

Information related to RTI Act, 2005, (District Police, Jhajjar) can be collected through the following forms:-

Form A  
[ See Rule 3(1)]

To

The State Public Information Officer/  
(Name of the Office with Address).

1. Full name of the applicant
2. Address
3. Particulars of information required

- (i) Subject matter of information
- (ii) The period to which the information related \*\*
- (iii) Description of the information required\*\*\*
- (iv) Whether information is required by post or in person (the actual postal charges shall be included in addition to the fees)
- (v) In case by post (Ordinary, Registered of Speed)

Place:

Date:

Signature of the Applicant.

- Board category of the subject to be indicated such as Grant /Government Land/Service Matter/Licenses etc.)
- Relevant period of which information is required to be indicated
- Specific details of the information are required to be indicated.

#### ACKNOWLEDGEMENT

Received your application dated \_\_\_\_\_ Vide Diary No. \_\_\_\_\_

Dated \_\_\_\_\_

(Signature )

The State Public Information Officer/  
(Name of the Department/Office)

Form B [See  
rule 4(4)]

To

The State Public Information Officer/  
(Name of the Office with Address).

Name and address of the applicant.

Sir,

Please refer to your application dated \_\_\_\_\_  
addressed to the undersigned requesting information regarding \_\_\_\_\_  
\_\_\_\_\_. The additional fee for supplying  
this information to you is Rs. \_\_\_\_\_.

You are hereby informed to pay the fee at this office either in  
case or in a Government treasury through challan send a copy of the challan  
to this office within a period of fifteen days and collect the  
information on \_\_\_\_\_.

The amount of fee shall be deposited in the receipt head/account No. (to  
be intimated to the applicant by the concerned department.)

State Public Information Officer/

Financial Commissioner and Principal Secretary  
To Government, Haryana,  
Administrative Reforms Department RTI INFORMATION

Haryana Government  
Administrative Reforms Department  
Notification

The 28<sup>th</sup> October, 2005.

No. 5/4/2002 – 1AR In exercise of the powers conferred by sub-section (I) read with sub section (2) of section 27 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Governor of Haryana hereby makes the following rules providing for information under the said Act, namely:-

**1. Short title and commencement.**

- (1) These rules may be called the Haryana Right to Information Rules, 2005.
- (2) They shall come into force on the date of their publication in the official Gazette.

**2. Definitions.**

- (1) In these rules, unless the context otherwise requires,
  - (a) “Act” means the Right to Information Act, 2005 (Central Act 22 of 2005).
  - (b) “Commission” means the Haryana Information Commission.
  - (c) “Form” means a form, appended to these rules.
  - (d) “section” means the section of the Act.
- (2) The words and expressions used in these rules, but not defined, shall have the same meanings as assigned to them in the Act.

**3. Application for obtaining information.**

- (1) A person, who desires to obtain any information admissible under the Act, shall make an application in Form A to the State Public Information Officer/State Assistant Public Information Officer along with a fee as specified in rule 5 of these rules.

(2) On the receipt of an application, made under sub-rule (1), the State Public Information Officer/State Assistant Public Information Officer shall give a receipt in token thereof to the applicant.

**4. Deposit of fee.**

1. The fee shall be deposited with the State Public Information Officer/State Assistant Public Information Officer either in cash against proper receipt, by Indian Postal order or by treasury challan (Head 0055).

2. The amount of fee shall be credited to the receipt head/account number of the concerned public authority.

3. On receipt of an application, submitted under sub-rule (1) of rule 3, the State Public Information Officer/State Assistant Public Information Officer shall scrutinize the application and shall assess how much fee is required to be paid by the applicant for obtaining the information.

(4) The fee assessed under sub-rule (3), shall be informed to the applicant by the State Public Information Officer/State Assistant Public Information Officer in Form B within a period of seven days from the receipt of application.

(5) In case the applicant fails to deposit the requisite fee within a period of fifteen days after the issuance of the intimation given to him under sub-rule (4), it shall be construed that the applicant is no longer interested in obtaining the information, sought for, and his application shall be deemed to have been filed.

## **5. Quantum of fee.**

(1) An application for obtaining any information under sub-section (1) of section 6 shall be accompanied with a fee of Rs.10 and no any type of fee shall be charged from the persons who are of below poverty line as may be determined by the state Govt.

(2) For providing information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates, namely:-

(a) Rs. 02/- for each page in A-4 or A-3 size paper, created or copied; and

(b) if information is to be provided on a large size of paper than that of specified in clause (a), the actual cost price of such a paper shall be charged.

(3) For providing an information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates, namely:-

(a) Rs.50 for providing information in a floppy;

(b) Rs.100 for providing information in diskette; and

(c) if information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information shall be provided

after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs.02/- per page shall be charged.

(4) No fee for inspection of record shall be charged, if such an inspection is made for one hour only. However, if inspection is made for a period of more than one hour, then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes, shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

## **6. Procedure to be followed in deciding appeal.**

Before deciding an appeal, the Commission Shall

- (a) serve notice to the concerned persons;
- (b) entertain any evidence in support of appeal, which may be oral or in writing form the concerned persons;
- (c) examine on oath or by having affidavits from the persons concerned;
- (d) persue or inspect the documents or any records or copies thereof;
- (e) inquire through the authorized officer the facts of an appeal or may require facts in detail, if it so deems appropriate, hear the State Public Information Officer or any other senior officer who had decided the first appeal, as the case may be; and
- (f) receive evidence on affidavits from the State Public Information Officer or any senior officer who had decided the first appeal or from any other person from whom the evidence may be deemed necessary.

