

## Particulars of organization



## RIGHT TO INFORMATION

### PART-1

#### Particulars of organization, functions and duties

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

- 1. Commissionerate Gurgaon:** - The Commissionerate of Police, Gurgaon is separate police district in State Haryana for the purpose of administrative of the police force. Whereas taking into consideration, the fast development, industrial growth, rapid urbanization and increase in population in District Gurgaon, it was become necessary to establish a police set-up, which is able to cope up with the problems of law and order equipped to prevent and detect crime and sense of security in the general public. **Therefore, in exercise of the powers conferred by section 2&3 of Police act 1861, The Governor of Haryana established a special policing system on 8 June 2007,** on the basis of Commissioners of Police for the area falling within the limits and the jurisdiction of revenue district of Gurgaon.
- 2. Administrative Setup:** - The Commissionerate of Police Gurgaon shall be separate police district for the purpose of administration of police force. The Commissioner of Police shall be head of the Police force of The Commissionerate and shall exercise such power and perform such functions and duties and shall have such responsibilities and authority as provided for district Superintendent of Police under various Act and Rules.

However, such powers, functions, and duties, responsibilities and authority shall be exercised or discharged by the Commissioner of police Subject to supervision and control of Director General of Police.

**Area Jurisdiction of District Gurgaon:** - District Gurgaon is divided into following Police district headed by Deputy Commissioner of Police in the rank of Superintendent of Police.

Sr. No.	Police District	Headed by DCsP	DCsP Assisted by following ACsP	Area Jurisdiction (Police Stations)
1	East	Sh. Deepak Saharan, HPS	1. ACP Sadar 2. ACP DLF	1. PS WOMEN
				2. DLF-II
				3. DLF
				4. DLF PHASE-1
				5. SADAR
				6. SECTOR-40
				7. SECTOR-56
				8. SUSHANT LOK
				9. METRO
2	West	Sh. Kulvinder Singh, IPS	1. ACP City 2. ACP Udyog 3. ACP HQ	1. CIVIL LINES
				2. CITY
				3. RAJENDRA PARK
				4. PALAM VIHAR
				5. SECTOR-10
				6. SECTOR-5
				7. SECTOR-17 / 18
				8. UDYOG VIHAR
3	South	Smt. Sulochana Gajraj, IPS	1. ACP Pataudi 2. ACP Manesar 3. Sohna	1. BADSHAHPUR
				2. BHONDSI
				3. BILASPUR
				4. FURRUKH NAGAR

				5. KHEDKI DAULA
				6. MANESAR
				7. PATAUDI
				8. SOHNA

**3. Administrative of Police force:** - For the purpose of administration of Police Force including appointment, recruitment, promotion, transfer, punishment, discipline, internal economy etc. The Commissioner of Police shall exercise power of range IG as provided under Punjab Police Rule 1934 as applicable in Haryana. Similarly Deputy Commissioner of Police, Headquarter shall exercise power of Superintendent of police for the entire Commissionerate in matters pertaining to appointment, promotion and punishment, discipline and all such matter which are delegated to him by the Commissioner of Police.

The Commissioner shall be assisted in discharge of his duties and responsibilities by Deputy Commissioners and Assistant Commissioners and other staff as mentioned below. He may delegates such power, function and duties to these officers and deemed proper and in accordance with the provision of rules.

**4. Challenges:** - Gurgaon has become the hub of activities with the Head Quarters of many multinational companies have been shifted to Gurgaon. In addition a larger number of Malls, High end Multi storeyed residential buildings have come up.

This density of population and vehicles has increased. As per 2001 census population of Gurgaon was 8.69 lacs and as per latest assessment it has gone up to 35 lacs.

**Traffic challenge:** - Needles to say that traffic management in Gurgaon has become important issue. Traffic volume is very high in District Gurgaon it is a big challenge to ensure smooth traffic flow and avoid traffic jams and commuters stuck for long.

**Area Security challenge:** -

- (a). Vehicle Theft
- (b). Snatching
- (c). Burglary

These are the biggest challenges for Gurgaon Police. To curb crime against property 94 Internal Nakas and 31 Bordering Nakas are created.

