

PART-1

Particulars of organization, functions and duties

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

1. **Aims and objectives of the organization:-** The purpose of Haryana Police 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 Haryana Police is to help the common man, to provide him security and to create a peaceful and law abiding community with his cooperation. Haryana 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 Haryana Police people-friendly, to enhance the credibility of the police and to check corruption, transparency in the system is emphasized at all levels.
3. **Brief History and background for its establishment :-**On the pattern of the colonial Irish constabulary, Sir Charles Napier established a police system in Sindh in 1843. The British Army Officers closely supervised and controlled forces which were resultantly more disciplined, efficient and not corrupt. Influenced by the success of Napier's police, the Court of Directors of the East India Company suggested that a common system of police be established on the pattern of Irish Constabulary.

The British Indian Government set up a Police Commission headed by Mr. H.M. Court in 1860. One of the policy directives to the Police Commission of 1860 was that "though the duties of the police should be entirely civil, not military, the organization and discipline of the police should be similar to those of a military body". The present police system in our country has been established under this Charter.

The Punjab Police Rules were framed in 1934, which still govern the police organizations in the north Indian States of Punjab, Himachal Pradesh, Delhi, Chandigarh and Haryana.

The State of Haryana was carved out of Punjab on 1st of November, 1966. At that time it comprised of one police Range and 6 districts and had a strength of 12165 personnel. Today, the State is divided into 4 Ranges, 3 Commissionerates and 17 districts besides the Railway Police district.

4. **Structure of the department:-** The State Police Headquarters is located in Sector 6, Panchkula. The State Police is presently headed by **Director General of Police** who is an IPS Officer. Haryana Police has a total strength of 56747 (Gazetted Officers/352, Inspectors/779, Sub Inspectors/1836, Assistant Sub Inspectors/4581, Head Constables/9215, Constables/39984). In Haryana there are 22 Districts . For the effective implementation of law and order in the State, these Districts are clubbed into four Ranges and three Commissionerates. Each Range comprises of following Districts.

1. **District Ambala**

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:-

Name of Service	Given Time Limit (Working Days)	Designated Officer	First Appellate Authority	Second Appellate Authority
Registration of Foreigners (Arrival and Departure)	Immediate	Dy. Superintendent of Police (HQ)	Superintendent of Police	IGP Rang
Extension of Residential Permit of Foreigners	05 Day	Dy. Superintendent of Police (HQ)	Superintendent of Police	IGP Rang
Copy of FIR or DDR	Immediate/	SHO of the Concerned Police	Dy. Superintendent of Police (HQ)	Superintenden t of Police

	Online	Station		
Stranger Verification (after receiving the verification from the other District / Syateof which the strangeris resident	05 Days	SHO of the Concerned Police Station	Dy. Superintendent of Police (HQ)	Superintenden t of Police
Tenant/ Servant Verification (if resident or local area)	05 Days	SHO of the Concerned Police Station	Dy. Superintendent of Police (HQ)	Superintenden t of Police
Tenant/ Servant Verification (if resident of other District/State and after verification from the other District /State)	05 Days	SHO of the Concerned Police Station	Dy. Superintendent of Police (HQ)	Superintendent of Police
Other Verification related services	05 Days	SHO of the Concerned Police Station	Dy. Superintendent of Police (HQ)	Superintenden t of Police
Copy of untraced report in road accident cases	45 Days	SHO of the Concerned Police Station	Dy. Superintendent of Police (HQ)	Superintenden t of Police
Copy of untraced report in cases pertaining to stolen vehicles	45 Days	SHO of the Concerned Police Station	Dy. Superintendent of Police (HQ)	Superintenden t of Police
Copy of untraced report in theft cases	60 Days	SHO of the Concerned Police Station	Dy. Superintendent of Police (HQ)	Superintenden t of Police
Service Verification (in case of Resident of Haryana	10 Days	SHO of the Concerned Police Station	Dy. Superintendent of Police (HQ)	Superintenden t of Police
Character Verification	10 Days	SHO of the Concerned Police Station	Dy. Superintendent of Police (HQ)	Superintenden t of Police
Passport Verification	21 Days	SHO of the Concerned Police Station	Dy. Superintendent of Police (HQ)	Superintenden t of Police

The different units of the Haryana Police, their functions, duties and responsibilities are as under:-