## **7. Mode of serving notice.**

The Commission may serve notice to the persons concerned in any of the following modes, namely

- (a) by hand delivery(dasti) through process server; or
- (b) by registered post with acknowledgement due; or
- (c) by publication in the newspaper.

## **8. Order by the Commission.**

- (1) The Commission shall make order in writing and pronounce the same in the presence of the concerned parties.
- (2) The party concerned may, obtain the copy of the order from the Commission.

**RIGHT TO INFORMATION  
DISTRICT POLICE JHAJJAR  
SECTION-4(1)(b) OF RIGHT TO INFORMATION  
ACT-2005**

**PARTS 1-17**

1. Particulars of organization
2. Power and duties of officers/Employees
3. Procedure for Decision Making
4. Norms for discharge of functions
5. Rules, Regulations for discharge of functions
6. Statement of categories
7. Details of consultative committees and other bodies
8. List of boards, councils, committees and other bodies
9. Directory of officers/employees
10. Monthly remuneration of officers/employees
11. Budget allocated to each agency
12. Execution of subsidy program
13. Particulars of recipients of concessions, permits
14. Information available in an electronic form
15. Facilities available for obtaining information
16. Particulars of PIOs
17. Other information Prescribed

# RIGHT TO INFORMATION

## PART-1

### Particulars of organization, functions and duties

#### [Section 4(1)(b)(i)]

1. **Aims and objectives of the organization:-** The purpose of district Police, Jhajjar is to uphold the law fairly and firmly; to prevent occurrence of crime; to pursue and bring to justice those who break the law; to keep the peace in partnership with the community; to protect, help and reassure the people.

2. **Mission / Vision :-** The mission of this district Police is to help the common man, to provide him security and to create a peaceful and law abiding community with his cooperation. District Police is committed to uphold the rule of Law, to prevent crime and to maintain law and order. We are here to protect the weak, the under-privileged and to serve the people. In order to make district Police people-friendly, to enhance the credibility of the police and to check corruption, transparency in the system is emphasized at all levels.

3. **Structure of the department:-** The district Police, Jhajjar has a total strength of 2252 (Gazetted Officers/4, Inspectors/15, Sub Inspectors/59, Assistant Sub Inspectors/162, Head Constables/207, Constables/1805). For the effective implementation of law and order in the district, the District is clubbed into 9 Police Stations, 17 Police Post, One CIA Staff and One Special Staff.

**A) Investigation:-** Investigation according to Cr.P.C is to collect the evidence, regarding the commission of crime/offence as per procedure established:-

S.No.	Activity	Level of action	Time frame
1	Registration of FIR	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
2	Examination of witness.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
3	Visit of investigation officer at the scene of offence.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
4	Collection of evidence	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
5	Preparation of site plan.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
6	Arrest of the accused	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
7	Recording of confessions.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
8	Obtaining Police / Judicial custody remand.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
9	Search.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.

10	Seizure.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
11	Preparation of case diaries etc.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
12	. Filing of charge sheet.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.

### B) Other Functions:-

S. No.	Activity Level of action	Level of action	Time Frame
1	Passport application forms received through regional passport office	--	21 days
2	Character verification for employment	--	30 days



# RIGHT TO INFORMATION

## PART-2

### **Powers and duties of officers and employees**

[Section 4(1) (b)(ii)]

Each Range is supervised by an IPS officer of the rank of Inspector General of Police. Each District is functioning under the Supervision of Superintendent of Police. Each District is divided into Sub-divisions and Incharge of the Sub-division is an officer of the Deputy Superintendent of Police. The overall supervision of the Police Stations/Police posts in the District rests with respective Superintendent of Police. Prevention, investigation and detection of crime as also maintenance of law & order are the important functions of police. The officer Incharge of Police Station has to prevent & detect crime and maintain law & order within his jurisdiction. The Police Stations are manned by officers of the rank of Sub-Inspectors, Assistant Sub-Inspectors. Head Constables and Constables both in Law and Order duties as well as investigation and the Incharge of the Police Station is an officer of the rank of Inspector or Sub-Inspector. The job of Police officers includes:-

1. Registration of FIR/NCR  
Investigation of the cases, arrest of the accused,
2. recovery of stolen property, challaning of the cases and prosecution.
3. Recording report regarding missing persons and children and tracing them.
4. Verification of servants/chowkidars and tenants and registration of security agencies.
5. Granting permission for loud-speakers, rallies, political/religious functions.
6. Checking of banks.
7. Providing documents for filling claim in Motor Accident Claim Tribunal.
8. Providing Guards for the transportation of cash, if required, as per police rules.

