



MOST URGENT
POLICE

HEADQUARTERS

J&K

RTI MATTER
SRINAGAR

JAMMU & KASHMIR POLICE - Since 1873

Subject:-Updation of information under RTI Act-2005.

Handbook of Information pertaining to Police Headquarters, J&K, is to be uploaded on police website, under Right to Information Act-2005, chapter-II, Right to information and obligations of public authorities, to facilitate the right to information under this Act.

In this connection necessary changes /amendments have been made in the already uploaded "Handbook of Information under Right to Information Act-2009" which is enclosed, for uploading on J&K Police website.

MATTER MOST URGENT.

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PHQ J&K Srinagar.

Dy.Suptd. of Police (IT)
PHQ J&K Srinagar.

UO NO:-PHQ/RTI-H-book/2023/109]-1100

Dated: - 30.09.2023

Copy to the:-

1. All ADsGP, in J&K.
2. All IsGP, in J&K.
3. All DIsG, in J&K.
4. All SSsP, in J&K.
5. All CO's of AP/IRP/Security/ Border/Women Bns in J&K.
6. All AlsG of Police PHQ J&K.
7. Chief Prosecuting Officer, PHQ J&K
8. Dy. SP (Welfare)/CAPIO PHQ J&K.
9. Admn. Officer PHQ J&K Srinagar.

..... for favour of information.

Central Public Information Officer,
PHQ J&K Srinagar.

Address (Applicable from May to October)
Peer Bagh, Srinagar – 190001
Jammu & Kashmir
0194-2443022-23

Address (Applicable from November to April)
Gulshan Ground, Jammu - 180001
Jammu & Kashmir
0191-2455113-15

RTI Act-2005

Handbook of information under the Right to information Act-2005

Chapter-II (Part A)

Introduction

1.1 Right to information Act-2005.

An Act to provide for setting out the regime of right to information for the people of the Union Territory 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 (f) of the Act. For complete copy of RTI Act-2005 please visit the website <https://rti.gov.in>.

1.2 Objectives/ purpose of Handbook:

The objective/ purpose of this handbook prepared under Right to Information Act-2005 is to keep the public informed about the Police Organization, 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 handbook.

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 larger under RTI Act-2005. The handbook can be perused on the official website of J&K Police ([www. Jkpolice.gov.in](http://www.Jkpolice.gov.in))

1.4 Information of the Organization in this hand-book:

Jammu & Kashmir Police Organization.

1.5 Definitions:

The words and expressions used herein and not defined but defined in the RTI Act-2005, shall have the same meaning respectively as assigned to them in the Act.

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

Chief Prosecuting Officer 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 and 7 of the RTI Act-2005 shall apply mutatis –mutandis while seeking information from the Public Authority of the Police Department.
- b) A request for obtaining information, under Sub-Section (1) of section 6 of the RTI Act, 2005 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 ten by way of cash against proper receipt or by way of Indian Postal Order or demand draft or bankers cheque payable to the Chief Accounts Officer, (CAO) PHQ J&K.
- c) At the time of providing information, the fee as prescribed in sub Section (1) of Section 7 of the RTI Act, 2005 shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the CAO PHQ , J&K at the following rates:-
 - Rupees 2/- for each page (A-4 or A-3 size paper), created or copied;
 - Actual charge or cost price of a copy in large size paper;
 - Actual cost or price for samples or models; and
 - For inspection of records, no fee for the first hour; and fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

A fee shall also be charged for providing the information under sub Section (5) of Section 7 of the RTI Act, 2005 by way of cash against proper receipt or by demand draft or bankers cheque payable to the CAO PHQ , J&K at the following rates:-

- i. For information provided in diskette or floppy rupees, fifty per diskette or floppy; and
- ii. For information provided in printed form at the price fixed for such publication or rupees, two per page of photocopy for extracts from the publication.

RTI Act 2005

Handbook of Information under the Right to Information Act-2005

Chapter-II (Part B) Particulars of Organization, Functions and Duties.

2.1 Objectives/ purpose of the public authority.

EXECUTIVE

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, internal economy and administration in the UT 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 UT has been divided into two (02) Zones, Jammu Zone and Kashmir Zone, each headed by a Zonal Additional Director General of Police (ADGP) who is overall In-charge of law and order situation in the respective zone. The two zones are further divided into Ranges, each Range is 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-Samba, Rajouri-Poonch, Udhampur-Reasi and Doda-Kishtwar-Ramban Ranges) and three in Kashmir Zone (Central Kashmir, North Kashmir and South Kashmir Ranges). The Range DIsG are supposed to supervise the police administration in all the Districts falling in their respective Ranges, and the District is headed by an officer of the rank of Sr.Superintendent of Police (SSP)/ Superintendent of Police (SP). The Jammu Zone has ten (10) Districts (Jammu, Samba, Kathua, Udhampur, Reasi, Rajouri, Poonch, Doda, Kishtwar and Ramban Districts) while as Kashmir Zone has ten (10) Districts (Srinagar, Ganderbal, Budgam, Pulwama, Anantnag, Kulgam, Shopian, Baramulla, Bandipora and Kupwara) besides three (3) Police Districts viz. (Awantipora, Sopore & Handwara). The District SSsP/SsP are assisted by one or more Additional Superintendents of Police/ Asstt./Dy. Superintendents of Police 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. The sub-Divisions are headed by officers of the rank of Assistant/ Deputy Superintendent of Police. Presently, J&K UT has 250 Police Stations and 180 Police Posts manned by Police personnel of the rank of Inspectors, Sub-Inspectors, Asstt. Sub-Inspectors, Head Constables, Selection Grade Constables and Constables as well as followers.

