" Register

Summon Staff

Register of Summon & Warrants

Wireless Section

- i. Duty roster,
- ii. stock register,
- iii. register No. 16,
- iv. record about distribution of wireless sets,
- v. record about service/maintenance of wireless sets,
- vi. all circulars and orders received from time to time etc

CHAPTER VII

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

District Public Grievances Redressal Committee

This committee meets periodically under the chairpersonship of a Minister designated by the Govt for the District. The public is free to air its grievances and the District SSP has to make reply to the satisfaction of the chair. It automatically provides a platform to the public for consultation in relation to formulation of policing policies and their implementation.

Community Police Resource Centre is an autonomous registered society having representatives from police, administration and civil society. It institutionalizes community-police participation from decision – making to implementation and provides for pooling in of police and community resources. It is also a nodal place for police-community extension services.

It is a four- tiered body with a Community Affairs Division at the State level and CPRC at the district, sub-division and police station levels.

Community Police Resource Centres provide a platform for public participation in policy formulation.

Village Tours conducted under section 20.7 PPR by the district police officers provide a platform for interaction with the public whereby grievances of the rural populace are addressed and remedial action is initiated.

Public Meetings are regularly conducted at the police station, sub-division and district levels by district police officers. It, in effect, provides a mechanism for taking into account the concerns of the public. The suggestions/observations/feedback received for the members of public enable the district police command staff to formulate/ modify policies.

CHAPTER VIII A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

DISTRICT ROPAR

SSP/RPR	01881 220946, 220119	220120
SP/HQRS	01881 220119	221273, 220129
SP/D	01881 220119	227550
DSP/HQRS	01881 220119	228027
DSP/D	01881 220119	0172-2211523
DSP RURAL	01881 220119	
DSP CHAMKAUR SB.	01881 2630359	
DSP/ANANAD PUR SAHIB	01887 232068	236638
PCR/RPR	01881 221273,100	

POLICE STATIONS

ANANDPUR SAHIB	01887-232068
CITY RUPNAGAR	01881 221177
CIA RUPNAGAR	01881 221179
MORINDA	0160 2630027
CHAMKAUR SAHIB	01881 2260123
NURPUR BEDI	01887 240422
NANGAL	01887 223100
SADAR RUPNAGAR	01881 221178

POLICE POSTS

GHANAULI	01881 271808
NAYA NANGAL	01887 220380
BELA	01881 263147
BEHRAMPUR	-
LUTHERI	-
CITY ANANDPUR	01887 233854
KIRATPUR SAHIB	01887 238991
BHARATGARH	01881 277444

CHAPTER IX

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

The monthly remuneration of all officers and employees is as per the pay scale applicable to the official. These pay scales are fixed by the Central Govt for IPS officers and by the State Govt for all others. The scales and other allowances as prevalent on 1.9.2005 are as below:-

PAY SCALES:

ALL INDIA POLICE SERVICE OFFICERS:

DGP	Rs.24050-650-26000/-
ADGP	Rs.22400-525-24500/-
IGP	Rs.18400-500-22400/-
DIGP	Rs.16400-450-20000/-
SP(Sr. Time Scale)	Rs.10000-325-15200/-(on completion of 4 years of service)
(JAG)	Rs.12000-375-16500/-(on completion of 9 years of service)
(SG)	Rs.14300-400-18300/-(on completion of 13 years of service)
ASP (Jr. Time scale)	Rs.8000-275-13500/-

PUNJAB POLICE STATE SERVICE:

