

**GOVERNMENT OF HIMACHAL PRADESH**  
**POLICE DEPARTMENT**  
**NIGAM VIHAR, SHIMLA-171002**

No. \_\_\_\_\_ Dated, Shimla-2 the

28th July,2006

In exercise of the powers conferred by clause (b) of sub section (1) of section 4 of the Right to Information Act 2005 the Director General of Police, Himachal Pradesh is pleased to publish the records and other activities of the H.P. Police Department, as under:-

**I. PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES:-**

The organisation of the State Police is governed by chapter: 1 (1.1 to 1.13 ) of the Punjab Police rule 1934, as applicable to H.P. Duties and functions of the police are discharged as per PPR , Police Act, 1861, CrPc 1973 and other major and minor criminal laws.

**a). Organisational Chart of State Police:-**

(Kindly find enclosed overleaf as **Annexure-A1**)

**b). Sanctioned Strength of all categories district and Unit wise as on 01-01-2006 is as under:-**

**i. IPS Officers:-**

Sl. No.	Designation	No. of Posts
(1)	Senior Post under the Government of Himachal Pradesh	39
1.	Director General and Inspector General of Police	01
2.	Addl. Director General of Police (Enforcement)	01
3.	Addl. Director General of Police, CID	01
4.	Inspector General of Police-CID	01
5.	Inspector General of Police-Enforcement	01
6.	Inspector General of Police-Vigilance	01
7.	Inspector General of Police-Law & Order	01
8.	Inspector General of Police-Hdqrs	01
9.	Inspector General of Police-AP&T	01
10.	Deputy Inspector General of Police-Range	03
11.	Deputy Inspector General of Police-(APT)	01
12.	Deputy Inspector General of Police-PTC	01
13.	Deputy Inspector General of Police-Administration Hdqrs.	01
14.	Deputy Inspector General of Police-Vigilance	01

15.	Deputy Inspector General of Police-CID	01
16.	Deputy Inspector General of Police-R&T	01
17.	Assistant Inspector General of Police-Hdqrs.	01
18.	Battalion Commandants	04
19.	Superintendent of Police-CID/Crime Branch	01
20.	Superintendent of Police-CID	01
21.	Superintendent of Police-Vigilance	01
22.	Superintendent of Police-Enforcement	01
23.	<b>Superintendent of Police-Districts</b>	12
	<b>TOTAL</b>	<b>39</b>
(2)	Central Deputation Reserve @ 40% of Item 1 above	16
(3)	State Deputation Reserve @ 25% of Item 1 above	10
(4)	Training Reserve @ 3.5 % of Item 1 above	01
(5)	Post to be filled in by promotion under Rule 9 of the IPS (Recruitment) Rules, 1954 not exceeding 33.3 % of Item 1,2,3 & 4 above.	22
(6)	Leave Reserve and Junior Posts Reserved @ 16.5 % of Item 1 above	06
(7)	Post to be filled up by Direct Recruitment (Items 1+2+3+4+6-5)	50
	Direct Recruitment Posts	50
	Promotion Posts	22
	<b>Total Authorized Strength</b>	<b>72</b>

ii. HPPS Officers:-

Sr. No.	Designation of the Posts	No. of Posts
1.	Police Welfare Officer	01
2.	Addl.S.P.(for Shimla-2, Dharamshala-2 & one each for Chamba, Mandi, Bilaspur, Solan, Sirmour, Kullu, Hamirpur & Una Districts)	12
3.	Addl.S.P( R&T)CID	02
4.	Addl.Ss.P.( 3 each for 1st, 2 <sup>nd</sup> and 3 <sup>rd</sup> IRB Battalions)	09
5.	Dy.S.P.(One each for all Districts .)	12
6.	DY.S.P.(City), Shimla	01
7.	S.D.P.Os (One each for Palampur, Sundernagar, Nalagarh, Nurpur, Paonta-Sahib, Rohru, Rampur, Anni, Dalhousie, Rajgarh,	21

Dehra, Parwanoo, Salooni, Manali, Theog, Sarkaghat, Jawali, Amb, Ghumarwin, Barsar and Baijnath).

8.	Dy.S.P. (CID)(Crime),Special Branch, SCRB(Computer),Kangra and Mandi.	05
9.	Dy.S.P. C.M.Security.	01
10.	Dy.S.P.(PTC )Daroh.	03
11	Dy.Ss.P.( Enforcement)	05
12.	Dy.Ss.P.(Battalions)(1st, 2 <sup>nd</sup> and 3 <sup>rd</sup> IRBn.and HPAP Bns.)	20
13.	Dy.S.P. for Anti-Corruption Units (One each for Shimla,Mandi,Dharamshala,Solan,Hamirpur,Kullu,Chamba, Nahan, Una & Bilaspur).	10
	<b>Total</b>	<b>102</b>
	Deputation reserve@ 12- ½ %	12
	Leave Reserve @ 10%	10
	Training Reserve @ 10%	10
	Total Authorized Strength	<b>134</b>

iii. Inspector to Constable:-

	Name of Distt / Units	Insprs	S.Is.	A.S.Is	Head Const	Consts	Total
1	Shimla Distt	13	37	86	257	1311	1704
2	Solan Distt.	6	20	43	113	567	749
3	Sirmaur Distt.	4	11	33	92	399	539
4	Kinnaur Distt.	1	9	19	57	267	353
5	Mandi Distt.	5	15	45	97	461	623
6	Bilaspur Distt.	4	14	29	80	355	482
7	L & S Distt.	1	7	11	39	147	205
8	Hamirpur	2	9	20	49	210	290
9	Kullu Distt.	4	18	21	62	240	345
10	Kangra Distt.	7	24	63	140	713	947
11	Una Distt.	3	12	22	70	286	393

12	Chamba Distt.	9	11	50	88	472	630
13	1 <sup>st</sup> HPAP Bn. Junga	9	33	5	203	821	1071
14	2 <sup>nd</sup> HPAP Bn. D/Shala	10	41	11	211	937	1210
15	3 <sup>rd</sup> HPAP Bn. Pandoh	9	38	10	148	880	1085
16	1 <sup>st</sup> IRB B/Garh	8	25	18	164	701	916
17	2 <sup>nd</sup> IRB J/Beri	8	25	18	164	701	916
18	3 <sup>rd</sup> IRB	8	25	18	164	701	916
19	P.T.C.	3	10	11	27	42	93
20	State C.I.D.	28	73	51	121	193	466
21	PHQ	-	1	1	2	8	12
22	AP&T/Hdqrs.	-	1	1	2	6	10
23	DIG/N.R.	-	-	-	1	3	4
24	DIG/SR	-	-	-	1	3	4
25	DIG/CR	-	-	-	1	3	4
26	F.S.L.	-	-	-	1	7	8
27	R&T	1	5	6	18	53	83
28	Vigilance	26	15	4	22	68	135
29	Enforcement	22	15	7	18	74	136
30	Wireless	18	64	208	42	131	463
	Total	209	558	811	2454	10760	14792
	Posts abolished by the Govt.	-	-	-	-	300	300
	Grand Total	209	558	811	2454	10,460	14,492

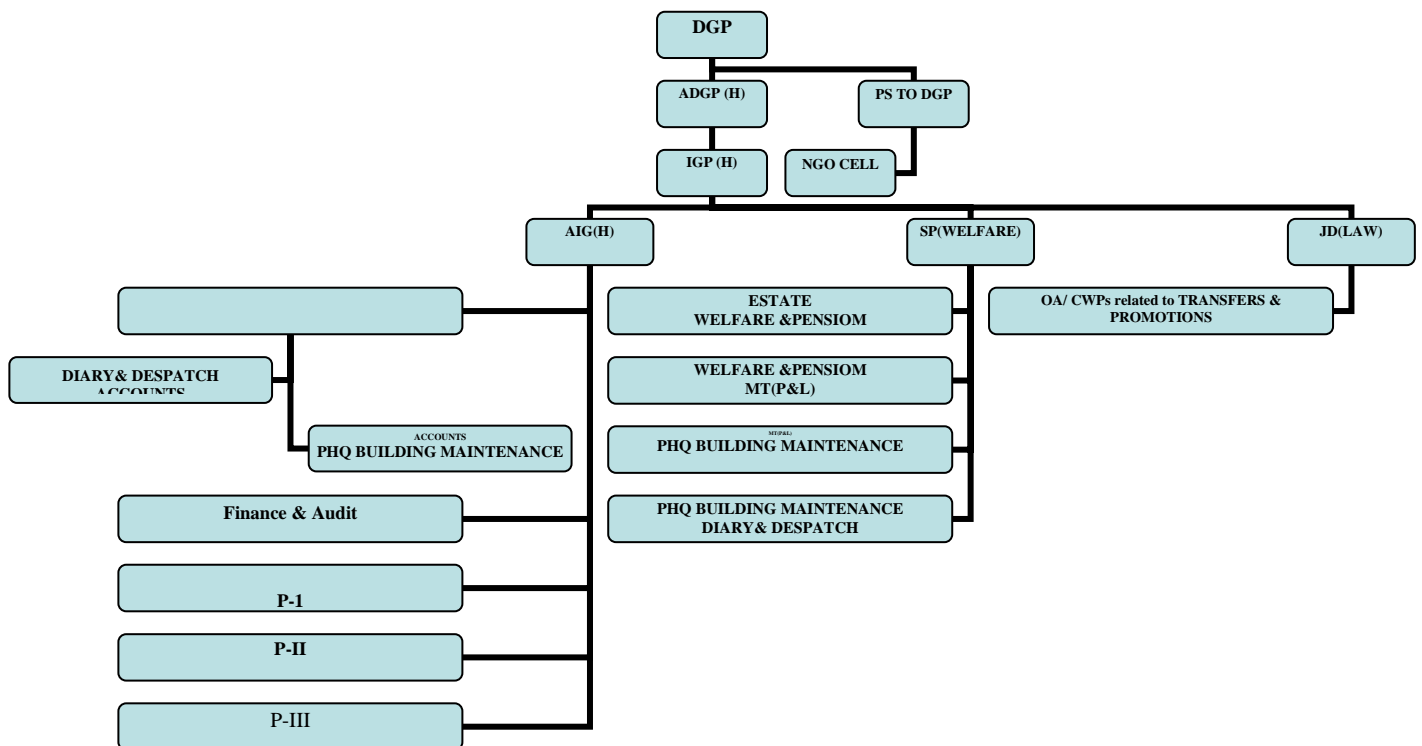
iv. Ministerial Staff :- ( Class-I, II, III and IV )

