

## **PART- 1**

### **Particulars of organization, functions and duties [Section 4(1)(b)(i)]**

#### **1. Aims and objectives of the organization**

The purpose of Haryana Police, Telecommunication is to provide un-interrupted Communication throughout the State to maintain Law & Order duties fairly and firmly.

#### **2. Mission / Vision**

The mission of Haryana Police, Telecommunication is to provide un-interrupted communication among all units of the Police Department, so they could be able to maintain Law & Order to look after the prevention and detection of crime and security of VVIPs & VIPs affectively. To convey minutes to minutes information for the purpose to the Law & Order maintaining authorities.

#### **3. Brief History and background for its establishment**

The Telecommunication Wing is the unit of Haryana Police. This Wing came into existence on the bifurcation of Punjab State on 01.11.1966 and was known as Wireless Wing. At that time, 13 HF Stations were functioning in Seven Districts of the State. The Headquarter of the Wireless Wing was established in a rented building at Kothi No. 32, Sector 2-A, Chandigarh. The Sanctioned manpower to run the functioning of this wing was meager i.e. Inspector/2, Sub-Inspector/20, Assistant Sub-Inspector/85, Head Constables/5, Constable/21. With the passage of time the Number of Districts in the State have risen to twenty-three (23). Now in each District Control Room there are 6 communication channels functioning to convey information relating to the crime, law & order etc., with a total Numbers of 2966 Wireless Station (i.e. Static, mobile and Walkie Talkie). At present the sanctioned strength of the Telecommunication wing is IGP/1, SP/1, DSPs/10, Inspr/43, SIs/128, ASIs/289, HCs/579, Consts/851, PA/1, Steno/1, Class 4<sup>th</sup>/21. Now the Headquarter of the Telecommunication Wing is situated at Haryana Police Complex, Moginand, Panchkula.

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

Haryana Police Telecommunication wing is supervised by an IPS Officer in the rank of Inspector General of Police (Controlling Officer).

The Superintendent of Police, Telecommunication, Haryana, Panchkula will supervise the working of all Police Control Rooms, Radio Workshops, RT Stations and other Communication Centers of Haryana Police for uninterrupted and efficient communication.

State Police Control Centre, Haryana, Panchkula is working under the supervision of DSP/Communication, In State Police Control Centre, Panchkula, Haryana, one Incharge in the rank of (Inspector/Senior Sub-Inspector operational cadre) performed his duty in shift round-the-clock.

Police Control Rooms at Range level in the District are working under the supervision of Deputy Superintendent of Police, Telecommunication, Police Control Rooms are established at all the District Headquarters. Every Police Control Room is supervised by an officer of rank of Inspector/Sub-Inspector (DRO-District Radio Officer).

Sub Inspector/Assistant Sub Inspector of the Operational cadre are detained to act as Incharge, Control Room Duty and ADSO (Assistant Duty Supervisory Officer) in shift round-the-clock.

Head Constable/Constable (Circuit Operator) both are performing as operating duty in each and every channel round-the-clock as well as law & order duty.

**Cryptography Operators:**

A crypto-center is also functioning in the premises of State Police Control Centre and District Police Control Rooms to provide the cipher cover to the classified message and cipher trained operators are deputed round-the-clock by Communication Inspector at State Police Control Centre, Haryana, Panchkula and District Radio Officer in their concerned respectively.

**Maintenance Inspector:**

Maintenance Inspector is fully responsible for proper maintenance/repair and up-keep of all the equipment's installed at State Police Control Centre & District Police Control Rooms.

**Technicians:**

SI/ASI of the technical Cadre having good technical knowledge and computer skill are posted as Incharge workshop.

**Constable/Messenger:**

Constable Messengers are performing Dak duty round-the-clock.

**Head Constable/Constable Drivers:**

Head constable/ Constable Drivers are performing driving duty round-the-clock.

## **PART-3**

### **Procedure followed in decision making process [Section 4(1)(b)(iii)]**

#### **Deputy Superintendent of Police/State Control Centre, Haryana, Panchkula (DSP/CC)**

An officer in the rank of DSP from the Executive Cadre of State Police is posted as DSP/Police Control Centre, Haryana, Panchkula. He would directly function under the supervision of the Superintendent of Police, Telecommunication, Haryana. He will be responsible for overall maintenance, discipline and decorum in the Control Centre, Haryana, Panchkula.