DSP(4 scales) i)	Rs.7880-220-8100-275-10300-340-12000-375-13500/- (with initial start of Rs.8000/-)-Entry Scale
ii)	Rs.10025-275-10300-340-12000-375-13500-400-15100 (after 4 years of regular service in the entry scale)
iii)	Rs.12000-375-13500-400-15500/- (after 9 years of regular service in the entry scale)
iv)	Rs.14300-400-15900-450-18150 (after 14 years of regular service in the entry scale)
Inspector	Rs.5800-200-7000-220-8100-275-9200/- (with initial start of Rs.6200/-)
Sub-Inspector	Rs.5480-160-5800-200-7000-220-8100-275-8925/-
ASI	Rs.4550-150-5000-160-5800-200-7000-220-7220/-
Head Constable	Rs.4020-120-4260-140-4400-150-5000-160-5800-200-6200/-
Constable	Rs.3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160/- (with initial start of Rs.3330/-)
Steno Typist	Rs.3330-110-3660-120-4260-140-4400-150-5000-160-5800-200-6200/- (with initial start of Rs.3330/-)
Daftri	Rs.2820-100-3220-110-3660-120-4260/-
Jamadar	Rs.2720-100-3220-110-3660-120-4260/-
Book Binder	Rs.2720-100-3220-110-3660-120-4260/-
Record Lifter	Rs.2720-100-3220-110-3660-120-4260/-
Peon/Chowkidar/	Rs.2520-100-3220-110-3660-120-4140/-
Sweeper/Mali/	(with initial start of Rs.2620/-)
Bahisti/Frash & Other Class-IV employees.	

HOSPITAL STAFF:

Medical Officer (4 Scales)

- i) Rs.7880-220-8100-275-10300-340-12000-375-13500/- (with initial start of Rs.8000/-)
- ii) Rs.10025-275-10300-340-12000-375-13500-400-15100/- (after 4 years)
- iii) Rs.12000-375-13500-400-15500/- (after 9 years)
- iv) Rs.14300-400-15900-450-18150/- (after 14 years)

Pharmacist Rs.4550-150-5000-160-5800-200-7000-220-7220/-

Nursing Asstt. Rs.2520-100-3120-110-3660-120-4140/- (initial start of Rs.2620/-)

Wages of SPOs and Contingent Paid Staff

SPOs and contingent paid staff such as Cooks, Barbers, Sweepers and Water Carriers are paid on daily wage basis. They are the least paid staff of the police. The wages of the contingent paid staff are fixed by the Deputy Commissioner of the District. The wages of SPOs are fixed for the entire State. The present daily wages of SPOs and contingent paid staff of Ludhiana District (as a representative sample) are as below:-

SPOs	Rs.2,700/- p.m. (Daily wage of Rs.90/-)
Cook	Rs.3,051/- p.m
Barber	Rs.2,592/- p.m

ALLOWANCES:

i) Special Allowances:

FOLLOWING POSTS CARRYING SPECIAL ALLOWANCES AS MENTIONED AGAINST EACH:

Designation of the post	Amount of Special allowance
	Per month:
AIG Personnel, CPO Punjab, Chandigarh	Rs.800/-
AIG/Provisioning, CPO Punjab, Chandigarh	Rs.800/-
Senior Superintendent of Police-incharge of Districts-Amritsar, Jalandhar, Hoshiarpur, Kapurthala, Gurdaspur, Ludhiana, Ropar, Patiala, Sangrur, Bathinda, Faridkot, Ferozepur, Tarn Taran, Majitha, Batala, Mansa, Barnala, Fatehgarh Sahib, Khanna & Jagraon.	Rs.600/- per month each
DSPs/Incharge Sub-Divisions in Punjab	Rs.400/-

Computerization & Telecommunications:

SP	Rs.800/-
DSP	Rs.320/-
Inspector	Rs.320/-
SI	Rs.280/-
ASI	Rs.240/-
HC	Rs.160/-
Constable	Rs.120/-

Ministerial Staff

Supdt. Grade-I	Rs.400/-
Private Secretary	Rs.400+200/-
Supdt. Grade-II	Rs.200/-
Sr. Scale Steno	Rs.160/-

