

**RECRUITMENT OF ASSISTANT INTELLIGENCE OFFICERS (IN THE RANK OF ASI) IN
INTELLIGENCE WING OF PUNJAB POLICE
STANDING ORDER NO. OF 2009**

Aims and objects

1. This Standing order lays down the criteria and procedure for direct recruitment of Assistant Intelligence Officer (AIOs), male as well as female, in the rank of Assistant Sub-Inspector of Police, in intelligence wing of Punjab Police in an objective, fair and transparent manner.

State Level Recruitment Board and Sub-Boards

2. The recruitment of AIOs (male/female) shall be carried out by a State Level Recruitment Board (hereinafter referred to as 'The Board') to be constituted by the DGP Punjab on the recommendation of Head of Intelligence Wing. There shall be one Board for recruitment of male and female candidates.
3. The Chairperson of the Board shall be an officer of the rank of Inspector General of Police. He/She shall be assisted by at least three members of the rank DIG/SSP or equivalent. At least one of the members of the Board must be belonging to SC/ST category and at least one member should be woman. The Board shall have adequate representation of Intelligence Wing.
4. The Chairperson of the Board shall be competent to decide upon the number of Sub-Boards to be constituted for facilitating the recruitment Phases I & II (if felt necessary), provided each Sub-Board will be headed by a member of the Board.
5. Adequate number of Gazetted Officers will be provided by the DGP on request of the Chairperson of the Board for smooth conduct of all phases of recruitment process. The non-Gazetted staff can be deputed by the Chairman of Board at his level.

Venue of The Board

6. The Physical Measurements and Physical Efficiency Test (PET) shall be conducted by the Board/Sub-Board at such centres as may be decided by the Board.
7. The written examination shall be administered centrally at as many examination centres simultaneously as decided by the Board.
8. The interview shall be held by the Board at any one location to be decided by the Board.

Eligibility Conditions

9. Educational Qualification - The minimum educational qualification for recruitment as AIO would be Graduation or its equivalent, with Punjabi as one of the elective subjects passed at the level of matriculation from a recognized Education Board/University.
10. Age
 - a) The minimum and maximum age limit will be 21 and 25 years respectively as on 1st of the month in which the posts are advertised. Relaxations in upper age limit in the case of Scheduled Castes/ Scheduled Tribes and Backward Classes shall be as prescribed by the State Government.
 - b) Ex-servicemen shall be given relaxation in the upper age limit by 3 years plus the number of years of service rendered in the Defence Forces. However, the period between discharge from defence services and re-employment should not exceed 24 months (2 years).

Physical Standard

11. For male candidates

Minimum Height	5 feet 7 inches
Minimum chest measurement without expansion	33"
Minimum chest measurement with expansion	34-1/2"

For female candidates

Minimum Height	5 Feet 3 Inches
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Medical Standard

12. (a) Vision : Minimum distant vision should be 6/6 for the individual eye with or without correction.
- (b) Must pass high grade colour vision test. Must not have knock knees, flat foot or squint eyes. Must not have any defect or deformity, which likely to interfere with the efficient performance of the duties.

Selection Process

13. The selection process will be conducted in following four phases :-

Phase-I Physical measurements

- (a) Only those candidates whose forms are found in order during scrutiny and who satisfy the eligibility conditions (Para 9 & 10) would be eligible to appear in this phase. The male candidates will undergo height and chest measurements and female candidates for height measurement only.
- (b) The physical measurement phase would be of qualifying nature and each candidate would be categorized as qualified/not qualified for Phase II on the basis of meeting the prescribed minimum standards (Para 11).

Phase-II Physical Efficiency Test (PET)

- (a) Only those candidates who qualify the Physical Measurements will be eligible to appear in Physical Efficiency Test.
- (b) **For male candidates (except ex-servicemen above 35 years)**
- | | |
|----------------------------|--|
| One mile (1600 metre) race | to be completed in 7 minutes (only one chance) |
| Long jump | 3.80 Metre (3 chances) |
| Highjump | 1.15 Metre (3 chances) |
- (c) **For female candidates (except ex-servicemen above 35 years)**
- | | |
|-----------|---|
| 800 m run | to be completed in 4 minutes 30 seconds (only one chance) |
| Long jump | 3.25 Metre (3 chances) |
| Highjump | 1 Metre (3 chances) |
- d) **For ex-servicemen (35 years and above)**
- | | |
|---------------------|---|
| 1400 Metre Run/Walk | to be completed in 12 minutes (only one chance) |
| 10 Sit-ups | No time limit |
- e) **For ex-servicewomen (35 years and above)**
- | | |
|--------------------|--|
| 800 Metre Run/Walk | to be completed in 8 minutes (only one chance) |
|--------------------|--|

NOTE : A candidate must qualify all the events for his/her category. Failure to qualify in any one of the PET events prescribed for his/her category will disqualify the candidate for the next stage (Phase III). This phase will also be qualifying in nature and each candidate would be categorized as qualified/not qualified for the next stage i.e. Phase III.

Phase-III Written Test

- a) Only those candidates who qualify the Physical efficiency Test will be eligible to appear in the written test.
- b) The written test shall comprise to 100 marks with questions on general awareness, numerical aptitude, test of reasoning, etc.
- c) Minimum pass marks in written examination will be 45% for the candidates from Scheduled Castes/Scheduled Tribes category and backward classes and 50% for all remaining categories.

Phase IV - Interview

- a) Interview would carry 15 marks. The candidate would be assessed for his personal bearing, response, orientation, technical skills and general level of intelligence etc.

- b) The number of candidates to be called for the interview shall not be more than three times the number of posts advertised for each category/sub-category.

Merit List

14. The final merit list of the candidates will be drawn category/sub categorywise on the basis of the/total marks obtained in written test and interview. The Board shall finalise the list of selected candidates to be recommended for recruitment after following the roster as per the Government instructions regarding reservation for different categories except sportspersons.
15. The Board will also prepare a waiting list of 10% candidates from each category (minimum one candidate of each category). The waiting list shall be valid for maximum period of one year from the date of declaration of final result.
16. The Govt. instructions reg. reservations for Scheduled Castes, Scheduled Tribes, Backward Classes, Ex-Servicemen, Wards of Freedom fighters shall be strictly adhered to by the Board.
17. As per the State Govt. letter No. 1(211)94-2HI/10176 dated 11.06.1996, 2% of the total vacancies shall be filled out of 'Wards of Police Personnel' against the quota meant for handicapped persons. If these instructions are modified in future, the latest Govt. instructions in the matter would be followed.

NOTE : A separate Board shall be constituted to select candidates for recruitment against posts reserved for sportspersons.

REDRESSAL OF GRIEVANCES

18. For redressing any grievance pertaining to physical measurements and physical efficiency test, the candidate may approach the Chairperson of the Board/Chairperson of Sub-Board who will take decision on the spot.
19. For redressing any grievance pertaining to conduct of written test, the candidate may approach the Chairperson/Member of the Board, who will take decision on the spot.
20. For redressing any grievance pertaining to conduct of the interview, the candidate may approach the Chairperson of the Board, who will take decision on the spot.

Director General of Police

Punjab

RECRUITMENT OF INTELLIGENCE ASSISTANTS IN THE RANK OF CONSTABLES IN THE INTELLIGENCE WING OF PUNJAB POLICE STANDING ORDER NO. 1 OF 2009

Recruitment of intelligence assistants in the rank of constable in the Intelligence wing of Punjab Police shall be made through a State Level Police recruitment Board constituted by the Director General of Police, Punjab on the recommendations of Additional Director General of Police, Intelligence, Punjab, Chandigarh, in a transparent manner. The procedure to be followed for recruitment of intelligence assistant (male/female) in the Intelligence wing of the Punjab Police is laid down below :-

1. Constitution of the state level police recruitment board

The State Level Police Recruitment Board for recruitment of intelligence assistant (male/female) in the Intelligence wing (herein after referred to as the Board) shall be headed by an officer in the rank of Deputy Inspector General of Police from the Intelligence wing who shall be assisted by at least two members of the Board who shall be of the rank of SSP or equivalent. at least one member of the Board must belong to the SC/ST category. There could be two Boards constituted separately for recruitment of male and female intelligence assistant.

2. Venue of the Board

The Physical Measurement and Physical Efficiency Tests (PET) shall be conducted at such centres as may be decided by the Board. The written examination shall be

administered centrally or as decided by the Board. The interview shall be held by the Board at any one location to be decided by the Board.

3. Eligibility Criterion

i) Educational Qualification

The minimum educational qualification for recruitment as intelligence assistant would be graduation with Punjabi as one of the elective subjects of the level of matriculation from a recognized Education Board/University. However, in case of Ex-servicemen, the minimum educational qualifications will be 10+2, as Ex-servicemen during their service pass professional courses and acquire sufficient knowledge.

ii) Age

The minimum age limit will be 18 years and maximum will be 25 years. The cut off date shall be determined by the Board. Relaxations in upper age limit in the case of Schedule Castes/Schedule Tribes and Backward Classes, shall be as prescribed by the State Government.

Ex-Servicemen shall be given relaxation in the upper age limit by 3 years plus the number of years of service rendered in the defence forces. However, the period between discharge from Defence services and re-employment should not exceed 24 months (2 years)

iii) Physical Standards

For males

Minimum height	-	5'7"
Chest measurement		
Minimum with out expansion	-	33"
Minimum with expansion	-	34½"

For females

Minimum height	-	5'3"
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iv) Medical Standards

- Vision : minimum distant vision should be 6/6 for the individual eye without correction (i.e. without wearing of glasses)
- The candidates have to pass high-grade colour vision test and should not have knock-knees, flat foot or squint eyes. They should not have any defect or deformity likely to interfere with the efficient performance of the duties.

4. Selection Process

The selection process will be conducted in four phases.

i) Phase -I Physical measurement

Eligible male candidates will be screened for height and chest measurements and eligible female candidates for height measurement. In case of all candidates height shall be measured first. Chest measurement would be done only for those male candidates who are of or above the prescribed height. Only those candidates who meet the prescribed standards of Physical Measurements will be eligible for the Physical Efficiency Tests (PET)

ii) Phase -II-Phase -I Physical measurement

The candidates meeting the minimum physical standards will be eligible to participate in the Physical Efficiency Test which shall be of qualifying nature and shall comprise of the following events :

For male (except ex-servicemen)

- One-mile (1600 meter) race to be completed in 6 minutes 45 seconds (only one chance)
- Long jump - 11 feet (3 chances)

- (c) High jump - 3 feet 6 inches (3 chances)

For ex-servicemen

- (a) 1400 meter race to be completed in 12 minutes (only one chance)
- (b) Minimum 10 sit -ups

Ex-servicemen will be exempted from long-jump and high-jump.

For female

- (a) 800 meters run to be completed in 4.5 minutes (only one chance)
- (b) Long jump - 9 feet (3 chances)
- (c) High jump - 3 feet (3 chances)

Note : A candidate must qualify all the above events. Failure to qualify in any one of the above events of PETs will disqualify the candidate.

iii) Phase -III- Written Test

Only those candidates who qualify the Physical Efficiency Test will be eligible to appear in a written test :-

- (a) The written test will comprise of one paper of 100 marks with questions on general knowledge, numerical aptitude, basic knowledge of information technology (IT), knowledge of photography, geographical knowledge of Punjab and neighboring states, countries of Indian subcontinent with a view of terrorism/cross border crimes, test of reasoning etc. The paper can be answered in Punjabi or English.
- (b) Minimum pass marks in written examination will be 45% for the candidates from Scheduled Castes/Scheduled Tribes category and backward classes and 50% for all remaining categories.

iv) Phases -IV-Interview

- (a) Interview would carry 15 marks. The candidate would be assessed for his personal bearing, response, orientation, technical skills and general level of intelligence, hands-on computer knowledge, photography & basic communications skills.
- (b) The number of candidates to be called for the interview shall not be more than three times the number of posts advertised.
- (c) The Board will decide cut off marks for the candidates to be called for the interview.

v) Merit list

The merit of the candidates will be drawn category-wise on the basis of the total marks obtained by the candidate in written test and interview. The Board shall finalize the list of selected candidates to be recommended for recruitment after following the roster as per the Government instructions regarding reservation of different categories except sports persons.

The Board will also prepare a waiting list of 10% candidates from each category (minimum one candidate of each category). The waiting list will be valid for a period of one year unless prescribed otherwise by Government instructions.

The Govt. instructions reg. reservations for Schedules Casts, Scheduled Tribes, Backward Classes, Ex-Servicemen, wards of freedom fighters shall be strictly adhered to by Board.

As per the State Govt. letter No. 1(211) 94-2HI/10176 date 11.6.1996, 2% of the total vacancies shall be filled out of 'Wards of Police Personnel' against the quota meant for handicapped persons.

Note: Recruitment against 3% posts reserved for sportspersons would be done by a separate Board to be constituted by the DGP.

5. Redressal of Grievance

For any grievance pertaining to physical measurements, physical efficiency test and written test the candidate may approach the Chairperson of the Recruitment Board who will take decision on the spot.

Sd/-
for Director General of Police, Punjab.

From

The Director General of Police,
(Esstt-3 Br. CPO), Punjab

To

All heads of Police offices in Punjab
Memo No. 14589-620/E-3 (3)

Dated, Chandigarh, the 18.11.09

**SUBJECT : POLICY PAPER FOR RECRUITMENT UNDER THE PRIORITY LIST
INSTRUCTIONS**

Please refer to this office Endst. No. 10576-677/E-3 (3) dated 25.8.09, on the subject noted above.

2. The Punjab Govt, vide his letter No. 15/144/09-5H3/2638 dated 9.10.09 had decided to abolish the written test/interview for enlistment under the priority list instructions and directed this office to conduct only physical test. Keeping in view the Govt. advice, this office has decided to amend some of the provisions of the existing policy to the extent as given below :-

Following lines in part B of the Policy may be substituted as follows :-

Para 2

Existing

Revised

In light of above, it is proposed that the candidates shall be considered only for the post of constable/clerk in-group 'C'. However, for deserving candidates under the valour and gratitude category, even post of ASI and Inspector may be considered.	Ordinarily, the dependent of deceased official shall be considered only for the post of constable/clerks. However, in rare cases, in the interest of operational efficiency in force, Standing Committee headed by ADGP/Administration shall scrutinize the candidature of candidates for the post of ASI
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Para 5

Existing

Revised

Educational qualification for the post of constable.	10+2 with Punjabi subject upto matric standard.	Educational qualification for the post of constable.	10+2 with Punjabi subject upto matric standard.
Educational qualification for the post of clerk	Graduation+120 hours Computer course	Educational qualification for the post of clerk	Graduation+120 hours Computer course (Punjabi subject upto matric standard)
		Educational qualification for the post of ASI	Graduation+ (Punjabi subject upto matric standard)

Para 6

Existing

At present under the rules, the lower age limit is 18 years (with a relaxation that candidates below 18 but above 17 years of age would be eligible subject to the condition that this service would not count towards pensionary benefits) while the upper age limit is 25 years. Relaxations in upper age limit in the case of SC/ST and BC are granted as prescribed by the State Government from time to time.

As per Govt. Instructions No. 18/86/91-2PPI/11969 dated 4.8.1992, widow can be considered for enlistment under PLI upto the age of 45.

It is proposed that no relaxations other than the one granted by the Govt. under this policy may be extended to the applicant. However, in the case of candidates under the valour and gratitude category, all possible relaxations in age may be granted.

Revised

- (a) Age for the post of constable would be 18 to 22 years as per rule 12.15 of PPR.
- (b) Age for the post of ASI would be 18 to 25 years as per rule of PPR.
- (c) Age for the post of clerk would be 18 to 35 as per Punjab Government instructions No. 1/788-5PP.I/8578 dated 22.5.1996.
- (d) As per Govt. instructions No. 18/86/91-2PPI/11969 dated 4.8.1992, widows can be considered for enlistment under PLI upto the age of 45

Para 7**Physical Standards as per rules :****Existing**

	Male	Female
Minimum Height	5'7"	5'3"
Chest (Unexpanded)	33"	Not prescribed
(Expanded)	34"	
Minimum Weight	Not prescribed	50kg. (but not being followed)

Under PPR Rules 12.15, relaxation of both height and chest are permissible. In the past, relaxations were granted across the Board as below :-

Relaxation in chest measurement by 2"×2".

- (1) Relaxation in height measurement by ½".

It is proposed that for candidates under the valour and gratitude category, all possible relaxations should be granted. In other cases, for widows, each case may be considered individually on merits while there shall be no relaxations for the wards, except relaxation in height by ½ and in chest by 2½" × 2½".

Revised

	Male	Female
Minimum Height	5'7"	5'3"
Chest		1½" Expansion Not prescribed

No relaxation in physical standards shall be made except for widows. In case of widows, each shall be considered individually on merits.

Para 8. Should there be a physical test**Existing**

- (b) For wards in other cases, the standards may be relaxed as below :-

PHYSICAL TEST

MALE

FEMALES

- | | |
|---|---|
| (a) One mile (1600 meter) race to be completed in 8 minutes (only one chance) | (a) 800 M metre run to be completed in 4 minutes 30 seconds (only one chance) |
| (b) Long jump 3.25 m (3 chances). | (b) Long jump 2.70 m (3 chances) |
| (c) High jump 1.00 m (3 chances) | (c) High jump 0.85 m (3 chances) |

Note : A candidate must qualify all the above events. Failure to qualify in any one of the above events of PET will disqualify the candidate.

WRITTEN TEST (FOR BOTH MALES AND FEMALES)

The written test will comprise of one paper of 100 marks with questions on general knowledge, numerical aptitude, test of reasoning etc. The paper can be answered in Punjabi or English.

Minimum pass marks in written examination will be 45% for the candidates from SC/ST category and backward Classes and 50% marks for all remaining categories.

INTERVIEW

Interview - 15 marks

Revised

- a) There shall be no physical test for widows.
- b) For wards, candidates will have to clear the following physical test for enlistment as constable/ASI :

PHYSICAL TEST

MALE

FEMALES

- | | |
|---|--|
| (a) One mile (1600 meter) race to be completed in 7 minutes (only one chance) | (a) 800 M metre run to be completed in 4 minutes (only one chance) |
| (b) Long jump 3.80 M (3 chances). | (b) Long jump 3.00 M (9.8 feet) (3 chances) |
| (c) High jump 1.00 M (3 chances). | (c) High jump 0.95 M (3.11 feet) (3 chances) |

Noted : A candidate must qualify all the above events. Failure to qualify in any one of the above events of PET will disqualify the candidate.

Sd/-

for Director General of Police, Punjab.

No. /E-3(3) Dated Chandigarh, the :-

A copy of the above is forwarded to the Principal Secretary to the Govt. Department of Home Affairs & Justice (Home-3-Branch), Punjab with reference to his Memo No. 15/144/09-5H3/2638 dated : 19.10.09 for information.

Sd/-

for Director General of Police, Punjab.

OFFICE OF DIRECTOR GENERAL OF POLICE PUNJAB, CHANDIGARH

STANDING ORDER ON PROCEDURE FOR DEALING WITH MATRIMONIAL DISPUTES, PROPERTY DISPUTES AND MONETARY/ECONOMIC DISPUTES (STANDING ORDER NO. 3 OF 2003)

Preface

It has been observed that a number of complaints are received daily by various functionaries of police which are drafted in such a manner that on the face of them they disclose commission of a cognizable offence but the facts are generally contrary to the text. Instantaneous registration of FIR on such complaints causes lot of avoidable harassment to common citizens and wastes a lot of time of police, prosecution and judiciary. Needless to say that this practice of rampant registration fuels corruption also. A common man suffers social stigma, loss of reputation and loss of money besides mental harassment once an FIR is registered, though may be cancelled later on after verification of facts. The moment an FIR is lodged, the damage is done thanks to our social values and fabric

As a law enforcement agency, it is our prime responsibility to ensure that miscarriage of justice is not only checked but it appears to have been effectively checked. No innocent should suffer mental anxiety, loss of reputation and physical confinement. A study of Ludhiana district reveals that out of total 8019 cases registered in 2002-03, 2385 cases were sent as cancelled/untraced which is about 30% of total registration. Though we may feel satisfied that 30% of total persons booked have been given justice by recommending cancellation of the cases yet the million dollar unanswered question is whether we can restore the loss of dignity, the loss of money and the loss of mental and physical health suffered by an individual just because we went in for registration of a case without verifying the facts?

A battery of petition writers and legal experts is always on the job to design a complaint in such a manner that on face value it fulfills all conditions of a cognizable offence but ground reality is quite contrary. This practice is observed more often in respect of property disputers, monetary/economic disputes and matrimonial disputes. A sizeable chunk of complaints received in police stations pertain to such disputes. The police have to be careful and meticulous in respect of such cases to ensure that justice is not only done but it appears to have been done. No innocent should be unnecessarily harassed and no guilty should be spared, howsoever, influential he may be.

standing order like hurt, rape, murder, abduction, theft, burglary, dacoity, robbery etc. shall be expeditiously registered, investigated and prosecuted.

Legal Position

There are various provisions in Cr.P.C. and PPR which permit a police officer to refuse to investigate an information if he has reasonable doubts regarding commission of a cognizable offence. A reproduction of section 157 (1) (b) is relevant in this context :

“If it appears to the officer incharge of police station that there is no sufficient ground for entering on an investigation, he shall not investigate the case.”

Section 157 (2) further mentions “in the case mentioned in clause (b) of the said proviso, the officer shall also forthwith notify to the informant, if any, in such manner as may be prescribed by the State Govt., the facts that he will not investigate the case or cause it to be investigated.”

The relevant provisions of rule 24.4 of PPR are reproduced below :

“If the information or the intelligence relating to the alleged commission of a cognizable offence is such that an officer in charge of a police station has reason to suspect that the alleged offence has not been committed, he shall enter the substance of the information or intelligence in the station diary and shall record his reasons for suspecting that the alleged offence has not been committed and shall also notify to the informant, if any, the fact that he will not investigate the case or cause it to be investigated”.

The Hon'ble Punjab and Haryana High Court while handing down a judgement in Mithiilesh Kumari versus State of Punjab in Criminal Misc. No. 34815-M of 2001 dated 02-09-2002 observed as follows :-

“A perusal of above case law shows that information received by an officer in charge of a police station relating to commission of a cognizable offence is required to be entered in a book kept at the police station in the form of FIR. *At the same time, it cannot be ignored that a malicious or baseless information may do incalculable harm to the person against whom such information is furnished. If the information is uncertain, indistinct or patently absurd, the officer in charge of a police station is not debarred from a brief enquiry. Such a course is permissible under Rule 24.4 of the PPR which has been quoted in the earlier part of the judgement.* Observations of the Apex Court in Bhagwant Kishore Joshi's case (supra) and P. Sirajuddin's case (supra) also expressly permit such a course to be adopted. Decisions of the Apex Court in Arun Kumar Aggarwal's case (supra), G.Sagar Suri's case (supra), Chandrapal Singh's case (supra), Surendra Prasad Sinha's case (supra), and Madhavrao Jiwajirao Scindia's case (supra) also support such a course. View of the Division Bench of Delhi High Court in Sanjeev Kumar's case (supra) also recognizes this course to be adopted. While abuse of power by the police in adopting such a course cannot be ruled out, forcing the police to register FIR on any motivated, frivolous, absurd, vague malicious version will be equally undesirable. There is no reason to presume that wholly false malicious or vague version will not be furnished by motivated informants to the police and if the police is to mechanically register FIR, it will put liberty of any innocent citizen into jeopardy. It is for this reason that FIR registered making out no case, if it is malafide or if it is abuse of the process of law, is liable to be quashed, What is liable to be quashed cannot be liable to be registered. No doubt, checks and balances are required in the matter of registering the FIR as well as in the matter of refusal to register required FIR, because abuse of power in registering as well as in refusing to register is required to be checked to advance the majesty of justice, which is the prime object of law”.

