

Particulars of organization



RIGHT TO INFORMATION

PART-1

Particulars of organization, functions and duties

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

- 1. Commissionerate Gurugram:** - The Commissionerate of Police, Gurugram 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 Gurugram, 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 Gurugram.
- 2. Administrative Setup:** - The Commissionerate of Police Gurugram 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 Gurugram: - District Gurugram 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 Station) |
|-------------------|------------------|-------------------------|---------------------------------|------------------------------------|
| 1. | DCP EAST | Sh. Maqsood Ahmed, IPS | 1. ACP CAW EAST | 1. PS WOMEN EAST |
| | | | | |
| | | | 2. ACP SADAR | 1. PS SADAR |
| | | | | 2. PS SECTOR-50 |
| | | | | 3. PS SECTOR-56 |
| | | | | 4. PS SECTOR -40 |
| | | | 3. ACP DLF | 1. PS DLF PHASE –I |
| | | | | 2. PS DLF PHASE –II |
| | | | | 3. PS DLF PHASE – III |
| | | | | 4. PS METRO |
| | | | | 5. PS SECTOR – 29 |
| | | | | 6. PS CYBER CRIME |
| | | | | |
| 2. PS SECTOR - 53 | | | | |
| 2. | DCP WEST | Sh. Deepak Saharan, HPS | 1. ACP CITY | 1. PS SECTOR – 10 |
| | | | | 2. PS CITY |
| | | | | 3. PS SHIVAJI NAGAR |
| | | | | 4. PS SECTOR – 9A |
| | | | | 5. PS CIVIL LINE |
| | | | 3. ACP GGM | 1. PS SECTOR – 5 |
| | | | | 2. PS NEW COLONY |
| | | | | 3. PS SECTOR 17/18 |
| | | | | 4. PS SECTOR - 14 |
| | | | 4. ACP Udyog | 1. PS PALAM VIHAR |
| | | | | 2. PS BAJGHERA |
| | | | | 3. PS RAJENDRA PARK |
| | | | | 4. PS UDYOG VIHAR |
| 5. ACP CAW WEST | 1. PS WOMEN WEST | | | |

| | | | | |
|----|-------------|--------------------------|----------------------------|---|
| 3. | DCP MANESAR | Sh. Varun Singla, IPS | 1. ACP PATAUDI | 1. PS PATAUDI 2. PS FARUKH NAGAR 3. PS BILASPUR |
| | | | 2. ACP MANESAR | 1. PS MANESAR 2. PS KHERKI DAULA 3. PS SECTOR – 37 4. PS IMT MANESAR |
| | | | 3. ACP CAW SOUTH & MANESAR | 1. PS WOMEN MANESAR |
| 4. | DCP SOUTH | Sh. Dheeraj Kumar, IPS | 1. ACP SOHNA | 1. PS SADAR SOHNA 2. PS CITY SOHNA 3. PS BHONDSI 4. PS BADSHAPUR 5. PS SEC - 65 |
| 5. | DCP TRAFFIC | Sh. DK Bhardwaj, IPS | 1. ACP TRAFFIC WEST | 1. TRAFFIC WEST |
| | | | 2. ACP TRAFFIC EAST | TRAFFIC EAST |
| | | | 3. ACP TRAFFIC EAST | NATIONAL HIGHWAY TPS – 1, TPS – II, PS KMP, |
| | | | 4. ACP TRAFFIC HQ | TRAFFIC HQ. |

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: - Gurugram has become the hub of activities with the Head Quarters of many multinational companies have been shifted to Gurugram. 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 Gurugram 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 Gurugram has become important issue. Traffic volume is very high in District Gurugram 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 Gurugram 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 Gurugram. 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 Gurugram Traffic Police as on 01-03-2021 is shown in the table given below:

| Sr. No. | Rank | Posted |
|---------|---------------------|--------|
| 1 | DCP | 1 |
| 2 | ACP | 2 |
| 3 | Inspector | 12 |
| 4 | Sub-Inspector | 23 |
| 5 | ESI | 14 |
| 6 | Astt. Sub-Inspector | 73 |
| 7 | EASI | 16 |
| 8 | Head Constable | 95 |
| 9 | EHC | 81 |
| 10 | Constable | 518 |
| 11 | L/ Constable | 52 |
| 12 | Home Guard | 195 |
| 13 | SPO | 200 |