Intelligence Wing

DIG/Intelligence-I, Punjab, Chandigarh	Rs.800/-
DIG/Counter Intelligence Punjab, Chandigarh	Rs.800/-
DIG/Security Punjab, Chandigarh	Rs.800/-
All posts of SPs Intelligence at Headquarters and Zonal SPs/SB, Intelligence Wing	Rs.800/- each
SP/Ladda Kothi, Sangrur	Rs.400/-
Law Officer, CID Punjab	Rs.400/-
DSP	Rs.800/-
Inspr.	Rs.600/-
S.I.	Rs.500/-
ASI	Rs.400/-
HC	Rs.300/-
Constable	Rs.200/-

Ministerial Staff

Supdt. Grade-1	Rs.400/-
Private Secretary	Rs.400+200/-
Supdt. Grade-II	Rs.200/-
Sr. Scale Steno	Rs.160/-

SUPERINTENDENT OF POLICE (STATE)

On promotion from the rank of DSP to the Rank of SP are entitled to draw @ Rs.200/- per month Spl. allowance in lieu of higher responsibility.

ii) UNIFORM GRANT:

All IPS & State Police Officers

Rs.6500/- (initial grant)
Rs.3000/- (Renewal grant after 7 years)

iii) RATION ALLOWANCE:

Armed Bns.-Except Commando Bns.
(Constable to Dy. Supdt. of Police)

Rs.150/- per month

Commando Bns.

Officers (DSP to IGP)

Rs.28.59 per day

Other (Constable to Inspector)

Rs.25.75 per day

District Police

Rs.100/- per month

(Constable to Dy. Supdt. of Police)

iv) DRIVING ALLOWANCE

Constable Driver

Rs.300/- per month

v) TRAINING ALLOWANCE

Non-permanent faculty members :
associated with Training & Teaching
Works.

15% of Basic Pay on un-revised pay scales
as on 31.12.95.

vi) CONVEYANCE ALLOWANCE

NGOs (Motor Cycle/Scooter Allowance)

Rs.90/- per month

ORs (Cycle Allowance)

Rs.20/- per month

vii) KIT MAINTENANCE ALLOWANCE

IPS Officers

Rs.150/- per month

SPs/DSPs

Rs.80/- per month

Inspector

Rs.60/- per month

Sub-Inspector/Asstt. Sub-Inspector

Rs.40/- per month

Head Constable/Constable

Rs.25/- per month

viii) COMPENSATORY PAY

Constable to Inspector

Equivalent to One month extra pay i.e. Basic Pay+DA in lieu of duty on Gazetted Holidays.

ix) FIXED MEDICAL ALLOWANCE

All Police Employees-except
IPS officers

Rs.350/- per month

x) HOUSE RENT ALLOWANCE/

RENT FREE ACCOMMODATION

Head Constable to Inspector
Dy. Supdt. of Police posted in Sub-Divisions
DIG/SP/DSP of Intelligence Wing
Constables

Entitled to Rent Free Accommodation, but those who have not been allotted Govt. accommodation are given 5% of basic pay in addition to normal HRA, if admissible at the place of posting. 60% of the Constables are entitled for HRA+5% of Basic Pay or Rent Free Accommodation. The remaining 40% are provided barracks accommodation. All Constables working in CID, who are not provided rent free accommodation are entitled for HRA+5% of Basic Pay.

IPS, State Police Officers & Other
Officers/Officials

Determined with reference to the place of posting of the employee. 15% of Basic Pay posted in Cities A, B-1, B-2 Classes, 7.5% of Basic Pay posted in C Class Cities & 5% of the Basic Pay to employees posted in unclassified towns.

xi) RURAL AREA ALLOWANCE:

Rural Area allowance @ 6% of Basic Pay shall be admissible only to those employees, who are posted in rural areas.