Similarly the Hon'ble Supreme Court observed as follows while delivering judgement way back in 1991.

“Commencement of investigation by Police Officer is subject to two conditions first the Police Officer should have reason to suspect the commission of offence as required by Sections 57 (1) and secondly *the Police Officer should subjectively satisfy himself as to whether there is sufficient ground for entering on an investigation even before he starts an investigation as contemplated under Section 157 (1) (b). State of Haryana Versus Ch. Bhajan Lal 1991(1) recent Cr. 383 (5C).*

PROCEDURAL MODALITIES

If a complaint is presented to a Station House Officer and if the Station House Officer is satisfied that the complaint submitted by a person in respect of above mentioned categories of case requires ascertainment of facts to assess the truth, he shall adopt the following course of action :

1. The text of complaint shall be entered in DDR keeping with the provisions of Punjab Police Rules 24.4. The reasons for making a DDR entry shall be reduced to writing in DDR at the end of text of the complaint.
2. A copy of DDR shall be forwarded to Halqa Magistrate and Halqa G.O. without delay.
3. Separate register shall be maintained in all police stations for recording the particulars of all such DDRs made under PPR 24.4.
4. After recording DDR, the Station House Officer himself or a subordinate officer to be deputed by him shall visit the spot, interview alleged witnesses and verify alleged evidence to ascertain the facts.
5. It shall be obligatory on the part of SHO to verify the complaint in a time bound manner preferably within a week and record the outcome of verification in DDR and a special register kept in the police station. The Halqa Magistrate and Halqa GO shall be informed about the outcome of verification of facts.
6. The complainant shall be informed about the outcome of the enquiry.
7. Meticulous investigation shall be carried out in respect of cases which have been registered after verification of facts and arrests be effected after bringing sufficient evidence on file.

8. The complaints received by or marked to women cell and anti-fraud staff shall also be disposed of in similar fashion.

COMPLAINTS BEFORE SENIOR OFFICERS

If the complaint is presented to any Senior Officer and he is satisfied that the complaint requires verification of facts to assess the truth, he shall himself verify the facts and assess the truth or get the needful done before ordering the concerned Police Station to register a criminal case on the complaint.

Sd/-

for Director General of Police, Punjab.

Date:

OFFICE OF THE DIRECTOR GENERAL OF POLICE, PUNJAB CHANDIGARH.

STANDING ORDER ON PROCEDURE TO BE FOLLOWED IN DEALING WITH ECONOMIC OFFENCES STANDING ORDER NO. 4 OF 2004

1. AIMS AND OBJECTIVES :

To streamline the procedure for dealing with economic offences in an effective manner and to ensure that (a) there is no police interference in disputes of civil nature and (b) economic offences which attract criminal provisions of law are investigated effectively.

2. CLASSIFICATION OF ECONOMIC OFFENCES :

Chapter XVII of the IPC lists out offences against property Offences covered from Sections 403 IPC to 409 IPC (misappropriation/criminal breach of trust), Sections 415 to 424 IPC (cheating/fraud) are broadly the offences pertaining to Economic Offences. Chapter XVIII relating to documents and property marks, from Section 463 to 489, also contains penal sections relating to Economic Offences. Economic Offences shall include cases like those concerning fake currency/stamps, Company and bank frauds, depositors being duped by Companies, frauds/landgrabs with Government/Government agencies, unauthorised colonies, money laundering, cyber crimes etc., in addition to offences under special laws like the Copyright Act etc.

3. The Economic Offences Wing set up at headquarters with the newly created posts of Inspector General of Police, Economic Offences Wing and Deputy Inspector General of Police, Economic Offences Wing will be supervised by the Addl. Director General of Police, Crime. For specialised investigation of economic offences of a serious nature, two investigation units shall be set up at the headquarters - Special Investigation Unit-I and Special Investigation Unit-II (SIU-I and SIU-II). Each unit will be headed by an investigating DSP/Inspector. Cases will be investigated in these two SIUs on the orders of D.G.P., ADGP/Crime, IGP/EOW and DIG/EOW. Distt. SSPs may send their recommendations for investigation of serious cases by the SIUs to the DIG/EOW through their Range DIGs AND IGs/Zone.

4. Anti Fraud Staff have been in existence in the districts earlier. Distt. SSPs shall create an Economic Offences Cell in each district under the charge of an Inspector. Wherever Anti Fraud Staffs are there, the same shall be converted into Economic Offences Cells. The Supervision of these Economic Offences Cell shall be given to the SP/Detective of the district. (wherever an SP/Detective is not posted the District SSP will earmark any other SP to be the supervisory SP of the Economic Offence Cell).

5. The Inspector Incharge of the Economic Offences Cell in the districts shall be posted by the Distt. SSP after the prior written approval of the DIG/EOW

It will be ensured by the Economic Offences Wing that the staff posted in the district Economic Offences Cell is adequate and well educated to handle such cases

and the logistics provided to these units are commensurate with the cases handled by the cells.

6. The supervisory SP of the Economic Offences Cell in each district shall undertake a review of all economic offences cases in the Police Stations of the district and classify them into the following categories :
 - (i) Cases of a routine nature which will be investigated in the concerned Police Station itself. Every Police Station will maintain a register containing details of all such cases being investigated in the Police Station.
 - (ii) Cases which require specialised investigation which will be transferred to the district Economic Offences Cells. Cases will be transferred from the Police Station to the Economic Offences Cells for investigation, under the orders the supervisory SP with the approval of the SSP, and the SPs/SSPs will monitor the investigation of such cases.

DIG/EOW will undertake a monthly review of the cases which are being investigated in the Economic Offences Cells.
 - (iii) Cases which require specialised investigation and are to be recommended for investigation by the SIUs at State headquarters.
 - (iv) Vide Standing Order No. 3 of 2003 it has already been ordered that separate registers will be maintained in all Police Stations for recording particulars of all DDRs made under PPR 24.4 with regard to offences pertaining to matrimonial disputes, property disputes and monetary/economic disputes. Supervisory SPs of the Economic Offence Cells shall take a weekly review of these registers in order to ensure that the provisions of Standing Order No. 3 of 2003 are being properly complied with.
7. Standing Order No. 3 of 2003 has been issued on the procedures to be followed for dealing with matrimonial disputes, property disputes and monetary/economic disputes. The Economic Offences Wing at the headquarters will supervise the implementation of this Standing Order and ensure that it is followed by the field units in letter and spirit. Wherever necessary, the Economic Offences Wing will call for the relevant record and take final decisions on the filing of frivolous and non-cognizable complaints, registration of FIRs after enquiries, steps to be taken for proper investigation of such cases and challaning/cancellation of such cases, and convey appropriate orders to the Distts./units concerned.
8. The Economic Offences Wing will, wherever required, attach manpower and logistics from the districts/other units, for dealing with complaints/cases at the headquarters.

Sd/-

for Director General of Police, Punjab.

**PUNJAB POLICE
STANDING ORDER NO. 1/CLERICAL OF 2005**

1. GENERAL

In pursuance of Rule 8 of The Punjab Police Clerical Service (State Service Class III) Rules, 1960 and in supersession of the any other standing order issued earlier for making appointment by promotions in the line of stenographers, the following instructions are laid down for making appointments by promotion from (a) Steno typist to Junior Scale Stenographer and (b) Junior Scale Stenographer to Sr. Scale Stenographer.

Persons appointed by promotion in the rank of junior scale stenographers and Senior Scale Stenographers shall have to pass a qualifying test.

2. FREQUENCY OF TEST

In normal course, the test will be held once in a year, DGP, can, in his discretion, after the frequency of qualifying test.

3. ELIGIBILITY CRITERIA FOR APPEARANCE IN TESTS

(i) For Junior Scale Stenographer :

Steno-typist, working in the Punjab Police Clerical Service, with a minimum regular service of three years as Steno-Typist, will be eligible to take this test. Rules/instructions issued by appropriate authority from time to time related to service records will also be applicable for making a candidate eligible for appearing in this test with the limit that it will be used only for barring a candidate from appearing in the test.

Those Steno-Typists who fail to qualify the test, can take next test for the post of Junior Scale Stenographers, provided that a period of eleven months at least has elapsed between the date of his earlier test and date of his taking the subsequent test for the post of Junior Scale Stenographers.

(ii) For Senior Scale Stenographer :

Junior Scale Stenographer, working in the Punjab Police Clerical Service, with a minimum regular service of Three years as Junior Scale Stenographers, will be eligible to take this test. Rules/ Instructions records will also be applicable for making a candidate eligible for appearing in this test with the limit that it will be used only for barring a candidate from appearing in the test.

Those Junior Scale Stenographers, who fail to qualify the test, can take next test for the post of Senior Scale Stenographer, provided that a period of eleven months at least has elapsed between the date of his earlier test and date of his taking the subsequent test for the post of Senior Scale Stenographer.

4. QUALIFYING STANDARD FOR TESTS

a) General :

The tests will be conducted in Punjabi as well as in English. The candidate has to appear only in one language as per his/her choice.

The candidate will be required to use either type-writer or computer as per his/her choice for transcription of dictated passage.

b) For Junior Scale Stenographer

(i) Punjabi

Eligible candidates, shall have to pass a qualifying test which will consist of one passage in Punjabi of about 500 words in all, will be dictated at a speed of 100 words per minute and the candidate will be required to transcribe the dictated passage at the speed of 20 word per minute. Those who commit not more than 8 percent mistakes in the aggregate will be considered to have passed the qualifying test.

(ii) English

Eligible candidates, shall have to pass a qualifying test which will consist of one passage in English of about 400 words in all, will be dictated at a speed of 80 words per minute and the candidate will be required to transcribe the dictated passage at the speed of 16 words per minute. Those who commit not more than 8 percent mistakes in the aggregate will be considered to have passed the qualifying test.

c) For Senior Scale Stenographer

(i) Punjabi

Eligible candidates, shall have to pass a qualifying test which will consist of one passage in Punjabi of about 500 words in all, will be dictated at a speed of 100 words per minute and the candidate will be required to transcribe the dictated passage at the speed of 20 word per minute. Those who commit not more than 4 percent mistakes in the aggregate will be considered to have passed the qualifying test.

(ii) English

Eligible candidates, shall have to pass a qualifying test which will consists of one passage in English of about 400 words in all, will be dictated at a speed of 80 words per minute and the candidate will be required to transcribe the dictated passage at the speed of 16 words per minute. Those who commit not more than 4 percent mistakes in the aggregate will be considered to have passed the qualifying test.

5. APPOINTMENT CRITERIA

Those who pass these qualifying tests will be eligible for appointment as Junior Scale Stenographer or Senior Scale Stenographer, as the case may be, subject to the vacancies available, inter-se-seniority as detailed in the next para and service record.

NOTE:

Service Record will be seen only in accordance with the Rules/instructions issued by appropriate authority from time to time.

6. SENIORITY :

(i) For Junior Scale Stenographer :

All steno typists, who qualify the test in a particular test, will have inter-se-seniority as that of steno typist as per their original seniority on records before the test.

Those, who qualify in subsequent test, will be Junior to those who had already qualified in earlier test.

(ii) For Senior Scale Stenographer :

All Junior Scale Stenographer who qualify the test, in a particular test, will have inter-se-seniority as that of Junior Scale Stenographers as per their original seniority on records before the test.

Those, who qualify in subsequent test, will be Junior to those who have already qualified in earlier test.

Sd/-

for Director General of Police, Punjab.

ਨੰਬਰ 9/2/03-4 ਪੀ ਪੀ (1)/3868

ਪੰਜਾਬ ਸਰਕਾਰ

ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ

(ਪ੍ਰਸੋਨਲ ਪਾਲਿਸੀਜ਼ -1 (ਸ਼ਾਖਾ))

ਸੇਵਾ ਵਿਖੇ

1. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ
2. ਕਮਿਸ਼ਨਰਜ਼ ਆਫ ਡਵੀਜ਼ਨਜ਼
3. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ।
4. ਜ਼ਿਲਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ
5. ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ
6. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਸਬ ਡਵੀਜ਼ਨਲ ਮੈਜਿਸਟਰੇਟ
ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 6 ਮਾਰਚ 2009

ਵਿਸ਼ਾ :- ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ-1994 ਵਿਚ ਸੋਧ ਕਰਨ ਬਾਰੇ

ਸ਼੍ਰੀ ਮਾਨ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਜ਼ਟ ਮਿਤੀ 10 ਫਰਵਰੀ 2009 ਵਿਚ ਛਪਿਆ ਹੈ, ਵੱਲ ਦਿਵਾਉਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ। ਜਿਸ ਰਾਹੀਂ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦੇ ਨਿਯਮ 15 ਅਤੇ 16 ਵਿਚ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: ਜੀ. ਐਸ. ਆਰ.-12/ਕੰਨਸਟ/ਆਰ.309/ਅਮੈਡ (4)/2009 ਮਿਤੀ 10-2-2009 ਰਾਹੀਂ ਸੋਧ ਕੀਤੀ ਗਈ ਹੈ। ਇਹ ਆਪਣੇ ਅਧੀਨ ਦਫਤਰਾਂ ਦੇ ਸਮੂਹ ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆਉਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ। ਜਿਸ ਦੀ ਇਕ ਕਾਪੀ ਸੂਚਨਾ ਅਤੇ ਜ਼ਰੂਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਨੱਥੀ ਕਰਕੇ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

2. ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸਪਾਤਰ

ਸੁਪਰਡੈਂਟ

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਸਮੇਤ ਨੋਟੀਫਿਕੇਸ਼ਨ ਮਿਤੀ 10-2-2009 ਦੀ ਕਾਪੀ, ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਤੀ ਕਮਿਸ਼ਨਰਜ਼/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/ਸਕੱਤਰਾਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਵੱਲੋ

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰਾਂ ਅਤੇ

ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ :

ਅ: ਵਿ: ਪ: ਨੰ 9/2/03-4 ਪੀਪੀ1/3869

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ

PUNJAB GOVERNMENT GAZ., FEB. 20, 2009 (PHGN 1, 1930 SAKA)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES 1 BRANCH)**

Notification

The 10th February, 2009

No. G.S.R. 12/Const./Art. 309/Amd. (9)/2009. - In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 namely :-

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (1st Amendment) Rules, 2009.
(2) They shall come into force with immediate effect.
2. In the Punjab Civil Services (General and Common conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), for rule 15, the following shall be substituted, namely :-

“15 Minimum Educational and other qualification” –

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution ; and
(ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to ‘O’ level certificate of Department of Electronics Accreditation of Computer Courses (D OEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of sub-rule (1) shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the Appointing Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.
- (3) In case, the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period for which he could not qualify the said test :

Provided that where appointment to Group ‘C’ non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule(2)

3. In the said Rules for rule 16 the following shall be substituted namely :-
“Minimum Educational and other qualifications for appointment to the post of Steno-typist of Junior Scale Stenographer. – No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he :-
(a) Possesses Bachelor's Degree from a recognised University or Institution : and

- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institution or a reputed institution. which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course Equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOBACC) of Government of India".

R.I. Singh

Chief Secretary of Government of Punjab

**OFFICE OF THE DIRECTOR GENERAL OF POLICE,
PUNJAB, CHANDIGARH
NO. 10801/CR-LA-2 DATED, CHD. THE 24.5.2009**

**IN SUPERSESSION OF THIS OFFICE ORDER NO. SPL. INSTRUCTIONS/PS/DGP DATED
27.3.2009**

ORDER

In is often noticed that multiple enquiries are initiated parallel to the ongoing investigations in the FIRs already registered. These enquiries are either sequential or at times parallel, meaning where by that the same matter is being probed at various levels by different officers. Multiplicity of enquiries create confusion & result in the following problems :

- i) Findings/conclusions of different enquiries vary from one another.
- ii) Varied conclusions make it difficult to reach the truth at the Supervisory level.
- iii) At times it becomes embarrassing when this is noticed by Court/s Commissions/Govt.

All officers are duty bound to look into the grievances of the public and initiate action in an appropriate manner, keeping the various provisions of Cr. P.C. in mind. Accordingly whenever a complaint is received, it should ordinarily go to the I.O. for its examination during the course of investigation itself.

After registration of a case, enquiries should be marked by Senior Officer only after satisfying himself regarding prima-facie facts of the case and also the stage of investigation. This can easily be done by summoning the case file or the I.O., it is also possible to seek status report from the concerned I.O./SHO./SSP before ordering any enquiry.

Whenever, the Senior Officer is satisfied that intervention is required in the interest of justice, by the way of changing investigation officer or making enquiry to some other officer, he should pass a speaking order to this effect and copy of such speaking order be sent to concerned.

- i) I.O./S.H.O.
- ii) SSP
- iii) Addl. D.G.P., Crime, Punjab/D.G.P., Punjab
- iv) District & Sessions Judge of the concerned Sessions Division.

The officer marking such enquiry should verify from all levels that no similar enquiry is already being conducted at any other level/by any other officer. Any enquiry which is conducted after the registration of the case, shall be considered as part of the investigation and in all such cases the enquiry officer shall give case diaries according to the proceeding of the matter.

Whenever a senior officer from the field or police headquarters has ordered an enquiry into a case, no junior officer will order any other/subsequent enquiry. The concerned SSP must ensure it. It

may also be ensured that when the final report of a case has been submitted in the Court, prescribed procedure must be followed before ordering any further enquiry/Investigation.

Director General of Police,
Punjab, Chandigarh.

Office of the Director General of Police, Punjab, Chandigarh

No. 10802-856I/CR.L.A-2 dated, Chd. the : 24-5-09

Copy of above order is forwarded for information and necessary action to :

1. All Addll. Director(s) General of Police in Punjab.
2. All Inspector(s) General of Police in Punjab, (including IsGP/Zonal).
3. All DIsG in Punjab. (including Range DIsG)
4. All Distt. SSsP in Punjab.
5. AIG/GRP, Punjab.

Director General of Police,
Punjab, Chandigarh.

ESTABLISHMENT OF RANGE POLICE CONTROL ROOMS

With a view to improve response time to the calls from public to Police Control Rooms and to improve corodination in police action in case of any eventuality, the DGP has desired that Range Police Control Rooms be established at all Range Hqrs. cities. For this purpose the District Control Rooms at the Range Hqrs. cities will, now onwards, function as Range Police Control Rooms.

A plan has been worked out which contains the infrasturcture and the manpower needed at the Range Police Control Rooms and also the Standard Operating Procedure (SOP) for its smooth functioning. The plan also contains the format in which information will be recorded at the control rooms. Copy of the plan is appended alongwith, which has also been sent to all SSsP, Range DIsG, Zonal IGsP and Senior Officers through e-mail.

This will be the duty of Range DIsG to implement the plan and to make the Range Police Control Rooms functional at the earliest. In this connection I have already had a talk with all the Range DIsG. However, should there be still any areas of doubt, the same may be discussed with the undersigned.

Yours Sincerely,

(S.M. Sharma)

All Range DIsG in Punjab

N.O.O.

Endt. No. 20206/ Mod/T dated, Chd. the : 17-7-2009

A Copy of above is sent to DGP Punjab, Chandigarh for information please :

Addl. Director General of Police,
Computerization & Telecommunications,
Punjab, Chandigarh.

ESTABLISHMENT OF RANGE POLICE CONTROL ROOM

The District Police control room at the Range Headquarters will from now onwards function as Range Police control room.

Objectives

- * To improve the response time
- * To improve the coordination in police action in case of any eventuality
- * To ensure a close monitoring of the law and order situation at the Range DIG level.
- * To mobilize and deploy the force and other resources in case of any emergent crisis situation.

Command & Control

- * The DIG Range will be entrusted with the command & control of the Range Police control room.
- * He will be assisted by Dy. SP Range Police control room for day to day supervision of the Range Police control room.
- * The Dy.SP Range Police control room will act as the nodal officer at the range level for the inflow/outflow of information, using all available means of communication, including landline and mobile telephones, wireless communication and video-conferencing through internet.

Proposed Infrastructure

a) Equipments

Sr.	Distt. Police Control Room (at Range Hqrs.)	Telephone No.		Dedicated Nos. In-charge	Mobile BSNL with Shift	Voice Phone	Duplex Logger	PC with web & internet for	Camera, speaker
		No. 100 line	Parallel						
1.	Amritsar City	1	6	2	1	1	1	1	
2.	Jalandhar	1	6	2	1	1	1	1	
3.	Ludhiana City	1	6	2	1	1	1	1	
4.	Patiala	1	4	2	1	1	1	1	
5.	Ferozepur	1	4	2	1	1	1	1	
6.	Faridkot (BTA)	1	4	2	1	1	1	1	

Note :

1. Hotline facility with banks will be explored and provided for.
2. A detailed and enlarged map of the Range Hqrs. City will be displayed in the Range Police control room, depicting beat areas, location of PCR vehicle, city sealing points, red alert points, vital installation etc.
3. Digitized map, as and when the facility is made available, will be placed in the Range Police control room.
4. Two synchronized wall clocks will be placed in the Range Police control room for standardized time keeping.

b) Manpower

Sr.	Distt. Police Control Room (at Range Hqrs.)	DSP	ASI	HC	Ct.	Computer	Messenger Operator	DSP Duty	Total Staff
1.	Amritsar City	1	3	15	15	1	3	1	39
2.	Jalandhar	1	3	15	15	1	3	1	39
3.	Ludhiana City	1	3	15	15	1	3	1	39
4.	Patiala	1	3	12	12	1	3	1	33
5.	Ferozepur	1	3	12	12	1	3	1	33
6.	Faridkot (BTA)	1	3	12	12	1	3	1	33
	Total	6	18	81	81	6	18	6	216

* Duties are to be performed round the clock in 3 shifts.

The Range DIsG shall ensure that the above proposed equipments and manpower are made available at the Range Police Control Room.

The Range DIG will have, under his direct command, two Quick Reaction Team (QRTs) comprising one company each, to be located at the Range Police Control Room on round-the-clock basis. Each Company QRT will be further sub-divided into three platoon QRTs. In addition, one Vajra special purpose Riot control vehicle shall also be placed at the Range Police Control Room.

