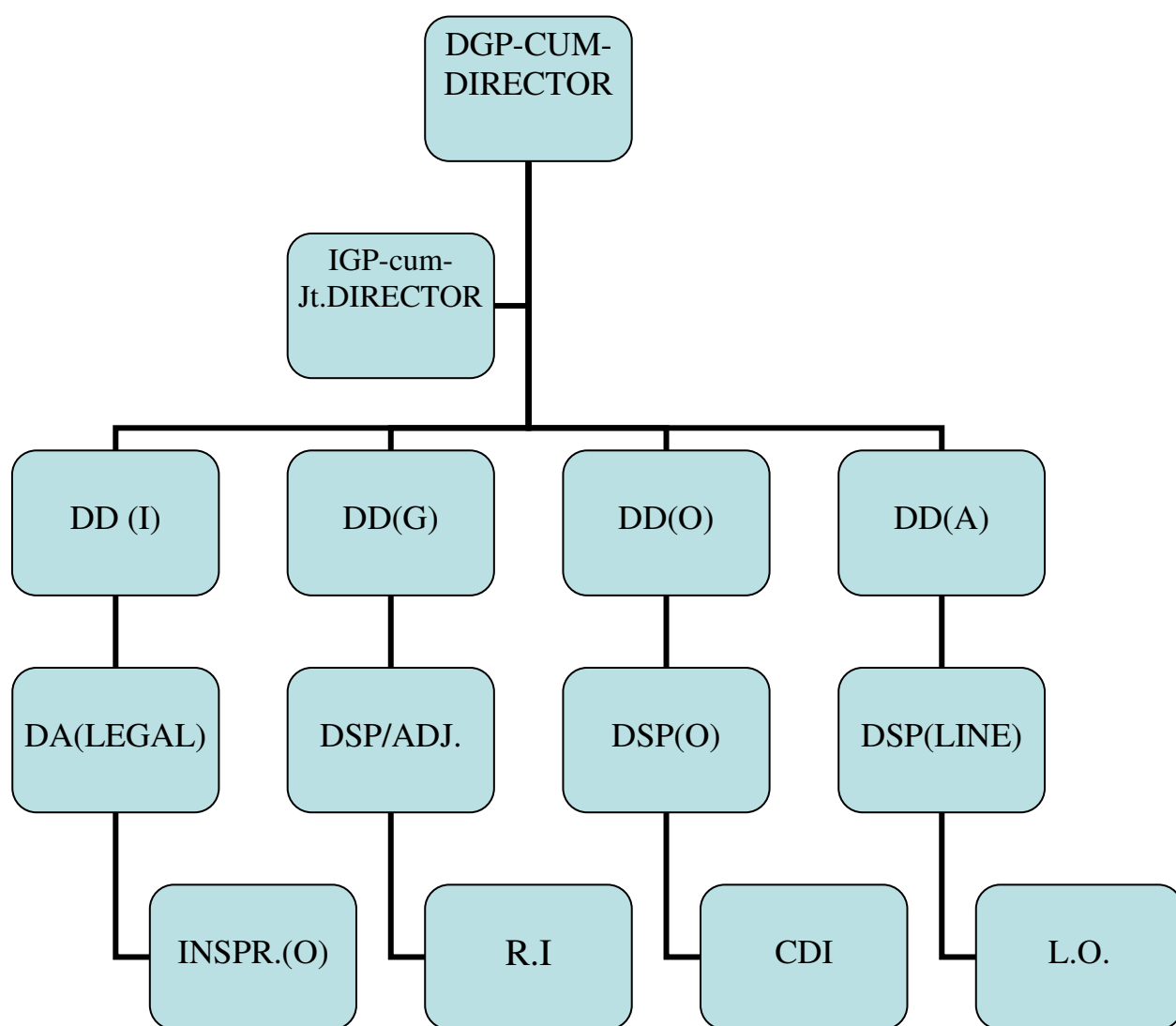


CHAPTER I

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

The primary functions of the Punjab Police Academy, Phillaur is to prepare Leaders/Police Officers for the Punjab Police and other States who can lead/command the force with courage, uprightness, dedication and strong sense of service to the people, with an eye on higher education , technological advancement and human rights. It is headed by the DGP-cum-Director, as outlined in the chart below :-



The Punjab Police Academy caters to the training facilities not only for Punjab but for twelve other Indian States and Union Territories as well as Central Police Organisations. The countries of Bhutan, Maldives, Afganistan, Palastine etc., also send there police personnel for training here. This Academy has undergone a number of refinements in the recent past with the establishment of latest training infrastructure backed by modern structural layout and specialized police training programmes. This institution in collaboration with Guru Nanak Dev University, Amritsar started imparting the instruction of M.A., M.Phil. and Ph.D degree programmes in the discipline of Police Administration.

The following courses are undergoing in this Academy.

**ATTACHMENT TRAINING, BASIC TRAINING COURSES, PROMOTIONAL COURSES,
LONG TERM SPECIALIZED COURSES**

SR. No.	Name of Course	Duration	No. of Courses
1.	PTC Attachment for IPS Officers	4 weeks	01
2.	Attachment of PCS(Executive) Probs.	2 weeks	01
3.	Attachment of PCS(Judicial) Probs.	3 weeks	01
4.	Basic training Course for Proby. DSsP/Inspr.	1 year	01
5.	Basic Training Course for Proby. SIs/ASIs.	1 year	01
6.	Drill Instructor's Basic Course	6 month	02
7.	Recruits Constables Basic Course (Computer Opt.)	9 month	01
8.	Recruits Constables Basic Course (Lady Recruits.)	9 month	01
9.	Promotional Courses for ASIs (Upper School Course)	6 month	02
10.	Promotional Course for HCs (Intermediate School Course)	6 month	02
11.	Promotional Course for Const. (Lower School Course)	6 month	02
12.	Finger Print Proficiency Course	1 month	12
13.	Photography-cum-Single Digit Course(For ORs/NGOs)	3 months	04
14.	Refresher Course for Drill Instructors.	4 weeks	02
15.	Basic Course of Explosive Sniffing for Dogs (For ORs)	32 weeks	01
16.	Basic Course of Narcotics Sniffing for Dogs (For ORs)	32 weeks	01
17.	Basic Course for Track work for Dogs (For ORs)	32 weeks	01
18.	Refresher Course for HCs to Insprs.	2 weeks	09

