

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.50 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

# 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.

A) **Structure of the department:-** The district Police, Jhajjar has a total strength of 1830 (Gazetted Officers/5, Inspectors/14, Sub Inspectors/49, Assistant Sub Inspectors/138, Head Constables/269, Constables/1354). 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.

B) **Investigation:-** Investigation according the commission of crime/offence to Cr.P.C is to collect the evidence, regarding 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.

### C) 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

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## **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)]

S.No.	Nature of Record	Details of information available	Unit / Section where available	Retention period where available
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 after 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.**

Sr.No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date upto which valid	Whether meeting opened to public	Whether minutes accessible to public	frequency	Remarks
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	55	MHC CIA B/garh	8930500654
2	DSP Jhajjar	8930500601	56	MHC PP City Jhajjar	8930500655
3	DSP B.garh	8930500602	57	MHC PP Dulina	8930500656
4	DSP City Jhajjar	8930500603	58	MHC PP Kulana	8930500657
5	DSP Beri	8930500604	59	MHC PP Sasroli	8930500658
6	DSP HQ Jhajjar	8930500605	60	MHC PP C/Was	8930500659
7	SHO PS Jhajjar	8930500606	61	MHC PP Dighal	8930500660
8	SHO PS Sahlawas	8930500607	62	MHC PP MIE B.garh	8930500661
9	SHO PS Beri	8930500608	63	MHC PP Sec-6 B/garh	8930500662
10	SHO PS City B/garh	8930500609	64	MHC PP Sec-9 B/garh	8930500663
11	SHO PS Sadar B/garh	8930500610	65	MHC PP Badli	8930500664
12	SHO PS Linepar B/garh	8930500611	66	MHC PP Mandothi	8930500665
13	I/C Traffic B/garh	8930500612	67	MHC PP Dujana	8930500666
14	I/C Traffic Jhajjar	8930500613	68	MHC PP Asaudha	8930500667
15	Insp CIA Jhajjar	8930500614	69	MHC PP Sec-16 B/garh	8930500668
16	Insp CIA B/garh	8930500615	70	SA Sadar B/garh	8930500669
17	Special Staff	8930500616	71	SA-1 City B/garh	8930500670
18	DI Jhajjar	8930500617	72	SA-2 City B/garh	8930500671
19	dismissed no.		73	SA-1 Beri (JJR)	8930500672
20	I/C PP City Jhajjar	8930500619	74	SA-2 Beri	8930500673
21	I/C PP Dujana	8930500620	75	SA Sahlawas	8930500674
22	I/C PP Kulana	8930500621	76	VRC DPO Jhajjar	8930500675
23	I/C PP Sasroli	8930500622	77	A/SI's	8930500676
24	I/C PP C/Was	8930500623	78	I/C Control Room	8930500677
25	I/C PP Dighal	8930500624	79	MHC Police Line	8930500678
26	I/C PP MIE B.garh	8930500625	80	WI Jhajjar	8930500679
27	I/C PP Sec-6 B/garh	8930500626	81	PRO Jhajjar	8930500680
28	I/C PP Sec-9 B/garh	8930500627	82	A/Reader SP Jhajjar	8930500681