Quick Reaction Team

- * Each Company QRT will be under an officer in the rank of Dy. SP, who will be assisted by an officer in the rank of Inspector as 2 I/C.
- * Each Platoon QRT will be under an officer in the rank of SI.
- * Both Company QRTs will be stationed at Range Police Control Room.
- * The Company QRTs will work in 12-hours shifts, i.e. one QRT will always be available in a state of preparedness.
- * For the movement of these QRTs, three vehicles in the category of TATA 407/Mini Bus will be provided, i.e. one vehicle for each Platoon QRT. Each Dy. S.P. I/c of the Company a QRT will also be provided a jeep/gypsy. These vehicles will be fitted with 20/25 watt wireless sets having all the channels operational in the concerned Range, and also with a public Address System. In addition, a portable public address system will also be available with each vehicle.
- * The SI I/c of the Platoon QRTs will be equipped with a 2/5 watts walkie-talkie set.
- * Minimum 50 mts. cordoning off ropes, one roll of fluorescent tapes, 12 nos. of plastic cones with eye on top, one dragon light, Poly carbonate lathis, shields and helmets for one platoon strength would be available in each vehicle.
- * One section of each QRT will be armed with 7.62 mm SLR and shall be under the direct control of the Dy. Sp I/c of the QRT and shall move as per the orders of Range DIG in the Vehicle allotted to Dy.SP I/c QRT.
- * A video camera recording facility will be available which will move alongwith Dy.Sp I/c of QRT, if so required.
- * A separate barrack, at or near the Range Police Control Room, will be earmarked for the QRTs. The barrack will have the necessary infrastructure like lighting arrangements, drinking water facility, toilets etc.
- * A separate landline telephone/EPABX and a 2/5 Walt VHF walkie talkie set will be available for this barrack. One HC/Ct. from the QRT will be on duty round the clock on shift basis to attend this telephone/wireless, so that the instructions from the I/c Range Police Control Room may be communicated to the QRTs without any delay.

Vajra Special Purpose Riot Control Vehicle

- * This vehicle will be in a state of preparedness at all times, at the Range Police control room.
- * This vehicle will be fitted with a 20/25 watt wireless set having all the channels operational in the concerned Range.
- * I/C officer of this vehicle will be an NGO.

Standard Operational Procedure (S.O.P.)

- * PCR beats will be established, with one PCR vehicle allotted to each beat. A distinct number will be assigned to each PCR beat/vehicle. Each PCR vehicle will also be assigned a call sign.
- * The name and mobile numbers of the drivers (including shifts) of each PCR will be maintained at the Range Police Control Room.
- * The telephone operators in the Control Room will attend the call on helpline immediately, and simultaneously record the message and details of the caller in the Range Control Room Log Book. These Log Books will be given the Tags "A", "B", "C" etc. and will be maintained as per the format annexed herewith. The operators will assign a unique serial

number to each call, e.g. the first call received on a particular day (dd/mm) by the operator maintaining the Log Book "A" will be assigned the unique serial number, "A001ddmm", and the caller will be informed regarding the same.

- * The telephone operator will immediately pass on the message to wireless operator, who will be stationed in the same room/hall.
- * The wireless operator at the Range Control Room would notify the message to the concerned beat PCR vehicle. Upon reaching the place of incidence, the PCR vehicle will inform about its arrival to the wireless operator, who will convey this information to the telephone operator, who will in turn make an entry in the appropriate column of Control Room Log Book.
- * The Range Control Room will notify the same message to the concerned Police Station also.
- * The beat PCR vehicle will inform the Control Room over wireless, regarding the arrival of officials of the concerned Police Station. The wireless operator will convey this information to the telephone operator, who in turn will record it in the appropriate column of Control Room Log Book.
- * Range Police Control Room will notify the same message to the district officer and/or the PPCR, if so required.
- * All subsequent information flow w.r.t. the message will quote the unique serial number given to the call.
- * QRT and/or Vajra Special purpose Riot Control Vehicle will always be in a state of preparedness and will be moved to the place of incidence on the order of Range DIG.
- * In case of movement orders for the QRT and/or for the Vajra Special purpose Riot Control Vehicle, the same will be recorded in the Control Room Log Book in the remarks column including the time of its departure.
- * DySP Range Police Control Room shall keep the Range DIG personally informed regarding the above activities on daily basis.

* In a crisis situation the Range DIG will monitor the situation through the Range Police Control Room and issue necessary directions as deemed fit.

Control Room Log Book Annexure 'A'

1.	2.	3.	4.	5.	6.	7.		
Sr. No.	Time of the caller	Name of the Contact no.	Location of the caller	Message received (in text)	PCR Vehicle notified by PCR Beat	Time of arrival at the place of incidence of concerned Police Station	Action taken regarding arrival of Information	Remarks

Note :

1. Each telephone operator manning a helpline will maintain a Control Room Log Book as per the above format.
2. The Log Books will be marked alphabetically e.g., 'A', 'B', 'C', 'D'.
3. The unique serial no. allotted to any call will have the Register no. followed by a three digit serial number, and thereafter dd/mm (date and month) e.g., for call number 97 on helpline of operator with log book 'B', received on 15th June, the allotted unique serial no. will be "B971506".

OFFICE OF THE DIRECTOR GENERAL OF POLICE, PUNJAB, CHANDIGARH

ORDER

SUBJECT : CHARTER OF RESPONSIBILITIES FOR THE OFFICE OF ADDL. DGP/LAW & ORDER

Keeping in view the current law & order situation and emerging challenges to the police department, it has become imperative to review the existing charter of responsibilities for the office ADGP/Law & Order and restructure it order to make it more effective and result oriented. Certain new areas have been identified to be brought under the administrative and operational control of the office of ADGP/Law & Order.

In the light of the observations given above, the orders issued by this office vide No. 3817/Con.SA-I(i) Dated 07/02/2005 and No. 11749/Con.SA-I(1) Dated 18/03/2004 are superseded and the new charter of responsibilities for the office of ADGP/Law & Order would be as under :-

1. He would be incharge for the maintenance of law & order in State. He will supervise the work of all police districts, ranges and zones in the state, concerning all aspects of maintenance of law & order.
2. He will organize police response and allied efforts to manage agitations, communal and caste based tensions, riots and other varieties of social, unrests having state-wide-ramifications.
3. He would supervise operations of all types mounted against various categories of criminals and antinational elements within the state and out side. In order to execute these duties effective he would get necessary assistance, logistical support from various wings with special reference to Intelligence Wing, Crime Wing and Provisioning Wing besides prompt assistance from ADGP/Armed Battalions for the purposes of movement and deployment of force.
4. He will supervise the functioning of Quick Reaction Teams (ORTs), small weapons and tactic teams (SWAT teams) bomb disposal units and other technical supports units associated with operational duties. ADGP/Law & Order would get necessary assistance from ADGP/Armed Battalions, Range IGs and DIsG in the matter of selection of personnel for these teams, for their training, equipment and deployment.
5. Supervision of special task force (STF) for intra state and interstate operations, special narcotics cell and other task forces raised from time to time to deal with organized crime such as human trafficking, human smuggling, armed running, hawala and money laundering etc. He would be the incharge of anti terrorist operations with in and out side the state. ADGP/Intelligence and ADGP/Crime would render necessary assistance and cooperation in this regard to the officer.
6. He will maintain liaison with the Army authority, PMF Hqrs, NSG and other central police organizations in the discharge of his duties and would be responsible for deployment of paramilitary and other central forces for special duties within the State of Punjab. He would also be chief resource persons for the deployment of forces out side the state for internal security related issues from time to time.
7. He will supervise arrangements to be made in connection with political/religious functions and visits of VVIPs from outside Punjab by the field officers.

8. In the matters of ACRS he will be the 1st initiating authority for IGsP/Zonal and will be 2nd initiating authority in the case of Range DIsG. However, he will exercise this power only after due notification by the Govt. in this regards.
9. On the basis of information/intelligence gathered from interrogation reports and other sources, he will sift and pass on and follow up operational to information/intelligence with the concerned unit(s).
10. He will supervise and ensure proper functioning of all District Control Rooms and Range control rooms, situation room at the headquarters to be assisted by PPCR and mobile command vehicles and would keep these units updated through periodical frequent rehearsals to minimize the response time of the police in the event of any major incident of crime (especially kidnapping/robbery /dacoity/terrorist violence).
11. He will be responsible for preparing and regularly updating the crisis management plan and for implementing the same as and when the need arises.
12. He will organize relief and rescue measures in cases of natural calamities or major accidents/disasters.
13. He will ensure follow up action on the decisions arrived at in the board based (inter-State) coordination committee meeting convened by various central agencies and would also coordinate with national intelligence agencies (NIA) as and when assistance in mounting operations or initiating investigations etc. is solicited by it.
14. He shall be responsible for supervising special operations to be launched in all the districts for checking the menace of drugs and narcotic substance. For this purposes IG special narcotic cell would directly report to him. Inter state operations against drug peddlers would also be organized under the supervision of ADGP/Law & Order.

In order to make the office of ADGP/Law & Order functional, it is necessary to reinforce with suitable manpower, secretarial assistance, gadgetry and logistical inputs.

IG/Operations and IG/Special Narcotic Cells would report directly ADGP/Law & Order who would supervise their functioning on day to day basis. IG/Operations would be assisted by an officer in the rank of DIG and such number of officers of SP and DySP rank as would be necessary to discharge the duties. Their charter of responsibilities would be defined separately through an order. IG special narcotic cells would be assisted by DIG/Anti naxalite operations and DIG/Anti Piracy and DIG/Excise if any. Their detailed charter of responsibility would be worked out separately.

(P.S. Gill, IPS)

Director General of Police,
Punjab.

No. 5858-958/Cons. SA-1(1) dated, Chd. the

A copy of the above is forwarded to the following for the information and necessary action :

1. All Heads of Police offices in Punjab State.
2. Asstt. Inspector General of Police/ PPCR, Chandigarh.
3. Private secy. to Director General of Police, Punjab.
4. All Heads of Sections in CPO, Pb.
5. All Sr. Asstts, in secret Section-1, CPO, Pb.
6. In-charge, Website, Punjab Police, Chd.

Esstt. Officer,
for Director General of Police, Punjab.

**DIRECTOR GENERAL OF POLICE, PUNJAB'S
STANDING ORDER NO. 3 OF 2009
‘EMPLOYEE OF THE MONTH’ SCHEME**

Objective

It has been decided to identify and honour officials working in the Punjab Police Hqrs who demonstrate excellence in their areas of work and show commitment and sincerity to the job by declaring such officials as “Employees of the month”. It will serve two fold purpose :-

- (a) Increase the motivation level of the “performer” by recognizing their contribution.
- (b) Inspire others to follow the role model

Eligibility

The following categories of officials posted/attached in Punjab Police Hqrs would be eligible :

- a) Clerical cadre from the rank of Clerk to Superintendent.
- b) P.A. Staff
- c) Executive Staff from the rank of Constable to Inspector.
- d) Class -IV staff
- e) Maintenance Staff

Selection Procedure

The officers heading each of the Wing/Unit mentioned in Annexure-A would assess the working of the eligible officials in that Wing/Unit and select one employee as the employee of the month of that Wing/Unit.

The officers in-charge are free to devise their own parameters of assessment. However, it is suggested that the following may be included :-

- a) Initiative
- b) Discipline
- c) Integrity
- d) Conduct
- e) Disposal
- f) Attendance/Punctually
- g) Team Spirit/Camaraderie
- h) any other parameter deemed fit

The respective Wing/unit would finalize the selection by the 25th of each month and convey it to AIG/Welfare by the 30th of the month. Each Wing/Unit will be allocated a space along both the entrances to the primary floor of that Wing/Unit. The allocation of space would be carried by Prov. Wing. Standardized frame/space would be made available to each Wing/Unit, which can then periodically insert photograph/particulars of their “Employee of the month”.

As a token of recognition, these officials would be presented with a certificate by the undersigned during the weekly meeting of senior officers in the 2nd week of each month.

Director General of Police,

Date : Punjab.

ANNEXURE-A

Sr. No.	Name of Wing	Head of Wing	Primary floor	Remarks/ Frequency of nomination
1.	Computer & Telecommunication	ADGP/C&T	1st	Each month

2.	Security	ADGP/Security	2nd	Jan./July
3.	IVC & Human Rights	ADGP/IVC & Human Rights	2nd	Feb./Aug.
4.	Rules	ADGP/Rules	2nd	March/Sep.
5.	Law & Order	ADGP/Law & Order	2nd	April/Oct.
6.	Provisioning & Modernization + Litigation + Community Policing & NRI Affairs	IGP/Prov	3rd	Each month
7.	Training	IGP/Training	3rd	May/Nov.
8.	Administration Wing	IGP Hqrs.	4th	Each month
9.	Intelligence	ADGP/Int.	5th	Each month
10.	Crime	ADGP/Crime	6th	Each month
11.	Traffic IGP/Traffic	7th	June/Dec.	

**OFFICE OF THE DIRECTOR GENERAL OF POLICE, PUNJAB'S
STANDING ORDER NO. 1/CR-3 OF 2009**

Action against Audio and Video piracy in the State.

Punjab Police has been receiving a large number of complaints from genuine manufacturers and producers of Audio/Video cassettes, CDs and other such goods regarding large scale unauthorized copying and sale of this material by certain unscrupulous and anti-social elements. Such unlawful activities also effect social and cultural fiber of the State apart from harming the economic and intellectual rights of the manufactures, producers and artists. Piracy constitute cognizable and non bailable offences under the provisions of India Copyright Act 1957 and the Indian Penal Code. Keeping in view the sensitivity of the matter legal action (including searches & seizures) is required to be taken against these unscrupulous elements engaged in large scale illegal copying and selling of such materials.

A state level Anti-Piracy Cell is hereby established at Punjab Police Headquarter, Chandigarh for ensuring proper coordination and the multi-pronged action against Audio/Video Piracy. This cell will be headed by IGP/Crime, Punjab. He will be assisted by DIG/Crime. The cell will be authorized to take assistance from one or more Gazetted Officers of the Crime Wing as well as field units. It will have a law officer to provide legal assistance. Representatives of the Audio-Video industry be associated with the Cell as non-official member.

This cell will undertake the following activities.

- (1) Collecting actionable information about activities of piracies and pirates in the State.
- (2) Liaison with the field units for taking legal action against the offenders.
- (3) Compilation of data on anti-piracy work in the State.
- (4) Coordination with other agencies/organizations dealing with the subject.

To ensure systematic and effective action against such criminals, we should adhere to the following strategy :

- (1) Sensitizing the Gazetted Officers and the investigating Officers about the seriousness of the problem.
- (2) Holding of seminars/workshop etc. for sensitizing the public about Copyright laws.
- (3) Training modules for ensuring flawless investigations.

(4) Associating the complainants/representatives of the industry with the investigation proceedings like search and seizure process.

(5) Since the offences under chapter XIII of the copyright Act-1957 are cognizable and non bailable, the police should ensure to take the accused on sufficient police remand for finding out the modus operandi and the nexus.

After the completion of the investigation, the challan should be presented in the court within the stipulated limit so as to ensure that the accused is not released on bail for the reasons of delay in putting up the challan in court.

Sd/-

Director General of Police,
Punjab, Chandigarh.

**OFFICE OF THE DIRECTOR GENERAL OF POLICE PUNJAB
(ESTABLISHMENT -III BRANCH)**

ORDER

No. /EIII Date Chd. the : -

The State Police Board in its first meeting, held under the chairmanship of Hon'ble Chief Minister, Punjab, on 1-1-09 approved in principal, the institution of Commendation Disc to be awarded by the Director General of Police, Punjab, to the officials/officer of Punjab Police in recognition of their services to the public to boost their morale.

Director General of Police Commendation Disc shall be awarded on the basis of outstanding Policing achievements/practices in any of the following fields :-

- i) **Anti-terrorist operations** : Conduct of anti-terrorist operations in difficult circumstances.
- ii) **Outstanding investigation and prosecution** : Successful working out of at least two heinous, blind cases and securing conviction of the accused in such cases on the basis of scientific investigation during last 3 years. Only Investigation Officer will be eligible for the reward.
- iii) **Community policing** : Successful implementation and follow-up of good community policing practices over a period of one year or more. More weightage will be given to public participation and outcome in terms of public perception of police rather than building of infrastructure alone
- iv) **Road safety** : Introduction of measures resulting in enhanced road safety and traffic sense.
- v) **Action taken against drug abuse and smuggling** : Outstanding preventive and detective work against drug smuggling, not limited to a single recovery or to general measures that do not translate into actual impact at grass root level.
- vi) **Advances in I & T** : Bringing efficiency in policing by introduction/implementation of modern IT Tools.
- vii) **Best practices in police office management** : For implementation of measures aimed at bringing efficiency, transparency and fairness in police offices on a sustainable basis.
 - * Implementation of RTI Act.
 - * Promptness in redressal of grievances of the public.
 - * Office automation.
 - * Training of office staff.
- viii) **Sports** : For achieving first or second place while representing the country in sports at international level.
- ix) **Police welfare** : For introducing or implementing welfare measure benefiting the maximum number of police officials and/or their families.

- x) **Best Police Station** : For following good practices to make Police Stations more professional, efficient, modernized and people friendly.
- xi) Any other outstanding achievement not falling in the above categories, on the basis of facts and circumstances of the case.

Efforts shall be made to ensure that commendation discs are awarded in a manner that all units of the State Police get an opportunity for their good work to be recognized.

Eligibility

Police officials/officers from the rank of Constable upto the rank of Addl. DGP., would be eligible, on the basis of aforesaid outstanding work done by them, for the Director General of Police Commendation Disc provided that :

- * the integrity of the official is beyond doubt throughout the career.
- * the service record is satisfactory.
- * no Departmental Enquiry/Vigilance Enquiry or Criminal Proceedings is pending against the official/officer.

Number of Commendation disc

Not more than 50 commendation Discs will be awarded in a year.

Disc Specifications

The commendation Disc shall be elliptical in shape, made of bronze in golden colour, one and a half inches along its long axis and one inch along its small axis and shall have Director General of Police commendation disc embossed on the obverse, with Punjab Police monogram in the centre.

Director Genral of Police
Punjab

No. /EIII Date Chd. the : -

A copy of the above is forwarded to the following in continuation to this office memo No. 339-42/Con.SA-1 (ii) dated 6.1.2009 for information :-

1. Chief Secy. to Govt. of Punjab, Chd.
2. Principal Secy. to Chief Minister, Punjab, Chd.
3. Principal Secy. to Govt. of Punjab, Deptt. of Home Affairs & Justice Chd.

Director Genral of Police
Punjab

No. 8531-8630/EIII Date Chd. the : - 17-7-09

A copy of the above is forwarded to the All Heads of Police Office in Punjab State for necessary action.

Director Genral of Police
Punjab

OFFICE OF THE DIRECTOR GENERAL OF POLICE, PUNJAB, CHANDIGARH (SECRET SECTION)

STANDING ORDER

The IVC was created in the Police Deptt. during the year 1989, as per the proposal sent by the CPO to the State Govt. This cell was created to enquire into the complaints received from various quarters against police excess as well as corruption complaints. Lateron work relating to the grievances of general public was also entrusted to the IVC. Till date, no formal charter of duties of Addl. D.G.P./IVC has been framed. Now, the following charter of duties is assigned to or is formed for the Addl. Director General of Police, IVC, Punjab :-

- (i) Addl. D.G.P./IVC will refer complaints received from various quarters i.e. Supreme Court of India, PB. & Haryana High Court, CBI office, Home Deptt., Human Right Commission, DGP Punjab's office as well as from General public to various officers of the districts and of IVC. The complaints can also be marked to IGP/Zonal, Range DIsG & District SSPs. Keeping in view the gravity of the allegations complaints of serious nature, where an in depth enquiry is needed will be looked by the Officers of the IVC.
- (ii) Addl. D.G.P./IVC will also conduct enquiries into specific complaints of corruption against SIs/ASIs & Ors decides complaints other than those of corruption charge against all police officers i.e. GOs, NGOs & ORs after taking the order of DGP.
- (iii) Addl. D.G.P./IVC will conduct enquiries into the complaints which have been marked to him by name by the DGP.
- (iv) It will be the duty the ADGP/IVC to send the enquiry reports of the complaints to the quarter concerned well in time.
- (v) Addl. D.G.P./IVC will monitor the functioning of the police units regarding the disposal of complaints in the minimum possible period. He should undertake tours of various units for this purpose.
- (vi) Addl. D.G.P./IVC will be competent to take final decisions on the enquiries conducted by police units/IVC except the complaints where a report is called for the higher authorities.
- (vii) Addl. D.G.P./IVC will be competent to re-mark the enquiry to any other officer in case he is not satisfied with the enquiry already conducted by the distt. police for by any other officer.
- (viii) Addl. D.G.P./IVC will be competent to sec/call for explanation of the officer who does not follow the laid down procedure/guidelines during the conduct of the enquiry and action will be taken there on.
- (ix) Addl. D.G.P./IVC will be competent to requisition the requisite files, documents etc. for assistance in the conduct of enquiries.
- (x) Addl. D.G.P./IVC will also take the required action proposed by the IVC or by senior officers against the police officer/officials & pursue to its logical end.
- (xi) Addl. D.G.P./IVC staff will pay periodical visits to the police stations to ensure that no innocent person is being is harassed by the police.
- (xii) The staff of IVC will also meet the district police officers whenever on tour in that district for the speedy disposal of the complaint.
- (xiii) Field police officers should also meet the Addl. D.G.P./IVC as and when they come to the headquarters and brief him regarding the disposal of pending complaints.
- (xiv) Addl. D.G.P./IVC will also brief the DGP from time to time regarding the complaints received against senior officers and also regarding the integrity of the field officer.
- (xv) Police units will take clearance from the IVC with regard to pendency of any complaints before affecting any promotion and efficiency step up of their officials.
- (xvi) Any other official work allotted by the D.G.P.

Sd/-

Sarabjit Singh, IPS
Director General of Police,
Punjab, Chandigarh.

Dated, Chandigarh

No. 30532-631/Con.SA-I (i) dated Chd the 01.12.1999.

A copy of the above is forwarder to the following for the information and necessary action :

1. All Heads of Police offices in Punjab State.
2. All officers posted in CPO, Punjab
3. All Heads of police offices in CPO, Punjab.

4. Pvt. Secy. to D.G.P. Punjab
5. All Senior Asstts. In Secret Section, CPO, Punjab.

Sd/-
DIG/Admn.
for Director General of Police, Punjab.

OFFICE OF THE DIRECTOR GENERAL OF POLICE, PUNJAB, CHANDIGARH

ORDER

Dated Chandigarh the 24.02.2000 No. 5137/CON.SA.I Standing Order Point No. XV (reproduced below) of the standing order, issued vide this office No. 305532-63/Con.SA(I) dated 01.12.1999 regarding charter of the duties assigned to the ADGP/IVC, is hereby withdrawn:

“Police Units will take clearance form the IVC with regard to pendency of any complaint before effecting any promotion and efficiency step-up of their official”.

Sd/-
Sarabjit Singh, IPS
Director General of Police,
Punjab, Chandigarh.

No. 5140-290/Con.SA (I) Dated Chd the 24.02.2000.

A copy of the above is forwarded to the following for the information and necessary action :

1. All Heads of Police offices in Punjab State.
2. All officers posted in CPO, Punjab
3. All Heads of police offices in CPO, Punjab.
4. Pvt. Secy. to D.G.P. Punjab
5. All Senior Asstts. In Secret Section, CPO, Punjab.

Sd/-
for Director General of Police, Punjab.

OFFICE OF THE DIRECTOR GENERAL OF POLICE, PUNJAB, CHANDIGARH (SECRET SECTION)

STANDING ORDER

In partial modification of this office standing order No. 30532-631/Con.SA-I (i) dated 24.02.2000, endorsed vide No. 5140-290/Con. SA-I dated 24.02.2000, the following duties are assigned to the Addl. Director General of Police/IVC-cum-Human Right, Punjab :-

- (i) Addl. Director General of Police/IVC-cum-Human Rights shall refer complaints received from various quarters i.e. Supreme Court of India, Punjab & Haryana High Court, National Human Rights Commission, Punjab State Human Rights Commission. C.M. Office, Home Department, DGP/Punjab Officer as well as from General public to various officers of the

districts and/or officers of IVC & Human Right Wing. The complaints can also be marked to IGP/Zonal, Range DIsG & District SSsP, keeping in view the gravity of the allegations. The officers of the IVC & Human Rights Wing will look into complaint of serious nature, where an in depth enquiry is needed.