Sr. No.	Units	Location	Function/Duties
1.	Criminal Investigation Department	PHQ, Sector-6, Panchkula	Collection of Intelligence.
2.	Haryana Armed Police	Madhuban (Karnal)	Deployed to assist district police in discharge of its duties.
3.	Railway Police	IGP at Moginand, Panchkula and SP at Ambala Cantt.	Security of the passengers traveling in trains. Security of the Property of the Government, like Railway tracks etc.
4.	Police Telecom Wing	Moginand, Panchkula	To Provide Communication between different units of Haryana Police.
5.	Haryana Police Academy	Madhuban (Karnal)	It provides training to the Police personnel in discipline, prevention and detection of Crime.
6.	Forensic Science Laboratory	Madhuban (Karnal)	Scientific analysis of crime exhibits.
7.	State Crime Record Bureau	Madhuban (Karnal)	To keep record of the crime statistics of the State.
8.	Commando	Newal (Karnal)	Security of VVIPs/VIPs and take part in operations in capturing/combatting terrorists and anti-social elements.
9.	Haryana Police Housing Corporation	Sector-6, Panchkula	To arrange construction of residential houses, official buildings, barracks, Police Station Buildings etc.
10.	Traffic Police.	Karnal	Traffic management, regulation, enforcement of traffic rules & regulations and road safety education to road users. The Traffic Unit of Haryana Police is functioning under the overall supervision of AIG/Traffic.
11.	I. R. B.	Bhondsi (Gurgaon)	Provides training to Police Personnel
12.	State Crime Branch	Moginand, Panchkula	Collect and keep Record of Crime data

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 rank 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.
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
		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		-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		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.

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.

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.

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	All carbon copies of	All Police	Permanent record.

	register maintained as per PPR 22.56 (Register No. VI)	Kalandras and Inquest report of the Police Station are kept in this register	Stations	
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 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	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.

		and constructions of new buildings etc.		
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 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, licences under explosives act, licenses are kept in this register	All Police Stations	Permanent record.
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	All SPs Offices/Police Stations	5 Years

		or any individual officer.		
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,

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.

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.

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

Directory

Postal address of the main office, attached/subordinate office/field units etc.

LIST OF TELEPHONE NUMBERS AND POSTAL ADDRESS OF OFFICERS OF AMBALA POLICE.

S. No	Designation	Phones				Address
		Area Code	Office	Residence	Mobile No.	
1.	Superintendent of Police, Ambala	0171	2553520 2550060	-2551010	9729990001	Officers Colony, Near DC Residence, Ambala City Pin Code:133004

PART-10

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

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

S. No.	Rank of Officers / Men / Civilian / Class - IV Employees	Pay Scales on 01.01.1996	Pay Scales as on 01.01.2006	Grade Pay
6.	Superintendent of Police	i) Time scale 10000-325-15200	i) PB-3, 15600-39100	6400
		ii) Junior Administrative Grade-12000-375-16500	ii) PB-3, 15600-39100	7600
		iii) Selection Grade 14300-400-18300+400 Spl Pay	ii) PB-3, 37400-67000	8700
10.	District Attorney	10000-325-15200 + 400 Spl Pay	PB-3, 15600-39100	6400
11.	Deputy District Attorney	8000-275-10200-EB-275-13500	PB-3, 15600-39100	5400
12.	Deputy Superintendent of Police	i) 8000-275-10200-EB-275-13500 (Entry level scale)	i) PB-2, 9300-34800 (entry level scale)	5400
		ii) 10000-13900 (after 5 years of regular satisfactory service)	ii) 15600-39100 (After five years of regular satisfactory	6000