**5. Administration:** -

(a) **DCP Head Quarter:** - **Deputy** Commissioner of Police Headquarters shall exercise powers of Superintendent of Police for the entire Commissionerate in matters pertaining to appointment, recruitment, promotion, discipline and all such matters which are delegated to him by The Commissioner of Police. He shall be DDO for the entire Commissionerate and exercise control over finance and other administrative matters under the direct supervision of Commissioner of Police.

(b) **DCP Traffic:** - Deputy Commissioner of Police, Traffic shall be over all responsible for making traffic management in district Gurgaon. In addition he shall supervise security management of VIPs. He will be assisted by Assistant Commissioner of Police Security and traffic and other staff sanctioned for traffic Management.

The Overall Posted Strength of the Gurgaon Traffic Police is shown in the table given below:

Sr. No.	Rank	Posted
1	DCP	1
2	ACP	1
3	Inspector	9
4	Sub-Inspector	3
5	ESI	5
6	Astt. Sub-Inspector	2
7	EASI	71
8	Head Constable	2
9	EHC	38
10	Constable	200
11	L/ Constable	5

The table given below shows the no. of cases of road accidents has come down which is apparent from the 01-01-2015 to 31-10-2015.

Total Accident	983
Total death	352
Total Injured	900
Day	623
Night	360
Two Wheeler	354
Pedestrians	398

The table given below the no. of challan issued in 01-01-2015 to 30-11-2015 for traffic violations for over speeding, drunken driving, overloading, wrong parking etc.

Over Speeding	885
Drunken Driving	4064
Over Loading	5
Wrong Parking	61447

**(c) DCP Crime:** - Deputy Commissioner of Police, Crime shall supervise functions of specialized units to whom cases are entrusted by the Commissioner of Police. Besides he shall supervise working of CIA and CRO.

He will be assisted by two Assistant Commissioners of Police:-

- 1) Assistant Commissioner of Police, Crime.
- 2) Assistant Commissioner of Police, Special Investigation Unit (SIU).

#### **6. Powers as per CrPC: -**

**(a) Executive Magistrate Power:** - In exercise of the powers conferred by sub section (1) of section 20 of the CrPC, 1973, DCP Hqrs has appointed as Executive Magistrate for the purpose of section 107 to 122 and section 124 of CrPC.

**(b) Magistrate Power:** - In exercise the power conferred by clause (D) of section 2 of Arms Act. 1959 (54 of 1959), Joint Commissioner of Police, Hqrs has been appointed as Magistrate for the purpose of sections 3, 15, 17 and 39 of the Arms Act.

## 7. Law & Order: -

(a) General law & order situation		Peaceful & under control
(b) Emerging law & order issues	i)	Cow smuggling/Cow slaughter related issues
	ii)	Industrial disputes between management and workers
	iii)	Accidents by heavy vehicles like Dumpers/ Buses
	iv)	Encroachment removal by HUDA/MC & other authorities

## 8. Sanctioned & posted strength: -

SANCTIONED/POSTED STRENGTH OF DISTT. GURGAON POLICE AS ON 27-11-2015				
Sr. No.	Rank	Sanctioned	Posted	Vacancy
1	COMMISSIONER	1	1	0
2	JOINT COMMISSIONER	1	1	0
3	DCP	7	6	1
4	ACP	18	13	5
5	INSPECTOR	67	61	6
6	SI	165	130	35
7	ASI	407	321	86
8	HC	699	477	222
9	E/SI	0	70	0
10	E/ASI	0	276	0
11	EHC	0	378	0
12	CONSTABLE (E/SI,E/ASI,EHC,CT,L/CT)	3458	2973	485
13	(E/SI,E/ASI,EHC,CT,L/CT)		(70+276+378+2009+240)= 2973	
	GRAND TOTAL	4823	3983	840



SANCTIONED/POSTED STRENGTH OF FEMALE POLICE (EXECUTIVE CADER)				
Sr. No.	Rank	Sanctioned	Posted	Vacancy
1	L/INSPR.	6	1	5
2	L/SI	14	17	3
3	L/ASI	27	18+4 CLK= 22	9
4	L/HC	62	19+11 CLK= 30	43
5	L/CT	405	EHC=2+231+9 CLK= 242	163
	TOTAL	514	288	223