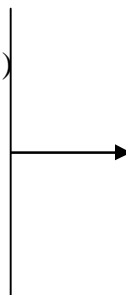
xii) COMPENSATORY ALLOWANCE

The eligibility for the city compensatory allowance to the employee shall be determined with reference to the place of posting of the employees.

xiii) SPECIAL RISK ALLOWANCE TO SECURITY PERSONNEL ATTACHED WITH THE HON'BLE CHIEF MINISTER:

HIGH RISK POST:

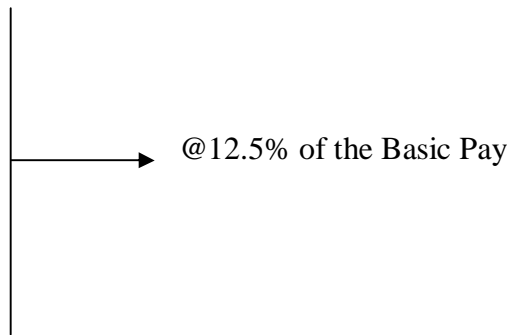
Superintendent of Police (5)
Inspector (1)
NGO (28)
ASI (2)
Sub-Inspector (2)
Head Constable (12)
Constable (11)



@ 25% of the Basic Pay

LOW RISK POST:

Dy. Supdt. of Police (1)
 Inspector (2)
 NGO (3)
 ASI (4)
 Sub-Inspector (2)
 Head Constable (10)
 Constable (29)



FREE TRAVEL FACILITY:

Allowed in Punjab Roadways and PRTC Buses for Constables, Head Constables, ASIs, SIs & Inspectors.

DETAILS OF PENSIONARY BENEFITS PAYABLE TO POLICE PERSONNELS AT THE TIME OF RETIREMENT

Sr. No.	Nature of benefits	State Govt. Officers/ Employees		IPS Officers	
		Admissibility	Rules/Authority	Admissibility	Rules/Authority
1.	Pension	<u>A X 1 X B</u> 2 X 66 A = 10 months average emoluments B = Qualifying service in half years subject to maximum of 66 half years Emoluments = Basic Pay + Dearness Pay + Personal Pay, if any. Minimum Pension = Rs.1310/- p.m. Minimum service qualifying for pension is 10 years and maximum is of 33 years.	Rule 6.16 of Punjab CSR, Volume-II r.w. Pb. Govt. letter No. 1/7/98-1FP3/8709 dated 16.7.98 and No. 3/2/97-FPI/ 4035 dated 1.6.2004	<u>A X 1 X B</u> 2 X 66 A = 10 months average emoluments B = Qualifying service in half years subject to maximum of 66 half years Emoluments = Basic Pay + Dearness Pay + Personal Pay, if any. Minimum Pension = Rs.1275/- p.m.	Rule 18 of AIS (DCRB) Rules, 1958 r.w. G.O.I. OM No.45/86/97-F&PW(A)-Part II dated 27.10.97 & F.No.105/1/2004-IC dated 1.3.2004.