	Flash	Mali	Peon	Daftri (Class-IV)	Computer Clerk	Book Binder	Restorer	S.O. (Audit)	Steno typists	Jr.Sc. Stenographer	Sr.Sc. Stenographer	P.A.	Pvt. Secy.	Jr. Asstt/ Clerks	Sr. Asstt.	Supdt. Gd-II	Supdt. Gd-I	A.O
PHQ	1	1	16	1	-	1	1	1	4	1	1	1	1	58	52	5	6	1
CID	-	-	1	1	-	1	-	-	4	2	2	-	-	9	5	-1	1	-
Vig.	-	-	1	-	-	-	-	-	12	-	1	1	-	-	-	-	-	-
Enf.	-	-	4	-	-	-	-	-	7	1	1	-	-	2	3	1	-	-
Wireless	-	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
SR Shimla	-	-	1	-	-	-	-	1	-	1	-	-	-	5	4	1	-	-
NR D/Shala	-	-	1	-	-	-	-	1	-	1	-	-	-	5	4	1	-	-
CR Mandi	-	-	1	-	-	-	-	1	-	1	-	-	-	5	4	1	-	-
AP&T	-	-	1	1	-	1	1	1	-	-	2	-	-	8	5	1	1	-
R&T	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
FSL	-	-	7	-	1	-	-	-	4	2	-	-	-	4	2	1	-	-
PTC	-	-	-	-	-	-	-	-	1	-	-	-	-	3	2	-	-	-
1 <sup>st</sup> BN. Junga	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
2 <sup>nd</sup> Bn D/Shala	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
3 <sup>rd</sup> Bn. Pandoh	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1 <sup>st</sup> IRBn.	-	-	-	-	-	-	-	-	-	-	1	-	-	5	-	1	-	-
2 <sup>nd</sup> IRBn.	-	-	-	-	-	-	-	-	-	-	1	-	-	5	-	1	-	-
3 <sup>rd</sup> IRBn.	-	-	-	-	-	-	-	-	-	-	1	-	-	5	-	1	-	-
Kangra	-	-	-	-	-	-	-	-	6	-	-	-	-	-	-	-	-	-
Shimla	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-
Mandi	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-
Chamba	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-
Una	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-
Hamirpur	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
L&S	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Solan	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-
Kinnaur	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Sirmour	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-
Bilaspur	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-
Kullu	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>2</b>	<b>1</b>	<b>34</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>69</b>	<b>9</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>114</b>	<b>81</b>	<b>15</b>	<b>8</b>	<b>1</b>

**c). Functions and duties:-**

i. **State Police H.Q:-** Functions and duties of DGP as Inspector General of police and other officers of Police department are given in PPR Chapter I under para 1.1 to 1.13.

**State Police Headquarter Hierarchy Status**



**FUNCTIONS AND DUTIES OF THE PHQ BRANCHES :-**

**a) Provisioning Branch P&L:**

Duties and functions of this branch are:

DESIGNATION	WORK DISTRIBUTION
Supdt.	Supervision of the branch
Sr. Asstt..1	1.Preparation of Modernization Scheme/Plan
	2.Procurement/purchase under the funds awarded by the Finance Commission.
	3. Purchase of all types of scientific equipment.
	4.Purchase of all types of Vehicles.
	5.purchase of all types of Wireless equipment.
	6.Purchase of equipment for F.S.L.
	7.Purchase of Fax Computer, Inter-communication system and photocopier

	etc.
	8.preparation of budget for Modernization Scheme.
	9.Correspondence regarding Estimates Committee, Audit Pares and Assembly Question etc. relating to above subject.
Sr. Asstt.-2	1.Procurement of all types of Arms and Ammunition and distribution thereof.
	2.Preparation of Annual Indent of Arms and Ammunition.
	3.Procurement and distribution of tear smoke ammunition and annual Indent thereof.
	4.Correspondence regarding Finance Commissions.
	5>Returns relating to above subjects.
	6.Audit objection and Assembly Question relating to above subject.
	7.Correspondance of all types of Vehicles.
	8.Audit objection and assembly question relating to above subjects.

**b) Estate Branch:**

Building branch handles new construction of buildings like housing for policemen, police stations and other administrative buildings. It also handles the cases relating to the "Minor Works" as well as maintenance and repairs of police building etc. The hiring of buildings and allotment of accommodation at Hqrs. building are also being handles by the building branch. DA-wise functioning of this branch is:-

DA No.	Work distribution
Supdt.	Supervision of the branch
DA-1	1.Construction of Buildings. 2. Allotment of funds for the construction of buildings. 3.Transfer of land.
DA-2	1.Repairs & Maintenance of Buildings. 2. Construction of Buildings under the Award of Finance Commissions. 3. Allotment of funds for the repairs of Buildings.
DA-3	1.Allotment of Buildings. 2. Hiring of Buildings on rent basis. 3.Availability of buildings.
DA-4	1.Repair & Maintenance of PHQ, Block-C 2.Sanctions Water , Electricity & Tax Bills of Bldgs. 3.Construction of Bldgs under TSP.

DA-5	1. Progress Report of Buildings.
	2. Availability of Land.
	3. Laying of Stone & Inauguration of Police Buildings. Purchase of articles of Cleanliness. Any other work assigned to him by superiors.
DA-6	Cleanliness and up keeping of Police Hdqrs. Block-C.

**c) Finance Branch:**

Duties and functions of this branch are:-

Finance Branch PHQ is dealing with budget and finances, telephones, loans & advances, pay scales, pay fixation, Security Related Expenditure, GPF, Pay & allowances, concessional travel facility, GIS Pay Roll/Insurances Schemes, budget/economy instructions delegation of financial powers and reconciliation of departmental expenditure/ receipts accounts in AG office. . It works under the immediate control of AIG (H) with overall control of ADG(H). Branch is supervised by the Supdt. Finance and Audit branch.

**d) Crime and Law & Order Branch:-**

The officers of the Crime Wing perform duties and observe the powers as prescribed in Police rule, Cr.P.C. CSR and Protection of Human Rights Act, 1993 and as per directions of the Hon'ble HP and Haryana High Court, Supreme Court of India and other senior officers.

**DA CB-1 ( Crime and L&O ):-**Extremists/militants activities, Co-ordination meeting etc, regarding TADA cases, Threatening letters/providing security, Security Airport in H.P., Security in night buses in H.P., Internal Security Schemes, Rajya Sabha & Lok Sabha Questions, Security of Projects, Celebration of Anti-terrorist Day, Security Vital Installations, Bomb disposal squads, Correspondence relating to foreigners, Security of Banks, Anti National activities, Prevention of terrorism ordinance, 2001, Unified Headquarters meeting Jammu region, Missing of I.Cards, Security of Petrol pumps, Verification of characters of antecedents of suspected persons, Forfeiture of objectionable books and magazines, Correspondence regarding forged I. Cards., Security tips for use of car owners/drivers, Interrogation reports of suspected persons, Police arrangements for providing the under trial prisoners in court, Advisory for tourist, Standing guards and PSOs/Gunman provided to individual Police officers, Stealing/missing of wireless Sets and other wireless equipments.

**DA-CB-2 ( Crime & L&O Branch ):-**SC/STs related return & Complaints, Crime against Women, N.H.R.C. related matter and return on monthly basis, SHRC commission meeting and return, ND&PS related correspondence, N.C.B. related correspondence, Road accidents related correspondence and returns, Missing persons and missing vehicles, Rewarded case of ND&PS Act, State F.S.L. related matters & meetings, Rajya & Lok Sabha Questions, Fake stamps and currency, Sentence Review Board Meetings. Wild Life Act, Environmental issues, C.W.P. 505 & 534 in traffic related.

**DA-CB-3 (Crime & L&O Branch ):-**Case registered in Police Stations related correspondence, Special Reports of registered cases, Case property lying pending in Malkhanas, Transfer of crime case to investigation to Vigilance, Enforcement, CID & CBI. Vidhan Sabha question of crime branch, Inspection of Police Stations & Police Posts carried out by the senior officers. Tour note of senior officers, Misuse of Red lights fortnightly return, Commendation Certificate Class-I to distt. Police personnel, Correspondence of escaped persons, Crime related misc correspondence.

**DA CB-5(Crime & Law & Order):-** Dealing with assessment of monthly progress report of all type of Community Policing Schemes launched by PHQ i.e. VISHWAS YOZNA,SAMARTH YOZNA,SANRAKSHAN YOZNA,SUVIDH YOZNA,SANRAKSHAN YOZNA, SUVIDH YOZNA, Police Assistance Centers, Community policing Schemes, meetings etc. The progress report which are received from all districts SPs are monitored and put up to the senior officer to their perusal and further order/guidance, Annual data prepared in connection with Annual administration report. Monthly progress reports of Detective Wings pertaining of cases, Material prepared to JAN PRASHAN SAMITI time to time.

