

CHAPTER II

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The powers and duties of officers/ employees of Punjab Police can be classified into the following main categories :-

- A. Powers /duties as a police officer
- B. Financial powers
- C. Disciplinary powers
- D. Special Administrative Powers
- E. Powers and duties according to each wing / unit

Each of these categories is detailed below:-

A. Powers/ duties as a police officer

Under Section 23 of the Police Act, 1861, the powers of a police officers are delineated as below:-

It shall be the duty of every police officer promptly to obey & execute all orders & warrants lawfully issued to him by any competent authority :-

- a. To collect & communicate Intelligence affecting the public peace.*
- b. To prevent the commission of offences & public nuisances*
- c. To detect & to bring offenders to justice & to apprehend all persons whom he is legally authorized to apprehend & for whose apprehension sufficient grounds exists.*

It shall be lawful for a Police officer, for any of the purpose mentioned in this section without a warrant, to enter & inspect any drinking shop, gambling house or other place of resort of loose & disorderly characters.

Main powers/ duties of a police officer under various sections of Cr.P.C. are as below:-

Section 36	Powers of superior Officers of Police.
Section 41	When Police may arrest without Warrant
Section 42	Arrest on refusal to give name & residence
Section 46	Procedure of Arrest
Section 47	Power of Police officer to search of a Place entered by a person sought to be arrested.
Section 50	Arrested person must be informed the grounds of Arrest & right to bail.
Section 51	Search of Arrested Person

Section 52	Power to seize Offensive weapon.
Section 53	Examination of accused by medical Practitioner at the request of Police.
Section 55	Procedure when Police Officer deposes his subordinate to arrest without Warrant
Section 57	Arrested person not to be detained more than 24 hours
Section 58	Police to report apprehensions
Sec 61-90	Processes to compel appearance
Sec 91-105	Processes to compel the production of things
Section 100	Procedure of search of closed place.
Section 102	Powers of Police Officer to see certain Properties
Sec.106-124	Security for keeping the peace and for good behaviour. Powers of Police officers to arrest the person for prevention of Crime
Sec 149-153	Preventive action of the Police.
Sec 154	Registration of FIR on disclosure of cognizable offence.
Sec 160	Police officer's Power to require the attendance of Witnesses
Sec 165-166	Search by Police Officer
Sec 172-174	Procedure of Investigation

B. Financial powers

a)	To sanction non-recurring expenditure other than on installation of new telephones	DGP	Up to Rs.60,000 for any one item
		ADGP PAP, ADGP Security, ADGP Intelligence, ADGP C&T, ADGP Crime and IGP Prov	Up to Rs.60,000 for any one item.
		Controlling officers IGs Zonal/ GRP/Crime	Up to Rs.40,000 for any one item
		DIGs	Up to Rs.20,000 for any one item
		Head of office	

		DDO	Up to Rs.10,000 for any one item
b)	To sanction direct purchases of stores from the local market after exhausting all the approved source of supply mentioned in PFR and the rate contract arranged by the Controller of Stores Punjab, if available	Controlling officer	
		IGs and DIGs	Up to Rs.20,000 for any one item during financial year in respect of each disbursing officer under his control.
		Head of office-DDO	Up to Rs.5,000 for any one item on any one occasion subject to the provision that the aggregate purchase relating to such an item during the course of a financial year does not exceed Rs.8,000/-
c)	To convey administrative approval to proposals for works other than residential buildings	IG	Up to Rs.30,000/-
		DIG	Up to Rs.25,000/-
		SSPs/Commandants :	Up to Rs.15,000/-

C. Disciplinary powers

a)

DGP

Appellate authority against major punishments for all officials from the rank of constable to Inspector (other than direct recruit Inspector) awarded by officers up to the rank of ADGP.

Punishing authority for imposing major penalty against direct recruit Inspectors.

Punishing authority for imposing major penalty

against officials from the ministerial cadre.

Recommending authority for initiation of disciplinary proceedings against Gazetted officers.

- | | | |
|----|--------------------------------------|--|
| b) | Commandants, Range DIGs, and AIG GRP | Punishing authority for imposing major penalty including dismissal against officials up to the rank of Inspector |
| c) | SSPs/ and DSP(Admn) of GRP | Punishing authority for imposing major penalty including dismissal against officials up to the rank of sub-Inspector |

D. Special Administrative Powers

- | | | | |
|----|-----|-----------|---|
| a) | DGP | PPR 12.6 | Power to dispense with minimum educational qualification and to waive off maximum age limit for direct appointment as Inspector/ ASI. Waiving off of upper age limit after prior consultation with Punjab Public Service Commission/ Subordinate Service Selection Board. |
| | | PPR 12.15 | Relaxation of upper age limit and physical standard in case of constable recruits |
| | | PPR 12.43 | Absorption of NGOs and ORs of PMF and other police forces in the Punjab Police |
| | | PPR 13.2A | Power to grant local rank |
| | | PPR 13.9 | Power to bring names of Head constables who have not passed the Intermediate School Course but are otherwise of exceptional merit on part-II of Promotion List-D for promotion to the rank of ASI |
| | | PPR1 3.10 | Power to bring names of ASIs who have not passed the Upper School Course but are otherwise of exceptional merit on part-II of Promotion List-E for promotion to the rank of SI. |
| | | PPR1 3.10 | Power to ignore seniority of list-E while making promotion to the rank of Sub- Inspector |
| | | PPR1 3.16 | Power to appoint officiating Inspector from amongst Sub-Inspectors not on list –F. |
| | | PPR1 3.21 | Power to relax any of the provisions of Chapter XIII of PPR governing promotions with respect of any class or category of persons. |

b)	Range DIGs	PPR1 2.15 PPR1 3.8	General or special sanction to relax the physical standards for constable recruits Promotion to the rank of Head constable from amongst selection grade constable who have not passed the Lower School Course but are otherwise considered suitable. Power to ignore seniority of Head constables on list-D for promotion to the rank of ASI.
c)	SSPs/Commandants/ SPs In-charge of Training Centres	PPR 13. 9 PPR1 2.21	Discharge of inefficients

E. Powers and duties according to each wing / unit

1. District Police

a) **Functions and duties of the Inspector General of Police Zonal:**

Supervision and guidance to the field officers and to check alleged violation of human rights, police excesses, large scale litigation against police officers and to effect proper inter-departmental coordination. The main duties of IGP Zones are:-

1. To act as an effective link between the CPO and the field units and to ensure meaningful supervision over the work of DisG.
2. To render valuable guidance to the field officers.
3. To act as revisioning/ appellate authority.
4. To exercise powers of inter Range transfers of the police personnel.
5. To oversee the expenditure with a view to affect optimum utilization of the budget and other resources.
6. To maintain liaison with other organs of criminal justice system e.g. Divisional Commissioners, Deputy Commissioners, and other counterparts from Judiciary, Army, Para Military Forces, Media, Intelligence agencies
7. Make inter range security arrangements at the time of visit of VVIPs.
8. Coordinate with other zones.
9. Encourage welfare activities of police personnel
10. Head the Local Management Committee of the Police Public School(s) in the zone.

