

HANDBOOK OF INFORMATION
UNDER THE RIGHT TO
INFORMATION ACT 2009



ISSUED BY
JAMMU & KASHMIR POLICE
HEADQUARTERS, J&K
JAMMU/SRINAGAR

Chapter 1

Introduction

1.1 Right to Information Act 2009:

An Act to provide for setting out the regime of right to information for the people of the State to secure access to information under the control of Public Authority, in order to promote transparency and accountability in the working of every public authority. Information under the Act means the information as defined in terms of Sec. 2 (d) of the Act. For complete copy of J&K RTI Act 2009 & J&K RTI Rules 2009, please visit the website of J&K General Administration Department (www.jkgad.nic.in)

1.2 Objectives/ purpose of this Hand book:

The objective/ purpose of this handbook prepared under the J&K Right to Information Act 2009 is to keep the public informed about the Police Organisation, its functions, duties etc and to facilitate the Public at large regarding the procedure etc for seeking information pertaining to the Police Department which is otherwise not available in this hand-book.

1.3 Who can use this Handbook:

Any person can use this handbook, as the same has been prepared for the information of public at large under the J&K RTI Act 2009. The handbook can be perused on the official website of J&K Police (www.Jandkpolice.org)

1.4 Organisation of the information in this hand-book:

Jammu & Kashmir Police Organisation.

1.5 Definitions:

The words and expressions used herein and not defined but defined in the RTI Act-2009, shall have the same meaning respectively as assigned to them in the Act.

1.6 Contact person in case some body wants to get more information on topics covered in the Hand-book as well as other information also:

Director Prosecution J&K, PHQ Jammu/ Srinagar.

1.7 Procedure and Fee structure for getting information not available in the Hand-Book.

a) The procedure and fee structure as prescribed in Section 6 of the RTI Act 2009 and Section 4 of the J&K RTI Rules -2009 shall apply mutatis-mutandis while seeking information from the

Public Authority of the Police Department. A request for obtaining information, under Sub-Section (1) of Section 6 of the RTI-Act 2009, either in writing or through electronic means in English, Urdu or Hindi, as per the prescribed form (Form- A) shall be accompanied by an application fee of Rupees fifty (**Rs. 50/-**) by way of **cash** against proper receipt, **OR** by way of Indian Postal Order, OR demand draft, **OR** bankers cheque payable to the Accounts Officer, (CAO) PHQ, J&K.

b) The request for obtaining information shall also be deemed to be made duly accompanied by the prescribed application fee, if it is written on a Non-Judicial Stamp paper of Rs. 50/- (Rupees Fifty).

c) At the time of providing information, the fee as prescribed in Section 5 of the RTI-Rules 2009, shall be charged by way of cash against proper receipt, **OR** by Indian Postal Order, OR demand draft, OR Bankers cheque payable to the Accounts Officer (CAO) PHQ, J&K.

- i. Rupees 10/- for each page (A-4 or A-3) size, created or copied.
- ii. Actual charge or cost price of a copy in large size paper.
- iii. Actual cost or price for samples or models; and
- iv. For inspection of records, no fee for the first hour; and a fee of Rs. 15/- for each subsequent hour (or a fraction thereof)

d) A fee shall also be charged by way of cash against proper receipt, **OR** by Indian Postal Order, **OR** demand draft, **OR** Bankers cheque payable to the Accounts Officer (CAO) PHQ, J&K. at the following rates.

- i. For information provided in diskette or floppy, Rs. 75/- per diskette or floppy; and Rs. 100/- per CD.
- ii. For information provided in printed form at the price fixed for such publication OR Rs. 2/- per page of photocopy for extracts from the publication.

Chapter 2

Particulars of Organisation, Functions and Duties

2.1 Objectives/ purpose of the public authority.

1. EXECUTIVE POLICE

The command and control of the J&K Police vests with the Director General of Police, J&K, (DGP) who is in-charge of the entire gamut of Police Administration viz recruitment, discipline, law enforcement, internal economy and administration in the State of J&K. Besides being the head of the Police Department, the DGP, J&K, is responsible for advising the Government on all matters connected with it.

The J&K State has been divided into two (02) Zones, Jammu Zone and Kashmir Zone, each headed by a Zonal Inspector General of Police (IGP) who is overall In-charge of law and order situation in the respective zone & assisted by Staff Officer, Joint Director Prosecution, Dy. Director Prosecution, The two zones are further sub-divided into Ranges, each headed by an officer of the rank of a Dy. Inspector General of Police (DIG). Presently, there are seven (07) Ranges, four (04) in Jammu Zone (Jammu-Kathua, Rajouri-Poonch, Udhampur-Reasi and Doda-Kishtwar Ranges) and three (03) in Kashmir Zone (Central Kashmir, North Kashmir and South Kashmir Ranges). The Range DIsG supervises the police administration in the Districts, each of which is headed by an officer of the rank of Superintendent of Police (SP)/ Sr. Superintendent of Police (SSP). The Jammu Region has ten (10) Police Districts (Jammu, Samba, Kathua, Udhampur, Reasi, Rajouri, Poonch, Doda, Kishtwar and Ramban Districts) while the Kashmir Region has fifteen (15) Police Districts (Srinagar, Ganderbal, Budgam, Pulwama, Anantang, Kulgam, Shopian, Awantipora, Baramulla, Sopore, Bandipora, Kupwara, Handwara, Leh and Kargil Districts). The District SsP/ SSsP are assisted by one or more Additional Superintendents of Police/Chief Prosecuting Officers, Asstt. /Dy. Superintendents of Police, Sr. Prosecuting Officers in the discharge of their duties. To bring the police administration nearer to the people, Districts have further been divided into Sub divisions, Police Stations and Police Posts/ Divisions. The Sub-Divisions are headed by officers of the rank of Assistant /Deputy Superintendent of Police. Presently, we have a total of 169 Police Stations (including two Women Police Stations one each at Srinagar and Jammu) and 259 Police Posts/Divisions in the State of J&K manned by Police personnel of the rank of Inspectors, Sub-Inspectors, Asstt. Sub-Inspectors, Head Constables, Selection Grade Constables and Constables.