SANCTIONED/POSTED STRENGTH OF EXECUTIVE CLERICAL CADER				
Sr. No.	Rank	Sanctioned	Posted	Vacancy
1	INSPR.	5	03 MALE	2
2	SI	8	08 MALE	0
3	ASI	15	9+4 LADY= 13	2
4	HC	26	14+11 LADY= 25	1
5	CT	26	10+9LADY= 19	7
	TOTAL	80	68	12

9. Distribution of work amongst officers in the Commissionerate of Gurgaon and disposal of files by the officers in the Commissionerate will be as under:-

#### Admin-I

Matters pertaining to Go's	A-1 (1)-Asstt.	Supdt.		CP
Promotion of NGOs/ORs	A-1 (1)-Asstt.	Supdt.	DCP	CP
Police Medals & Civil Decorations.	A-1 (1)-Asstt.	Supdt.	DCP	CP
Training of IPS Officers.	A-1 (1)-Asstt.	Supdt.		CP
Miscellaneous Adm. Work.	A-1 (1)-Asstt.	Supdt.	DCP	CP
Appeal of NGOs, Ors, Class IV and others.	A-1 (2)-Asstt.	Supdt.		CP
Appeal of Civilian Staff	A-1 (2)-Asstt.	Supdt.		CP

ACRs	A-1 (3)-Asstt.			CP
All financial sanctions in the Competency of Controlling Officer and HOD	A-1 (4)-Asstt.	Supdt.		CP

### Admin.-II

All administrative matters of NGOs.	A-II (1)- SI	Supdt.	DCP	CP
DE of NGOs.	A-II (1)- SI	Supdt.	DCP	
Extension in services of NGOs	A-II (1)- SI	Supdt.	DCP	CP
Permission of Higher Education for NGOs	A-II (1)- SI	Supdt.	DCP	
Maintenance of Ch. Rolls of NGOs.	A-II (2)- SI	Supdt.		
Leave of NGOs ( other than CL)	A-II (2)- SI	Supdt.	DCP	
Promotional courses of NGOs like Inter & Upper	A-II (2)- SI	Supdt.	DCP	CP
Annual Increment and EB cases of NGOs	A-II (2)- SI	Supdt.	DCP	
All correspondence regarding all kinds of meetings and compliance of the minutes of the meetings	A-II (2)- SI	Supdt.	DCP	

### Admin.-III

All administrative matters of ORs.	A-III (1)-A SI	Supdt.	DCP	
Punishment to ORs.	A-III (1)-A SI	Supdt.	DCP	
Extension in services of ORs.	A-III (1)-A SI	Supdt.	DCP	
Promotion of ORs. (EHC, EASI etc )	A-III (1)-A SI	Supdt.	DCP	
Annual Increment and EB cases of ORs.	A-III (1)-A SI	Supdt.	DCP	
Permission of Higher Education for ORs.	A-III (1)-A SI	Supdt.	DCP	
Posting of ORs. In this distt.	A-III (1)-A SI	Supdt.	DCP	
Posting of ORs. out of distt.	A-III (1)-A SI	Supdt.	DCP	CP
Maintenance of Ch. Rolls of ORs.	A-III (2)- ASI (	Supdt.		

C.No. 1 to 1200 onward.	CRC-I)			
Leave of ORs ( other than CL)	A-III (2)- ASI ( CRC-I)	Supdt.	DCP	
Promotional courses of ORs.	A-III (2)- ASI ( CRC-I)	Supdt.	DCP	
Annual Increment and EB cases of ORs.	A-III (2)- ASI ( CRC-I)	Supdt.	DCP	
Maintenance of Ch. Rolls of ORs. From C.No. 1201 onward.	A-III (3)- ASI ( CRC-II)	Supdt.		
Leave of ORs ( other than CL)	A-III (3)- ASI ( CRC-II)	Supdt.	DCP	
Promotional courses of ORs.	A-III (3)- ASI ( CRC-II)	Supdt.	DCP	
Annual Increment and EB cases of ORs.	A-III (3)- ASI ( CRC-II)	Supdt.	DCP	

### General Record Branch

Record management	GR-1- HC	ASI	DCP	
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### Circulating Branch

Receipt of all dak	C-1-Const.	Supdt.	DCP	
Despatch and distribution of dak	C-2-Const.	Supdt.	DCP	

### Accounts Branch

Cash books & related registers	Accountant-SI	DSO	DCP/Hqrs.	
Budget Management	Accountant-SI	DSO	DCP/Hqrs.	
Any other matters relating to accounts	Accountant-SI	DSO	DCP/Hqrs.	
Expenditure Return (2055-Police	Accountant-	DSO	DCP/Hqrs.	