At the Headquarters of each district of J&K UT, an Armed Reserve (DAR) 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.

J&K POLICE HEADQUARTERS

All the policies aimed at direction an administration of the Police Department percolates from the PHQ under the command of the DGP J&K. At PHQ, the DGP J&K is assisted by 02 officers of the rank of Addl. DsGP (ADGP Headquarter and ADGP Coordination), 03 IsGP, Inspector General of Police (Headquarter/Technical, CIV), 02 DIsGP, (Deputy Inspector General of Police Administration/Trainings) 08 SSsP designated as Asstt. Inspector General of Police (Personnel), Asstt. Inspector General of Police (Crime Intelligence Vigilance), Asstt. Inspector General of Police (Provision & Transport), Asstt. Inspector General of Police (Welfare), Asstt. Inspector General of Police (Technical), Asstt. Inspector General of Police (Communication) and Asstt. Inspector General of Police (Buildings) who in turn are assisted by Dy.SsP and Section Officers to deal with various facets of administration, logistics, establishment and policy planning like:

- Recruitment, Promotions, Discipline, Internal economy and Administration in the force, Enquiries, Complaints and Appeals.
- Police purchases/ procurement.
- Buildings and Constructions - The Police Headquarters has a Police Construction Division which is manned by an Executive Engineer who in-turn is assisted by Asstt. Executive Engineers and Jr. Engineers.
- Police Transportation.
- Training - The Police Hqrs. is also charged with the responsibility of Training Induction, on-job and specialized trainings 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 Addl. Director General of Police (ADGP) is located at Udhampur with Police/Subsidiary training schools at Kathua, Talwara (Jammu Region) and Manigam, Lethpora and Sheeri (Kashmir Region) besides CTC Sujwan at Jammu under the Supervision of ADGP Armed. In addition, there is an intelligence and Security Training School at Vijaypur Jammu.

ARMED

The Armed Police is headed by an officer of the rank of Addl. Director General of Police. For effective supervision, the ADGP Armed is assisted by two (02) IsGP, (04) DisG. The two IsGP exercise Superintendence of Armed/ IRP Battalions in their respective provinces (Kashmir / Jammu), each headed by a Commandant of the rank of SSsP/SsP and deployed in every nook and corner of J&K UT. There are at present (6) Armed and 24 IRP Battalions in the UT of J&K. The Armed Police deployed for multipurpose duties viz. Sanjy and other day-to-day duties related to security of District Hqrs. to deal with maintenance of law and order and combat militancy. The Armed Police is also utilized for manning vital installations vulnerable areas besides striking force to meet any eventuality.

SECURITY

The Security wing is supervised by an officer of the rank of ADG/ Inspector General of Police (IGP Security) who in turn is assisted by DIG Security and SSP Security at Headquarters. The Security wing is further divided into Security Kashmir, Security Jammu, Raj Bhawan, SSF, Civil Secretariat each headed by an officer of the rank of SSP. There are presently (5) Security battalions in the UT of J&K, each headed by Commandant of the rank of SSsP/SsP. The Security wing has the charter of providing security to protected persons, vital installations and to secure venues during sensitive events. The role of the wing has assumed more significance since inception of militancy in the State. Personnel of the wing are mostly deployed with various categorized protected persons for providing physical security to these PPs and their immediate family members besides providing fool proof protection to Hon'ble LG.

TRAFFIC

This wing is headed by an officer of the rank of Inspector General of Police (IGP) who in turn supervises the 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. With the unprecedented rise in the vehicular population across the UT particularly in twin cities of Jammu and Srinagar, the Wing is engulfed with heavy commitments in ensuring traffic regulation with meager manpower resources.

CRIME

This wing is headed by an officer of the rank of Special DGP who is assisted by a DIG 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 by the Government.

RAILWAYS

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

HOME GUARD/ CIVIL DEFENCE/SDRF

This wing is headed by an officer of the rank of DGP J&K who is ex-officio Commandant General and assisted by Joint Commandant General of the rank of DGP designated as ADGP HG/CD/SDRF J&K. The ADGP/ IGP is further assisted by two (02) DisG, who exercise command and control over Civil Defense/ Home guard and two SDRF (formerly Auxiliary Police Battalions) one each at Jammu and Srinagar which are headed by officers of the rank of SSsP/SsP. The SDRF 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 SDRF Bns. also organizes training of Civil Defense and Home Guard Volunteers to meet any eventuality and extend a helping hand during emergencies like natural disasters.