There is, at the Headquarters of each district, an Armed Reserve contingent under the charge of a Gazetted officer of the rank of Dy.SP to meet contingencies like leave / sickness etc. and to perform other miscellaneous duties in the district like armed and unarmed guards, escort of treasuries, prisoners/ under trials and the like.

2. J&K POLICE HEADQUARTERS

The Police Headquarters is headed by the Director General of Police who is assisted by Inspector General of Police (Hqrs.), Inspector General of Police (Pers & Training), Inspector General of Police (Modernization), Inspector General of Police (Technical), Dy. Inspector General of Police (Administration), Director Prosecution, and Asstt. Inspector General of Police (Personnel), Asst. Inspector General of Police (CIV), Asst. Inspector General of Police (Provisioning & Transport) Asst. Inspector General of Police (Welfare), Dy. Director Prosecution, Dy. Director Buildings/ Planning & Statistics, Chief Accounts Officer, who in turn are assisted by CPO, Sr.PO's, Dy.Ss.P, Prosecuting Officers, Section Officers & Dealing Assistants to deal with various facets of administration, law enforcement, logistics, establishment and policy planning like:

- Recruitment, Promotions, Transfer, Discipline, Internal economy and Administration in the force, Provisioning & Transport, Welfare etc.
- Departmental Litigations/ Crime Supervision, Enquiries, Complaints and Appeals,
- Police purchases & transport,
- Buildings and Constructions – The Police Headquarters has a Police Construction Division which is manned by an Executive Engineer who in-turn is assisted by five (05) Asstt. Executive Engineers and seven (07) Jr. Engineers,
- Training- the Police Hqrs. is also charged with the responsibility of Training Induction, on-job and specialized training is imparted to Police Personnel to inculcate professional competence and acquire specialized skills required to handle any kind of situation. A State level Police Training Academy headed by an officer of the rank of Inspector General of Police (IGP) is located at Udhampur with Police/ Subsidiary training schools at Kathua and Talwara (Jammu Region) and Zewan, Manigam and Sheeri (Kashmir Region). In addition, there is an Intelligence and Security Training School at Vijaypur, Jammu.

3. ARMED POLICE

The Armed Police is headed by an officer of the rank of Inspector General of Police (IG Armed Police). For effective supervision, the IGP Armed is assisted by two (02) DIsG, one in Jammu and the other in Kashmir, & one Dy Director Prosecution, One CPO & one Sr.PO. The two DIsG exercise superintendence over Armed/ IRP Battalions, each headed by a Commandant of the rank of SSsP/SsP and deployed in every nook and corner of J&K State. There are at present 11 Armed and 20 IRP Bns. in the State. The Armed Police is not deployed for routine duties but instead used as a specialized force to deal with the maintenance of law and order and to combat militancy.

4. SECURITY

The Security wing is supervised by an officer of the rank of Inspector General of Police (IGP Security) who in turn is assisted by a S.O, DIG Security & a Chief Prosecuting Officer. The Security wing has the charter of providing security to protected persons, vital installations and to secure venues during sensitive & important events.

5. TRAFFIC POLICE

The Traffic wing is headed by an officer of the rank of Inspector General of Police (IGP) who is assisted by one S.O, Dy Director Prosecution, CPO & Sr.PO. The IGP supervises two DIG and Zonal SsP who are charged with ensuring the smooth flow of traffic at Jammu, Srinagar and the National Highway respectively. This wing is primarily engaged in regulating traffic and enforcement of traffic laws.

6. CRIME

This wing is headed by an officer of the rank of Inspector General of Police (IGP) who is assisted by a DIG, DDP, CPO's & Sr.PO's, and SSsP each at Jammu and Srinagar, in the discharge of his duties which include investigating cases of public importance, collection and consolidation of crime data, supervision of State Crime Records Bureau (SCRB), Crime Photograph Cell and maintenance of Dog Squad. Two (02) Police Stations, one at Srinagar and other at Jammu, under Crime Branch, have powers of investigation vested in them vide Government order.

7. RAILWAYS

This wing has been carved out of erstwhile Crime and Railways after Railways was made an independent organization in the aftermath of operation of railway traffic in the Valley. The Wing is headed by an officer of the rank of IGP who is assisted by one DIG at Hqrs. and SSP Railways Jammu & SSP Railways Kashmir. The Railway Police deals with criminal cases at Railway Platforms and tracks besides protection of Railway property.

8. PROSECUTION

This cadre is headed by an officer of the rank of DIG, designated as Director Prosecution posted in the Police Hqrs, who in turn is assisted by Dy. Director Prosecution (SP), Chief Prosecuting Officer, Sr. Prosecuting Officers (Dy.Ss.P) and Prosecuting Officers (Insp). All the departmental litigations viz Writs, appeals, civil suits, claim petitions, SLP's, contempt's, criminal prosecution etc are conducted/ dealt with and supervised by this wing. The officers of this wing being police officers are also posted in the field for various law and order duties besides act as law instructors & legal advisors of the department.

9. FSL

An officer of the rank of IGP designated as IGP (Tech) exercises control over the Forensic Science Laboratory (FSL) which in turn is headed by a Director. There are two (02) Forensic Science Laboratories at Jammu and Srinagar alongwith ten (10) Field Mobile FSL units. The FSL has various sections like Chemistry and Toxicology, Biology and Serology, documents, finger print and foot print, physics, Ballistic, Polygraphy and Explosive section. The FSL provided scientific aids in the investigations and thus play an important role in the administration of criminal justice system.