**DA-CB-6 (Crime Branch):-** Tour Note of officer in bordering OCP in distt. Chamba & L&S. Aerial Reece of Chamba & L&S distt., Monthly Law & Order report sent by H.P. Govt. Strip of bordering OCPs in Chamba and L&S distt., Information pertains to terrorists activities, Deployment of OCP in Chamba distt., Range & Distt. level Co-ordination meeting. Operation Group meeting, Meeting State level related Security in Chamba distt., Missing persons in terrorists attack, Misc Correspondence, Shifting of OCPs in summer and Winter seasons, Deployment of Central Para Military Forces.

**DA DSI (Crime Branch):-** Dealing with Daily Summary Information received from district SPs in H.P. on daily basis, Fortnightly Crime Diaries in respect of all there Ranges, Crime meetings of districts on monthly basis, Monitoring of Highway Patrol Vans, Monitoring of Progress of Highway Patrol (Motor Cycle) on weekly basis, Special drive under M.V. Act, ND&PS Act, Pos quarterly Crime diary on Range level, Monthly returns regarding accidents, M.V. Act Challans, Special incident report and press release. Zero tolerance Days, SHRC return regarding arrest/detention of accused persons, Review of acquittal cases return on monthly basis.

**DA Crime and L&O-1:-**Northern Zonal Council Conference, DGPs/ IGP's Conference, Civil and Military Liaison Conference, All India Police Science Congress Conference, Rajya Sainik Board meeting, Tribal Advisory Board meeting, Special Bulletins, Daily/Fortnightly Source report correspondence, Communal Riots, Weekly important events, Instructions relating VVIPs /His Holiness/VIPs/X-Y-Z security, Tour programmes of VVIPs /His Holiness/VIPs/X-Y-Z protections including Governor/CM/Central & State

ministers/Judges/Foreigners/17-Karmapa etc., Deployment of Police Guards, Providing of Guard of Honour, Correspondence pertaining to above subject.

**Crime & L&O Branch, DA-L&O-2:-**Daily/Quarterly deployment return, Deployment of force of law and order, VVIPs/VIPs, elections and fairs and festivals in the State etc., Deployment of force from H.P. State to other states, Providing assistance to other departments, Requisition of CPMF for law and order duty, Instructions pertaining to elections of Lok Sabha /Vidhan Sabha. Re-imbusement of cost of force deployed for law and order duty in other states, Instructions for the deployment of CPMF, Correspondence pertaining to above subject.

**Crime & L&O Branch, DA-L&O-3:-**Seminar/Symposium, DCs/SPs Conference, Misc meetings, Deployment of Police Band, Correspondence for Sadh Bhawana Divas/Silence on 30<sup>th</sup> January/Quami Ekta Week etc, Visit to Hot Springs, Fire/flood/accident/ natural calamities etc, Correspondence related to Annual Administration Reports, Returns of Hindi, News item correspondence, Strike/dharna pertaining to all categories, State Transport development council, Video Conferencing, Congress & BJP manifesto, Strike dharana Central employees, CPW 99/2005 meeting thereof, Annual Administration report Kinnaur, L&S & Chamba districts, Correspondence relating to above subject,

**Crime & L&O Branch, DA-L&O-4:-**Misc matters, Motor-cycle/car rallies, Notification/Standing order, Order of precedence, Correspondence regarding National Flag, Control-room during elections, maintains of guard file, Regarding deployment of tourist Police, Nodal conference, Regarding monthly statement of cases pending with the H.P. Govt., Police memorial essay competitions, No due certificates, Regarding road safety awards, Efficiency of Police department & other related misc work.

**e) Personnel Branch-I:**

Duties and functions of this branch are:-

Name of official	Work assigned to officials posted in P-1 Branch.
Supdt:	Supervision of branch
DA-I	<ol style="list-style-type: none"> <li>1. All kinds of leave in respect of IPS/HPS/Wireless officers.</li> <li>2. Representations etc. submitted by IPS/HPPS/Wireless</li> <li>3. Transfer and postings of IPS/HPS (probationers officers).</li> <li>4. Correspondence in respect of IPS/ &amp;HPS (Probationers).</li> <li>5. Assessment reports of IPS/HPS (Prob.)and promotee IPS officers.</li> <li>6. Promotion of confirmed Inspectors to the rank of Dy. S.P.</li> <li>7. Confirmation of HPPS officers.</li> <li>8. Placement of Dy. Ss.P. to the rank of Addl. Ss.P.</li> </ol>

	<ol style="list-style-type: none"> <li>9. Proforma promotion of IPS officers.</li> <li>10. Promotion of Inspector (wireless) to the rank of Dy. S.P. (W).</li> <li>11. Departmental examination of HPPS Officers and maintenance of register thereof.</li> <li>12. Correspondence regarding time scale. Selection grade and placement of IPS officers.</li> <li>13. To maintain the proper record of posting etc. in respect of IPS/HPS/Wireless Officers.</li> <li>14. To maintain personal files and leave file of the officers (IPS/HPS/Wireless/FSL officers).</li> <li>15. Correspondence regarding meetings in respect of IMPS/HPS in connection with their promotion on confirmation/posting etc.</li> <li>16. Correspondence regarding posting/deputation of medical officers in H.P. Police Department.</li> <li>17. Correspondence regarding posting/ deputation of DA/ADA in the Police Department.</li> <li>18. Other Misc. subject like Assembly question/returns/civil list of GOs.</li> <li>19. Maintain the leave register/posting register.</li> <li>20. Distribution of work of GOs of PHQ.</li> <li>21. Correspondence regarding issue of salary slips in respect of GOs.</li> <li>22. Misc. instruction on the above subjects.</li> </ol> <p>Correspondence Time Scale of HPPS officers and maintained their records.</p>
DA-2.	<ol style="list-style-type: none"> <li>1. Correspondence regarding T.A. Advance/DA/LTC in respect of GOs.</li> <li>2. House Building Advance in respect of GOs.</li> <li>3. Car advance and permission in respect of GOs.</li> <li>4. Regarding delegation of powers as DDO in respect of GOs of Police deptt.</li> <li>5. Administrative/financial powers to Head of Department and GOs of Police Deptt.</li> <li>6. Creation of posts of IPS/ HPS/Wireless and supporting staff thereof.</li> <li>7. House Rent allowance in respect of GOs.</li> <li>8. G.I.S./Special Pay cases of GOs.</li> <li>9. Continuation of temporary posts into permanent in respect of GOs.</li> </ol>

	<ol style="list-style-type: none"> <li>10. Correspondence regarding uniform grant in respect of IPS/HPS officers.</li> <li>11. Capitation charges in respect of Prob. Correspondence thereof.</li> <li>12. Regarding special pay in respect of GOs.</li> <li>13. Correspondence regarding N.O.C. in respect of GOs. for pass-port and permission to the GOs. for visiting abroad.</li> <li>14. Correspondence regarding cadre strength of GOs.</li> <li>15. Correspondence regarding teaching allowance.</li> <li>16. Creation of public relation officer to this office.</li> <li>17. Creation of Dy. Distt. Attorney in Distt. level except (Distt. Kinnaur &amp; L&amp;S alongwith supporting staff).</li> <li>18. Assembly question on the above subject.</li> <li>19. Misc. instruction on the above subject.</li> <li>20. Maintenance of register for grant of initial/renewal uniform grant to GOs.</li> </ol> <p>All Misc. Correspondence related to Personnel-I Section.</p>
DA-3	<ol style="list-style-type: none"> <li>1. Correspondence regarding tour programme of GOs.</li> <li>2. Correspondence regarding GPF of all GOs.</li> <li>3. Regarding permission to GOs for attending meeting out of State.</li> <li>4. Regarding annual property return.</li> <li>5. Police Medal for Meritorious service and Police Medal for Distinguished service.</li> <li>6. Regarding Jeevan Raksha Padak to Police officials.</li> <li>7. Regarding President's Police Medal/Police Medal for Gallantry.</li> <li>8. Regarding out of turn promotion of Constables in accordance with Standing Order issued by P-II Section, PHQ.</li> <li>9. Correspondence regarding Police Fellowship Scheme at SVP.NPA. Hyderabad.</li> <li>10. Assembly question pertaining to above subject.</li> <li>11. Investiture Ceremony for Police Medals.</li> <li>12. Regarding Police Special Duty Medals.</li> <li>13. Regarding Permission for traveling by air to GOs for attending various courses.</li> </ol> <p>Misc. correspondence on above subject.</p>

