

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 5 Ranges, 3 Commissionerates and 23 districts.

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 71640 (Gazetted Officers/453, Inspectors/1029, Sub Inspectors/3513, Assistant Sub Inspectors/6009, Head Constables/12492, Constables/48144).

In Haryana there are 23 Districts. For the effective implementation of law and order in the State, these Districts are clubbed into five Ranges and three Commissionerates. Each Range comprises of following Districts.

- **Ambala Range :** Ambala, Yamuna Nagar and Kurukshetra

- **Hisar Range:** Hisar, Hansi, Fatehabad, Sirsa and Jind.
- **Karnal Range:** Karnal, Panipat and Kaithal.
- **Rohtak Range:** Rohtak, Jhajjar, Sonipat, Bhiwani and Charkhi Dadri.
- **South Range:** Rewari, Palwal, Mahendergarh and Nuh.
- **Police Commissionerate Gurugram :** East Gurugram, West Gurugram, South Gurugram and Manesar.
- **Police Commissionerate Faridabad:** Central Faridabad, NIT Faridabad, Ballabhgarh.
- **Commissionerate Panchkula:** Panchkula.

A) Investigation

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

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

B) Other Functions

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

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/combating 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 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 filling claim in Motor Accident Claim Tribunal.
8. Providing Guards for the transportation of cash, if required, as per police rules.

S. No.	Name & Designation	Power				Duties Attached
		Admn	Financial	Statutory	Others	
1	Constables			Yes		Law and Order duty and Traffic duty etc.
2	Head Constables			Yes		Investigating officer and other Law and Order duties etc.
3	Assistant Sub-Inspector			Yes		Investigating officer and other Law and order Duties etc.

4	Sub-Inspector	Yes		Yes		Apart from above to act as SHOs
5	Inspectors	Yes		Yes		Apart from above to act as SHOs
6	Deputy Superintendent of Police	Yes		Yes		Supervision of Sub-division
7	Superintendent of Police	Yes	Yes	Yes		Over all Supervision of police work in a Distt.
8	Inspector General of Police	Yes	Yes	Yes		Supervision of Police working in the Range
9	Director General of Police	Yes	Yes	Yes		Overall supervision of police functioning in the State

PART-3

Procedure followed in decision making process

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

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

PART-4

Norms set for the discharge of function

[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.

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	All Police Stations, Police Posts & Police Lines	Daily diaries are retained for two years after the date of the last entry.

		duties, duty performed and places visited etc.		
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	Indexing of history sheet and other record is done in this register.	All Police Stations	Permanent

	(Register No.XI)			
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	Detail of village watchmen, police officers, Govt. properties and land etc in the jurisdiction of P.S,	All Police Station	Permanent record

	(Register No. XVI)			
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	The police gazette, criminal intelligence gazette and all orders contained in the	All SPs Offices/Police Stations	5 Years

	per PPR-22.74 (Register No. XXIII)	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.	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 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.	Departmental Enquiries and Punishment	Departmental Enquiries and Punishment awarded to police personnel	Punishment Branch of All Distts/Units and Ch.Roll Branch of PHQ	10 Years or 3 years after the final disposal of appeal or final judgment under the normal course of law whichever is later.
25.	Honorarium/awards	Honorarium /awards granted to police personnel	Accounts /Ch.Roll Branch of all Distts/Units	3 years or 1 year afgter completion of audit, whichever is later
26.	Parliament /Vidhan Sabha	Parliament/Vidhan Sabha	General	Admitted & answered discussed questions are retained for 3

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 OFFICE AND TELEPHONE NUMBERS OF OFFICERS OF HARYANA POLICE

S. No	Name (S/Shri)	Designation	Phones				E-mail
			Code	Office	Residence	Mobile No.	
	3 rd Battalion, HARYANA ARMED POLICE, Hisar						
1.	Sumit Kumar, HPS	Commandant, 3 rd Bn. HAP, Hisar	01662	276276	278767	9983977715	comdt.3bn@hry.nic.in