10. HOME GUARD/CIVIL DEFENCE/AUXILIARY POLICE

This wing is headed by the DGP J&K who is ex-officio Commandant General and assisted by Joint Commandant General of the rank of IGP designated as IGP HG/CD/Auxiliary Police. The IGP is further assisted by two (02) DIsG, who exercise command and control over Civil Defence/ Homeguards and two Auxiliary Police Battalions one each at Jammu and Srinagar which are headed by officers of the rank of SsP/SSsP. The Auxiliary Police discharges multifarious duties such as assisting the civil Police in traffic control / regulation, maintenance of law and order and protection of life and property. The Auxiliary Police Battalions also organizes training of Civil Defence and Home Guard Volunteers to meet any eventuality and extend a helping hand during emergencies like natural disasters.

11. POLICE COMMUNICATION

This wing is headed by an officer of the rank of IGP (Tech) who is further assisted by an officer of the rank of DIG, designated as Director, Police Telecommunication and assisted by technical personnel. The Director is responsible for installation, functioning and maintenance of Police Telecommunication grid in the State linking Police Stations, Control Rooms, District Headquarters and other Police wings.

12. POLICE HOUSING CORPORATION.

There is an independent Housing Corporation called the Police Housing Corporation (PHC) to execute construction works of J&K Police. The PHC is headed by a Chairman-cum-Managing Director of the rank of DGP who is assisted by one Superintending Engineer, Executive Engineers, one each for Jammu and Kashmir Divisions, Assistant Executive Engineers and Jr. Engineers. The Engineering staff of PHC is on deputation to the Corporation.

2.2 Mission/ Vision Statement of the Public Authority.

The Jammu & Kashmir Police is scripting a saga of valour. It has met various challenges successfully, especially in the fight against terrorism and has upheld the honour of the organization and maintained the public trust. The J&K Police has emerged as one of the best forces in the country and is proud to have been recognized as a symbol of bravery by the central and the State Governments.

Though our mission is to restore lasting peace and complete normalcy in the State, but to deal with the day-to-day crime and law and order situations is our basic duty. We have to continue our fight against terror with full might and determination and at the same time serve the people of the State with a renewed zeal to make Jammu & Kashmir a most peaceful State in the country.

2.3 Brief history of the public authority and context of its formation.

In order to re-organize the police and to make it a more efficient instrument for the prevention and detection of crime, His Highness the Maharaja Bahadur in council vide State Council Resolution No CXII, dated 29th January, 1927, published in Government Gazette dated 22nd Chet, 1983, accorded sanction for the enactment of the Police Act, 1983 (1927 A.D) thereby repealing the Police Act No 1 of 1905.

Under the Police Act, the administration of the Police throughout the general police district was vested in an officer to be styled as Inspector General of Police. The post of Inspector General of Police was subsequently up-graded w.e.f 25.05.1982 and as such, presently the administration throughout the general police district is now vested in an officer styled as Director General of Police.

2.4 Duties of the public authority.

The public authority is in-charge of the entire gamut of Police Administration Viz recruitment, discipline, law enforcement, internal economy and administration in the State of J&K. Besides being the head of the Police Department, he is responsible for advising the Government on all matters connected with it.

2.5 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Every citizen is expected to effectively feel concerned about the duties of the Police towards maintaining law and order, fight against the evil forces who are bent upon to disturb the peace and integrity of the State and the Country, everyday crime etc and help the Police in achieving the maximum, so that the society can be prevented from the evils and the evil forces in order to restore rule of law and lasting peace.

2.6 Arrangements and methods made for seeking public participation/ contribution.

Police Public meets are organized at quick intervals by the J&K Police just to make the general public aware about the Police working and garnering the public support/ participation in making the Police force more effective and efficient. Awareness through electronic and print media is also being generated amongst masses to spread the message of good governance, public participation and effective fight against the evil forces.

2.7 Mechanism available for monitoring the service delivery and public grievance resolution.

All the important police numbers are made available on hoardings/ banners for the use of public. Public Meeting hours have also been prescribed so that people can meet the officer concerned and project their grievance. Every effort is made to redress the genuine grievances of the public as early as possible and result of the same is communicated to them in order to secure the feed back. Police website at PCR level, SMS complaint service etc are some of the other means.

2.8 Address of the main office.

Police Headquarters J&K,
Gulshan Ground, Jammu/
Peer Bagh, Airport Road, Budgam, Srinagar.

2.9 Morning hours of the office: 10:00 Hrs

Closing hours of the office: 16:00 Hrs

Chapter 3

Powers and Duties of officers and Employees

3.1 That, all officers and employees of J&K Police derive their powers from the J&K Police Act 1927. The duties are discharged in accordance with procedures outlined in the J&K Criminal Procedure Code and Police Rules as defined in the J&K Police Manual. In addition, the powers and duties of Police officers are guided by notifications, circulars and directions issued by the Government from time to time.

Chapter 4

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

4.1 That, all duties / functions are discharged by officers and employees of Police Department in accordance with existing Laws, Rules & Regulations and other Local and Special Laws of the land.

Some important functions discharged by the Department through its Officers and men include:-

- implementation of laws of the land , which are in force, in letter and spirit,
- Criminal prosecution,
- maintenance of law and order,
- prevention and detection of crime,
- counter insurgency
- allied & subsidiary functions and security related matters,

These functions necessarily have a social importance and are backed by provisions of various laws duly enacted from time to time. The various powers and duties exercised and performed are laid down in the Code of Criminal Procedure, the Police Act-1927, The J&K Police Manual, and various Local and Special enactments like Narcotic Drugs and Psychotropic Substances Act, Public Safety Act, Arms Act, Unlawful activity Act, Essential Commodities Act and all other Laws applicable to the State of J&K to tackle specific situations. As regards the General Administrative Powers exercised in order to run the department, these powers are derived from various Rules and Notifications like the Police Act as applicable to J&K State, J&K Police Rules, Civil Service regulations, Employees Conduct Rules, J&K Classification, Control and Appeal Rules, Leave Rules etc.

