

# RTI Act 2009

Handbook of Information under the Right to Information Act 2009

## Chapter 2

### Particulars of Organisation, 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 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. 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 six (07) Ranges, three(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 DIGs supervise 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 nine (10) Police Districts (Jammu, Samba, Kathua, Udhampur, Reasi, Rajouri, Poonch, Doda, Kishtwar and Ramban Districts) while the Kashmir Region has twelve (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/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/ Divisions. The sub-Divisions are headed by officers of the rank of Assistant / Deputy Superintendent of Police. Presently, we have a total of 193 Police Stations (including two Women Police Stations one each at Srinagar and Jammu) and 158 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.

##### 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), Dy. Inspector General of Police( Administration), Dy. Inspector General of Police( CIV), Asstt. Inspector General of Police( Personnel) , Asst. Inspector General of Police( CIV), Asst. Inspector General of Police (Provisioning & Transport), Asstt. Inspector General of Police(Welfare) who in turn are assisted by Dy.Ss.P. 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,

- 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. also is 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, Lethpora and Sheeri (Kashmir Region). In addition, there is an Intelligence and Security Training School at Vijaypur, Jammu.

### **ARMED**

### **POLICE**

The Armed Police is headed by an officer of the rank of Addl. Director General of Police. For effective supervision, the ADG Armed is assisted by two (02) IsGP, 04 DIsG. The two IsGP exercise superintendence over 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 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 combat militancy. The Armed Police is also utilized for manning static guards on protected places, 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 a DIG Security and SSP Security at Headquarters. The Security wing is further divided into Security Kashmir, Security Jammu, Raj Bhawan, Civil Sectt, AHJ Airport Jammu/Srinagar each headed by an officer of the rank of 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 significant since inception of militancy in the State and personnel of the wing are mostly deployed with various categorized protected persons for providing physical security to these PPs and their immediate family members.

### **TRAFFIC**

### **POLICE**

This wing is headed by an officer of the rank of Inspector General of Police (IGP) who in turn 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. With the unprecedented rise in the vehicular population across the State 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 Inspector General of Police (IGP) 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 vide Government order.

### **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 includes protection of Railway property.

### **FSL**

An officer of the rank of IGP 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 to the criminal justice system.

### **HOME**

### **GUARD/CIVIL**

### **DEFENCE/SDRF**

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 ADGP designated as ADGP HG/CD/Auxiliary Police. The ADGP/IGP is further assisted by two (02) DIsG, who exercise command and control over Civil Defence/ Homeguard and two SDRF(formerly 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 Bns. also organize training of Civil Defence 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 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.

### **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 J. Engineers. The Engineering staff of PHC are 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 ADG or IG and presently one IGP 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 whileas SSP Leh for Ladakh under the overall supervision of CID Headquarters. 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 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**