

## **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, Karnal 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 Karnal 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 Govt. Railway Police, Haryana Ambala Cantt. has a total sanction strength of 1699 (Gazetted Officers/03, Inspectors/20, Sub Inspectors/30, Assistant Sub Inspectors/133, Head Constables/198 Constables/1314). For the effective implementation of law and order in the district, the District is clubbed into 16 Police Stations, 19 Police Posts and One CIA Staff Ambala Cantt & one PP Staff GRP Haryana, Delhi.

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

<b>S. No.</b>	<b>Activity</b>	<b>Level of action</b>	<b>Time frame</b>
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 Crime	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	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

## **Right to information**

### **PART-2**

#### Particulars of organization, functions and duties

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

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

The Govt. Railways, Police is being supervised by an IPS officer of the rank of Inspector General of Police, Railways & Commando, Hr. Moginand, Panchkula. The Unit is functioning under the Supervision of Superintendent of Police. The Govt. Railways is divided into Sub-divisions and In-charge of the Sub-division is an officer of the rank of the Deputy Superintendent of Police. The overall supervision of the Police Stations/Police posts in the Unit 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.
2. Investigation of the cases, arrest of the accused, 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 filing 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
		Admin	Financial	Statutory	Others	
1	Constable			Yes		Law & Order duty and Traffic etc.
2	Head Constable			Yes		Investigation, Law & Order duty and Traffic etc.
3	Assistant Sub Inspector			Yes		-Do-
4	Sub Inspector	Yes		Yes		Apart from above to act as SHOs
5	Inspectors	Yes		Yes		-Do-
6	Deputy Superintendent of Police	Yes		Yes		Supervision of Sub- division
7	Superintendent of Police	Yes	Yes	Yes		Overall supervision of work in a district jurisdiction
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 work in a State jurisdiction

### **Right to information**

#### **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 In-charge 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 in-charge of this Unit, whereas Rlys./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)]**

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. of Police.	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 person nor any inspection be allowed

				or copies given save as provided in police rules. The rights of district and Jurisdiction magistrates to examine such records are governed by rules 1.15 and 1.21.
<b>8</b>	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
<b>9</b>	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.
<b>10</b>	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 in-charge 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.
<b>11</b>	File book of inspection reports maintained as per PPR-22.65 (Register No. XIV)	Record of inspection (Quarterly /Six Monthly) reports conducted by GOs are kept in this register.	All Police Stations	Permanent

<b>12</b>	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 Stations	Permanent record
<b>13</b>	Register for Arms Act licenses, licenses under excise laws, licenses 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)	Record of arms act licenses, licenses under excise laws, licenses under explosives act, licenses are kept in this register	All Police Stations	Permanent record
<b>14</b>	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.
<b>15</b>	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.
<b>16</b>	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
<b>17</b>	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.
<b>18</b>	Printed Cash Receipt maintained as per PPR-22.73 (Register No. XXII)	All sums of money received in a ffice/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
<b>19</b>	Copies of all police gazette, criminal	The police gazette, criminal intelligence	All SPs Offices/ Police Stations	5 Years

	intelligence gazette and all orders maintained as per PPR-22.74 (Register No. XXIII)	gazette and all orders contained in the gazette, affecting the officers of the police station as a whole or any individual officer.		
<b>20</b>	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 GOs	All SPs Offices/Police Stations	Permanent
<b>21</b>	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	Permanent
<b>23</b>	A.C.Rs	Confidential/assessment repots 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
<b>24</b>	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.
<b>25</b>	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
<b>26</b>	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.
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**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**

S. No.	Name and address of the body	Main function of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meeting opened to public	Whether minutes accessible to public	frequency	Remarks
1	2	3	4	5	6	7	8	9	10
None									

**Right to information**

**PART-9**

**[Section 4(1) (b)(IX)]**

**Directory of Officers /Officials Govt Railways, Polcie Haryana.**

Sr.No.	Designation	Telephone No.	Rlys.Tele Phone No.	Mobil eNUmber
1	SP/Rlys, Hr. Ambala Cantt.	0171-2643253	2610004,24053	8814888701
2.	DSP/GRP,Hqrs., Ambala Cantt	0171-2640725	2642920,24054	8814888702
3.	DSP/GRP/FBD	0129-2418460	-	9468200403
5.	DSP/GRP/HSR	01662-232848	-	8814888704