SPECIALISED COURSES (SHORT TERM)

S.No.	Name of the Course	Duration	Rank
1.	Scientific Aids to Investigation	3 days	IOs
2.	Advance Course on Forensic Science	2 days	GOs & Insprs
3.	Healthy Living & Positive thinking	2 days	GOs & NGOs
4.	Community Policing	2 days	GOs
5.	Gender Sensitization	2 days	SSPs/SPs/DSsP
6.	Life Style & Stress Management	2 days	SSPs/SPs
7.	Leadership & Communication	2 days	SSPs/SPs/DSsP
8.	Seminar on Women Empowerment	1 day	SSPs/SPs/DSsP
9.	Child Rights and Child Protection Laws	2 days	NGOs
10.	Workshop on Police Media Interface	1 day	SSPs/SPs
11.	SC/ST (POA) Act	1 day	GOs & NGOs
12.	Station House Management	2 days	Insprs./SHOs
13.	Human Rights	2 days	GOs
14.	Economic Offences	2 days	GOs/Insprs. of Vigilance Bureau Distt. Police
15.	Departmental Enquiries	2 days	GOs & Insprs.
16.	Regional Seminar on Terrorism	2 days	GOs
17.	Police Lines Management	1 day	DSPs HQs/Adj.
18.	Training of Trainers Course	3 days	GOs/Insprs.
19.	Noise Pollution and Environmental Protection	2 days	Insprs/SIs
20.	Changing trends in Crime Challenge to Police Leadership	2 days	SSPs/SPs/D/SPs/ SHOs
21.	Cyber Crime & IT Laws	2 days	GOs/NGOs

22	Disaster Management	2 days	GOs/NGOs
23	Office Procedure and Account Matters	2 days	SPs/DSsP
24	Workshop on Drug Law Enforcement	2 days	SHOs/IOs
25	Human Rights	2 days	SHOs
26	Workshop on Drug Law Enforcement	1 day	SPs/DSPs
27	Traffic Law Enforcement & Traffic Control	4 days	NGOs/ORs
28	Traffic Management & Traffic Control	2 days	NGOs/IOs Traffic
29	Highway Patrols	4 days	NGOs/ORs
30	Capsule Course for Highway Patrolling trg. (Speed Radio Also Sensor-IV & Video Camera)	2 days	NGOs/ORs
31	Security Refresher Course for PSOs & Escort Staff (including drivers) of VIPs & other protectees	2 days	NGOs/ORs
32	Quick Reaction Team Course	2 weeks	NGOs/ORs
33	Crowd Control Course	2 weeks	NGOs/ORs

ATTACHMENT TRAINING

1	PTC Attachment for IPS Officers	IPS Officer Trainees (OTs)
2	Attachment of PCS(Executive) Probs.	PCS (Exec.) Probs.
3	Attachment of PCS(Judicial) officers	PCS(Jud.)

BASIC TRAINING COURSES

1	Basic training Course for Proby. DSsP/Inspr.	Proby.DSsP
2	Basic Training Course for Proby. SIs/ASIs.	Probs.SIs/ ASIs
3	Drill Instructor's Basic Course	Constables
4	Recruits Constables Basic Course (Computer Opt.)	Lady & Male Const. Recruits
5	Recruits Constables Basic Course	Lady Recruits Course

PROMOTIONAL COURSES

S.No.	Name of Course	Group
1.	Promotional Courses for ASIs (Upper School Course)	Confirmed / Proby./ Officiating ASIs
2.	Promotional Course for HCs (Intermediate School Course)	Confirmed HC's
3.	Promotional Course for Const. (Lower School Course)	Consts. Selected on the basis of deptt. competitive examination.

SPECIALISED COURSES (LONG TERM)

S.No.	Name of Course	Group
1.	Finger Print Proficiency Course	ORs/NGOs
2.	Photography-cum-Single Digit Course	ORs/NGOs
3.	Refresher Course for Drill Instructors.	Trained Drill Instructors
4.	Basic Course of Explosive Sniffing for Dogs	Cts./HCs along with Dogs
5.	Basic Course of Narcotics Sniffing for Dogs	Cts./HCs along with Dogs
6.	Basic Course for Track work for Dogs	Cts./HCs along with Dogs
7.	Refresher Course for HCs to Insprs	HCs to Insprs

CHAPTER II

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

DGP-cum-Director

- i. He will head of the Punjab Police Academy and to frame rules and issue such orders as he may consider necessary for the proper administration and the maintenance of strict discipline at the Academy.
- ii. He will issue such orders and instructions to the Academy staff as may from time to time be necessary for fulfillment of the objects of the Academy as are detailed in paragraph 1.1 of this manual.
- iii. He will keep close watch on the progress of trainees and to hold periodical tests.
- iv. He will formulate and implement training syllabi and to foster research in any work of police interest.
- v. He will make suitable arrangements relating to the general health, comfort, welfare and the messing of the trainees.
- vi. He will devote special attention to the development of the Crime Museum at the Academy to see that the exhibits are so arranged and classified as to make the collection to be of real educational value; to satisfy himself that the Inspector acting as Curator pays full attention to the proper display and cataloguing of exhibits and that the new acquisitions are added to their proper sections.
- vii. He will see that all rules, regulations, instructions and standing general or special orders are understood and obeyed by all concerned.
- viii. He will deliver lectures to Gazetted Officers to address trainees on topics of special importance to police.
- ix. He will impart training in the technique and use of Tear Smoke and to attend to research therein.
- x. He will supervise training stables, police lands, Gazetted Officers' Mess, construction and repair work etc. .
- xi. He will observe and be guided by all such rules and regulations contained in the Manual of the Punjab Police Rules as are applicable to matters connected with police procedure, office routine and the interior economy of the Force.