The J&K Police Manual exhaustively defines powers vested with various Police ranks and formations, including powers to be exercised for smooth functioning of the department like transfers, posting etc. and powers to be exercised in consonance and harmony with the Civil Administration and Judiciary. The latter includes duties to obey orders passed in judicial capacity by the Magistrates, laying of information before the Magistrates and execution of warrants issued in magisterial capacity either by the Executive or Judicial Magistrates. Powers of investigation and arrest are vested by the Code of Criminal Procedure whereby the field agencies are obliged to take cognizance of various offences committed within their local jurisdictions, investigate the same, and bring the same to the knowledge of Magistracy so that offenders are brought to justice under the laws of the land. A full fledged Prosecution branch functions within the Police Department to assist investigations & ensure speedy and effective trial of the cases before the Courts of Law. Powers of arrest are available in the Code of Criminal Procedure, mentioned in detail in the schedules to the CrPC. However, these powers are required to and are, exercised in conformity with the guidelines laid down by Courts of the Country.

Mode of appointment:

So far as mode of appointment is concerned, mainly the appointment is made for Prosecution wing, Executive Police, Armed Police, Telecommunication and Auxiliary Police. The Executive Police is the feeding Cadre for all other Wings like CID, Crime, Railways, Traffic, Security, etc. The Armed Police and Telecom Organization are independent organizations and recruitments/ promotions in respect of both the organizations are made separately. The mode of appointment/ promotion made in respect of these wings is illustrated below:-

1) Prosecution

Prosecution Cadre	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment
I	Prosecuting Officer in the rank of Inspector	PB-2 9300-34800 Grade Pay Rs. 4200.00	<p>i) Age 18 to 30 years as on 1st Jan of the recruitment year.</p> <p>ii) Physical Standards: Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½" Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Distt & Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Professional Degree in Law from any recognized University.</p> <p>iv) Certificate of minimum two years of Experience of actual practice at bar, from the concerned District Judge.</p> <p>Note: In case of equal merit, of two or more candidates in the recruitment tests, senior in age shall be preferred</p>	100% by direct recruitment through Police Recruitment Board

2) Executive Police

Executive Police	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment/ promotion
I	Inspector	PB-2 9300-34800 Grade Pay Rs. 4200.00		100 % by promotion amongst the eligible candidates belonging to category II & brought up in the promotion list F in accordance with Rule 393 of the J&K Police Manual, having at least five years of service as S.I.s.
II	Sub-Inspector	PB-2 9300-34800 Grade Pay Rs. 4200.00	<p>i) Age: 18 to 28 years as on 1st Jan of the recruitment year.</p> <p>ii) Physical Standards: Males: Height 5'6", Chest Un-Expanded 32",</p>	50% by direct recruitment & 50% by promotion amongst the eligible candidates, belonging to category III & brought in the promotion list E in accordance with Rule 390 of the J&K Police Manual, having at least five years of service as ASI, & declared

III	Assistant Sub-Inspector	PB-1 5200-20200 Grade Pay Rs. 2800.00	Expanded 33½” Females: Height 5’2” (However for male candidates belonging to Leh/ Kargil Dist & Gorkha Community the minimum height shall be 5’4” while for Females the same shall be 5’). iii) Qualification: 1) S.I Graduates in any discipline from any recognized University.	successful in the Upper Class Course. 100 % by promotion amongst the eligible candidates belonging to category IV & brought up in the promotion list D in accordance with Rule 389 of the J&K Police Manual, having at least five years of service as Head Constable, provided that the officer & declared successful in the Intermediate Class Course.
IV	Head Constable	PB-1 5200-20200 Grade Pay Rs.2300.00		100% by promotion amongst the eligible candidates belonging to category V & brought up in list C in accordance with Rule 388 of the J&K Police Manual, provided that they have successfully passed the Lower Class Course. The promotion shall be made strictly in accordance with Rule 382 (1) & (2) of the J&K Police Manual.
V	Constable (Selection Grade)	PB-1 5200-20200 Grade Pay Rs.2100.00		100% by promotion amongst the eligible candidates belonging to category VI & brought up in list A & B in accordance with Rule 386 & 387 of the J&K Police Manual.
VI	Constable	PB-1 5200-20200 Grade Pay Rs.1800.00	i) Age: 18 to 28 years as on 1st Jan of the recruitment year. ii) Physical Standards: Males: Height 5’6”, Chest Un-Expanded 32”, Expanded 33½” Females: Height 5’2” (However for male candidates belonging to Leh/ Kargil Dist & Gorkha Community the minimum height shall be 5’4” while for Females the same shall be 5’). iii) Qualification: Minimum Matric from any recognized school/ Institution.	100% by direct recruitment

VII	Follower	1S 4440-7440 Grade Pay Rs. 1300.00	i) Age: 18 to 37 years as on 1st Jan of the recruitment year. ii) Qualification: Minimum 10th Pass from any recognized school/ Institution iii) Proficiency in the respective trade. a. Washerman. b. Cook. c. Water Carrier. d. Barber. e. Sweeper.	100% by direct recruitment
-----	----------	---	---	----------------------------

3) Armed Police

Armed Police	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment/ promotion
I	Inspector	PB-2 9300-34800 Grade Pay Rs. 4200.00		100 % by promotion amongst the eligible candidates belonging to category II & brought up in the promotion list F in accordance with Rule 393 of the J&K Police Manual, having at least five years of service as S.I.s.
II	Sub-Inspector	PB-2 9300-34800 Grade Pay Rs. 4200.00	i) Age: 18 to 28 years as on 1st Jan of the recruitment year. ii) Physical Standards: Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½" Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Dist & Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5'). iii) Qualification: 1) S.I Graduates in any discipline from any recognized University.	50% by direct recruitment & 50% by promotion amongst the eligible candidates, belonging to category III & brought in the promotion list E in accordance with Rule 390 of the J&K Police Manual, having at least five years of service as ASI, & have passed the Pre Promotion Course.
III	Assistant Sub-Inspector	PB-1 5200-20200 Grade Pay Rs. 2800.00		100 % by promotion amongst the eligible candidates belonging to category IV & brought up in the promotion list D in accordance with Rule 389 of the J&K Police Manual, having at least five years of service as Head Constable, provided that the officer has passed the Pre Promotion Course.