Sr. No.	GRP Police Stations	Telephone Nos.		Mobile No.
		Office	Rlys T.P No. Residence	
1	SHO/GRPs/A.Cantt.	0171-2600199	24005	8814888708
2	SHO/GRPs/Jagadhari	01732-238363	44005	8814888709
3	SHO/GRPs/Kalka	01733-224100	84005	8814888705
4	SHO/GRPs/Chandigarh	0172-2654772	34005	9468200404
5	SHO/GRPs/Kurukshetra	01744-220276	03063100	8814888710
6	SHO/GRPs/Karnal	0184-2240476	03062100	8814888711
7	SHO/GRPs/Panipat	0180-2649011	03061100	8814888712
8	SHO/GRPs/Sonipat	0130-2243860	03060297	8814888713
9	SHO/GRPs/Faridabad	0129-2413687	03073235	9468200412
10	SHO/GRPs/Rohtak	01262-268203	03064217	8814888716
11	SHO/GRPs/B.Garh	01276-230515	-	8814888715
12	SHO/GRPs/Jind	01681-225297	03065217	8814888717
13	SHO/GRPs/Sirsa	01666-221641	-	8814888718
14	SHO/GRPs/Hisar	01662-225802	038594	8814888719
15	SHO/GRPs/Rewari	01274-225213	0342594	8814888721
16	SHO/GRPs/Gurgaon	0124-2764751	03075519	9468200413

**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>S.No.</b>	<b>Rank of Officers / Men / Civilian / Class -IV Employees</b>	<b>Pay Scales on 01.01.1996</b>	<b>Pay Scales as on 01.01.2006</b>	<b>Grade Pay</b>
1	Superintendent of Police	i) Time scale 10000-325-5200	PB-3, 15600-39100	6600
2	Deputy District Attorney	8000-275-10200-EB-275-13500	PB-3, 15600-39100	5400
3	Deputy Superintendent of Police	i) 8000-275-10200-EB-275-13500 (Entry level scale)	i) PB-2, 9300-34800 (entry level scale)	5400
		Regular satisfactory service)	ii) 15600-39100 (After five years of regular satisfactory service)= PB-3	6000
		iii) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post.)	iii) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post)=PB-3	7600
4	Inspector	6500-200-8500-EB-200-9900 (Modified=7450-11500)	PB-2, 9300-34800	4600
5	Sub-Inspector	5500-175-8300-EB-175-9000	PB-2, 9300-34800	3600
6	Pharmacist	5000-150-7100-EB-150-7850	PB-2, 9300-34800	3200
7	Senior Scale Steno	5000-150-7100-EB-150-7850	PB-2, 9300-34800	3200
8	Assistant Sub-Inspector	4400-100-4800-EB-100-6000 (Modified =4500-7000)	PB-1, 5200-20200	2800
9	Head Constable	4000-100-5200-4800-EB-100-6000	PB-1, 5200-20200	2400
10	Constable	3050-85-4325-EB-100-5325 (Modified= 3200-4900)	PB-1, 5200-20200	2000

11	Cook	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
12	water Carrier	2550-55-2660-EB-60-3200	-IS, 4440-7440	1300
13	Mali	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
14	Khalasi	2550-55-2660-EB-60-3200	-IS, 4440-7440	1400
15	Sweeper	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
16	Barber	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
17	Dhobi	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
18	Carpenter	i) 2650-65-3300-EB-70-4000	i) -IS, 4440-7440	1650
		ii) 3050-4590 under Matric with ITI diploma	ii) PB-1, 5200-20200	1900
		iii) 4000-6000 Matric with ITI	iii) PB-1,5200-20200	2400
19	Mason	i) 2650-65-3300-EB-70-4000	i) -IS, 4440-7440	1650
		ii) 3050-4500 under Matric with ITI diploma	ii) PB-1, 5200-20200	1900
		iii) 4000-6000 Matric with ITI	iii) PB-1, 5200-20200	2400
20	Painter	i) 2650-65-3300-EB-70-4000	i) -IS, 4440-7440	1650
		ii) 3050-4500 under Matric with ITI diploma	ii) PB-1, 5200-20200	1900
		iii) 4000-6000 Matric with ITI	iii) PB-1, 5200-20200	2400
21	Mochi	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
22	Electrician	i) 2650-65-3300-EB-70-4000	i) -IS, 4440-7440	1650
		ii) 3050-4500 under Matric with ITI Diploma	ii) PB-1, 5200-20200	1900
		iii) 4000-6000 Matric with ITI	iii) PB-1, 5200-20200	2400

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

1. Amount of Rs. 25,000/-given as Ex-gratia grant by Government.
2. Amount of relief money given from Haryana Police Welfare fund.