POLICE TELECOMMUNICATION

This organization is headed by an officer of the rank of IGP Technical Services who is 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 UT linking Police Stations, Control Rooms, District Headquarters and other Police wings besides providing communication cover to the VVIPs.

POLICE HOUSING CORPORATION

There is an independent Housing Corporation called Police Housing Corporation (PHC) to execute construction works of J&K Police. The PHC is headed by a Chairman-cum-Managing Director who is assisted by Superintending Engineer, Executive Engineers, Assistant Executive Engineers and Junior Engineers. The Engineering staff of PHC is all on deputation to the Corporation.

CRIMINAL INVESTIGATION DEPARTMENT.

CID is the premier intelligence wing of J&K Police and has been traditionally occupying the important position by functioning as eyes and ears of the Government. The CID is headed by an officer of the rank of ADGP or IG and presently one Spl. DGP is heading the Wing. In the discharge of duties besides one IGP or DIG (as the case may be) and SSsP at Hqrs, he is assisted by two DisGP CID Kashmir/Jammu who are assisted by SSsP Special Branch / Counter Intelligence in their respective provinces. While Special Branch is dealing with collection, collation and dissemination of intelligence relating to political and other counts to maintain the surveillance over the undesirable elements etc. The Counter Intelligence is basically an anti-militancy set-up dealing with the collection of intelligence to counter the threat of anti national, subversion, espionage, smuggling of contrabands and trans-border activities. Apart from these functions, the CID also carries out verification for the purpose of service, passports, threat perception, VISA clearance, NORI, migration relief cases and other allied verifications. SSP CID SB Kashmir/ Jammu are also designated as Foreigners Registration Officers in their respective jurisdiction. In addition, one SP is looking

after at CID Cell New Delhi which is responsible for maintaining liaison with Govt. of India and collection of intelligence having bearing on law and order, security and terrorist activities.

2.2 Mission/ Vision Statement of 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 UT, 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 UT with a renewed zeal to make Jammu & Kashmir a most peaceful and attracting UT 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 UT 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 UT 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. To this direction, Civic Action Programs are being conducted/organized by J&K Police in order to have better relation with General Public.

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 feedback. 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.

RTI Act 2005

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Chapter-II (Part C)

Powers of 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.

RTI Act 2005

Handbook of Information under the Right to Information Act 2005

Chapter-II (Part D)

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 UT 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 UT, 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.

1) Executive Police

Executive Police	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment/ promotion
I	Inspector	Level -6E		100 % by promotion amongst the eligible candidates as per the seniority & 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	Level -6C	<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 Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Qualification: S.I - Graduates in any discipline from any recognized University.</p>	50% by direct recruitment & 50% by promotion amongst the eligible candidates, as per the seniority & 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 successful in the Upper Class Course.

III	Assistant Sub- Inspector	Level -6	100 % by promotion amongst the eligible candidates as per the seniority & 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	Pay level-5	100% by promotion amongst the eligible candidates as per the seniority & 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)	Pay level-4	100% by promotion amongst the eligible candidates as per the seniority & brought up in list A & B in accordance with Rule 386 & 387 of the J&K Police Manual,

VI	Constable	Level -2	<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 Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Qualification: Minimum Matric from any recognized school/ Institution.</p>	100% by direct recruitment
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VII	Follower	SL 1	<p>i) Age: 18 to 40 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. 1. Washerman. 2. Cook. 3. Water Carrier. 4. Barber. 5. Sweeper.</p>	100% by direct recruitment
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2) Armed Police/ IRP

Armed Police/IRP	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment/ promotion
I	Inspector	Pay level-6E		100 % by promotion amongst the eligible candidates as per the seniority & 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	Pay level-6C	<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 Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Qualification: S.I - Graduates in any discipline from any recognized University.</p>	<p>50% by direct recruitment & 50% by promotion amongst the eligible candidates, as per the seniority & 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.</p>
III	Assistant Sub-Inspector	Pay level-6		<p>100 % by promotion amongst the eligible candidates as per the seniority & 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 have passed the pre Promotion Course.</p>
IV	Head Constable	Pay level-5		<p>100% by promotion amongst the eligible candidates as per the seniority & 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</p>

accordance with Rule 382 (1) & (2) of the J&K Police Manual.