11. Exercise investigating powers as envisaged u/s 36 Cr.P.C. and powers of inter range transfer of investigation in cases where such transfer is in the interest of fair and impartial investigation..
12. Effective redressal of public grievances.
13. To sanction casual leave to DIsG and to SSP, in the absence of DIsG and to forward the earned leave, ex-India leave of Gazetted officers to CPO with his recommendation.
14. Act as a Nodal officer in the zone for interaction with various other wings of the police departments, Human Rights Commission, other commissions, Hon'ble High Court, Hon'ble Supreme Court and other Administrative units.
15. Any other function entrusted specifically by the DGP.
16. To organize training to enhance the knowledge, skills and abilities of the personnel posted in the zone.
17. Balanced award of punishment and rewards.

All documents which are held in the range offices and district police offices are accessible to this office. However, certain documents of secret nature, which are not accessible to public like Punjab War Book and Blue book, are held in this office.

b) Deputy Inspector General of Police, Range :

DIG Range has powers of controlling officer for administrative and financial matters for the districts of this Range under the relevant rules. He is also the first appellate authority against the punishments awarded by district SSsP of the Range. The duties of Range DIG include initiating reforms in Police working and making it more professional. Removal of grievances of public and ensuring justice to them is an utmost important duty of Range DIG. DIG Range also has to take care of welfare of police personnel and enforce discipline amongst the force. DIG Range is responsible to carry out formal/informal inspections of districts and monitoring timely inspections of police station by the Gazetted Officers of the districts. The main duties of range DIG are to

- supervise the work of SSPs;
- to act as an appellate authority against punishments meted out under Punjab Police Rules;
- to exercise powers of transfers of Inspectors within the districts/ range;
- to exercise powers of transfers of police personnel within range;
- to over see the expenditure with a view to affect optimum utilization of the budget;
- to maintain liaison with other criminal justice system;
- security arrangements of VVIPs;
- coordination with other ranges;
- welfare activities;

- transfer of investigation from one district to another within the range in the interest of fair and partial investigation;
- Redressal of public grievances;
- Training of officials posted in the range.

The functions and duties of various branches in Range office are as follows:-

1.	Superintendent	Supervision of the office
2.	Range Section Officer	Internal Audit, Budgetary allocation, scrutiny of cases from audit point of view and preparation of Budget estimates.
3.	Establishment	Establishment matters of NGOs
4.	Establishment (lower)	Establishment matters of HCs/ Constables, SPOs Class-IV employees and executive clerical staff.
5.	Crime Branch	Work relating to crime
6.	Personal Assistant	To assist the Range DIG in discharging official responsibilities.
7.	Public Complaint Branch	All kinds of public complaints and their monitoring.
8.	Accounts Branch	All accounts matters, budgetary preparations, allocation of funds, audit paras, GIS
9.	Legal Branch	Civil suits and other court cases.
10.	Secret Branch	Maintenance of personal files, representations against adverse remarks, correspondence relating to Gazetted officers.
11.	Security Branch	Terrorist crime, deployment of para-military forces, Security arrangements
12.	Reader	Formal inspections and village tours of police stations, enquiries into complaints, to assist Range DIG in discharging official responsibility.

c) Senior Supdt of Police of Distt :

He is the head of the district police and is responsible for prevention and detection of crime and for maintenance of law and order in his jurisdiction and for the effective and internal administration of his force. He supervises the policing of sub-divisions and police stations. His main powers and duties are as below:-

1. Maintenance of law and order
 - i. Security arrangements at places of congregations
 - ii. Traffic management
2. Prevention/ detection of crime
 - i. To monitor the preventive steps to check crime especially beat patrolling.
 - ii. Registration of crime
 - iii. Professional and scientific investigation: to ensure thorough, fair, impartial and expeditious investigation using scientific means of investigation and interrogation. He is competent to direct any reinvestigation of the case or to assign it to a specific officer in the interest of fair investigation.
 - iv. Timely submissions of challans in court
 - v. Proper pairvi of cases in court
 - vi. Gathering of intelligence of bad elements.
 - vii. Appropriate deployment for patrolling and related duties.
3. Monitoring of rescue and relief operations during natural disasters, calamities and major accidents.
4. Administration of District Police. Being the supervisory officer of all sub-divisions, police stations, police e posts, District police offices, CIA staff, traffic wing, EO Wing and police control room, he is responsible for the effective and efficient internal administration and supervision of these wings.
 - i. Personnel
 - Recruitments : As per PPR 12.1 he can recruit constables and ASIs
 - Training
 - Transfers/ posting: of other ranks (constables and Head constables) and ASIs and Sis within the district.
 - Promotions up to the rank of ASI

- Other service related matters.
- Rewards : Can issue commendation certificate class-III alongwith cash reward up to Rs.150/-
- Punishments : is empowered under PPR to inflict the punishment of dismissal to constables and to award major punishments to officials up to the rank of Sub-inspectors on the basis of a departmental enquiry after following due procedure as laid down in Punjab Police Rules. Can also award minor punishments without any departmental proceedings.
- Welfare: To hold Orderly rooms as laid down in PPR 14.10 for the Redressal of the grievances of the force.

ii. Resources

- Erection, maintenance and upkeep of police Buildings
- Maintenance of police Vehicles
- Maintenance of arms, weapons and ammunition at the disposal of the district police in serviceable condition.
- Maintenance of Communication equipments
- Upkeep of other law and order equipments
- Uniform related articles
- Devices related to Traffic management and scientific investigation etc.

iii. Financial management

- Budgeting
- Expenditure as per norms

5. Periodic formal and informal inspections of police stations and police lines: As per PPR 20.5(1) district SSP shall formally carry out inspection of police stations, police posts for which a definite programme should be drawn before the end of the quarter. Informal inspection of police station and police posts may be made as frequently as he may consider necessary and desirable.
6. Response of police control room: to ensure that adequate force appropriately equipped remains ready with transport to be deployed at the place of requirement as expeditiously as possible.
7. Coordination with district administration
 - i. District Magistrate PPR 1.16
 - ii. District Session Judge
 - iii. District Attorney
8. Police public interface
 - i. Redressing public grievances

ii. Initiates schemes of community policing to involve the local community.

9. Security of threatened persons and vital installations
 - i. Making suitable arrangements for the security of visiting VIPs
 - ii. Ensuring security of threatened persons and vital installations
10. Criminal intelligence gazette : To provide material suitable for inclusion in the Punjab Criminal Intelligence Gazette
11. Record of habitual offenders: To maintain a register of habitual offenders as defined in section 2 of Punjab Habitual Offenders (Control and Reform) Act, 1952.

d) Duties and function of SP Hqrs.

