

NODAL OFFICER OF RIGHT TO INFORMATION  
ACT,2005

IGP Office Nodal Officer Name : Sh. Rameshwar Dass,  
Superintendent,  
Hisar Range office.  
Phone No. 01662-233041

**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 prescribe govt.fee of Rs.10/- and Rs.2/-per paper of certified copy. Maximum time of this process is one month. After one month he can prefer an appeal to inspector General of Police, Hisar Range, Hisar (First Appellate Authority) for non-availability of information/ certified copy within the stipulated time.

**RIGHT TO INFORMATION**  
**DISTRICT POLICE Hisar**  
**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
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16. Particulars of PIOs
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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 Range Police, Hisar 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 Range office, Hisar is to help the common man, to provide him security and to create a peaceful and law abiding community with his cooperation. Supervision of five Districts Police of Hisar Range i.e. Hisar, Sirsa, Fatehaba, Jind and Bhiwanito 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 Range office, Hisar has a total strength of 116 (Gazetted Officers 02/, SO-01, Dy./Supdt./01, Assistant-03, Steno-01, Clerk-02, Inspectors/02, Sub Inspectors/08, Assistant Sub Inspectors/28, Head Constables/35, Constables/28, Class IV-05).

A) **Review of Case File:-** Case have been reviewed Investigation according to IPC & Cr.P.C is to collect the evidence, regarding the commission of crime/offence as per procedure established.

B) **Other Functions:-Establishment of Class IV to Class I officers**

S. No.	Activity	Level of action	Time Frame
1.	Promotions	--	
2.	Appeal against punishment/Adverse remarks.	--	
3.	Verified Fixation of pay		
4.	All kind of sanctions as per PFR and power delegated by higher authorities.		

# RIGHT TO INFORMATION

## PART-2

### Powers and duties of officers and employees

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

The Hisar Range is supervised by an IPS officer of the rank of Inspector General of Police. The Districts Police of this Range is functioning under the Supervision of IGP/Hisar Range, Hisar. The overall supervision of the Police Districts of this Range and Range office Hisar. Range office, Hisar has divided in many branches. The branches of Range office incharge has to work as per distribution. All the branch incharge done their work detail as under. The job of the Range office, Hisar officers includes:-

1. Promotions.
2. Appeal against punishment/Adverse remarks.
3. All kind of sanctions as per PFR and power delegated by higher authorities.
4. Verification of pay.
5. Review of Case files.
6. Security, Complaint.
7. Development of forces.

S.No.	Name and designation	Powers				Duties attached
		Admn.	Financial	Statutory	Others	
1	Inspector General of Police	Yes	Yes	Yes		Supervision of Police working in the Range.
2	Asstt. Director, SOC, Hisar			Yes		Opinion of criminal and murder cases etc.
3	Superintendent office			Yes		Supervision of office work.
4	DDA			Yes		Legal opinion relates to court cases.
5	So			Yes		Audit and verification of pay.
6	Steno			Yes		Meeting etc.
7	Assistants			Yes		Dealing hand of clerical branches.
8	Inspr. SI, ASI, HC, Const.			Yes		Law & order duty, Investigation work over all of police work in Range office.
9	Clerks			Yes		Record keeper and dairy dispatch etc.

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 Incharge of Police Station is responsible for ensuring effective policing and redressal of public grievance in his 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.

**The distribution of work amongst the officers/officials of Ministerial Staff and Executive Staff posted in Range office, is as under:-**

1.	<b>Superintendent (O)</b>	<ol style="list-style-type: none"><li>1. General Supervision of office.</li><li>2. Scrutiny and disposal of incoming fresh Dak.</li><li>3. Scrutinize and disposal of all important and date bound references and important cases.</li><li>4. Any other work assigned by IGP.</li><li>5. SPIO.</li></ol>
2	<b>Dy. District Attorney</b>	<ol style="list-style-type: none"><li>1. All legal matters, Court cases.</li></ol>
3	<b>Assistant Director, (SOC)</b>	<ol style="list-style-type: none"><li>1. To attend scenes of crime and tender opinion in cases.</li></ol>
4	<b>Section Officer</b>	<ol style="list-style-type: none"><li>1. TA, RME bills of GOs posted in districts.</li><li>2. Internal audit of Police Units in the Range.</li><li>3. Pay fixation cases and opinion work.</li><li>4. Comments /opinion on accounts and service matters.</li><li>5. Scrutiny of all kinds of loans, advances, sanctions</li></ol>

