

**CHAPTER – 1 : INTRODUCTION**

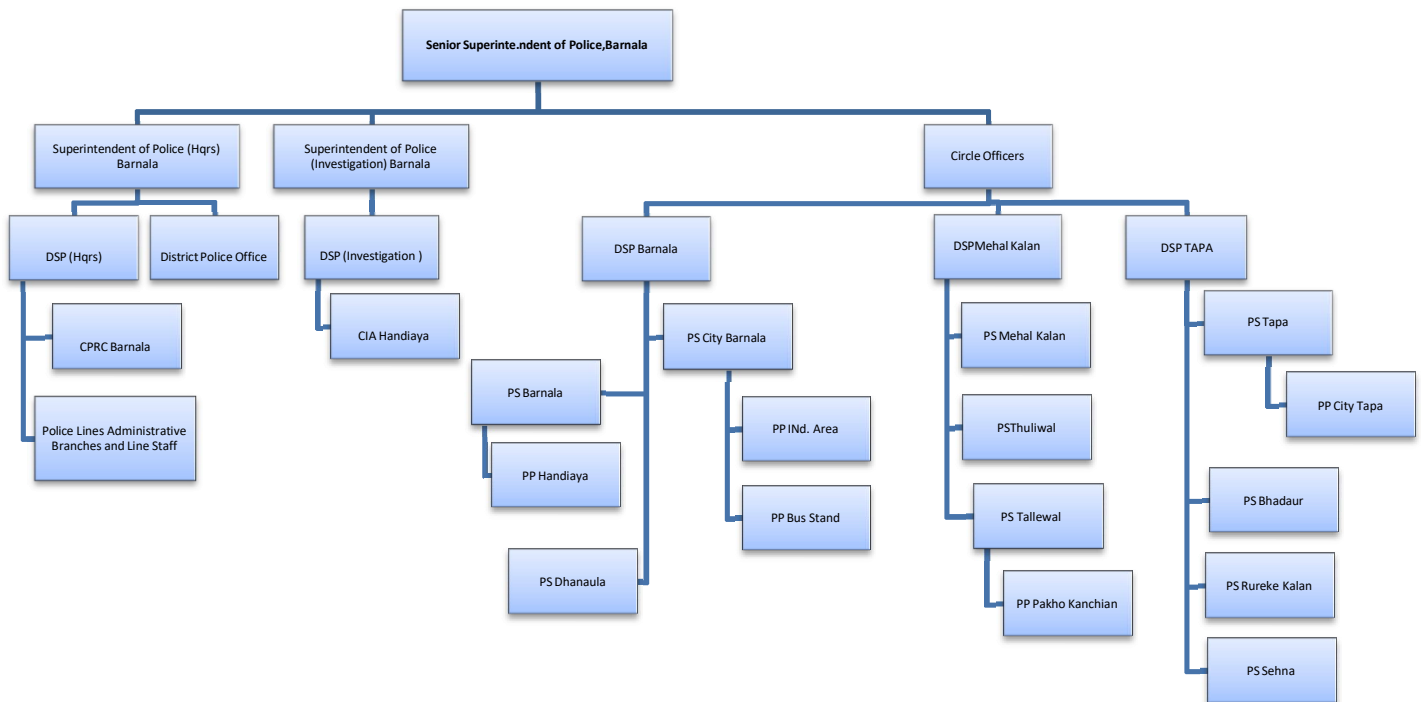
This hand book has been brought out to facilitate dissemination of basic information about Punjab Police for the citizens under “The Right to information Act, 2005”. It contains a brief information about the working of Punjab Police so that a citizen should have a basic idea as to which office he/she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

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

**CHAPTER – 2 : 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 District Police is headed by the Sr. Supdt. of Police. It is organized into different wings/ units each headed by a Senior officer as outlined in the chart below :-

**DISTRICT BARNALA**



**CHAPTER – 3 :                      THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**  
**Powers/ duties as a police officer**

Under Section 23 of the Police Act, 1861, the powers of a police officers are delineated as below:-

It shall be the duty of every police officer promptly to obey & execute all orders & warrants lawfully issued to him by any competent authority :-

- a. To collect & communicate Intelligence affecting the public peace.
- b. To prevent the commission of offences & public nuisances
- c. To detect & to bring offenders to justice & to apprehend all persons whom he is legally authorized to apprehend & for whose apprehension sufficient grounds exists.

It shall be lawful for a Police officer, for any of the purpose mentioned in this section without a warrant, to enter & inspect any drinking shop, gambling house or other place of resort of loose & disorderly characters.