1. Duties regarding district police office
 - i. Supervise the functioning of various branches vis: English branch, Accounts branch, Vernacular Branch, OASI Branch, Complaints Branch etc of District Police office.
 - ii. Work as Drawing and disbursing officer for the district police.
 - iii. Issue transfer orders of ORs and Class-IV and also to sanction authority for their earned leave.
 - iv. Sanction casual leave to all office hand in the DPO except Branch Incharge.
 - v. Deal with all complaints against ORs.
 - vi. Maintenance of record.
 - Ensure the veracity of all entry made in the Character roll, personal file, long roll and short roll
 - Ensure updated ACRs of Head constables and constables on promotion list C-1/C-II
 - Maintenance of lists A, B, C & D.
 - Maintenance of all Standing Orders/ Instructions received from seniors.
 - Timely preparation of all periodic returns.
 - vii. Listen to public grievances and attend meetings with other district authorities in the absence of SSP.
2. Duties regarding police lines
 - i. Supervise the functioning of district police lines including the proper maintenance and upkeep of
 - Arms and ammunition
 - Vehicles
 - Uniform articles and distribution thereof
 - Misc store articles and distribution thereof.

- ii. Organize and supervise training activities in the district police lines.
- iii. Over see the weekly parade.
- iv. Supervise the functioning of police hospital and ensuring medical of police officials.
- 3. Look after the upkeep and maintenance of all police buildings in the district.
- 4. Organize and conducts annual firing practice for district police.
- 5. Monitor welfare activities in district police lines and district police stations.
- 6. Periodically holding of Darbar in Police Lines to redress the grievances of police officials.
- 7. Inspecting District Police Office and Police Lines,
- 8. Conduct formal inspection of police stations, village tours and departmental enquiries as assigned by the SSP.
- 9. Supervise the functioning of security branch in case no SP Ops is posted.
- 10. Supervise the training of reserve, bomb disposal squad, tear gas squad, dog squad and mounted police in case no SP Ops is posted.
- 11. Supervise the functioning of Police hospital
 - i. To ensure that medical check up of all police officials is conducted once a year and that of class-IV officials once every six month.
 - ii. Ensure the availability of medicines and equipments in the police hospital.
- 12. Supervise the functioning of the messes and the canteen.
 - i. Surprise checks
- 13. Ensure proper functioning of lady welfare centre, the cooperative store and PCOs in the police lines.
- 14. Ensure regular sports activities in the police lines.

e) Duties of SP/D, DSP/D

- 1. Supervision of crime investigation and maintenance of crime record.
- 2. Supervise the investigation of all major crimes in the district.
- 3. Supervise the functioning of CIA staff and the SHOs regarding crime investigation and guide them about investigation of blind and important cases.
- 4. Supervise the functioning of CRO and RW branches
- 5. Monitor the efforts made to arrest proclaimed offenders and Military deserted.
- 6. Visit scene of all heinous offences and guide IOs in detecting the case and apprehending the criminals.

7. Ensure timely putting up of challans in the courts.
8. Liaise with prosecuting agencies for proper pairvi of cases in the courts.
9. Liaise with jail authorities to collect intelligence regarding the activities of jailed and bailed out persons.
10. Conduct formal inspections of police stations, village tours and departmental enquiries as assigned by the SSP.

f) Duties of SP Ops

1. Liaise with paramilitary, commando, IRB, PAP, Army units deployed in the district.
2. Collect analyze and disseminate intelligence and prepare operational plans based thereon to check activities of terrorists.
3. Plan and carry out operations like night dominance for preventing crimes.
4. Check and review security of threatened persons and vital installations.
5. Organize short term training courses for gunmen and SPOs in police lines.
6. update and rehearse city sealing and district sealing schemes
7. Conduct formal inspections of police stations, village tours and departmental enquiries as assigned by the SSP.

g) Duties of SP Traffic

Main duties of SP Traffic are as below :-

1. Smooth and safe passage of traffic in his jurisdiction.
2. Spreading awareness about traffic rules through educational campaigns.
3. Challaning of vehicles violating traffic rules.
4. Taking up of proposals with concerned authorities for improvements/ enhancements in traffic engineering.
5. Relief operations during road accidents.

h) Duties of DSP Sub-division.

1. Supervise the functioning of police stations and police posts in the area of jurisdiction.
 - i. Proper registration and investigation of criminal cases.
 - ii. Expeditious disposal of cases.
 - iii. Effective pairvi of cases.
 - iv. Proper upkeep and disposal of case property.
 - v. Proper maintenance of crime record in police stations.
2. Ensure effective steps for prevention and detection of crime
3. Maintain law and order in the area of jurisdiction.

4. Ensure security of threatened persons and vital installations
5. Listen to and redress public grievances.
6. Liaise with other district agencies associated with the criminal justice system.
7. Take steps for the welfare of police officials.
8. Periodically conduct informal inspections of police stations.
9. Conduct departmental enquiries, village tours and formal inspections of police stations as assigned by the SSPs.

Police Stations

i) Duties of SHO (Insp. or SI)

SHO is the chief investigating officer of the police station and he is responsible of the effective working, management, good conduct and discipline of the local police, for the preservation of peace and the prevention and detection of crime. He is also responsible for the correctness of all registers, records and reports prepared in the police stations and also to deliver directions, instruction to his police subordinates

j) Assistant Sub-Insp. (NGO)

The other subordinate NGOs posted in the police station are attached to the SHO as subordinate investigating officer. An ASI is required to have the same standard of efficiency in all branches of police station work, detection, prevention and administration as SHO, but his responsibilities are less and his powers are subject to the detailed control and supervision of the SHO.

k) Duties of MHC (HC)

The police station clerk is a literate Head Constable, who under the control and supervision the SHO, acts as clerk, accountant, record keeper and custodian of Govt. and other property at the police station. He is assisted by one or more assisted clerk

The duties/functions of police station force are as below :-

1. Maintenance of Law & Order in the Jurisdiction of the Police Station.
2. Prevention of Crime through beat patrolling, surveillance, holding public meetings, taking preventive action U/S 107/150 Cr. P.C. 107/151 Cr.P.C 109/110 Cr. P.C., watch over the activities of criminals, collection of intelligence, issuing servants verification rolls, stranger rolls etc.
3. Detection of crime by investigation of cases registered under IPC or Local & Special Laws.
4. Passport, service verifications.
5. Redressed of the grievances of the victims, complainants coming to Police Stations with different problems.

6. Misc. duties such as maintenance of public order, controlling different agitations, strikes, dharnas, rallies, rasta-roko programmes, hunger strikes, fast-unto-death, processions, demonstrations etc.

District Police Office

English Office Branch

l) Duties of Head Clerk (Insp. or SI)

This officer is Incharge of the English Office and is responsible for the punctual disposal or correspondence submission of periodical reports and returns and when no senior officer is available may sign necessary letters etc. for the Senior Superintendent of Police. He shall also supervise for the correctness of the Accounts. He will be assisted by as many Assistant Clerks as may from time to time be sanctioned, who shall be responsible for the correspondence and maintenance of record related to the following :-

1. Repair, Constructions and maintenance of Govt. Buildings
2. Clothing and Equipment articles.
3. Govt. Vehicles and record of Misc. store articles.
4. Record of Arms and Ammunitions.
5. Record of Govt. Horses and Dogs.
6. All sanctioned, House Rent Allowance, Conveyance Allowance, House Building Advance, Range Audit, A.G. Audit & Audit District Planning & Development Board.
7. Organization Proposals, Appointment and enrolment, Promotions, Discipline, Rewards, Punishment, Training & Examination, Traffic, Stationary, Formal Inspections, In-formal Inspections and Village Tours, Meetings & Orders of District Magistrate, Verification of Arms License, Criminal Specials Reports, Instructions of Crime and Chemical Reports, Summons, Warrants, Police help, Parole Case.
8. All type of Leave for G.Os, Pension/Family Cases Pension, Extension Beyond 55 Years of Age, Welfare of Terrorist Families, Maintenance of Character Roll of NGOs/ORSs, Promotion to Rank of ORs, Confirmation ORs Particulars of Upper/Intermediate School Course, Review of C-II,D-II & E-II Cases & Reward Entries.