Inspector General of Police

- i. He will act as 2nd in Command to the Director and shall attend to the Director's routine duties in his absence. He shall, however, not exercise the powers vested especially in the office of the Director with regard to Punjab Police Rules and other administrative and financial matters.
- ii. He will supervise the functioning of PRTC, Jahan Khelan and exercise full administrative control over the RTS/PRTC Jahan Khelan. He will visit the PRTC once a month, guide the Commandant and bring to the notice of the Director the shortcomings and problems facing the PRTC.
- iii. He will supervise the working of DDs(Admn. & Genl.) and will maintain full control of the administrative establishment of the office.
- iv. He will supervise the functioning of Ranjitgarh Rifle Club, Sutlej Kennel Club, the Mazar, Temple, Gurdwara & the PPA, Hospital. He will officiate as Vice-President of the Ranjitgarh Golf Club.
- v. He will be responsible for the general administration of PPA Hostels and will maintain the upkeep of all the buildings and infrastructure of PPA.
- vi. Dy. Director(Indoor) & (Outdoor) will report directly to the Director in training matters but the DIG will be the incharge for co-ordinating their activities and also with such work relating to these wings as the Director may prescribe.
- vii. He will frequently attend outdoor and indoor sessions & games periods and give lectures on various subjects of curriculum.
- viii. He will exercise control over the FSL & Library.
- ix. He will be the incharge of the Training Office and will maintain a record of all officers and all courses.
- x. He will head the Planning and Research Cell and will be the incharge of preparing and pursuing all proposals.
- xi. He will sanction casual leave to all DSPs of PPA and PRTC.
- xii. He will sanction earned leave to Insprs on the recommendation of Dy. Director concerned under whom the Insp. is working.

Dy. Director (Social Sciences)

- i. He will be responsible for supervision of Social Sciences wing.
- ii. He will himself teach the subject of Psychology to all students.
- iii. He will distribute the other subjects to the various lecturers and ensure completion of the syllabus.
- iv. He will be responsible for bringing about right attitudes in the trainees concerning the service and the public.
- v. He will perform all duties relating to the University Cell and will work as a Dean.
- vi. He will be responsible for printing of Academy Magazines.
- vii. He will be responsible to printing of Invitation Cards & Brochures for all functions.
- viii. He will be responsible for rehearsals and all activities concerning PPA Convocation.
- ix. He will sanction casual leave to lecturers of Social Sciences wing.
- x. He will sanction casual leave to all Class-IV, ORs and NGOs posted under him.
- xi. He will be responsible for the conduct of all courses concerning Human Rights, Life Style, Stress Management, Community Policing, Gender Sensitization and Empowerment of women.
- xii. He will initiate ACRs of NGOs/HCs/Consts on list C-I & C-II working under him.
- xiii. He shall perform such other duties as may be allotted to him by the Director/ Joint Director.

Dy. Director(Indoor)

- i) He shall assist the Director and Joint Director, as the case may be in matters concerning Indoor Training.
- ii) He shall be responsible for the efficient performance of Traffic Trg. Institute, Mini Forensic Science Lab. & Finger Print Bureau.
- iii) He shall guide the law instructors and staff members in the performance of their duties and shall hold instructional meeting with a view to improve their vocational knowledge and instructional techniques.
- iv) He shall deliver lectures to the Gazetted officers and trainees of senior classes on the subjects of Police interest.
- v) He shall distribute the subjects of teaching amongst the law instructors as per their ability and rank.
- vi) He shall be responsible for arranging programme of lectures by visiting lecturers on the Police subjects and by other specialists in a co-ordinated manner.
- vii) He shall plan the Indoor teaching and timetable in consultation with Deputy Director (SS) & Deputy Director (Legal).
- viii) He shall organise research and encourage the students to work for themselves and shall keep upto date the library facilities and ensure its full utilization by the students.
- ix) He shall ensure proper conduct of instructions to trainees using all modern means of teaching including Audio Visual Aids etc.
- x) He shall keep close watch on the progress made by the trainees and will arrange special coaching for those found weak in studies.
- xi) He shall bring to the notice of the Director cases of trainees incapable of assimilating the instructions.

- xii) He shall have immediate control over all the Police Instructors and the staff members of the Police Studies departments.
- xiii) He shall pay due attention to the development of moral character of trainees.
- xiv) He shall sanction casual leave to the Police Instructors and the staff members of the Police studies department including FSL staff.
- xv) He will sanction casual leave to all GO trainees.
- xvi) He shall supervise the working of Wet and Dry Canteens, Library, GOs' Mess, Web site and Computer Section.
- xvii) He will also work as the Manager of Maharaja Ranjit Singh Police Public School, Phillaur.
- xviii) He shall be responsible for preparation of Identity Cards.
- xix) He shall be responsible for the corrections of the answer sheets and the compilation of finalisation of all final exams results.
- xx) He will co-ordinate of all Indoor units Viz- FSL, Social Sciences, Police Law wing etc.
- xxi) He shall be responsible for the cleanliness of classrooms and other buildings under his control.
- xxii) He shall assist the Director/Joint Director as the case may be in the selection and preparation of textbooks, pamphlets, manuals and other general literature for the purpose of training.
- xxiii) He will sanction casual leave to all Class-IV, ORs and NGOs posted under him.
- xxiv) He will initiate the ACRs of DSPs/Insprs & review the ACRs of NGOs/HCs/Cts. on list C-I/C-II working under him.
- xxv) He shall perform such other duties as may allotted to him by the Director/Joint Director.

Deputy Director (Outdoor)

- i. He will organize and supervise outdoor training for all types of Courses/trainees as per the syllabus.
- ii. He will conduct rehearsals and will be incharge of Passing Out Parades.
- iii. He will exercise disciplinary and administrative control over all trainees and deal with relevant correspondence,
- iv. Drill staff, Tear Smoke, M.T. and Riding instructors will be taken on deputation on the recommendation of DD(O).
- v. He will get prepared outdoor time table under his supervision.
- vi. He will be incharge of all ceremonies in PPA.
- vii. He will deal with training matters and exercise control over training branch under the Jt. Director.
- viii. He will exercise control over sanctioning of casual leaves to all OR and NGO trainees and will personally sanction casual leave to NGOs.
- ix. He will prepare demonstrations for all outdoor activities.
- x. He will co-ordinate with the other DDs in the absence of Joint Director of the Academy.
- xi. He will ensure safety at all firing ranges.
- xii. He will perform instructional duties for outdoor and indoor training including giving lectures, demonstrations and any other subject allotted to him by the Director.
- xiii. He will look after the works undertaken the PPA relating to Firing Ranges, Swimming Pool and Riding School.