		<p>and RME cases.</p> <p>6. Any other work assigned by IGP.</p>
5.	<b>Steno</b>	<ol style="list-style-type: none"> <li>1. Maintenance of confidential personal files.</li> <li>2. Correspondence of ACRs of GOs/NGOs/ Executive Clerical and Ministerial Staff.</li> <li>3. Representation against adverse remarks.</li> <li>4. Secret/Top secret and other references.</li> <li>5. Secret complaints against senior officers.</li> <li>6. Meetings.</li> <li>7. Rewards.</li> <li>8. Any other work assigned by IGP.</li> </ol>
6.	<b>Welfare Inspector &amp; Incharge, Security</b>	<ol style="list-style-type: none"> <li>1. Welfare meeting and dealing with the items discussed in the meetings.</li> <li>2. Looking after the welfare matters and suggesting welfare measures for the Police force of the Range.</li> <li>3. Perusing the matters regarding retirement benefits of retirees and family of deceased police employees.</li> <li>4. Sanction regarding grant of loan from welfare fund.</li> <li>5. Assistance/scholarship from Shahidi fund/HSMF</li> <li>6. Honorariums.</li> <li>7. Matters relating to law and order, strikes, dharnas, rallies and Elections.</li> <li>8. Confidential Special Branch Diaries received from CID, Distt. SsP, DCs etc.</li> <li>9. All dak pertaining to security matters received from CID</li> <li>10. Verification and passports –correspondence thereto.</li> <li>11. Tour programmes and security of VIPs and VVIPs.</li> <li>12. Security Schemes.</li> <li>13. Anti terrorists matters and its correspondence.</li> <li>14. Any other work assigned by IGP.</li> </ol>

7.	<b>Assistant –I</b>	<ol style="list-style-type: none"> <li>1. Establishment of NGOs (Male, Female &amp; Executive Clerical). Promotion, deputation, confirmation, extension leave and seniority matters relating to these ranks.</li> <li>2. Upper School Course.</li> <li>3. Retirement and pension cases of GOs/NGOs.</li> <li>4. Maintenance of List 'E' and allotment of Range Numbers.</li> <li>5. Submission of recommendations of promotion List 'F'.</li> <li>6. Recommendation of award of Police Medals including ORP cases from ASIs to GOs and also wherever joint cases of ORs/NGOs.</li> <li>7. Court cases, legal notices and all legal matters pertaining to GOs/ NGOs.</li> <li>8. Representation against seniority of NGOs.</li> <li>9. Transfer of NGOs &amp; GOs.</li> <li>10. All returns on the above subjects.</li> <li>11. Any other work assigned by IGP.</li> </ol>
8	<b>Assistant-2</b>	<ol style="list-style-type: none"> <li>1. Establishment of ORs (Male, Female &amp; Executive Clerical). Promotion, deputation, confirmation and seniority matters relating to these ranks.</li> <li>2. Lower School Course &amp; Intermediate School Course.</li> <li>3. Submission of recommendation of promotion List 'D'.</li> <li>4. Recommendation of award of Police Medals including ORP cases from Constable to Head Constable.</li> <li>5. Court cases, legal notices and all legal matters pertaining to ORs.</li> <li>6. Representation against seniority of ORs.</li> <li>7. Transfer ORs.</li> <li>8. All returns on the above subjects.</li> <li>9. Any other work assigned by IGP.</li> </ol>
9	<b>Assistant-3</b>	<ol style="list-style-type: none"> <li>1. All matters relating to recruitment of constables.</li> <li>2. All disciplinary matters like DE, under suspension etc. and related correspondence.</li> <li>3. Appeals against punishment.</li> <li>4. Training courses.</li> <li>5. Purchase / acquisition, repair and condemnation of all kinds of vehicles.</li> <li>6. All returns relating to above subject.</li> <li>7. DAV Police Public School, Hisar and related correspondence.</li> <li>8. Any other work assigned by IGP.</li> </ol>
10	<b>Assistant-4</b>	<ol style="list-style-type: none"> <li>1. Establishment of Ministerial Staff and correspondence thereto.</li> <li>2. Establishment of class-IV employees and correspondence thereto.</li> <li>3. Criminal Writ Petition and correspondence thereto</li> <li>4. Proposals for creation of New Police Stations /</li> </ol>