109-Distt.)	SI			
Expenditure Return (2039-State Excise.)	Accountant-SI	DSO	DCP/Hqrs.	
Creation of posts.	Accts.-1-ASI	DSO	DCP/Hqrs.	CP
Audit reports	Accts.-1-ASI	DSO	DCP/Hqrs.	
Sanction of Contingencies Bills.	Accts.-1-ASI	DSO	DCP/Hqrs.	
Allotment of G.P fund numbers	Accts.-1-ASI	DSO	DCP/Hqrs.	
Pay of GOs/NGOs/Ors/Civilian Class-IV	Accts.-2-ASI	DSO	DCP	
T.A bills of all ranks	Accts.-3-ASI	DSO	DCP	
T.A bills of all GO ( Counter Signature )	Accts.-3-ASI	DSO	DCP	CP

### Provisioning Branch

Acquisition of land	PB-1-SI	DSO	DCP	CP
Construction of building	PB-1-SI	DSO	DCP	CP
Maintenance of building	PB-1-SI	DSO	DCP	
Hiring of building	PB-1-SI	DSO	DCP	CP
Modernization Plan	PB-1-SI	DSO	DCP	CP
Vehicles	PB-2-SI	DSO	DCP	CP
POL bills	PB-2-SI	DSO	DCP	
Running & maintance of bills ( Competancy of DDO)	PB-2-SI	DSO	DCP	
Running & maintance of bills ( Competancy of HOD)	PB-2-SI	DSO	DCP	CP
Condemnation of store	PB-3-ASI	DSO	DCP	CP
Purchase of security equipment	PB-3-ASI	DSO	DCP	CP
Computer & Photostate machine	PB-3-ASI	DSO	DCP	CP
THC Correspondence relating to CHC/KHC	PB-3-ASI	DSO	DCP	
Clothing & Equipments	PB-4-ASI	DSO	DCP	
Arms & Ammunitions	PB-4-ASI	DSO	DCP	
Correspondence relating to CHC/KHC	PB-4-ASI	DSO	DCP	

## Welfare Branch

Loan & Advances	WB-1-SI	Insp.	DCP/Hqrs.	
Ex-gratia cases	WB-1-SI	Insp.	DCP	
Assistance to family of deceased	WB-1-SI	Insp.	DCP	
Management of Police, Welfare Fund,	WB-1-SI	Insp.	DCP	
Handyside memorial fund & Aid	WB-1-SI	Insp.	DCP	
Pension cases of GOs/NGOs/Ors & Class-IV	WB-2-ASI	Insp.	DCP	
Sports fund	WB-3-ASI	Insp.	DCP	
Personal interview	WB-3-ASI	Insp.		CP
GIS cases	WB-3-ASI	Insp.	DCP	
Police Sahidi Memorial Fund	WB-3-ASI	Insp.	DCP	
Grievances of family of retiree & deceased.	WB-3-ASI	Insp.		
Welfare meetings.	WB-3-ASI	Insp.	DCP	CP

## Training Branch

Training of Const. to Gos	T-1-ASI	SI	DCP	CP
Any other training of NGOs in the state	T-1-ASI	SI	DCP	
Any other training of NGOs out of state	T-1-ASI	SI	DCP	
Sports	T-1-ASI	SI	DCP	
Police Duty Meets	T-1-ASI	SI	DCP	

## Legal Branch

Court cases in Session and other courts	LA-II-ASI	Inspr.	DCP	CP
Prosecution Sanction	LA-II-ASI	Inspr.	DCP	
Legal Notices	LA-II-ASI	Inspr.	DCP	CP
Any other matter	LA-II-ASI	Inspr.	DCP	

Matter related to Apex Court & High Court (Civil & Criminal )	LA-II-ASI	Insp.	DCP	CP
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### **OSI Branch**

Management of force	OASI-I-ASI	SI	DCP	CP
Maintenance of fauji Missal	OASI-II-ASI	SI		
Maintenance of record reg. deputation vacancy position, under suspension & leave	OASI-II-ASI	SI		
Allotment of numbers	OASI-II-ASI	SI	DCP	
Returns	OASI-II-ASI	SI		