#### **Communication Inspector (CI):**

The senior most Inspector posted in State Police Control Centre, Haryana, Panchkula of Operational Cadre is working as Communication Inspector. He will ensure round-the-clock un-interrupted communication, proper discipline in the State Police Control Centre, Haryana Panchkula.

#### **Incharge Control Centre (I/C CC):**

Inspector/Sub Inspector (Operational Cadre) is working as Incharge Control Centre round-the-clock and responsible for clearance of all radio traffic within the stipulated time during his shift.

#### **Assistant Duty Supervisory Officer (ADSO):**

SI/ASI (operational cadre) is working as Assistant Duty Supervisory Officer (ADSO) in shift round-the-clock. He will scrutinize all IN/OUT messages received during his duty and after that will put up before shift Incharge, Control Centre for his perusal and initials for further timely clearance to the quarter concerned.

#### **Circuit Operator (Head Constable/Constable):**

Head Constable/Constable both are performing operating duty each and every channel round-the-clock as well as Law & Order duty.

### **District Police Control Rooms**

#### **District Radio Officer (DRO):**

The senior most Inspector/Sub Inspector posted in Police Control Room (operational Cadre) is working as District Radio Officer (DRO). He will ensure round the clock un-interrupted communication from the District Police/Control Room to all RT Stations on the District and those bordering it, other districts Control Rooms and Police Control Centre, (H) PKL.

**In-charge Control Room:**

SIs/ASIs is posted in Police Control Room (Operational Cadre) deputed by the DRO to act as Incharge Police Control Room round-the-clock. He will be responsible for smooth working of the control room and timely clearance of radio traffic during their shift and report the same to the DRO.

**Circuit Operator (Head Constable/Constable):**

Head Constable/Constable both are performing operating duty each and every Channel round-the-clock as well as Law & Order duty.

**Constable/Messenger:**

Constable Messenger both are performing dak duty round-the-clock.

**Head Constable/Constable Drivers:**

Head Constable/Constable Drivers are performing dak duty round-the-clock.

**PART-4**  
**Norms set for the discharge of function**  
**[Section 4(1)(b)(iv)]**

Haryana Police functions primarily under the Police Act, 1861 and Haryana Police conducts its business under the Punjab Police Rules, 1934 as applicable to Haryana. Other rules are followed as prescribed by the State Government from time to time e.g. The Punjab Financial Rules, Civil Services Rules, Conduct Rules etc.

## **PART-5**

### **Rules, regulations, instructions, manuals and records for discharging functions**

#### **[Section 4(1)(b)(v)]**

Standing Orders, Instructions, Directions, etc. issued for functioning in various fields as per the Law/Rules like PPR, PFR, etc. made for discharge of duties.

### PART-6

#### A statement of the categories of documents that are held by it for under its control [Section 4(1)(b)(vi)]

S. No.	Name of Branch	Nature of Record	Details of information available	Unit/Section where available	Retention period where available
1.	<b>Establishment Branch</b>	Leave (Chapter-8)	All kind of leave i.e. EL, CCL etc.	IE/CRC/Telecom	-
2.	-do-	Pension (Chapter-9)	Preparation of all kinds of pension cases	-do-	-
3.	-do-	Accounts (Chapter-10)	General pay revision, ACP & Annual Increment etc.	-do-	-
4.	-do-	Promotion (Chapter-13)	All kinds of promotion from the rank of Constable to Sub Inspector	-do-	-
5.	-do-	Discipline (Chapter-14)	All kinds of permission moveable/immoveable property	-do-	-
6.	-do-	Reward (Chapter-15)	All kinds of commendation certificate, Police President's Medal etc.	-do-	-
7.	-do-	Punishment (Chapter-16)	All kinds of departmental enquiry etc.	-do-	-
8.	-do-	General Provident Fund Register	All type of Non-Refundable Advance & Refundable Advance from GPF	-do-	-
9.	-do-	Allotment of Govt. Quarter Register	Information regarding allotment of Govt. Quarters	-do-	-
10.	-do-	Sanction of House Rent Register	Information regarding sanction of House Rent Allowance	-do-	-
11.	-do-	Medical Reimbursement Register	Information Regarding Medical Reimbursement	-do-	-
12.	-do-	House building Advance Register	Information Regarding House Building Advance Loan	-do-	-
13.	-do-	Car Advance Register, Marriage	Information Regarding Car Advance, Marriage	-do-	-