Account Branch

m) Duties of Accountant (S.I)

The duties and responsibilities of Accountant are detailed in Chapter-X of PPR. This branch is primarily responsible for the accuracy of the Account and for the safe and proper custody of all monies, stamps, Vouchers and other papers committed to his charge. For this the accountant is assisted by as many Head Constables & Constable as may from time to time be sanctioned.

n) Duties of Bill Clerk (Head Constable)

He prepares Traveling Allowance Bills and be a general assistant to the Accountant.

Vernacular Office

o) Duties of Reader SSP (ASI)

This office exercises supervision over the branch assistant Readers (Head Constables). It also maintain the standing Order Book and the District Order Book.

p) Duties of Record Keeper (Head Const.)

This office is responsible for the Vernacular Record (Case Dairies, P.Os & Absconder case files, Cancellation/Un-trace Case files, dairy of T.A., POL Bills of Uniform articles) and the record keeper is assisted by One or more Constables according to the requirements of the District.

q) Duties of Return Writer (Head Const.)

This office maintains the general Crime Register and Dispatch Register of Conviction Slips and is responsible for all prescribe returns from the Vernacular office.

r) Duties of Diarist Copyist and Dispatchers (HC or Const.)

This office deals with the receipt, registration, distribution, coping and Dispatch of Vernacular correspondence according to Rules. The officer incharge is assisted by as many assistants as may from time to time be sanctioned.

s) Duties of CRO (HC or Const.)

This officer maintains the record of Criminal Gangs, Military Deserters, MOB Forms, Monthly Crime Returns, Stolen Vehicles and Missing Persons. It is also responsible for the preparation CIA Gazette.

Public Complaints Branch P.C.

t) Duties of P.C Clerk (ASI or HC)

This office maintains the record related to the Public Complaints received in the DPO.

Security Branch

u) Duties of I/C Security Branch (Insp. or SI)

This office deals with the Security for threatened persons, vulnerable points, VIP Programmes, processions, banks, flood protection, disaster management. He also deals with passport, CVR, MVR verifications, foreigners Visa entries LOC's ,PCC's, National status & Marriage ability certificate etc.

Litigation Branch

v) Duties of I/C Litigation (ASI)

This office deals with all police related Criminal/Civil litigations. It is also responsible of the replies to be filed in the Hon'ble Courts.

Orderly Branch

w) Duties of I/C Orderly Branch (NGO or HC)

This officer deals with the maintenance of the NGOs/ORs registers, Fauji Missals, Training Courses, Service record of SPOs and PHGs, Priority cases, record of transfers & absentees.

Police Lines

x) Duties of Line Officer (S.I)

The duties/functions of the police lines staff are as below :-

1. To issue all articles of uniform to all the police personnel from the rank of Constable to Inspector from its Clothing Store.
2. To issue all other misc. articles to all the unit of police department on demand, from its Misc. Store.
3. To provide force for escort of prisoners from District Jail to different courts in the city as well as outside and back to jail.
4. To provide force for maintenance of law & order and also on different other occasions, reasta-roko programmes, demolition drives, strikes etc. on demand, out of the reserve force.
5. Deployment of static/temporary guards at vital installations, VVIP/VIP's officer/ residences and other places as per requirement.
6. Deployment of force cover VVIP/VIP's route duties.
7. Maintenance/repair of vehicles, issue of POL and control over all the vehicles of the department through MT section.
8. Utilization of Pipe and Brass bands on different occasion.
9. Tear Gas Squad, QRL, Riot Control Unit, Dog 99 Squad, Mounted Staff etc. whose services are utilized as and when required.
10. Police Family Welfare Centre, looking after the welfare of the families of police personnel.
11. Withdrawal and dispersal of cash through Lines Officers.

Traffic

y) Duties of I/C Traffic (Insp. or SI)

The duties/functions of the Traffic wing are as below :-

1. Regulation of traffic at different intersections, automatic traffic control signals, round-about, Chowks, markets and other places.
2. Parking duties in markets, melas, exhibitions, other functions.
3. Control of traffic during processions, agitations, strikes, dharnas, rallies, rasta-roko programmes etc.
4. Enforcement of traffic rules & regulations by prosecuting the violators under Motor Vehicles Act/Rules.
5. Education school children, drivers, rickshaw pullers and other road users on road safety and traffic rules/regulation in Children Traffic Park Sector 23 as well as by visiting different schools, other institutions/departments.

6. Education general public about traffic rules/regulations and road safety through cinema slides, banners, electronic. Print media and by organizing seminars/ workshops/lectures on road safety during annual Road Safety Weeks.

Police Control Room (PCR)

z) Duties of I/C Police Control Room (Insp.)

The duties/functions of the PCR are as below :-

1. To attend all spots within 3-5 minutes on receipt of any information on toll-free phone No. 100
2. After arriving at the spot, to inform the PCR about the situation and thereafter, to hand over the spot to the local police, if necessary.
3. To guard the spot till the arrival the local police.
4. To shift the injured persons immediately to the nearest hospital by making use of Ambulance of the PCR.
5. To guard a specific area of responsibility round the clock, when not busy elsewhere.
6. The PCR vehicles are also detailed for duty on other occasions such as agitations, strikes, rallies, dharnas rasta-roko programmes, processions, VIP routes, place of functions, demolition drives etc.

Special Branch

aa) Duties of I/C Special Branch (Insp.)

The duties/functions of special branch are as below :-

1. Collection and development of information with regards to agitations, strikes, dharnas, demonstrations, processions, rallies etc.
2. Providing daily/advance information to all concerned about the above mentioned programmes/events so as to enable them to make necessary law & order arrangements.
3. Liaison with the local police as well as with the leaders of the political/other parties.
4. Preparation and submission of Daily Summary of Intelligence (DSI) reports.
5. Surveillance of suspects.

Special Crime Units

bb) Duties of I/C CIA (Insp.)

The duties/functions of CIA are as below :-

1. Enquiry into all complaints marked by the senior officers in cases where the complainant not satisfied with the enquiry conducted by the local police or in other special cases.
2. Investigation of cases which are entrusted to this wing as per orders of senior officers.

3. Detection of cases under Local & Special Laws, registration of FIRs and investigation.
4. To act as a watch-dog and keep an eye over organized crime in the city area.
5. Collection of information/Intelligence about all types of other crime.
6. Modus Operandi Bureau, which functions under the control of DSP/Det.

cc) I/C E.O Wing (Insp.)