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)]

Sr. No.	Name of post	Pay scale as on 01.01.1996	Pay scale as on 01.01.2006	Grade Pay 01.01.2006	Pay scale as on 01.01.2016
1.	Director General of Police, Haryana.	24050-650-26000	Apex Scale Rs. 80000-fixed	--	Level-17, 225000

2.	Director General of Police	---	Rs.75500/- (Annual increment) @ 3%) upto 80000/-	--	Level-16, 205400-224400
3.	Additional Director General of Police	22400-525-24500	PB-4, 67000 (Annual increment @ 3%)-79000. (HAG).	--	Level-15, 182200-224100
4.	Inspector General of Police	18400-500-22400	PB-4, 37400-67000	10000	Level-14, 144200-218200
5.	Joint Director/HPA (in the rank of IGP)	18400-500-20000	PB-4, 37400-67000	10000	Level-14, 144200-218200
6.	Dy. Inspector General of Police	16400-450-20000	PB-4, 37400-67000	8900	Level-13-A 131100-216600
7.	Superintendent of Police	i) Time scale 10000-325-15200 ii) Senior Time Scale iii) Junior Administrative Grade-12000-375-16500 iv) Selection Grade 14300-400-18300+400 Spl pay	i) PB-3, 15600-39100 ii) PB-3, 15600-39100 iii) PB-3,15600-39100 iv) PB-4, 37400-67000	5400 6600 7600 8700	Level- 10, 56100-177500 Level-11, 67700-20870 Level-12, 78800-209200 Level-13, 118500-214100
8.	Director/FSL	18400-500-22400	PB-4, 37400-67000	10000	Level-19 128900-219600
9.	Deputy Director/FSL	12000-375-16500	PB-3, 15600-39100	7600	FPL-12, 78800-197200
10.	Assistant Director/FSL	10000-325-15200	PB-3, 15600-39100	6000	FPL-11, 67700-191000
11.	Chief Accounts Officer	10000-325-15200(Modified=12000-16500)	PB-3, 15600-39100	7600	FPL-12, 78800-197200

12.	District Attorney	10000-325-15200+400 Spl pay	PB-3, 15600-39100	6400	FPL-11, 67700-191000
13.	Deputy District Attorney	8000-275-10200-EB-275-13500	PB-3, 15600-39100	5400	FPL-9, 53100-167800
14.	Deputy Superintendent of Police	<p>i) 8000-275-10200-EB-275-13500 (Entry level scale)</p> <p>ii) 10000-13900(after 5 years of regular satisfactory service</p> <p>iii) 12000-16500(after 11 years of regular satisfactory service limited to 20% of the cadre post.</p> <p>iv) 13500-17200(for those who have completed 16 years of regular satisfactory service in the cadre limited to 10% of the cadre post.</p>	<p>i) PB-2, 9300-34800 (entry level scale)</p> <p>ii) 15600-39100 (After five years of regular satisfactory service)=PB-3</p> <p>iii) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post=PB-3</p> <p>iv) 37400-67000 (for those who have completed 17 years of regular satisfactory service in the cadre limited to 10% of the cadre post assuming pre-revised upgradation to 14300-18300</p>	<p>5400</p> <p>6000</p> <p>7600</p> <p>8700</p>	<p>FPL-9, 53100-167800</p> <p>ACPL-13 (65700)</p> <p>ACPL-16 (78800)</p> <p>ACPL-18 (118500)</p>