3. Leave encashment for 300 days earned leave.
4. Release of family pension D.C.R.G. and commutation.
5. Benefit under Group Insurance Scheme.
6. Final payment of G.P.F.
7. Issue of identity card for free education to the children of deceased Police Officer.
8. Special Ex-gratia grant to the family of Police Personal who dies while fighting with anti social aliments.
9. As per Haryana Govt. instruction under Ex-gratia scheme 2005, a lum-sum of Rs. 5,00,000/- will be granted to the widow of the deceased. There is no option for Govt. job to the dependent (wife/son/daughter) of the deceased. Full pay upto the age of 55 years shall be granted to the widow of deceased.  
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 Govt. Railways Police, Haryana ambala Cantt. under head "2055-Police" is Rs. 703412209/- for the year 2015-16 as on 31.05.2016.

**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 Criterion 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: 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
-Nil-				

**Right to information****PART-14****Information available in an electronic form****[Section 4(1)(b)(xiv)]**

Details of information

**CRIME FIGURES FOR THE YEARS 01.01. 2007 to 31.12.2015.**

Sr.	Detail of Crime from 2007 to 2015	Year 2007	Year 2008	Year 2009	Year 2010	Year 2011	Year 2012	Year 2013	Year 2014	Year 2015
1	Murder	19	27	25	22	26	21	19	26	25
2	Attempt to Commit Murder	2	4	5	3	9	6	4	6	11
3	C.H. not amounting to Murder	0	2	1	0	0	0	0	0	1
4	Rape	2	0	3	1	0	1	2	1	1
5	Kid/abduction	7	0	3	2	2	10	9	4	3
6	Dacoity	3	1	5	2	6	2	1	1	6
7	Preparation & Assembly for dacoity	0	0	0	0	4	1	2	2	12
8	Robbery	18	22	18	18	20	18	21	30	18
9	Burglery	1	1	0	1	4	1	1	2	1
10	Theft	423	497	467	474	510	430	416	376	414
11	Cheating	14	9	12	7	9	6	5	8	4
12	Counterfeit currency note	1	0	0	0	0	0	1	0	0
13	Dowry death	5	6	10	5	3	6	3	8	4
14	Other IPC	644	695	715	664	675	618	666	675	926
15	Total IPC	1139	1264	1264	1199	1268	1120	1150	1139	1426
	L.S.L									
1	NDPS Act	87	34	26	28	29	15	26	33	40
2	Explosive Act	2	0	0	0	1	0	-0	1	1
3	Immoral Traffic Act	0	0	0	0	0	0	0	0	0
4	Passport Act	1	0	0	0	0	0	0	0	0
5	Essential Commodities Act	0	0	0	0	0	0	0	0	0
6	Dowry Prohibition Act	0	0	0	0	0	0	0	0	0
7	SC/ST Act	1	3	0	3	1	0	0	1	0

8	Other LSL	270	256	295	259	180	135	192	154	281
	Total LSL	361	293	321	290	211	150	218	189	322
	Grand Total	1500	1557	1585	1489	1479	1270	1368	1328	1748

### 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	Website <a href="http://www.http://railways.haryanapolice.gov.in/">http://www.http://railways.haryanapolice.gov.in/</a> <a href="http://www.haryanapoliceonline.gov.in/">http://www.haryanapoliceonline.gov.in/</a>	Online	Round-the-clock
2	Notice Board	Right to Information Act, 2005	

### Right to information

#### PART-16

Particulars of Public Information Officers

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

S.No.	Section	Name of Unit	Post	Officer Posted
1	Section 19 (1)	Govt. Railways, Police Haryana, Ambala Cantt.	First Appellate Authority	Superintendent of Police, Railways, Haryana, Ambala Cantt.
2	Section 5 (1)	-do-	State Public Information Officer cum	Deputy Superintendent of Police GRP Hqrs. Ambala Cantt
3	Section 5 (2)	-do-	Asstt.State Public Information Officer	DSO office of Govt. Railways, Haryana, Ambala Cantt

As per Govt. Notification No. 5/4/2005-1AR dated 29-12-2005, CID including Crime Branch, HAP, Security Organizations of Police, Telecommunication are exempted under Right to Information Act, 2005.