The duties/functions of E.O. Wing are as below:-

1. Holding preliminary enquiries into all complaints of fraud, cheating, breach of trust, embezzlement, misappropriation of money, forgery etc.
2. Holding preliminary enquiries into all complaints against companies, I.T, Act, Prevention of Corruption Act, Prize Chits & Money Circulation Schemes (Banning) Act, 1978, Cyber Crime etc.
3. Investigation of all case if after holding a preliminary enquiry, some cognizable offence is found to have been made out.

dd) I/C C.A.W.C (Insp.)

The duties/functions of C.A.W.C. are as below:-

1. To deal with all complaints pertaining to maltreatment, harassment, cruelty/ violence, demand of dowry etc. relating to unmarried/ married women and children.
2. Counseling through well qualified/trained police staff, voluntary NGOs with the objective to settle the disputes amicably/mutually and to unite the divided families.
3. Investigation of cases registered against Women & Children by the senior officers.
4. To help the women/children in districts through toll-free Child Help Line.

ee) I/C P.O. Cell (Insp.)

The duties/functions of P.O. Cell are as below :-

1. To investigate the P.O/Absconder case files and put specialized efforts to arrest them.
2. To initiate proceedings under section 83 Cr.P.C. against the absconding

P.Os.

ff) I/C Prosecution Cell (Insp.)

The duties/functions of Prosecution Cell are as below :-

1. To brief the prosecution witnesses in the under trial cases and put all efforts for the conviction of the cases.
2. To produce the case property in the trial courts without any fail and liaise with SP/Det. regarding the trial court proceedings.

gg) I/C Summon Staff (ASI)

The duties/functions of Summon Staff are as below:-

1. To serve all summons, notices and warrants issued by the various courts in the under trail cases of the district.

Wireless Section

hh) I/C Wireless Section (Insp.)

1. To provide wireless sets to all the vehicles as well as individual officers/ officials.
2. Maintenance, upkeep and repair of all types of wireless sets of the department.

2. ADMN. WING

a) ADGP Admn

ADGP Admn is the Head of the Administration Wing and supervises both Provisioning and Headquarters divisions. He is responsible for management of resources of the department including human resources. He is assisted by the IGP Headquarters and IGP Provisioning whose powers and duties are listed in detail as below. However, he enjoys the delegated powers of the DGP in deciding upon representations of officials from the rank of constable to Inspector against punishments awarded/ upheld up to the rank of IGP and against adverse remarks of ACRs. The main functions of ADGP Admn are as below:-

- i) To visualize, perceive, process and formulate policies for the improvement of Police administration and working of various wings including field units of Punjab Police.
- ii) To represent the DGP in various meetings in the case of non-available of DGP or if the DGP so desire.
- iii) Files regarding promotions, postings and transfers of GOs are processed through ADGP/ Admn.
- iv) Postings/ Transfers of Superintendents (Ministerial Staff).
- v) Appeals against the order of IGP rank officers.
- vi) Assembly business.
- vi) Movement of reserves, Guards and Escorts.
- viii) Leave encashment of all GOs/ PPS officers and their leave cases will be decided by the ADGP/ Admn except leave cases of SSPs of districts and officers of the rank of DIG and above.
- ix) Accepting authority for confidential reports in respect of officers of the rank of Superintendents (ministerial staff).
- x) In respect of Welfare Fund, he shall enjoy fully delegated sanctioning powers of DGP.
- xi) Police arrangements in connection with visits of high dignitaries.
- xii) The powers to sanction the absence of Govt. employee on duty beyond sphere of duty of police officers/ officials upto 60 days and to the

places situated outside Punjab, Jammu and Kashmir, Himachal Pradesh, Haryana, Rajasthan and Delhi, subject to the conditions as required under rule 15.1, Sr.No.6 of the Punjab Civil Services Rules, Vol-1,

- xiii) The powers to approve the tour programmes and counter signing of T.A. bills of the officers below the rank of Addl. Director General of Police for whom DGP is controlling officer.

b) IGP Hqrs:

He heads the Headquarters division which deals with all issues pertaining to management of human resources and general policy matters. The Central Govt and the State Govt are the cadre controlling authorities for IPS and PPS officers respectively. However, all their record is maintained in the Headquarters division including their ACRs. This division is responsible for all establishment matters pertaining to these two cadres. In addition, it is the cadre controlling authority for Inspectors, ministerial cadre. It also takes decisions regarding recruitment, inter-range transfers, and other service matters for all officials from the rank of constable to Inspectors. It handles the promotions to the rank of ASI and Sub-Inspector on the basis of the Central Seniority Roster. IGP Headquarters is assisted by DIG Admn, DIG Litigation, AIG Personnel, AIG Welfare and AIG Litigation. The main functions of IGP Headquarters are as below:-

- i) To visualize, perceive, process and formulate policies for the improvement of Police administration and working of various wings including field units of Punjab Police.
- ii) To represent the DGP/ADGP Admn in various meetings in the case of non-available of DGP/ADGP Admn or if the DGP/ADGP Admn so desire.
- iii) All files to be put up to the DGP/ADGP Admn regarding policy matters shall be routed through IGP/Hqrs. However, he may take final decision in the following matters :-

- Establishment of Inspectors/ SIs/ASIs and Assistants

including

recruitment, postings and transfers.

- Deputation of NGOs.
- Civil suits relating to GOs.
- Supervision of Confidential Branch.
- Gazetted establishment.
- Appeals and representations of NGOs and ORs against the orders of DIG rank officers.
- Appeals and representations of Executive Clerical staff against the orders of DIG rank officers.
- Grant of rewards, Appreciation letters, Medal cases.

c) DIG Administration

All files relating to the Secret section, General administration and nongazetted Branch are processed through DIG Admn. However, he may take final decision in the following matters.

- i) Postings and transfers of ASIs and SIs.
- ii) Enlistment of constables. However, cases requiring relaxations shall invariably be put up to DGP.
- iii) Posting and transfers of ministerial staff up to the level of clerks.
- iv) Sanction of loans as provided in the Welfare Fund Rules.
- v) Deputation of ORs.
- vi) Civil suits pertaining to NGOs and ORs.
- vii) Implementation of recommendations of National Police Commission.
- viii) Establishment of NGOs/ORs including permission for sales and purchase of property as well as movable/ immovable property returns.
- ix) Disposal of routine files relating to branches under his supervision.
- x) Elections.
- xi) Annual Administration Report.
- xii) All proficiency step-up cases.

d) IGP/Provisioning

By virtue of delegation of powers, the Inspector General of Police Provisioning, Punjab is enjoying the financial powers conferred to the DGP, Punjab. Purchases up to Rs. 60,000/- under Serial No. 1 of Rule 19.6 of PFR Volume-I are being sanctioned by him. His other functions are as under:-

1. Preparation of Five years plans and utilization of funds provided by these commissions
2. Preparation of Annual Modernization plan and utilization of funds provided in the said scheme.
3. Expenditure bills above Rs. 10,000/- and up to Rs. 60,000/- of all expenses relating to CPO Viz. POL, Telephone, Office Expenses and other miscellaneous bills.
4. Installation of telephone connections in CPO, Punjab and sanctioning of telephone bills of above Rs. 10,000/- and up to Rs. 60,000/-.
5. Correspondence for additional Funds under Major Head" 2055-POLICE" and all matters related to Budget
6. Sanction of News paper & magazines.
7. HUDCO Liability.
8. Payment of rent of Police Buildings.
9. Minor works.