			service)=PB-3	
		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
		iv) 13500-17200 (for those who have completed 16 years of regular satisfactory service in the cadre limited to 10% of the cadre post)	iv) 3700-67000 (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	8700
13.	Administrative officer	8000-275-10200-EB-275-13500	PB-2, 9300-34800	5400
15.	Assistant District Attorney	6500-200-8500-EB-200-10500	PB-2, 9300-34800	4200
19.	Inspector	6500-200-8500-EB-200-9900 (Modified=7450-11500)	PB-2, 9300-34800	4600
24.	Sub-Inspector	5500-175-8300-EB-175-9000	PB-2, 9300-34800	3600
29.	Senior Scale Steno	5000-150-7100-EB-150-7850	PB-2, 9300-34800	3200
32.	Assistant Sub-Inspector	4400-100-4800-EB-100-6000 (Modified=4500-7000)	PB-1, 5200-20200	2800
33.	Jr. Scale Steno	4000-100-5200-4800-EB-100-6000	PB-1, 5200-20200	2400
34.	Head Constable	4000-100-5200-4800-EB-100-6000	PB-1, 5200-20200	2400
35.	Constable	3050-85-4325-EB-100-5325 (Modified=3200-4900)	Pb-1, 5200-20200	2000
36.	Clerk	3050-75-3950-EB-80-4590	PB-1, 5200-20200	1900
37.	Steno Typist	3050-75-3950-EB-80-4590+100 Spl Pay	Pb-1, 5200-20200	1900
41.	Cook	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
42.	water Carrier	2550-55-2660-EB-60-3200	-IS, 4440-7440	1300
43.	Mali	2610-60-3150-EB--65-3540	-IS, 4440-7440	1400
44.	Khalasi	2550-55-2660-EB-60-3200	-IS, 4440-7440	1400
45.	Sweeper	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
46.	Barber	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
47.	Dhobi	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
48.	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
49.	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

50.	Painter	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
51.	Mochi	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
52.	Electrician	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
		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
		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
57.	Tailor	2610-60-3150-EB-60-3540	-IS, 4440-7440	1400
58.	Chowkidar	2550-55-2660-EB-60-3200	-IS, 4440-7440	1300
60.	Peon	2550-55-2660-EB-60-3200	-IS, 4440-7440	1300
61.	Jamadar	2650-65-3300-EB-70-4000	-IS, 4440-7440	1650

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. Payment of Rs. One lac under Janta Police Insurance Policy to the family of deceased who die due to accident.
10. The widow or unmarried son/daughter of the deceased shall be required to apply for Govt. job or Rs. 5,00,000/- within Six months on the death of deceased under Ex-gratia assistance rule 2005. If there is no post is available in the department with in a period of 4 years from the death of deceased, the dependent of deceased shall excesses on option for Rs. 5,00,000/- (C.F.A.) with in a period of three months after the expiry of the period of 4 years. In case no option is given in this prescribed period no C.F.A. will be given. No job/CFA will be given where length of service of deceased is less than 3 years. Only CFA will be given to the family where death of employee is after attaining the age of 55 years provided the dependent as applied for the same with in six month from the death of deceased. No. job/CFA with be given if the total income of family of deceased exceeds Rs. 6,000/- PM under this scheme.

As per rules all the above facility will be provided if they eligible for such benefits under rules.

PART-11

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

Budget/SNE (Unit-wise allotment to 2020-2021 under head "2055-Police" Non-Plan (as allotted in each budget every year)

SUB HEAD	AMOUNT
109-Distt. Police	
SP Ambala	1752365979

BUDGET AVAILABILITY REPORT

As on Dated 01.04.2020 to 31.03.2021

Treasury/Sub-Treasury: Ambala at Ambala City

DDO Code/ Name: 0610

SP Ambala

Head of Account	Obj Code Description	Amount Allocated	Cumulative Expenditure	Balance Amount
2039-51-001-97-51-05-P-01-R-V	01 Salary	1422240	1422240	0
2039-51-001-97-51-05-P-01-R-V	03 Deamess Allowances	197132	197132	0
2039-51-001-97-51-05-P-01-R-V	04 Travel Expenses	188540	188540	0
2039-51-001-97-51-05-P-01-R-V	67 Medical Reimbursement	90331	90331	0
2039-51-001-97-51-05-P-01-R-V	70 Leave Travel Concession	0	0	0
Scheme Total		1898243	1898243	0
2041-51-102-98-51-34-P-01-N-V	34 Other Charges	2711269	2711269	0
Scheme Total		2711269	2711269	0
2049-60-701-96-51-06-P-01-R-C	25 Interest	214779	214779	0
Scheme Total		214779	214779	0
2055-51-109-94-51-36-P-01-R-V	34 Other Charges	36942	36942	0
Scheme Total		36942	36942	0
2055-51-109-99-51-36-P-01-R-C	34 Other Charges	300000	300000	0
Scheme Total:		300000	300000	0
2055-51-109-99-51-36-P-01-R-V	01 Salary	1199708699	1199708699	0
2055-51-109-99-51-36-P-01-R-V	02 Wages	208537280	208537280	0
2055-51-109-99-51-36-P-01-R-V	03 Deamess Allowances	163533447	163533447	0
2055-51-109-99-51-36-P-01-R-V	04 Travel Expenses	48062753	48062753	0
2055-51-109-99-51-36-P-01-R-V	05 Office Expenses	7756735	7756735	0
2055-51-109-99-51-36-P-01-R-V	06 Rent, Rates and Taxes	1145611	1145611	0
2055-51-109-99-51-36-P-01-R-V	15 Secret Services Expenditure	1200000	1200000	0
2055-51-109-99-51-36-P-01-R-V	17 Minor Works	1453048	1453048	0
2055-51-109-99-51-36-P-01-R-V	21 Motor Vehicle	10582897	10582897	0
2055-51-109-99-51-36-P-01-R-V	24 Material and Supply	2647069	2647069	0
2055-51-109-99-51-36-P-01-R-V	34 Other Charges	2688428	2688428	0
2055-51-109-99-51-36-P-01-R-V	42 Service or Commitment Charges	79801	79801	0
2055-51-109-99-51-36-P-01-R-V	45 P.O.L.	34396919	34396919	0