29	I/C PP Badli	8930500628	83	Head Clark JJR	8930500682
30	I/C PP Mandothi	8930500629	84	I/C Woman Cell JJR	8930500683
31	I/C PP Asaudha	8930500630	85	I/C Woman Cell B/garh	8930500684
32	R/SP	8930500631	86	I/C Challan Branch JJR	8930500685
33	R/DSP Beri	8930500632	87	I/C Challan Branch B/garh	8930500686
34	R/DSP HQ JJR	8930500633	88	I/C Account Branch JJR	8930500687
35	R/DSP B.garh	8930500634	89	KHC Police Line Jhajjar	8930500688
36	I/C PP Dulina	8930500635	90	Cashier Police Line Jhajjar	8930500689
37	OSI	8930500636	91	I/C RTI Cell JJR	8930500690
38	LO/PL JJR	8930500637	92	I/C Excise Staff Jhajjar	8930500691
39	SI's/Security	8930500638	93	I/C Summan Staff Jhajjar	8930500692
40	MTO	8930500639	94	I/C Summan Staff B/garh	8930500693
41	TASI	8930500640	95	RW SP office Jhajjar	8930500694
42	I/C Cyber Crime	8930500641	96	CRO Jhajjar	8930500695
43	Complaint Clerk	8930500642	97	I/C PP City Beri	8930500696
44	I/C PP Sec-16 B/garh	8930500643	98	I/C P.Escort Guard JJR	8930500697
45	Samiksha Cell	8930500644	99	MHC P.Escort Guard JJR	8930500698
46	MHC PS Jhajjar	8930500645	100	I/C Cyber Cell B/garh	8930500699
47	MHC PS Sahlawas	8930500646	101	Ganman SP Jhajjar	8053910106
48	MHC PS Beri	8930500647	102	N/Reader DSP HQ JJR	8053910107
49	MHC PS City B/garh	8930500648	103	N/Complaint Branch jhajjar	8053910108
50	MHC PS Sadar B/garh	8930500649	104	R/DSP Beri at Jhajjar	8053910109
51	AC-2	8930500650	105	SA- PS Linepar B.garh	8053910110
52	MHC PS Linepar B/garh	8930500651	106	I/C Woman PCR City B/garh	8053910112
53	MHC Traffic B/garh	8930500652	107	N/Reader SP Jhajjar	8053910113
54	MHC CIA Jhajjar	8930500653	108	Record Keeper	8053910114

**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)]

<b>Sr. No.</b>	<b>Name of post</b>	<b>Previous pay scale as on 1.1.1996</b>	<b>Pay scale as on 1.1.2006</b>	<b>Grade Pay</b>
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 2016- 17 Rs- 895916179/-

# RIGHT TO INFORMATION

## 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-13**

Particulars of recipients of concessions, permits or authorizations granted (Section 4(1)(b)(xiii))

**List of beneficiaries:**

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

# RIGHT TO INFORMATION

## PART-14

Information available in an electronic form

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

### CRIME FIGURES FOR THE YEARS 2008 to 2016 (upto 13.06.2016)

Heads of Crime	2008	2009	2010	2011	2012	2013	2014	2015	2016
MURDER	62	66	51	59	64	49	69	43	30
CULPABLE HOMICIDE	4	8	5	3	3	6	0	2	0
ATTEMPT TO MURDER	30	30	49	43	48	49	60	49	24
KID/ABDUCTION	26	26	42	31	38	35	23	38	15
ASSULT ON GOVT. SERVANT	23	25	31	23	34	19	29	32	14
RIOTING	58	58	69	78	50	23	32	39	74
DACOITY	5	7	7	10	10	4	3	5	3
ROBBERY	18	30	37	31	35	28	28	40	31
BURGLARY	140	145	186	157	210	162	159	167	54
TOTAL THEFT	268	356	527	468	451	441	424	437	145
OTHER IPC	1081	1042	1133	1159	1077	1212	1273	1598	659
<b>TOTAL IPC</b>	1715	1793	2137	2062	2020	2028	2100	2450	1049
EXCISE ACT	484	253	210	268	818	780	231	1188	156
N.D.P.S. ACT	54	49	16	27	32	32	24	76	18
ARMS ACT	124	95	80	86	75	72	104	214	59
GAMBLING ACT	58	40	31	29	41	62	47	162	24
P.C. ACT	2	3	2	2	2	0	0	4	1
OTHER LOCAL & SPL. LAW	124	113	92	66	94	54	164	337	53
<b>TOTAL LOCAL &amp; SPL. LAW</b>	846	553	431	478	1062	1000	570	1981	311

# RIGHT TO INFORMATION

## PART-15

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> e-mail:	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-16

### Particulars of First Appellate Authority and State Public Information Officers under RTI ACT 2005

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

S.No.	Section	Name of Unit	Post	Officer Posted
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 (City), Jhajjar

