

# Power and duties of officers/Employees



**RIGHT TO INFORMATION**  
**PART-2**  
**Powers and duties of officers and employees**  
**[Section 4(1) (b) (ii)]**

1. Registration of FIR/NCR.
2. Investigation of the cases, arrest of the accused, recovery of stolen property, challaning of the cases and prosecution.
3. Recording report regarding missing persons and children and tracing them.
4. Verification of servants/chowkidars and tenants and registration of security agencies.
5. Granting permission for loud-speakers, rallies, political/religious functions.
6. Checking of banks.
7. Providing documents for filing claim in Motor Accident Claim Tribunal.
8. Providing Guards for the transportation of cash, if required, as per police rules.

Sr. No.	Name and designation	Powers				Duties attached
		Admin	Financial	Statutory	Others	
1	Constable			Yes		Law and order duty
2	Head Constable			Yes		Investigating officer and other law and order duties etc.
3	Assistant Sub-Inspector			Yes		Investigating officer and other law and order duties etc.
4	Sub-Inspector	Yes		Yes		Apart from above to act as SHOs
5	Inspectors	Yes		Yes		Apart from above to act as SHOs
6	ACP	Yes		Yes		Supervision of Sub-Division
7	DCP	Yes	Yes	Yes		Over all supervision of police work in a district.
8	Commissioner	Yes	Yes	Yes		Supervision of Police Commissionerate

	of Police					Gurgaon.
9	Director General of Police	Yes	Yes	Yes		Over all supervision of police functioning in the State