		Advance Register, Motor Cycle Advance Register & Computer Advance Register	Advance, Motor Cycle Advance & Computer Advance.		
14.	-do-	Stationary Register	All stationery items.	-do-	-
15.	-do-	Photostat paper register	For CC, Haryana, Panchkula	-do-	-
16.	<b>Accounts Branch</b>	General Cash Book Register	All type of income or Expenditure (per day) made in this register	-do-	Permanent
17.	-do-	Bill Book Register	Information Regarding Preparation of all Type of bills (per day)	-do-	-do-
18.	-do-	Distribution Register	Information Regarding Daily Drawl of all type of bills	-do-	-do-
19.	-do-	Office expenses Register	Contingency Register Relates to the Office Expenses	-do-	2 Years
20.	-do-	Petrol Register	Contingency Register Relates to the POL/HSD	-do-	-do-
21.	-do-	Material and Supply Register	Contingency Register Relates to the Material and Supply Register bills	-do-	-do-
22.	-do-	Motor Vehicle Register	Contingency Register Relates to the Motor Vehicle Register bills	-do-	-do-
23.	-do-	Other Charges Register	Contingency Register Relates to the Other Charges Register bills	-do-	-do-
24.	-do-	Contractual Services Register	Contingency Register Relates to the Contractual Services Register bills	-do-	-do-
25.	-do-	Wages Register	Contingency Register Relates to the Wages Register bills	-do-	-do-
26.	-do-	Rent, Rate and Taxes Register	Contingency Register Relates to the Rent, Rate and Taxes Register bills	-do-	-do-
27.	-do-	Minor works Register	Contingency Register Relates to the Rent, Rate and Taxes Register bills	-do-	-do-
28.	-do-	IT-88 Register	Contingency Register Relates to the IT-88 Register bills	-do-	-do-
29.	-do-	CCTNS (Crime and Criminal	Contingency Register Relates to the CCTNS	-do-	-do-

		Tracking Network & System) Register	bills		
30.	-do-	TA Bill Register	Contingency Register Relates to the TA	-do-	-do-
31.	<b>OASI Branch</b>	Recruitment Register	Direct Recruitment Constables	OSI Branch	Permanent till Recruitment year, 2008
32.	-do-	Vacancy Position	Sanctioned Posted vacant	-do-	-
33.	-do-	Fouji Missal	All officials (class-III)	-do-	PPR Vol-II Rule 12.3P(3)
34.	-do-	Long Rolls	-	-do-	PPR Vol-II Rule 12.41(i)
35.	-do-	Register Posting	-	-do-	PPR Vol-II Rule 14.16(i)
36.	-do-	Key Register	-	-do-	As per PPR
37.	<b>MI HQ Store</b>	Purchase Register	All type of Purchase (i.e. wireless sets, spare parts & Computer) etc.	Telecom (HR)	10 Years
38.	-do-	Distribution Register	All type of wireless Sets	-do-	-do-
39.	-do-	-do-	All types of Spare Parts/Accessories	-do-	-do-
40.	-do-	-do-	All type of Computer with Accessories	-do-	-do-
41.	-do-	RC Book	Issuing of equipments/Accessories	-do-	One Year
42.	-do-	Job Card Register	Testing/Repair of Radio equipment	-do-	10 Years
43.	<b>Lines Officer</b>	Purchase/Stock Register	All articles of Furniture, Electrical/Electronic, Building material & Consumable items etc.	-do-	Permanent
44.	-do-	Distribution Register	-do-	-do-	10 Years
45.	-do-	Arms & Ammunition stock Register	All Arms & Ammunition	-do-	Permanent
46.	-do-	Arms & Ammunition Distribution Register	All Arms & Ammunition Distribution	-do-	Permanent
47.	-do-	Tent Stock Register	Tent and all tent articles	-do-	Tent shall not condemned if