		<p>increase of strength.</p> <ol style="list-style-type: none"> <li>5. Acquisition of land and correspondence relating to building etc.</li> <li>6. Deployment of force.</li> <li>7. Assembly / Parliament questions and correspondence thereto.</li> <li>8. Modernization of Police force.</li> <li>9. Traffic management and related matters.</li> <li>10. Audit paras and related correspondence.</li> <li>11. All kind of misc. matters.</li> <li>12. All returns on the above subjects.</li> <li>13. Correspondence of Green Golf Club, HAP.</li> <li>14. Any other work assigned by IGP.</li> </ol>
11	<b>Accountant</b>	<ol style="list-style-type: none"> <li>1. Accounts matters of Range office and districts, relating to SNE, list of excess and surrenders, liability statement, annual account appropriation statement and budget.</li> <li>2. Sanctions regarding purchase of stores and stocks and other financial sanctions except those relating to vehicles.</li> <li>3. All kinds of loans, Advance, RME cases.</li> <li>4. Tailoring contracts.</li> <li>5. Clothing and equipments.</li> <li>6. All returns on above subjects.</li> <li>7. Any other work assigned by IGP.</li> </ol>
12	<b>Reader</b>	<ol style="list-style-type: none"> <li>1. Supervision of Crime.</li> <li>2. Maintenance of Crime registers.</li> <li>3. Formal/informal inspections and village touring.</li> <li>4. Tentative / Revised Tour Programmes of GOs of Hisar Range.</li> <li>5. Summons, Warrants, Notices.</li> <li>6. Any other work assigned by IGP.</li> </ol>
13	<b>R.W.</b>	<ol style="list-style-type: none"> <li>1. Annual Administrative Report.</li> <li>2. Monthly Crime Diary.</li> <li>3. Meeting Crime Data.</li> <li>4. All returns relating to crime.</li> <li>5. Any other work assigned by IGP</li> </ol>
14	<b>RCF Cell</b>	<ol style="list-style-type: none"> <li>1. Review of cases files as per directions issued by W/DGP Hr.</li> </ol>



15	<b>Complaint Clerk</b>	1. All kinds of complaints and correspondence including court cases, legal matters relating to complaints.
16	<b>Women Cell</b>	1. Deal all complaints marked by IGP.
17	<b>PRO</b>	1. All matters relating to PRO.
18	<b>IT /Computer Cell</b>	1. Computer type work and educating other branch heads and their staff regarding Computers. 2. Compliance & correspondence relating to IT Cell. 3. Maintenance of all computers in Range Office and keeping anti-virus softwares updated. 4. Any other work assigned by IGP.
19	<b>Cyber Cell</b>	1. Cyber Crime work. 2. Interceptions of Phones.
20	<b>RTI Cell</b>	1. To deal with all reference/correspondence relating to RTI Act 2005.
21	<b>1. Hindi Type &amp; Photostat 2. English Typist</b>	1. Hindi Typist and Photostat Machine Operator. 2. English Typing work on computer/typewriter.
22	<b>1. Despatcher 2. Diarist</b>	1. Despatch work. 2. Diary work.
23	<b>Care Taker</b>	1. All matters relating to Care Taker.

## 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, Conduct Rules etc.

## RIGHT TO INFORMATION

### **PART-5**

#### **Rules, regulations, instructions, manuals and records for discharging functions**

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

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

RIGHT TO INFORMATION

**PART-6**

**A statement of the categories of documents that are held by it for under its control**

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

<b>S.No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit / Section where available</b>	<b>Retention period where available</b>
1.	First Information Report (FIR) maintained as per PPR-22.47 (Register No.I)	Details of crime reported / detected (cognizable offence) and police investigation	All Police Stations	FIR is kept permanently in the Record Room of concerned Police Station as per PPR
2.	Daily Diary maintained as per PPR 22.48 (Register No.II)	All the details in r/o criminals arrested and entry of arrival/departure of all enrolled police officers on duty with nature of their duties, duty performed and places visited etc.	All Police Stations, Police Posts & Police Lines	Daily diaries are retained for two years after the date of the last entry.
3.	All Standing Orders as per PPR 22.53 (Register No.III)	Certain instructions/directions/guidelines on various subjects issued internally to all police personnel/officials by PHQ	All offices/Police Stations	Retained permanently in all offices/Police Stations.
4.	Information about absconders and deserters maintained as per PPR-22.54 (Register No.IV)	Details of all proclaimed offenders and deserters from the army.	All Police Stations	Permanent
5.	Kalandra and Inquest register maintained as per PPR 22.56 (Register No. VI)	All carbon copies of Kalandras and Inquest report of the Police Station are kept in this register	All Police Stations	Permanent record.
6.	Crime Record Register maintained as per PPR-22.59 and PPR-22.60 (Register No.IX)	Details of notes on community, persons of doubtful character having convicted or suspicious and cognizable cases . The topography of the area population etc. are also kept in this register. Through this surveillance on criminals is maintained.	All Police Stations	Permanent. It is confidential and unpublished official record.

7.	Surveillance register maintained as per PPR 22.61 (Register No. X,X-A & X-B)	History sheets of persons habitually addicted to crime made by the ranks not below Inspector after receipt of orders of Supdt. 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 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 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.	<b>Accounts register maintained as per PPR-22.71 (Register No. 20)</b>	Detail of entry of all receipts, expenditure, disbursement of pay, TA and permanent	All SPs offices, Police Lines, and Police Stations	Permanent record
17.	<b>Road Certificate maintained as per PPR-22.72 (Register No. XXI)</b>	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.	<b>Printed Cash Receipt maintained as per PPR-22.73 (Register No.XXII)</b>	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.	<b>Copies of all police gazette, criminal intelligence gazette</b>	The police gazette, criminal intelligence gazette and all orders	All SPs Offices/Police Stations	5 Years