- (ii) Addl. Director General of Police/IVC-cum-Human Rights will also conduct enquiries into specific complaints of corruption against NGOs and ORs and into complaints alleging violations of Human Rights against all Police Officers i.e. GOs, NGOs & ORs after taking the order of DGP.
- (iii) Addl. Director General of Police/IVC-cum-Human Rights shall conduct enquiries into the complaints, which have been marked to him by name by the DGP.
- (iv) It shall be the duty the Addl. Director General of Police/IVC-cum-Human Rights to send the actionable enquiry reports of the complaints to the quarter concerned well in time through the DGP/Punjab.
- (v) Addl. Director General of Police/IVC-cum-Human Rights shall get lectures/seminars/workshops organized to spread awareness about Human Rights and also get case studies prepared for training purpose, He may undertake tours of various units for this purpose.
- (vi) Addl. Director General of Police/IVC-cum-Human Rights shall be competent to re-mark the enquiry to any other officer in case he is not satisfied with the enquiry already conducted by the District Police or by any other office, with approval of DGP.
- (vii) Addl. Director General of Police/IVC-cum-Human Rights shall be competent to seek explanation of an officer who does not follow the laid down procedure/guidelines during the conduct of the enquiry and action will be taken thereon.
- (viii) Addl. Director General of Police/IVC-cum-Human Rights shall be competent to requisition the requisite files, documents etc. for assistance in the conduct of enquiries.
- (ix) Addl. Director General of Police/IVC-cum-Human Rights shall monitor the required action proposed by the IVC & Human Rights Wing or by senior officers against the police officers/officials & public to its logical end.
- (x) Addl. Director General of Police/IVC-cum-Human Rights shall pay periodical visits to the police stations to sensitize the staff and ensure compliance of guidelines laid down by the Hon'ble Supreme Court in D.K. Basu's judgment and other cases.
- (xi) Addl. Director General of Police/IVC-cum-Human Rights may visit Districts and Gather Intelligence at his level regarding the integrity of field officers and prepare source reports. He may interact with Non-Government and other organizations for collecting information.
- (xii) Addl. Director General of Police/IVC-cum-Human Rights shall brief the DGP from time to time regarding the compliants or information received against police officials.
- (xiii) Addl. Director General of Police/IVC-cum-Human Rights shall maintain close liaison with Vigilance Bureau, CGI, Enforcement Directorate and Intelligence Wing etc.
- (xiv) Any other official work allotted by the D.G.P.

Sd/-

N.P.S. Aulakh, IPS

Director General of Police,

Punjab.

Dated, Chandigarh the 23.5.2008

No. 17413-513/Con.SA-I (i) Dated Chd the 17.06.2008.

A copy of the above is forwarded to the following for the information and necessary action :

1. All Heads of Police offices in Punjab State.
2. All officers posted in CPO, Punjab
3. All Heads of police offices in CPO, Punjab.
4. SP/PPCR, Chandigarh.

5. Pvt. Secy. to D.G.P. Punjab
6. All Senior Asstts. In Secret Section, CPO, Punjab.

Sd/-

AIG/Personal
for Director General of Police, Punjab.

ਪੰਜਾਬ ਸਰਕਾਰ

From

The Director General of Police,
Punjab (Esstt-II Br. CPO)

To

1. All Addl. Director General of Police,
Armed Bns., Jalandhar Cantt.
2. All IGsP/Zonal in Punjab.
3. All DIsG/Range in Punjab.
4. AIG/GRP, Punjab, Patiala.
5. All SSsP in Punjab.

Memo No. 4442-80/E-II(2)

Dated Chandigarh, the 22-5-2009

**SUBJECT : GUIDELINES FOR PUNISHING/APPELLATE AUTHORITY REGARDING
TAKING ACTION/DECIDING APPEALS AGAINST MAJOR PUNISHMENT INCLUDING
DISMISSAL FROM SERVICE ETC. AS PER PUNJAB POLICE RULES.**

Memo

Please refer to the subject cited above.

2. Please find enclosed herewith a copy of guidelines for Punishing/Appellate Authority regarding taking Action/Deciding appeals against Major Punishment including dismissal from service etc. as per Punjab Police Rules for necessary action and meticulous compliance.

(AIG/Pers-II)

for Director General of Police,
Punjab

Encl. As above

**GUIDELINES FOR PUNISHING/APPELLATE AUTHORITY REGARDING TAKING
ACTION/DECIDING APPEALS AGAINST MAJOR PUNISHMENT INCLUDING
DISMISSAL FROM SERVICE
ETC AS PER PUNJAB POLICE RULES**

It has been observed that in departmental enquired the disciplinary authorities/appellate authorities award punishments which are not commensurate with the misconduct of the accused knowing fully well that punishment awarded depends on gravity of charge. Instances are not lacking where the defaulters with gravest misconduct are let off with lesser punishments and officials with lesser misconduct are awarded severe punishments. This naturally breeds indiscipline amongst the force and the aggrieved approach the courts where such orders are reversed. Although hard and fast criteria cannot be fixed for awarding punishments for various types of violations/misconduct as it entirely depends upon the facts and circumstances of each case, yet the following broad guidelines can

be suggested so as to minimize such disparities in awarding punishment after misconduct is established in awarding punishment after misconduct is established in a regular departmental enquiry and cases of conviction by the courts. The major punishments given under the police rules are dismissal from service or removal from service, reduction in rank, forfeiture of approved service, stoppage of increments etc.

Dismissal from Service/other Major punishments

1. Conviction by the Court

- | | | |
|-------|--|--|
| (i) | In corruption cases where convictions not stayed by the higher court pending appeal. | Dismissal from service |
| (ii) | In other offences where punishment awarded is more than 3 years and conviction is not stayed by the higher court pending appeal. | Dismissal from service |
| (iii) | In other offences where punishment awarded is less than 3 years and conviction is not stayed, pending appeal. | Any punishment other than dismissal. Punishment may be held in abeyance till the pendency of appeal in higher court. |

2. Gravest Acts of Misconduct

- | | | |
|-------|--|---|
| (i) | Absence | |
| | (a) Where any employee of Punjab Police willfully absents himself from duty without proper sanction of leave on 5 occasions or more and the cumulative absence on these occasions is more than 150 days. However in all such occasions of willful absence he should have been punished for his misconduct. On the absence on which D/E has been initiated, it will be pre-requisite to mention previous misconduct and character of habitual absence in the charges that are framed against the defaulting official. Whereas any police official willfully absents himself for 90 days or more continuously even if total instances of his absence are less than 5 shall also attract the same punishment. | Dismissal from service as habitual absentee. |
| | (b) In case where cumulative absence is less than 90 days and the employee is not habitual absentee. | Punishment less than dismissal from service can be awarded. |
| (ii) | Indulging in spying, smuggling and anti-national activities. | Dismissal from service |
| (iii) | Causing indiscipline among fellow policemen going on strike or mass casual leave and spreading disaffection against Govt, not promoting feeling of enmity/hatred between different classes of citizens of India. | Dismissal from service |
| (iv) | Loss of official weapon | |
| | (a) Willful Act | Dismissal from service |
| | (b) Negligent Act | Major Punishment less than dismissal |

- | | | |
|--------|--|--|
| | | from service can be awarded. |
| (v) | (a) Habitual of misbehaviour with senior officers and willful disobedience of lawful command of seniors. | Dismissal from service |
| | (b) Misconduct of first occasion | Punishment lesser than dismissal like reduction in rank etc, can be awarded. |
| (vi) | Escape from custody-under trial/ convicted. | |
| | (a) Willful Act | Dismissal from service |
| | (b) Negligent Act | Punishment less than dismissal from service can be awarded. |
| (vii) | (a) Habitual drunken misbehaviour in public place while on duty. | Dismissal from service |
| | (b) Misconduct on first occasion | Punishment less than dismissal from service can be awarded. |
| (viii) | Loss of Govt. property concerning the security of State e.g. wireless sets, official Laptops, Hard discs and classified documents/information etc. in any manner. | |
| | (a) Willful Act | Dismissal from service |
| | (b) Negligent Act | Punishment less than dismissal from service can be awarded. |

Notwithstanding anything contained in the above recommendations of the committee if the Director General of Police deciding on a **mercy petition** is of the considered view that there were extra ordinary compelling circumstances which have led to the misconduct on the part of defaulting official or as per the demands of public interest, may pass such appropriate order by awarding lesser punishments as may be deemed fit while recording cogent reasons for the same.

Violations or the misconducts other than those mentioned above shall attract Action/Punishment as per rules as given in the Punjab Police Rules.

Director General of Police

Punjab

From

The Addl. Director General of Police,
Intelligence, Punjab,
Chandigarh.

To

All Head of Police Office in Punjab.
No. 11550-630/EDSB-2(1) dated Chd., the 2.07.09

SUBJECT : DUTIES AND RESPONSIBILITIES OF INSPECTOR GENERAL OF POLICE/ANTI NARCOTICS TASK FORCE.

Memo :

Ref. on the subject cited above.

Kindly find enclosed copy of orders regarding duties and responsibilities of Inspector General of Police/Anti Narcotics Task Force duly approved by the Director General of Police, Punjab Chandigarh, for information and necessary action please.

(AIG/Pers-I)

for Addl. Director General of Police,
Intelligence, Punjab, Chandigarh

No. 11550-630/EDSB-2(1) dated Chd., the 2.07.09

A copy of above alongwith copy of orders is forwarded to the following for information and necessary action :-

1. The Director General of Police, Punjab Chandigarh.
2. IGP/Anti Narcotics Task Force, Patiala.
3. DIG/CI Punjab Chandigarh.
4. DIG/Int-1 & II, Pb. Chd.
5. All AIG/posted at CID/Hqrs. Pb. Chd.
6. AIG/CID/U/Pb Chd.
7. All AIG/Z/CID in Punjab.
8. AIG/CID/ASR.
9. AIG/CI/ASR,PTI. & Jail
10. AIG/CID/Trg. School, Pb Chd.
11. AIG/CID/U/Pb New Delhi
12. SP/AS/ASR
13. All DSP, CID & CI in Punjab
14. DSP/Hqrs. Int. Pb. Chd.
15. All Branch Incharges & Supdt. Int. Punjab Chd.
16. All Dealing Hand posted in Esstt. Br. Int. Punjab Chd.
17. CRC-1 & CRC-2, Esstt. Br. Int. Pb. Chd.

for Addl. Director General of Police,
Intelligence, Punjab, Chandigarh

DUTIES AND RESPONSIBILITIES OF INSPECTOR GENERAL OF POLICE/ ANTI NARCOTICS TASK FORCE

In order to act as a single nodal authority within the police department, co-ordinate the functioning of different departments in the Punjab Government related to anti-drug measures, liaison with Govt. of India and other drug-related subjects, an officer of the rank of Inspector General of Police, designated as the Inspector General of Police/ Anti Narcotics Task Force has been posted under the supervision of the Addl. Director General of Police, Intelligence. The duties and responsibilities of the IGP/ANTF shall be as under :-

1. Acting as the single nodal authority within the police department for all drug-related matters.
2. Co-ordination with other departments of the State Government for anti-drug measures.
3. Acting as the representative of the DGP and the ADGP/Intelligence in the State Level Co-ordination Committee headed by the Chief Secretary, and, co-ordinating for drug matters.
4. Acting as the liaison authority with the Narcotics Control Bureau (NCB) and other agencies of Govt. of India on behalf of Punjab Police and Punjab Government.
5. Preparation and implementation of Action plan related to drugs for combating drug-trafficking and drug abuse.

6. Generating awareness among the people by co-ordinating with SSsP and other Government departments for organisation of events like seminars, anti-drug rallies, utilisation of print, electronic and audio-visual mediums etc.
7. Conducting research on the extent, pattern and trend of substance abuse in the State and suggesting remedial measures.
8. Monitoring the follow-up and progress of NDPS Act cases in the state, proposals for attachment of property of smugglers seized under the NDPS Act destruction of the case property as per provisions of the NDPS Act.
9. Co-ordinating with IG/Training to organise training for district police on drug laws.
10. Compilation of data base on the extent of drug abuse and drug trafficking.
11. The conduct of special operations by the district police against drug smugglers and traffickers can be co-ordinated and supervised by the IGP/ANTF.
12. Any other task assigned by the DGP and ADGP/Intelligence.

Director General of Police

Dated : June 2009 Punjab, Chandigarh.

From

Director General of Police,
Punjab (Estt-II, Br. CPO)

To

The Addl. Director General of Police,
Intelligence, Punjab, Chandigarh

Memo No. 5055/EII(4) dated Chd., the 10.06.09

SUBJECT : STANDING ORDER NO. 1/2009 FOR DEPUTATION OF ORs AND NGOs IN INTELLIGENCE WING.

Please refer to the subject cited above.

Enclosed please find herewith Standing Order No. 1/2009 regarding deputation of ORs and NGOs in Intelligence Wing, duly approved and signed by W/DGP, Punjab, for taking further necessary action at your end.

for Director General of Police,
Punjab

No. 9904-600/EDSB-2(1) dated Chd., the 15.06.09

A copy alongwith photocopy of standing order No. 1/2009 is forwarded to the following for information and necessary :-

1. ADGP/Int. Pb. Chd. (for kind information)
2. IGP/Anti Narcotics Task Force, Patiala.
3. DIG/Int-I & II, Pb. Chd.
4. DIG/CI Pb. Chd.
5. All AIGs posted at CID/Hqrs. Pb. Chd.
6. All AIG Zonal CID in Punjab
7. AIG/CID/ASR in Punjab.

8. AIG/CI/ASR, PTL & JAL
9. AIG/CID/U/Pb. Chd.
10. AIG/CID/U/Pb. New Delhi
11. SP/AS/ASR
12. All DSP, CID & CI in Punjab
13. DSP/Hqrs. Int. Pb. Chd.
14. All Dealing Hand posted in E/Br. Int. Punjab Chd.
15. CRC-1 & 2, Int. Pb. Chd.

for Addl. Director General of Police,
Intelligence, Punjab, Chandigarh

STANDING ORDER NO. 1 /2009 FOR DEPUTATION OF ORs & NGOs IN INTELLIGENCE WING

Aims and objects

1. This Standing order aims at laying down an objective, transparent and comprehensive policy to deal with deputation cases in the Intelligence Wing from other wings of Punjab Police. It caters for both the phases-pre-separate cadre and post-separate cadre.

General

2. The police officials in the rank of Constable to Sub-Inspector from other wings of Punjab Police are presently taken on deputation to Intelligence Wing as per provisions of PPR 21.25 of Punjab Police Rules, 1934. There is no standing order to regulate the deputations into Intelligence Wing and the deputation cases are so far being dealt in accordance with an internal policy of Intelligence Wing.
3. A separate cadre for Intelligence wing has been created under section 4(B) of Punjab Police Act 2007. It has been proposed to have separate cadre of intelligence wing from the rank of constable to Inspector. The rules for separate cadre are under submission for approval by competent authority.
4. The non-Gazetted ranks in the Intelligence wing have recently been given new nomenclature by the Department of Home Affairs, Govt. of Punjab vide Order No. 1/43/09-2H(1)/597 dated, dated 20.02.09 as follows :-

Old nomenclature	New nomenclature
Constable	Intelligence Assistant
Head Constable	Senior Intelligence Assistant
Assistant Sub-Inspector	Assistant Intelligence Officer
Sub-Inspector	Intelligence Officer
Inspector	Senior Intelligence Officer

5. The Constables/Head Constables and their equivalent ranks in Intelligence Wing have been referred to as Other Ranks (ORs) and Assistant Sub-Inspectors/Sub-Inspectors and their equivalent ranks in Intelligence Wing as Non-Gazetted Officers (NGOs) in this order.
6. Henceforth the officials from other wings will be taken on deputation into intelligence wing in equivalent ranks - Constable as Intelligence Assistant, Head Constable as Senior Intelligence Assistant, ASI as Assistant Intelligence Officer, SI as Intelligence Officer and Inspector as Senior Intelligence Officer. The Inspectors will be taken on deputation as Senior Intelligence Officer only after the rules for separate cadre of Intelligence wing come into force.

Induction on Deputation

7. **Initial deputation :**

- a) The officials from other wings of Punjab Police will be taken on deputation to Intelligence wing for initial period of 3 years. For the purposes of streamlining the deputation management, the three years period will end on 30th June or 31st December coinciding or immediately preceding the expiry of three year period i.e. the 30th June/31st December which will fall immediately before or on the date of expiry of 3 years period. For example, three deputations starting on 01-01-2010, 30-09-2010 and 31-12-2011 will end on 31-12-2012, 30-06-2013 and 31-12-2014 respectively.
- b) Each case for deputation will be scrutinized by a three-member 'Deputation Committee' following procedure laid down in this order and recommendation will be submitted for final decision by the Head of Intelligence wing.

8. Constitution of Deputation Committees - There will be separate committees for examining deputation cases of ORs and NGOs as follows :-

Deputation Committee for ORs (Intelligence Assistant and Senior Intelligence Assistants)

- a) DIG/Intelligence (Incharge Esstt.) (Chairman)
- b) AIG/HQ/Intelligence (Member)
- c) One AIG from Intelligence wing (Member)

Deputation Committee for NGOs (Assistant Intelligence Officers, Intelligence Officer and Senior Intelligence Officers)

- a) IGP Intelligence (Chairman)
- b) DIG/Intelligence (Esstt.) (Member)
- c) One DIG/AIG from Intelligence wing (Member)

The Deputation Committees will be constituted by the Head of Intelligence wing.

9. Eligibility conditions

- a) Any police official who has **completed 3 years of service** in Police department is eligible for consideration for deputation. The three years service would be calculated by excluding the period spent outside the police department on deputation. This condition can be relaxed in exceptional cases by the Head of Intelligence wing by passing a speaking order.
- b) The following category of officials will not be eligible for deputation :-
 - * Who has been awarded **major penalty** in departmental action in last three years.
 - * Against whom charges have been framed in a court of law in a criminal case.
 - * Who has been convicted in a court of law
 - * Who has at least one ACR adverse in last three years
 - * Who is under arrest in judicial/police custody
 - * Who is under suspension
 - * Any official against whom vigilance inquiry of serious nature/criminal cases of serious nature/departmental enquiry of serious nature are pending will also not be eligible for deputation. Whether any pending vigilance enquiry/criminal case/departmental enquiry is of serious nature to make an official ineligible for deputation would be decided by the Head of Intelligence Wing.
- c) A police official will be eligible for deputation at **equivalent rank** in Intelligence wing. The relevant rank in parent unit for equivalence would be **substantive rank** and not Local/ORP/Personal or any other rank.
- d) After returning to parent organization from the last deputation, the official has completed **cooling-off period** of two years for becoming eligible for subsequent deputation.

10. Selection criteria

The Deputation Committee shall follow the following criteria while assessing suitability of candidates for deputation :-

- a) Written test for checking knowledge of police working, general intelligence level, general awareness and aptitude for intelligence work (70 marks) - Appropriate difficulty level for different ranks

b) Scrutiny of service record - 15 marks

Rank	Description	Marks	Remarks
All ranks except Intelligence Assistant	ACR record of last 3 years (if total service for which ACR is to be written is less than three years, the ACR record for that period would be examined)	4	Outstanding - 4 Very good - 3 Good - 2 Average - 1
All ranks except Intelligence Assistant	Commendation certificates, Higher educational qualification, special qualifications/Experience etc. equivalent - 2, Other aspects - 3	11	Commendation Certificates - 4 Higher Educational Qualification - 4 (Post Graduate or Graduate or equivalent - 1)
Intelligence Assistant	Commendation certificates, Higher educational qualification, special qualifications/Experience etc. equivalent - 4, equivalent - 2)	11	Commendation Certificates - 8 Higher Educational Qualification - 4 (Post Graduate or Graduate - 3 Intermediate or Other aspects - 3

While awarding marks against commendation certificates, each CC-I, CC-II, CC-III will be given weightage of 2, 1 and $\frac{3}{4}$ marks respectively subject to maximum limit prescribed for different ranks.

c) Interview (15 marks) - to ascertain suitability for Intelligence Wing.

The detailed syllabus for written test will be approved by the Head of Intelligence Wing and it may be revised from time to time.

11. The suitable candidates will be taken on deputation against existing vacancies in different ranks on quarterly basis every year in the months of January, April, July and October.
12. Upto 10% of vacancies to be filled by deputation in each rank every year can be filled by Head of Intelligence Wing from eligible candidates having exceptional merit/suitability for intelligence wing (including drivers etc.) by passing a speaking order. The competent authority may not follow the procedure laid down in para 10 in such cases, being this clause exception to para 10.
13. All orders for deputation/extension/repatriation will be approved by Head of Intelligence wing and copy of orders issued by Intelligence wing will be sent to the all concerned including the CPO and parent organization of the official concerned.

Extension of deputation period/Repatriation

14. The deputation period will be **extendable by three years at a time** and there will be **no upper limit on number of extensions** that can be granted in suitable cases. For the purposes of steaming the deputation managements, the three years period will end on 30th June/31st December which will fall immediately before or on the date of expiry of 3 years period.
15. A decision will be taken about extension or repatriation of all the officials on the basis of **‘work’ and ‘conduct’** well in time before the expiry of deputation period and specific order will be passed before the date of expiry of deputation period already approved. The Deputation Committees for ORs and NGOs (mentioned in para 8) would examine these cases and submit recommendations for extension of deduction period/repatriation to parent unit for final decision by the Head or Intelligence wing.
16. Any official on deputation can also make a request for repatriation to his/her parent unit after expiry of deputation period already approved. Such request should be made in writing at least 3

months prior to the date of expiry of deputation period already approved. The decision of the Head of Intelligence Wing on such request shall be final.

17. A mandatory meeting of the Deputation Committee concerned (mentioned in para 8) will be held at least 1 month prior to the date of completion of deputation period already approved to make recommendations for extension of deputation period or repatriation to parent unit. The final decision for extension/repatriation will be taken by the Head of Intelligence Wing at least 15 days prior to the date of expiry of deputation period already approved.
18. **Special review** - Any special review of work and conduct of all or any official(s) on deputation can be ordered by the Head of Intelligence Wing at any point of time on administrative ground(s) or any other reason(s).
19. Notwithstanding anything to the contrary stated elsewhere in this order, the Head of Intelligence Wing will be competent to **repatriate any official at any point of time** passing a speaking order. The competent authority may not follow the procedure laid down in paras 14 and 16 in such cases being this clause exception to paras 14 and 16.
20. **Review of existing deputation** - The cases of all the officials on deputation as on the date of issue of this order shall be reviewed within **one year** from the date of issue of this order and specific order shall be passed by the Head of Intelligence Wing on the recommendations of Committee concerned for each official either extending the period of deputation or repatriation to parent unit.
21. After the separate cadre of Intelligence Wing comes into force, a portion of total posts would be ear-marked for Intelligence wing personnel. If sufficient number of Intelligence wing personnel are not available at any point of time in any rank, the posts against Intelligence Wing quota can temporarily be filled from deputationists but not vice-versa. However, efforts would be made to fill up these posts by Intelligence wing personnel at the earliest.