IV	Head Constable	PB-1 5200-20200 Grade Pay Rs.2300.00		100% by promotion amongst the eligible candidates belonging to category V & brought up in list C in accordance with Rule 388 of the J&K Police Manual, provided that they have successfully passed the Pre Promotion Course. The promotion shall be made strictly in accordance with Rule 382 (1) & (2) of the J&K Police Manual.
V	Constable (Selection Grade)	PB-1 5200-20200 Grade Pay Rs.2100.00		100% by promotion amongst the eligible candidates belonging to category VI & brought up in list A & B in accordance with Rule 386 & 387 of the J&K Police Manual.
VI	Constable	PB-1 5200-20200 Grade Pay Rs.1800.00	i) Age: 18 to 28 years as on 1st Jan of the recruitment year. ii) Physical Standards: Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½" Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Dist & Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5'). iii) Qualification: Minimum Matric from any recognized school/ Institution.	100% by direct recruitment
VII	Follower	1S 4440-7440 Grade Pay Rs. 1300.00	i) Age: 18 to 37 years as on 1st Jan of the recruitment year. ii) Qualification: Minimum 10th Pass from any recognized school/ Institution iii) Proficiency in the respective trade. a. Washerman. b. Cook. c. Water Carrier. d. Barber. e. Sweeper.	100% by direct recruitment

4) Telecommunication

Telecommunication Wing	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment

I	Inspector	PB-2 9300-34800 Grade Pay Rs. 4200.00		100 % by promotion amongst the eligible candidates belonging to category II & brought up in the promotion list F in accordance with Rule 393 of the J&K Police Manual, having at least five years of service as S.I's. and must have passed Grade I course in respective trade.
II	Sub-Inspector	PB-2 9300-34800 Grade Pay Rs. 4200.00	<p>i) Age: 18 to 28 years as on 1st Jan of the recruitment year.</p> <p>ii) Physical Standards: Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½" Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Dist & Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Qualification: 1) B.E or B-Tech in Electronics & Communication (ECE)</p>	50% by direct recruitment & 50% by promotion amongst the eligible candidates belonging to category III & brought in the promotion list E in accordance with Rule 390 of the J&K Police Manual, having at least five years of service as ASI, provided that the eligible officer must have passed D) Radio Operator Gd-I or ii) Radio Tech Gd-I or iii) Fitter Mech Gd-I or iv) Cipher Gd-II
III	Assistant Sub-Inspector	PB-1 5200-20200 Grade Pay Rs. 2800.00		100 % by promotion amongst the eligible candidates belonging to category IV & brought up in the promotion list D in accordance with Rule 389 of the J&K Police Manual, having at least five years of service as Head Constable, provided that the officer has passed the . D) Radio Operator Gd-I or ii) Radio Tech Gd- II or iii) Fitter Mech Gd-I or iv) Cipher Gd-III
IV	Head Constable	PB-1 5200-20200 Grade Pay Rs.2300.00		100% by promotion amongst the eligible candidates belonging to category V & brought up in list C in accordance with Rule 388 of the J&K Police Manual, provided that they have successfully passed the requisite pre promotion course . The promotion shall be made strictly in accordance with Rule 382 (1) & (2) of the J&K Police Manual.
V	Constable (Selection Grade)	PB-1 5200-20200 Grade Pay Rs.2100.00		100% by promotion amongst the eligible candidates belonging to category VI & brought up in list A & B in accordance with Rule 386 & 387 of the J&K Police Manual.
VI	Constable (Operator)	PB-1 5200-20200 Grade Pay Rs.1800.00	<p>i) Age: 18 to 28 years as on 1st Jan of the recruitment year.</p> <p>ii) Physical Standards:</p>	100% by direct recruitment

VII	Follower	1S 4440-7440 Grade Pay Rs. 1300.00	<p>Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½"</p> <p>Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Dist & Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Qualification: Minimum 10+2 Pass (With Science) from any recognized school/Institution.</p> <p>i) Age: 18 to 37 years as on 1st Jan of the recruitment year.</p> <p>ii) Qualification: Minimum 10th Pass from any recognized school/Institution</p> <p>iii) Proficiency in the respective trade.</p> <ol style="list-style-type: none"> Washerman. Cook. Water Carrier. Barber. Sweeper. 	100% by direct recruitment
-----	----------	--	--	----------------------------

5) Auxiliary Police

Auxiliary Wing	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment
I	Inspector	PB-2 9300-34800 Grade Pay Rs. 4200.00		100 % by promotion amongst the eligible candidates belonging to category II & brought up in the promotion list F in accordance with Rule 393 of the J&K Police Manual, having at least five years of service as S.I's.
II	Sub-Inspector	PB-2 9300-34800 Grade Pay Rs. 4200.00	<p>i) Age: 18 to 28 years as on 1st Jan of the recruitment year.</p> <p>ii) Physical Standards: Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½"</p> <p>Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Dist & Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Qualification:</p>	50% by direct recruitment & 50% by promotion amongst the eligible candidates belonging to category III & brought in the promotion list E in accordance with Rule 390 of the J&K Police Manual, having at least five years of service as ASI, provided that the eligible officer must have passed the pre-promotion Course.