DA-4	<ol style="list-style-type: none"> <li>1. Correspondence regarding Vidhan Sabha Session.</li> <li>2. Correspondence regarding Vidhan Sabha Assurance, replies thereof.</li> <li>3. Maintenance of register of Assembly questions received from Vidhan Sabha &amp; HP Sectt. and replies sent to Home Deptt.</li> <li>4. Correspondence regarding foreign Deputation of GOs./NGOs.</li> <li>5. Correspondence regarding Central deputation, BPR&amp;D, Civil Aviation, SSB, ITBP, CRPF, BSF, RAF, IB, CBI, SPG, BBMB, SVP,NPA,NCB,CISF,NCRB,NICFS,CDTS,NHRC etc.</li> <li>6. Correspondence regarding State Deputation etc.</li> <li>7. Correspondence regarding deputation to Jammu &amp; Kashmir State.</li> <li>8. Misc. Correspondence on the above subject.</li> </ol>
DA-5	<ol style="list-style-type: none"> <li>1. Transfer cases of Head Consts./Const.</li> <li>2. Promotion cases of Lower pass Const. To the rank of H.Cs.</li> <li>3. Correspondence regarding C-II list to exemptee quota.</li> <li>4. Promotion Transfer case of Armourer Cadre.</li> <li>5. Promotion /transfer cases of Dog-squad cadre.</li> <li>6. Promotion/transfer cases of Mounted Police.</li> <li>7. Promotion cases of SCRB computer staff.</li> <li>8. Promotion /transfer cases of sports quota.</li> <li>9. Promotion /transfer cases of exemptee quota costs./Head Consts.</li> <li>10. Correspondence regarding study leave case of Head Consts./Consts.</li> <li>11. Correspondence regarding extension in service cases of Head Consts/Consts.</li> <li>12. Permission to visit Abrod for visit-cases of Head Costs./Consts.</li> <li>13. Maintenance of register of ORs. Service particulars &amp; transfer/ seniority. For transfer purpose.</li> <li>14. Assembly question pertaining to above subjects.</li> <li>15. Maintanance of monthly vacancy position of ORs. (Except Wireless/Dvr.ECC.).</li> <li>16. Misc. correspondence on the above subject.</li> <li>17. Temp. Attachment of ORs in distt./Units including PHQ orderlies.</li> <li>18. Leave correspondence of ORs Temp. posted in PHQ.</li> </ol>

	<p>19. References/U.O. notes for transfers of HCs/Constables received from C.M. office, Ministers, MLAs etc.</p> <p>20. Maintenance of registers on the above subjects.</p>
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**f) Welfare and Pension Branch:**

Duties and functions of this branch are:-

Supdt:- supervision of the branch

**D.A:2:-**

Subject.
1.Maintenance of Accounts/Cash Book of Central Welfare Fund.
2. Loan Cases of GOs and special loan cases of all employees of the fund on medical ground and monitoring of recoveries thereof.
3.Regarding correspondence relating to preparation of proposal to Govt. for releasing GIA/Matching Grant under Central Welfare Fund.
4.Correspondence related to Best Police Station.
5.Correspondence related to the welfare schemes proposed under Central Welfare Fund Rule, 1999.
Regarding Audit of Central Welfare fund Accounts.

**DA 3:-**

Pension Cases of Police Headquarters Officers/Officials.
All Kinds of No Demand/Demand Certificate in respect of all Police Officers.
Correspondence of Pension Cases of Distt./Units in which opinion/clarification sought from this Headquarters, H.P. Govt. & AG/H.P.
Pension Returns.

**DA 4:-**

1. District Level Joint Consultative Cum-Welfare Committees Meeting.
I. (A) Armed Battalion Joint Consultative Cum-Welfare Committees Meeting.
II. Range Level Joint. Consultative Cum-Welfare Committee Meeting.
II (A) Joint Consultative Cum-Welfare Committees in respect of CID, Enforcement, Vigilance, armed police, R&T, P.T.C and Wireless.
III. Director General of Police, Joint. Consultative Cum-Welfare Committees Meeting.
IV. State Level Joint. Consultative Cum-Welfare Committee Meeting.

Standing Order for running the canteen of Police Hdqrs. Shimla-2 Block-'C 'and 'A' Block Khalini, Shimla-2.
Meeting s of Retired Police Officers /officials and their problems.
Meeting of H.P. Police Ministerial Staff Association.

**DA 5:-**

Grant of Ration Allowance to Police personnel
Bravery National Award Scheme
Red Cross
Flag Day
Police Commemoration day to be observed on October, 21 <sup>st</sup> every year.
vkj{kh in ls fujh{kd in rd ds iqfyl deZpkfj;ksa dsk llrkg esa ,d fnu dh NqVVh ckjs A
Identification of police personnel who are de-addicted-
Himachal Pradesh Gaurav Purskar.
Capsule Course

**g) Complaint Branch:-**

**D.A.1**

(1) Dealing with the complaints of Distt. Shimla. Received from CM/ Sectt, Governor Sectt, Home Deptt. of H.P. & General Public.

(ii) Dealing with the complaints of Distt. Bilaspur. Received from CM/ Sectt, Governor Sectt, Home Deptt. of H.P. & General Public.

**D.A.2.**

(1) Dealing with the complaints of Distt. Una. Received from CM/Sectt, Governor Sectt, Home Deptt. of H.P. & General Public.

(ii) Dealing with the complaints of Distt. Kullu. Received from CM/Sectt, Governor Sectt, Home Deptt. of H.P. & General Public

(iii) Dealing with the complaints received from various States & other Misc. Instructions etc.

**D.A.3.**

(1) Dealing with the complaints of Distt. Solan. Received from CM/Sectt, Governor Sectt, Home Deptt. of H.P.& General Public.

(ii) Dealing with the complaints of Distt. Hamirpur. Received from CM/ Sectt, Governor Sectt, Home Deptt. of H.P.& General Public

**D.A.4.**

(1) Dealing with the complaints of Distt. Mandi. Received from CM/Sectt, Governor Sectt, Home Deptt. of H.P.& General Public.

(ii) Dealing with the complaints of Distt. Chamba. Received from CM/Sectt, Governor Sectt, Home Deptt. of H.P.& General Public

(iii) Dealing with the complaints of Distt. Sirmour. Received from CM/Sectt, Governor Sectt, Home Deptt. of H.P.& General Public.

**D.A.5**

(i) Dealing with the complaints of Distt. Kangra. Received from CM/Sectt, Governor Sectt, Home Deptt. of H.P.& General Public

(ii) Dealing with the complaints of Distt. Lahaul & Spiti. Received from CM Sectt, Governor Sectt, Home Deptt. of H.P.& General Public

(iii) Dealing with the complaints of Distt. Kinnaur. Received from CM/Sectt, Governor Sectt, Home Deptt. of H.P.& General Public.

**h) Personnel Branch-III:**

Duties and functions of this branch are:-

<b>Name of official</b>	<b>Work allotted</b>
Supdt.	Supervision of Branch
Sr. Asstt. P-III (I)	<ol style="list-style-type: none"><li>1. Posting /transfer of all ministerial staff ( i.e. Sudt. Gd-I, Supdt. G-II, Sr. Asstt., Clerk, P.A., Sr. Scale Stenographer &amp; Junior Scale Stenographer)</li><li>2. Posting/ transfer of all Class-IV employees of HP, Police Deptt.</li><li>3. Promotion of Ministerial Staff.</li><li>4. Promotion of Class-IV.</li><li>5. Confirmation of Ministerial Staff and F.S.L. Class-III Staff.</li><li>6. Probation of all ministerial Staff, Class-IV&amp; F.S.L. Class-III Staff.</li><li>7. Seniority list of Ministerial Staff, Class-IV&amp; F.S.L., Class-III Staff.</li><li>8. Placement of Clerks as Jr. Asstt.</li><li>9. Preparation of data regarding establishment of Ministerial staff &amp; Class-IV.</li><li>10. Work distribution amongst the PHQ Branches.</li><li>11. Circulation on instructions received from HP Govt. on the above subject.</li></ol>

	<p>12. Maintenance of roster register in r/o Class-III ministerial employees and Class-IV.</p> <p>13. Assembly question pertaining to above subjects.</p>
Sr. Asstt. ( P-III (2)	<p>1. All kind of leave of Ministerial Staff and Class –IV employees posted in PHQ.</p> <p>2. Correspondence regarding representation in connection with leave.</p> <p>3. Maintenance of Service Books of all officials posted in PHQ.</p> <p>4. Maintenance of personal files of all officials posted in PHQ.</p> <p>5. Increments of all ministerial staff and Class-IV of PHQ.</p> <p>6. Family planning incentive matter of Ministerial Staff and class –IV employees.</p> <p>7. Departmental Enquiry of all Ministerial staff &amp; Class-IV employees of Police Department.</p> <p>8. Punctuality in attendance.</p> <p>9. Misc. instructions pertaining to above subject.</p> <p>10. Index register of all service Book/ personal files.</p> <p>11. Maintenance of E.L. register of all Ministerial staff and Class-IV PHQ.</p> <p>12. Leave encashment on retirement.</p> <p>13 Assembly question pertaining to above subject.</p>
Sr. Asstt. (P-III (4)	<p>1. Deputation of ministerial staff &amp; Class-IV.</p> <p>2. Correspondence regarding compassionate appointments of Class-III &amp; Class-IV of Distt./Units.</p> <p>3. Direct recruitment of Class-III &amp; Class-IV ( including F.S.L. staff) and conducting of typing test of Clerks &amp; Stenotypists.</p> <p>4. No. objection certificate for higher studies.</p> <p>5. Permission to purchase of moveable and immoveable properties.</p> <p>6. Permission to visit out side the State of F.S.L. ministerial staff.</p> <p>7. Training of all ministerial staff posted in Distt./ Units.</p> <p>8. Re-employment matters.</p> <p>9. Assembly questions pertaining to above subject .</p> <p>10. Quarterly return reg. compulsory notification on vacancies.</p> <p>11. Vacancy position of Class-IV employees.</p>
,Sr. Asstt.(P-III (5)	<p>1. Creation/upgradation of ministerial staff and Class-IV of Police Deptt.</p> <p>2. Recruitment and promotion rules of all ministerial staff and Class-IV ( including F.S.L.Staff)</p>