Sd/-

for Director General of Police,
Punjab, Chandigarh

Dated:

**CRIMINAL INVESTIGATION DEPARTMENT,
PUNJAB INTELLIGENCE WING
STANDING ORDER NO. 1**

Organization of the Intelligence Wing and duties of officers Incharge, CID Units in districts.

ORGANIZATION AND CONTROL :-

The Heads of the Intelligence Wing, Punjab (he may be of the rank of Director General of Police or Addl. Director General of Police) shall have complete disciplinary and administrative control over all police officers serving in the Intelligence Wing. The following staff will work under him :-

1. 1- Inspector General of Police, Intelligence , Punjab.
2. 2- DIsG(Intelligence and Counter Intelligence) 12-SPs at Hqrs. And 7 in field.

The charter of their duties shall be as follows:-

I.G.P Intelligence Punjab :-

Assist the DGP (Intelligence)/ ADGP(Intelligence) in all matters related to Intelligence Wing.

He will

DIG (Counter Intelligence) :-

- i) Counter Terrorism
- ii) Counter Intelligence
- iii) Punjab Police Control Room.
- iv) Immigration check posts at Attari, Wagha and Raja Sansi.

- v) JIC
- vi) Foreigners and other allied subjects.
- vii) Interrogation reports, Interrogation Cell, Interrogation Team at Chandigarh.
- viii) Establishment Branch
- ix) General Administration including MT and "G" Branch .
- x) Drawing and disbursing affairs and Accounts Branch.
- xi) Conferences including DGP/IGP Conference.

DIG (Intelligence) :-

- i) Internal Intelligence.
- ii) Cases of detention under NSA/COFE A Acts. Etc.
- iii) Record Branch
- iv) Passport Verification
- v) Training
- vi) NGO Branch.
- vii) VIP Security (President & PM of India and — Heads of States of foreign Countries
- viii) Verifications.
- ix) Supervise the work of SP/SB-II and SP/VS

1. SP/SB-I

- i) Congress
- ii) BJP and other Hindu Brganistions R.S.S.S
- iii) Other communal parties –Christians, Anglo-Indians
- iv) Miscellaneous political Affairs.
- v) Indian Muslims and front organizations:-
- vi) Cases of detention under NSA
- vii) CPI
- viii) CPM
- ix) CPML
- x) RPI
- xi) Students excluding AISSF.
- xii) Govt. Employees – State and Central , PSEB and other Semi-Govt. Employees.
- xiii) Labour and Kisan Unions.
- xiv) Leftist oriented volunteer organizations and cultural organizations, subversive periodicals and their writers.
- xv) National Security Act, 1980, Conservation of Foreign Exchange and Prevention of Smuggling Act, 1974, Prevention of Black Marketing and Essential Commodities Act, 1980, Prevention of illicit Traffic in Narcotic Drugs & Psychotropic substances Act.
- xvi) Assembly and Parliament business relating to above subject.

2. SP/SB-II

- i) Akalis and other Sikh organizations including AISSF
- ii) Immigration and Emigration enquiries
- iii) Passport verification Branch
- iv) Record Branch
- v) DSI Branch
- vi) Human Rights Organizations.
- vii) Press and Publications
- viii) Assembly and Parliament business relating to above subjects.
- ix) Supervision of CID Unit , Chandigarh.

3. SP/Security (Designated as SP/CT)

- i) Counter Intelligence.
- ii) Terrorism
- iii) Secret Services Fund
- iv) Training
- v) Process interrogation and other reports received from distts and other agencies.
- vi) Terrorist movements internal, external
- vii) Terrorist activities in Punjab
- viii) Intelligence production and follow up through dissemination, co-ordination, liaison and monitoring.
- ix) Supervise interrogations and surveillance team at Chandigarh.
- x) Co-ordination meeting
- xi) Computerisation data. He will maintain close liaison with SP/CI (for Pak angle SP/Crime (for date)) and SP/I (for ideological base or militants)

4. SP/S to Raj Bhawan (Designated as SP/VS)

- i) Threatening letters to VIPs
- ii) Deputation of spotters for VIP duty to other States.
- iii) Matters relating to unspecified VIPs Preparation, review of XYZ list.
- iv) A security suspects –Union War Book
- v) Press Books and periodicals - Notifications regarding prescriptions of Books/periodicals.
- vi) Distribution/Circulation of Blue Book.
- vii) Regarding security of the Prime Minister, President Vice-President etc.
- viii) Issuing of policy instructions regarding VVIPs/VIPs security.
- ix) All other policy/general matters relating to VIP security.
- x) Alerts regarding movements of suspects to other States during VVIPs/VIPs visits.
- xi) Meetings /Conferences and DGP/IG conferences and such meetings
- xii) All India security suspects.
- xiii) List of AISSs review of cases regarding bringing / deleting of names from the list of AISSs from whom danger to the security of VVIPs /VIPs can be apprehended.
- xiv) Drafting /deployment of CID force for duty in connection with the visits of the Prime Minister/President/Vice President and foreign heads of State to Punjab.
- xv) Verification of personnel deployed on various security duties with the Prime Minister/President.

5. SP/SB/CID Training, Chd(SP/Hqrs.)

He is designated as SP/Hqrs. and will interalia deal with the following subjects:-

- i) General Administration.
- ii) General supervision of Accounts Branch, Drawal of payment of Bills, RTRs, Cheques and cancellation of vouchers
- iii) Grant of annual increments to clerks, ORs and upto Sub-Inspectors.
- iv) Sanctioning of leave to clerks, ORs and upto SIs
- v) Pay fixation of leave to clerks, Ors and upto SIs
- vi) Supervision of the work of MT Section.
- vii) Arms and Ammunition.
- viii) Telephones.

6,7 & 8 Supdts of Police/PPCR (3)

To run the Punjab Police Control Room round the clock by rotation, collect the information (Intelligence/Crime) emanating from field or sister agencies and to disseminate such like information to officers besides sister agencies etc.

9. Supdt. of Police Interrogation Centre Ladha Kothi, Sangrur at Chandigarh.

To interrogate extremist, anti-social and anti-national elements, preparation / processing of Interrogation reports of such like elements and send feed back to higher officers to maintain data regarding interrogated terrorists etc.

10. SP/CID Unit Chandigarh.

He will be over all Incharge of CID Unit, Chandigarh and collect Intelligence pertaining to political parties/ organizations of all shades and send the same to officers at Hqrs. Also to apply information regarding terrorism.

11. Supdt of Police/Research Cell:-

To collect stations regarding investigations and look after the required work of Economic, Criminal and Social divisions.

12. Supdt. of Police/Zonal/CID Chandigarh.

To ensure optimum efficiency and co-ordination between the district CID Units and — liaise with Chandigarh administration, other Central /State Govt. Organization at Chandigarh.

13. Supdt of Police/Anti Smuggling Amritsar:-

i) Counter Espionage (including anti-smuggling) in the field, interrogation of suspects, maintenance of records regarding spies and international smugglers.

ii) Assembly and Parliament business relating to above subjects.

14. Zonal SP/CID/Jalandhar.

He will superintend the work of the district CID Units at Jalandhar, Kapurthala and Hoshiarpur and also inspect the work of the district special Branches in the above districts and submit his inspection reports to district SSPs, with a copy to Head of Intelligence.

15. Zonal SP/CID/Ferozepur :-

He will superintend the work of the district CID Units at Ferozepur, Faridkot and Bathinda & also inspect the work of the district Special branches in the above district . He will submit his inspection reports on the District special Branches to SSPs, with a copy to Head of Intelligence.

16. Zonal SP/CID/Patiala :-

He will superintend the work of the districts CID Units at Patiala, Ropar, Sangrur and Ludhiana. He will also inspect the work of the district Special Branches of the above districts and submit his inspection reports on them to the district SSPs concerned with a copy to Head of Intelligence.

17. SP/CID/Amritsar :-

He will continue to be Incharge of the CID Unit at Amritsar and Gurdaspur and also inspect the work of district Special Branch, Amritsar and Gurdaspur and submit his inspection report on it to SSP/Amritsar with a copy to Head of Intelligence.

18. SP/CI/Amritsar :-

To monitor the activities of the foreign agents with regard to the espionage, subversion, disinformation and disruption and to initiate counter-measures with regard to them. The nature of the CI work should, thus, be viewed in perspective of the attitude and interest of foreign agencies viz-a-viz our security mil-leu.

19. SP/CID/Delhi :-

He will collect intelligence pertaining to extremists/political as well as other developments concerning Punjab in Delhi. (However, presently this post is being used at Hqrs. as Supdt. of Police/Welfare).

IG/DIGs/SPs in the Intelligence Wing will be assisted by the Ministerial as well as Executive Staff sanctioned at the Hqrs. and district level from time to time. The existing sanctioned strength of the various branches at Hqrs. and CID Units in the State is given at appendix –‘B’.

APPOINTMENT TO CID :-

Officers of the rank of DSP and Inspectors of Police will be posted by the Head of Intelligence Wing. Posting to the other Subordinate ranks particularly amongst the NGOs shall also be made as per the guidelines specified by him. The posts of NGOs and ORs in the CID shall be filled by

the deputation of suitable men from districts for periods of three years extendable by not more than 2 years at a time at the discretion of the Head of the Intelligence Wing.

POLICY REGARDING INDUCTION AND ADHOC PROMOTION OF ORs/NGOs IN THE CID,PUNJAB.

A. Policy for induction in the CID.

Following principles are to be observed at the time of processing cases for induction in the(CID), Intelligence Wing :-

- i) Induction in CID would be decided by three members Committee at various levels to be constituted by DIG Incharge Establishment, with the approval of Head of Intelligence Wing. Recommendations would be put up to the latter for approval.
- ii) Deputationists from outside will be taken in CID for a period of three years subject to satisfactory performance after which concerned committee's would review their further extension in the CID.
- iii) On the basis of the performance of the candidates, committee may review the cases for retention, repatriation of the serving CID personnel.
- iv) The sanction under various categories for a certain place can not be exceeded.
- v) Sanction of various categories like gunmen and drivers are not to be exceeded.
- vi) Fresh induction is not to be considered in respect of post outside the CID.
- vii) Constables are not to be inducted against the senior ranks.

B. POLICY Regarding adhoc promotion in CID, Punjab :-

For the purpose of adhoc promotion in the CID, the following conditions for eligibility for such promotions are prescribed: -

Note :- These are merely the qualifications for eligibility for promotion. Promotion will be given to those who are not only eligible but are selected also for the higher post on the basis of their record, performance and suitability.

I For Promotion from the rank of Constables to the rank of Head Constables.

- (a) Eligibility conditions for those who are serving in CID.
 - (i) All Constables on promotion list C-I, irrespective of their length of stay in CID.
 - (ii) Matriculates with 7 years service and a minimum of three years continuous stay in CID.
 - (iii) Middle pass Constables with 10 years service and minimum 5 years continuous stay in CID.
- (b) Guidelines for the DPC considering promotion of constables serving in the Intelligence Wing.
 - i) Criteria of seniority-cum-fitness will be strictly adhered to.
 - ii) The seniority will be taken from the date of joining in Police Department.
- c) Eligibility conditions for Constables to be taken on deputation on promotion.
 - i) All Constables on promotion List C-I.
 - ii) Matriculate constables with 10 years service.
 - iii) In exceptional cases middle pass constables with 15 years service may be considered for promotion.

II. For promotion from the rank of Head Constables to the rank of ASI :-

- a) Eligibility conditions for those who are already in the CID (Intelligence Wing).
 - i) All HCs on promotion list 'D'.
 - ii) Matriculate HCs having 5 years service as HC with minimum of one year continuous stay in the CID (Intelligence).
 - iii) Middle pass HCs having 6 years service as HCs with 2 years continuous stay in Intelligence Wing.
- b) Eligibility conditions for those who are to be taken on deputation on promotion.
 - i) All HCs on promotion list 'D'.
 - ii) Matriculate HCs with 6 years service as HCs.

- III For promotion from the rank of ASI to the rank of S.I.
- a) Eligibility conditions for those who are already in Intelligence Wing.
 - i) All ASIs on promotion List 'C' irrespective of their length of stay in the CID.
 - ii) Matriculate ASIs having 4 years service as ASI with a minimum of one-year continuous service in CID as ASI.
 - b) Eligibility conditions for those who are to be taken on deputation on promotion.
 - i) All ASIs on promotion list – 'E'
 - ii) Matriculate ASIs with 5 years service as ASI.
1. For adhoc promotion in the CID to the rank of ASI, and above 75% promotions will be on the principle of merit-selection and 25% posts will be filled on the principle of seniority –cum-merit.
 2. All the above mentioned promotions will be adhoc in nature and will not bestow any claim of seniority upon the police officials given adhoc promotions in the Intelligence in their parent cadre. Officials promoted on adhoc basis may be reverted without any Show – cause notice or departmental proceedings or assigning any of this condition should be incorporated in the order of that promotion.
 3. Not more than 10% of the vacancies likely to arise in the rank of HCs in a calendar year will be reserved for those who do not fulfill the above qualifications, but are otherwise considered suitable for adhoc promotion by a Committee constituted by the head of Intelligence Wing.
 4. Persons showing outstanding performance can be given one rank promotion by the head of Intelligence Wing as a special case on the recommendations of an especially constituted board consisting of 2-DIG and 1-SP.
 5. The conditions for adhoc promotion are valid till such time that the vacancies in the various ranks in the CID are substantially filled. The condition shall be reviewed when the situation regarding vacancies in the (CID) Intelligence Wing improves.
 6. In no case the conditions of eligibility for promotion for those already serving in the CID will be less favorable than those for the fresh entrants to the Intelligence Wing. In other words, those officials already serving in the Intelligence Wing will be eligible for promotion if they fulfill the conditions for promotion prescribed for either the fresh entrants or those who are already in the Intelligence Wing.

The following additional guidelines are hereby prescribed for determining the merit in the process of selection for promotion :-

- i) The record of candidates will be categorized as outstanding, good or poor by DPC. Only outstanding persons will deserve promotions. The record to be seen for this purpose should be those reports which are earned by the employee after his last promotion.
- ii) Before the DPC meets, a special report should be taken from the immediate superior of the employee asking him to indicate the highlight of the work done by the employee since his last promotion.
- iii) Warning/advice issued should be got compiled from NGO Branch in respect of each candidate before his interview.
- iv) The DPC should interview all prospective candidates and maintain record of interview.

All the new entrants in the Intelligence Wing will be put through a basic Intelligence Course in the CID Training School, Chandigarh. They shall be put through such other courses which the Head of Intelligence Wing may decide from time to time.

2. A police officer on deputation to the Intelligence/CID will retain his original position in the cadre of his district or range. He will be eligible for officiating promotion in that branch ; on reversion from the Criminal Investigation Department he will assume his place in his original cadre. Officiating promotion may be given in the district or range in the place of an officer deputed to the Criminal Investigation Department, such officiating post lapsing on the officer's reversion.
3. When an officer borne on the rolls of a district or range reaches a place in seniority which would entitle him to be considered for substantive promotion if he were serving in the establishment to which he belongs permanently, he shall be informed and given the opportunity of returning to district police work. No officer on deputation to the Criminal Investigation Deptt. shall be substantive promoted to head constable or higher rank unless both the Head of CID and the

Deputy Inspector General of the Police which he belongs agree that he is qualified for such promotions by all the prescribed standards.

4. The Head of Criminal Investigation Department, may make recommendation on behalf of Sub-Inspectors serving under him to the Inspector General of Police for admission to list – F.
5. Annual reports on Upper subordinates serving on deputation in the Criminal Investigation Department shall be sent by the Head of Criminal Investigation Department, to the range Deputy Inspector General concerned for record and other necessary action.
6. Rule 21.25(6) of the Punjab Police Rules Vol.-III, empowers Deputy Inspector General of Police to make direct recruitment in the rank of Constables or in higher ranks. The relevant Police Rule is reproduced below :-

“In very exceptional cases and for the political branch only and with the written sanction of the Dy. Inspector Genl. of Police personally, direct enrolment as Constable or in higher ranks, may be made to the Criminal Investigation Deptt. Specialists shall, however, when possible be entertained on contract terms, so that, their services may be dispensed with when their utility ceases or deteriorates.”

IV. DUTIES OF OFFICERS INCHARGE C.I.D. UNITS IN DISTRICTS.

The main functions of officers incharge CID Units in districts are :-

- a) to collect intelligence about internal conditions in the state and security of the country which would enable Govt. to take timely action to deal with the law and order problems likely to arise in the State and with such external forces that may be working to disturb it.
- b) to collect intelligence and report accurately on all political, subversive, communal, labour, social, economic and terrorist movements with in their districts. The activities of political parties, communal and extremist/terrorist organizations etc. will be paid attention to and reported accurately.
- c) to carry out such secret enquiries and interrogation may be ordered.
- d) to liaise personally with other Central/State Govt.
- e) to device measures for the arrest of underground and subversive agitators and for security information about their movements, activities, haunts and contacts.
- f) To develop general operational capabilities.

Other Functions :-

1. Collection of intelligence regarding.

- i) Foreigners, particularly Pak Nationals and the maintenance of vigilance on them;
- ii) Foreign spies and espionage and fifth column activities inspired by parties with in India.
- iii) Smugglers.
- iv) Labour, Labour unions, student front and anti Govt. activities among Govt. Servants and police and Army personnel.
- v) Agrarian disputes with a view to enable the Govt. to take preventive measures in time to obviate law and order problem;
- vi) Anti-State Govt. propaganda;
- vii) Activities of anti-social elements indulging in hoarding, black-marketing and profiteering of essential commodities;
- viii) Activities of Anand Marg and other allied organizations.
- ix) Activities of foreign students and foreign missionaries.
- x) Activities of foreign nationals employed under semi-Govt. organizations/universities and members peace corps.

2. Surveillance over :-

- i) Pakistanis, confirmed Pak spies and foreigners.
- ii) Agents of countries hostile to India and their contacts.
- iii) Persons who carry on trade or mix with nationals of unfriendly countries; and
- iv) All India Security Suspects.

3. Control and reporting of wild and dangerous rumors.

Control and co-ordination :-

The officers Incharge CID Units in districts will control and supervise the work of the CID field staff in their districts, co-ordinate the information received by them and keep the headquarters posted with upto date information on the subject mentioned above.

The officers incharge CID Units are the instruments of the Head of CID in giving effect to certain aspects of Govt. policy and for the collection of intelligence etc. and are, therefore, entitled to the full support of Supdt. of Police.

4. Field of Censorship :-

The officers Incharge CID in districts are directly responsible for the effective working of all censorship staffs in the distts. In this connection, memorandum No.2550-64/DDSB, dated the 14th February, 1951 may be referred to. They are responsible for making suggestions for better working and the posting of trained and intelligence censors within the district. All new entrants in the CID will be got trained in censor work at the CID School, Chandigarh.

5. Watch over released detainees and suspects :-

Officers incharge CID Units in districts are responsible for ensuring that an efficient watch is maintained over all persons restricted to their village or homes or those who have been released after prolonged detentions. They are also responsible to see that a watch is maintained on political suspects and that the more important of them are constantly kept track of. A posse of 1-NGO, 2-Head Constables and 4-Constables will be got trained in watch duties out of the strength presently posted in the Jails.

6. Periodic Returns :-

Officers Incharge CID Units in districts will submit periodic returns, as specified from time to time, to the Hqrs.

7. Transmission of information of important nature.

Besides the specified returns, the officers incharge CID Units will send prompt information regarding events/happenings which deserve immediate attention of the Govt./officers by quickest possible means. Information may be sent to the concerned SPs with copies to the Head of Intelligence Wing/IG/DIG/Intelligence. Prompt information regarding agitation/processions and coverage there of may be sent. Detail should include the preparations made for agitation/processions, volunteers, approximate No. of volunteers, agitators likely to participate, collection of funds and the extent of support from political organization/masses. SP/Intelligence Wing concerned and the Head of Intelligence Wing should also be informed about important happenings telephonically in case such happenings deserve immediate attention of the Govt.

8. Notes, Indices and Lists :-

Officers incharge CID Units in district will maintain and hand over to their successors confidential notes on all subjects of importance. Those notes should be maintained in card board cover and should include the following subjects :-

1. An index of terrorists/dangerous political agitators criminals with short notes on each of them.
2. Lists of persons whose correspondence is being watched or intercepted.
3. Lists of potential fifth columnists (Indian Nationals, suspected of espionage or being in the pay of the foreign agencies hostile to the Indian Govt.) and foreigners making propaganda against India.
4. Lists of reliable persons who can help in certain spheres of political activity when information is required.
5. Brief running commentaries on terrorist groups and major political/communal organizations.
6. Lists of important criminal or political gangs inclined towards violence, which are active or have been rounded up.
7. Lists of persons requiring particular attention for any particular reasons.
8. Any other matter of local importance requiring special attention.

9. Lists of office bearers of all political organisations, membership, funds, extent of popularity and area of influence. For proper maintenance of record, officers-incharge units will furnish material in respect of all persons who gain prominence in the districts or state owing to their political activities.
10. Lists of subjects on which returns are required to be sent to the Hqrs.
11. Information regarding printing presses, newspapers and periodicals which publish preventive and seditious materials. Information regarding this should also be sent to the Hqrs. from time to time.

Officers incharge CID Units will also maintain history sheets of terrorists / criminals/ agitators. They must write put main notes or up periodically, once every quarter, get these notes approved by the SPs concerned and finalize before handing over charge of such papers to their successors alongwith the file of Standing Orders and current correspondence. In order to prevent the accumulation of unnecessary records with officers incharge CID Units in the districts, they should go through their papers at least twice a year and make over to the Central Record Keeper any records available with them in addition to those prescribed above.

9. Sources

When an officer Incharge CID Units in a district is transferred he should personally introduce the sources to his successor. If however, he does not wish to hand over a source for any special reasons he should discuss the question with SP/Zonal concerned, who will with the approval of the DIG concerned decide whether he should hand over the source or allow him to continue work with the official transferred if this should be found possible. Sources are not to be taken by officers incharge CID Units on transfer to their new place of posting without the permission of the DIG concerned.

It need hardly be emphasized that the flow of intelligence largely depends on the quality of sources that the officers incharge CID Units are able to create. It is, therefore, most essential that this subject should receive the greatest attention from officers incharge CID Units.

The officers incharge CID Units should ensure that proper account is kept regarding the source money received in his unit and its prompt payment to the sources. In no case, the secret service fund made available should be utilized for any other purpose other than it is meant for Officer incharge of the CID Units should ensure that the principles applied to the proper accountancy of general case are also applied to the secret service fund. All entries with regard to this fund shall be made in the cash book meant exclusively for the SS Fund. This cash book shall be audited by the next supervisory officer from time to time, at least, once in 6 months and a certificate in this regard be given.

10. Discipline and Morale

Officers incharge CID Units will be responsible for the discipline and morale of the personnel under their control. They are responsible to ensure that their dues are paid to them and their grievances and difficulties are redressed without delay. Officers should ensure efficient working and proper discipline. Acting supervision should be exercised over the work assigned to each officer and endeavors be made to ensure that each one of the staff posted under them justified his posting.