III	Assistant Sub-Inspector	PB-1 5200-20200 Grade Pay Rs. 2800.00	1) Graduate in any discipline from any recognized University. 2) Degree/Diploma in Disaster Management from any recognized university. OR Training of Homeguards/ Civil Defence from any recognized University.	100 % by promotion amongst the eligible candidates belonging to category IV & brought up in the promotion list D in accordance with Rule 389 of the J&K Police Manual, having at least five years of service as Head Constable, provided that the officer has passed the Pre Promotion Course.
IV	Head Constable	PB-1 5200-20200 Grade Pay Rs.2300.00		100% by promotion amongst the eligible candidates belonging to category V & brought up in list C in accordance with Rule 388 of the J&K Police Manual, provided that they have successfully passed the Pre Promotion Course. The promotion shall be made strictly in accordance with Rule 382 (1) & (2) of the J&K Police Manual.
V	Constable (Selection Grade)	PB-1 5200-20200 Grade Pay Rs.2100.00		100% by promotion amongst the eligible candidates belonging to category VI & brought up in list A & B in accordance with Rule 386 & 387 of the J&K Police Manual.
VI	Constable	PB-1 5200-20200 Grade Pay Rs.1800.00	i) Age: 18 to 28 years as on 1st Jan of the recruitment year. ii) Physical Standards: Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½" Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Dist & Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5'). iii) Qualification: Minimum 10+2 Pass from any recognized school/ Institution.	100% by direct recruitment
VII	Follower	1S 4440-7440 Grade Pay Rs. 1300.00	i) Age: 18 to 37 years as on 1st Jan of the recruitment year. ii) Qualification: Minimum 10th Pass from any recognized school/ Institution iii) Proficiency in the respective trade. a. Washerman. b. Cook.	100% by direct recruitment

			c. Water Carrier. d. Barber. e. Sweeper.	
--	--	--	--	--

Chapter 5

A statement of boards, council, committees and other bodies constituted as its part.

5.1 The Police department administers and monitors the functioning of the following boards, councils, committees and other bodies:-

1. Police Establishment Board.

Police Establishment Board is the prime decision making board in the matters of transfers, promotions, recruitments, conversions, out of turn promotions, constituted in the PHQ in compliance to the directions passed by the Hon'ble Supreme Court of India in case titled Prakash Singh & Ors Versus Union of India and Others.

2. Final recruitment Board/ Central recruitment Board and Range level recruitment board.

All matters related to process of recruitment are being dealt with by these boards. The filtration process through outdoor tests, written tests etc are conducted by the Range level Boards headed by the Range DIG's which process is closely supervised by the Central Recruitment Board through its Chairman of the rank of IGP. The select list alongwith select record is submitted to Final Selection Board (PHQ) for approval and issuance of the select list.

3. State Level Purchase Committee.

In terms of the powers conferred under the J&K Financial Code, a State level Purchase Committee with IGP (Hqrs) as its convener stands constituted. Procurement of provisioning/ stores etc pertaining to the Department is regulated by the said committee.

Chapter 6

The names, designations and other particulars of The Asst Public Information officers, Public Information Officer, and the Departmental Appellate Authority.

6.1 Name of the Public Authority: Kuldeep Khoda IPS, Director General of Police Jammu & Kashmir.

6.2 Assistant Public Information Officers:

Sr.No	Name	Designation	STD Code	Phone No		Fax	E-mail	Address
				Office	Home			
1.	Basant Kumar Rath	SSP	0191	2561578 2543208		2561578		SSP Jammu
2.	Raghubir Singh	SSP	01923	246100	2503993	246100		SSP Samba
3.	Garib Dass	SSP	01922	234010	234011	234010		SSP Kathua
4.	Prabhat Singh	SSP	01996	233396 233501		233501		SSP Doda
5.	Surinder Gupta	SSP	01992	270210 270027	270202 276281	270027		SSP Udhampur
6.	Mubassar Latifi	SP	01998	266648	266400	266648		SP Ramban
7.	Dr. Haseeb Mughal	SP		259353 261429	260606 261390	261429 261390		SP Kishtwar
8.	Shafqat. A. Watali	SSP	01962	262240 264493	262236 262359	262240		SSP Rajouri
9.	Manmohan Singh	SSP	01965	220408 221369	220399	220408		SSP Poonch
10.	Anand Jain	SSP	01991	244663	255620	244663		SSP Reasi
11.	Javed Riyaz	SSP	0194	2455047		2455047		SSP Srinagar
12.	Aftab Ahmed Kakru	SP	01951	255240		255240		SP Budgam
13.	Showkat Ahmed Malik	SSP	01932	222836		222836		SSP Anantnag
14.	Shakeel Ahmed Beigh	SSP	01952	252250		252250		SSP Baramulla
15.	Bashir Ahmed Khan	SP	01933	247202		247202		SP Awantipora
16.	Keshav Ram	SP	01931	260254		260254		SP Kulgam
17.	Shahid Mehraj Rather	SP	01933	261890 261894				SP Shopian
18.	Syed Kifayat Hyder	SSP	01933	241237		241237		SSP Pulwama
19.	Uttam Chand	SP	01955	252250		252250		SP Kupwara
20.	Sheikh Junaid Mehmood	SP	01952	225780				SP Bandipora
21.	Imtiaz Hussain Mir	SP	0194	2416443	2416444			SP Ganderbal
22.	Bhim Sen Tuti	SP	01982	252200		252200		SP Leh
23.	Ajaz Ahmed Bhat	SP	01985	232645		232645		SP Kargil
24.	Rafiq Ahmed Vakil	SP	01955	262600	262700			SP Handwara