- xiv. He will officiate as Secretary of the Ranjitgarh Rifle Club and Sutlej Kennel Club.
- xv. He will officiate as Chief warden of the Women's Hostel.
- xvi. He will be responsible for the training of dogs and horses.
- xvii. He will be responsible for the training of Band Staff.
- xviii. He shall hold instructional meetings with staff.
- xix. He will sanction casual leave to all Class-IV, ORS and NGOs posted under him.
- xx. He will initiate the ACRs of DSPs/Insprs & review the ACRs of NGOs/HCs/Cts. on list C-I/C-II working under him.
- xxi. He will perform any other duties assigned to him by the Director.

Deputy Director (General)

- i. He will function as Officer Incharge of PPA Office i.e. English Office. He will deal with all service matters pertaining to promotions, increments, recruitment, pension and property returns etc.
- ii. He will be responsible for planning and supervising all type of procurement out of the Govt. funds and private funds under his competency as per rules. He will ensure the maintenance of documents, stock taking, distribution and disposal of stores etc.
- iii. He will be responsible for maintenance of all buildings, planning of new constructions and deal with relevant correspondence/proposals related to buildings.
- iv. He will deal with the allotment of quarters.
- v. He will exercise administrative and disciplinary control over the Lines Staff, Ministerial Staff and all Class-IV employees.
- vi. He will be the officer incharge of Photo Section, procurement of its equipments and material and PPA Museum.
- vii. He will function as Chief Security Officer of the Academy campus. He will be responsible for deployment of guards/JDO/SDO and to ensure proper security arrangements at all important places in the campus.
- viii. He will function as Drawing and Disbursing Officer (Pay and Account) and enjoy all relevant powers of sanctions with the competency under rules. The account branch will function under him. He will deal with all accounts matters and the budget, TA/DA expenditure, GPF, Contingency and various types of advances etc. He will also work as DDO of Private Funds.
- ix. He will deal with all matters pertaining to Armoury, Clothing Store and Miscellaneous Store.
- x. He will exercise all the powers in the 'Standing Order' for Dog Squad and also upkeep of Dog Squad and Kennels in all respects including care and feed of service dogs, discipline and duties of handlers. He will work as Asstt. Nodal Officer under the direct supervision of Nodal Officer/Director, PPA, Phillaur for the maintenance of Police Dog Squad in the Punjab.
- xi. He will deal the departmental enquiries upto to the rank of Sub. Inspectors working under him.
- xii. He will sanction earned leave to all NGOs/ORs, Class-IV & Ministerial staff of this academy on receipt of leave application through proper channel.
- xiii. He will sanction casual leave to all Class-IV, ORs and NGOs posted under him.

- xiv. He will also be responsible for proper maintenance of Auditorium/Conference Hall.
- xv. He will work as Secretary Golf Club and perform duties related thereto.
- xvi. He will initiate the ACRs of DSPs/Insprs & review the ACRs of NGOs/HCs/Cts. on list C-I/C-II working under him.
- xvii. He will perform any other duty assigned to him the Director or Joint Director.

Deputy Director (Admn.)

- i. He will function as Welfare Officer to provide adequate welfare facilities to the trainees and the staff, including recreational facilities. He will hold regular darbars of trainees.
- ii. He will be the over all Incharge of the NGOs and ORs Mess and ensure best hygienic food is prepared on reasonable rates.
- iii. He will exercise control over electricity wing to ensure efficient use of electricity and other facilities such as generators and ensure their maintenance.
- iv. He shall exercise over all control over upkeep of religious institutions of the Academy like Gurdwara, Mandir and Mazar.
- v. He will be the incharge of Band Staff, procurement of band instruments, booking of band and all correspondence relating to the Band.
- vi. He will work as Chief Warden of all hostels except the female hostel.
- vii. He will supervise the functioning of Motor Transport and ensure the upkeep of all the vehicles. He will arrange adequate facilities for driving to trainees.
- viii. He will exercise control over the Riding Staff, procurement of their equipment and maintenance of stables and horses. He will ensure that best facilities are provided for training and riding.
- ix. He will also look after the work of area planning, land scaping and plantation to beautify the PPA area. He will also be responsible for general upkeep of the campus & family lines.
- x. He will also perform instructional duties on the subjects allotted to him by the Director and Joint Director.
- xi. He will look after welfare of class-IV employees and also sanction casual leave to all Class-IV, ORs and NGOs posted under him.
- xii He will initiate the ACRs of DSPs/Insprs & review the ACRs of NGOs/HCs/Cts. on list C-I/C-II working under him.
- xiii He will perform any other duties assigned to him by the Director or Joint Director.

Deputy Director (Legal)

- i) He will be responsible for supervision of Legal Studies wing.
- ii) He will himself teach the subject of Law to the senior classes.
- iii) He will distribute the classes to Dy. DAs/ADAs posted in the Academy and ensure completion of the syllabus.
- iv) He will sanction casual leave to all Class-IV, ORs and NGOs posted under him.
- v) He will be responsible for the conduct of all courses concerning Workshop on Drug Law Enforcement, Human Rights.
- vi) He shall perform such other duty as may be allotted to him by the Director/Joint Director.