	<b>and all orders maintained as per PPR-22.74 (Register No. XXIII)</b>	contained in the gazette, affecting the officers of the police station as a whole 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.	<b>Transfer/handover charge register maintained as per PPR-22.76 (Register No. XXV)</b>	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
23.	<b>A.C.Rs</b>	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
24.	<b>Departmental Enquiries and Punishment</b>	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.	<b>Honorarium/awards</b>	Honorarium /awards granted to police personnel	Accounts /Ch.Roll Branch of all Distts/Units	3 years or 1 year afgter completion of audit, whichever is later
26.	<b>Parliament /Vidhan Sabha Questions</b>	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 addresses 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.
None									

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

**Directory**

Directory of Main Officers, attached/subordinate office/field units etc.

**BRANCH -WISE LIST OF OFFICIALS POSTED AT IGP OFFICE HISAR**

**Assistant Director (Scene of Crime)**

Sr. No.	Rank	Name	Belt No.	Branch	Mob. No.	District
1	Asstt. Dir.	Dr. Ajay Kumar		SOC	99960-88880	FSL
2	S.S.A. (SOC)	Jagdeep Singh Scientific		SOC	97292-03333	FSL
3	HC	Rajesh Kumar SOC Asstt.	326/HSR	SOC	97288-33331	FSL
4	HC	Joginder Singh SOC Asstt.	227/FTB	SOC	94670-91830	Fatehabad
5	EASI	Umed Singh DVR.	37/HSR	SOC	94164-35219	Hisar

**Gigapan Photography System**

1	ESI	Miyan Singh	144/H	SOC	94662-05484	Hisar
2	C-1	Surender Kumar	1093/HSR	SOC	97291-19100	FSL

**Finger Print**

1	ASI	Om Parkash Finger Print Expert	141/SRS	SOC	97294-19100	FSL
2	HC	Mahender Singh Finger Print Expert	1628/HSR	SOC	99912-35200	Hisar

**Establishment Branch**

Sr. No.	Rank	Name	Belt No.	Branch	Mob. No.	District
1	Supdt.	Rameshwar Dass		Supdt. Off	94163-09807	
2	DSO	Rajbala		DSO	94163-15772	

**Assistant-I**

1	Clerk	Rajesh Kumar		Assistant-I	94162-44220	
2	EASI	Sushil Kumar	535/BWN	Record Keeper	94162-40028	Bhiwani



**Assistant-II**

1	Asstt.	Pardeep Kumar		Assistant-II	98124-40960	
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**Assistant-III**

1	Asstt.	Rajesh Kumar		Asstt. III	94663-35349	
2	HC	Gopal	424/HSR	Record Keeper	93155-93473	

**Assistant-IV**

1	Assistant	Anoop Singh		Assistant-IV	8814011001	
2	Clerk	Narender		Record Keeper	94166-22722	

**Steno Branch**

1	Steno	Sanjay Makhija		Steno	99923-78238	
2	ESI	Jitender	444/BWN	Asstt/Steno	9812097137	
2	L/ASI	Sunaina	4 /HSR	Telephone Duty	99960-88800	Hisar
3	HC	SubhashChander	575/HSR	Record Keeper	94164-29939	Hisar

**Office Orderly**

1	EHC	Sunder Singh	983/HSR	Office Orderly	98120-36560	Hisar
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**DDA, SO & RTI Branch**

1	DDA	R.S. Phoghat		DDA/BWN	99920-25678	Temp. Attached
2	EASI	Rajender Kumar	875/HSR	Record Keeper DDA	94166-21990	Hisar
3	SO	Attar Singh Mann		SO	97292-13311	
4	Sub. Insp.	Sajjan Kumar	545/H	I/C RTI Cell	94161-07497	Bhiwani
5	EHC	Mohinder Singh	984/BWN	RTI Cell	94670-00009	Bhiwani

**Reader Branch**

1	Sub. Insp.	Ramesh Kumar	286/H	Reader	94166-49240	Hisar
2	ASI	Ramesh Kumar	254/SRS	N/Reader	99966-24400	Sirsa
3	EASI	Balbir Singh	1049/SRS	RW	94169-30346	Sirsa
4	ASI	Ram Pal	1344/HSR	N/Reader	94664-03879	Hisar
5	HC	Baljinder Singh	538/HSR	N/Reader	88139-98200	Hisar
6	Const.	Kuldeep Singh	1116/HSR	N/Reader	89013-79781	Hisar

**Accounts Branch**

1	ASI	Balkar Singh	65/H	Accountant	94667-45745	Hisar
2	EASI	Balraj Singh	444/HSR	Asstt. Acctt.	98134-33404	Hisar
3	EHC	Radha Krishan	1209/SRS	Comp. Opr.	94660-60094	Sirsa