10. Correspondence regarding Punjab Vidhan Sabha matters
11. Sanction of initial uniform grant and renewal of uniform grant to IPS and PPS officers.
12. Sanction of journey beyond sphere of duty up to 60 days within the state of Punjab and in the neighboring states
13. Issue of No Demand Certificate to IPS officers.
14. Inspection reports of Arms and ammunition carried out by state AIA/Range Armourers and Ammunition Examiner and issuance of instructions regarding maintenance of Arms and ammunition.
15. Recommendations of recovery of losses.
16. Lok Sabha, Rajya Sabha and Assembly questions.

e) DIG/Provisioning

DIG/Provisioning by virtue of his posting as such is competent to accord financial sanctions of purchases up to Rs. 20,000/-. Other functions are as under:-

1. Accord approval for purchases up to Rs. 20,000/-
2. Payment of advertisement bills.
3. Supply of stationery and printing forms.
4. Temporary attachment of vehicles to officers out of M.T. Pool.
5. Issue of indent supply orders.
6. Issue of Arms & Ammunition.
7. Inter-police units distribution of Arms/Ammunition and munitions on loan basis etc.
8. Court cases
9. Correspondence with State, MHA, abroad regarding procurement of items/equipments.

f) Controller (F&A)

In financial matters, the followings are the responsibilities of Controller (F&A):-

1. Preparation of annual budget of the police department.
2. Correspondence regarding re-conciliation of the expenditure of entire police department which is booked in the books of A.G. Punjab under different minor sub head, major heads "2055-Police"
3. Correspondence regarding claims of para-military forces/RPF/RSPF.
4. Regularization of excess expenditure under head "2055-Police".
5. Correspondence regarding reimbursement of expenditure of police personnel deployed to other state organizations etc.
6. Audit objections/internal audit objections of subordinate units. .

7. Preparation of expenditure statement and consolidation of various information called for from the field police units in connection with budget matters including pending liabilities.
8. Meeting on financial matters with the state government (administrative department/Finance Department/Director (Treasury & Accounts)
9. Sanction of bills regarding repairs/POL upto Rs. 10,000/-
10. Drawl of salary of officers/officials posted in CPO.
11. Expenditure bills of all expenses relating to CPO viz. POL, telephone, office expenses and other miscellaneous bills.
12. Sanction of telephone bills up to Rs. 10,000/-
13. Sanction of all kinds of advances to G.Os and ministerial staff.
14. Sanction of ex-gratia grant and pension cases of officers/officials posted in CPO, Punjab.
15. Group Insurance Scheme of IPS officers and ministerial staff of CPO, Punjab.
16. Correspondence relating to non-sanctioning/delay in sanction of pension.
17. Issue of No Demand Certificate of G.Os & Ministerial staff posted in CPO, Punjab.
18. Maintenance of GPF of Class IV employees and sanction of advances out the GPF of class IV employees of CPO.
19. Proposals for sanction of MACT cases.
20. Pay fixation, annual increments, issuance of salary slips and maintenance of service books of all IPS officers/ State Police Officers/ Gazetted officers and also maintenance of their service record.
21. to process the representations regarding fixation of pay received from various units regarding anomalies.

g) AIG/Provisioning

AIG/Provisioning is to assist the DIG/Provisioning and IGP/Provisioning.

1. Competent to accord approval for purchases up to Rs.10,000/-.
2. Supervision of working of Provisioning, Building and Modernization branch
3. Looks after the work of inter-change of telephone connections in Punjab being dealt with in Accounts branch
4. Preparation of annual plan estimates, revised plan estimates, 5 years plan, works relating to Finance Commission and preparation of plan under the Modernization Scheme etc.

h) AIG/Armament

1. Look after the work of Armament Branch.
2. Issue of cleaning material, spare parts, tear smoke munitions.

3. Examine the points raised in the inspection report by State AIG/Range Armourer and Ammunition Examiner.

i) Deputy Controller (F&A)

Deputy Controller (F&A) works under Controller (F&A) and IGP/Provisioning in matters relating to:-

1. To supervise the work of GP fund branches.
2. Final payment of IPS, PPS, Inspectors, Ministerial cadre and educationists.
3. Refundable advances/non-refundable advances of PPS, Inspectors, ministerial cadre and deputationist.
4. Allotment of GPF number and acceptance of nominations.
5. Final review.
6. Audit paras.
7. Court cases pertaining to GPF.

Working of the branches

Provisioning Branch:

Provisioning Branch is responsible for the central procurement of (i) various types of clothes for stitching of uniform items. (ii) Readymade items of uniform and also for the (iii) procurement of articles of equipment. The procurement of tents is also being done centrally. Out of the funds provided under the Modernization scheme of the Government of India, common items/equipments are being purchased at CPO level and are being processed in Provisioning Branch. The procurement of horses is done through DGP/Armed Battalions, who is the nodal officer for this purpose. One Superintendent, three Assistants and one Junior Assistant are posted in this branch.

Modernisation Branch:

Under the Modernization of State Police Forces Scheme of Govt. of India, funds are being provided by MHA for the overall Modernization of the State Police Forces. Modernization branch though is an un-sanctioned branch, which handles preparation and submission of Modernization Plans in accordance with the guidelines of the Govt. of India and for the utilization of funds provided under the scheme by the Govt. of India, MHA/State Govt. One Superintendent and two assistants are posted in this branch.

Building Branch:

Building branch handles new construction of buildings like housing for policemen, police stations and other administrative buildings. It also handles the cases relating to the "Minor Works" as well as maintenance and repairs of police building etc. The hiring of buildings and allotment of accommodation at Hqrs. building are also being handles by the building branch. It also handles the acquisition and purchase of land for police department. Purchases of magazines/journals/periodical newspapers /sanction of advertisement bills/payment of electricity/water bills etc. are also being dealt with in building branch. One Superintendent, three Assistants, three clerks are posted in this branch.

Transport branch:

Transport branch deals with the purchases, maintenance and repairs of vehicles etc. action for the purchase of tyres/tubes, bullet proofing of vehicles, body fabrication etc. are also being dealt with in this branch. It also handles policy matters regarding procurement/purchase of vehicles, increase/decrease in fleet strength, purchases of POL, temporary attachment of vehicles for various duties, condemnation of vehicles /tyres/ tubes/parts of vehicles. Post of the Superintendent is vacant. Three assistants, one Junior Assistant and one clerk are posted in this branch.

Armament Branch:

Armament branch deals with the cases of procurement of arms & ammunition from Govt. of India. Issuance of tear smoke munitions, arms & ammunition to the various units from the central armory, disposal of empty cartridges, installation/operation of melting furnace, tear gas squad and disposal of confiscated weapons etc. are also being dealt with in Armament Branch. One Superintendent, two Senior Assistants and one Junior Assistant are posted in this branch.

Budget Branch:

Budget branch is dealing with the preparation of budget for the whole police department and for the distribution of funds provided by the State Govt. It works under the immediate control of Controller (F&A) with overall control of IGP/Provisioning. One Superintendent, six Assistants are posted in this branch.