ENGLISH OFFICE BRANCH

S.NO.	DESIGNATION	NATURE OF WORK
1.	Supdt.	Supervision of Office work
2.	A-1	<ul style="list-style-type: none"> ⇒ Head-I- Organisations ⇒ Allotment of quarters of GOs & Insprs, Ministerial Staff and Hospital Staff ⇒ Out living permission of NGOs ⇒ Sanction of House Rent allowance of all Gos ⇒ Correspondence of repair/construction of Hostel, Quarters, GOs Mess, Library, Class rooms, FSL, ⇒ Fort Office Complex ⇒ Purchase/Correspondence in respect of Misc. articles after consulting with controller of stores, Pb. and DGS & D ⇒ Preparation/Correspondence of modernization of State Police Force. ⇒ All sanctions relating to expenditure incurred are auditable. The audit is conducted yearly by the SO (Audit) and party of AG, Punjab.
3.	Record Keeper 4-5	<p>Record keeper with misc. Asstt. A-4 & 5</p> <ul style="list-style-type: none"> ⇒ Maintenance of all record concerning with Asstt.A-4 & A-5 ⇒ Put up papers in concerned files to A-4 & A-5 ⇒ Assist the dealing assistant in all cases
4.	A-2	<ul style="list-style-type: none"> ⇒ Establishment of lower subordinates & Hospital staff ⇒ Deals with absent cases ⇒ Deals with punishment of major/minor nature ⇒ Deals with appeal and court cases ⇒ Grant of annual increments ⇒ Preparation of Character Rolls ⇒ Correspondence of Medal Cases ⇒ Maintenance of Seniority ⇒ Selection of Lower School Course ⇒ Head-8-Leave ⇒ All type of correspondence of full pay/half pay/maternity leave/abortion leave/paternity leave etc. ⇒ Head-9 Pension ⇒ Preparation of pension cases and its related correspondence ⇒ Head-12-Appointmetns ⇒ Deals with all correspondence of enlistment cases of all ranks like medical examination and character verification etc. ⇒ Head-13-Promotions ⇒ Promotion of all ranks ⇒ Head-14- Postings & Transfers. ⇒ Correspondence ⇒ All kinds of returns relating to lower subordinates including periodical returns.
5.	Record Keeper A-2	<p>Record keeper with A-2</p> <ul style="list-style-type: none"> ⇒ Maintenance of all record concerning with Asstt.A-2 ⇒ Put up papers in concerned files to A-2 ⇒ Assist the dealing assistant in all cases
6.	A-3	<ul style="list-style-type: none"> ⇒ Establishment of upper subordinates & Ministerial Staff / Class-IV ⇒ Deals with absent cases ⇒ Deals with punishment of major/minor nature

		<ul style="list-style-type: none"> ⇒ Deals with appeal and court cases ⇒ Grant of annual increments ⇒ Preparation of Character Rolls ⇒ Correspondence of Medal Cases ⇒ Maintenance of Seniority ⇒ Selection of Lower School Course ⇒ Head-8-Leave ⇒ All type of correspondence of full pay/half pay/maternity leave/abortion leave/paternity leave etc. ⇒ Head-9 Pension ⇒ Preparation of pension cases and its related correspondence ⇒ Head-12-Appointmetns ⇒ Deals with all correspondence of enlistment cases of all ranks like medical examination and character verification etc. ⇒ Head-13-Promotions ⇒ Promotion of all ranks ⇒ Head-14- Postings & Transfers. ⇒ Correspondence ⇒ All kinds of returns relating to upper subordinates including periodical returns.
7.	Record Keeper-3	<p>Record Keeper of A-3.</p> <ul style="list-style-type: none"> ⇒ Maintenance of all record concerning with Asstt.A-3 ⇒ Put up papers in concerned files to A-3 ⇒ Assist the dealing assistant in all cases ⇒ He will also perform duty as Stationery Clerk
8.	A-5	<p>Head-II- Establishment ie. all kinds of proposals, revision of PPR and PPA manual.</p> <p>Head III Building/Quarters</p> <ul style="list-style-type: none"> ⇒ Allotment of quarters of Ministerial Staff and Hospital Staff ⇒ Out living permission of NGOs ⇒ Sanction of House Rent allowance of all ORs ⇒ Out living permission of ORs ⇒ Allotment of quarters of ORs ⇒ Maintenance electricity and water ⇒ Correspondence/sanction of sewerage charges ⇒ Correspondence reg. Tube wells ⇒ Head 4 clothing and equipments ⇒ Correspondence of clothing and equipment items ⇒ Preparation of annual indent ⇒ Sanction of purchase of clothing and equipment articles by following rules/instructions ⇒ Head 5 miscellaneous stores.

9.	A-6	<ul style="list-style-type: none"> ⇒ All kinds of correspondence regarding initial courses and basic courses. ⇒ All kinds of correspondence relating to promotional courses ⇒ All kinds of correspondence relating to advance/specialized courses ⇒ All kinds of correspondence relating trainees absent/leave cases ⇒ Allotment of seats in various courses ⇒ All kinds of correspondence regarding repatriation of trainee
10.	A-7	<ul style="list-style-type: none"> ⇒ Revision of Syllabus ⇒ Amendment in PPR Chapter 19 Training and PPA Manual ⇒ All kinds of proposals regarding training ⇒ Calendar of courses, paper setting all kinds of results of various of courses ⇒ Correspondence regarding final examination of courses ⇒ All kind of civil suits relating to training ⇒ All kinds of seminar/symposium ⇒ Honorarium to Paper setters. ⇒ All Miscellaneous correspondence regarding training.
11.	Record keeper with (A-1)	Record keeper with (A-1)
12.	Record Keeper A-6 & 7	Record keeper with (A-6 & 7)
13.	Peon	Attached with diarist/dispatcher

ACCOUNT BRANCH

1	Accountant	Accountant
2	PBC-1	<ul style="list-style-type: none"> ⇒ Preparation of salaries bills of GOs, NGOs, Ministerial Staff and Hospital Staff & Class-IV. ⇒ Pensionary benefit ⇒ All service verifications and drawn statements. ⇒ Submission of income tax returns
3	PBC-2	⇒ Salaries of ORs, its arrears, Pensionary Benefit and Private Funds.
4	CC-Clerk	<ul style="list-style-type: none"> ⇒ Medical Reimbursement Bills. ⇒ Contingency ⇒ Monthly Pending Liability.
5	GIS-Clerk	<ul style="list-style-type: none"> ⇒ Maintenance of GIS and its payments Monthly & Consolidated expenditure returns ⇒ Collection of TV numbers ⇒ Tution Fees and its correspondence ⇒ TA bills
6	GPF-Clerk	<ul style="list-style-type: none"> ⇒ Maintenance of GPF of NGOs, ORs and Class-IV ⇒ Police Welfare Fund

CHAPTER III

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY

Sr.No.	Type of decision	Final decision making authority
1.	All policing policies	DGP
2	Postings/ transfers in the rank of Inspectors	DGP
3.	Recruitment of constables Recruitment ASIs and Inspectors	DGP on recommendations of Board
4.	Transfers and postings from the rank of constables to S.I in PPA	IGP-cum-Jt. Director
5.	Enquiry into a complaint	G.O.
6.	Transfers of DSPs	DGP
7.	Transfers of SPs & above	Govt.
8.	Promotions in the rank of DSPs & above	Govt.