25.	Altaf Ahmed	SP	01952	222260				SP Sopore
26.	A.K.Atri	SSP	0191	2565086	9419192797			SO to IGP Jammu
27.	M. Yasin Kichloo	SP	0191	2546750				SO to DIG Jammu/ Kathua
28.	Kewal Krishan	Dy. SP	01962	261815				SO to DIG Rajouri/ Poonch
29.	Amanat Ali Shah	Dy. SP	01992	271007				SO to DIG Udh/ Reasi
30.	Atta Mohd Naik	Dy. SP	01998	244363				SO to DIG Doda/ Ramban
31.	Gh. Mohi-ud-din Andrabi	SP	0194	2455073				SO to IGP Kashmir
32.	Abdul Hamid Bhat	SP	0194	2482005				SO to DIG CKR Srinagar
33.	Mohd Ibrahim	Dy. SP	01932	222136				SO to DIG SKR Anantnag
34.	Ghulam Nabi	Dy. SP	01952	234685	124 EPABX			SO to DIG NKR Baramulla
35.	Mufti Javed	DDP		4212	Hotline			DDP APHQ J&K
36.	Farooq Ahmed Kakroo	DySP		4113	Hotline			SO to DIG Armed Kashmir
37.	Ms. Shaheen Wahid	DySP	0191	2552536				SO to DIG Armed Jammu
38.	Israr Ahmed Khan	SSP	0191	2563417	2461144	2544323		SSP CID Hqrs J&K
39.	Smt. Sunita Kargotra	CPO			9419197035			CPO Crime Hqrs J&K
40.	Khalid Muzaffar Jan	CPO			9419074445			CPO Crime Srinagar
41.	Bhupender Singh	CPO			9419195810			CPO Crime Jammu
42.	Laeq Ahmed Dar	CPO			9419102172			CPO Security Hqrs J&K
43.	Tilak Raj	SSP	0191	2434383	9419025389			SO to IGP H/G & CD
44.	Thakur Dass Saini	SP			9419000829			SO to IGP Railways
45.	Ghulam Sarwar Chowhan	SSP	0191	2563785				SO to IGP Traffic J&K
46.	Mohd Asgar	DySP			9419206994			DY.SP Telecom Hqrs J&K
47.	Aejaz Ahmed Bhat	CPO	0191	2456863	9419069848	2456863		CPO PHQ J&K
			0194	2443027		2443027		
48.	M.A.Almansoor	Sr.PO	0191	2456863	9419188500	2456863		Sr.PO PHQ J&K
			0194	2443027		2443027		

6.3 Public Information Officer:

Sr.No	Name	Designation	STD Code	Phone No		Fax	E-mail	Address
				Office	Home			
1.	Fazal Karim	Director Prosecution J&K	0191 0194	2456863 2443027	9419000776	2456863 2443027		Director Prosecution J&K Police, PHQ J&K, Jammu/ Srinagar

6.4 Department Appellate Authority:

Sr.No	Name	Designation	STD Code	Phone No		Fax	E-mail	Address
				Office	Home			
1.	S. Owais Ahmed (IPS)	Inspector General of Police (Personnel/ Trainings)	0191	2457909	2437806 2454958 9419012003	2457909		Police Hqrs J&K, Jammu/ Srinagar

Chapter 7

7.1

Directory of Officers and Employees at PHQ

S.No	Designation	STD Code	Phone No		Fax	Hotline	Address
			Office	Home			
1.	DGP	0191	2430871	2435207	2430834	4444	Police Hqrs J&K, Jammu/ Srinagar
		0194	2452196	2452088	2452130		
2.	IGP (Pers/Trg)	0191	2457909	2437806		4102	
3.	IGP (Mod)	0191	2455955	2434656		4106	
4.	IGP (Hqrs)	0191	2452351	2463622		4104	
5.	DIG (Adm)	0191	2459252	2505978		4108	
6.	Director Prosecution	0191	2456863	2544942		4110	
7.	AIG (CIV)	0191	2456429	2475491		4118	
8.	AIG (Pers)	0191	2459251			4114	
9.	AIG (Prov/Tpt)	0191	2459029			4116	
10	AIG (Welfare)	0191	2450026	2431504		4111	
11	Dy. Dir (Pros)	0191	2456863			4112	
12	CAO	0191	2455186			4120	
13	PPS to DGP	0191	2430871	2436699		4122	
14	PS to DGP	0191	2430871			4133	
15	PA to DGP	0191	2430871	2451929		4126	
16	PRO	0191	2459008			4140	
17	Spl Asst to DGP	0191	2459008	2460916		4135	
18	CPO PHQ	0191	2456863			4179	
19	DySP (Trg)	0191	2458991			4130	
20	DySP (Prov)	0191	2452342			4150	
21	DySP (Pers)	0191	2437040			4136	
22	DySP (Arms/Amn)	94191 19864				4148	
23	DySP (CIV)	94191 00927				4130	
24	DySP Welfare	99061 85715				4134	
25	ADO PHQ	0191	2435230			4124	
26	Sr.PO					4179	
27	PS to IG Mod					4273	
28	PS to IG pers	94194 02741					
29	PS to IG Hqrs	94190 89163					
30	PS to AIG (P)					4154	
31	PA to CAO					4166	
32	Cashier					4171	
33	PA to AIG (P/T)					4197	

34	SO Gazetted					4142	
35	SO GPF Cell					4348	
36	SO Welfare					4156	
37	SO Accounts					4157	
38	SO IT					4161	
39	SO Estt.					4163	
40	SO Pers					4164	
41	SO Prov-I					4173	
42	SO Prov-II					4175	
43	SO Conf.Sec					4158	
44	SO Pros					4184	
45	DD Building					4145	
46	APR/Medal					4151	
47	Reception-I					4159	
48	Reception-II					4160	
49	Estate officer					4181	
50	MT section					4187	
51	T&I Sec					4188	
52	I/c Stationary					4194	
53	JE PHQ					4275	
54	Main gate					4168	