S. No	Name and designation	Powers				Duties attached
		Admn	Financial	Statutory	Others	
1	Constables			Yes		Law and Order duty and Traffic duty etc.
2	Head Constables			Yes		Investigating officer and other Law and Order duties etc.
3	Assistant Sub-Inspector			Yes		Investigating officer and other Law and order Duties etc.
4	Sub-Inspector	Yes		Yes		Apart from above to act as SHOs
5	Inspectors	Yes		Yes		Apart from above to act as SHOs
6	Deputy Superintendent of Police	Yes		Yes		Supervision of Sub-division
7	Superintendent of Police	Yes	Yes	Yes		Over all Supervision of police work in a Distt.
8	Inspector General of Police	Yes	Yes	Yes		Supervision of Police working in the Range
9	Director General of Police	Yes	Yes	Yes		Overall supervision of police functioning in the State

**PART-3**  
**Procedure followed in decision – making process**  
[Section 4(1)(b)(iii)]

All Police officers exercise the powers and duties as prescribed for them under law. The channels of supervision are such that the SHO, or officer Incharge of Police Station is responsible for ensuring effective policing and redressed of grievance in his area of jurisdiction. He is supervised by an officer of the rank of Dy. Supdt. of Police. The Superintendent of Police is supervisory incharge of a District, whereas Range is supervised by an Inspector General of Police. The Director General of Police exercises overall supervision and control in the State. This channel also is one through which orders are given and grievances redressed.

## RIGHT TO INFORMATION

### **PART-4**

#### **Norms set for the discharge of functions**

[Section 4(1)(b)(iv)]

Haryana Police functions primarily under the Police Act, 1861 and Haryana Police conducts its business under the Punjab Police Rules, 1934 as applicable to Haryana. Other rules are followed as prescribed by the State Government from time to time e.g. The Punjab Financial Rules, Civil Services Rules, and Conduct Rules etc.

## RIGHT TO INFORMATION

### **PART-5**

**Rules, regulations, instructions, manuals and records for discharging functions**  
[Section 4(1)(b)(v)]

Standing Orders, Instructions, Directions, etc. issued for functioning in various fields as per the Law/Rules like PPR, PFR, etc. made for discharge of duties.

**RIGHT TO INFORMATION  
PART-6**

**A statement of the categories of documents that are held by it for  
under its control  
[Section 4(1)(b)(vi)]**

<b>S.No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit / Section where available</b>	<b>Retention period where available</b>
1.	First Information Report (FIR) maintained as per PPR-22.47 (Register No.I)	Details of crime reported / detected (cognizable offence) and police investigation	All Police Stations	FIR is kept permanently in the Record Room of concerned Police Station as per PPR
2.	Daily Diary maintained as per PPR 22.48 (Register No.II)	All the details in r/o criminals arrested and entry of arrival/departure of all enrolled police officers on duty with nature of their duties, duty performed and places visited etc.	All Police Stations, Police Posts & Police Lines	Daily diaries are retained for two years after the date of the last entry.
3.	All Standing Orders as per PPR 22.53 (Register No.III)	Certain instructions/directions/guidelines on various subjects issued internally to all police personnel/officials by PHQ	All offices/Police Stations	Retained permanently in all offices/Police Stations.
4.	Information about absconders and deserters maintained as per PPR-22.54 (Register No.IV)	Details of all proclaimed offenders and deserters from the army.	All Police Stations	Permanent
5.	Kalandra and Inquest register maintained as per PPR 22.56 (Register No. VI)	All carbon copies of Kalandras and Inquest report of the Police Station are kept in this register	All Police Stations	Permanent record.
6.	Crime Record Register maintained as per PPR-22.59 and PPR-22.60 (Register No.IX)	Details of notes on community, persons of doubtful character having convicted or suspicious and cognizable cases. The topography of the area population etc. are also kept in this register. Through this surveillance on criminals is maintained.	All Police Stations	Permanent. It is confidential and unpublished official record.
7.	Surveillance register maintained as per PPR 22.61 (Register No. X,X-A & X-B)	History sheets of persons habitually addicted to crime made by the ranks not below Inspector after receipt of orders of Supdt.	All Police Stations	Retained upto 2 years after the date of last entry. It is confidential and nothing contained in them may be communicated to any

		of Police.		person nor any inspection be allowed or copies given save as provided in police rules. The rights of district and ilaqa magistrates to examine such records are governed by rules 1.15 and 1.21.
8.	Index to history sheets and personal files in serial order and alphabetical form maintained as per PPR-22.62 (Register No.XI)	Indexing of history sheet and other record is done in this register.	All Police Stations	Permanent
9.	Registers of Information Sheets maintained as per PPR-22.63 (Registers No. XII and XII-A)	Information sheets issued by I/C P.S. as a means of ascertaining the antecedents of persons who have been arrested under section 55 Criminal Procedure Code or of suspicious character or committed an offence.	All Police Stations	Retained upto 7 years after the dispatch or receipt of the last sheet.
10.	Minute book for G.Os maintained as per PPR-22.64 (Register No. XIII)	Details of any matters regarding crime, criminals and maintenance of record and P.S. building requiring the attention of the officer incharge of the P.S. which have not been entered in the inspection report and the matters permanently affecting the conditions of the police station e.g. changes in police station or jail boundaries, imposition and removal of additional Police Posts and constructions of new buildings etc.	All Police Stations	The register is a confidential and privileged record with the exception of Gazetted Police officers, no one except the Distt. Magistrate and a Sub-Divisional officer specifically authorized under rule 1.20 may enter remarks in it or examine it.
11.	File book of inspection reports maintained as per PPR-22.65 (Register No.XIV)	Record of inspection (Quarterly /Six Monthly) reports conducted by G.Os are kept in this register.	All Police Stations	Permanent
12.	Register containing list of village watchmen in the PS jurisdiction, list of police officers, Government properties and land maintained as per PPR-22.67 (Register No. XVI)	Detail of village watchmen, police officers, Govt. properties and land etc in the jurisdiction of P.S,	All Police Station	Permanent record
13.	Register for Arms Act licenses, licenses under excise laws, licences	Record of arms act licenses, licenses under excise laws, licences	All Police Stations	Permanent record.