**Main powers/ duties of a police officer under various sections of Cr.P.C. are as below:-**

Section 36	Powers of superior Officers of Police.
Section 41	When Police may arrest without Warrant
Section 42	Arrest on refusal to give name & residence
Section 46	Procedure of Arrest
Section 47	Power of Police officer to search of a Place entered by a person sought to be arrested.
Section 50	Arrested person must be informed the grounds of Arrest & right to bail.
Section 51	Search of Arrested Person
Section 52	Power to seize Offensive weapon.
Section 53	Examination of accused by medical Practitioner at the request of Police.
Section 55	Procedure when Police Officer deposes his subordinate to arrest without Warrant
Section 57	Arrested person not to be detained more than 24 hours
Section 58	Police to report apprehensions
Sec 61-90	Processes to compel appearance
Sec 91-105	Processes to compel the production of things
Section 100	Procedure of search of closed place.
Section 102	Powers of Police Officer to see certain Properties
Sec.106-124	Security for keeping the peace and for good behaviour. Powers of Police officers to arrest the person for prevention of Crime
Sec 149-153	Preventive action of the Police.
Sec 154	Registration of FIR on disclosure of cognizable offence.
Sec 160	Police officer's Power to require the attendance of Witnesses
Sec 165-166	Search by Police Officer
Sec 172-174	Procedure of Investigation

B. Powers and duties according to each wing / unit

**1. District Police**

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 his 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:-

1. Maintenance of law and order
  - i. Security arrangements at places of congregations
  - ii. Traffic management
2. 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.
3. Monitoring of rescue and relief operations during natural disasters, calamities and major accidents.
4. Administration of District Police. Being the supervisory officer of all sub-divisions, police stations, police e posts, District police offices, 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
    - Recruitments : As per PPR 12.1 he can recruit constables and ASIs
    - Training
    - Transfers/ posting: of other ranks (constables and Head constables) and ASIs and Sis within the district.
    - Promotions up to the rank of ASI
    - Other service related matters.
    - Rewards : Can issue commendation certificate class-III alongwith cash reward up to Rs.150/-
    - 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.
    - Welfare: To hold Orderly rooms as laid down in PPR 14.10 for the Redressal of the grievances of the force.
  - ii. Resources
    - Erection, maintenance and upkeep of police Buildings
    - Maintenance of police Vehicles
    - Maintenance of arms, weapons and ammunition at the disposal of the district police in serviceable condition.
    - Maintenance of Communication equipments
    - Upkeep of other law and order equipments
    - Uniform related articles
    - Devices related to Traffic management and scientific investigation etc.
  - iii. Financial management

- Budgeting
  - Expenditure as per norms
5. 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.
  6. 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.
  7. Coordination with district administration
    - i. District Magistrate PPR 1.16
    - ii. District Session Judge
    - iii. District Attorney
  8. Police public interface
    - i. Redressing public grievances
    - ii. Initiates schemes of community policing to involve the local community.
  9. 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
  10. Criminal intelligence gazette : To provide material suitable for inclusion in the Punjab Criminal Intelligence Gazette
  11. 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 if power delegates by SSP.
  - iii. Issue transfer orders of ORs and Class-IV and also to sanction authority for their earned leave if administrate delegates by SSP.
  - 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-1/C-II
    - Maintenance of lists 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/INV. ,DSP/INV.**

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 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 pairve 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

##### e) Duties of SHO

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

##### f) Assistant Sub-Insp.

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.

##### g) Duties of MHC

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 :-

1. Maintenance of Law & Order in the Jurisdiction of the Police Station.
2. 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.
3. Detection of crime by investigation of cases registered under IPC or Local & Special Laws.
4. Passport, service verifications.
5. Redressed of the grievances of the victims, complainants coming to Police Stations with different problems.
6. 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

##### h) Duties of Head Clerk

1	HEAD CLERK	Overall supervision of English office. All duties as prescribed in chapter 11 of PPR Vol.1
2	AC- I	He deals with the correspondence relating to in Chapter of PPR3,4,5,6,7 and 20 including sanctions relating to Misc. stores clothing and equipments.

3	JR.CLERK AC-II	He deals with the correspondence relating to chapter 1,2,11,13,14,15 and 19 of PPR.Gos course
4	AC-III	He deals with the correspondence relating to chapter 21 to 28 of PPR
5	JR.ASTT. CC/CLERK	CrI. cases register against Police officials and Audit objection.
6	CLERK, CRC	He deals with as per Chapter 8 and 9 of PPR. In addition to above Character Roll/ Service Books of all police officials/men. He also deals with the cases of Annual increment of GO's,NGO's and OR's.