2055-51-109-99-51-36-P-01-R-V	67	Medical Reimbursement	24276974	24276974	0
2055-51-109-99-51-36-P-01-R-V	69	Contractual Service	3241947	3241947	0
2055-51-109-99-51-36-P-01-R-V	70	Leave Travel Concession	131625	131625	0
2055-51-109-99-51-36-P-01-R-V	79	Ex-Gratia	36359746	36359746	0
2055-51-109-99-51-36-P-01-R-V	92	Energy Charges	6563000	6563000	0
		Scheme Total	1752365979	1752365979	0
2055-51-114-96-51-36-P-03-N-V	88	Computerisation (IT)	999444	999444	0
		Scheme Total	999444	999444	0
2245-02-101-98-51-04-P-01-R-V	24	Material and Supply	1595816	1595816	0
		Scheme Total	1595816	1595816	0

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-	

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-				

PART-14

Information available in an electronic form

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

Details of information

CRIME FIGURES FOR THE YEARS 2006,2007,2008,2009,2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019 & 2020

Heads of Crime	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Murder	39	39	31	35	35	42	15	21	25	17	22	19	34	29	31
Culpable Homicide	2	4	-	1	1	4	3	2	1	4	7	1	04	2	2
Attempt to Murder	12	12	31	18	30	34	16	12	18	15	43	38	28	38	44
Kidnapping /Abduction	21	15	55	20	33	38	75	144	159	69	62	66	165	178	109
Assault on Government Servants	23	31	33	22	25	28	15	20	6	7	33	29	34	25	36
Rioting	3	-	1	3	3	-	1	3	4	5	33	60	35	-	-
Dacoity	7	5	2	5	4	9	-	4	-	-	4	3	02	1	5
Robbery	18	11	15	21	18	32	21	15	16	8	13	7	05	14	22
Burglary	302	252	263	242	288	422	362	395	321	224	297	289	325	398	330
Total Theft	431	361	415	421	652	700	600	436	430	323	473	528	537	672	538
Other IPC	1808	1648	1714	1557	1759	1822	1229	1203	997	1039	1972	2148	2352	2409	3418
Total IPC	2666	2378	2560	2345	2848	3131	2337	2255	1977	1711	2959	3188	3521	3766	4535
LOCAL & SPECIAL LAWS															
Excise Act	128	95	145	148	352	398	650	574	214	138	349	194	117	77	308
NDPS Act	41	55	41	28	42	52	33	71	31	47	101	75	114	129	107
Arms Act	24	29	28	16	28	37	13	14	17	31	25	41	29	43	34
Gambling Act	340	317	253	238	317	375	296	383	316	348	431	403	580	638	442
P.C.Act	5	1	-	4	4	2	1	1	-	2	1	-	0	2	2
Other Local & Special Laws	218	174	93	156	330	354	166	168	140	92	197	417	335	269	236
Total Local & Special Laws	756	671	560	590	1073	1218	1159	1211	718	658	1104	1130	1175	1158	1129

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 https://haryanapoliceonline.gov.in/ https://ambala.haryanapolice.gov.in/	Online	round-the-clock
2.	Notice Board	1. Right to Information Act. 2005	

PART-16

Particulars of Public Information Officers

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

District Police Ambala

S. No.	Section	Name of Unit	Post	Officer Posted	E-Mail Address
1.	Section 19 (1)	Ambala	First Appellate Authority	Superintendent of Police, Ambala	spamb@hry.nic.in
2.	Section 5 (1)	-do-	State Public Information Officer	Deputy Superintendent of Police, HQ. Ambala	dspambhq-hry@nic.in
3.	-do-	-do-	Assistant. State Public Information Officer	Deputy Superintendent of Police, Ambala Cantt	dspambcantt-hry@nic.in
4.	-do-	-do-	-do-	Deputy Superintendent of Police, Barara	dspbarara-hry@nic.in
5.	-do-	-do-	-do-	Deputy Superintendent of Police, Naraingarh	dspngarh-hry@nic.in

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

PART-17

All other information as prescribed

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

Time to time all other information as prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in manual form.