	under explosives act, licenses under petroleum act, licenses under poisons act and sarais under Sarais Act maintained as per PPR-22.68 (Register No. XVII)	under explosives act, licenses are kept in this register		
14.	Arms & Ammunition Receipt book maintained as per PPR-22.69 (Register No. XVIII)	Detail of all arms ammunition or military stores deposited in, or seized and brought to, the Police Stations	All Police Stations	Retained upto 5 years after the date of last entry.
15.	Case Property Register No.XIX maintained as per PPR-22.70.	Detail of entry of all articles placed in the storeroom except articles already included in register No. XVI are made.	All Police Stations	Retained upto 3 years after the date of last entry.
16.	Accounts register maintained as per PPR-22.71 (Register No. 20)	Detail of entry of all receipts, expenditure, disbursement of pay, TA and permanent	All SPs offices, Police Lines, and Police Stations	Permanent record
17.	Road Certificate maintained as per PPR-22.72 (Register No. XXI)	Issuing/transfer of cash and other store articles through road certificate	All SPs office/Police Station and Police Lines	Retained upto 3 years after the date of last certificate issued.
18.	Printed Cash Receipt maintained as per PPR-22.73 (Register No.XXII)	All sums of money received in a office/police station whether in cash or otherwise on any account whatever, a receipt from this book is issued to remitting party	All SPs offices/Police Stations	10 Years
19.	Copies of all police gazette, criminal intelligence gazette and all orders maintained as per PPR-22.74 (Register No. XXIII)	The police gazette, criminal intelligence gazette and all orders contained in the gazette, affecting the officers of the police station as a whole or any individual officer.	All SPs Offices/Police Stations	5 Years
20.	Copies of all police rules maintained as per PPR-22.76 (Register No. XXIV)	Copies of all police rules are kept upto date for the perusal of G.Os	All SPs Offices/Police Stations	Permanent
21.	Transfer/handover charge register maintained as per PPR-22.76 (Register No.XXV)	On permanent transfer officer incharge have to record a confidential charge note mentioning the character and capacity of members of the staff of the police station and residents of the jurisdiction who are useful to the police as informers for the assistance of his successor	All Police Stations/Offices	Permanent



22.	Personal Files	Personal files of the rank of ASI and above	All Districts/Units	3 Years in respect of G.Os and 1 year in r/o Non-G.Os after they have ceased to be in service
23.	A.C.Rs	Confidential/assessment reports in respect of police personnel	Confidential Branch/PHQ in respect of Upper Subordinates and Ch.Roll Br. Of Distt./Units in r/o of Lower Subordinates.	Permanent
24.	Departmental Enquiries and Punishment	Departmental Enquiries and Punishment awarded to police personnel	Punishment Branch of All Distts/Units and Ch.Roll Branch of PHQ	10 Years or 3 years after the final disposal of appeal or final judgment under the normal course of law whichever is later.
25.	Honorarium/awards	Honorarium /awards granted to police personnel	Accounts /Ch.Roll Branch of all Distts/Units	3 years or 1 year afgter completion of audit, whichever is later
26.	Parliament /Vidhan Sabha Questions	Parliament/Vidhan Sabha Questions pertaining to Haryana Police	General Administration Branch PHQ/Units	Admitted & answered discussed questions are retained for 3 years and other i.e. disallowed lapsed or withdrawn for 1 year. However cases great precedent reference value are retained permanently,

RIGHT TO INFORMATION

**PART-7**

**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 of implementation**

[Section 4(1)(b)(vii)]

**No standard procedure. However most field officers consult the public especially in Law and Order situation.**

**RIGHT TO INFORMATION**  
**PART-8**

**A statement of boards, council, committees and other bodies constituted**  
[Section 4(1)(b)(viii)]

**List of boards, councils, committees etc.**

<b>Sr.No.</b>	<b>Name and address of the body</b>	<b>Main functions of the body</b>	<b>Constitution of the body</b>	<b>Date of constitution</b>	<b>Date upto which valid</b>	<b>Whether meeting opened to public</b>	<b>Whether minutes accessible to public</b>	<b>frequency</b>	<b>Remarks</b>
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<b>None</b>									