CHAPTER IV

THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS

Sr.	Item of work	Norms set by the department (Number of days taken for decision making)
1.	All enquiries	Generally, all enquiries are to be completed within a period of 4 weeks. However, depending upon the nature of the enquiry this period may be extended as per requirements.
2.	All departmental enquiries	Within 3 months extendable to 6 months.

CHAPTER V

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

I The Constitution of India

II Rules and Manuals

- a) Punjab Police Rules Vol-I, II, III
- b) Punjab Financial Rules
- c) Civil Services Rules
- d) PTC Manual
- e) Instructions
 - a) All Instructions received through Circular or Standing orders.

CHAPTER VI

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR ARE UNDER ITS CONTROL

A large number of documents pertaining to citizen oriented services and internal administration are held by the different wings of this public authority as below:

Document
common to all
offices

Diary and dispatch registers
Routine correspondence files

Document
common to all.
officers

Log books of vehicles

Document
common to
all I/Os

Files of cases being investigated by them

CHAPTER VII

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF.

PPA GRIEVANCES REDRESSAL COMMITTEE

This committee is nominated by Director/PPA under the Chairman of State Secretary PPA, Phillaur with DD(G), DD(I) and DD(O) as member. In the meeting staff and public are free to air their grievances and Joint Director-cum-IGP/PPA has to make reply to the satisfaction of the Chair. It automatically provides a platform to the public for consultation in relation to formulation of policing policies and their implementation.

CHAPTER VIII

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

This is not applicable to Punjab Police.

CHAPTER IX

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

LIST OF TELEPHONES OF PUNJAB POLICE ACADEMY, PHILLAUR

Sr. No.	Rank	Office	Residence	Mobile
1.	DGP-cum-Director	01826-22061,222062, 223018 -Fax Extn.101, 102	01826-222061	
2.	IG-cum- Jt. Director	01826-223018, Extn.105 0172-2740633(Off. Chg.)	0172-2596022	98154-03330
3.	Deputy Director (I)	01826-223018, Extn.108	0161-2463328	98785-55400
4.	Deputy Director (G)	01826-223018, Extn.107	--	98727-84944
5.	Deputy Director (A)	01826-223018, Extn.111	--	
6.	Deputy Director (O)	01826-223018, Extn.110	0161-2561625	94632-69494
7.	DSP/Line	01826-223018 Fax, Extn. 118	--	98765-99786
8.	DSP/Adj.	01826-223018, Extn.117	--	98155-60076
9.	DSP(O)	01826-223018, Extn.124	140	98158-44375
10.	DD (Legal)	01826-223018, Extn.113	--	98159-81090

CHAPTER X

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

The monthly remuneration of all officers and employees is as per the pay scale applicable to the official. These pay scales are fixed by the Central Govt. for IPS officers and by the State Govt. for all others. The scales and other allowance as prevalent on 1.11.2009 are as below:-

PAY SCALES

ALL INDIA POLICE SERVICE OFFICERS

DGP-cum-Director	Rs.37400-67000+ Grade Pay 12000/-
IGP-cum-Jt. Director	Rs. 37400-67000+ Grade Pay 10000/-
DD(I)	Rs.15600-39100+ Grade Pay 7600/-

PUNJAB POLICE STATE SERVICE

Supdt. of Police	Rs. 37400-67000+ Grade Pay 8600/-
DSP	Rs.10300-34800+ Grade Pay 5400/-
Inspr.	Rs.10300-34800+ Grade Pay 3800/-
SI	Rs.10300-34800+ Grade Pay 3600/-
ASI	Rs.5910-20200+ Grade Pay 3000/-
HC	Rs.5910-20200+ Grade Pay 2400/-
CT	Rs.5910-20200+ Grade Pay 1900/-

CAPITAL STAFF

Medical Officer	Rs.15600-39100+Grade Pay 5400/-
Pharmacist	Rs.5910-20200+ Grade Pay 3000/-
Nursing Asstt.	Rs.4900-10680+ Grade Pay 1300/-

Ministerial Staff

Supdt.	Rs. 10300-34800+ Grade Pay 4600/-
Senior Asstt.	Rs. 10300-34800+ Grade Pay 3800/-
Junior Asstt.	Rs. 5910-20200+ Grade Pay 2800/-
Steno Typist	Rs. 5910-20200+ Grade Pay 2000/-
Class IV Employees	Rs. 4900-10680 + Grade Pay 1300/-

Wages of Contingent paid Staff

Contingent paid staff such as Cooks, Dhobi, Mochi, Carpenter Bricklayer, Tuble Operator & Khalsi are paid on daily wages basis. They are the least paid staff of the police. The wages of the contingent paid staff are fixed by the Deputy Commissioner of the District. The present daily wages of contingent paid staff of Punjab Police Academy, Phillaur are as below:-

Cook	Rs. 4076
Dhobi	Rs. 3545/-
Mochi	Rs. 3929/-
Car painter	Rs. 5809/-
Bricklayer	Rs. 5809/-
Tuble Operator	Rs. 5809/-
Khalsi	Rs. 3938

ALLOWANCES:

i)SUPERINTENDENT OF POLICE (STATE)

On promotion from the rank of DSP to the Rank of SP are entitled to draw @200/- per month Spl. allowance in lieu of higher responsibility

ii) UNIFORM GRANT:

All IPS & State Police Officers

Rs.6500/- (initial grant)
Rs.3000/- (Renewal grant
after 7yr)

iii) TRAINING ALLOWANCE

Non-permanent faculty members

Associated with Training & Teaching Works

15% of Basic Pay on un-
revised pay scales
as on 31.12.95

iv) COVEYANCE ALLOWANCE

NGOs (Motor Cycle/Scooter Allowance)

ORs (Cycle Allowance)