REGISTER OF REQUESTS FOR INFORMATION & DISPOSAL OF REQUESTS UNDER RTI ACT, 2005

YEAR - 2017

Sr. No.	Name of the Public Authority	Number of requests received	No. of requests rejected(reasons in brief) as per provisions of the Act.		Particulars of any disciplinary action taken against any official on account of violation of RTI Act		The amount of charges collected		Factual report of the efforts made by the public authorities to administer and implement the spirit and intention of this Act	Recommendation if any received for the development / improvement / modernization / reform or amendment to this Act or other legislation or common law or any other matter relevant to RTI Act and action thereon.
			3	(b)	(a)	(b)	(a)	(b)		
			(a)	(b)	(a)	(b)	(a)	(b)		
			U/S 8	U/S 9	On the recommendation of the commission	Other wise	Application charges u/s 6(1)	Documentation Charges u/s 7(3)		
01	SPIO-Com-Asst Superintendent of Police HQ Ambala	2788	233	Nil	Nil	Nil	Rs- 46824/-	Rs- 25398/-	_____	_____

Annexure - B

REGISTER OF REQUESTS FOR INFORMATION & DISPOSAL OF
REQUESTS UNDER RTI ACT, 2005

YEAR - 2017

Sr.No.	Name of the Public Authority	Number of requests received	Particulars of applicants				Gender Status	
	1	2	3				4	
			NGO,s	Members of the Media	Serving & Retired Govt. Employees	General Public	Male	Female
01	SPIO- Com- Asst Superinte ndent of Police HQ Ambala	2788	45	NIL	278	2465	2346	442

अवधि वर्ष 2017

सूचना के अधिकार अधिनियम –2005 के अंतर्गत सूचना हेतू प्राप्त प्रार्थना पत्र एवं एनके निपटान का रजिस्टर

लोक प्राधिकरण का नाम	प्राप्त प्रार्थना पत्रों की संख्या	अधिनियम के निहित व्यवस्थाओं अनुसार (संक्षिप्त कारणों सहित) अस्वीकार प्रार्थना पत्रों की संख्या		सूचना के अधिकार के उल्लंघन के कारण किसी कर्मचारी के विरुद्ध की गई		प्राप्त शुल्क राशि (रूपयों में)		इस अधिनियम के प्रबन्ध, भावना व आपय हेतू लोक प्राधिकरण द्वारा किये गये प्रयत्नो की वास्तविक रिपोर्ट	इस अधिनियम के विकास ६ उत्थान/ सुधार / संशोधन अथवा अन्य बात जो सामान्य नियम या किसी अन्य बात जो कि सूचना के अधिकार अधिनियम के अनुरूप हो ओर उन पर की गई कार्यवाही सम्बन्ध अगर कोई संसतुति हुई हो।
		क	ख	क	ख	क	ख		
1	2	3		4		5		6	7
		धारा 8 के अंतर्गत	धारा 9 के अंतर्गत	आयोग की संसुति पर	दूसरे प्रकार से	आवेदन की फिस	अभिलेखों की फीस		
राज्य जन सूचना अधिकारी एवं सहायक पुलिस अधीक्षक, मुख्याल , अम्बाला।	2788	233	शून्य	शून्य	शून्य	46824 / -	25398 / -	-----	-----

REGISTER OF REQUESTS FOR INFORMATION & DISPOSAL OF REQUESTS UNDER RTI ACT, 2005

w.e.f. 01-01-2018 to 31-12-2018

Sr. No.	Name of the Public Authority	Number of requests received	No. of requests rejected(reasons in brief) as per provisions of the Act.	No. of complaint /Appeal referred to the stat Information Commission	Particulars of any disciplinary action taken against any official on account of violation of RTI Act		The amount of charges collected		Factual report of the efforts made by the public authorities to administer and implement the spirit and intention of this Act	Recommendation if any received for the development / improvement / modernization / reform or amendment to this Act or other legislation or common law or any other matter relevant to RTI Act and action thereon.
	1	2	3		4		5		6	7
			(a)	(b)	(a)	(b)	(a)	(b)		
			U/S 8	U/S 9	On the recommendation of the commission	Other wise	Application charges u/s 6(1)	Documentation Charges u/s 7(3)		
01	SPIO- Com- Dy. Superintendent of Police HQ Ambala	2922	188	Nil	Nil	Nil	Rs- 52153/-	Rs- 35095/-	—	—