**RIGHT TO INFORMATION**  
**PART-9**  
**Directory of officers and employees**  
[Section 4(1) (b)(IX)] **Directory**

<b>Sr. No.</b>	<b>Name</b>	<b>Mobile No.</b>	<b>Sr. No.</b>	<b>Name</b>	<b>Mobile No.</b>
1	SP Jhajjar	8930500600	57	MHC PP City Jhajjar	8930500655
2	DSP/HQ/Jhajjar	8930500601	58	MHC PP Dulina	8930500656
3	DSP B.garh	8930500602	59	MHC PP Kulana	8930500657
4	DSP Jhajjar	8930500603	60	MHC PP Sasroli	8930500658
5	DSP Beri	8930500604	61	MHC PP C/Was	8930500659
6	P/DSP Joginder Sharma	8398800900	62	MHC PP Dighal	8930500660
7	P/DSP Dharna Yadav	8930500605	63	MHC PP MIE B.garh	8930500661
8	SHO PS Jhajjar	8930500606	64	MHC PP Sec-6 B/garh	8930500662
9	SHO PS Sahlawas	8930500607	65	MHC PP Sec-9 B/garh	8930500663
10	SHO PS Beri	8930500608	66	MHC PP Badli	8930500664
11	SHO PS City B/garh	8930500609	67	MHC PP Mandothi	8930500665
12	SHO PS Sadar B/garh	8930500610	68	MHC PP Dujana	8930500666
13	SHO PS Linepar B/garh	8930500611	69	MHC PP Asaudha	8930500667
14	I/C Traffic B/garh	8930500612	70	MHC PP Sec-16 B/garh	8930500668
15	I/C Traffic Jhajjar	8930500613	71	SA Sadar B/garh	8930500669
16	Insp CIA Jhajjar	8930500614	72	SA-1 City B/garh	8930500670
17	Insp CIA B/garh	8930500615	73	SA-2 City B/garh	8930500671
18	Special Staff	8930500616	74	SA-1 Beri (JJR)	8930500672
19	DI Jhajjar	8930500617	75	SA-2 Beri	8930500673
20	dismissed no.		76	SA Sahlawas	8930500674
21	I/C PP City Jhajjar	8930500619	77	VRC DPO Jhajjar	8930500675
22	I/C PP Dujana	8930500620	78	A/SI's	8930500676
23	I/C PP Kulana	8930500621	79	I/C Control Room	8930500677
24	I/C PP Sasroli	8930500622	80	MHC Police Line	8930500678
25	I/C PP C/Was	8930500623	81	WI Jhajjar	8930500679
26	I/C PP Dighal	8930500624	82	PRO Jhajjar	8930500680
27	I/C PP MIE B.garh	8930500625	83	A/Reader SP Jhajjar	8930500681
28	I/C PP Sec-6 B/garh	8930500626	84	Head Clark JJR	8930500682

29	I/C PP Sec-9 B/garh	8930500627	85	I/C Woman Cell JJR	8930500683
30	I/C PP Badli	8930500628	86	I/C Woman Cell B/garh	8930500684
31	I/C PP Mandothi	8930500629	87	I/C Challan Branch JJR	8930500685
32	I/C PP Asaudha	8930500630	88	I/C Challan Branch B/garh	8930500686
33	R/SP	8930500631	89	I/C Account Branch JJR	8930500687
34	R/DSP Beri	8930500632	90	KHC Police Line Jhajjar	8930500688
35	R/DSP HQ JJR	8930500633	91	Cashier Police Line Jhajjar	8930500689
36	R/DSP B.garh	8930500634	92	I/C RTI Cell JJR	8930500690
37	I/C PP Dulina	8930500635	93	I/C Excise Staff Jhajjar	8930500691
38	OSI	8930500636	94	I/C Summan Staff Jhajjar	8930500692
39	LO/PL JJR	8930500637	95	I/C Summan Staff B/garh	8930500693
40	SI's/Security	8930500638	96	RW SP office Jhajjar	8930500694
41	MTO	8930500639	97	CRO Jhajjar	8930500695
42	TASI	8930500640	98	I/C PP City Beri	8930500696
43	I/C Cyber Crime	8930500641	99	I/C P.Escort Guard JJR	8930500697
44	Complaint Clerk	8930500642	100	MHC P.Escort Guard JJR	8930500698
45	I/C PP Sec-16 B/garh	8930500643	101	I/C Cyber Cell B/garh	8930500699
46	Samiksha Cell	8930500644	102	Ganman SP Jhajjar	8053910106
47	MHC PS Jhajjar	8930500645	103	N/Reader DSP HQ JJR	8053910107
48	MHC PS Sahlawas	8930500646	104	N/Complaint Branch jhajjar	8053910108
49	MHC PS Beri	8930500647	105	R/DSP Beri at Jhajjar	8053910109
50	MHC PS City B/garh	8930500648	106	SA- PS Linepar B.garh	8053910110
51	MHC PS Sadar B/garh	8930500649	107	I/C Woman PCR City B/garh	8053910112
52	AC-2	8930500650	108	N/Reader SP Jhajjar	8053910113
53	MHC PS Linepar B/garh	8930500651	109	Record Keeper	8053910114
54	MHC Traffic B/garh	8930500652			
55	MHC CIA Jhajjar	8930500653			
56	MHC CIA B/garh	8930500654			

## RIGHT TO INFORMATION PART-10

**The monthly remuneration received by each of the officers and employees,  
including the system of compensation as provided in the regulations.**

[Section4(1)(b)(x)]