1. License, Criminal Specials Reports, Instructions of Crime and Chemical Reports, Summons, Warrants, Police help, Parole Case.
2. 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

##### **i) Duties of Accountant**

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.

##### **j) Duties of Bill Clerk**

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

#### Vernacular Office

##### **k) Duties of Reader SSP**

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

**l) Duties of Record Keeper**

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.

**m) Duties of Return Writer**

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

**n) Duties of Diarist Copyist and Dispatchers**

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.

**o) Duties of CRO**

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.**

**p) Duties of P.C Clerk**

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

**Security Branch**

**q) Duties of I/C Security Branch**

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**

**r) Duties of I/C Litigation**

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**

**s) Duties of I/C Orderly Branch (NGO)**

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**

**t) 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

##### **u) Duties of I/C Traffic**

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

Regulation of traffic at different intersections, automatic traffic control signals, round-about, Chowks, markets and other places.

1. Parking duties in markets, melas, exhibitions, other functions.
2. Control of traffic during processions, agitations, strikes, dharnas, rallies, rasta-roko programmes etc.
3. Enforcement of traffic rules & regulations by prosecuting the violators under Motor Vehicles Act/Rules.
4. 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.
5. 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)

##### **v) Duties of I/C Police Control Room**

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

##### **w) Duties of I/C Special Branch**

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

##### **x) Duties of I/C CIA**

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.

##### **y) I/C E.O Wing**

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.

##### **z) I/C C.A.W.C**

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.

##### **aa) I/C P.O. Cell**

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.

##### **bb) I/C Prosecution Cell (NGO)**

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 trial courts without any fail and liaise with SP/Det. regarding the trial court proceedings.

##### **cc) I/C Summon Staff**

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 trial cases of the district.

#### Wireless Section

##### **dd) 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 – 4 : THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

- I. 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.
- I. 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.
- III. Instructions
  - a) All Instructions received through Circular or Standing orders

**CHAPTER – 5 : 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 – 6 :      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.
	Crime wing	1. Copies of enquiry reports conducted by crime wing officers 2. Files concerning extradition matters 3. Replies to questions from parliament/ assembly 4. Periodical crime reports
	IVC	Reports of enquiries conducted by the IVC branch.
	C&T Wing	Files concerning establishment of Computer and Telecommunication Wing i.e. regarding maintenance of stock, accounts etc. and the following documents of Finger Print Bureau. 1. FPB register 2. Dispatch checks 3. The search slip register 4. Record slip register 5. Document entry register 6. Order Book

All Police Stations will have the following Registers i.e.

1. FIR note book 22.47 PPR,
2. Daily Diary Register 22.48 PPR,
3. Standing and Circular order register 22.53 PPR,
4. Register of Absconder and deserters 22.54 PPR,
5. Register of Correspondence (three parts) 22.55 PPR,
6. Misc. Register 22.56 PPR,
7. Cattle Pound Register. 2257 PPR, **(Now discontinued)**
8. Criminal Tribes Range. 2258 PPR, **(Now discontinued)**
9. Village Crime Register 22.59 PPR,
10. Surveillance Register 22.61 PPR,
11. Index to History Sheets and Personnel Files 22.62 PPR,
12. Register of information Sheets 22.63 PPR,
13. Minutes book of Gazetted Officer 22.64 PPR,
14. File Book of Inspection Reports 22.65,
15. The Register of Births & Deaths 22.66 PPR, (Maintained by village Panchayat Secretary)
16. Register of Govt. Officials & Property 22.67 PPR,
17. Register of Licenses 22.68 PPR,
18. Receipt Book of Arms Ammunition and Military Stores 22.69 PPR,
19. The Store Room Register 22.70 PPR,
20. Cash Accounts Register 22.71 PPR,
21. File Book of Road Certificate 22.72 PPR,
22. Printed Receipt Books 22.73 PPR,
23. Police Gazette and Criminal Intelligence Gazette. 2274 PPR,
24. Police Rules 22.75 PPR, Charge Note of Officer Incharge of Police Station 22.76 PPR,

#### **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,
  - xlvi. Destruction of Daily Dairies 22.51 PPR,
  - xlvi. Absconders & Deserters 22.54 A PPR,
  - xliv. District Register of Absconders 23.20 PPR.
  - xliv. Register of Proclaimed Offenders 23.22(1) & (2) PPR,
  - xlvi. Police File Destroyed Register 27.39 (5) PPR,
  - xlvi. File of Criminal Intelligence Gazettes 11.55 PPR,
  - xlvi. File of Police Gazettes 11.55 A PPR,
  - xlvi. Military Deserters 11.16(6) PPR,
    - I. 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 – 7: STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THESE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

This is not applicable to Punjab Police.