					serviceable
48.	-do-	Tent Distribution Register	-do-	-do-	10 Years
49.	-do-	R.C Book	Issuing Article	-do-	Permanent
50.	<b>Clothing Store</b>	Clothing stock Register	Distribution of Cloth and uniform items etc.	-do-	10 Years
51.	-do-	Stock Register for NGO's	Distribution of uniform and other articles of uniform	-do-	-do-
52.	-do-	Stock Register for OR's	-do-	-do-	-do-
53.	-do-	Register for NGO's OR's No. 4-34	Sewing of Uniform bill entry Register	-do-	-do-
54.	-do-	Medal Register	Distribution of Medals	-do-	-do-
55.	<b>M.H.C</b>	Rojnamcha	All type of daily activity	-do-	2 Years
56.	-do-	Dairy Register	All Orders & instructions	-do-	3 Years
57.	-do-	Dispatch Register	Registration of all type of orders/instructions	-do-	3 Years
58.	<b>M.T.O</b>	Stock Register	Vehicles in stock & helmets in stock etc.	-do-	Permanent
59.	-do-	Logbook Register	Movement of vehicles	-do-	4 Years
60.	-do-	History sheet Register	Repair history of vehicles	-do-	Permanent
61.	<b>Welfare Branch</b>	Register of Scholarship Cases	Scholarship Cases	Welfare Branch	-do-
62.	-do-	Register of issue of Identity Card to the Retirees	Retiree Identity Card	-do-	-do-
63.	-do-	Register of Welfare Loan	Welfare Loan	-do-	-do-
64.	-do-	Register of issue of new Identity Card to the employees of Telecom	New Identity Card	-do-	-do-

**PART-7**

**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 of  
implementation**

**[Section 4(1)(b)(vii)]**



**PART-9**  
**Directory of Officers and Employees**  
**[Section-4 (1) (b) (ix)]**  
**Directory**

**Postal address of the main office, attached/subordinate office/field units etc.**  
**List of office, postal address and Telephone Numbers of Officers of Haryana**  
**Police**

<b>S. No.</b>	<b>Name of office</b>	<b>Postal Address (office)</b>	<b>Mobile No</b>	<b>Telephone No (office)</b>
1.	IGP/Telecom	Inspector General of Police, Telecommunication, Haryana, Moginand, Panchkula	80531-44111	01733-253699
2.	SP/Telecom	Superintendent of Police, Telecommunication, Haryana, Moginand, Panchkula	78884-96400	01733-253051
3.	DSP/T/HQR	Deputy Superintendent of Police, HQR, Telecommunication, Haryana, Moginand, Panchkula	89685-77400	01733253668
4.	DSP/T/Workshop	Deputy Superintendent of Police, Workshop, Telecommunication, Haryana, Moginand, Panchkula	79886-39705	-
5.	DSP/T/CC	Deputy Superintendent of Police, Control Centre, Telecommunication, Haryana, Moginand,	94678-79771	-

		Panchkula		
6.	CI/C.C, Haryana, Panchkula	Communication Inspector, Control Centre, Police Headquarters, Sector-6, Haryana, Panchkula	78886-96225	0172-2570070
7.	DRO/Ambala	District Radio Officer, Police Control Room, Ambala City, O/o Superintendent of Police, Police Line Ambala City	78886-96202	0171-2550161
8.	DRO/Panchkula	District Radio Officer, Police Control Room, Panchkula, O/o Deputy Commissioner of Police, Mini Secretariat, Panchkula	78886-96224	0172-2582100
9.	DRO/Karnal	District Radio Officer, Police Control Room, Karnal, O/o Superintendent of Police, Mini Secretariat Karnal	78886-96206	0184-2208222
10.	DRO/Kurukshetra	District Radio Officer, Police Control Room, Kurukshetra, O/o Superintendent of Police, Mini Secretariat Kurukshetra	78886-96204	01744-233901
11.	DRO/Yamunanagar	District Radio Officer, Police	78886-96203	01732-231305