**IT Cell**

1	ASI	Anil Kumar	71/HSR	I/C IT Cell	86079-00029	Hisar
2	ASI	Jag Mohan	383/HSR	CCTNS Help Desk	90347-44715	Hisar
3	HC	Sushil Kumar	18/SRS	Comp. Opr.	94673-45638	Sirsa

**Welfare Branch**

1	Insp.	Balvir Singh	H/121	WI	94167-94178	Hisar
2	HC	Krishan Singh	165/FTB	Reader to W.I	98964-44251	Fatehabad

**PRO**

1	ASI	Sajjan Kumar	132/Jind	HR	97292-19100	Jind
2.	Const.	Dinesh Kumar	758/HSR	A/PRO	94676-86770	Hisar

**Security Branch**

1.	SI	SubhashChander	140/A	SIS	8901110229	Panchkula
2	EHC	Krishan Kumar	877/BWN	Comp. Opr.	94164-91447	Bhiwani
3	Const.	Rajesh Kumar	338/SRS	News Paper Cutting	98135-24666	Sirsa
4	EHC	Phool Kumar	132/HSR	SA	94660-88866	Hisar
5	EHC	Balraj Singh	830/BWN	SA	94163-72699	Bhiwani
6	Const.	Pardeep	745/JND	SA	98131-19426	Jind
7	HC	Heera Singh	1136/BWN	SA	94668-27368	Sirsa
8	HC	Mukesh Kumar	184/HSR	SA for Rampal Case	89955-66773	Hisar

**R.C.F.**

1	Insp.	Jaibir Singh	HAP/40	I/C RCF	98121-97641	Jind
2	SI	Randhir Singh	191/H	RCF	94162-39376	Fatehabad
3	ASI	Ramesh Kumar	271/BWN	RCF	9416596375	BWN

**Dispatcher & Diarist**

1	EASI	Satish Kumar	409/FTB	Diarist	94167-73430	Fatehabad
2	Const.	Vijender Singh	744/JND	Dispatcher	94668-39977	JND
3	L/Const.	Mukesh Sharma	123/JND	FTMS/ Operator	94680-06780	JND

**Photostat**

1	EASI	Ramesh Kumar	262/SRS	Photostat Operator	94666-81295	Sirsa
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**Complaint Branch**

1	EASI	Lachman Singh	988/HSR	Complaint Clerk	99925-20939	Hisar
2	EHC	Balraj Singh	1040/SRS	Asst. to CC	94163-56930	Sirsa
3	EHC	Balraj Singh	1116/BWN	Comp. Opr.	94667-79886	Bhiwani

**Crime Against Women Cell**

1	EASI	Hukam Chand	905/FTB	I/C Caw Cell	94161-56640	Fatehabad
2	L/HC	Sunita Rani	656/HSR	CAW Cell	83970-00450	Hisar
3	L/EHC	Asha Rani	1532/HSR	CAW Cell	92551-22037	Hisar
4	EASI	Duli Chand	1240/HSR	Driver	94662-06651	Hisar

**Care Taker**

1	HC	Kuldeep Singh	636/SRS	Care Taker	94164-99523	Hisar
2	EHC	Pardeep Kumar	296/HSR	CAW Cell	94163-29121	Hisar

**Cyber Branch**

1	HC	Naveen Kumar	1081/HSR	Cyber Cell	94161-79597	Hisar
2	C-1	Sikander	577/SRS	Cyber Cell	98126-19010	Sirsa
3	C-1	Sunil Kumar	559/BWN	Cyber Cell	94660-06210	Bhiwani
4	Const.	Naresh Kumar	259/Jind	Cyber Cell	97292-42227	Jind
5	Const.	Ramesh Kumar	1100/HSR	Cyber Cell	98124-24424	Hisar
6	Const.	Amit	555/HSR	Cyber Cell	94160-70048	Hisar

**IGP Residence Telephone Duty**

1	ASI	Bhadar Singh	450/BWN	T. Duty	94162-87450	Bhiwani
2	EHC	Rattan Singh	1123/HSR	T. Duty	98131-49259	Hisar
3	EHC	Gugan Ram	567/HSR	M/Driver	85293-74005	Hisar

**Driver**

1	EASI	Sanjay	1212/SRS	DVR	89010-56785	Hisar
2	EHC	Amarjeet Singh	313/AMB	DVR	94169-58790	Sirsa

**Gunman**

1	ASI	Sunil Kumar	85/CPF	Gunman	84682-99850	CPF
2.	EASI	Bhagwan Singh	93/FTB	Gunman	94162-39362	Fatehabad
3.	Const.	Ajay Singh	313/HSR	Gunman	94675-10029	Hisar