	<ol style="list-style-type: none"> <li>3. Continuation of all temporary posts of ministerial staff &amp; Class-IV (including FSL staff) of Police Deptt.</li> <li>4. Conversion of ministerial staff &amp; Class-IV.</li> <li>5. Transfer of Wireless Staff.</li> <li>6. Promotion of Wireless staff.</li> <li>7. Confirmation of Wireless staff.</li> <li>8. Representations regarding seniority of Wireless staff.</li> <li>9. Creation correspondence of Wireless staff.</li> <li>10. Misc. instructions on above subjects.</li> <li>11. Assembly question pertaining to above subject.</li> </ol>
Sr. Asstt. P-III (6)	<ol style="list-style-type: none"> <li>1. A.C.R. Correspondence of Ministerial, Wireless R&amp;T staff, Inspectors of Police (all Distt/Units) Constables, H.C.s &amp; Drivers posted in PHQ.</li> <li>2. Maintenance of performance report of probationer/on probation.</li> <li>3. Representations on above subject.</li> <li>4. Engagement of whole time and part time.</li> <li>5. Continuation of whole time, daily wagers and part time.</li> <li>6. Change name and date of birth.</li> <li>7. Assured career progression scheme of all Ministerial staff &amp; Class-IV.</li> <li>8. Assembly question pertaining to above subject.</li> </ol>
Sr. Asstt. P-III (7)	<ol style="list-style-type: none"> <li>1. Induction of Constables in ECC.</li> <li>2. Posting / transfer of ECC.</li> <li>3. Promotion matters of ECC.</li> <li>4. Seniority of ECC.</li> <li>5. Confirmation &amp; probation of ECC.</li> <li>6. Maintenance of Reservation roster register.</li> <li>7. Efficiency in administration meetings at Hdqrs. Level and Secretariat level.</li> <li>8. 9 point charter meeting.</li> <li>9. Review of Departmental activities.</li> <li>10. Secretary Committee meeting.</li> <li>11. Misc. instruction on the above subject.</li> <li>12. Assembly question pertaining to above subject.</li> </ol>
Miss Prem Lata Negi, Clerk	Attached with Sh. Ram Gopal, Sr. Asstt. and also assisting other Sr. Asstts. of P-III Branch in typing/ computer work and other misc. work.
Smt. Meenu Chandel,	Attached with Smt. Teema Singhal, Sr. Asstt. and also assisting other Sr.

Clerk	Asstts. of P-III Branch in typing/ computer work and other misc. work.
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**i) Personnel Branch-II:-**

**SUPDT. (GRADE-I)**

Overall supervision of this branch .

**D.A P-II (1)**

- i) Creation of posts.
- ii) Creation of new Police Stations, Out Posts (Police Chowki), Check-Posts/Barriers/New Battalions etc.
- iii) Alteration of jurisdictions of Police Stations/Out Posts.
- iv) Re-organization of strength.
- v) Distribution Statements of strength
- vi) Recommendations for Prime Minister's Police Medal for life saving.
- vii) Returns in respect of above subjects.

**D.A. P-II (2)**

- i) Conversion of temporary posts into permanent (NGOs and ORs)
- ii) Continuation of temporary posts (NGOs and ORs)
- iii) Deputation (NGOs and ORs)
- iv) Placement of Constables to the rank of Honorary Head Constable.
- v) Change of name and date of birth (Constables to Inspectors).
- vi) 15-Point Programme (representation to minority communities in Police Department (Constables to Inspectors).
- vii) Maintenance of Service /Leave records of Executive staff in Police Hdqrs.
- viii) Returns in respect of above subjects.

**D.A. P-II (3).**

- i) Direct recruitment of Sub-Inspectors of Police.
- ii) Direct recruitment of Constables.
- iii) Appointments on compassionate grounds as Constables.
- iv) Re-employment of NGOs and ORs.
- v) Recruitment of Ex-Servicemen .
- vi) Recruitment of Outstanding Sports-Persons .
- vii) Extension in service.

- viii) All returns related to above subjects.

**D.A. P-II (4)**

- i) Promotion, transfer and confirmation of Non Gazetted Officers.
- ii) Seniority lists of Inspector of Police.
- iii) Returns in respect of above subjects.
- iv) Representation of Upper Subordinates for seniority/Promotions etc.

**D.A. P-II (5)**

- i) Departmental Enquiries.
- ii) Returns regarding minorities.
- iii) Returns regarding SCs/ STs /Muslims etc. etc.
- iv) Returns regarding detection of fake SC/ST Certificates.

**D.A. P-II (9)**

- i) Transfers/promotions/Confirmations of Drivers.
- ii) Transfers/promotions of mechanics.
- iii) Seniority lists of Drivers and Mechanics.
- iv) Promotional courses of NGOs and Ors.
- v) Holding of B-I tests.
- vi) Recruits Training Course.

**j) Audit branch:-**

Distribution of work amongst the officials posted in Audit Section PHQ.

- i) All correspondence relating to Revenue receipt/recovery of P.S.O.D.
- ii) All correspondence regarding physical verification of stores.
- iii) Income Tax-correspondence, instructions and amendments etc.
- iv) Correspondence relating to General Administration Committee of Vidhan Sabha.
- v) Any other duties assigned by the superior authorities.

**Dealing Hand A-2.**

- i) All correspondence relating to public Accounts Committee matters.
- ii) Reconciliation of Audit and Inspection report with Audit office and correspondence thereof.
- iii) C.A.G. of India Report and allied correspondence.
- iv) Audit & Inspection report of all Districts/Units, Public undertaking committee.
- v) All correspondence regarding attached vehicles related to Audit paras.

- vi) All correspondence relating to Estimate committee Public undertaking committee.
- vii) Any other duties assigned by the higher authorities.

### Dealing Hand A.3.

- i) Correspondence relating to the amendments in Medical Attendance Rules, Instruction, and regulation medical reimbursement, of retiree of Police department.
- ii) Countersign of Medical/T.A. claims of Gazetted officers under the control of Police Headquarters.
- iii) Correspondence regarding O.B. Items.
- iv) Correspondence regarding belated claims etc.
- v) Internal audit of Govt. accounts/private funds of CID, FSL, Wireless and Railway & Traffic units and correspondence thereof.
- vi) Amendments in FR/SR, Financial Rules and up keep of all Misc. instructions.
- vii) Distribution of Dak of the section amongst the D.A. etc.
- viii) Correspondence regarding Internal Audit of compounding fee carried out by the Section officer (F&A) of Ranges.
- ix) Any other duties assigned by the higher authorities.

### **k) Prosecution Branch:**

Prosecution matters are dealt in this branch.

### **l) PHQ Control Room:-**

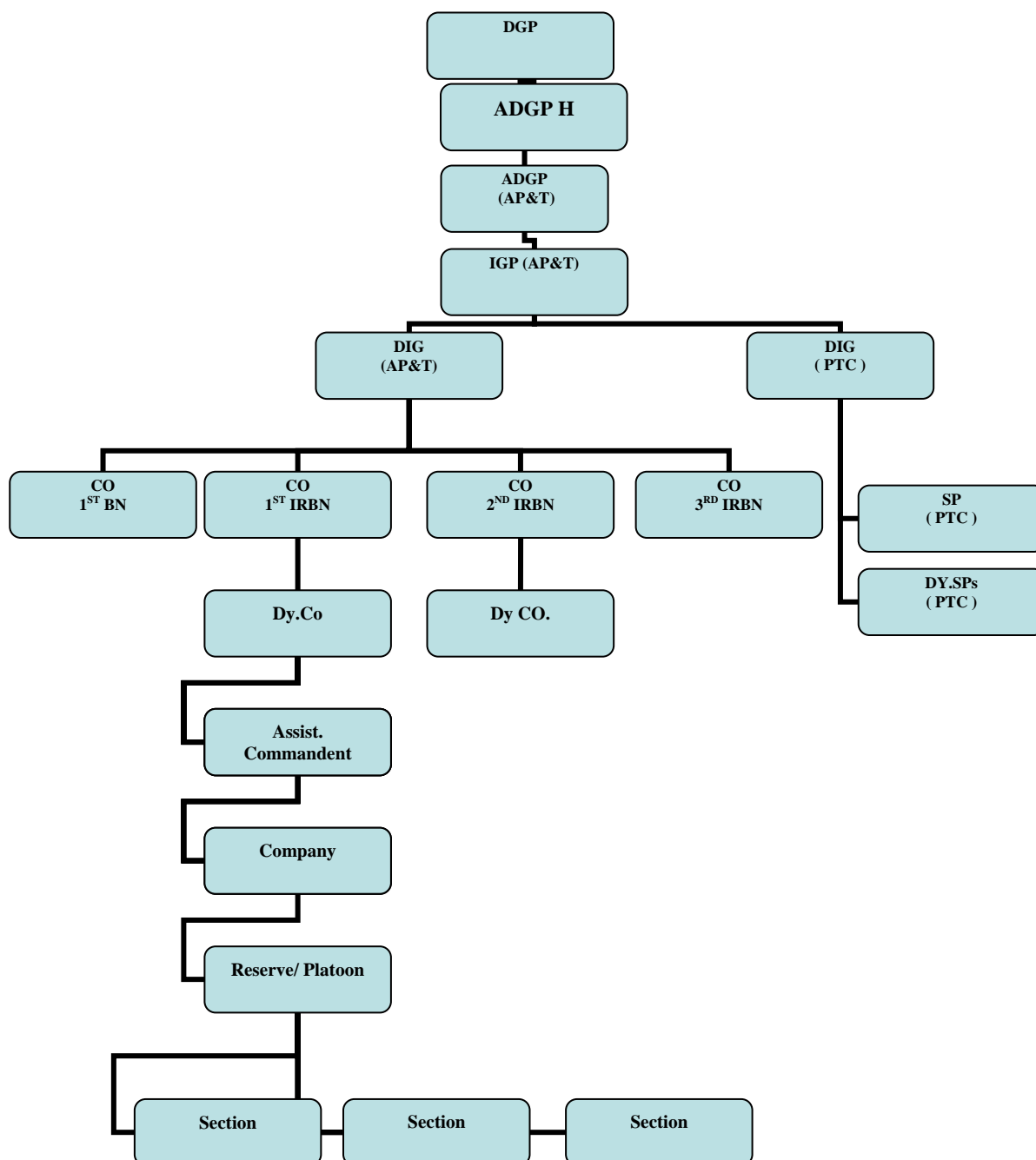
To attend inter state and intra-state telephone calls, faxes and POLNET messages along with wireless network communication round the clock to speedup the police functioning to strengthen the information network flow of HP Police round the clock.