Rs.90/- per month
Rs.20/- per month

v) KIT MAINTENANCE ALLOWANCE

IPS Officers

SPs/DSPs

Inspector

Sub-Inspector/Asstt. Sub Inspector

Head Constable/Constable

Rs.150/- per month
Rs.80/- per month
Rs.60/- per month
Rs.40/- per month
Rs.25/- per month

vi) COMPENSATORY PAY

Constable to Inspector

Equivalent to One month
extra pay i.e. Basic Pay+DA
in lieu of duty on Gazetted
Holidays

vii) FIXED MEDICAL ALLOWANCE

All Police Employees-except IPS officers

Rs.500/- per month

viii) HOUSE RENT ALLOWANCE FREE ACCOMMODATION

Head Constable to Inspector

Dy. Supdt. of Police

Entitled to Rent Free
Accommodation, but those
who
have not been allotted Govt.
accommodation are given 5%
of basic pay in addition to
normal
HRA, if admissible at
the place of posting. 60% of
the Constables are entitled for
HRA+5% of Basic Pay or
Rent Free Accommodation.
The remaining 40% are
provided barracks
accommodation. All
Constables working in CID,
who are not provided rent
free accommodation are
entitled for HRA+5% of
Basic Pay.

ix) FREE TRAVEL FACILITY

Allowed in Punjab Roadways
and PRTC Buses for
Constables, Head Constables,
ASIs, SIs & Inspectors.

DETAILS OF PENSIONARY BENEFITS PAYABLE TO POLICE PERSONNELS AT THE TIME OF RETIREMENT:

Sr.No.	Nature of Benefits	State Govt. Officers/Employees		IPS OFFICERS	
		Admissibility	Rules/Authority	Admissibility	Rules/Authority
1.	Pension	<u>AX 1XB</u> 2 X 66 A= 10 months Average Emoluments B= Qualifying Service in half years Subject to maximum of 66 half years Emoluments= Basic Pay+ Dearness Pay+ Personal Pay, if Any, Minimum Pension = Rs.3500/- p.m. Minimum Service Qualifying for pension is 10 years and maximum is of 33 years	Rule 6.16 of Punjab CSR, Volume-II r.w. Pb. Govt. letter No.3/23/09-3FPPC/879 dated 7.8.09.	<u>A X 1 X B</u> 2 X 66 A= 10 months Average Emoluments B=Qualifying Service in half years subject to maximum of 66 half years Emoluments= Basic Pay+ Dearness Pay+ Personal Pay, if any, Minimum Pension=Rs.3500/- p.m.	Rule 18 of AIS (DCRB) Rules, 1958.
2.	Death-cum-Retirement Gratuity	<u>A X B</u> 4 A= Basic Pay +Dearness Pay + Dearness Allowance B= Qualifying Service in half years subject to maximum of 66 half years Maximum Limit= Rs.10,00,000/-	Rule 6.16-AA of Punjab CSR, Volume-II, r.w. Pb. Govt. letter 3/23/09-3FPPC/879 dated 7.8.09.	<u>A X B</u> 4 A= Basic Pay +Dearness Pay + Dearness Allowance B= Qualifying Service in half years subject to maximum of 66 half years Maximum Limit= Rs.10,00,000/-	Rule 19 of AIS (DCRB) Rules, 1958.
3.	Commutation of Pension	40% of Basic pension X 12 X as per rates prescribed in the table attached with State Govt. letter 3/23/09-3FPPC/879 dated 7.8.09.	Rule 11 of Punjab CSR, Volume-11 r.w. State Govt. letter 3/23/09-3FPPC dated 7.8.09.	40% of Basic pension X 12 X as per rates prescribed in the table referred in rule 19 of AIS (Commutation of pension) Rule, 1958	Rule 19 of AIS (Commutation of pension) Rule, 1958

4.	Leave Encashment	Emoluments X No. of days of un-utilised earned Leave at the credit of Govt. servant subject to Maximum of 300 days 30 Emoluments= Basic Pay + D.P.+ Dearness Allowance	Rule 8.116 of Pb. CSR Volume-I	Emoluments X No. of days of un-utilised earned Leave at the credit of Govt. servant subject to Maximum of 300 days 30 Emoluments= Basic Pay + D.P.+ Dearness Allowance	Rule 20 of AIS (Leave) Rules, 1955
5.	General Provident Fund	As per balance at the credit of the subscriber at the time of retirement	Rule 13.28 of Pb. CSR Volume-II	As per balance at the credit of the subscriber at the time of retirement	Rule 28 and 29 of AIS (Provident Fund) Rules, 1955
6.	Group Insurance Scheme Fund	As per balance at the credit of the subscriber on the basis of his monthly deductions towards Group Insurance Scheme	Rule ii (I) of Appendix vii referred to rule 15.1 (b) of Pb. CSR, Volume-II	As per balance at the credit of the subscriber on the basis of his monthly deductions towards Group Insurance Scheme	Under Central Govt. Employees Group Insurance Scheme Rules

**DETAILS OF PENSIONARY BENEFITS PAYABLE TO THE FAMILY/LEGAL, HEIRS
OF POLICE PERSONNELS IN THE EVENT OF DEATH DURING SERVICE:**