V	Constable (Selection Grade)	Pay level-4		100% by promotion amongst the eligible candidates as per the seniority & brought up in list A & B in accordance with Rule 386 & 387 of the J&K Police Manual,
VI	Constable	Pay level-2	<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 Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Qualification: Minimum Matric from any recognized school/ Institution.</p>	100% by direct recruitment
VII	Follower	Pay SL 1	<p>i) Age: 18 to 40 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"> 1. Washerman. 2. Cook. 3. Water Carrier. 4. Barber. 5. Sweeper. 	100% by direct recruitment

3) Telecommunication

Tele-Comm Wing	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment/ promotion
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I	Inspector	Pay level-6E	100 % by promotion amongst the eligible candidates as per the seniority & 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	Pay level-6C	<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 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) or Electronics & Telecommunication Engineering or Electrical and Electronic Engineering.</p> <p>50% by direct recruitment & 50% by promotion amongst the eligible candidates as per the seniority & 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. i) Radio Operator Gd-I or ii) Radio Tech Gd-I or iii) Fitter Mech Gd-I or iv) Cipher Gd-II</p>
III	Assistant Sub-Inspector	Pay level-6	100 % by promotion amongst the eligible candidates as per the seniority & 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 have passed the i) Radio Operator Gd-I or ii) Radio Tech Gd-II or iii) Fitter Mech Gd-I or iv) Cipher Gd-III
IV	Head Constable	Pay level-5		100% by promotion amongst the eligible candidates as per the seniority & 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 of the J&K Police Manual.
V	Constable (Selection Grade)	Pay level-4		100% by promotion amongst the eligible candidates as per the seniority & brought up in list A & B in accordance with Rule 386 & 387 of the J&K Police Manual,
VI	Constable (Operator)	Pay level-2	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 Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5'). iii) Qualification: Minimum 10+2 Pass (With Science) from any recognized school/	100% by direct recruitment

Institution.

VII	Follower	Pay SL 1	i) Age: 18 to 40 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. 1. Washerman. 2. Cook. 3. Water Carrier. 4. Barber. 5. Sweeper.	100% by direct recruitment
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4. HG, CD/SDRF HG, CD/ SDRF

Wing	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment
I	Inspector	Pay level-6E		100 % by promotion amongst the eligible candidates as per the seniority & 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	Pay level-6C	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 Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5'). iii) Qualification: 1) Graduate in any discipline from any	50% by direct recruitment & 50% by promotion amongst the eligible candidates as per the seniority & 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

recognized University.
2) Degree/Diploma in
Disaster Management
from any recognized
University.

OR
Training of Home guards/
Civil Defence from any
recognized University.

the pre-promotion
Course.

III	Assistant Sub- Inspector	Pay level-6	100 % by promotion amongst the eligible candidates as per the seniority & 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 have passed the Pre Promotion Course. The promotion shall be made strictly in accordance with Rule 382 (1) & (2) of the J&K Police Manual.
IV	Head Constable	Pay level-5	100% by promotion amongst the eligible candidates as per the seniority & 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)	Pay level-4		100% by promotion amongst the eligible candidates as per the seniority & brought up in list A & B in accordance with Rule 386 & 387 of the J&K Police Manual,
VI	Constable	Pay level-2	<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 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 from any recognized school/ Institution.</p>	100% by direct recruitment
VII	Follower	Pay SL 1	<p>i) Age: 18 to 40 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"> 1. Washerman. 2. Cook. 3. Water Carrier. 4. Barber. 5. Sweeper. 	100% by direct recruitment

RTI Act-2005

Handbook of information under the Right to information Act-2005

Chapter-II (Part E)

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, conversions, out of turn promotions, constituted by PHQ in compliance to the directions passed by the Hon'ble Supreme Court of India in case title Prakash Singh & Ors versus Union of India and Others.

2. Police Recruitment Board.

In order to conduct recruitment process in J&K Police more qualitatively and transparently , Transparent Recruitment Process (TRP) had been introduced for the first time in J&K Police in the year 2015 with the technical collaboration of an outsourcing firm (outsourced by the J&K Police Department) under the close supervision of Police Recruitment Board constituted by the Govt. of J&K Home Department on fast track basis covering all the phases involved viz. PET, PST, Written Test and preparation of Final Merit list, Selection and waiting list by the Police Recruitment Board with the help of latest computer technologies with minimum human intervention. Since, inception of Transparent Recruitment Process (TRP) system in Police department 05 recruitment processes for the post of Constables/ Sub-Inspectors have been successfully conducted in a smooth and transparent manner which have been widely acknowledged and appreciated by one and all in public. However, it is apt to mention that vide Govt. S.O 214 of 2021 dated 01.07.2021 all the recruitments up to non gazette level in J&K Police shall now be conducted by the JKSSB.

3. State Level Purchase Committee.

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

Information of CPIOs and Appellate Authorities

RTI Act 2005

Chapter-II (Part F)

Handbook of Information under the Right to Information Act- 2005.