Pay fixation Branch

This Branch deals with Pay Fixation of all IPS Officers, deputationist, State Police Officers, other Gazetted Officers, All Ministerial Staff posted in CPO and also maintain the Service books/ Character Rolls of these officers/ officials. Beside this branch also deals with the policy matters regarding Pay Fixation, correspondence with the Government (Pay Commissions) regarding revision of pay scales and anomalies arising there from. One Superintendent and two Assistants are posted in this branch.

GP Fund Branches (1, 2 &3):

For the maintenance of GP fund account of officers/officials of police department posted at headquarters are being dealt with in GP fund branches. These branches also deal with the refundable and non-refundable advances out of GP fund, final GP fund payment after superannuation /retirement.

4. CRIME WING

The officers of the Crime Wing perform duties and observe the powers as prescribed in Police rule, Cr.P.C. CSR and Protection of Human Rights Act, 1993 and as per directions of the Hon'ble Punjab and Haryana High Court, Supreme Court of India and other senior officers.

5. INTERNAL VIGILANCE CELL (IVC)-CUM-HUMAN RIGHTS WING

Internal Vigilance Cell has no financial as well as administrative powers. Addl. DGP/ IVC has the power to accept or reject the inquiry report conducted by an IVC officer or by any subordinate unit. The duties of the IVC officers are to enquire into the complaints. The Cell work as per instructions laid down in its Standing Orders issued by the CPO vide endorsement No.30532-63/Con.SA-1(i) dated 1.12.1999.

Human Rights Cell in the Punjab Police is working under the overall supervision of ADGP/ IVC-cum-Human Rights, Punjab. The branch is manned by an IGP, one SP and one DSP. The cell does not have any independent budget or financial powers.

6. TRAFFIC WING

- a) IGP Traffic : He is the controlling officer and supervises the functioning of Traffic Wing.
- b) AIG Traffic : He is supervisory officer of Traffic Wing and assists IGP/Traffic in all policy matters and checking of Highway Patrol Vehicles.
- c) DSP Traffic : He supervises the work of Traffic Wing and assists IGP and AIG/ Traffic in all matters and checking of Highway Patrol Vehicles.

7. RULES WING

To suggest recommendations for amendments in the existing Acts/ Rules governing the functioning of the State Police.

8. RAILWAY POLICE

All Gazetted officers, Inspectors, SHO and their subordinates are vested upon with the same powers and responsibilities as per their counter-parts posted in Districts, Ranges and Zones as well as duties, responsibilities and powers of such officers as mentioned in code of Cr.P.C., Railway Act, Police Act and other laws. Besides, as per PPR 28.7(1), the following particular duties, among others, devolve upon the railway police:-

- a) To protect travellers from injury to person or property
- b) To maintain law and order at railway stations and in trains.
- c) To attend the arrival and departure of passenger trains at station and to render all possible assistance to passengers and railway officers.
- d) To bring to the notice of the proper authorities all offences under the railways Act and breaches of bye-laws and all cases of fraud, or oppression, on the part of railway subordinates.
- e) To keep platform clear of idlers and beggars and to keep a look-out for suspicious persons, smugglers and persons travelling with arms without a license.
- f) To search all empty carriages for property left behind by passengers.
- g) To control the hackney carriages plying for hire at railway stations and to enforce the regulations of the railway authorities with regard to them. In addition, GRP also perform following duties:-

- a) Track patrolling
- b) Train escorting. Due to amendment in Railway Act, RPF has started escorting the trains w.e.f. 1.7.2004 but even then some trains are being escorted by GRP on the request of RPF.
- c) GRP takes cognizance of cases which fall under the purview of Railway Act but due to amendments in Railway Act, RPF has been authorized to take cognizance under some sections of RPF Act w.e.f. 1.7.2004.
- d) Railway Security Scheme – 1999 duly approved by the Govt of Punjab is in force and GRP perform duties accordingly.
- e) The guarding of bridges is being done by PAP personnel.

9. TRAINING WING & PUNJAB POLICE ACADEMY PHILLAUR

ADGP-cum-Director PPA Phillaur

1. Head of the Institution and responsible for exercising control over all subordinates, taking decision in all policy matters, promotions postings/ transfer up to the rank of Inspectors within our jurisdiction. Also the controlling authority of all the funds allocated to this Academy.
2. PRTC and PRTS, Jahan Khelan are functioning under the supervision and control of ADGP-Cum-Director, PPA Phillaur.

DIG-cum-Joint Director

1. To act as 2nd in command to the Director and to attend routine duties in the absence of Director.
2. Administrative control over PRTC/RTS Jahan Khelan.
3. Supervision of the working of all the Deputy Directors.
4. Supervision of the working of all the Deputy Directors
5. General administration of PPA hostels, maintenance and upkeep of all buildings and infrastructure of PPA
6. Control over FSL and Library.

Dy. Director (General)

1. Welfare officer of the Academy.
2. Supervision of NGOs/ORs mess
3. Supervision and control over electrical wing.
4. Control and supervision of Religious places in the Academy.
5. Incharge of MT, Riding staff, Band staff and chief ward4en of hostels except female hostels.

Dy. Director (Admn)

1. Supervision of English office and to deal with all service mattes.
2. Procurement and planning grant and responsible for maintenance of all buildings.
3. Allotment of Govt quarters.

4. Administrative control over the Lines Staff, ministerial staff and all class-IV employees.
5. Supervision of Photo section, procurement of its equipments and material and PPA Museum.
6. Chief Security officer of the Academy campus.
7. Drawing and disbursing officer.
8. Supervision of armory, clothing store and Misc Store.
9. Responsible for the area planning, beautification and general upkeep of the campus and family lines.

Dy. Director (Indoor)

1. Supervision of Law Instructors
2. Deliver lectures to the Gazetted Officers and senior classes in the subjects allotted to him.
3. Preparation of text books, pamphlets and other general literature pertaining to the training.
4. Arrange programs of lectures by visiting lecturers pertaining to the training
5. Supervision of library.
6. Ensure proper conduct of instructions to the trainees using all modern means of teaching Audio-Visuals aids etc.
7. Keep close watch on the progress made by the trainees.
8. Development of morale and character of the trainees.

Dy. Director (Outdoor)

1. Supervision of outdoor training of all types.
2. Exercise disciplinary and administration control over all trainees.
3. Exercise control over casual leave of trainees.
4. Responsible for good discipline of trainees and systematic physical training as per requirement.
5. Supervision of female hostels.

Dy. S.P/Adjutant

1. Shall assist the Dy. Director outdoor in training, discipline, general administration and enforcement of orders supervision of accounts.

Dy.Ss.P/Law

1. Perform duties as instructors of Police subjects.

Dy.S.P/MT

1. Supervision of the working and proper functioning of M.T. Section.

Dy.S.P./Lines

1. Supervision of Lines, Staff, Lines Stores and Armory
2. Area maintenance

3. Maintenance of all buildings.

DSP/Training

1. To assist the Dy. Director (Outdoor) in matters pertaining to training.

Inspectors

They are posted as Law Instructors, Chief Drill Instructor (CDI) Reserve Inspector, Inspector Security Inspector Quarter Master, Inspector Dog Squad, Inspector Photo section, Inspector I/C Sports, Riding Master.