			completion of 17 years of regular satisfactory service.		
15.	Administrative Officer	8000-275-10200-EB-275-13500	PB-2, 9300-34800	5400	FPL-9 53100-167800
16.	Lecturer of Finger Print (PTC, Sunaria	--	PB-3, 15600-39100	6000	FPL-11 67700-191100
17.	Lecturer of Forensic Science (PTC, Sunaria	--	PB-3, 15600-39100	6000	FPL-11 67700-191100
18.	Lecturer of Human Behaviour (PTC, Sunaria	--	PB-3, 15600-39100	6000	FPL-11 67700-191100
19.	Lecturer of Law (PTC, Sunaria	--	PB-3, 15600-39100	6000	FPL-11 67700-191100
20.	Lecturer of Management (PTC, Sunaria	--	PB-3, 15600-39100	6000	FPL-11 67700-191100
21.	Lecturer of Soft Skill (PTC, Sunaria	--	PB-3, 15600-39100	6000	FPL-11 67700-191100
22.	Dental Surgeon	8000-275-10200-EB-275-13500	PB-2, 9300-34800	5400	FPL-9 53100-167800
23.	Doctor	8000-275-10200-EB-275-13500	PB-2, 9300-34800	5400	FPL-9 53100-167800
24.	Lecturer in History in PTC, Sunaria	--	PB-3, 15600-39100	6000	FPL-11 67700-191100
25.	Lecturer in Psychology in PTC, Sunaria	--	PB-3, 15600-39100	6000	FPL-11 67700-191100
26.	Medical Officer	8000-275-10200-EB-275-13500	PB-2, 9300-34800	5400	FPL-9 53100-167800

27.	Private Secretary	6500-200-8500-EB-200-10500	PB-2, 9300-34800	4200	FPL-7 44900-142400
28.	Assistant District Attorney	6500-200-8500-EB-200-10500	PB-2, 9300-34800	4600	FPL-7 44900-142400
29.	Senior Scientific officer/FSL	6500-200-8500-EB-200-10500 (Modified=8000-13500)	PB-2, 9300-34800	5400	FPL-9 53100-167800
30.	Accounts Officer	6500-200-8500-EB-200-10500 (Modified=8000-13500)	PB-2, 9300-34800	5400	FPL-9 53100-167800
31.	Lady Medical Officer	8000-275-10200-EB-275-13500	PB-2, 9300-34800	5400	FPL-9 53100-167800
32.	Superintendent (O)	6500-200-8500-EB-200-10500	PB-2, 9300-34800	4200	FPL-7 44900-142400
33.	Inspector	6500-200-8500-EB-200-10500 (Modified=7450-11500)	PB-2, 9300-34800	4600	Rs.44900-142400 Level=7
34.	Section officer	6500-200-8500-EB-200-9000 (Modified=7450-11500)	PB-2, 9300-34800	4600	Rs.44900-142400 Level=7
35.	Forensic Science Technician/ Instructor (PTC Sunaria Rohtak)	--	PB-2, 9300-34800	4600	Rs.44900-142400 Level=7
36.	Senior Scientific Assistant/FSL	6500-200-8500-EB-200-9900	PB-2, 9300-34800	4600	FPL-7 44900-142400
37.	Computer Programmer	6500-200-8500-EB-200-9900	PB-2, 9300-34800	4000	FPL-6 35400-112400
38.	Deputy Superintendent (O)	5500-175-8300-EB-175-9000	PB-2, 9300-34800	4000	FPL-6 35400-112400