Chapter 8

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

8.1

S.No	Designation	Scale of Pay
1.	DGP	Rs. 80,000/- fixed
2.	IGP	Rs. 37400-67000 + 10,000/-
3.	DIG/ DOP	Rs. 37400-67000 + 8900/-
4.	AIG (SSP)	Rs. 15600-39100 + 7600/-
5.	CAO	Rs. 15600-39100 + 6600/-
6.	AIG (SP)	Rs. 15600-39100 + 6600/-
7.	CPO	Rs. 15600-39100 + 5600/-
8.	Sr.PO/DySP/ Pvt secy	Rs. 9300-34800 + 4800/-
9.	PO/Insp/ S.O's	Rs. 9300-34800 + 4200/-
10.	S.I's	Rs. 9300-34800 + 4200/-
11.	ASI's	Rs. 5200-20200 + 2800/-
12.	HC	Rs. 5200-20200 + 2300/-
13.	Ct. Sg	Rs. 5200-20200 + 2100/-
14.	Constables	Rs. 5200-20200 + 1800/-
15.	Followers	Rs. 4440-7440 + 1300/-

8.2 SYSTEM OF RECOVERY OF COMPENSATION AS PROVIDED IN ITS REGULATION

(Sub-head 4(1)(b)(x) of the J&K RTI Act, 2009)

Till date, there is no such case where Chief Information Commissioner has ordered, that compensation is to be realized from any Appellate Authority/PIO/APIO or any Officer or member of staff in this Organization. If need arises, the same would be arranged through realization of money as compensation from the AA/PIO/APIO or Officer or member of staff, as the case be, by the Cash Units in this organization.

FORMS

FORM-A Application form under Right to Information

I.D. No: _____
(For official use)

Dated: _____

To,

The Public Information Officer (RTI)
_____ Department
Government of Jammu and Kashmir

Subject:- Request for information under J&K RTI Act- 2009.

1. Name of the Applicant :
2. Address :
3. Particulars of the information :
 - a. Department :
 - b. Information required :

4. I, State that the information sought do not fall within restrictions contained in section 8 & 9 of the Act and to the best of my knowledge it pertains to your department.

5. A fee of Rs. 50/- (Rupees Fifty only) towards Application Fee has been paid in the form of Non-Judicial Stamp Paper/ Demand Draft/ Bankers Cheque/ IPO/ Cash etc

6. Further, I also undertake to pay any additional fees/ charges (if applicable) as prescribed under the Act and or relevant Rules.

(Signatures of the Applicant)

Telephone No:-

Fax No:-

E-Mail Address:-

Acknowledgement of Application in Form-A

I.D. No: _____

Dated: _____

1. Received an application in Form-A from Shri/
Smt _____ R/O _____ u/s
6 of the Act, alongwith prescribed fee.
2. The information will be provided normally within 30 days from the date of receipt of application and in case it is found that the information asked for can not be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the undersigned on _____ between 03 P.M to 05 P.M
4. In case the applicant fails to turn up on the schedule date(s), the Incharge of the Office shall not be responsible for delay, if any.
5. The applicant shall have to deposit the balance fee, if any, with the authorised person before collection of information.

Public Information Officer (PIO)

_____ Department

Tel No: _____

E-Mail: _____

FORM-B

Rejection Order

I.D. No: _____
(For official use)

Dated: _____

To,

Sir/ Madam,

Please refer to your application, I.D
No: _____ dated: _____ addressed to the undersigned
regarding supply of information on

_____.

1. The information asked for cannot be supplied due to the following reasons:-
 - i.
 - ii.
 - iii.
2. As per Section 9 of the J&K RTI Act, 2009, you may file an appeal to the Ist Appellate Authority, _____ within 30 days of the issue of this order.

Public Information Officer (PIO)
_____ Department
Tel No: _____
E-Mail: _____

FORM-C

Form of supply of information to the applicant

I.D. No: _____
(For official use)

Dated: _____

To,

Sir/ Madam,

Please refer to your application, I.D No: _____ dated: _____ addressed to the undersigned regarding supply of information on _____.

1. The information asked for is enclosed for reference. Or the following part of the information is being enclosed.

2. The remaining information about the other aspects cannot be supplied due the following reasons:-
 - i.

 - ii.

 - iii.

3. You have to deposit the balance fee of Rs. _____ with the Authorised person before collection of information.

4. As per Section 16 of the J&K RTI Act, 2009, you may file an appeal to the Ist Appellate Authority, _____ within 30 days of the issue of this order.

Public Information Officer (PIO)
_____ Department
Tel No: _____
E-Mail: _____

FORM-D
Ist Appeal under the J&K Right to Information Act, 2009

I.D. No: _____
(For official use)

Dated: _____

To,

The Ist Appellate Authority
_____ Department

1. Name of the Applicant:
2. Address:
3. Particulars of the Incharge of office:
 - a. Name:
 - b. Address:
4. Date of submission of application in Form-A:
5. Date on which 30 days from submission of Form A is over:
6. Reasons for Appeal:
 - a. No response received in Form B, or C within 30 days of submission of Form A.
 - b. Aggrieved by the response received within prescribed Period.
(A copy of the reply received be attached)
 - c. Grounds for appeal
7. Last date for filing the appeal.
8. Particulars of information required:

Place:

Dated:

Signature of the applicant
E-Mail Address, if any:
Tel No:-

-----Cut from here-----

Acknowledgement

I.D. No: _____

Dated: _____

Received an appeal application from Shri/ Smt.
_____ R/O. _____ under
J&K RTI Act, 2009.

Signature of Receipt Clerk
O/O the Ist Appellate Authority
_____ Department

Tel No: _____

E-Mail: _____