2.	Death-cum-Retirement Gratuity	$A \times B$ 4 A = Basic Pay + Dearness Pay + Dearness Allowance B = Qualifying service in half years subject to maximum of 66 half years Maximum Limit = Rs.3,50,000/-	Rule 6.16-AA of Punjab CSR, Volume-II r.w. Pb. Govt. letter No. 1/7/98-1FP3/8709 dated 16.7.98 and No. 3/2/97-FPI/ 4035 dated 1.6.2004	$A \times B$ 4 A = Basic Pay + Dearness Pay + Dearness Allowance B = Qualifying service in half years subject to maximum of 66 half years Maximum Limit = Rs.3,50,000/-	Rule 19 of AIS (DCRB) Rules, 1958 r.w. G.O.I. OM No.45/86/97-F&PW(A)-Part II dated 27.10.97& F.No.105/1/2004-IC dated 1.3.2004.
3.	Commutation of pension	40% of Basic pension X 12 X as per rates prescribed in the table attached with State Govt. letter No.3/13/2001-3FPP/6377 dated 29.7.03	Rule 11 of Punjab CSR, Volume-II r.w. State Govt. letter No.1/7/98-IFPIII/8830 dated 21.7.98 and No. 3/13/2001-3FPP/ 6377 dated 29.7.2003	40% of Basic pension X 12 X as per rates prescribed in the table referred in rule 19 of AIS (Commutation of pension) Rules, 1958	Rule 19 of AIS (Commutation of pension) Rules, 1958 r.w. G.O.I. OM No.45/86/97-F&PW(A)-Part II dated 27.10.97
4.	Leave Encashment	Emoluments X No. of days of un-utilised earned leave at the credit of Govt. servant subject to maximum of 300 days 30 Emoluments= Basic Pay + D.P. + Dearness Allowance	Rule 8.116 of Pb. CSR, Volume-I	Emoluments X No. of days of un-utilised earned leave at the credit of Govt. servant subject to maximum of 300 days 30 Emoluments= Basic Pay + D.P. + Dearness Allowance	Rule 20 of AIS (Leave) Rules, 1955
5.	General Provident Fund	As per balance at the credit of the subscriber at the time of retirement	Rule 13.28 of Pb. CSR, Volume-II	As per balance at the credit of the subscriber at the time of retirement	Rule 28 and 29 of AIS(Provident Fund) Rules, 1955

6.	Group Insurance Scheme Fund	As per balance at the credit of the subscriber on the basis of his monthly deductions towards Group Insurance Scheme	Rule ii(I) of Appendix vii referred to rule 15.1(b) of Pb. CSR, Volume-II	As per balance at the credit of the subscriber on the basis of his monthly deductions towards Group Insurance Scheme	Under Central Govt. Employees Group Insurance Scheme Rules
----	-----------------------------	--	---	--	--

DETAILS OF PENSIONARY BENEFITS PAYABLE TO THE FAMILY/LEGAL HEIRS OF POLICE PERSONNELS IN THE EVENT OF DEATH DURING SERVICE

Sr. No.	Nature of benefits	State Govt. Officers/ Employees		IPS Officers	
		Admissibility	Rules/Authority	Admissibility	Rules/Authority
1.	Family pension	<p>I. During first 7 years or till Govt. employee would have attained the age of superannuation, whichever period is less: - Pay Upto 4500/- : 60% of Last Basic Pay + DP subject to minimum of Rs.1310 Pay Above 4500/- :50% of Last Basic Pay + DP subject to minimum of Rs.2700/-</p> <p>II. After first 7 years or till Govt. employee would have attained the age of superannuation, whichever period is less: - Pay Upto 4500/- : 40% of Last Basic Pay + DP subject to minimum of Rs.1310 Pay Above 4500/- :30% of Last Basic Pay + DP subject to minimum of Rs.1800/-</p>	<p>Rule 6.17(1) of Punjab CSR, Volume-II r.w. Pb. Govt. letter No. 1/7/98-1FP3/8709 dated 16.7.98 and No. 3/2/97-FPI/ 4035 dated 1.6.2004</p>	<p>I. During first 7 years or till Govt. servant would have attained the age of 67 years had he survived, whichever period is less: - 50% of Basic Pay + DP; OR Double the amount of family pension, whichever is less</p> <p>II. After first 7 years or till Govt. servant would have attained the age of 67 years had he survived, whichever period is less: - 30% of basic pay + D.P.</p> <p>Minimum family pension= Rs.1275/-</p>	<p>Rule 22(C) of AIS (DCRB) Rules, 1958 r.w. G.O.I. OM No.45/86/97-F&PW(A)-Part II dated 27.10.97 & F.No. 105/1/ 2004 -IC dated 1.3.2004.</p>
2.	Death-cum-Retirement Gratuity	<p><u>A X B</u> 2 A = Basic Pay + Dearness Pay + Dearness Allowance B = Qualifying service in half years subject to maximum of 66 half years Maximum Limit = Rs.3,50,000/-</p>	<p>Rule 6.16-AA of Punjab CSR, Volume-II r.w. Pb. Govt. letter No. 1/7/98-1FP3/8709 dated 16.7.98 and No. 3/2/97-FPI/ 4035 dated 1.6.2004</p>	<p><u>A X B</u> 2 A = Basic Pay + Dearness Pay + Dearness Allowance B = Qualifying service in half years subject to maximum of 66 half years Maximum Limit = Rs.3,50,000/-</p>	<p>Rule 19 of AIS (DCRB) Rules, 1958 r.w. G.O.I. OM o.45/86/97-F&PW(A)-Part II dated 27.10.97 & F.No.105/1/ 2004-IC dated 1.3.2004.</p>