		Control Room, Yamunanagar, O/o Superintendent of Police, Mini Secretariat Yamunanagar		
12.	DRO/Kaithal	District Radio Officer, Police Control Room, Kaithal, O/o Superintendent of Police, Mini Secretariat Kaithal	78886-96205	01746-234223
13.	DRO/Rohtak	District Radio Officer, Police Control Room, Rohtak, O/o Superintendent of Police, Mini Secretariat Rohtak	78886-96209	01262-247200
14.	DRO/Panipat	District Radio Officer, Police Control Room, Panipat, O/o Superintendent of Police, Mini Secretariat Panipat	78886-96218	0180- 2699141&142
15.	DRO/Sonipat	District Radio Officer, Police Control Room, Sonipat, O/o Superintendent of Police, Mini Secretariat Sonipat	78886-96208	0130-2222903
16.	DRO/Jhajjar	District Radio Officer, Police Control Room, Jhajjar, O/o Superintendent of Police, Mini Secretariat Jhajjar	78886-96210	01251- 255056,255057



17..	DRO/Hisar	District Officer, Control Room, Hisar, Superintendent of Police, Mini Secretariat Hisar	Radio Police Room, O/o of Mini	78886-96215	01262-237150
18.	DRO/Fatehabad	District Officer, Control Room, Fatehabad, Superintendent of Police, Mini Secretariat Fatehabad	Radio Police Room, O/o of Mini	78886-96216	01667-230430
19.	DRO/Jind	District Officer, Control Room, Jind, O/o Superintendent of Police, Mini Secretariat Jind	Radio Police Room, O/o of Mini	78886-96207	01681-245711, 245371
20.	DRO/Bhiwani	District Officer, Control Room, Bhiwani, Superintendent of Police, Mini Secretariat Bhiwani	Radio Police Room, O/o of Mini	78886-96219	01664-242500
21.	DRO/Sirsa	District Officer, Control Room, Sirsa, Superintendent of Police, Mini Secretariat Sirsa	Radio Police Room, O/o of Mini	78886-96217	01666- 247811,249401, 405,407,415
22.	DRO/Gurugram	District Officer, Control Room, Gurugram, Commissioner of Police, Mini	Radio Police Room, O/o of Mini	78886-96223	0124-2320100

		Secretariat Gurugram		
23.	DRO/Faridabad	District Radio Officer, Police Control Room, Faridabad, O/o Commissioner of Police, Mini Secretariat Faridabad	78886-96221	0129-2227200
24.	DRO/Rewari	District Radio Officer Police, Control Room, Rewari, O/o Superintendent of Police, Mini Secretariat Rewari	78886-96211	01274-225156
25.	DRO/Narnaul	District Radio Officer, Control Room, Narnaul, O/o Superintendent of Police, Mini Secretariat Narnaul	78886-96212	01282-253210
26.	DRO/Palwal	District Radio Officer, Police Control Room, Palwal, O/o Superintendent of Police, Mini Secretariat Palwal	78886-96213	01275-298065
27.	DRO/Mewat	District Radio Officer, Police Control Room, Mewat, O/o Superintendent of Police, Mini Secretariat Mewat	78886-96214	01267-274755
28.	DRO/Charkhi Dadri	District Radio Officer, Police Control Room,	78886-96220	01250-222410

		Charkhi Dadri, O/o Superintendent of Police, Mini Secretariat, Charkhi Dadri		
29.	DRO/Hansi	District Radio Officer, Control Room, Hansi, O/o Superintendent of Police, Mini Secretariat, Hansi	82955-71437	01663-253600
30.	DRO/Madhuban	District Radio Officer, Control Room, Haryana Police Academy, Madhuban	094677-60369	0184-2380119
31.	I/C R.T. Station, Haryana Bhawan, New Delhi	District Radio Officer, Control Room, Haryana Bhawan, New Delhi	78886-96227	011-23386131 to 134
32.	Head Clerk	Head Clerk, O/o SP/Telecom., Moginand, Haryana, Panchkula	78886-96241	-----

**PART-10**

**The monthly remuneration received by each of the officers and employees,  
including the system of compensation as provided in the regulations.**