Sr. No.	Name of post	Previous pay scale as on 1.1.1996	Pay scale as on 1.1.2006	Grade Pay
1.	Inspector General of Police	18400-500-22400	PB-4, 37400-67000	10000
2.	Superintendent of Police	i) Time scale 10000-325-15200 ii) Junior Administrative Grade-12000-375-16500 iii) Selection Grade 14300-400-18300+400 Spl pay	i) PB-3, 15600-39100 ii) PB-3, 15600-39100 iii) PB-4, 37400-67000	5400 6600 8700
3.	Deputy District Attorney	8000-275-10200-EB-275-13500	PB-3, 15600-39100	5400
4.	Deputy Superintendent of Police	i) 8000-275-10200-EB-275-13500 (Entry level scale) ii) 10000-13900(after 5 years of regular satisfactory service) iii) 12000-16500(after 11 years of regular satisfactory service limited to 20% of the cadre post. iv) 13500-17200(for those who have completed 16 years of regular satisfactory service in the cadre limited to 10% of the cadre post.	i) PB-2, 9300-34800 (entry level scale) ii) 15600-39100(After five years of regular satisfactory service)=PB-3 iii) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post=PB-3 iv) 37400-67000 (for those who have completed 17 years of regular satisfactory service in the cadre limited to 10% of the cadre post assuming pre-revised upgradation to 14300-18300 completion of 12 years of regular satisfactory service PB=4	5400 6000 7600 8700
5.	Inspector	6500-200-8500-EB-200-9900(Modified=7450-11500)	PB-2, 9300-34800	4600

6.	Sub-Inspector	5500-175-8300-EB-175-9000	PB-2, 9300-34800	3600
7.	Assistant Sub-Inspector	4400-100-4800-EB-100-6000(Modified=4500-7000)	PB-1, 5200-20200	2800
8.	Head Constable	4000-100-5200-4800-EB-100-6000	PB-1, 5200-20200	2400
9.	Constable	3050-85-4325-EB-100-5325(Modified=3200-4900)	PB-1, 5200-20200	2000
10.	Cook	2610-60-3150-EB-65-3540	-IS,4440-7440	1400
11.	Water Carrier	2550-55-2660-EB-60-3200	-IS,4440-7440	1300
12.	Mali	2610-60-3150-EB-65-3540	-IS,4440-7440	1400
13.	Khalasi	2550-55-2660-EB-60-3200	-IS,4440-7440	1400
14.	Sweeper	2610-60-3150-EB-65-3540	-IS,4440-7440	1400
15.	Barber	2610-60-3150-EB-65-3540	-IS,4440-7440	1400
16.	Dhobi	2610-60-3150-EB-65-3540	-IS,4440-7440	1400
17.	Carpenter	i) 2650-65-3300-EB-70-4000 ii) 3050-4590 under matric with ITI diploma iii) 4000-6000 Matric with ITI	i) -IS,4440-7440 ii) PB-1,5200-20200 iii) PB-1,5200-20200	1650 1900 2400
18.	Mason	i) 2650-65-3300-EB-70-4000 ii) 3050-4500 under Matric with ITI diploma iii) 4000-6000 Matric with ITI	i) -IS,4440-7440 ii) PB-1,5200-20200 iii) PB-1,5200-20200	1650 1900 2400
19.	Painter	i) 2650-65-3300-EB-70-4000 ii) 3050-4590 under Matric with ITI diploma iii) 4000-6000 Matric with ITI	i) -IS,4440-7440 ii) PB-1,5200-20200 iii) PB-1,5200-20200	1650 1900 2400
20.	Mochi	2610-60-3150-EB-65-3540	-IS,4440-7440	1400
21.	Electrician	i) 2650-65-3300-EB-70-4000 ii) 3050-4590 under Matric with ITI diploma iii) 4000-6000 Matric with ITI	i) -IS,4440-7440 ii) PB-1,5200-20200 iii) PB-1,5200-20200	1650 1900 2400
22.	Ward Servant	2550-55-2660-EB-60-3200	-IS,4440-7440	1300

## **Ex-gratia payments and other Compensations:-**

1. Amount of Rs. ;25,000/- given to the family of deceased Govt. Employee as Ex-gratia grant by the Government.
2. Relief money as rank wise is given from Haryana Police Welfare Fund. ORs Rs. 20,000/-, ASI Rs. 22,000/-, SI Rs. 25,000/- Inspector Rs. 30,000/-, GOs Rs. 40,000/- & Class-IV Rs. 15,000/-. All these benefits are double w.e.f. 01-10-2012 as decided in "B" level Welfare meeting held on 22-01-2012.
3. Leave encashment for 300 days un-utilized earned leave.
4. Release of family pension D.C.R.G. and commutation (GOs & Ministerial Staff).
5. Final payment of G.P.F (GOs & Ministerial Staff).
7. Special Ex-gratia grant Rs. 10 lacs to the family of Police Personal who dies while fighting with anti social aliments and Rs. 5 LAcS to the injured officer/Officials in the above action w.e.f. 08-01-10.