3.	Leave Encashment	Emoluments X No. of days of un-utilized earned leave at the credit of Govt. servant subject to maximum of 300 days 30 Emoluments= Basic Pay + D.P. + Dearness Allowance	Rule 8.116 of Pb. CSR, Volume-I	Emoluments X No. of days of un-utilized earned leave at the credit of Govt. servant subject to maximum of 300 days 30 Emoluments= Basic Pay + D.P. + Dearness Allowance	Rule 20 of AIS (Leave) Rules, 1955
4.	General Provident Fund	As per balance at the credit of the subscriber at the time of retirement	Rule 13.28 of Pb. CSR, Volume-II	As per balance at the credit of the subscriber at the time of retirement	Rule 28 and 30 of AIS (Provident Fund) Rules, 1955
5.	Deposit Linked Insurance Scheme	Last 36 months average monthly subscription or Rs.10,000/- whichever is less.	Rule 13.28-A of Pb. CSR, Volume-II	Last 36 months average monthly subscription or Rs.30,000/- whichever is less.	Rule 19-BB of AIS (DCRB) Rules,1958 .
6.	Group Insurance Scheme Fund	Group A = Rs.1,20,000/- Group B = Rs.60,000/- Group C = Rs.30,000/- Group D = Rs.15,000/- alongwith amount at the credit of Saving Fund of Employee.	Rule ii(I) of Appendix vii referred to rule 15.1(b) of Pb. CSR, Volume-II	Group A = Rs.1,20,000/- Group B = Rs.60,000/- Group C = Rs.30,000/- Group D = Rs.15,000/- alongwith amount at the credit of Saving Fund of Employee.	Under Central Govt. Employees Group Insurance Scheme Rules
7.	Ex-gratia	Rs.50,000/- in lump sum	Rule 2.7 and its Annexure of Pb. CSR, Volume-II r.w. Pb. Govt. letter No. 1/7/98-1FP3/8709 dated 16.7.98	Rs.50,000/- in lump sum	Rule 2.7 and its Annexure Pb. CSR, Volume-II r.w. Pb. Govt. letter No. 1/7/98-1FP3/ 8709 dated 16.7.98
8.	Special Ex-gratia	24 times of basic pay subject to minimum of Rs.1 lakh and maximum of Rs.3 lakh.	Pb. Govt. letter No.2/19/2000-3FPPC/641 dated 24.1.2001	24 times of basic pay subject to minimum of Rs.1 lakh and maximum of Rs.3 lakh.	Pb. Govt. letter No.2/19/2000-3FPPC/641 dated 24.1.2001

CHAPTER X

BUDGET ALLOTMENT OF THE POLICE DEPARTMENT FOR THE FINANCIAL YEAR 2005-06 AND EXPENDITURE/BALANCE UPTO 31.07.2005.