**Escort Gypsy**

1.	ASI	Gajender Singh	884/HSR	I/C Escort	94672-30900	Hisar
2.	ASI	Rajender Singh	Hisar	I/C Escort	94161-08730	Hisar
3.	Const.	Raman Singh	894/HSR	Escort	94667-47674	Hisar
4.	Const.	Jai Parkash	257/HSR	Dvr. Escort	99925-33211	Hisar
5.	EHC	Parvesh Kumar	986/HSR	Escort	99922-00222	Hisar
6.	Const.	Sandeep	FTB	Dvr. Escort	9050120900	Fatehabad
7.	Const.	Naveen	620/HSR	Escort	99925-96000	Hisar
8.	Const.	Budh Ram	69/SRS	Escort	94168-62861	Sirsa
9.	Const.	Ram Mehar	497/SRS	Escort	94674-99650	Sirsa

**Office Guard**

1.	HC	Deepak Kumar	445/SRS	Guard I/C	98120-74249	Sirsa
2.	Const.	Ramesh Kumar	907/SRS	Guard	94664-02371	Sirsa
3.	Const.	Rajesh Kumar	1152/SRS	Guard	94664-49921	Sirsa
4.	Const.	Rajesh Kumar	1354/SRS	Guard	94672-49035	Sirsa
5.	Const.	Prahlad Singh	1330/SRS	Guard	98133-48776	Sirsa

**Electrician & Class 4th**

1	Electrician	Rajender Kumar		Electrician	98125-07724	
2	Peon	Rajender Singh		Peon	98136-82882	
3	Peon	SubhashChander		Peon	94676-90540	
4	Peon	Raj Kumar		Peon		
5	Sweeper	JagdishChander		Sweeper	97282-75698	

**STF**

1	PSI	Karamjeet	PSI	STF	98136-00090	Hisar
2	SI/ORP	Mahender Singh	81/SRS		88140-11220	Hisar
3	ASI/ORP	Ram Phal	1465/HSR		94165-06242	Hisar
4	ASI/ORP	Surender Singh	1085/BWN		82957-00149	Bhiwani
5	ESI	Dharampal	883/FTB		88140-11221	Fatehabad
6	HC	Jitender Kumar	389/HSR		99920-37771	Hisar
7	HC	Naresh Kumar	150/FTB		94165-46042	Fatehabad
8	HC	Baljeet Singh	670/FTB		94160-32000	Fatehabad
9	EHC	Anil Kumar	788/BWN		94665-82036	Bhiwani
10	EASI	Nizamudin	126/HSR		94166-74226	Hisar
11	Const.	Bijender Singh	1621/HSR		94162-15001	Hisar

12	Const.	Naresh Kumar	1048/JND		82950-22422	Jind
13	Const.	Ram Gopal	1021/SRS	Driver	94666-13227	Sirsa
14	Const.	Devender	1602/HSR		94671-60722	Hisar
15	Const.	Sandeep	1129/HSR		98122-14567	Hisar
16	HC	Anoop	170/Jind		88140-05252	Jind
17	EHC	Ram Diya	613/BWN		94165-58066	BWN
18	Const.	Vinod Kumar	1216/BWN		98121-23147	BWN





RIGHT TO INFORMATION  
**PART-11**  
**The budget allocated to each agency (Section 4(1) (b) (xi))**

**Fund Position Under Head "2055 Police, 001-Direction & Administration Range for the financial year 2016-17**

Code	Object Description	Original Allotment	Expenditure	Balance
001	Salary	3473214	812809	2660405
003	Dearness Allowance	3194262	877165	2317097
004	Travel Expenses	80000	7290	72710
005	Office Expenses	674165	632409	41756
015	S.S.Expenditure	200000	200000	0
017	Minor Works	150000	149904	96
021	Motor Vehicle	30000	26527	3473
034	Other Charges	70000	8700	61300
045	P.O.L.	133802	31609	102193
067	R.M.E.	400000	98642	301358
070	Leave Travel Concession	150000	0	150000
079	Ex-Gratia	260875	76041	184834
092	Energy Charges	681261	129146	552115
	<b>Total</b>	<b>9497579</b>	<b>3050242</b>	<b>6447337</b>

**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 available in the department within a period of 4 years from the death of deceased, the dependent of deceased shall exercise an option for Rs. 5,00,000/- (C.F.A.) within 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 within six months from the death of deceased. No job/CFA will be given if the total income of family of deceased exceeds Rs. 6,000/- PM under this scheme.

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

**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-	

**EMPLOYEES CHARTER**

Time limits for providing various services to the Members of the Police Department are as under :-

Sr No	Name of service	Designated officer/official	Time limit for service
1.	GPF advance/withdrawal	Acctt	Sanction within 07 days & withdrawal within three days from the date of sanction.
2.	HRA	A-4	10 days
3.	Quarter Allotment	A-4	Within 10 days on receipt of information from TASI reg. vacancy of quarter
4	Pay fixation	SO	Within 15 days.
5.	Promotion & ACP Scale	A-1 & A-2	By due date.
6.	Increments	A-4	On 1 <sup>st</sup> July of every year.
7.	Pension/family pension cases	A-4	In superannuation cases, proposal/case shall be moved to AG Hr. at least six months before date of retirement. All other pension cases will be finalized within three months of retirement. In death cases within 15 days.
8.	Leave Encashment Sanction/withdrawal	A-4	Sanction within 07 days from the date of retirement/death. Withdrawal within three days from the date of sanction.