### **B. ARMED POLICE AND TRAINING (AP&T)**

This wing comprises of 1 HPAP Battalion, 3 India Reserve Battalions and 1 Training Centres (Recruits Training Centre & In-Service Promotion courses Centre) along with PTC (Police Training College at Daroh. All the Battalions of the Armed Police are headed by the Commandants and Police Training College is headed by an officer of the rank of Dy Inspector General of Police as Principal PTC.

The AP & T Wing is headed by the rank of an Addl. Director General of Police. He is assisted by Inspector General of Police (AP&T), & Dy. Inspector General of Police (AP&T).

**The organizational structure of AP&T is depicted below:-**



**C. CRIMINAL INVESTIGATION DEPARTMENT (CID)**

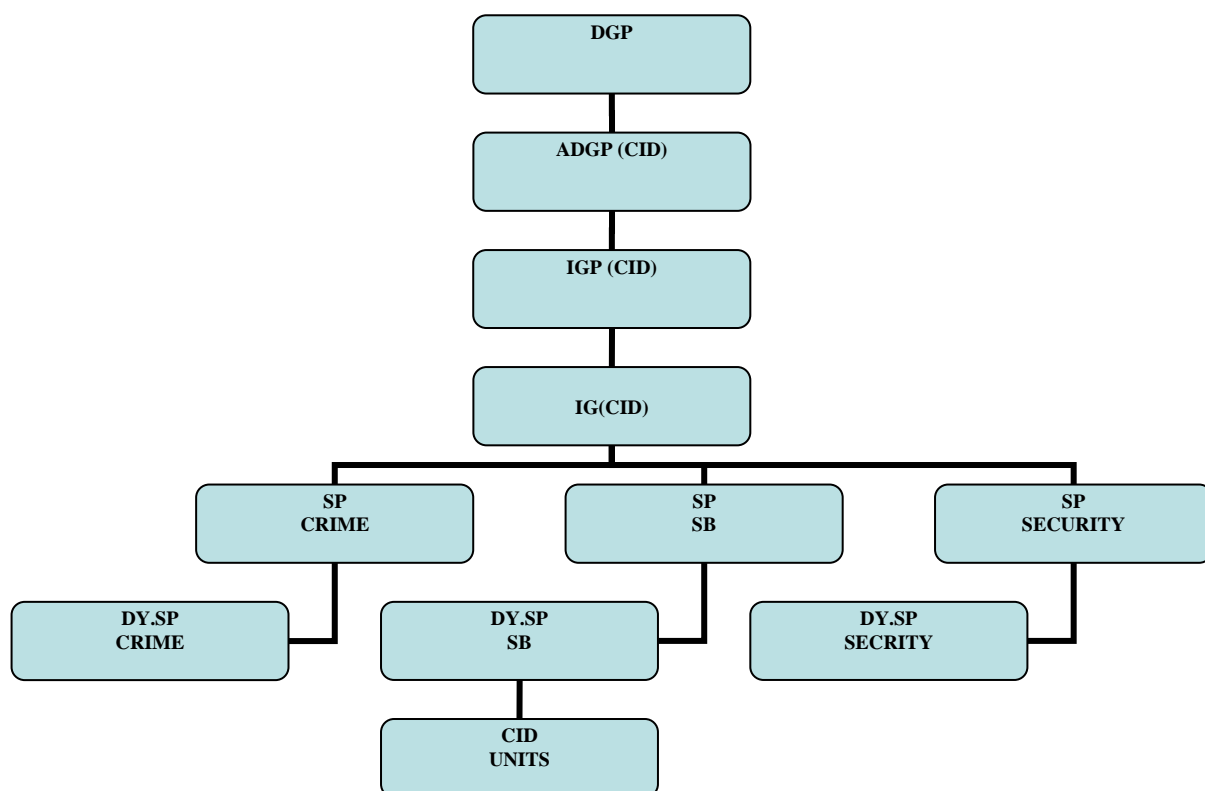
The Criminal Investigation Department was conceived by the Police Commission of 1902, as an agency for inter-district coordination of effort to control crime. The Special Branch which was already in existence in districts for collection of criminal and political intelligence was amalgamated with the CID.

Subsequently the CID found its statutory genesis in, and it draws its powers from Punjab Police Rules 21.25 to 21.23 as applicable to Himachal Pradesh.

At present the organisation is headed by an Addl. Director General of Police, assisted by an Inspector General and a Dy Inspector General of Police. The department has following three main branches, which are headed by officers of the rank of Superintendents of Police.

1. Special Branch
2. Crime Branch
3. Security Branch

Organisational chart of State [CID](#):-



1. SPECIAL BRANCH:-

This Branch is being headed by a Superintendent of Police. He is assisted by a DySP at the headquarters. In the field, the organisation is divided into 12 District Units which are further divided into 45 Sub Units. Dy SPs have been posted in Dharamshala, Mandi and Shimla Units.

2. CRIME BRANCH.

The branch functions under the direct supervision of S. P. Crime, who is assisted by a DySP and a team of Investigating Officers at the Headquarters. Following specialized cells are functioning in this branch

- i. State Crime Records Bureau
- ii. Crime against Women Cell
- iii. Crime against SC/ST and other weaker sections of society Cell
- iv. Narcotics Cell
- v. Dog Squad Team to detect crime.

### 3 **SECURITY BRANCH:**

The branch is functioning under the supervision of S. P. Security and consists of following specialized cells:-

- i. Vital installations Cell
- ii. VIP security Cell
- iii. Anti Terrorist Cell
- iv. Counter Espionage
- v. Bomb Disposal Squad

### **FUNCTIONS OF ABOVE BRANCHES:-**

The function of CID is the collection, coordination and dissemination of intelligence having bearing on security, general law & order and crime. For achieving aforesaid objective, following functions have been allotted to three main Branches:-

#### **[1] CRIME BRANCH:**

The objective of Crime Branch is the adoption of right strategy to tackle crime and implementation of effective measures by the Police for crime prevention. Following functions are attributed to this branch:-

- (1) Collection and dissemination of Criminal Intelligence.
- (2) Detection, investigation of important cases.
- (3) Functioning as a Nodal agency for supervision of specially reported crime in general and following in particular:-
  - i) Crime against Women
  - ii) Crime against SC/ST & other weaker sections of society.
  - iii) Crime relating to Narcotics (Drug Abuse)
  - iv) Maintenance of Crime Records

The Crime Branch has investigated important cases under heads Murder, Culpable Homicide not amounting to Murder, Burglary, Robbery, Fraud and cases under Narcotic and Psychotropic Substances Act.

#### **i) SCRB Computer Branch:-**

This wing is responsible for the computerization of crime and criminal records. The SCRB

computer Cell is also the nodal agency for the maintenance of the databases on different aspects of Crime and criminal information systems as below:

- 1 Crime Criminal Information System (CCIS) : For maintenance of a data base of the State Crime Record Bureau and for integrating it with the National Crime Record Bureau. This database contains important information on criminals.
- 2 TALASH : A database for generating important information for the following categories:a) Wanted/ arrested persons b) Lost/Kidnapped persons c) Unidentified persons d) Unidentified dead bodies e) Deserters
- 3 Motor Vehicles Information Systems (MVIS) : To answer motor vehicle ownership queries .
- 4 Motor Vehicle Verification Counter: To issue NOC for of the ownership & of transfer of registration of of vehicles
- 5 Property co-ordination system : To maintain/ generate information on property having unique identification number. For instance, lost/ recovered motor vehicles, lost/ recovered fire arms etc.
- 6 Portrait Building System: For generating rough sketches of criminals on the basis of inputs provided by witnesses.
- 7 Crime In India: Annual Crime of the State is being computerized for the publication of Crime In India at National level. at NCRB
- 8 Publication of CIA Gazette:
- 9 Monthly Crime Statistics:
- 10 Pay Package of CID Organisation:
- 11 Updating of HP Police Website:

[2] **SPECIAL BRANCH:-**

1. To collect, coordinate and disseminate Criminal & Political intelligence having bearing on the general law and order or security of the State or Nation.
2. To collect, coordinate and disseminate intelligence likely to aid Police in their work.
3. To watch and report on all communal, political and subversive movements affecting the State/Country.
4. Conduct of enquiries of confidential nature.
5. Collection of information of interest of Govt. and occasionally, the verification of information received from other sources.

[3] **SECURITY BRANCH:-**

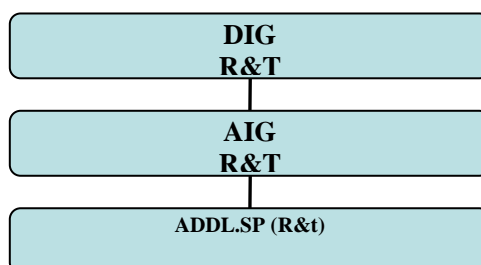
1. Providing close proximate security to VIPs.