Sr. No.	Head of Account	Budget Allotment	Expenditure upto 31.07.2005	Balance	Remarks
1.	2055-Police Voted (Non Plan) Charged	1083,57,64,000 1,44,09,000	353,70,03,156 26,21,703	729,87,60,844 1,17,87,297	
	TOTAL	1085,01,73,000	353,96,24,859	731,05,48,141	
2.	4055-Capital Outlay on Police under SOEs 'Arms & Ammu.', 'Clothing', 'Maintenance', 'Motor Vehicles' & 'Machinery & Equipment'	8,24,10,000	2,32,07,853	5,92,02,147	
	Under SOE 'Modernisation' (Non Plan)	25,68,00,000	9,78,00,000	15,90,00,000	The balance fund of Rs.15.90 Crore have also been released by the State Govt. and the Police Deptt. is in process of utilizing the same.
	TOTAL	33,92,10,000	12,10,07,853	21,82,02,147	
3.	4055-Capital Outlay on Police-211-Police Housing Construction (Non Plan)	10,78,94,000	2,34,93,913	8,44,00,087	
4.	4059-Outlay on Public Works & Repair and Maintenance (Non Plan)	25,00,000	5,28,800	19,71,200	
5.	4055-Capital Outlay on Police-11 th Finance Commission (Plan).	1,00,000	--	1,00,000	
6.	2235-Social Security (Medical).	88,70,000	23,74,975	64,95,025	
7.	2235-Social Security (DLI)	20,00,000	8,86,810	11,13,190	
8.	2058-Printing & Stationery.	25,00,000			

CHAPTER XI
THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION, INCLUDING THE WORKING HOURS OF THE LIBRARY OR
READING ROOM, IF MAINTAINED FOR PUBLIC USE

The public can access information about the status of their requests pertaining to enquiries of complaints, investigation of cases, verifications, permissions etc. at the following locations against the concerned units. They can also see the various Act/ rules/ Govt. Instructions/ standing orders applicable to Punjab Police in the library housed in these premises.

This facility shall be available on all working days during office hours (9.00 am to 1.30 pm and 2.00 to 5.00 pm)

Sr. No.	Name of unit/ wing	Location of information centre/ library
I)	Police Hqrs.	Reception Centre, Public entrance, Ground Floor, Police Hqrs., Sector 9, Chandigarh.
II)	District Police	
	1. Rupnagar	Community Police Resource Centre, DPO Rupnagar.

CHAPTER XII

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Sr. No.	State Public Information Officers	State Asstt. Public Information Officers		
		Designation	Name Sarvshri	Tel. No.(Off.)
1. POLICE HEADQUARTERS				
1.	Unit :- Police Headquarters Post :- IGP Headquarters Name:- Sh. Suresh Arora, IPS Tel;- 0172-2747175	DIG Administration	Sh.H.S. Sidhu, IPS	0172-2748160
		DIG Provisioning	Mr. Gurpreet Kaur Deo, IPS	0172-2743728
		DIG Crime	Sh.B.K.Uppal, IPS	0172-27457623
		DIG C& T	Sh.Arun Kumar Rao, IPS	0172-2749222
		DIG/Intelligence	Sh.Barinder Kumar	0172-2745861
		DIG/Security	Sh.Sham Lal Gakhal, IPS	0172-2740633
		DIG/PAP	Sh.Parampal Singh, IPS	081-2236944
		DIG/CDO	Sh.Tehal Singh,IPS	0175-2381440
		DIG/IRB	Sh.R.P. Mittal, IPS	0175-2214769
		AIG Traffic	Sh.Amrit Brar	2748182
		SP Human Rights	Sh.Gurdev Singh	2648021
		SP IVC	Sh. Mander Singh	0172-2743321
II DISTRICT POLICE				
2.	Unit:- Rupnagar Post :-Senior Superintendent of Police Name:- Sh. P.K. Sinha, IPS Tel;- 01881-220946	SP/D/Rupnagar	Sh. Ashish Choudhary, IPS	01881-220119
		DSP/D / Rupnagar	Sh. Amandeep Singh, PPS	01881-244119
		DSP/S.D./Anandpur Sahib	Sh. Jatinder Singh, PPS	01887-232068
		DSP/S.D./Chamkaur Sahib	Sh. Manminder Singh , PPS	01881-262123
		DSP/Rural	Sh. Pritam Singh, PPS	98157-78615