9.	Disposal of Re-presentations	A-1 to A-4	Within 10 days.
10.	TA Bill/LTC	Acctt.	Every fortnight as per seniority subject to availability of funds.
11.	Medical Re-imburement Sanction/withdrawal	Acctt.	Sanction within 07 days from the date of receipt & withdrawal within 03 days from the date of sanction
12.	Promotion of ASIs/EASIs SIs/ESIs	A-1 & A-2	Every Month after completion of 12, 22 & 30 years of service.
13.	Arrears of Pay & Allowances	Acctt.	Arrears/advances will be drawn within 10 days on receipt of order/sanction.

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, Detail of Information**

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

**Headwise Crime for the year-2006 to 2016 of Hisar Range, Hisar**

Sr. No.	Head of Crime	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (upto 31.05.16)
1	302 IPC	205	205	215	220	277	263	250	240	233	213	99
2	304 IPC	15	20	34	16	9	10	16	19	12	11	3
3	307 IPC	157	147	146	171	218	208	199	187	164	189	69
4	304B IPC	58	43	64	61	65	70	59	54	50	52	27
5	498A IPC	523	656	668	570	616	694	889	964	890	947	253
6	395IPC	17	11	17	21	16	28	29	25	37	33	21
7	392 IPC	67	74	79	116	160	123	159	156	168	152	68
8	382 IPC	27	21	24	33	46	49	43	59	34	23	1
9	356 IPC	64	49	83	116	125	205	139	190	162	149	83
10	460 IPC	0	2	1	4	5	2	2	2	0	4	1
11	457/380 IPC	803	840	885	914	1140	1272	1236	1590	1798	1696	636
12	379/380 IPC	1598	1747	2032	2054	2536	3324	3176	3396	3361	3252	1034
13	411 IPC	63	67	63	81	67	84	82	84	55	77	22
14	148/149IPC	358	306	362	380	407	440	368	514	646	560	249
15	324/326 IPC	1457	1369	1376	1197	1126	991	1049	1012	738	743	257
16	332/353 IPC	163	145	144	176	156	167	184	174	207	224	97
17	363/366 IPC	104	140	158	230	235	196	327	430	311	324	124
18	376 IPC	126	87	137	138	144	150	155	296	208	207	102
19	354 IPC	104	93	99	117	118	111	143	385	395	404	155
20	406/409 IPC	114	133	135	106	118	148	162	110	120	163	75
21	451/452 IPC	327	299	297	297	335	342	445	666	894	768	223
22	279/337/304 A IPC	1912	2003	2006	2168	2093	2014	1919	2043	2188	2209	834
23	MISC.	2284	2280	2224	2613	2508	2470	3001	4437	6349	3922	1669
24	Total IPC	10546	10737	11249	11799	12520	13361	14032	17033	19020	18491	6794
<b>Local &amp; Special Laws</b>												
1	EXCISE. ACT	4926	3488	2569	4213	2887	2343	4395	6237	3773	4023	1321
2	NDPS ACT	870	788	647	418	397	341	392	447	410	697	235
3	ARMS ACT	373	468	450	410	360	348	373	392	450	425	206
4	GAMBLING ACT	3979	3518	3013	2245	1863	1589	1680	1528	1201	1421	519

5	PC ACT	34	20	13	8	7	11	7	11	4	13	1
6	E.C. ACT	71	106	51	67	110	101	48	17	24	21	9
7	MISC.	360	505	377	357	986	809	769	634	782	840	382
8	TOTAL L&SL.	1061 3	8893	7120	7718	6610	5542	7664	9266	6644	7440	2673
9	GRAND TOTAL (IPC + LSL)	2115 9	1963 0	1836 9	1951 7	1913 0	1890 3	2169 6	2629 9	2566 4	2593 1	9467

RIGHT TO INFORMATION

**PART-15**

**Particulars of facilities available to citizens for obtaining information**

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

**Facilities available for obtaining information**

<b>S.No.</b>	<b>Facility available</b>	<b>Nature of Information available</b>	<b>Working hours</b>
1.	<b>Website</b>  <a href="http://www.haryanapoliceonline.gov.in/">http://www.haryanapoliceonline.gov.in/</a>  <a href="http://www.haryanapolice.nic.in/">http://www.haryanapolice.nic.in/</a>	Online	round-the-clock
2.	<b>Notice Board</b>	<ol style="list-style-type: none"><li>1. Written information/guidance</li><li>2. Right to Information Act. 2005</li><li>3. Employees Charter.</li><li>4. SPIO and appealantauthority bord.</li></ol>	



RIGHT TO INFORMATION

**PART-16**

**Particulars of Public Information Officers**

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

<b>S. No.</b>	<b>Section</b>	<b>Name of Unit</b>	<b>Post</b>	<b>Officer Posted</b>
1.	Section 19 (1)	Range Office, Hisar	State 1 <sup>st</sup> Appellate Officer	IGP/Hisar Range, Hisar
2.	Section 5 (1)	-do-	State Public Information Officer	Superintendent office, Range office, Hisar
3.	Section 5 (2)	-do-	State Assistant Public Information Officers	All branches Incharges

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.