11. Visits to Headquarters

Officers incharge CID Units in districts visiting the CID Headquarters should call on the Head of Intelligence Wing and all other senior officers to receive any Special instructions. IG/DIG or SPs CID calling a meeting of any field officers at Headquarters should inform the Head of Intelligence Wing sufficiently in advance so that if he has to say anything to them collectively or individually, he may be able to do so.

Sd/-

O.P. Sharma, IPS,
Director General of Police,
Intelligence, Punjab.

Dated : 02-07-1993.

OFFICE OF THE DIRECTOR GENERAL OF POLICE, INTELLIGENCE, PB., CHG.

No.6838-70/EDSB-II(2), dated Chandigarh, the 19-07-1993.

Copy of the above is forwarded to the following for information and necessary action:-

1. PA to DGP, Intelligence, Punjab, Chandigarh.
2. DIG/CI
3. DIG/Intelligence.
4. SP/AS/Amritsar.
5. All Zonal SPs in Intelligence, Punjab.
6. All I/C CID Units in Punjab.

Sd/-

for Director General of Police,
Intelligence, Punjab.

Dated: 02-07-1993.

SANCTION STRENGTH OF NGOs/ORs IN THE INTELLIGENCE WING PUNJAB AS ON 15-6-93

Sr.No.	Name of the Unit	DSPs	Inspers.	SIs	ASIs	HCs	Const.
1.	AMRITSAR	1	14	33	41	54	75
2.	JALANDHAR	1	9	20	26	32	44
3.	LUDHIANA	1	10	18	28	36	46
4.	PATIALA		1	9	19	25	29 20
5.	FATEHGARH SAHIB	-	-	1	1	2	4
6.	FEROZEPUR	1	9	15	17	21	40
7.	GURDASPUR	1	9	19	22	25	44
8.	HOSHIARPUR	1	6	14	20	23	43
9.	KAPURTHALA	1	7	12	13	17	35
10.	ROPAR	1	6	12	15	19	39
11.	BATHINDA	1	5	14	17	21	42
12.	MANSA	-	1	1	1	2	5
13.	FARIDKOT	1	7	14	18	20	39
14.	SANGRUR	1	7	15	19	22	45
15.	CHANDIGARH	4	8	19	35	44	40
16.	DELHI	1	3	5	16	16	16
17.	TRG. SCHOOL	2	3	3	1	3	15
18.	SPL/BR	3	1	-	-	-	-
19.	SPL. NR. AT FIELD	8	-	-	-	-	-
20.	HQRS. CHG.	5	1	6	12	85	147
21.	JIC/ASR.	2	2	12	6	7	15
22.	CES/ASR	1	23	45	63	82	154
23.	CI/ASR.	2	6	-	-	-	-
24.	SP/PPCR	4	3	8	-	7	11
25.	RAJASANSI/ASR	1	2	11	7	16	35
26.	PCP/RAIL/ASR	1	1	20	10	22	22

27.	PCP/ROAD/ASR	-	1	16	18	15	23
28.	SP/Z/CID		4	-	4	4	16
29.	A.P./LDH		-	1	2	-	6 6
30.	A.P./PTL	-	1	2	-	3	5
31.	A.P./BTI	-	1	2	-	3	5
32.	CI/CHANDIGARH	3	2	-	-	-	-
33.	RLY.SECURITY ST./PTL	-	-	2	-	1	4
34.	TECHNICAL CELL	1	1	3	4	2	4
35.	RESEARCH CELL	-	-	3	1	6	4
36.	BBMB NANGAL	-	1	1	3	2	10
	TOTAL		50	163	367	443	645 1059

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 21st June, 2005/Jyaistha 31, 1927 (Saka)

The following Act of Parliament received the assent of the President on the 15th June, 2005, and is hereby published for general information:—

THE RIGHT TO INFORMATION ACT, 2005 No. 22 of 2005

[15th June, 2005.]

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

WHEREAS the Constitution of India has established democratic Republic;

AND WHEREAS democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

AND WHEREAS revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

AND WHEREAS it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

NOW, THEREFORE, it is expedient to provide for furnishing certain information to citizens who desire to have it.

BE it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:—

**CHAPTER I
PRELIMINARY**

Short title, extent and commencement

1. (1) This Act may be called the Right to Information Act, 2005.
- (2) It extends to the whole of India except the State of Jammu and Kashmir.
- (3) The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.

2. In this Act, unless the context otherwise requires,—

- (a) “appropriate Government” means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—
 - (i) by the Central Government or the Union territory administration, the Central Government;
 - (ii) by the State Government, the State Government;
- (b) “Central Information Commission” means the Central Information Commission constituted under sub-section (1) of section 12;
- (c) “Central Public Information Officer” means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- (d) “Chief Information Commissioner” and “Information Commissioner” mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;
- (e) “competent authority” means—
 - (i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;
 - (ii) the Chief Justice of India in the case of the Supreme Court;
 - (iii) the Chief Justice of the High Court in the case of a High Court;
 - (iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;
 - (v) the administrator appointed under article 239 of the Constitution;
- (f) “information” means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;
- (g) “prescribed” means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;
- (h) “public authority” means any authority or body or institution of self- government established or constituted—
 - (a) by or under the Constitution;
 - (b) by any other law made by Parliament;
 - (c) by any other law made by State Legislature;
 - (d) by notification issued or order made by the appropriate Government, and includes any—
 - (i) body owned, controlled or substantially financed;
 - (ii) non-Government organisation substantially financed, directly or indirectly by funds provided by the appropriate Government;
- (i) “record” includes—
 - (a) any document, manuscript and file;
 - (b) any microfilm, microfiche and facsimile copy of a document;
 - (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
 - (d) any other material produced by a computer or any other device;
- (j) “right to information” means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—
 - (i) inspection of work, documents, records;

- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;
- (k) “State Information Commission” means the State Information Commission constituted under sub-section (1) of section 15;
- (l) “State Chief Information Commissioner” and “State Information Commissioner” mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;
- (m) “State Public Information Officer” means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- (n) “third party” means a person other than the citizen making a request for information and includes a public authority.

CHAPTER II

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

3. Subject to the provisions of this Act, all citizens shall have the right to information. Right to information
4. (1) Every public authority shall—
 - a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;
 - b) publish within one hundred and twenty days from the enactment of this Act,
 - (i) the particulars of its organisation, functions and duties;
 - (ii) the powers and duties of its officers and employees;
 - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
 - (iv) the norms set by it for the discharge of its functions;
 - (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - (vi) a statement of the categories of documents that are held by it or under its control;
 - (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;
 - (viii) a 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 those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
 - (ix) a directory of its officers and employees;
 - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
 - (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
 - (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
 - (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
 - (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
 - (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

(xvi) the names, designations and other particulars of the Public Information Officers;
(xvii) such other information as may be prescribed; and thereafter update these publications every year;

- c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- d) provide reasons for its administrative or quasi-judicial decisions to affected persons.

- (2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.
- (3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.
- (4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Explanation.—For the purposes of sub-sections (3) and (4), “disseminated” means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

- 5. (1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.

- (2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:

Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.

- (3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.
- (4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.
- (5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

- 6. (1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—

- (a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;
- (b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall

render all reasonable assistance to the person making the request orally to reduce the same in writing.

- (2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.
- (3) Where an application is made to a public authority requesting for an information,—
 - (i) which is held by another public authority; or
 - (ii) the subject matter of which is more closely connected with the functions of another public authority, the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:

Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

7. (1) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

- (2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.
- (3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—
 - (a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;
 - (b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.
- (4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.
- (5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.
- (6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).
- (7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.
- (8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—
 - (i) the reasons for such rejection;

- (ii) the period within which an appeal against such rejection may be preferred; and
 - (iii) the particulars of the appellate authority.
- (9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.
8. (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—
- (a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
 - (b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
 - (c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
 - (d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
 - (e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
 - (f) information received in confidence from foreign Government;
 - (g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
 - (h) information which would impede the process of investigation or apprehension or prosecution of offenders;
 - (i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers:
 Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:
 Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;
 - (j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:
 Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.
- (2) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.
- (3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:
 Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.
9. Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.
10. (1) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.

- (2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—
- (a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
 - (b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
 - (c) the name and designation of the person giving the decision;
 - (d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
 - (e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.
11. (1) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:
- Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.
- (2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.
 - (3) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.
 - (4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

CHAPTER III

The Central Information Commission

12. (1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.
- (2) The Central Information Commission shall consist of—
 - (a) the Chief Information Commissioner; and
 - (b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.
- (3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—
 - (i) the Prime Minister, who shall be the Chairperson of the committee;

- (ii) the Leader of Opposition in the Lok Sabha; and
- (iii) a Union Cabinet Minister to be nominated by the Prime Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.
 - (5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
 - (6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
 - (7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.
13. (1) The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:
Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.
- (2) Every Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:
Provided that every Information Commissioner shall, on vacating his office under this subsection be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (3) of section 12:
Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.
 - (3) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.
 - (4) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:
Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.
 - (5) The salaries and allowances payable to and other terms and conditions of service of—
 - (a) the Chief Information Commissioner shall be the same as that of the Chief Election Commissioner;
 - (b) an Information Commissioner shall be the same as that of an Election Commissioner:
Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that

pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their disadvantage after their appointment.

- (6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.
14. (1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.
- (2) The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.
 - (3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—
 - (a) is adjudged an insolvent; or
 - (b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or
 - (c) engages during his term of office in any paid employment outside the duties of his office; or
 - (d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or
 - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.
 - (4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

CHAPTER IV

THE STATE INFORMATION COMMISSION

15. (1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

- (2) The State Information Commission shall consist of—
 - (a) the State Chief Information Commissioner, and
 - (b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.
- (3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—
 - (i) the Chief Minister, who shall be the Chairperson of the committee;
 - (ii) the Leader of Opposition in the Legislative Assembly; and
 - (iii) a Cabinet Minister to be nominated by the Chief Minister

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.
 - (5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
 - (6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
 - (7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.
- 16.** (1) The State Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:
Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.
- (2) Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:
Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:
Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.
 - (3) The State Chief Information Commissioner or a State Information Commissioner, shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.
 - (4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

- (5) The salaries and allowances payable to and other terms and conditions of service of—
- (a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;
 - (b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government:

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

- (6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.
17. (1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.
- (2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of the Supreme Court on such reference.
- (3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—
- (a) is adjudged an insolvent; or
 - (b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or
 - (c) engages during his term of office in any paid employment outside the duties of his office; or
 - (d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or

- (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.
- (4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

CHAPTER V

POWERS AND FUNCTIONS OF THE INFORMATION COMMISSIONS, APPEAL AND PENALTIES

18. (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—
- (a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;
 - (b) who has been refused access to any information requested under this Act;
 - (c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
 - (d) who has been required to pay an amount of fee which he or she considers unreasonable;
 - (e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
 - (f) in respect of any other matter relating to requesting or obtaining access to records under this Act.
- (2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.
- (3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:—
- 5 of 1908
- (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
 - (b) requiring the discovery and inspection of documents;
 - (c) receiving evidence on affidavit;
 - (d) requisitioning any public record or copies thereof from any court or office;
 - (e) issuing summons for examination of witnesses or documents; and
 - (f) any other matter which may be prescribed.
- (4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.
19. (1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an

appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

- (2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.
 - (3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:
Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
 - (4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.
 - (5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.
 - (6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.
 - (7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.
 - (8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—
 - (a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—
 - (i) by providing access to information, if so requested, in a particular form;
 - (ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
 - (iii) by publishing certain information or categories of information;
 - (iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
 - (v) by enhancing the provision of training on the right to information for its officials;
 - (vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;
 - (b) require the public authority to compensate the complainant for any loss or other detriment suffered;
 - (c) impose any of the penalties provided under this Act;
 - (d) reject the application.
 - (9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.
 - (10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.
- 20** (1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two

hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

- (2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

CHAPTER VI MISCELLANEOUS

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21. No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.
22. The provisions of this Act shall have effect notwithstanding anything inconsistent there with contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.
23. No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.
24. (1) Nothing contained in this Act shall apply to the intelligence and security organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by such organisations to that Government:
Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:
Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.
- (2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.
- (3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.
- (4) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:
Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:
Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

- (5) Every notification issued under sub-section (4) shall be laid before the State Legislature.
- 25.** (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.
- (2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.
- (3) Each report shall state in respect of the year to which the report relates,—
- (a) the number of requests made to each public authority;
 - (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
 - (c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
 - (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
 - (e) the amount of charges collected by each public authority under this Act;
 - (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
 - (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.
- (4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.
- (5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.
- 26.** (1) The appropriate Government may, to the extent of availability of financial and other resources,—
- (a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;
 - (b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;
 - (c) promote timely and effective dissemination of accurate information by public authorities about their activities; and
 - (d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.
- (2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.

- (3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—
- (a) the objects of this Act;
 - (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;
 - (c) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;
 - (d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
 - (e) the assistance available from the Central Information Commission or State Information Commission, as the case may be;
 - (f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;
 - (g) the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;
 - (h) the notices regarding fees to be paid in relation to requests for access to an information; and
 - (i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.
- (4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.
- 27.** (1) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—
- (a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
 - (b) the fee payable under sub-section (1) of section 6;
 - (c) the fee payable under sub-sections (1) and (5) of section 7;
 - (d) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (6) of section 13 and
 - (e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and
 - (f) any other matter which is required to be, or may be, prescribed.
- 28.** (1) The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—
- (i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
 - (ii) the fee payable under sub-section (1) of section 6;
 - (iii) the fee payable under sub-section (1) of section 7; and
 - (iv) any other matter which is required to be, or may be, prescribed
- 29.** (1) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions,

and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

- (2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.
30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:
Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act.
- (2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.
31. The Freedom of Information Act, 2002 is hereby repealed.

THE FIRST SCHEDULE

[See sections 13 (3) and 16(3)]

Form of oath or affirmation to be made by the Chief Information Commissioner/the Information Commissioner/the State Chief Information Commissioner/the State Information Commissioner

“I,, having been appointed Chief Information Commissioner /Information Commissioner / State Chief Information Commissioner / State Information Commissioner swear in the name of God solemnly affirm

that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws.”.

From

The Director General of Police,
Punjab (Estt-II, Br. CPO)

To

1. DGP/GRP Punjab, Patiala.
2. DGP/Rules, Punjab, Chandigarh.
3. ADGP/Training-cum-Director PPA Phillaur
4. ADGP/Admn, Punjab, Chandigarh.
5. ADGP/Crime, Punjab, Chandigarh.
6. ADGP/Security, Punjab, Chandigarh.
7. ADGP/Law & Order, Punjab, Chandigarh.
8. ADGP/Intelligence, Punjab, Chandigarh.
9. ADGP/IVC-cum-Human Rights, Punjab, Chandigarh.
10. ADGP/Armed Battalions, Jalandhar Cantt.
11. ADGP/C&T, Punjab, Chandigarh.
12. IGP/Hqrs., Punjab, Chandigarh.
13. IGP/Traffic, Punjab, Chandigarh.
14. All Zonal IGsP in Punjab

15. DIsG : Admn, Prov, Crime, C & T, Intelligence, Security, Pb., Chd.
16. DIG/PAP, Jalandhar Cantt.
17. DIG/CDO, Bahadurgarh-Patiala.
18. DIG/IRB, Patiala.
19. All Range DIsG in Punjab.
20. Joint Director, PPA/Phillaur
21. All Senior Superintendent of Police in Punjab.
22. AIG/Traffic, Punjab, Chandigarh.
23. AIG/GRP, Punjab, Patiala.
24. SP Human Rights, Punjab, Chandigarh.
25. SP/IVC, Punjab, Chandigarh

Memo. No. 7251-7310/E-II(4)

Dt. Chandigarh the : 24-9-2005

**SUBJECT : IMPLEMENTATION OF RIGHT TO
INFORMATION ACT, 2005**

The Right to information Act, 2005 was enacted on 15.6.2008 and notified on 21.6.2005. Under this Act, a right has been bestowed upon citizens to seek information from any public authority subject to the conditions stipulated in the Act. Simultaneously, each public authority is duty bound to provide the information sought through the mechanism of State Public information officers/State Asstt. Public information Officers. As required under section 5 of the above Act, State Public/Asstt. Public Information Officers of Punjab Police have been designated vide this office order No. 3999/PA/ADGP/Admn dated 20.9.2005. A copy of this order alongwith copy of the **Right to Information Act 2005 are enclosed.**

You are requested to acquaint yourself thoroughly with the provisions of this Act. It is also requested to circulate this information to the State Public/Asstt. Public Information Officer (PIOs/APIOs) under your administrative control under this Act shall become effective from 12.10.2005. The intervening period may be utilized by the PIOs/APIOs to familiarize themselves with their duties.

A provision exists in the Act for the prescription of a fee to accompany the request for information and charges towards cost of the medium or print cost price of the material to be disseminated. Rules in this regard are being issued separately by the Govt. and will be conveyed as and when they are framed.

You are requested to ensure meticulous compliance of the Act.

for Director General of Police,
Punjab.

No. 3999/PA/ADGP/Admn.

Dated : 20-9-2005

OFFICE OF DIRECTOR GENERAL OF POLICE, PUNJAB

ORDER

In terms of Section 5(1) & (2) of the Right to Information Act, 2005, the following officers of Punjab Police are hereby designated as State Public/Assistant Public Information Officers in respect of the Units/Wings mentioned against their names :-

Sr. State Public Information State Asstt. Public Information Officers

No.	Officers	Designation	Name	Tel. No. (Off.)
I. POLICE HEADQUARTERS				
1. Unit : Police Headquarters				
	Post - IGP Headquarters	DIG Administration		Sanjeev Kalra, IPS 0172-2740248
	Name - Sh. Suresh Arora, IPS		DIG Provisions	R.P. Mittal, IPS 0172-2743738
	Tel. 0172-2747175	DIG Crime	B.K. Bawa, IPS	0172-2740768
		DIG C&T	R.L. Bhagat, IPS	0172-2749222
		DIG/Intelligence	KJS Pannu, IPS	0172-2745362
		DIG/Security	Sham Lal, IPS	0172-2740633
		DIG/PAP	Parampal Singh, IPS	0181-2236944
		DIG/CDO	Tehal Singh, IPS	0175-2381440
		DIG/IRP	R.P. Meena, IPS	0175-2214769
		AIG Traffic	P.K. Sinha, IPS	0172-2748102-08 Ext. 631
		SP Human Rights		D.S. Garcha, IPS 0172-2748702-28 Ext640
		SP IVC	Ajaib Singh Kaleko, PPS	0172-2743321
II. DISTRICT POLICE				
2. Unit : Amritsar				
	Post - Senior Supdt. of Police		SP/D/Amritsar	Makhan Singh 0183-2566644
	Name - Sh. R.P.S. Brar, IPS		DSP/S.D.-II/	Lakhbir Singh TP/81 0183-2560277
	Tel. : 0183-2227779	Amritsar		
		DSP/S.D.-II/	Sandeep Kumar	0183-2220671
		Amritsar	Sharma	
		DSP/City-II/Amritsar		Rachhpal Singh J/29 0183-2557248
		DSP/Civil Lines/	Ashish Kapoor	0183-2224264
		Amritsar	Bajwa, TP/84	
		DSP/City-I Amritsar		0183-2555400
3. Units : Barnala				
	Post - Senior Supdt. of Police		DSP/S.D./Barnala	Davinder Singh 01679-230031
	Name - Sh. G. Nageshwara Rao, IPS		96/PAP	
		DSP/Sqrs. Barnala		Mukand Singh 01679-272211
	Tel. - 01679-231107	work as DSP/Tapa		193/FR
		DSP/Mehal Kalan		Balwant Singh 01675-233327
		Sherpur agt. the post of 1st IRB	J/232	
4. Units : Batala				
	Post - Senior Supdt. of Police		DSP/D/Batala	Rajinder Pal 01871-242134-244617
	Name - Sh. Jitindera K. Jain			

IPS DSP/SD/R/Batala Narinder Kumar 01871-
2421234
Tel. - 01871-242145, 242134 TP/66
DSP/City Batala Ashwani Kapoor 01871-285212
TP/42
DSP/Dera Baba Paramjit Singh 01871-256579
Nanak 234/PR
DSP/Quadian Ranbir Singh TP/69 01871-220022
(Agt. 9th Bn., PAP)

5. Units : Bathinda

Post - Senior Supdt. of Police SP/H&D Bathinda Ajay Maluja 0164-
2217900
Name - Sh.Kapil Dev., IPS DSP/City BTA Vacant 0164-2240680
Tel. - 0164-2219100 (Exch)
DSP/Rampuraphul Ashutosh PR/57 01651-
248229
DSP/S.D./ Jaspal Singh 01655-220267
Talwandi Sabo TP/85
DSP/SD/ Bathinda Sukhdev Singh 0164-
2240680
19/FR

6. Units : Faridkot

Post - Senior Supdt. of Police DSP/D/Faridkot Bakshish Singh 01639-
250920
Name - Sh.M.F. Farooqui, IPS DSP/SD/Faridkot Baljinder Singh 01639-
250920
Tel. - 01639-252000 71-FR
DSP/Kot Kapura Randhir Singh 01635-224705
Uppal P/DSP

7. Units : Fatehgarh Sahib

Post - Senior Supdt. of Police SP/D/Fatehgarh Pritpal Singh Virk 01763-
233772
Name - Sh. Varinder Kumar, Sahib
IPS, Tel. - 01763-232226 DSP/SD/Bassi Jaswinder Singh 01763-250050
Pathana 371/J (20/BR)
DSP/SD/Amlah Daljit Singh 01765-230354-
1865/Patiala 230359
DSP/SD/Khamano Satinderpal 01628-268351
Singh 31/J
DSP/SD, Fatehgarh Pritpal Singh 01763-
232244
Sahib Thind 18/J

8. Units : Ferozepur

Post - Senior Supdt. of Police SP/D/Ferozepur Harjinder Singh 01632-
246697
Name - Sh. S.S. Srivastava, DSP/S.D./Fazilka Parampal Singh 01638-
261600
IPS TP/92
Tel. - 01632-244049-246697 DSP/SD/Ferozepur Sarabjit Singh 01632-
246697
DSP/S.D./Abohar Narinderpal Singh 01634-
221844

DSP/SD/Jalalbad Balwinder Singh 01638-251353
785/PAP
DSP/SD/Zira Jasdip Singh 01682-250150
TP/71

9. Units : Gurdaspur

Post - Senior Supdt. of Police SP/D/Gurdaspur Tejinder Singh 01874-
245390
Name - Sh. Pramod Ban, DSP/SD/Gurdaspur Kulwant Singh 01874-
245396
IPS PAF/5
Tel. - 01874-241173 DSP/SD/Pathankot Dharamvir Singh, 0186-220070
137/J (BR/16)
DSP/City/Gurdaspur Manmohan Singh, 01874-
245396
PR/62
DSP/City/Pathankot Karamjit Singh, 0186-
2235996
1235/J
DSP/Dhar Kalan Harvinder Singh, 0186-245396
but work as 132/J
DSP/Dina Nagar

10. Units : Hoshiarpur

Post - Senior Supdt. of Police DSP/SD/Hoshiarpur Lakhwinder Pal
01882-220509
Name - Sh. Lok Nath Angra, Singh Khaira,
IPS 410/FDK
Tel. - 01882-220501 DSP/SD/Garh Jagmohan Singh, 01884-282024
Shankar TP/60
DSP/SD/Dasuya Malkiat Singh, 01883-285541
57/BR
DSP/SD/Mukerian Balraj Singh JRT/ 01883-
244367
52 (BR/99)