The designation of Central Assistant Public Information Officers, Central Public Information Officers and First Appellate Authorities of different Unit Heads of J&K Police:-

S. No.	Name of the Unit	CPIOs/ CAPIOs	First Appellate Authorities
1.	Police Headquarter J&K	CPIO:- AIG (CIV) PHQ J&K & CAPIO:- Dy.SP (Welfare) PHQ J&K	IGP (CIV) PHQ J&K
2.	Armed Police Headquarter J&K	CPO APHQ J&K	SO to ADGP Armed J&K
3.	IsGP Armed/IRP Jammu/Kashmir	Pvt.Sec to IsGP Armed/IRP Jammu/Kashmir	SO to Zonal IsGP Armed/IRP Jammu/Kashmir
4.	DIG AP/IRP Jammu/Kashmir	SO to DIG AP Jammu/Kashmir	DIG AP Jammu/Kashmir
5.	JKAP/IRP/Women/Border Bns	Adjutant of the Bn.	Dy.Cos of Bns
6.	CID Hqrs. J&K	CPO CID Hqrs. J&K	DDP CID Hqrs. J&K
7.	DIG CID J&K	SO to DIG CID J&K	DIG CID J&K
8.	SSP CID SBK/J	DY.SP Hqrs. CID SB K/J	SSP CID SB K/J
9.	SSP CID CIK/J	DY.SP Hqrs. CID CI K/J	SSP CID CI K/J
10.	SSP CID SIA Kashmir	DY.SP CID SIA Kashmir	SSP CID SIA Kashmir
11.	SSP CID TMG J&K	DY.SP CID TMG J&K	SSP CID TMG J&K
12.	CID Cell New Delhi	DY.SP Hqrs. CID Cell New Delhi	SSP CID Cell New Delhi
13.	ADGP Jammu Zone	CPO, ZPHQ Jammu Zone	SO to ADGP Jammu Zone
14.	ADGP Kashmir Zone	DDP ZPHQ Kashmir Zone	SO to ADGP ZPHQ Kashmir Zone
15.	Range Police Offices	SO to DIG of concerned Range	DIG of Concerned Range
16.	Districts/PDs	Dy.SP Hqrs. of the District	Addl. SP of the District
17.	Traffic Hqrs. J&K	CPO THQ J&K	DDP Traffic HQs J&K
18.	DIG Traffic Jammu/Srinagar	CPO Range Traffic Jammu	DIG Traffic Jammu
19.	SSP Traffic City Jammu	DY.SP Traffic Samba-Kathua	SSP Traffic City Jammu
20.	SSP Traffic City Srinagar	DY.SP South Traffic city Srinagar	SSP Traffic City Srinagar
21.	SSP Traffic Rural Srinagar/Jammu	DY.SP Traffic Rural Srinagar/Jammu	SSP Traffic Rural Srinagar/Jammu
22.	SSP Traffic NHW Ramban	DY.SP Traffic NHW Ramban	SSP Traffic NHW Ramban
23.	Security Hqrs. J&K	CPO Security Hqrs. J&K	SSP Tech, SO to ADGP Security J&K
24.	SSP Security J&K	Dy.SP Estates Security J&K	SSP Security J&K
25.	SSP Security Jammu/Kashmir	Dy.SP Security Jammu/Kashmir	SSP Security Jammu/Kashmir
26.	SSP Security Transport Workshop J&K	Dy.SP Security Transport Workshop J&K	SSP Security Transport Workshop J&K

27.	SSG J&K	Administrative Officer SSG J&K	Director SSG J&K
28.	SSF J&K	Asstt Director SSF J&K	Jt. Director Hqrs. SSF J&K
29.	Crime Hqrs. J&K	Principle Pvt. Sec. to Spl. DGP Crime Hqrs. J&K	DDP Crime Hqrs. J&K
30.	SSP Crime Branch Kashmir/ Economic Offence Wing (EOW)	Senior Investigation Officer, Dy.SP Crime Branch Kashmir	SSP Crime Kashmir /EOW Branch
31.	Special Crime Wing (SCW) Crime Branch Kashmir	Dy. SP Special Crime Wing SCW Crime Branch Kashmir	SP Special Crime Wing SCW Crime Branch Kashmir
32.	SSP Crime Branch Jammu/ Economic Offence Wing (EOW)/	Senior Investigation Officer, Dy.SP EOW Jammu	SSP EOW/SCW Crime Branch Jammu
33.	Special Crime Wing (SCW) Crime Branch Jammu	Senior Investigation Officer, Dy. SP SCW Crime Branch Jammu	SSP EOW/SCW Crime Branch Jammu
34.	SSP Anti Narcotic Task Force (ANTF) J&K	Dy.SP ANTF J&K	SSP ANTF J&K
35.	Railway Hqrs. J&K	Administrative Officer Railway Hqrs. J&K	SO to ADGP Railway Hqrs. J&K
36.	SSP GRP Kashmir/Jammu	Dy SP Lines GRP Jammu/Kashmir	SSP GRP Jammu/Kashmir
37.	GRP Katra	SDPO GRP Katra	SSP GRP Katra
38.	Director Police Telecom J&K	DY.SP Hqrs. Telecom Hqrs.	DPT, J&K
39.	SSP Telecom Kashmir Zone	Dy.SP Telecom PCR Kashmir	SSP Telecom Srinagar
40.	SSP Telecom Jammu Zone	Dy.SP Telecom Hqrs. Jammu	SSP Telecom Jammu
41.	SSP Telecom ACS Jammu/Kashmir	Dy. SP Security ACS Jammu/Kashmir	SSP Telecom ACS Jammu/Srinagar
42.	APCR Jammu/Kashmir	Dy.SP APCR Jammu/Kashmir	SP APCR Jammu/Kashmir
43.	PCR Srinagar/Jammu	Dy.SP Hqrs. PCR Srinagar/Jammu	SSP PCR Srinagar/Jammu
44.	IGP Technical Services	Pvt. Secy to IGP Technical J&K	SO to IGP Technical Services
45.	Police Hospital Srinagar/Jammu	Medical Officer Police Hospital Jammu/Kashmir	Medical Supdt. Police Hospital Jammu/Kashmir
46.	SSP PTWS Srinagar/Jammu	DY.SP PTWS Srinagar/Jammu	SSP PTWS Srinagar/Jammu
47.	PTS Manigam/Kathua, STC Sheeri/Talwara, PTTI Vijaypur, CTC Lethpora & CTC Sujwan	Assistant Principal of the Institution	Principal of the Institution
48.	Sheri-e-Kashmir Police Academy, Udhampur	Assistant Director SKPA, Udhampur	Dy. Director SKPA, Udhampur
49.	PCD J&K	AAO PCD J&K	Executive Engineer PCD J&K