Sub. Inspectors

To work as Drill Instructors, Law Instructor, MTO Lines, Officer, Band Staff, Security duty, PSO etc.

ASIs

They are posted as Drill Instructors, Riding, Mt and photo instructors. They are also performing other duties of lines staff.

Head constables

They are posted as Drill Instructors, Riding, MT and photo instructors. They are also performing other duties of Lines Staff.

Constables

They are performing Drill, Tear Gas Squad, Lines Staff and other duties assigned to them.

10. COMPUTERS & TELECOMMUNICATION WING

(i) ADGP C&T

He is the head of Computer & Telecommunication Wing (C&T Wing) and is responsible for the overall planning for future modernization and maintenance of the existing technical facilities/ resources. He is responsible for providing an effective communication network both within the State and outside it as and when required. The administration of the entire establishment of the C&T Wing is also his responsibility. For this purpose, he is assisted by an IGP and a DIG.

(ii) IGP C&T

To supervise the officers/officials under him in the C&T Wing.

(iii) DIG C&T

To supervise the officers/officials under him in the C&T Wing.

(iv) SP Computers

- Supervision of the whole computerization Network
- Administrative supervision, Management, Welfare of the subordinate staff as per PPRs conterminus with duties of district SP/ Bn Comdt.
- Evaluation of new equipment as per procedure and competence
- Procurement of new generation of equipment and disposal of obsolete and time barred equipment as per procedure.
- Financial powers as delegated by Govt./ DGP Punjab
- Supervise the working of Technical Stores and to ensure proper accounting of equipment, periodical physical checking/ inspection and maintenance of history sheets/ log books of equipments
- Proper maintenance of all equipments and smooth functioning of all Modem, Hotlines, Mart systems etc.
- Selection of ORs for various courses.
- To work as DDO of his branch
- Recruitment, training, Up-gradation of technical efficiency and discipline of subordinates.

- Holding of weekly orderly room as per PPR 14.10
- Liaison with DOC, MGSIPA etc for training courses.
- Sanction of loan from the police welfare fund upto the rank of ORs as per competency and procedure.
- Sanction of reward (CC Class III) as per PPR Chapter XV
- Decision of departmental enquiries of all enrolled police officials and awarding of punishment to them, as per PPR chapter 16 as per level of distt. SP/Bn Comdt.
- Filing of returns as per PPR 1139
- Transfers all ORs (and also Class IV) against sanctioned vacancies as per PPR chapter 14.15 and other guidelines/ delegation accorded by Govt./ office of DGP Punjab / ADGP/ C&T, IG/ C&T and DIG/ C& T.
- Promotion of constables and confirmation of HCs as per PPR and other instructions. Maintenance of Promotion lists pertaining to C & T as per patten of Bn / Distt. i.e. A,B,C & D Supervision of activities relating to B-1 test.
- Periodic Inspections of units of Computers wing e.g. Police Lines Hqrs , establishment , Motor Transport
- Sanction of Casual / Stn leave upto 4 days under advance intimation to DIG/ C & T. to all GOs and Inspectors serving under him at Hqrs.
- To initiate ACRs of all GOs/ Inspectors and Clerical staff under him.
- Organization of weekly parades and informal inspection of Police lines and Hqrs.
- Sanction of Earned leave to SIs ASIs and ORs as envisaged in PPR 1934 as per delegation accorded by higher offices.
- Fixation of pay of class IV , ORs , ASIs , SIs
- Pension cases of Class IV, ORs ASIs and SIs
- As a general rule to be vested with the powers of SP/Bn Comdt. , as per PPR 1934, as far as supervision of personnel and material resources of Computer wing are concerned, subject to general, specific instructions of Higher offices.
- Duties to establish and supervise offices as per PPR Chapter No.11
- Duties to supervise C & T Lines as per PPR Chapter XI and XVII
- Completion of D.Es and enquiries entrusted to him
- Any other duties assigned by senior officers.

(v) **DSP/Hqrs, Computers**

- Responsible for effective supervision and control over various functions of Hqrs. establishment as referred in PPR relating to Headquarter and officer establishment of computer wing , specifically as per Chapter XI and XVIII, in addition to other duties .
- Supervision of official staff and ensure timely action on various references and submit all relevant cases to SP (Computer) for early action and decision.
- Responsibility for supervision of office of SP Computer, supervision over Hqrs Branches quick disposal of papers/ files maintenance of office discipline.
- Grant of casual leave to Sis ASIs ORs under his control, as per provisions of PPR 1934, subject to delegation accorded by higher offices. The records of
- such casual leave will be sent to office of SP for appropriate records.

- Shall be vested with the powers of DSP relating to admn supervision of Hqrs. establishment.
- To conduct formal informal inspections of office/ establishment under his supervision.
- Maintenance and supervision of upkeep of Ch.Roll as per PPR chapter XII, Timely entry of relevant orders in Ch. Roll.
- Up keep of Fauji Missals as per PPR.
- To initiate ACRs of SIs ASIs and HCs posted directly under his admn. supervision.
- Timely completion of DEs marked to him.
- Supervision of date bound/ periodic returns.
- To submit weekly progress report of his work.
- Maintenance of all manuals encrypted document, distribution of IT stores through DSP /Ops Computers.
- Any other duty assigned by Higher Offices, as per day to day instruction or through Standing orders or Notifications or general specific orders.

(vi) **DSP Ops. Computer**

- Formulation of Computer Training Calendar/ Courses for various ranks.
- Conducting IT training from time to time.
- Supervision of IT Training Lab Supervision of E Library.
- Supervision of working of state Crime Record Bureau (SCRB) and Data Communication Centre, through IT Control Room.
- Supervision of Computer and other equipments.
- Supervision of distribution of equipment, as per approval accorded by DIG/ C& T.
- Ensure proper maintenance/ monitoring of Stock and Distribution registers as per PPR (Chapter 17)
- Maintenance of History sheets of IT equipment.
- NMS, E security, E surveillance, maintenance of IT equipments will be his responsibility.
- Submission of periodic returns.
- Formal / informal inspections of premises under him or inspections as allotted to him.
- Completion of DEs /other enquires, assigned to him
- Sanction of Casual leaves to SIs ASIs, ORs under his immediate command.
- Any other duties assigned by Higher Office, as per day to day instructions or through standing orders or notifications or general specific orders.

(vii) **Supdt. of Police, Telecommunications**

To supervise the communication network of Punjab Police and administer the Telecommunication wing.

(viii) **Dy. Supdt. of Police, Ranges**

Each Police range has a DSP/IT for supervision of the communication network of that range.

(ix) **Inspectors / S.D.C.**

To supervise the Communication network of all Police Stations and Mobiles through different Control in the police districts and other police formations.

(x) **Inspectors Technical**

Responsible for the installation and maintenance of communication networks provided at each district for Static / Mobile communication in their respective ranges.

(v) **Inspector Stores**

To supervise the Main Technical Stores i.e. maintains the Radio equipment deployed in the State.

The remaining staff from operational and technical wing is performing their duties round the clock for proper functioning of different communication networks and also Monitoring of the different Communication Nets to avoid the unauthorized transmission.