**CHAPTER – 8: THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

Sr.No.	District Public Information Officers	District Asstt. Public Information Officers		
		DESIGNATION	NAME	Tel. No. (Off.)
	Senior Superintendent of Police , Barnala  Name :- Sh. Sandeep Kumar Malik, IPS  <a href="tel:01679-231107">Tel:- 01679-231107</a>	Superintendent of Police (INV), Barnala	Sh. Anil Kumar, PPS	75081-79003
<b>I. POLICE HEADQUARTERS</b>				
1.	<b>Unit :- BARNALA</b>  Post:- Senior Superintendent of Police, BARNALA	Sh. Sandeep Kumar Malik, IPS	SSP Barnala	01679-231107 (O) 01679-233218 (R)
		Sh. Anil Kumar, PPS	SP Detective Barnala	01679-
		Sh. Kuldeep Singh, PPS	SP Hqrs Barnala	01679-230092
		Miss. Harwant Kaur, PPS	SP PBI, Organized Crime and Narcotics, Barnala	01679-
		Sh. Rajesh Snehi Batta, PPS	DSP Sub Division Barnala	01679-230031
		Sh. Gurwinder Singh, PPS	DSP Sub Division Tapa	01679-272211
		Sh. Jatinderpal Singh, PPS	DSP Sub Division Mehal Kalan	01675-233327
		Sh. Davinder Singh, PPS	DSP Hqrs Barnala	01679-236354
		Sh. Ravinder Singh, PPS	DSP Detective Barnala	01679-
		Ms. Sandeep Kaur Sandhu, PPS	DSP PBI CAW & C With addl. Charge Of Economic Offence & Cyber Crime	01679-
		Sh. Kuldeep Singh, PPS	DSP Special Barnala	01679-

		Sh. Ram Ji, PPS	DSP PBI Homicide & Forensic Barnala	01679-
		Sh Baljinder Singh, PPS	DSP PBI Narcotics BNL	01679-

**CHAPTER – 9: 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.	Postings/ transfers of SHOs (other than those in Inspector rank)	SSP
2.	Transfers and postings from the rank of constables to S.I (within district)	SSP

3.	Scale of security to VVIPs / VIPs	SSP/ ADGP Security.
4.	Registration of criminal case	SHO
5.	Enquiry into a complaint	G.O.
6.	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)
7.	Transfer of investigation within the district	SSP
8.	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.

**CHAPTER – 10 : A DIRECTORY OF ITS OFFICERS AND EMPLOYEES.**

Name	Designation	Phone No.	MOBILE NO.
SMT. Alka Meena, IPS	SSP Barnala	01679-231107 (O) 01679-233218 (R)	94635-77442
Sh. Anil Kumar, PPS	SP Detective Barnala	01679-	81461-84800
Sh. Kuldeep Singh, PPS	SP Hqrs Barnala	01679-230092	99151-00248
Miss. Harwant Kaur, PPS	SP PBI, Organized Crime and Narcotics, Barnala	01679-	81468-39756
Sh. Rajesh Snehi Batta, PPS	DSP Sub Division Barnala	01679-230031	75081-79005
Sh. Gurwinder Singh, PPS	DSP Sub Division Tapa	01679-272211	75081-79006
Sh. Jatinderpal Singh, PPS	DSP Sub Division Mehal Kalan	01675-233327	75081-79007
Sh. Davinder Singh, PPS	DSP Hqrs Barnala	01679-236354	98769-00367
Sh. Ravinder Singh, PPS	DSP Detective Barnala	01679-	96468-00336
Ms. Sandeep Kaur Sandhu, PPS	DSP PBI CAW & C With addl. Charge Of Economic Offence & Cyber Crime	01679-	96460-21880
Sh. Kuldeep Singh, PPS	DSP Special Barnala	01679-	97792-00733
Sh. Ram Ji, PPS	DSP PBI Homicide & Forensic Barnala	01679-	98150-87393
Sh Baljinder Singh, PPS	DSP PBI Narcotics BNL	01679-	98159-83507

Designation	Code	Office	Residence
<b><u>POLICE HEADQUARTERS</u></b>			
DGP/PUNJAB	0172	2743272, 2743772	2637872
PS/DGP/PB	0172	2743272	2234285, 2214388
READER/DGP/PB	0172	2743272	2690316
PA/DGP/PB	0172	2743272	2221353
PRO/DGP/PB	0172	2740787, FAX-2740354	
ADGP/ADMN	0172	2740428	2795111
IGP/HQRS	0172	2747175	2794152, 2793716