39.	VLDA	5500-175-8300-EB-175-9000	PB-2, 9300-34800	4200	FPL-6 35400-112400
40.	Sub-Inspector	5500-175-8300-EB-175-9000	PB-2, 9300-34800	4000	FPL-6 35400-112400
41.	PA	5500-175-8300-EB-175-9000+150 Spl pay	PB-2, 9300-34800	4000	FPL-6 35400-112400
42.	Assistant	5000-150-7100-EB-150-7850	PB-2, 9300-34800	3600	FPL-6 35400-112400
43.	Pharmacist	5000-150-7100-EB-150-7850	PB-2, 9300-34800	3600	FPL-6 35400-112400
44.	Senior Scale Steno	5000-150-7100-EB-150-7850	PB-2, 9300-34800	3600	FPL-6 35400-112400
45.	Junior Auditor	5000-150-7100-EB-150-7850	PB-2, 9300-34800	3600	FPL-6 35400-112400
46.	Librarian	5000-150-7100-EB-150-7850	PB-2, 9300-34800	3600	FPL-6 35400-112400
47.	Scientific Assistant		PB-2, 9300-34800	3300	FPL-6 35400-112400
48.	Assistant librarian	3050-75-3950-EB-80-4590	PB-1, 5200-20200	2400	FPL-2 25000-81100
49.	A.N.M	3050-75-3950-EB-80-4590	PB-1, 5200-20200	2400	FPL-2 25000-81100
50.	Assistant Sub-Inspector	4400-100-4800-EB-100-6000	PB-1, 5200-20200	2800	FPL-5 29200-92300
51.	Lab. Technician	4400-100-4800-EB-100-6000	PB-1, 5200-20200	2800	FPL-5 29200-92300
52.	Jr. Scale Steno	4000-100-5200-4800-EB-100-6000	PB-1, 5200-20200	2400	FPL-4 25500-81100
53.	MPHW (F)	4000-100-5200-4800-EB-100-6000	PB-1, 5200-20200	2400	FPL-4 25500-81100
54.	Nursing Orderly	5000-150-7100-EB-150-	PB-2, 9300-34800	4200	FPL-6

	(Female)	7850			35400-112400
55.	Nursing Orderly (Male)	5000-150-7100-EB-150-7850	PB-2, 9300-34800	4200	FPL-6 35400-112400
56.	Radiographer	5000-150-7100-EB-150-7850	PB-2, 9300-34800	4200	FPL-6 35400-112400
57.	Armourer/Head Constable	4000-100-5200-4800- EB-100-6000	PB-1, 5200-20200	2400	FPL-4 25500-81100
58.	Lab. Assistant	4000-100-5200-4800- EB-100-6000	PB-1, 5200-20200	2400	FPL-4 25500-81100
59.	Head Constable	4000-100-4800-EB-100- 6000	PB-1, 5200-20200	2400	FPL-4 25500-81100
60.	Dark Room Attendant	4000-100-4800-EB-100- 6000	PB-1, 5200-20200	2400	FPL-4 25500-81100
61.	Constable	3050-85-4325-EB-100- 5325	PB-1, 5200-20200	2000	FPL-3 21700-69100
62.	Computer Operator	3050-75-3950-EB-80- 4590	PB-1, 5200-20200	2000	FPL-3 21700-69100
63.	Clerk	3050-75-3950-EB-80- 4590	PB-1, 5200-20200	1900	FPL-2 19900-63200
64.	Steno Typist	3050-75-3950-EB-80- 4590+100 Spl pay	PB-1, 5200-20200	1900	FPL-2 19900-63200
65.	Library Attendant	3050-75-3950-EB-80- 4590	PB-1, 5200-20200	1900	FPL-2 19900-63200
66.	Gestetner Operator	3050-75-3950-EB-80- 4590	PB-1, 5200-20200	1900	FPL-2 19900-63200
67.	Book Binder	3050-75-3950-EB-80- 4350	PB-1,5200-20200	1800	FPL-1 18000-56900
68.	Restorer	3050-75-3950-EB-80- 4350	PB-1,5200-20200	1800	FPL-1 18000-56900
69.	Cook	2610-60-3150-EB-65- 3540	-IS,4440-7440	1400	DL- 16900-53500