RTI Act 2005
Handbook of Information under the Right to Information Act 2005
Chapter-II (Part G)
Directory of Officers and Employees at PHQ J&K Jammu/Srinagar

TELEPHONE DIRECTORY PHQ J&K SRINAGAR			
DESIGNATION	PHONE NO		EPABX
	OFFICE	RESIDENCE	OFFICE
DGP J&K	2443011 2443012 2443010 (FAX)	2501418 2501088	4500
ADGP HQRS PHQ	2443014 2443015 (FAX)		4503
ADGP COORDINATION PHQ	2437762 2431815 (FAX)		4506
IGP TECHNICAL /HQRS/CIV PHQ	2431435 2443017 (FAX)		4505
DIG ADM.	2437760		4504
DIG TRG.	2430908		4592
DIRECTOR POLICE TELECOM	2430713 2436251		4400
DIRECTOR PROSECUTION PHQ	2443027		
AIG PERSONNEL PHQ	2443026		4516
AIG PROV/TPT PHQ	2443031 2443032 (FAX)		4517
AIG TRGS/POLICY PHQ	2437757		4509
AIG CIV PHQ	2439023		4519
AIG BUILDING PHQ	2437753		4525
AIG WELFARE PHQ	2443033		4518
AIG TECH/COMMUNICATION	2443019		4420
SO TO IGP TECHNICAL	2431348		
SO TO DPT/ADO DPT OFFICE			4401
EXEN. PCD PHQ	2431859		4514
C.A.O. PHQ	2443016 2437959 (FAX)		4523
SP ARMOURY PHQ	2437759		4590
PPS TO DGP J&K			4417
ADMINISTRATIVE OFFICER	2443024		4430
CPO PHQ/JDP PHQ	2437711		4426
DY.SP PROVISION PHQ	2437758		4418
DY.SP IT PHQ	2443029		4596
DY.SP WELFARE PHQ			4598
DY.SP TRGS/POLICY PHQ			4515
DY.SP PERSONNEL PHQ			4594
DY.SP CIV PHQ			4428
DY.SP ARMS/AMMUNITION			4410
DY.SP HQRS DPT OFFICE			4401
AO GPF MOVING CELL PHQ			4593
PA TO DGP			4419 4415

ESTATES OFFICER/MTO			4520
CASHIER PHQ			4586
SO ESTABLISHMENT SECTION PHQ			4421
SO WELFARE SECTION PHQ			4577
SO PROV. SECTION 1ST PHQ			4569
SO PROV. SECTION 2ND PHQ			4570
SO E-TENDERING SECTION PHQ			4524
SO MT SECTION PHQ			4582
SO IT SECTION PHQ	2431860		4431
SO CIV SEC/GRIEVANCE CELL			4585
SO PERSONNEL SECTION PHQ			4423
SO GENERAL BRANCH PHQ			4568
SO GAZETTED SECTION PHQ			4595
SO TRAINING SECTION PHQ			4572
SO APR/MEDAL SECTION PHQ			4580
SO CB SECTION PHQ			4575
SO CMC SECTION PHQ			4529
SO BUILDING			4414
SO INT. SECTION PHQ			4429
ACCOUNT SECTION PHQ			4432
PRB SECTION	2443018		
DEPLOYMENT SECTION			4508
I/C STATIONERY PHQ			4587
YARD MASTER PHQ			4589
ESTT. SEC. TECH. HQRS			4584
ESTT. SEC. DPT OFFICE			4406
GB SECTION DPT OFFICE			4409
Q/COMMN. SECTION DPT OFFICE			4413
ACCOUNTS SECTION DPT OFFICE			4411
WORKSHOP/R&D CELL DPT OFFICE			4408
MTO DPT OFFICE			4412
J&K BANK EXTN. COUNTER PHQ			4521
MAIN GATE PHQ			4591
WAITING ROOM DGP			4588
MEDIA CENTER	2437763		4416
LEASE LINE SECTION PHQ			4422
CANTEEN			4434
DD BULIDING			4425
EPABX PHQ J&K SRINAGAR (BSNL JUNCTION LINES)	2443021 2443022 2443023		9