**i) Haryana Compassionate Assistance** to the deceased Government employee, Rule 2006 issued vide Notification dated 01-08-2006 on the death of any Government employee, the family of the employee would continue to receive as financial assistance a sum equal to the pay and other allowances (Basic Pay Grade pay + DA +Medical allowance) that was last drawn by the deceased employee in the normal course without raising a specific claim.

ii) for a period of twelve years till the date the employee would have retired from Govt. service on attaining the age of superannuation, whichever is less, if the employee at time of his death had attained the age of thirty five years but had not attained the age of forty-eight years.

iii) For a period of seven years or till the date the employee would have retired from Govt. service an attaining the age of superannuation, whichever is less, if the employee had attained the of forty-eight years.

iv) The family shall be eligible to receive family pension as per the normal rules only after the period during which he receives the financial assistance as above is completed.  
As per rules all the above facility will be provided if they eligible for such benefits under rules.



## RIGHT TO INFORMATION

### **PART-11**

**The budget allocated to each agency (Section 4(1) (b) (xi))**

Budget allotted to District Police Jhajjar under head "2055-Police" of year 2014-15 Rs- 586328505/-

# PART-12

## The manner of execution of subsidy program (Section 4(1)(b)(xii))

### List of individuals given subsidy

S.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Amount of subsidy	Scheme and Creterion for selection	No. of time subsidy given in past with purpose
1.		Ex-gratia			Dependents	
2.		Scholarships			-do-	

# RIGHT TO INFORMATION PART-

Particulars of recipients of concessions, permits or authorizations granted

(Section 4(1)(b)(xiii))

## List of beneficiaries:

Name and address of the beneficiary	Nature of concession/permit/ authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of times similar concession given in past with purpose.
<b>-Nil-</b>				

# RIGHT TO INFORMATION PART-

Information available in an electronic form

[Section 4(1)(b)(xiv)] Details of information

## CRIME FIGURES FOR THE YEARS 2009 to 2017 (upto 30.06.17)

CRIME HEAD	2009	2010	2011	2012	2013	2014	2015	2016	2017
MURDER	66	51	59	64	49	69	41	65	33
CULPABLE HOMICIDE	8	5	3	3	6	0	2	1	2
ATTEMPT TO MURDER	30	49	43	48	49	60	40	53	33
KID/ABDUCTION	26	42	31	38	35	23	34	37	33
ASSULT ON GOVT. SERVANT	25	31	23	34	19	29	26	33	11
RIOTING	58	69	78	50	23	32	40	95	32
DACOITY	7	7	10	10	4	3	4	7	5
ROBBERY	30	37	31	35	28	28	35	53	22
BURGLARY	145	186	157	210	162	159	140	163	105
TOTAL THEFT	356	527	468	451	441	424	376	380	227
OTHER IPC	1042	1133	1159	1077	1212	1273	1338	1710	1061
TOTAL IPC	1793	2173	2062	2020	2028	2100	2076	2597	1564
EXCISE ACT	253	210	268	818	780	231	1005	662	60
N.D.P.S. ACT	49	16	27	32	32	24	72	59	63
ARMS ACT	95	80	86	75	72	104	186	172	85
GAMBLING ACT	40	31	29	41	62	47	144	91	30
P.C.ACT	3	2	2	2	0	0	3	3	1
OTHER LACAL & SPL.LAW	113	92	66	94	54	164	290	177	94
TOTAL LOCAL & SPL.LAW	553	431	478	1062	1000	570	1700	1164	333

# RIGHT TO INFORMATION \_ PART -

Particulars of facilities available to citizens for obtaining information

[Section 4(1)(b)(xv)]

## Facilities available for obtaining information

S.No.	Facility available	Nature of Information available	Working hours
1.	<b>Website</b> <a href="http://jhajjar.haryanapolice.gov.in">http://jhajjar.haryanapolice.gov.in</a> <b>e-mail:</b>	Online	round-the-clock
2.	<b>Notice Board</b>	<ol style="list-style-type: none"><li>1. Written information/guidance</li><li>2. List of Arrested persons</li><li>3. List of wanted criminals with photo.</li><li>4. List of missing persons with photo.</li><li>5. Displaying information regarding directions of Supreme Court in respect of arrested persons.</li><li>6. Directions for Duty Officers.</li><li>7. Information regarding Legal services.</li><li>8. The SC/ST (Prevention of Atrocities) Act, 1989.</li><li>9. Right to Information Act. 2005</li></ol>	

## RIGHT TO INFORMATION PART-

**Particulars of First Appellate Authority and State Public  
Information Officers under RTI ACT 2005**  
[Section 4(1)(b)(xvi)]

<b>S.No.</b>	<b>Section</b>	<b>Name of Unit</b>	<b>Post</b>	<b>Officer Posted</b>
1.	Section 19 (1)	District Police, Jhajjar	1 <sup>st</sup> Appellate Officer	District Superintendents of Police , Jhajjar
2.	Section 5(1)	District Police, Jhajjar	State Public Information Officer	Dy. Superintendents of Police ,(Hq.) Jhajjar

# RIGHT TO INFORMATION PART-

## Other information as may as prescribed [Section 4(1)(b)(xvii)]

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

(Information provided by the RTI Cell of District Police Office Jhajjar)