2. Coordinating VVIP Security arrangements in the State.
3. Providing and coordinating Security of Vital installations.
4. Coordinating and supervising the registration and movement of foreigners visiting the state.
5. Collection, coordination and dissemination of intelligence related to terrorism
6. Counter espionage.

**D. STATE RAILWAYS & TRAFFIC WING (R&T):**

Consequent upon reorganization of Punjab State in 1966, the Narrow Gauges Railway track from Taksal near Kalka to Shimla extending up to 93 Km. was transferred to H.P. Railway Police w.e.f. 1-11-1966. Shimla Railway Station was then the only GRP out Post on this Railway Station under GRPS Kalka (now Haryana). In June 1971 the State Govt. upgraded the GRP OUT Post Shimla to a full-fledged Govt. Railway Police Station w.e.f. 1-6-1971 and the narrow gauge railway track from KM 3.4 (Near Kalka to KM 95.57) was also notified and included in the jurisdiction of this Railway Police Station, with three GRP Out Post at Kandaghat, Solan and Taksal which falls in the jurisdiction of Solan Distt. The post of Dy.SP now upgraded to Addl.SP is the supervisory Officer for TES wing as well as of the Railway Station Shimla for administrative purpose, the HP Railway Police is under the control of Asstt. Inspector General of Police Railway & Traffic with head quarter at Shimla and the HP Govt. has also sanctioned the post of DIG R&T from April 1987 to streamline the working of Railways as well as Traffic in the State.

**Organisational chart of R & T:-**



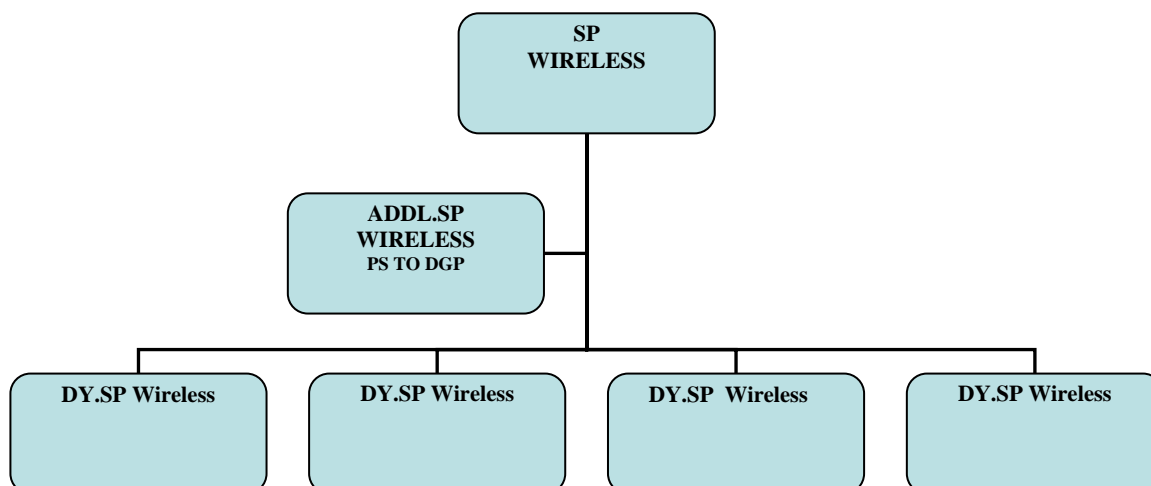
All Gazetted officers, Inspectors, SHO and their subordinates are vested upon with the same powers and responsibilities as per their counter-parts posted in at various places , responsibilities and powers of such officers as mentioned in code of Cr.P.C., Railway Act, Police Act and other laws. Besides, as per HPPR 28.7(1), the following particular duties, among others, devolve upon the railway & traffic police:-

- a) To protect travelers from injury to person or property
- b) To maintain law and order at railway stations and in trains.
- a) To attend the arrival and departure of passenger trains at station and to render all possible assistance to passengers and railway officers.
- b) To bring to the notice of the proper authorities all offences under the railways Act and breaches of bye- laws and all cases of fraud on the part of railway subordinates.
- c) To keep platform clear of idlers and beggars and to keep a look-out for suspicious persons, smugglers and persons traveling with arms without a license.
- d) To search all empty carriages for property left behind by passengers.
- e) To control the hackney carriages plying for hire at railway stations and to enforce the regulations of the railway authorities with regard to them.
- c) R&T takes cognizance of cases which fall under the purview of Railway Act but due to amendments in Railway Act, RPF has been authorized to take cognizance under some sections of RPF Act w.e.f. 1.7.2004.

**E. HP WIRELESS ORGANISATION: -**

The HP Police Organisation is functioning under the supervision of Sp Wireless who is assisted by an Addl.SP Wireless and other officers as detailed in the chart below.

**Organisational Chart Wireless :-**



(i) **SP WIRELESS:-**

He is the head of Wireless organisation and is responsible for the overall planning for future modernization and maintenance of the existing technical facilities/ resources. He is responsible for providing an effective communication network both within the State and outside it as and when required.

(ii) **Addl. Supdt. Wireless:**

To supervise the communication network of HP Police and administer the Telecommunication wing.

**F. DISTRICT POLICE SET UP :-**

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

1. **Prevention and detection of crime** : Preventive steps include beat patrolling, setting up of Nakas, gathering of intelligence and management of an effective control room. Detection of crime includes registration of an FIR, investigation, searches, seizures and arrests (if any) followed by submission of final report in the trial court and subsequent follow up during prosecution.
2. **To bring offenders to justice**
3. **Maintenance of law and order**: This includes security of threatened persons, security arrangements for important events such as festivals/ processions etc and security arrangements for the visits of VVIPs. It also includes tackling of law and order problems and public disruptions such as student unrest, labour

problems and dharnas etc. An important aspect of urban policy is traffic regulation and management. During disasters, calamities and major accidents, the police is one of the primary agencies involved in relief and rescue activities.

4. Another major function of the police is the redressal of grievances of the public. This could be resolution of local disputes, family disputes, Redressal of traffic problems etc.

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

1) Verification of applications for passport, 2) Police clearance certificates 3) Verification for Govt service 4) Verification for arms licenses. 5) Verification of convicts for parole 6) No objection certificate for registration of change in ownership of vehicles 7) Verification of tenants/servants etc 8) Verification/ inspection of licenses issued under the Arms Act, Excise Laws, Explosives Act and Petroleum Act. The district police set up is organized in the form of ranges headed by Range DIsG Ranges comprise of districts headed by Supdt. of Police.

The districts are further divided into police sub-divisions comprising of police stations. Each police station is supervised by the Station House officer (SHO) who is generally of the rank of sub inspector and in some cases even of the rank of Inspector of Police. A police station may have one or more police posts (PPs). A sub division comprises of one or more police stations which are supervised by the Dy. Supdt of Police of the sub division. In addition to the Sub Divisional Police Officers, the district SP is also generally assisted by a Addl. Supdt. of Police (Hqrs) and a Dy.Supt. of Police (Hqrs).

#### **4. District Police:**

##### **a) Deputy Inspector General of Police, Range :**

DIG Range has powers of controlling officer for administrative and financial matters for the districts of this Range under the relevant rules. He is also the first appellate authority against the punishments awarded by district SP's of the Range. The duties of Range DIG include initiating reforms in Police working and making it more professional. Removal of grievances of public and ensuring justice to them is an utmost important duty of Range DIG. DIG Range also has to take care of welfare of police personnel and enforce discipline amongst the force. DIG Range is responsible to carry out formal/ informal inspections of districts and monitoring timely inspections of police station by the Gazetted Officers of the districts. The main duties of range DIG are to :

1. supervise the work of SPs;
2. to act as an appellate authority against punishments meted out under HP Police Rules;

3. to exercise powers of transfers of Inspectors within the districts/ range;
4. to exercise powers of transfers of police personnel within range;
5. to over see the expenditure with a view to affect optimum utilization of the budget;
6. to maintain liaison with other criminal justice system;
7. security arrangements of VVIPs;
8. coordination with other ranges;
9. welfare activities;
10. transfer of investigation from one district to another within the range in the interest of fair and partial investigation;
11. Redressal of public grievances;
12. Training of officials posted in the range.

The functions and duties of various branches in Range office are as follows:-

1.	Superintendent	Supervision of the office.
2.	Range Section Officer	Internal Audit, Budgetary allocation, scrutiny of cases from audit point of view and preparation of Budget estimates.
3.	Establishment	Establishment matters of NGOs
4.	Establishment (lower)	Establishment matters of HCs/ Constables, SPOs, Class-IV employees and executive clerical staff.
5.	Crime Branch	Work relating to crime
6.	Personal Assistant	To assist the Range DIG in discharging official responsibilities.
7.	Public Complaint Branch	All kinds of public complaints and their monitoring.
8.	Accounts Branch	All accounts matters, budgetary preparations, allocation of funds, audit paras, GIS
9.	Legal Branch	Civil suits and other court cases.
10.	Secret Branch	Maintenance of personal files, representations against adverse remarks, correspondence relating to Gazetted officers.
11.	Security Branch	Terrorist crime, deployment

b) District Superintendent of Police :

He is the head of the district police and is responsible for prevention and detection of crime and for maintenance of law and order in his jurisdiction and for the effective and internal administration of his force. He supervises the policing of sub-divisions and police stations.