TELEPHONE DIRECTORY PHQ J&K JAMMU			
DESIGNATION	PHONE NO		EPABX
	OFFICE	RESI.	OFFICE
DGP J&K	2430871 2430841 2430834 (F)	2435207 2437918 2437875 (F) 2431662	4444
ADGP HQRS PHQ	2454064 2452351 (F)	2435868	4104
ADGP COORDINATION PHQ	2456429 2458905(F)		4100
IGP HQRS	2457909 2435747		4106
DIG ADM.	2437040		4108
DIG TRG.	2451612		4109
DIRECTOR POLICE TELECOM	2451884 2452267		4600
DIRECTOR PROSECUTION PHQ	2456863		4110
JOINT DIRECTOR PROSECTION	2450024		4112
AIG PERSONNEL PHQ	2459251 2433939		4114
AIG PROV/TPT PHQ	2459029 2459255	2434277	4116
AIG TRGS/POLICY PHQ	2459252		4119
AIG CIV PHQ	2456348		4118
AIG BUILDING PHQ	2437968		4145
AIG WELFARE PHQ	2450026 2436722 (F)		4111
AIG COMMUNICATION	2459008		4140
AIG TECH			4701
SO TO IGP TECHNICAL	2458922		4603
DYSP HQRS DPT OFFICE	2456699		4606
ACCOUNTS OFFICER DPT OFFICE	2436944		4621
C.A.O. PHQ	2455186 2458902 (F)		4120
SP ARMOURY PHQ	2450074		4148
PVT. SEC. TO DGP			4122 4133
ADMINISTRATIVE OFFICER	2458991		4124
DY.SP PROVISION PHQ	2452342		4150
DYSP CIV PHQ			4130
DYSP MT			4141
DYSP IT/CMS	2459562		4197
DY.SP PERSONNEL PHQ			4136
DYSP WELFARE PHQ			4134
PVT. SEC TO ADGP HQRS			4894
DYSP TRAINING			4132
DYSP ARMS/ AMMUNITION			4135
DYSP PHQ			4199
SO GAZZETTED			4142

CPO PHQ		4179
CPO 1 ST PHQ		4452
CPO 2 ND PHQ		4152
SPO PHQ		4153
PA TO DGP		4126
DD BUILDING PHQ		4146
AD BUILDING PHQ		4128
AO GPF MOVING CELL PHQ		4348
ESTATES OFFICER PHQ		4181
MTO PHQ		4186
SO MT SECTION		4187
CASHIER PHQ		4171
SO ESTABLISHMENT SECTION PHQ		4163
SO E-PROCUREMENT		4460
SO WELFARE SECTION PHQ		4156
SO PROV. SECTION 1 st PHQ	2452136	4173
SO PROV. SECTION 2 nd PHQ		4175
SO PERSONNEL SECTION PHQ		4164
SO GENERAL BRANCH PHQ		4155
SO PROSECUTION		4184
SO IT SECTION PHQ		4161
SO CIV PHQ		4188
SO CYBER CELL		4198
SO TRAINING SECTION PHQ		4165
SO APR/MEDAL SECTION PHQ		4151
SO CB SECTION PHQ		4158
SO BUILDING SECTION		4190
SO CMC PHQ		4180
SO CMS IT CENTRE		4477
SO INT. SECTION PHQ		4191
SO ACCOUNTS PHQ		4157
PRB SECTION	2453017	4584
SO DEPLOYMENT SECTION		4192
SO PENSION/RTI		4162
SO HUMAN RIGHTS PHQ		4193
SO STATIONERY PHQ		4194
SO UAPA		4129
SO GP FUND		4349
SO AUDITORIUM		4268
SO MEDIA CELL		4178
I/C SCRIB		4536
VIDEO CONFERENCING HALL		4170
ESTT. SEC. DPT OFFICE		4629
JK BANK PHQ		4542
Q/COMMN. SECTION DPT OFFICE		4633
ACCOUNTS SECTION DPT OFFICE		4636
WORKSHOP/R&D CELL DPT OFFICE		4623
MTO DPT OFFICE		4630
GB SECTION DPT OFFICE		4638
I/C SECURITY GATE		4178

MAIN GATE PHQ			4168
PTO EPABX PHQ			4652
I/C CANTEEN			4176
RECEPTION PHQ 1 ST			4159
RECEPTION PHQ 2 ND			4160
EPABX PHQ J&K JAMMU (BSNL JUNCTION LINES)	2455113 2455114 2455115 2437815 2437816 2437817		9

RTI Act-2005

Handbook of information under the Right to information Act-2005

Chapter-II (Part H)