11. Unit : Jagraon

Post : Senior Supdt. of Police SP/D/Jagraon Sohinder Pal S. Bawa 01624-
224681
Name - Sh. R.K. Jaiswal, DSP/SD/Jagraon Gurjit Singh 01624-224052
IPS Romana, J/135
Tel. : 01624-223359 DSP/Raikot Gurtejinder Singh, 01624-264335
TP/57
DSP/Dakha Harjit Singh Brar, 0161-2881169
J/133

12. Unit : Jalandhar

Post : Senior Supdt. of Police SP/D/Jalandhar Jaskirat Singh 0181-
2452444,
Name - Sh. Ishwar Singh, 2232221
IPS DSP/S/D/Phillaur Manjit Singh 01816-222324,
Tel. : 0181-2226497-2241808 2292/Patiala 222325
DSP/SD/Nakodar Ranjit Singh 01821-220083
TP/59

2452444	DSP City-II, Jalandhar DSP/SD-II/Jalandhar	Harkamal Preet Singh TP/100	0181-2232221, 2452444 Rajinder Singh 52/J0181-
2452444-	DSP/City-I., Jalandhar		Mohinderpal Singh 0181-
2452444		481/J	45
	DSP/SD-I/Jalandhar		Gursharandeep 0181-
		Singh P/DSP	
	DSP/SD/Shahkor	Jaspal Singh J/40	01821-260992, 272707

13. Unit : Kapurthala

394175,	Post : Senior Supdt. of Police	SP/D/Kapurthala	Gurmeet Singh	01822-
	Name - Sh. Rajiv Ahir, IPS		233760	
	Tel. : 01822-233736, 394173	DSP/Sd/Phagwara	Navjot	SinghTP/72
	01824-395192			
	DSP/SD/Bholath	Amrik Singh Power	01822-394185	
		54/PAP		
394178	DSP/SD/Kapurthala		Diljinder Singh	01822-
		Dhillon TP/99		
222228	DSP/Sultanpur Lodhi		Harpreet Singh,	01828-
		P/DSP		

14. Unit : Khanna

228205	Post : Senior Supdt. of Police	SP/D/Khanna	DilbaghSingh	01628-
226609	Name - Sh. Naunihal Singh, IPS	DSP/SD/Khanna	Rajeshwar Singh	01628-
	Tel. : 01628-226325	Sidhu TP/91		
	DSP/SD/Samrala	Jatinder Singh	01628-262362	
		TP/68		
	DSP/Payal	Kuldeep Singh	01628-244546	
		J/89		

15. Unit : Ludhiana

2433028	Post : Senior Supdt. of Police	SP/D/Ludhiana	Gurmeet Singh	0161-
2431466	Name - Sh. Narinder Pal Singh, IPS	DSP/SD-1 Ludhaina	Toor Rupinder Singh	0161-
	Tel. : 0161-2409055, 2406055	DSP/City-II/ Ludhiana	Simrat Pal Singh	0161-2448701
		DSP/City-I/ Ludhiana	Rajinder Kumar	0161-2726523
2459546		DSP/Sarabha Nagar	Ravinder Kumar,	0161-
	Ludhiana	Bakshi, J/138		
	DSP/Industrial	Satbir Singh 445/	0161-2672646	

Area, Ludhiana SGR
DSP/SD-II Barjinder Singh 0161-2846999
(Sahnewal) Ludhiana RP/83

16. Unit : Majitha

Post : Senior Supdt. of Police SP/D/Majitha Sudesh K. Agnihotri 0183-2583819

Name - Mrs. Vibhu Raj, DSP/SD/Ajnala Jagdip Singh TP/50 01858-221023
IPS DSP/SD/Baba Ashwani Kumar 01853-245517
Tel. : 0183-2584369-5050220 Bakala TP/61
DSP/SD/Majitha Balraj Singh 0183-2773565
TP/49
DSP/SD/Jandiala Balbir Singh TP/53 0183-2433600

17. Unit : Mansa

Post : Senior Supdt. of Police DSP/D/Mansa Jhilman Singh 01652-220497

Name - Sh. Amit Prasad, DSP/SD/Budlada Balbir Singh 01652-253480
IPS Khaira PR/78
Tel. : 0152-229010 DSP/SD/Sardulgarh Pargat Singh 01659-250514

59/JRT
DSP/SD/Mansa Hitender Singh 01652-227188
Ghai 22/PR

18. Unit : Moga

Post : Senior Supdt. of Police SP/D/Moga Harjit Singh Pannu 01636-2378888

Name - Ms. V. Neerja, DSP/SD/Dharmkot Chaman Lal, 257/PR
01682-221090
IPS DSP/SD/Moga Bhulla Singh TP/74 01636-233505
Tel. : 01636-236600 DSP/Bagha Purana Raghbir Singh 01636-240034

Sandhu 150/J (J/106)
DSP/City/Moga Swarandip Singh 01636-237817
TP/76

19. Unit : Muktsar

Post : Senior Supdt. of Police DSP/D/Muktsar Hargobind Singh 01633-263767

Name - Sh. L.K. Yadav, DSP/SD/Muktsar Gurmit Singh TP/75 01633-262268
IPS DSP/Gidarbaha Gurdip Singh, 01637-231400
Tel. : 01633-263809 174/FAP
DSP/SD/Malout Manjit Inder 01637-264501
Singh, PAP/49

20. Unit : Nawan Shahar

Post : Senior Supdt. of Police SP/D/Nawan Shahar Mukhtiar Singh
01823-221023

Name - Sh. Arunpal Singh, DSP/SD/Balachaur Manjir Singh 421/ 01885-220050
IPS J (J/109)

Tel. : 01823-226039, 221023 DSP/SD/Nawan Gurmukj Singh 01823-509191

Shehar PAP/37

21. Unit : Patiala

Post : Senior Supdt. of Police SP/D/Patiala Indermohan Singh 0175-2311128

Name - A.S. Rai, DSP/SD/Nabha Shamsheer Singh 0175-220662
IPS Boparai PR/35

Tel. : 0175-2311122 DSP/SD/Patiala Gurmit Singh 0175-2311113
Chauhan

DSP/City-II, Patiala Jaspreet Singh 0175-2311134

Sindhu
DSP/City-I/ Patiala Gursharan Singh 0175-2311131

Bedi, 23/J
DSP/S.D./Rajpura Manmohan Kumar 01762-220160

Sharma TP/96
DSP/SD/Samana Bhupinder Singh 01764-220386
TP/88

DSP/Dera Bassi Varinder Singh 01762-250133
TP/63

22. Unit : Ropar

Post : Senior Supdt. of Police SP/D/Ropar Harbaj Singh 01881-220119

Name - Sh. Surinder Pal Singh DSP/SD/Kharar Raj Bachan Singh 0160-2280490

IPS Sandhu
Tel. : 01881-220946 DSP/SD/Anandpur Jasdev Singh 01887-232068

Sahib 97/PR
DSP/SD/Morinda Sukhwant Singh Gill 0160-2630359
DSP/SD/Mohali Harpreet Singh 0172-2225755
P/DSP 2266871

23. Unit : Sangrur

Post : Senior Supdt. of Police SP/D/ Sangrur Surjit Singh Grewal 01672-220005

Name - Sh. H.S. Chahal, DSP/SD/Malerkotla Rachhpal Singh 01675-253002

IPS 108/PR
Tel. : 01672-230178 DSP/Sunam Harbhajan Singh 01676-220160
(D.R.)

DSP/SD/Sangrur Kuldip Kumar, 01672-231380
PR/325

DSP/SD/Dhuri Parambir Singh 01675-221500
PR/40

DSP/SD/Moonak Sushil Kumar, PPS 01676-276558

24. Unit : Tarn-Taran

Post : Senior Supdt. of Police SP/D/Tran-Taran Ashok Kumar Bath 01852-226700

Name - Sh. P.S. Grewal, DSP/SD/Patti Ranbir Singh TP/46 01851-244908
IPS DSP/Khadoor Sahib Rajinder Singh, 01859-222155

Tel. : 01852-226500-226300 (Camp at Goindwal BR/4 Sahib)
DSP/SD/Tarn Taran Jatinder Singh, 01852-226800

TP/98
DSP/SD/Valtoha Ravinder Kumar, 01851-272124
(Camp at Bhikhiwind) 36/J

III. PUNJAB POLICE ACADEMY, PHILLAUR

Unit : PPA/Phillaur

Post : Joint Director Dy. Director (Genl.) Sukhmohinder Singh,
01826-223018

Name - Sh. Bhushan Kumar Garg, PPS
IPS SP RTC Jahan R.S. Khatra, PPS, 01882-272225,
Tel. : 01826-222061, 222662 Khelan 220353

IV. GOVT. RAILWAY POLICE

Unit : GRP

Post : Assistant Inspector General DSP/GRP/Admn. Pritam Singh 216/PR 0175-2213241

Name - Sh. Harcharan Singh PTL
Bhullar, PPS DSP/Jalandhar Bahadur Singh 11/R 0181-225443
Tel. : 0175-2200242

Further appellate authorities of the Public Information Officers designated above will be as below :

Sr. No. Public Information officer

Appellate Authority

I. POLICE HEADQUARTERS

IGP/ Headquarters

ADGP/Administration

II. DISTRICT POLICE

a) PATIALA RANGE

1. SSP/Patiala IGP/PATIALA ZONE, PATIALA
2. SSP/Barnala Sh. S.M. Sharma, IPS,
3. SSP/Fatehgarh Sahib 0175-2303053
4. SSP/Sangrur

b) LUDHIANA RANGE

1. SSP/Ludhiana
2. SSP/Jagraon
3. SSP/Khanna
4. SSP/Ropar

c) JALANDHAR RANGE

1. SSP/Jalandhar IGP/JALANDHAR ZONE,
2. SSP/Kapurthala JALANDHAR
3. SSP/Nawan Shahar Sh. H.S. Dhillon, IPS

4. SSP/Hoshiarpur **0181-2203740**

d) BORDER RANGE

1. SSP/Amritsar
2. SSP/Batala
3. SSP/Majitha
4. SSP/Gurdaspur
5. SSP/Tran-Taran

e) FARIDKOT RANGE (with HQ at Bathinda)

1. SSP/Faridkot **IGP/FARIDKOT ZONE,**
2. SSP/Bathinda **BATHINDA**
3. SSP/Mansa **Sh. Fajinder Singh, IPS**
0164-2219401

f) FEROZEPUR RANGE

1. SSP/Moga
2. SSP/Muktsar
3. SSP/Ferozepur

**III. MRS PUNJAB POLICE
ACADEMY, PHILLAUR**

**ADGP Training-cum-Director
MRS PPA, Phillaur
Sh. R.S. Gill, IPS
01826-222061,222062**

**IV. GRP
AIG/GRP**

**DGP/GRP
Sh. S.C. Jain, IPS,
0175-2212038**

Dated : Chandigarh the :

Sd/-

(S.S. Virk), IPS

Director General of Police,

Punjab

From

The Director General of Police,
Punjab

To

1. DGP/GRP Punjab, Patiala.
2. ADGP/Training-cum-Director PPA Phillaur
3. ADGP/Admn, Punjab, Chandigarh.
4. ADGP/Crime, Punjab, Chandigarh.
5. ADGP/Security, Punjab, Chandigarh.
6. ADGP/Law & Order, Punjab, Chandigarh.
7. ADGP/Intelligence, Punjab, Chandigarh.
8. ADGP/IVC-cum-Human Rights, Punjab, Chandigarh.
9. ADGP/Armed Battalions, Jalandhar Cantt.
10. ADGP/C&T, Punjab, Chandigarh.

11. DGP/Rules, Punjab, Chandigarh.
 12. IGP/Hqrs., Punjab, Chandigarh.
 13. IGP/Traffic, Punjab, Chandigarh.
 14. All Zonal IGsP in Punjab
 15. DIsG : Admn, Prov, Crime, C & T, Intelligence, Security, Pb., Chd.
 16. DIG/PAP, Jalandhar Cantt.
 17. DIG/CDO, Bahadurgarh-Patiala.
 18. DIG/IRB, Patiala.
 19. All Range DIsG in Punjab.
 20. Joint Director, PPA PHR
 21. All SSPs in Punjab.
 22. AIG/Traffic,
 24. SP Human Rights
 25. SP/IVC
 23. AIG/GRP, Punjab, Patiala.
- Memo. No.17789-850/EO
Dt. Chandigarh the :

**SUBJECT : IMPLEMENTATION OF RIGHT TO
INFORMATION ACT, 2005**

This is in continuation to this office memo No. 7251-7310/E-2(4) dated 24.9.2005, on the subject noted above.

2. The revised list of PIOs/APIs are sent herewith for further necessary action.

for Director General of Police,
Punjab.

OFFICE OF DIRECTOR GENERAL OF POLICE, PUNJAB

ORDER

In terms of Section 5(1) & (2) of the Right to Information Act, 2005, the following officers of Punjab Police are hereby designated as State Public/Assistant Public Information Officers in respect of the Units/Wings mentioned against their names :-

Sr. No.	State Public Information Officers	State Asstt. Public Information Officers
Designation	Name	Tel. No. (Off.)
	Sarvshri	

I. POLICE HEADQUARTERS

1. Unit : Police Headquarters

Post - IGP Headquarters	DIG Administration	(By Name) 0172-2740248
(By Name)	DIG Provisions	(By Name) 0172-2743738
Tel. 0172-2747175	DIG Crime	(By Name) 0172-2740768
	DIG C&T	(By Name) 0172-2749222

DIG/Intelligence (By Name)	0172-2745362
DIG/Security (By Name)	0172-2740633
DIG/PAP (By Name)	0181-2236944
DIG/CDO (By Name)	0175-2381440
DIG/IRP (By Name)	0175-2214769
AIG Traffic (By Name)	0172-2748102- 08 Ext. 631
SP Human Rights	(By Name) 0172-2748702-28 Ext640
SP IVC (By Name)	0172-2743321

II. DISTRICT POLICE

2. Unit : Amritsar

Post - Senior Supdt. of Police (By Name)	SP/D/Amritsar (By Name)	0183-2566644
Tel. : 0183-2227779	DSP/SD-1, Amritsar	(By Name) 0183-2560277
	DSP/S.D.-II/ ASR.	(By Name) 0183-2220671
	DSP/City-II/Amritsar	(By Name) 0183-2557248
	DSP/Civil Lines/ Amritsar	(By Name) 0183-2224264
	DSP/City-I Amritsar	(By Name) 0183-2555400

3. Units : Barnala

Post - Senior Supdt. of Police (By Name)	DSP/S.D./Barnala (By Name)	01679-230031
Tel. - 01679-231107	DSP/Sqrs. Barnala	(By Name) 01679-272211
	work as DSP/Tapa	
	DSP/Mehal Kalan	(By Name) 01675-233327
	Sherpur agt. the post of 1st IRB	

4. Units : Batala

Post - Senior Supdt. of Police (By Name)	DSP/D/Batala (By Name)	01871-242134- 244617
Tel. - 01871-242145, 242134	DSP/SD/R/Batala (By Name)	01871-2421234
	DSP/City Batala (By Name)	01871-285212
	DSP/Dera Baba Nanak	(By Name) 01871-256579
	DSP/Quadian (Agt. 9th Bn., PAP)	(By Name) 01871-220022

5. Units : Bathinda

Post - Senior Supdt. of Police (By Name)	SP/Dct., Bathinda (By Name)	0164-2217900
Tel. - 0164-2219100	DSP/City BTA (By Name)	0164-2240680 (Exch)
	DSP/Rampuraphul	(By Name) 01651-248229
	DSP/S.D./ Talwandi Sabo	(By Name) 01655-220267
	DSP/SD/ Bathinda	(By Name) 0164-2240680

6. Units : Faridkot

Post - Senior Supdt. of Police (By Name)	DSP/D/Faridkot (By Name)	01639-250920
Tel. - 01639-252000	DSP/SD/Faridkot	(By Name) 01639-250920
	DSP/Kot Kapura (By Name)	01635-224705

7. Units : Fatehgarh Sahib

Post - Senior Supdt. of Police (By Name) SP/D/Fathegarh (By Name) 01763-233772
Sahib
Tel. - 01763-232226 DSP/SD/Bassi (By Name) 01763-250050
Pathana
DSP/SD/Amlah (By Name) 01765-230354-
230359
DSP/SD/Khamano (By Name) 01628-268351
DSP/SD, Fatehgarh (By Name) 01763-232244
Sahib

8. Units : Ferozepur

Post - Senior Supdt. of Police (By Name) SP/D/Ferozepur (By Name) 01632-246697
DSP/S.D./Fazilka (By Name) 01638-261600
Tel. - 01632-244049-246697 DSP/SD/Ferozepur (By Name) 01632-
246697
DSP/S.D./Abohar (By Name) 01634-221844
DSP/SD/Jalalbad (By Name) 01638-251353
DSP/SD/Zira (By Name) 01682-250150

9. Units : Gurdaspur

Post - Senior Supdt. of Police (By Name) SP/D/Gurdaspur (By Name) 01874-245390
DSP/SD/Gurdaspur (By Name) 01874-245396
Tel. - 01874-241173 DSP/SD/Pathankot (By Name) 0186-220070
DSP/City/GSP (By Name) 01874-245396
DSP/City/Pathankot (By Name) 0186-2235996
DSP/Dhar Kalan (By Name) 0186-245396
but work as
DSP/Dina Nagar

10. Units : Hoshiarpur

Post - Senior Supdt. of Police (By Name) DSP/SD/Hoshiarpur (By Name) 01882-
220509
(By Name) DSP/SD/Garh (By Name) 01884-282024
Tel. - 01882-220501 Shankar
DSP/SD/Dasuya (By Name) 01883-285541
DSP/SD/Mukerian (By Name) 01883-244367

11. Unit : Jagraon

Post : Senior Supdt. of Police (By Name) SP/D/Jagraon (By Name) 01624-224681
DSP/SD/Jagraon (By Name) 01624-224052
Tel. : 01624-223359 DSP/Raikot (By Name) 01624-264335
DSP/Dakha (By Name) 0161-2881169

12. Unit : Jalandhar

Post : Senior Supdt. of Police (By Name) SP/D/Jalandhar (By Name) 0181-2452444,
2232221
Tel. : 0181-2226497-2241808 DSP/S/D/Phillaur (By Name) 01816-222324,
222325
DSP/SD/Nakodar (By Name) 01821-220083
DSP City-II, (By Name) 0181-2232221,
Jalandhar 2452444
DSP/SD-II/Jalandhar (By Name) 0181-2452444
DSP/City-I., Jalandhar (By Name) 0181-2452444-

45

DSP/SD-I/Jalandhar (By Name) 0181-2452444
DSP/SD/Shahkor (By Name) 01821-260992,
272707

13. Unit : Kapurthala

Post : Senior Supdt. of Police (By Name) SP/D/Kapurthala (By Name) 01822-394175,
233760
Tel. : 01822-233736, 394173 DSP/SD/Phagwara (By Name) 01824-
395192

DSP/SD/Bholath (By Name) 01822-394185
DSP/SD/Kapurthala (By Name) 01822-394178
DSP/Sultanpur Lodhi (By Name) 01828-222228

14. Unit : Khanna

Post : Senior Supdt. of Police (By Name) SP/D/Khanna (By Name) 01628-228205
01628-226609
Tel. : 01628-226325 DSP/SD/Khanna (By Name) 01628-226609
DSP/SD/Samrala (By Name) 01628-262362
DSP/Payal (By Name) 01628-244546

15. Unit : Ludhiana

Post : Senior Supdt. of Police (By Name) SP/D/Ludhiana (By Name) 0161-2433028
0161-2431466
Tel. : 0161-2409055 DSP/SD-1 Ludhiana (By Name) 0161-2431466
2406055 DSP/City-II/ (By Name) 0161-2448701
Ludhiana
DSP/City-I/ (By Name) 0161-2726523
Ludhiana
DSP/Sarabha Nagar (By Name) 0161-2459546
Ludhiana
DSP/Industrial (By Name) 0161-2672646
Area, Ludhiana
DSP/SD-II (By Name) 0161-2846999
(Sahnewal) Ludhiana

16. Unit : Majitha

Post : Senior Supdt. of Police (By Name) SP/D/Majitha (By Name) 0183-2583819
01858-221023
Tel. : 0183-2584369-5050220 DSP/SD/Ajnala (By Name) 01858-221023
DSP/SD/Baba (By Name) 01853-245517
Bakala
DSP/SD/Majitha (By Name) 0183-2773565
DSP/SD/Jandiala (By Name) 0183-2433600

17. Unit : Mansa

Post : Senior Supdt. of Police (By Name) DSP/D/Mansa (By Name) 01652-220497
01652-253480
Tel. : 0152-229010 DSP/SD/Budlada (By Name) 01652-253480
Khaira PR/78
DSP/SD/Sardulgarh (By Name) 01659-250514
DSP/SD/Mansa (By Name) 01652-227188

18. Unit : Moga

Post : Senior Supdt. of Police (By Name) SP/D/Moga (By Name) 01636-2378888
01682-221090
Tel. : 01636-236600 DSP/SD/Dharmkot (By Name) 01682-221090
01636-233505
DSP/SD/Moga (By Name) 01636-233505
DSP/Bagha Purana (By Name) 01636-240034

DSP/City/Moga (By Name)

19. Unit : Muktsar

Post : Senior Supdt. of Police DSP/D/Muktsar (By Name) 01633-263767
(By Name) DSP/SD/Muktsar (By Name) 01633-262268
Tel. : 01633-26380 DSP/Gidarbaha (By Name) 01637-231400
DSP/SD/Malout (By Name) 01637-264501

20. Unit : Nawan Shahar

Post : Senior Supdt. of Police SP/D/Nawan Shahar (By Name) 01823-
221023
(By Name) DSP/SD/Balachaur (By Name) 01885-220050
Tel. : 01823-226039, 221023 DSP/SD/Nawan (By Name) 01823-509191
Shehar

21. Unit : Patiala

Post : Senior Supdt. of Police SP/D/Patiala (By Name) 0175-2311128
(By Name) DSP/SD/Nabha (By Name) 0175-220662
Tel. : 0175-2311122 Boparai PR/35
DSP/SD/Patiala (By Name) 0175-2311113
DSP/City-II, Patiala (By Name) 0175-2311134
DSP/City-I/ Patiala (By Name) 0175-2311131
DSP/S.D./Rajpura (By Name) 01762-220160
DSP/SD/Samana (By Name) 01764-220386
DSP/Dera Bassi (By Name) 01762-250133

22. Unit : Ropar

Post : Senior Supdt. of Police SP/D/Ropar (By Name) 01881-220119
(By Name) DSP/SD/Kharar (By Name) 0160-2280490
Tel. : 01881-220946 DSP/SD/Anandpur (By Name) 01887-232068
Sahib
DSP/SD/Morinda (By Name) 0160-2630359
DSP/SD/Mohali (By Name) 0172-2225755
2266871

24. Unit : S.A.S. Nagar

Post : Senior Supdt. of Police DSP/S.D./Kharar (By Name) 0160-2280490
(By Name) DSP/City-I/Mohali (By Name) –
Tel. : 0172-226687 DSP/City-I/Mohali (By Name) –
DSP/Dera Bassi (By Name) 01762-280133