### 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.

**NODAL OFFICER OF RIGHT TO INFORMATION ACT, 2005**  
**RIGHT TO INFORMATION**  
**PART- 16**

Particulars of Public Information Officers

{Section 4 of RTI Act}

Sr. No.	Designation/Nodal Officer	Official Address	Jurisdiction	Telephone No. of the Officers
1.	First Appellate Authority cum-Superintendent of Police, Railways,Haryana, Ambala Cantt	Superintendent of Police, Railways,Haryana, Ambala Cantt ,NH-1, G.T.Road, Ambala Cantt	Jurisdiction of Govt. Railways Police Haryana	0171-2643253
2.	State Public Information Officer cum Deputy Superintendent of Police GRP Hqrs. Ambala Cantt	Deputy Superintendent of Police GRP Hqrs. Ambala Cantt NH-1, G.T.Road, Ambala Cantt	Jurisdiction of Govt. Railways Police Haryana	0171-2640725
3	Asstt.State Public Information Officer cum DSO office of Govt. Railways, Haryana, Ambala Cantt	DSO office of Govt. Railways, Haryana, Ambala Cantt NH-1, G.T.Road, Ambala Cantt	Office of Govt. Railways Police Haryana ,Ambala Cantt.	0171-2643253
4.	Asstt.State Public Information Officer cum Deputy Superintendent of Police GRP Hisar	Deputy Superintendent of Police GRP Hisar	Jurisdiction of GRPS Rohtak, Jind,Hisar & Sirsa	01662-232848
5.	Asstt.State Public Information Officer cum Deputy Superintendent of Police GRP Faridabad	Deputy Superintendent of Police GRP Faridabad	Jurisdiction of GRPS Faridabad, Rewari, Gurugram, Bhadurgarh.	0129-2418460

As per Govt. Notification No. 5/4/2005-1AR dated 29.12.2005, CID including, Crime Branch, HAP, Security Organizations of Police, Telecommunication, IRB and Commando are exempted under Right to Information Act, 2005.



## **PROCEDURE FOR COLLECT INFORMATION/CERTIFIED COPY**

Any person who want information/certified copy according to Right to information Act, 2005 can submit his application on simple paper to Nodal officer with fixed government fee of Rs.10/- and Rs.2/-per paper of certified copy maximum time of this process in one month. After one month he can First appeal to Superintendent of Police, Railways, Haryana,Ambala Cantt. for non availability of information/ certified copy in one month.

### **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. [sections 2\(m\), 6 and 27](#)

(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 or by treasury Challan/IPO.

#### [Sections-6](#)

- (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 thirty 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. sections 6 and 7
- (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. 2 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. 2 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,-section 19 (10)

- (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) enquire 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 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 :-section 19(10)

- (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. section 19 (10)
- (2) The party concerned may, obtain the copy of the order from the Commission.

**Form A**

[See rule 3 (1)]

To

The State Public Information Officer/  
State Assistant 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 relates \*\*
  - (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 or Speed)

**Place :- Signature of the Applicant.**

**Date:**

- \* Broad category of the subject to be indicated (such as Grant/Government land/ Service matters/Licenses etc.)
- \*\* Relevant period for 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)

State Public Information Officer/  
State Assistant Public

Information Officer

Name of the Department/Office

**Form (B)**

[See rule 4 (4)]

From

State Public Information Officer/  
State Assistant Public Information Officer  
(Name of Department/Office)

To

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. \_\_\_\_\_.

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

3. 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/  
State Assistant Public Information Officer.**

Financial Commissioner and Principal  
Secretary to Government, Haryana,  
Administrative Reforms Department.

**Annexure – C**

**Appeal under section 19 (3) of the Right to Information Act, 2005**

From

Applicant's Name and Address.

To

Name/Designation/Address of the appellate authority.

1. Full Address of the appellant
2. Address
3. Particulars of the Public Information Officer
4. Date of receipt of the order appealed against
5. Last date for filing the appeal
6. Particulars of Information: -

(i) Nature and subject matter of the information required.

(ii) Name of the Office or Department to which the information  
relates:

(iii) The grounds for appeal

**Place  
Date**

**Signature of the Appellant**

# **GOVT. RAILWAY POLICE HARYANA**

Section 4 (1) (b) of

## **Right to information Act**

### **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