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

8.1

S. No.	Designation	Pay Levels	
1.	Director General of Police	Level-17	225000
2.	Addl. Director General of Police	Level-15	182200-224100
3.	Inspector General of Police	Level-14	144200-218200
4.	DIG/ DOP	Level-13A	131100-216600
5.	CAO	Level-13	123100-215900
6.	AIG/ (SSP)	Level -13 Level-12	123100-215900 78800-209200
7.	Financial Advisor (FA)	Level-11	67700-208700
8.	SP	Level-11	67700-208700
9.	CPO	Level-11	67700-208700
10.	Sr. PO	Level-9	5270-166700
11.	Dy.SP/Pvt. Secy.	Level-8	47600-151100
12.	PO	Level-8	47600-151100
13.	Inspr/S.O's	Level-6E	35900-113500
14.	S.I's	Level-6C	35700-113100
15.	ASI's	Level-6	35400-112400
16.	HC	Level-5	29200-92300
17.	Ct. Sg	Level-4	25500-81100
18.	Constables	Level-2	19900-63200
19.	Followers	SL 1	14800-47100

8.2 System of Recovery of compensation as provided in its regulation (Sub-head 4(1)(b)(X)of the RTI Act,2005)

Till date, there is no such case where Chief Information Commissioner has ordered, that compensation is to be realized from any Appellate Authority/CPIO/CAPIO 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/CPIO/CAPIO or Officer or member of staff, as the case be, by the cash units in this organization.

**Form of application for seeking information
Under the Right to Information Act-2005.**

I.D. No. _____
(for official use)

To

The Public Information Officer,
Police Headquarters,
Jammu/Kashmir.

1. Name of the Applicant:.....
 2. Address of the applicant:
 3. Particulars of Information:
 - a. Concerned department:
 - b. Particulars of Information required:
 - i. Details of information required.....
 - ii. Period for which information asked for:
 - iii. Other details
4. A fee of Rs.10/- (Rupees ten only) has been deposited in the office of the Public Information Officer vide receipt No. _____ dated: _____

Place:

Date:

Signature of Applicant
E-mail address, if any
Tel. No. (Office) _____
(Residence) _____

Note:- (i) Reasonable assistance can be provided by the Public Information Officer in filling up the Form – 1.

Acknowledgement of Application

I.D.No.....

Dated.....

1. Received an application in "Form – A" from Smt./Shri/Ms.
..... Resident of for providing information under Right to Information Act-2005, along-with the 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 cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant shall have to deposit the balance fee, if any, which shall be intimated in due course, with the authorized person before collection of information.

Public Information Officer (PIO)/
Assistant Public Information Officer (APIO)
Police Headquarters, J&K, Jammu/Srinagar
Tel. No.....
Email:.....

Dated:.....

Rejection Order

No. _____

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 following reason:-
 - i.
 - ii.
 - iii.

2. As per section 19(1) of The Right To Information Act, 2005, you may file an appeal to the first appellate authority, FAA/IGP(CIV) PHQ, J&K Jammu/Srinagar within 30 days of the issue of this order.

Public Information Officer (PIO)/
Assistant Public Information Officer (APIO)
Police Headquarters, J&K, Jammu/Srinagar
Tel. No.....
Email:.....

Form of supply of information to the applicant

No. _____

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/ the following part of information is being enclosed.

The remaining information about other aspects cannot be supplied due to following reason:-

- i.
 - ii.
 - iii.
2. You have to deposit the balance fee of Rs. _____ with the authorized person before collection of information.
 3. As per section 19(1) of The Right To Information Act, 2005, you may file an appeal to the first appellate authority, FAA/IGP(CIV) PHQ, J&K Jammu/Srinagar within 30 days of the issue of this order.

Public Information Officer (PIO)/
Assistant Public Information Officer (APIO)
Police Headquarters, J&K, Jammu/Srinagar
Tel. No.....
Email:.....

**PROFORMA OF FIRST APPEAL UNDER SECTION 19(1) OF THE
Right to information act-2005.**

I.D. No. _____
(for official use)

To

The first appellate authority,
IGP(CIV), PHQ,
Jammu/Kashmir

1. Name of the applicant:
2. Address of the applicant:
3. Particulars of the Central/
State Public Information Officer:
 - a. Name
 - b. Address:
4. Date of submission of application in Form – 1.
5. Date on which 30/35/40 days from submission of Form – 1 is over:
6. Reasons for appeal:
(Please indicate separately for each question)
 - a. No response received in Form – 3, or Form – 4
Within the specified period:
 - 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 filling the appeal.
8. Particulars of Information required:-
 - a. Information requested
 - b. Subject
 - c. Period
9. A fee of _____ for appeal has been deposited in _____ vide Receipt No. _____ Dated _____
(only if applicable)

Place:

Dated:

Signature of Appellant
Email address, if any
Tel No.(office) _____
(Residence) _____

Please attach:

- a. Copy of RTI application.
- b. Copy of the response received from CPIO with which the appellant is aggrieved.