24. Unit : Sangrur

Post : Senior Supdt. of Police SP/D/ Sangrur (By Name) 01672-220005
(By Name) DSP/SD/Malerkotla (By Name) 01675-253002
Tel. : 01672-230178 DSP/Sunam (By Name) 01676-220160
DSP/SD/Sangrur (By Name) 01672-231380
DSP/SD/Dhuri (By Name) 01675-221500
DSP/SD/Moonak (By Name) 01676-276558

25. Unit : Tarn-Taran

Post : Senior Supdt. of Police SP/D/Tran-Taran (By Name) 01852-226700
(By Name) DSP/SD/Patti (By Name) 01851-244908
DSP/Khadoor Sahib (By Name) 01859-222155
Tel. : 01852-226500-226300 (Camp at Goindwal)

Sahib)
DSP/SD/Tarn Taran (By Name) 01852-226800
DSP/SD/Valtoha (By Name) 01851-272124
(Camp at Bhikhiwind)

III. PUNJAB POLICE ACADEMY, PHILLAUR

Unit : PPA/Phillaur

Post : Joint Director Dy. Director (Genl.) (By Name) 01826-223018
(By Name) SP RTC Jahan (By Name) 01882-272225,
Tel. : 01826-222061, 222662 Khelan 220353

IV. GOVT. RAILWAY POLICE

Unit : GRP

Post : Assistant Inspector General DSP/GRP/Admn. (By Name) 0175-2213241
(By Name) PTL
Tel. : 0175-2200242 DSP/Jalandhar (By Name) 0181-225443

Further appellate authorities of the Public Information Officers designated above will be as below

:

Sr. No. Public Information officer	Appellate Authority
I. POLICE HEADQUARTERS	
IGP/ Headquarters	ADGP/Administration (By Name)
II. DISTRICT POLICE	
a) PATIALA RANGE	
1. SSP/Patiala	IGP/PATIALA ZONE, PATIALA
2. SSP/Barnala	(By Name)
3. SSP/Fatehgarh Sahib	0175-2303053
4. SSP/Sangrur	
5. SSP/S.A.S. Nagar	
b) JALANDHAR RANGE	
1. SSP/Jalandhar	IGP/JALANDHAR ZONE,
2. SSP/Kapurthala	JALANDHAR
3. SSP/Nawan Shahr	(By Name)
4. SSP/Hoshiarpur	0181-2203740
c) LUDHIANA RANGE	
1. SSP/Ludhiana	
2. SSP/Jagraon	
3. SSP/Khanna	
4. SSP/Ropar	
d) BORDER RANGE	
1. SSP/Amritsar	IGP/BORDER ZONE, BATHINDA
2. SSP/Batala	(By Name)
3. SSP/Majitha	0164-2219401
4. SSP/Gurdaspur	
5. SSP/Tran-Taran	
e) FARIDKOT RANGE (with HQ at Bathinda)	

1. SSP/Faridkot IGP/FARIDKOT ZONE,
2. SSP/Bathinda BATHINDA
3. SSP/Mansa (By Name)
0164-2219401

f) FEROZEPUR RANGE

1. SSP/Moga
2. SSP/Muktsar
3. SSP/Ferozepur

**III. MRS PUNJAB POLICE
ACADEMY, PHILLAUR**

ADGP Training-cum-Director
MRS PPA, Phillaur
(By Name)
01826-222061,222062

**IV. GRP
AIG/GRP**

DGP/GRP
(By Name)
0175-2212038

Dated : Chandigarh the :

Sd/-
for Director General of Police,
Punjab

Endst. No. Dated, Chandigarh the :

Copy forwarded to All Heads of Police Officers in Punjab with the request that the officers may acquaint themselves with the provisions of Right to Information Act, 2005 to ensure meticulous compliance. They are also requested to circulate copies of this order to all concerned.

Sd/-
for Director General of Police,
Punjab

PUNJAB POLICE RULES, 1934

CHAPTER XVI

**Rule 16.2 : Dismissal
(Court Rulings)**

This Rule contemplates that dismissal shall be awarded only for the gravest acts of misconduct. As the cumulative effect of continued misconduct proving incorrigibility and complete unfitness for police service.

Dismissal shall be awarded only for the gravest acts of misconduct.

- (a) Sukhdev Singh vs State of Punjab and others. 1983 (2) S. L. R. 645
- (b) Punjab State vs Piara Singh Ex. HC 1988 (7) SLR 493

1. Gravest Act of Misconduct

- (a) Misconduct used in the rule 16.2 was analysed and distinction was desired to be drawn between "Misconduct Simpliciter" and "Grave-misconduct". Gravest Act of misconduct while not being capable of being put in a strait jacket or confined to definition must,

however, relate to an action which is of utmost gravity and grossly-flagrant i.e. the matter of utmost seriousness.

State of Punjab Vs. Parkash Chand Constable 1992(1) S. L. R. 174

- (b) Mehak Singh constable under influence of liquor demanded more liquor besides, payment of money on the pretext of giving the same to SP/DSP for getting some transfer orders cancelled. He took Rs. 50/- from another person, beat the third man. A number of people collected there who apprehended him and handed him over to the Police, order of his dismissal held valid. Provisions of P.P.R. 16.38 not attracted as he was not discharging his official duty at that time but was acting in his own individual capacity.

Mehak Singh Vs U.O. I. etc. 1987 (2) S. L. R. 357

- (c) An act of Police Officer being drunk while on duty in an act of gravest misconduct.

State of Haryana & others Vs Gurdev Singh 1981 (3) S. L. R. 130

Ex. Ct. Joginder Singh Vs State of Haryana 1990 (2) R. S. J. 757

2. **Application of Mind.** Competent authority must fully apply his mind before passing order of dismissal.

State of Punjab and others Vs Nachhattar Singh Constable. 1991 (5) S. L. R. 451

3. Order of dismissal must find mention that the disciplinary authority took into consideration 'Length of Service'; and his 'Claim to Pension' otherwise order would be invalid being in violation of statutory rule (16.2 P. P. R).

(a) State of Haryana Vs Lachman Singh 1991 (7) S. L. R. 74

(b) Bhim Singh Vs State of Haryana and Others 1991 (3) S. L. R. 721

(c) State of Haryana Vs Tek Singh 1992 (4) S. L. R. 213

4. A single act of misconduct of gravest nature is good enough for invoking the aid of rule 17.2 (1) to award punishment of dismissal. A single act of gravest misconduct i. e. enormity of misconduct viz. gross in subordination etc. or number of acts of misconduct of a Police Officer must prove incorrigibility and complete unfitness for police service.

(a) State of Haryana Vs Lakhan Lal 1991 (4) S. L. R. 82

(b) Bhagwat Prasad vs IG of Police and others. 1967 S. L. R. 807

5. Behaving in a rude and insubordinate manner was held to be not act of gravest misconduct.

Khem Chand Ct. Vs U. O. I. & others. 1989 (5) S. L. R. 503

6. **Dismissal.** After conviction in a criminal case not an automatic consequence competent authority will consider all circumstances and decide whether the conduct of delinquent which led to his conviction, is such as to render his further retention in public service un-desirable.

Randhir Singh Ex. Ct. Vs. State of Haryana & others 1991 (3) S. L. R. 719.

7. A regular enquiry—not a suspicious and confidential enquiry—is required to be made before passing order of dismissal as required vide Article 311 of the Constitution of India read with P.P.R 16.2.

Darshan Singh Vs State of Punjab and others. 1991 (4). S. L. R. 102,

8. (a) **Personal Hearing.** If pre-decisional enquiry is not held as contemplated under article 311(2) of Constitution of India, it is obligatory on the appellate authority to give personal hearing to officer concerned.

Darshan Singh Vs. State of Punjab & others. 1991 (4) S. L. R. 102 (Supreme Court).

- (b) personal hearing of preparation of final order and just before its announcement was a fraud on the requirement of Rule.

Shri Ram Va State of Punjab. 1967 S. L. R. 678,

- (c) Should a delinquent request for personal hearing, it must be given to him. Its denial would vitiate any action against the officer.

Punjab State Vs. Parkash Chand constable 1992 (1) S. L. R. 174,

9. **Acquittal by Criminal Court.** When there is substantial acquittal, the delinquent can not be proceeded against departmentally on the charge or on different charge upon the evidence cited in the criminal case. *Amin Lal Vs State of Punjab* 1965 Cur. L. J. 506.
- The survey of judicial opinion shows that the departmental enquiry against the delinquent, is competent even after the acquittal by criminal court, except when the acquittal is on technical grounds or establishing conduct which would make it unworthy of said officer continue in the same office.
- Sh. Kundan Lal Vs Delhi Administration* 1976 (1) S. L. R. 133.
- (The technical ground of acquittal can be the absence of the complainant on the date of hearing—another trial can not be held in view of Section 247 Cr. P.C. Departmental proceedings were held competent)
- Gurdev Singh SI Vs State of Punjab* 1970 S. L. R. 885.
- (The other technical grounds may be that the prosecution witnesses had been won over by the accused).
10. **Absence Without Leave.** Absence without leave for a few days or for few months was held to be not amounting to gravest acts of misconduct, justifying, dismissal of such Police Officers.
- (a) *State of Haryana Vs Lakhan Lal* 1991 (4) S. L. R. 82
- (b) *State of Punjab and others Vs Achhar Singh* 1991 (4) S. L. R. 539.
- (c) *State of Punjab Vs Parkash Chand constable* 1992 (1) S. L. R. 174
11. **Adequacy or Inadequacy of Punishment.** It is to be decided by the punishing authority/reviewing authority, keeping in view length of service' 'record of service' and nature of charges. The court shall interfere only when such order was passed wantonly or arbitrarily.
- (a) *Bhagat Prashad Vs IG Police* AIR 1970 Pb. 81.
- (b) *Gurdev Singh Vs State of Haryana and others*, 1976 S. L. R. 442
- (c) *State of Haryana VS Gurdev Singh* 1981 (3) S. L. R. 130
- (d) *Sucha Singh Ex. Insp. of Police Vs State of Punjab and others*. 1990 (4) S. L. R. 560,
12. **Article 311 (2) Constitution of India.** Every public servant howsoever bad he may be, is entitled to have the whole of the matter brought to his notice before he was asked to show cause why particular punishment should not be meted out to him.
- Avtar Singh Police Const. Vs IGP Punjab* 1968 S.L.R. 131.
13. **Natural Justice and Fairness.** These are two paramount considerations. Sufficient opportunity should be provided to the delinquent to defend himself adequately. It is his right of effective cross examination of the witnesses examined against him, beside the opportunity of being heard should be afforded to him before passing the order of dismissal. (P.P.R. 16. 24(9). 1990 (2) S.L.R. 88
- Enquiry Officer should have no bias, ill will or prejudice against the delinquent Police Officer while conducting departmental enquiry against him.
14. **Speaking Orders.** The punishing authority must pass a speaking order while disagreeing with the finding report of the Enquiry Officer and should clearly indicate the grounds on which he does not agree with the report of the Enquiry Officer. In the Show Cause Notice issued to the defaulter, evidence showing his negligence should be referred to, in order to give him effective opportunity to show cause.
- Rajinder Kumar SI (Retired) Vs State of Punjab* 1992 (4) S.L.R. 394.
15. Charge against Police Officer regarding the molestation of a girl-reference under P.P.R. 16.38(2) to Distt. Magistrate. Additional Distt. Magistrate is not competent to decide under P.P.R. 16. 38 (1) & (2) and this power can not be conferred on Additional Distt. Magistrate by side wind of notification under section 10 (2) Cr. P.C.
- Judicial prosecution is the rule and department enquiry is an exception.
- Malkiat Singh Vs. Delhi Administration* 1989 (3) S.L.R. 58
16. **PPR 16.38.** This rule provides that when the Police Officer has committed a criminal offence in connection with his official relations with the public, a report shall be made to Disst. Magistrate

for his decision. In case, the S.S.P. did not bring the matter to notice of Distt. Magistrate, he violated the mandatory provision of 16.38.

Mohinder Singh Cheema Ex. SI VS State of Punjab. 1990 (5) S.L.R. 690.

Concurrence of Distt. Magistrate must be obtained before passing the order.

State of Haryana and others Vs. Surjan Singh 1990 (2) S.L.R. 88.

17. P.P.R. 16.38 does not over-ride the provisions of Criminal Procedure Code and Prevention of Corruption Act.

State of Punjab Vs. Charan Singh 1981 (1) S.L.R. 355.

18. **Authority Competent to Dismiss.** Order of dismissal passed by an authority subordinate to the appointing authority is bad in law being arbitrary, unreasonable and capricious as it denied equality before law and equal protection of law to the persons concerned and thus is violative of article 14 of the Indian Constitution.

Ashok Kumar SI of Police VS State of Punjab and others. 1990 (3) S.L.R. 127.

19. **Executive Instructions.** In absence of the specific provisions, in the rules, the Police Officer/authority are bound to follow the departmental instructions issued from time to time,

Jeevan Singh Vs Administrator Union Territory of Delhi 1981 (1) S.L.R. 781

20. **PPR 12.21 Discharge of Inefficients.** A Constable who is found unlikely to prove an efficient Police Officer may be discharged by Supdt. of Police at any time within three years of his enrolment as constable.

21. **Discharge Under PPR 21.12.** A constable who lacked in performance of his duty and at another occasion he took liquor while on duty beside there was another instance of his willful absence from duty, the order of his discharge by S.P. was held, valid.

Vinod Kumar Vs State of Haryana. 1986 (3) S.L.R. 311

22. When there is an objective data available against the Constable and the Supdt. of Police opined within three years of his enrolment as Constable that he is not likely to prove an efficient Police Officer, the Constable, can be discharged from service under P.P.R. 12.21 but if the Constable is accused of misconduct then he is to be dealt with under Rule 16.24 P.P.R., unless the allegations are such that it can form the basis of a criminal charge. The superior officer shall decide at that stage whether the Police Officer accused of misconduct shall be tried departmentally first and judicially thereafter. (No Departmental enquiry was held against him and the purpose of impugned order was found to be punitive) order of discharge was held not sustainable in law.

Jagjit Singh Ex. Ct. Vs DGP and others. 1990 (6) S.L.R. 700.

23. The petitioner was not merely discharged from service but had been punished on account of alleged misconduct without giving him due and reasonable opportunity of hearing as required by Punjab Police Rules and Article 311 of the Constitution of India—Order held illegal.

Paramjit Singh Vs. State of Haryana 1991 (2) RSJ 705

24. a) **Discharge During Probation.** Discharge during probation on the basis of unauthorised absence, the Constable was discharged. It was necessary to be known whether the Constable remained under medical treatment during the period of his absence? What was the evidentiary value of annexures P-3 and P-4? The impugned order though couched in simple language, was in fact by way of punishment of misconduct i.e. an unauthorised absence from training course—no enquiry held and the order on discharge held illegal.

Om Parkash Vs State of Haryana and others. 1991 (4) S. L. R. 75

- (b) Absence from duty for a few hours—discharge from service under P.P.R. 12.21 held bad in law.

Dinesh Kumar Vs State of Haryana and others 1992 (1) S. L. R. 582.

- (c) **Discharge.** No material of record to come to the conclusion that Constable was not discharged from police service under P.P.R. 12.21 There were no reports of close supervision on Constable nor his work/conduct was reported by the S.I./Inspector under whose supervision he was working, to the Superintendent of Police through the Gazetted

Officer. These periodical reports were required to be sent after six months in form 19.5(1) P.P.R. by the concerned Police Officer to the Supdt. of Police.

Punjab State Vs Joginder Singh Ex. Constable 1989 (3) SLR 665.

- (d) **Removal From Service Without Holding Enquiry.** Reconviction from service without holding enquiry with regard to the misconduct and without affording adequate opportunity to cross examine the examined witnesses, is against mandatory law given in article 311(2) of the Constitution of India as well as P.P.R 16.24. Such removal from service was held bad in law.

(i) Pb. State and others Vs Smt. Kamlesh Kumari 1988 (1) SLR 614

(ii) Rajinder Singh Vs State of Haryana & others. 1989 (2) SLR 79

(iii) Rajinder Kaur Vs Pb. State & others 1986 (3) S.L.R. 13.

(iv) Gurdev Singh Vs State of Punjab & others 1982 (2) S.L.R. 365.

25. **Equal Opportunity Among The Equals.** The Constable was discharged within three years of his enrolment.

Equality of opportunity is granted among the equals. In as much as, the Rule is the same for all the Constables in the Punjab Police Force. The argument of discrimination on that count was held to be wholly fallacious

Jai Singh Constable Vs. State of Haryana & Others. 1977 (2) S. L. R. 371.

26. **Power of Discharge.** According to rule 13.18 P.P.R. the Constables are not governed by any Rule as to probation. This Rule refers to but Rule 12.21 provide for some kind of probation to the Constable. Though this is not called a probationary period of Constable yet in fact it is nothing short of making a special provision of that nature. Article 311 of Constitution of India, has, therefore, no application to this case.

Jai Singh Ex. Const. Vs State of Haryana & others 1977 (2) S. L. R. 371

ADDENDUM

1.	PWD	Public Works Department
2.	FC's	Financial commissioners
3.	PPR	Punjab Police Rules/Police Public Relation
4.	NGOs	Non Gazetted officers
5.	ORs	Other Rank
6.	R.I.	Reserve Inspector
7.	L.O.	Line officer
8.	KHC	Kot Head constable
9.	EME	Electrical Mechanical Engineer.
10.	AiAs	All India Armour
11.	G.S. oil	Gauison oil
12.	IAF (EME)	Indian Air Force (Electrical Mechanical Engineer.)
13.	N.B.	Note Bene
14.	M.T.	Motor Transport
15.	POL	Petrol
16.	MTO	Motor Transport officer
17.	G.O I/C	Gazetted officer/in charge
18.	Tech /S.I.M.T/	Technical / Sub- Inspector, Motor Transport
19.	RMO	Medical officer
20.	H.Q.	Head Quarters

21.	PAP	Punjab Armed Police
22.	ITI	Industrial Training Institute
23.	S.G	Specific Gravity
24.	DCR	Death-cum-Retirement Gratuity
25.	LPC	Last Pay Certificate
26.	CSR	Civil Services Rules
27.	A.G.	Accountant General
28.	B.S.F.	Border Security Force
39.	C.I.	Counter Intelligence
30.	P.F.R.	Punjab Financial Rules
31.	C.I.A.	Criminal Investigation Agency
32.	S.H.O.	Station House officer
33.	P.T.C.	Police Training centre
34.	P.R.T.C.	Police Recruit Training Centre
35.	C.I.D.	Central Investigation department
36.	D.C.	Deputy Commissioner
37.	P.P.A.	Punjab Police Academy
38.	COP	Companion of police
39.	C.A.	Charter Accountant
40.	H.O.	Habitual offender
41.	MHC	Moharar Head Constable
42.	B.C.	Bad Character
43.	C.R.O.	Criminal Roll Offender
44.	S.O.	Special officer
45.	MPs	Member Parliament
46.	MLAs	Member of Legislative Assembly
47.	D.M.	District Magistrate
48.	M.O.	Modus operandi
49.	P.O.	Proclaimed offender
50.	H.E.	His Excellency
51.	U.S.A.	United States of America
52.	U.K.	United Kingdom
53.	C.O.	Commanding officer
54.	FPB	Finger Print Bureau
55.	F.I.R.	First Information Report
56.	R.O./A.C.	Reserve officer/Asstt. Commandant
57.	L.R.	Legal Remembrance
58.	A.S.P.	Asstt. Superintendent of Police
59.	G.R.P.	Government Railway Police
60.	S.D.O.	Sub-Division officer
61.	DPC	Departmental Promotion Committee
62.	I.V.C.	Internal Vigilance Cell
63.	I.R.B.	Indian Reserve Battalion
64.	UNI and PTI	News

65. PPCR Punjab Police Control Room
66. MHA Ministry of Home Affairs
67. AIR All India Radio

FOREWORD

Principles and policies adopted from time to time are the quintessence of culture of any organisation, which assured all those who are in the organization and with whom the organization deals about expected standards and aspirations about the delivery of service. Police is a unique organization responsible for protection of lives and liberty of the people, safeguarding the interests of the people, following settled social norms and law. From times immemorial, the heads of police organization have been documenting the said settled norms of law and practice in the form of standing orders and instructions. These orders and instructions are also referred to as Standard Operating Procedures which are not only milestones for guidance for present and future but also manifest historical aspects of the organization. Preservation of such orders and instructions through a compilation is a commendable effort in the interest of the record and convenience for reference. It is an appreciable initiative in the direction of professionalism. The compilation will go a long way as a ready reckoner of administrative instructions of the Chief of the Police organization for the best possible comprehension of all the other members of the organization. This revised Compendium of Standing Orders and Instructions issued by the Office of the then Inspector General of Police, Punjab and the Director General of Police, Punjab is an invaluable document which will be made available in all Police offices, Police Stations and other institutions related to the Police organization. The staff responsible for the creation and revision of the compilation, particularly Sh. Rajinder Singh, IPS, Additional Director General of Police, Rules, deserves a word of an appreciation. I take immense pleasure conveying my felicitations to them and expressing gratitude for their taking initiative in the accomplishment of this updated Compendium of Standing Orders which is formally released for compliance with immediate effect. I also take this opportunity to exhort all officers and officials, to acquaint themselves with the contents of the Compendium and contribute their best to ensure compliance of the norms, so laid down.

Place : Chandigarh (Paramdeep Singh Gill) I.P.S.

Dated : 3.12.2009 Director General of Police,

Punjab, Chandigarh.

INTRODUCTORY

Accolades received on the circulation of the 'Compendium of Standing Orders' published in the year 2000, have immensely encouraged us to bring out the revised edition of the same. Undoubtedly, the Compendium proved to be very useful for ready reference of the policy decisions as it was actually intended. Over a period of 10 years, 58 more Standing Orders/Important Instructions have been issued, which will also find place in the revised edition.

Several significant legal developments have also taken place during the intervening period. For instance, a new Punjab Police Act 2007, has been enacted, the operation of which has commenced from 20.02.2008. Judicial pronouncements having substantial ramifications over the polices of the organization of the Police, both in India and Punjab did make it imperative to introspect and effect the necessary modifications which form part of such Standing Orders. Administrative attention has also been paid to the emerging trends and requirements of the organization. Section 85 of Punjab Police Act 2007 specifically provides that Punjab Police Act 2007 is being vigorously pursued. Therefore, retention of important Policy documents through this revised and updated 'Compendium'

serves multiple purposes, not only as a history, but also as relevant norms and laws in a particular context. The Punjab Police Academy and some of the universities having adopted Police Science as a subject are conducting academic courses and research on the subject. They will also find it convenient to keep this compilation as a reference book. The compilation is a humble effort viz-a-viz the requirements of reference to major events and process of evolution in the functioning, discipline, modernization and overall culture of the illustrious organization that the Punjab Police is.

I place on record my appreciation of the efforts of my staff members for the assistance rendered by them towards accomplishment of the stupendous task of collection of all relevant papers and meticulously pursuing the process of revision. I shall be failing in my duty, if I do not bring on record my sincere gratitude and regards to the Director General of Police, Punjab, Sh. P.S. Gill, I.P.S. for encouragement and facilitation to bring out this edition.

RAJINDER SINGH, I.P.S.,

Place : Chandigarh Additional Director General of Police

Dated : 3.12.2009 Punjab, Chandigarh
(Rules Wing)

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