IGP/PROV	0172 2749739	2587833, 2566988
DIG/ADMN	0172 2740248	2786505, 2786660
DIG/PROV	0172 2743738	2704166
AIG/PERS	0172 2741160	-
AIG/WEL	0172 2741832	2669466
AIG/PROV	0172 2741829	2234392
AIG/TPT	0172 2747660	2267758, 2266163

**PUNJAB POLICE CONTROL ROOM**

SP/PPCR	0172 2740058, 2743144	2263504, 2227775
DUTY OFFICER	0172 2740298, 2740058	

**POLICE EXCHANGE**

0172

2748100 TO 08

**DISTRICT BARNALA**

S.NO	RANK OF THE OFFICERS	CODE	OFFICE NO.
1.	SSP/BARNALA	01679	231107
2.	SP/HQ /BARNALA	01679	241308
3.	SP/D /BARNALA	01679	--
4.	DSP/HQ /BARNALA	01679	236354
5.	DSP/D /BARNALA	01679	--
7.	DSP BARNALA	01679	230031
8.	DSP TAPA	01679	272211
9.	DSP/INV./BARNALA Addl. Charge DSP MEHAL KALAN	01679	256135
11	CONTROL ROOM BARNALA	01679	FAX-243683

S.NO	POLICE STATION/POLICE POST	CODE	OFFICE NO.
1.	PS CITY BARNALA	01679	230054
2.	PS BARNALA	01679	231778
3.	PS DHANAULA	01679	263423
4.	PS MEHAL KALAN	01679	255135
5.	PS THULIWAL	01679	225135
6.	PS TALLEWAL	01679	227054
7.	PS TAPA	01679	272094
8.	PS RUREKE KALAN	01679	278003
9.	PS BHADAUR	01679	274710
10	PS SEHNA	01679	270434
11	PP HANDIAYA	--	

12	PP CITY TAPA		
13	PP IND, EARIA BARNALA		
14	PP BUS STAND BARNALA		
15	PPS PAKHO KANCHAIN		

**CHAPTER – 11 : THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

Different officers and officials are drawing remuneration as per designated pay scales according to their lengths of service. The jobs of all employees are pensionable.

**PUNJAB POLICE DISTRICT SERVICE:**

SSP	Rs.37400-67000 Grade Pay 8600/-
SP	Rs.15600-39100 Grade Pay 5400/-
DSP	Rs.15600-39100 Grade Pay 5400/-
Inspector	Rs.10300-34800 Grade Pay 4800/-
Sub-Inspector	Rs. 10300-34800 Grade Pay 4600/-
ASI	Rs. 10300-34800 Grade Pay 4400/-
Head Constable	Rs. 10300-34800 Grade Pay 3600/-
Constable	Rs. 10300-34800 Grade Pay 3200/-

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 this staff are not pensionable.

**CHAPTER – 12 : BUDGET ALLOTMENT OF THE DISTRICT POLICE**

The requisite budget demand is being projected every year which is being forwarded through hierarchy and ultimately finalized at the Administrative Secretary level. After that budget proposal are being incorporated in the amount State Budget of the Punjab Govt. which is duly passed by the Legislature in the form of grants of different departments. After the passing of Budget and its disbursement to concerned D.D.O's the money is being drawn for different heads as per sanctions the audit of which is being done by the teams of Auditor General Punjab.

**CHAPTER – 13 : THE MANNER OF EXECUTION KOF SUBSIDY PROGRAMMES**

This is not applicable in Punjab.

**CHAPTER – 14 : PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT.**

All Police men are given free Bus travel vouchers for the official duty.

**CHAPTER – 15: 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)
	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.
	All departmental	Within 3 months extendable to 6 months.

	enquiries	
	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.
	Passport verifications	Verification by Police Station – within 4 weeks from receipt of application. Antecedents check by Intelligence Wing – within 4 weeks
	Enquiries or investigations ordered by the Hon'ble courts.	As per time limit fixed by the courts.
	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.
	Verification of servants/ tenants	within State- 4 weeks Outside State- 8 weeks.

**CHAPTER – 16:            DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

None

**CHAPTER – 17:            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.

**This facility shall be available on all working days during office hours (9.00 a.m to 1.30 p.m and 2.00 to 5.00 p.m).**

Sr No.	Name of unit/ wing	Location of information centre/ library
I)	<b>Police Hqrs</b>	Reception Centre, Public Entrance, Ground Floor. Police Hqrs, BARNALA
II)	<b>District Police</b>	
	1. BARNALA	Community Police Resource Centre Ground Floor.

**CHAPTER – 18:            OTHER USEFUL INFORMATION**

No. comments.