His main powers and duties are as below:-

1. Maintenance of law and order:
  - i. Security arrangements at places of congregations
  - ii. Traffic management
2. Prevention/ detection of crime:
  - i. To monitor the preventive steps to check crime especially beat patrolling.
  - ii. Registration of crime
  - iii. Professional and scientific investigation: to ensure thorough, fair, impartial and expeditious investigation using scientific means of investigation and interrogation. He is competent to direct any reinvestigation of the case or to assign it to a specific officer in the interest of fair investigation.
  - iv. Timely submissions of challans in court
  - v. Proper pairvi of cases in court
  - vi. Gathering of intelligence of bad elements.
  - vii. Appropriate deployment for patrolling and related duties.
3. Monitoring of rescue and relief operations during natural disasters, calamities and major accidents.
4. Administration of District Police. Being the supervisory officer of all sub-divisions, police stations, police e posts, District police offices, CIA staff, traffic wing, EO Wing and police control room, he is responsible for the effective and efficient internal administration and supervision of these wings.
  - i. Personnel
    - i. Recruitments : As per HPR 12.1 he can recruit constables and ASIs
    - ii. Training
    - iii. Transfers/ posting: of other ranks (constables and Head constables) and ASIs and Sis within the district.
    - iv. Other service related matters.
    - v. Rewards : Can issue commendation certificate class-III alongwith cash reward.
    - vi. Punishments : is empowered under HPR to inflict the punishment of dismissal to constables and to award major punishments to officials up to the rank of Sub- inspectors on the basis of a departmental enquiry after following due procedure as laid down in HP

Police Rules. Can also award minor punishments without any departmental proceedings.

- vii. Welfare: To hold Orderly rooms as laid down in HP PR 14.10 for the Redressal of the grievances of the force.

ii. Resources

- i. Erection, maintenance and upkeep of police Buildings
- ii. Maintenance of police Vehicles
- iii. Maintenance of arms, weapons and ammunition at the disposal of the district police in serviceable condition.
- iv. Maintenance of Communication equipments
- v. Upkeep of other law and order equipments
- vi. Uniform related articles
- vii. Devices related to Traffic management and scientific investigation etc.

iii. Financial management

- i. Budgeting
- ii. Expenditure as per norms

- 5. Periodic formal and informal inspections of police stations and police lines: As per HPR 20.5(1) district SP shall formally carry out inspection of police stations, police posts for which a definite programme should be drawn before the end of the quarter. Informal inspection of police station and police posts may be made as frequently as he may consider necessary and desirable.
- 6. Response of police control room: to ensure that adequate force a appropriately equipped remains ready with transport to be deployed at the place of requirement as expeditiously as possible.
- 7. Coordination with district administration
  - i. District Magistrate HPR 1.16
  - ii. District Session Judge
  - iii. District Attorney
- 8. Police public interface
  - i. Redressing public grievances
  - ii. Initiates schemes of community policing to involve the local community.
- 9. Security of threatened persons and vital installations
  - i. Making suitable arrangements for the security of visiting VIPs
  - ii. Ensuring security of threatened persons and vital installations

10. Criminal intelligence gazette : To provide material suitable for inclusion in the HP Criminal Intelligence Gazette
11. Record of habitual offenders: To maintain a register of habitual offenders.

**c) Duties and function of Addl SP.**

**1. Duties regarding district police office**

- i. Supervise the functioning of various branches vis: English branch, Accounts branch, Vernacular Branch, OASI Branch, Complaints Branch etc of District Police office.
- ii. Work as Drawing and disbursing officer for the district police.
- iii. Issue transfer orders of ORs and Class-IV and also to sanction authority for their earned leave.
- iv. Sanction casual leave to all office hand.
- v. Deal with all complaints against ORs.
- vi. Maintenance of record.
  - i. Ensure the veracity of all entry made in the Character roll, personal file, long roll and short roll
  - ii. Ensure updated ACRs of Head constables and constables on promotion list C-1/C-II
  - iii. Maintenance of lists A, B, C & D.
  - iv. Maintenance of all Standing Orders/ Instructions received from seniors.
  - v. Timely preparation of all periodic returns.
  - vi. Listen to public grievances and attend meetings with other district authorities in the absence of SP.

**2. Duties regarding police lines**

- i. Supervise the functioning of district police lines including the proper maintenance and upkeep of
  - a. Arms and ammunition
  - b. Vehicles
  - c. Uniform articles and distribution thereof
  - d. Misc store articles and distribution thereof.
- ii. Organize and supervise training activities in the district police lines.
- iii. Over see the weekly parade.
- iv. Supervise the functioning of police hospital and ensuring medical of police officials.

3. Look after the upkeep and maintenance of all police buildings in the district.
4. Organize and conducts annual firing practice for district police.
5. Monitor welfare activities in district police lines and district police stations.
6. Periodically holding of Darbar in Police Lines to redress the grievances of police officials.
7. Inspecting District Police Office and Police Lines,
8. Conduct formal inspection of police stations, village tours and departmental enquiries as assigned by the SP.
9. Supervise the functioning of security branch.
10. Supervise the training of reserve, bomb disposal squad, tear gas squad, dog squad and mounted police .
11. Supervise the functioning of Police Personnel health and fitness:-
  - i. To ensure that medical check up of all police officials is conducted once a year and that of class-IV officials once every six month.
12. Supervise the functioning of the messes and the canteen.
  - i. Surprise checks
13. Ensure proper functioning of lady welfare centre, the cooperative store and PCOs in the police lines.
14. Ensure regular sports activities in the police lines.

**d) Duties of Dy.SP Hqrs:-**

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

**e) Duties of Addl SP Traffic/Dy.SP Traffic**

Main duties of SP Traffic are as below :-

1. Smooth and safe passage of traffic in his jurisdiction.
2. Spreading awareness about traffic rules through educational campaigns.
3. Challaning of vehicles violating traffic rules.
4. Taking up of proposals with concerned authorities for improvements/ enhancements in traffic engineering.
5. Relief operations during road accidents.

**f) Duties of DSP Sub-Division.(SDPO):**

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

**Police Stations**

**g) Duties of SHO (Insp. or SI)**

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

**h) Assistant Sub-Inspector. (NGO)**

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

**i) Duties of MHC (HC)**

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

:-

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

**DISTRICT POLICE OFFICE**

***English Office Branch:-***

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

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

1. Repair, Constructions and maintenance of Govt. Buildings
2. Clothing and Equipment articles.
3. Govt. Vehicles and record of Misc. store articles.
4. Record of Arms and Ammunitions.
5. Record of Govt. Horses and Dogs.

6. All sanctioned, House Rent Allowance, Conveyance Allowance, House Building Advance, Range Audit, A.G. Audit & Audit District Planning & Development Board.
7. Organization Proposals, Appointment and enrolment, Promotions, Discipline, Rewards, Punishment, Training & Examination, Traffic, Stationary, Formal Inspections, Informal Inspections and Village Tours, Meetings & Orders of District Magistrate, Verification of Arms License, Criminal Specials Reports, Instructions of Crime and Chemical Reports, Summons, Warrants, Police help, Parole Case.
8. All type of Leave for G.Os, Pension/Family Cases Pension, Extension Beyond 55 Years of Age, , Maintenance of Character Roll of NGOs/ ORSs, Promotion to Rank of ORs, Confirmation ORs Particulars of Upper/Intermediate School Course, Review of C-II,D-II & E-II Cases & Reward Entries.

***Account Branch:-***

**k) Duties of Accountant (S.I)**

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

**l) Duties of Bill Clerk (Head Constable)**

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

**m) Duties of Reader SSP (ASI)**

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

**n) Duties of Record Keeper (Head Const.)**

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

**o) Duties of Return Writer (Head Const. RW)**

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

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

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

**q) Duties of CRO (HC or Const. )**

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

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

This office maintains the record related to the Public Complaints received in the Security Branch

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

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

***Litigation Branch:-***

**t) Duties of I/C Litigation (ASI)**

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

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

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

Police Lines.

**v) Duties of Line Officer (S.I)**

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

1. To issue all articles of uniform to all the police personnel from the rank of Constable to Inspector from its Clothing Store.
2. To issue all other misc. articles to all the unit of police department on demand, from its Misc. Store.

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

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

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

1. Regulation of traffic at different intersections, automatic traffic control signals, round-abouts, Chowks, markets and other places.
2. Parking duties in markets, melas, exhibitions, other functions.
3. Control of traffic during processions, agitations, strikes, dharnas, rallies, rasta-roko programmes etc.
4. Enforcement of traffic rules & regulations by prosecuting the violators under Motor Vehicles Act/Rules.
5. Education school children, drivers, rickshaw pullers and other road users on road safety and traffic rules/regulation in Children Traffic Park Sector 23 as well as by visiting different schools, other institutions/departments.
6. Education general public about traffic rules/regulations and road safety through cinema slides, banners, electronic. Print media and by organizing seminars/ workshops/lectures on road safety during annual Road Safety Weeks. Police Control Room (PCR)

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

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

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

### **Special Branch**

#### **y) Duties of I/C Special Branch :**

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

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

### **Special Crime Units**

#### **z) Duties of I/C CIA:**

The duties/functions of CIA are as below :-

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

6. Modus Operandi Bureau, which functions under the control of DSP/Det.

**aa) I/C C.A.W.C :**

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

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

**bb) I/C P.O. Cell :**

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

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

**cc) I/C Prosecution Cell :**

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

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

**dd) I/C Summon Staff (ASI)**

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

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

**ee) Wireless Section:-**

**I/C Wireless Section (Insp./Sub-Inspr.)**

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