### **Complaint Branch**

Complaints received from all National	CC-1-SI	Insp.	DCP	CP
Commissions, NHRC, Commission of SC/ST	CC-1-SI	Insp.	DCP	CP
Complaints received from all States Commissions. State Govt., PHQ, CID	CC-1-SI	Insp.	DCP	
All complaints from public & other sources	CC-1-SI	Insp.	DCP	
Complaints received from Military, Para Military & other units	CC-1-SI	Insp.	DCP	

### **RTI Branch**

Information relating to criminal cases	RTI-I-ASI	ASI	DCP	
Information in cases other than	RTI-I-ASI	ASI	DCP	

Criminal cases				
RTI Appeals	RTI-II-ASI	ASI	DCP	CP

### Licensing Branch

License relating to Arms & ammunition & other License relating to Arms dealers.	LB-1-ASI	DI	JT.CP	
Verification of industrialists WT licenses		DI	DCP	

### Security Branch

VVIP security	SI	Inspr.	DCP/Sec.	CP
VIP Security Law & Order issues, election, festivals and examinations etc.	S-1-SI	Insp.	DCP	
Correspondence relating to illegal Bnagladeshi.	S-1-SI	Insp.	DCP	CP
National security internal security scheme & restricted MAP.	S-1-SI	Insp.	DCP	CP
Periodical returns	S-1-SI	Insp.	DCP	

### Intelligence Brach

Collection of intelligence of:-		Insp.		CP
(i) General	IB-1-SI	Insp.		CP
(ii) Criminal	IB-2-SI	Insp.		CP
(iii) Industrial	IB-3-ASI	Insp.		CP
(iv) Jails & Courts	IB-4-ASI	Insp.		CP
(v) Economic offences	IB-5-ASI	Insp.		CP
(vi) Press cutting & source reports	IB-6-HC	Insp.		CP

### Reader C.P Branch

Crime Supervision	Reader			CP
Operations	ASI Ops.			CP

### CRO Branch

Record of Stolen/Recovered Vehicles	CRO-1-ASI	ASI/Ops		
Record of missing persons, Un-identified dead bodies.	CRO	ASI/Ops		
Record of POs, Bail Jumpers.	CRO	Reader		
Record Dossiers of Criminals & Gang.	CRO	ASI/Ops		
Returns	CRO	Reader	DCP/ Hqrs.	
Naka Bandi.	CRO	ASI/Ops		CP
Map & Crime graph chart	CRO	Reader		CP

### RW\_Branch

All periodical returns	RW-1-SI	Insp.	DCP	
Other work as per ppr				
all type of crime related Correspondence				

### Crime & Analysis Wing

Research & Analysis of criminal activities.	SI Analysis	SI		CP
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### Photography Section

Photography and related work	Photo-Section	SI	DCP	
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### VRC Branch

As per distribution work in PPR Receiving / dispatching of dak from Police Stations	VRC-1-ASI	ASI	DCP	
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### Computer Branch

Computerization of all records	CB-1-ASI	SI	DCP	CP
IT Management	CB-1-ASI	SI	DCP	CP
All matters related to Computerization	CB-1-ASI	SI	DCP	CP
CCIS	CB-1-ASI	SI	DCP	CP
CIPA	CB-1-ASI	SI	DCP	CP
PIS	CB-1-ASI	SI	DCP	CP
Development of new software program	CB-1-ASI	SI	DCP	CP

### PRO & Protocol Branch

Press conferences, Press Briefing	ASI PRO-ASI	SI	DCP	
All matters relating to Protocol	Protocol-ASI			

### Care taker Branch

Maintenance of office building, furniture other equipment & Computers, Telephone & Stationary	CT-1-ASI	SI	DCP	
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### Personal Asstt.

Admin. matter	Asstt.-1			CP
Accounts matter	Asstt.-2			CP
Complaints	Asstt.-3			CP
Crime Work	Asstt.-4			CP

### Control Room

Management of PCRs / Riders, Nakas and Services of Telephone No. 100	Police Control Room	Insp.	DCP	
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### FRO Branch

Foreigner's Registration office.	FRO Branch	Insp.	DCP	
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