70.	Water Carrier	2550-55-2660-EB-60-3200	-IS,4440-7440	1300	DL-16900-53500
71.	Mali	2610-60-3150-EB-65-3540	-IS,4440-7440	1400	DL-16900-53500
72.	Khalasi	2550-55-2660-EB-60-3200	-IS,4440-7440	1300	DL-16900-53500
73.	Sweeper	2610-60-3150-EB-65-3540	-IS,4440-7440	1400	DL-16900-53500
74.	Barber	2610-60-3150-EB-65-3540	-IS,4440-7440	1400	DL-16900-53500
75.	Dhobi	2610-60-3150-EB-65-3540	-IS,4440-7440	1400	DL-16900-53500
76.	Carpenter	i) 2650-65-3300-EB-70-4000 ii) 3050-4590 under matric with ITI diploma iii) 4000-6000 Matric with ITI	i) -IS,4440-7440 ii) PB-1,5200-20200 iii) PB-1,5200-20200	1650 1900 2400	DL 16900-53500 FPL-2 19900-63200 FPL-4 25500-81100
77.	Mason	i) 2650-65-3300-EB-70-4000 ii) 3050-4500 under Matric with ITI diploma iii) 4000-6000 Matric with ITI	i) -IS,4440-7440 ii) PB-1,5200-20200 iii) PB-1,5200-20200	1650 1900 2400	DL 16900-53500 FPL-2 19900-63200 FPL-4 25500-81100
78.	Painter	i) 2650-65-3300-EB-70-4000 ii) 3050-4590 under Matric with ITI diploma	i) -IS,4440-7440 ii) PB-1,5200-20200	1650 1900	DL 16900-53500 FPL-2 19900-63200

		iii) 4000-6000 Matric with ITI	iii) PB-1,5200-20200	2400	FPL-4 25500-81100
79.	Mochi	2610-60-3150-EB-65-3540	-IS,4440-7440	1400	DL 16900-53500
80.	Electrician	i) 2650-65-3300-EB-70-4000 ii) 3050-4590 under Matric with ITI diploma iii) 4000-6000 Matric with ITI	i) -IS,4440-7440 ii) PB-1,5200-20200 iii) PB-1,5200-20200	1650 1900 2400	DL 16900-53500 FPL-2 19900-63200 FPL-4 25500-81100
81.	Lab-Attendant	i) 2650-65-3300-EB-70-4000 ii) 3050-4590 under matric with ITI diploma iii) 4000-6000 matric with ITI	i) -IS,4440-7440 ii) PB-1,5200-20200 iii) PB-1,5200-20200	1650 1900 2400	DL 16900-53500 FPL-2 19900-63200 FPL-4 25500-81100
82.	Kennelmen	2550-55-2660-EB-60-3200	-IS,4440-7440	1300	DL 16900-53500
83.	Attendant	2550-55-2660-EB-60-3200	-IS,4440-7440	1300	DL 16900-53500
84.	Blacksmith	i) 2650-65-3300-EB-70-4000 ii) 3050-4590 under matric with ITI diploma iii) 4000-6000 matric	i) -IS,4440-7440 ii) PB-1,5200-20200	1650 1900 2400	DL 16900-53500 FPL-2 19900-63200 FPL-4

		with ITI diploma	iii) PB-1,5200-20200		25500-81100
85.	Tailor	2610-60-3150-EB-60-3540	-IS,4440-7440	1400	DL-16900-53500
86.	Chowkidar	2550-55-2660-EB-60-3200	-IS,4440-7440	1300	DL-16900-53500
87.	Ward Servant	2550-55-2660-EB-60-3200	-IS,4440-7440	1300	DL-16900-53500
88.	Peon	2550-55-2660-EB-60-3200	-IS,4440-7440	1300	DL-16900-53500
89.	Daftri	2650-65-3300-EB-70-4000	-IS,4440-7440	1650	DL-16900-53500
90.	Record Lifter	2650-65-3300-EB-70-4000	-IS,4440-7440	1650	DL-16900-53500
91.	Jamadar	2650-65-3300-EB-70-4000	-IS,4440-7440	1650	DL-16900-53500
92.	Skelton Material Cleaner	3050-75-3950-EB-80-4590	PB-1, 5200-20200	1900	FPL-2 19900-63200
93.	Viscera Cutter	3050-75-3950-EB-80-4350	PB-1, 5200-20200	1800	FPL-1 18000-56900
94.	Lift Operator	2550-55-2660-EB-60-3200	PB-1,5200-20200	1900	FPL-2 19900-63200
95.	Care Take	2610-60-3150-EB-65-3540	-IS,4440-7440	1400	DL-16900-53500
96.	Helper	2550-55-2660-EB-60-3200	-IS,4440-7440	1300	DL-16900-53500
97.	LLabourer (Helper to Mason)	2550-55-2660-EB-60-3200	-IS,4440-7440	1300	DL-16900-53500