**[Section 4(1)(b)(x)]**

Sr. No.	Name of post	Pay scale as on 1.1.1996	Pay scale as on 1.1.2006	Grade Pay	Pay scale as on 01.01.2016
1.	<b>Superintendent of Police</b>	10000-13900/-	15600-39100/-	6600/-	67700-191000/-
2.	<b>Deputy Superintendent of Police</b>	8000-13500/-	9300-34800/-	5400/-	53100-167800/-
3.	<b>Inspector</b>	6500-9900/-	9300-34800/-	4600/-	44900/-142400/-
4.	<b>Sub- Inspector</b>	5500-9000/-	9300-34800/-	3600/-	35400-112400/-
5.	<b>Asstt. Sub- Inspector</b>	4400-6000/-	5200-20200/-	2800/-	29200-92300/-
6.	<b>Head Constable</b>	4000-6000/-	5200-20200/-	2400/-	25500-81100/-
7.	<b>Constable (Messenger/Driver Battery Charges)</b>	3050-5325/-	5200-20200/-	2000	21700-69100/-
8.	<b>Constable</b>	4000-6000/-	5200-20200/-	2400/-	25500-81100/-

**Relief Money (Rank wise) given from Haryana Police Welfare Fund Telecom unit during the year-2017**

NGOs = 05

Total Amount = Rs. 2,50,000/-

ORs = 01

Total Amount = Rs. 60,000/-

**Grand Total = Rs. 3,10,000/-**

**Scholarship Granted during the year 2016-2017**

Total Amount = Rs. 9,98,000/-

**PART-11**

**The budget allocated to each agency (Section 4(1) (b) (xi))  
Budget/SNE (For the year 20018-19 under head "2055-Police-114 wireless &  
Computer" Non Plan as on 14.06.2018)**

<b>SUB HEAD</b>	<b>Total</b>
<b>114-Wir &amp; Comp.</b>	<b>918401665</b>
<b>G.TOTAL</b>	<b>918401665</b>

**PART-12**  
**The manner of execution of subsidy program**  
**[Section 4(1)(b)(xii)]**

**List of individuals given subsidy**

<b>Sr. No.</b>	<b>Name and address of the beneficiary</b>	<b>Purpose for which subsidy provided</b>	<b>Amount of subsidy</b>	<b>Amount of subsidy</b>	<b>Scheme and Criterion for selection</b>	<b>No. of time subsidy given in past with purpose</b>
<b>1.</b>		Ex gratia			Dependents	
<b>2.</b>		Scholarships			- do -	

**PART-13****Particulars of recipients of concessions, permits or authorizations granted****[Section 4(1)(b)(xiii)]****List of beneficiaries:**

<b>Sr. No.</b>	<b>Name and address of the beneficiary</b>	<b>Nature of concession/permit/ authorization provided</b>	<b>Purpose for which granted</b>	<b>Scheme and Criterion for selection</b>	<b>No. of time subsidy given in past with purpose</b>
<b>Concessional free traveling facilities to all Police officials from the rank of constables to Inspectors and class VI to Deputy Superintendent (office) (Ministerial staff) have been provided</b>					

**PART-14**  
**Information available in an electronic form**  
**[Section 4(1)(b)(xiv)]**  
**Details of information**



**PART-15**  
**Particulars of facilities available to citizens for obtaining information**  
**[Section 4(1)(b)(xv)]**  
**Facilities available for obtaining information**

<b>S. No.</b>	<b>Facility available</b>	<b>Nature of Information available</b>	<b>Working hours</b>
1.	Website <a href="http://haryanapoliceonline.gov.in">http://haryanapoliceonline.gov.in</a>	Online	round - the - clock
2.	Notice Board	1. Right to Information Act. 2005.	

**PART-16**  
**Particulars of Public Information Officers**  
**[Section 4(1)(b)(xvi)]**  
**First Appellate Authority**

<b>Sr. No.</b>	<b>Section</b>	<b>Name of Unit</b>	<b>Post</b>	<b>Officer Posed</b>	<b>Jurisdiction</b>	<b>E-Mail</b>
1.	19(1)	Telecommunication	S.P. Telecom	First Appellate Authority	Telecommunication	faasptelecom@gmail.com

**SPIO at Telecom HQs**

<b>Sr. No.</b>	<b>Section</b>	<b>Name of Unit</b>	<b>Officer Posed</b>	<b>E-Mail</b>
1.	5(1)	RTI Cell Telecom	Sh. Prem Krishan, HPS, Deputy Superintendent of Police, Telecom., Panchkula	spiodsptelecom@gmail.com

**PART-17**  
**Other information as may as prescribed**  
**[Section 4(1)(b)(xvii)]**

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.