Annexure - B

REGISTER OF REQUESTS FOR INFORMATION & DISPOSAL
OF REQUESTS UNDER RTI ACT, 2005

YEAR - 2018

Sr. No.	Name of the Public Authority	Number of requests received	Particulars of applicants				Gender Status	
			1	2	3			4
			NGO,s	Members of the Media	Serving & Retired Govt. Employees	General Public	Male	Female
01	SPIO- Com- Asst Superintendent of Police HQ Ambala	2922	58	NIL	70	2794	2251	543

REGISTER OF REQUESTS FOR INFORMATION & DISPOSAL OF REQUESTS UNDER RTI ACT , 2005

w.e.f. 01-01-2019 to 31-12-2019

Sr .No.	Name of the Public Authority	Number of requests received	No. of requests rejected(reasons in brief) as per provisions of the Act.		No. of complaint /Appeal referred to the stat Information Commission		Particulars of any disciplinary action taken against any official on account of violation of RTI Act		The amount of charges collected		Factual report of the efforts made by the public authorities to administer and implement the spirit and intention of this Act	Recommendation if any received for the development / improvement / modernization / reform or amendment to this Act or other legislation or common law or any other matter relevant to RTI Act and action thereon.
			(a)	(b)	(a)	(b)	(a)	(b)				
	1	2	3		4		5		6	7		
			U/S 8	U/S 9	On the recommendation of the commission	Other wise	Application charges u/s 6(1)	Documentation Charges u/s 7(3)				
01	SPIO-Com-Dy. Superintendent of Police HQ Ambala	2872	237	Nil	Nil	Nil	Rs-46084/-	Rs-27743/-	—	—		

Annexure - B

REGISTER OF REQUESTS FOR INFORMATION &
DISPOSAL OF REQUESTS UNDER RTI ACT, 2005

YEAR - 2019

Sr. No.	Name of the Public Authority	Number of requests received	Particulars of applicants				Gender Status	
	1	2	3				4	
			NGO,s	Members of the Media	Serving & Retired Govt. Employees	General Public	Male	Female
01	SPIO-Com-Asst. Superintendent of Police HQ Ambala	2872	19	NIL	133	2720	2304	568

**REGISTER OF REQUESTS FOR INFORMATION & DISPOSAL OF REQUESTS UNDER RTI ACT , 2005
w.e.f. 01-01-2020 to 31-12-2020**

Sr. No.	Name of the Public Authority	Number of requests received	No. of requests rejected(reasons in brief) as per provisions of the Act.		No. of complaint /Appeal referred to the stat Information Commission		Particulars of any disciplinary action taken against any official on account of violation of RTI Act		The amount of charges collected		Factual report of the efforts made by the public authorities to administer and implement the spirit and intention of this Act	Recommendation if any received for the development / improvement / modernization / reform or amendment to this Act or other legislation or common law or any other matter relevant to RTI Act and action thereon.
			(a)	(b)	(a)	(b)	(a)	(b)	(a)	(b)		
	1	2	3		4		5		6	7		
			U/S 8	U/S 9	On the recommendation of the commission	Other wise	Application charges u/s 6(1)	Documentation	Charges u/s 7(3)			
01	SPIO-Com- Dy. Superintendent of Police HQ Ambala	2411	136	Nil	Nil	Nil	Rs- 40250/-	Rs- 28069/-	_____	_____		

.Annexure - B

REGISTER OF REQUESTS FOR INFORMATION & DISPOSAL OF REQUESTS UNDER RTI ACT , 2005
YEAR - 2020

Sr.No.	Name of the Public Authority	Number of requests received	Particulars of applicants				Gender Status	
			1	2	3			4
			NGO,s	Members of the Media	Serving & Retired Govt. Employees	General Public	Male	Female
01	SPIO-Com- Asst Superintendent of Police HQ Ambala	2411	14	NIL	61	2336	2051	360