### Sanction strength and Posting strength in district Jhajjar as on dated 20.08.15

#### (A). Male

District Jhajjar		DSP	Insp.	SIs	ASIs	HCs	Const	Total	Class IV
	Sanctioned Strength	7	26	80	166	305	1516	2100	100
	Posted Strength	5	16	40	134	242	1172	1609	56
	Vacancy	2	10	40	32	63	344	491	44

#### (B). Female

District Jhajjar		DSP	Insp.	SIs	ASIs	HCs	Const	Total	Class IV
	Sanctioned Strength	-	4	13	24	44	221	306	-
	Posted Strength	-	2	4	11	18	136	171	6
	Vacancy		2	9	13	26	85	135	-6

#### (C). Executive Clerical English Branch

District Jhajjar		DSP	Insp.	SIs	ASIs	HCs	Const	Total	Class IV
	Sanctioned Strength	-	1	1	3	9	6	20	-
	Posted Strength	-	0	1	2	9	5	16	-
	Vacancy	-	1	-	1	-	1	04	-

#### (D). Executive Clerical Staff Accounts Branch

District Jhajjar		DSP	Insp.	SIs	ASIs	HCs	Const	Total	Class IV
	Sanctioned Strength	-	-	1	3	2	2	8	-
	Posted Strength	-	-	1	3	1	9	14	-
	Vacancy	-	-	-	0	1	-7	-6	-

#### (E). Total (A+B+C+D)

## RIGHT TO INFORMATION PART

-

District		DSP	Insp.	SIs	ASIs	HCs	Const	Total	Class IV
Jhajjar	Sanctioned Strength	7	31	95	196	360	1745	2434	100
	Posted Strength	5	18	46	149	270	1322	1810	62
	Vacancy	2	13	49	47	90	423	624	38



## **RIGHT TO INFORMATION PART-**

### **Other information as may as prescribed**

[Section 4(1)(b)(xvii)]

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

(Information provided by the Acctt Cell of District Police Office Jhajjar)

**BUDGET AVAILABILITY REPORT**

Date: 10/07/2017

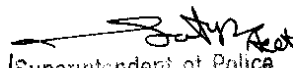
Treasury / Sub-Treasury : Jhajjar

Time: 12:28 PM

DDO Code/Name : 0610

DSP HQ JHAJJAR

Head of Account	Obj Code Description	Amount Allocated	Cumulative Expenditure	Balance Amount
2039-51-001-97-51-05-P-R-V	01 Salary	1828875	1150748	678127
2039-51-001-97-51-05-P-R-V	03 Dearness Allowances	109732	47028	62704
2039-51-001-97-51-05-P-R-V	04 Travel Expenses	60000	60000	0
2039-51-001-97-51-05-P-R-V	67 Medical Reimbursement	20000	0	20000
2039-51-001-97-51-05-P-R-V	70 Leave Travel Concession	100000	77376	22624
	<b>Scheme Total:</b>	<b>2118607</b>	<b>1335152</b>	<b>783455</b>
2055-51-109-98-51-36-P-N-V	18 Maintenance	1200000	0	1200000
	<b>Scheme Total:</b>	<b>1200000</b>	<b>0</b>	<b>1200000</b>
2055-51-109-99-51-36-P-R-C	34 Other Charges	100000	100000	0
	<b>Scheme Total:</b>	<b>100000</b>	<b>100000</b>	<b>0</b>
2055-51-109-99-51-36-P-R-V	01 Salary	660415358	376258806	284156552
2055-51-109-99-51-36-P-R-V	02 Wages	26449377	18530267	7919110
2055-51-109-99-51-36-P-R-V	03 Dearness Allowances	44027691	17149188	26878503
2055-51-109-99-51-36-P-R-V	04 Travel Expenses	11000000	5500000	5500000
2055-51-109-99-51-36-P-R-V	05 Office Expenses	1999444	1099444	900000
2055-51-109-99-51-36-P-R-V	06 Rent, Rates and Taxes	122219	38520	83699
2055-51-109-99-51-36-P-R-V	15 Secret Services Expenditure	140000	140000	0
2055-51-109-99-51-36-P-R-V	17 Minor Works	160000	61940	98060
2055-51-109-99-51-36-P-R-V	21 Motor Vehicle	2747433	1241146	1506287
2055-51-109-99-51-36-P-R-V	24 Material and Supply	1866303	899853	966450
2055-51-109-99-51-36-P-R-V	34 Other Charges	263728	69328	194400
2055-51-109-99-51-36-P-R-V	42 Service or Commitment Charges	100000	0	100000
2055-51-109-99-51-36-P-R-V	45 P.O.L	8199322	4099322	4100000
2055-51-109-99-51-36-P-R-V	67 Medical Reimbursement	7899052	2899052	5000000
2055-51-109-99-51-36-P-R-V	69 Contractual Service	577608	288804	288804
2055-51-109-99-51-36-P-R-V	70 Leave Travel Concession	12686480	6336480	6350000
2055-51-109-99-51-36-P-R-V	79 Ex-Gratia	21225564	8633738	12591826
2055-51-109-99-51-36-P-R-V	92 Energy Charges	1565595	636470	929125
	<b>Scheme Total:</b>	<b>801445174</b>	<b>443882358</b>	<b>357562816</b>

  
 Superintendent of Police  
 JHAJJAR