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.

**List of Govt. Family Quarters ( DoubleStorey ) who are allotted to ORs in News Police Lines, HSR**

<b>Sr. No.</b>	<b>Rank, Name &amp; No. Name of allotted</b>	<b>Quarter No.</b>	<b>Present Place of posting</b>
1.	L/Ct. Nanki Devi	01-C	PS Agroha, Hisar
2.	HC Govind 1593/HSR	02-C	PS Sadar Hisar
3.	HC Manmohan 1088/HSR	03-C	CIA-II Hisar
4.	Ct. Karambir Singh 619/FTB	04-C	DAV P P S, Hisar
5.	Ct. Raj Kumar 122/HSR	05-C	PL Hisar
6.	Ct. Deepak Kumar389/C	06-C	Ratia
7.	HC Manohar 454/HSR	07-C	PS City Hisar
8.	Ct. Rattan Singh 319/HSR	08-C	Challaning Branch Hisar
9.	Sh. RajenderParsad Assistant	09-C	3 <sup>rd</sup> Bn. HAP Hisar
10.	Ct. SubashChander 1466/HSR	10-C	PP UE-II, Hisar
11.	Ct. Pyre Lal 672/HSR	11-C	PS Sadar Hisar
12.	Ct. Ravinder Singh 228/HSR	12-C	PS Traffic Chakanwas
13.	Ct. Ashok Kumar 768/HSR	13-C	OASI Branch DPO Hisar
14.	Ct. Dinesh Kumar 1508/HSR	14-C	IMSC, Madhuban
15.	Ct. SubhashChander 270/HSR	15-C	Traffic Staff Hisar
16.	Ct. Sikender 577/SRS	16-C	Cyble Cell Range Office Hisr
17.	EHC AtamParkash	65-C	SVB Hisar
18.	Ct. Ramphal 65/HSR	66-C	SVB Hisar
19.	Ct. Nasib Khan 1315/HSR	67-C	PP Court Complex Hisar
20.	Ct. Mohit89/HSR	68-C	PP Surya Nagar, Hisar
21.	Ct. Dharambir 960/HSR	69-C	PS City Hisar
22.	Ct. Naresh Kumar 1204/HSR	70-C	PP Cantt Hisar
23.	Ct. Zora Singh 1350/HSR	71-C	PP UE Hisar
24.	EHC Gurdev Singh1243/HSR	72-C	SVB, Hisar
25.	Ct. Johri Ram 1246/HSR	73-C	COW Cell Hisar
26.	Ct. Shamsheer Singh 1341/HSR	74-C	PS Barwala
27.	HC Rajesh Kumar1576/HSR	75-C	DPO, Hisar
28.	Ct. Shesh Karan 520/HSR	76-C	PS Barwala
29.	Ct. Lalit Kumar 1502/HSR	77-C	PP AnajMandi Hisar
30.	Ct. Dharambir 853/JJR	78-C	SCB Hisar
31.	Ct. Dinesh758/HSR	79-C	Range office, Hisar

32.	Ct. Naresh Kumar299/Jind	80-C	Range office, Hisar
33.	Sh. Dalbir Singh Clerk	51-C (New)	SVB Hisar
34.	EHC Surender Kumar318/SRS	52-C (New)	SVB, Hisar
35.	Ct. Phool Kumar 132/HSR	53-C (New)	SA-Range Office Hisar
36.	Ct. Virender Singh 1423/HSR	54-C (New)	RCF Branch Range Office Hisar
37.	HC Rajesh Kumar 1531/RTK Now 326/HSR	55-C (New)	SOC Team Range Office Hisar
38.	EHC ChanderBhan 587/Jind Now Hisar	56-C (New)	Police Post VPO Bass Hisar
39.	HC SubhashChander 575/HSR	57-C (New)	A/Steno Range Office Hisar
40.	Ct. Joginder Singh 227/ FTB	58-C (New)	SOC Team Range Office Hisar
41.	Ct. Ramesh Kumar1100/HSR	59-C (New)	Range office, Hisar
42.	HC Subhash 133/HSR	60-C (New)	PS Power and irrigation Hisar (DHBVNL Hisar)