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

1. Amount of Rs. 25,000/- given to the family of deceased Govt. Employee as Ex-gratia grant has been sanctioned in 242 cases during the financial year 2015-16.

2. Relief money (rank wise) is given from Haryana Police Welfare Fund at unit level. During the year financial year 2015-16 in four cases of GOs and Ministerial staff has been paid by the Head Quarter.
3. Leave encashment for 300 days un-utilized earned leave has been granted of Inspector, NGOs, ORs and CI-4th by unit level. During the financial year 2015-16 in 34 cases of GOs and Ministerial staff has been sanctioned by the Head Quarter.
4. Release of family pension D.C.R.G. and commutation given by the Govt. and case forwarded to AG Haryana at unit level. During the financial year 2015-16, total 51 cases of family pension D.C.R.G. and commutation GOs and Ministerial staff has been forwarded to AG Haryana by Head Quarter and all cases decided by the AG Haryana.
5. Special Ex-gratia grant Rs. 10 lacs to the family of Police Personal who dies while fighting with anti social elements. During the financial year 2015-16 Rs. 10 lacs has been granted to the family of late HC Pardeep No. 20/SPT. And during the financial year 2015-16 Monthly Financial Assistance has been granted in 200 cases by this office.

Scholarship cases

Scholarship cases has been decided to Range level. During the year 2015, Rs. 1,60,200/- has been sanctioned and given to the wards GOs and Ministerial staff by this office.

PART-11

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

Budget/SNE (Unit wise allotment for the year 2019-20 under head "2055-Police (Revenue)" as on 25.02.2020 (as allotted in each budget every year)

SUB HEAD		Total
Code No.		
104-Spl. Police (99)		
ADGP/AP&TRG.		3466611
IG/HAP/MBN		18435486
Comdt 1st Bn.		469595367
Comdt 2nd Bn.		583721198
Comdt 3rd Bn.		451873955

Comdt 4th Bn.	493939602
Comdt 5th Bn.	594429036
TOTAL	2615461255

PART-12

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

List of individuals given subsidy

Sr.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			Depandents	
2.		Scholarships			- do -	

PART-13

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

List of beneficiaries:

Sr.No.	Name and address of the beneficiary	Nature of concession/permit/ authorization provided	Purpose for which granted	Scheme and Creterion for selection	No. of time subsidy given in past with purpose
Concessional free travelling facilities to all Police officials from the rank of constables to Inspectors and class VI to Deputy Superintendent (office) (Ministerial staff) have been provided					

PART-14

Information available in an electronic form
[Section 4(1)(b)(xiv)]

PART-15

Particulars of facilities available to citizens for obtaining information
[Section 4(1)(b)(xv)]

Facilities available for obtaining information

Sr.No.	Facility available	Nature of Information available	Working hours
1.	Website https://hap3rdbn.haryanapolice.gov.in/	Online	round - the - clock
2.	Notice Board	1. Written information/guidance. 2. Right to Information Act. 2005.	

PART-16

Particulars of Public Information Officers
[Section 4(1)(b)(xvi)]
First Appellate Authority

Sr.No.	Section	Name of Unit	Post	Officer Posed	Jurisdiction
1.	19(1)	3 rd Battalion, Haryana Armed Police, Hisar	Commandant	Sh. Sumit Kumar, HPS	RTI

SPIO

Sr.No.	Section	Name of Unit	Officer Posed
1.	5(1)	3 rd Battalion, Haryana Armed Police, Hisar	Sh. Shiv Kumar, DSP

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.