**RIGHT TO INFORMATION  
PART-17**

**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.

**Sanction strength and Posting strength in district Jhajjar as on dated 13.06.2016 (A). Male**

District Jhajjar		DSP	Insp.	SI's	ASI's	HC's	Const	Total	Class IV
	Sanctioned Strength	7	26	80	166	305	1516	2100	100
	Posted Strength	5	14	44	122	245	1193	1623	55
	Vacancy	2	12	36	44	60	323	477	45

**(B). Female**

District Jhajjar		DSP	Insp.	SI's	ASI's	HC's	Const	Total	Class IV
	Sanctioned Strength	-	3	8	14	28	189	242	-
	Posted Strength	-	-	3	11	14	142	170	6
	Vacancy		3	5	3	14	47	72	-

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

District Jhajjar		DSP	Insp.	SI's	ASI's	HC's	Const	Total	Class IV
	Sanctioned Strength	-	1	1	3	9	6	20	-
	Posted Strength	-	0	2	2	8	9	21	-
	Vacancy	-	1	+1	1	1	+3	+1	-

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

District Jhajjar		DSP	Insp.	SI's	ASI's	HC's	Const	Total	Class IV
	Sanctioned Strength	-	-	1	3	2	2	8	-
	Posted Strength	-	-	-	3	2	10	15	-
	Vacancy	-	-	1	0	0	+8	+7	-

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

District Jhajjar		DSP	Insp.	SI's	ASI's	HC's	Const	Total	Class IV
	Sanctioned Strength	7	30	90	186	344	1713	2370	100
	Posted Strength	5	17	58	121	284	1340	1825	61
	Vacancy	2	13	32	65	60	373	545	39

**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: 13/06/2016

Treasury / Sub-Treasury : Jhajjar

Time: 12:03 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-N-R-V	01	Salary	1396593	448667	947926
2039-51-001-97-51-05-N-R-V	03	Dearness Allowances	991605	373056	618549
2039-51-001-97-51-05-N-R-V	04	Travel Expenses	100000	100000	0
2039-51-001-97-51-05-N-R-V	67	Medical Reimbursement	80000	0	80000
2039-51-001-97-51-05-N-R-V	70	Leave Travel Concession	290000	273604	16396
<b>Scheme Total:</b>			<b>2858198</b>	<b>1195327</b>	<b>1662871</b>
2055-51-109-99-51-36-N-R-V	01	Salary	482294829	152702593	329592236
2055-51-109-99-51-36-N-R-V	02	Wages	8588755	382700	8206055
2055-51-109-99-51-36-N-R-V	03	Dearness Allowances	324380410	120427934	203952476
2055-51-109-99-51-36-N-R-V	04	Travel Expenses	20000000	6574790	13425210
2055-51-109-99-51-36-N-R-V	05	Office Expenses	2465470	745184	1720286
2055-51-109-99-51-36-N-R-V	06	Rent, Rates and Taxes	65763	22887	42876
2055-51-109-99-51-36-N-R-V	15	Secret Services Expenditure	300000	158000	142000
2055-51-109-99-51-36-N-R-V	17	Minor Works	30000	29871	129
2055-51-109-99-51-36-N-R-V	21	Motor Vehicle	3000000	1764715	1235285
2055-51-109-99-51-36-N-R-V	24	Material and Supply	86170	44817	41353
2055-51-109-99-51-36-N-R-V	34	Other Charges	400000	387071	12929
2055-51-109-99-51-36-N-R-V	45	P.O.L	12433192	3845066	8588126
2055-51-109-99-51-36-N-R-V	67	Medical Reimbursement	9500000	3592063	5907937
2055-51-109-99-51-36-N-R-V	69	Contractual Service	177000	0	177000
2055-51-109-99-51-36-N-R-V	70	Leave Travel Concession	10500000	10499301	699
2055-51-109-99-51-36-N-R-V	79	Ex-Gratia	17976087	5655347	12320740
2055-51-109-99-51-36-N-R-V	92	Energy Charges	3718503	531005	3187498
<b>Scheme Total:</b>			<b>895916179</b>	<b>307363344</b>	<b>588552835</b>