Sr.No.	Nature of Benefits	State Govt. Officers/Employees		IPS Officers	
		Admissibility	Rules/Authority	Admissibility	Rules/Authority
1	Family Pension	<p>I. During first 7 years or till Govt. employee would have attained the age of superannuation whichever period is less:-</p> <p>Pay upto 4500/-: 60% of Last Basic Pay+DP subject to minimum of Rs.3500 Pay Above 4500/-50% of Last Basic Pay+DP subject to minimum of Rs.3500/-</p> <p>II. After first years or till Govt. employee would have attained the age of superannuation whichever period is less:- Pay upto 4500/- : 40% of Last Basic Pay+DP subject to minimum of Rs.3500 Pay Above 4500/-30% of Last Basic Pay+DP subject to minimum of Rs.3500/-</p>	<p>Rule 6.17 (1)of Punjab CSR, Volume-II r.w. Pb. Govt. letter No. 3/23/09/3FPPC/88 5-dated 17.8.09</p>	<p>I. During first 7 years or till Govt. servant would have attained the age of 67 years had he survived. whichever period is less:-</p> <p>50% of Basic Pay +DP; OR Double the amount of family pension. Whichever is less</p> <p>II. After first 7 years or till Govt. servant would have attained the age of 67 years had he survived. whichever period is less:-</p> <p>30% of Basic Pay +D.P.</p>	<p>Rule 22(C) of AIS (DCRB) Rules, 1958.</p>
2.	Death-cum-Retirement Gratuity	<p><u>A X B</u> 2 A= Basic Pay + Dearness Pay+ Dearness Allowance</p> <p>B= Qualifying Service in half years subject to maximum of 66 half years</p>	<p>Rule 6.17 (1)of Punjab CSR, Volume-II r.w. Pb. Govt. letter No. 3/23/09/3FPPC/88 5-dated 17.8.09.</p>	<p><u>A X B</u> 2 A= Basic Pay + Dearness Pay+ Dearness Allowance</p> <p>B= Qualifying Service in half years subject to maximum of 66</p>	<p>Rule 19 of AIS (DCRB) Rules, 1958.</p>

3.	Leave Encashment	Emoluments X No. of days of un-utilized earned leave at the credit of Govt. servant subject to Maximum of 300 days <hr/> 30 Emoluments = Basic Pay + DP+ Dearness Allowance	Rule 8.116 of Pb. CSR Volume-I	Emoluments X No. of days of un-utilized earned leave at the credit of Govt. servant subject to Maximum of 300 days <hr/> 30 Emoluments = Basic Pay + DP+ Dearness Allowance	Rule 20 of AIS (Leave) Rules, 1955
4.	General Provident Fund	As per balance at the credit of the subscriber at the time of retirement	Rule 13.28 of Pb. CSR Volume-II	As per balance at the credit of the subscriber at the time of retirement	Rule 28 and 30 of AIS (Provident Fund) Rules, 1955
5.	Deposit linked Insurance Scheme	Last 36 months average monthly subscription or Rs.10,000/- whichever is less	Rule 13.28-A of Pb. CSR Volume-II	Last 36 months average monthly subscription or Rs.30,000/- whichever is less	Rule 19-BB of AIS (DCRB) Rules, 1958
6.	Group Insurance Scheme Fund	Group A Rs,1,20,000/- Group B= Rs.60,000/- Group C=Rs.30,000/- Group D=Rs.15,000/- alongwith amount at the credit of Saving Fund of Employee	Rule ii (I) of Appendix vii referred to rule 15.1 (b) of Pb. CSR, Volume-II	Group A Rs,1,20,000/- Group B= Rs.60,000/- Group C=Rs.30,000/- Group D=Rs.15,000/- alongwith amount at the credit of Saving Fund of Employee	Under Central Govt. Employees Group Insurance Scheme Fund
7.	Ex-gratia	Rs.300000/- in lump sum	Rule 2.7 and its Annexure of Pb. CSR. Volume-II r.w. Pb. Govt. letter No. 3/23/09- 3FPPC/879 dated 7.8.09.	Rs.300000/- in lump sum	Rule 2.7 and its Annexure of Pb. CSR. Volume-II
8.	Special Ex-gratia	24 times of basic pay subject to minimum of Rs,3 lakh and maximum of Rs. 10 lakh	Pb.Govt. letter No. 3/23/09- 3FPPC/879 dated 7.8.09.	24 times of basic pay subject to minimum of Rs,3 lakh and maximum of Rs.10 lakh	Rule 2.7 and its Annexure of Pb. CSR. Volume-II

CHAPTER –XI

BUDGET ALLOTMENT OF THE POLICE DEPARTMENT FOR THE FINANCIAL YEAR 2009-2010 AND EXPENDITURE/BALANCE UPTO 31.10.2009.

Sr. No.	Head of Account	Budget Allotment	Expenditure upto 31.10.2009	Balance	Remarks
1.	2055-Police Voted (Non-Plan) Charged Total	19,80,97,000/-	12,08,08751/-	77,28,0249/-	--
2.	4055-Capital Outlay on Police under SOEs 'Arms & Ammu',, Clothing, Maintenance, Motor Vehicle' & Machinery & Equipment	50,2000/-	31,3435/-	18,8565/-	--
3.	Under SOE Modernisation (Non-Plan) Total	--	--	--	--
4.	4055-Capital Outlay on Police-211-Police Housing Construction (Non-Plan)	--	--	--	--
5.	4055-Outlay on Public work & Repair and Maintenance (Non-Plan)	--	--	--	--
6.	2235-Social Security (Medical)	50000/-	Nil	50000/-	--
7.	2235- Social Security DLIs of GPF	90,000/-	Nil	90,000/-	--
8.	2058-Printing & Stationery	--	--	--	--

CHAPTER XII

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING
THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF
SUCH PROGRAMMES**

This is not applicable to Punjab Police

CHAPTER XIII

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

This is not applicable to Punjab Police.

CHAPTER XIV

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.

This is not applicable to Punjab Police.

CHAPTER XV

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF THE LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

The public can access information about the status of their requests pertaining to enquiries of complaints, investigation of cases, verifications, permissions etc. at the following locations against the concerned unit. They can also see the various Acts/Rules/Govt. Instructions/Standing orders applicable to Punjab Police in the library housed in these premises.

This facility shall be available on all working days during office hours(9.00 a.m. to 1.30 p.m and 2.00 to 5.00 p.m.).

Sr. No.	Name of Unit/Wing	Location of information centre/Library
I)	Police Hqrs.	Reception Centre, Public Entrance, Ground Floor, Police Hqrs. Sector-9, Chandigarh.
II)	PPA, Phillaur	Punjab Police Academy, Phillaur.

CHAPTER XVI

THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Sr. No.	State Public Information Officers	State Asstt. Public Information Officers		
I)	Police Hqrs.	Reception Centre, Public Entrance, Ground Floor, Police Hqrs. Sector-9, Chandigarh.		
II)	PPA, Phillaur			
	Post-IGP-cum-Jt. Director Name-Sh. Bhushan Kumar Garg, IPS Tel.-01826-223018 Extn.105	DD (G)	Sh. Narinder Bhargav, PPS	01826-223018 Extn.107