The table given below shows the no. of cases of road accidents has come down which is apparent from the 01-01-2017 to 31-12-2017.

| | |
|----------------|-----|
| Total Accident | 889 |
| Total death | 313 |
| Total Injured | 883 |
| Day | 554 |
| Night | 335 |
| Two Wheeler | 364 |
| Pedestrians | 296 |

The table given below the no. of challan issued in 01-01-2017 to 31-12-2017 for traffic violations for over speeding, drunken driving, overloading, wrong parking etc.

| | |
|-----------------|--------|
| Over Speeding | 663 |
| Drunken Driving | 5909 |
| Over Loading | 7 |
| Wrong Parking | 157019 |

(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. GURUGRAM POLICE AS ON 01-03-2021 | | | | |
|---|---------------------------------------|------------|------------------------------|---------|
| Sr. No. | Rank | Sanctioned | Posted | Vacancy |
| 1 | COMMISSIONER | 1 | 1 | 0 |
| 2 | JOINT COMMISSIONER | 1 | 1 | 0 |
| 3 | DCP | 8 | 7 | 1 |
| 4 | ACP | 27 | 17 | 10 |
| 5 | INSPECTOR | 113 | 91 | 22 |
| 6 | SI | 362 | 253 | 109 |
| 7 | ASI | 770 | 469 | 301 |
| 8 | HC | 1514 | 654 | 860 |
| 9 | E/SI | 0 | 137 | 0 |
| 10 | E/ASI | 0 | 179 | 0 |
| 11 | EHC | 0 | 676 | 0 |
| 12 | CONSTABLE (E/SI,E/ASI,EHC,CT,L/CT) | 5324 | 4426 | 998 |
| 13 | (E/SI,E/ASI,EHC,CT,L/CT) | | (137+179+676+3101+333)= 4426 | |
| | GRAND TOTAL | 8220 | 5918 | 2297 |

| SANCTIONED/POSTED STRENGTH OF FEMALE POLICE (EXECUTIVE CADRE) | | | | |
|---|--------------|------------|--------------------------|------------|
| Sr. No. | Rank | Sanctioned | Posted | Vacancy |
| 1 | L/INSPR. | 9 | 10 | EXCESS -1 |
| 2 | L/SI | 38 | 35+4 LADY | 3 |
| 3 | L/ASI | 67 | 66+11 LADY | 1 |
| 4 | L/HC | 126 | 52+13 LADY | 74 |
| 5 | L/CT | 551 | EHC=32+332+CLK 1 CT+2EHC | 187 |
| | TOTAL | 791 | 527 | 264 |

| SANCTIONED/POSTED STRENGTH OF EXECUTIVE CLERICAL CADRE | | | | |
|--|--------------|------------|------------------|-----------|
| Sr. No. | Rank | Sanctioned | Posted | Vacancy |
| 1 | INSPR. | 6 | 1 + 1 LADY = 2 | 4 |
| 2 | SI | 12 | 6 + 4 LADY=10 | 2 |
| 3 | ASI | 21 | 13 +11 LADY = 24 | Excess 3 |
| 4 | HC | 34 | 18+14 LADY= 32 | 2 |
| 5 | CT | 38 | 17 + 3 LADY= 20 | 18 |
| | TOTAL | 111 | 88 | 23 |

9. Distribution of work amongst officers in the Commissionerate of Gurugram 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 | |
|-------------------|----------|-----|-----|--|

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 |
|---|-----------|-------|-----|----|

OASI 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 | SI | 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 | Insp. | 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 |
|---|----------------|----|--|----|

Photography Section

| | | | | |
|------------------------------|---------------|----|-----|--|
| Photography and related work | Photo-Section | SI | DCP | |
|------------------------------|---------------|----|-----|--|

VRC Branch

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

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 | |
|---|----------|----|-----|--|

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 | |
|--|---------------------|-------|-----|--|

FRO Branch

| | | | | |
|----------------------------------|------------|-------|-----|--|
| Foreigner's Registration office. | FRO Branch | Insp. | DCP | |
|----------------------------------|------------|-------|-----|--|

