

## **Particulars of organization**

**RIGHT TO  
INFORMATION  
PART-1**

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

**1. Commissionerate Faridabad:** - The Commissionerate of Police, Faridabad is separate police district in State Haryana for the purpose of administrative of the police force. Whereas taking into consideration, the fast development, industrial growth, rapid urbanization and increase in population in District Faridabad, it was become necessary to establish a police set-up, which is able to cope up with the problems of law and order equipped to prevent and detect crime and sense of security in the general public. Therefore, in exercise of the powers conferred by section 2&3 of Police act 1861, The Governor of Haryana established a special policing system on 1 August 2009, on the basis of Commissioners of Police for the area falling within the limits and the jurisdiction of revenue district of Faridabad.

**2. Administrative Setup:** - The Commissionerate of Police Faridabad shall be separate police district for the purpose of administration of police force. The Commissioner of Police shall be head of the Police force of The Commissionerate and shall exercise such power and perform such functions and duties and shall have such responsibilities and authority as provided for district Superintendent of Police under various Act and Rules.

However, such powers, functions, and duties, responsibilities and authority shall be exercised or discharged by the Commissioner of police Subject to supervision and control of Director General of Police.

**Area Jurisdiction of District Faridabad:** - District Faridabad is divided into following Police district headed by Deputy Commissioner of Police in the rank of Superintendent of Police.

<b>Sr. No.</b>	<b>Police District</b>	<b>Headed by DCsP DCsP</b>	<b>DCsP Assisted by following ACsP</b>	<b>Area Jurisdiction (Police Stations)</b>
1.	Central	DCP CENTRAL	1.Acp Central 2.Acp Sarai 3.Acp Kheripul 4.Acp Old	P.S Cector-31 P.S Sarai P.S Old P.S Central P.S Bhupani P.S Kheripul P.S Cyber Crime Central PS Women central
2.	NIT	DCP NIT	1.Acp NIT 2.Acp Badkhal 3.Acp Mujesar	P.S NIT P.S Kotwali P.S Saran P.S Mujesar P.S Sector-55 P.S Surajkund P.S S.G.M Nagar P.S Cyber Crime NIT PS Women NIT

3.	Ballabgarh	DCP BALLABGARH	1.Acp Tigaon 2.Acp Ballabhrarh	P.S Tigaon P.S Chainsa P.S City Ballabgarh P.S Sader Ballabgarh P.S Sector-7 P.S Cyber Crime Ballabgarh PS Women Ballabgarh
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**Administrative of Police force:** - For the purpose of administration of Police Force including appointment, recruitment, promotion, transfer, punishment, discipline, internal economy etc. The Commissioner of Police shall exercise power of range IG as provided under Punjab Police Rule 1934 as applicable in Haryana. Similarly Deputy Commissioner of Police, Headquarter shall exercise power of Superintendent of police for the entire Commissionerate in matters pertaining to appointment, promotion and punishment, discipline and all such matter which are delegated to him by the Commissioner of Police.

The Commissioner shall be assisted in discharge of his duties and responsibilities by Deputy Commissioners and Assistant Commissioners and other staff as mentioned below. He may delegates such power, function and duties to these officers and deemed proper and in accordance with the provision of rules.

**4. Challenges:** - Faridabad has become the hub of activities with the Head Quarters of many multinational companies have been shifted to Faridabad. In addition a larger number of Malls, High end Multi storeyed residential buildings have come up. This density of population and vehicles has increased. As per 2011 census population of Faridabad was 1,798,954 lacs and as per latest assessment it has gone up to 25 lacs.

**Traffic challenge:** - Needles to say that traffic management in Faridabad has become important issue. Traffic volume is very high in District Faridabad it is a big challenge to ensure smooth traffic flow and avoid traffic jams and commuters stuck for long.

**Area Security challenge:** -

(a). Vehicle

Theft (b).

Snatching

(c). Burglary

These are the biggest challenges for Faridabad Police. To curb crime against property 40 Internal Nakas and 15 Bordering Nakas are created.

**5. Administration:** -

**(a) DCP Head Quarter:** - Deputy Commissioner of Police Headquarters shall exercise powers of Superintendent of Police for the entire Commissionerate in matters pertaining to appointment, recruitment, promotion, discipline and all such matters which are delegated to him by The Commissioner of Police. He shall be DDO for the entire Commissionerate and exercise control over finance and other administrative matters under the direct supervision of Commissioner of Police.

**(b) DCP Traffic:** - Deputy Commissioner of Police, Traffic shall be over all responsible for making traffic management in district Faridabad. In addition he shall supervise security management of VIPs. He will be assisted by Assistant Commissioner of Police Security and traffic and other staff sanctioned for traffic Management.

The Overall Posted Strength of the Faridabad Traffic Police is shown in the table given below:

Sr. No.	Rank	Posted
1.	DCP	1
2.	ACP	2
3.	Inspector	6
4.	Sub-Inspector	4
5.	Astt. Sub-Inspector	19
6.	O`rs (Head Constable & Constable)	132
7.	Total	164

**DCP Crime:** - Deputy Commissioner of Police, Crime shall supervise functions of specialized units to whom cases are entrusted by the Commissioner of Police. Besides he shall supervise working of CIA and CRO.

He will be assisted by two Assistant Commissioners of Police:-

- 1) Assistant Commissioner of Police, Crime.
- 2) Assistant Commissioner of Police, Special Investigation Unit (SIU).

**6. Powers as per CrPC: -**

**(a) Executive Magistrate Power:** - In exercise of the powers conferred by sub section (1) if section 20 of the CrPC, 1973, DCP Hqrs has appointed as Executive Magistrate for the purpose of section 107 to 122 and section 124 of CrPC.

**(b) Magistrate Power:** - In exercise the power conferred by clause (D) of section 2 of Arms Act. 1959 (54 of 1959), Joint Commissioner of Police, Hqrs has been appointed as Magistrate for the purpose of sections 3, 15, 17 and 39 of the Arms Act.

**7. Law & Order: -**

(a) General law & order situation	Peaceful & under control
(b) Emerging law & order issues	i) Cow smuggling/Cow slaughter related issues ii) Industrial disputes between management and workers iii) Accidents by heavy vehicles like Dumpers/ Buses iv) Encroachment removal by HUDA/MC & other authorities

**8. Sanctioned & posted strength: -**

**SANCTIONED/POSTED STRENGTH OF DISTT. FARIDABAD POLICE AS ON 16-05-2018**

S.No	Rank	Sanctioned Strength	Posted Strength	Vacancy	Excess
1.	Commissioner	1	1	0	0
2.	Joint-Commissioner	0	1	1	0
3.	DCP	6	4	2	0

4.	ASP	0	1	0	1
5.	ACP	10	11	0	1
6.	Inspector	65	64	1	0
7.	SI	203	134	69	0
8.	ASI	474	394	80	0
9.	HC	820	502	318	0
10.	Constable	3838	2070	1768	0
Grand Total		5400	3164	2236	0

Note- (i) Women Police are included in above figure

### Woman Police

S.No	Rank	Sanctioned Strength	Posted Strength	Vacancy	Excess
1.	Inspector	6	4	2	0
2.	SI	26	11	15	0
3.	ASI	50	19	31	0
4.	HC	100	38	62	0
5.	Constable	415	213	202	0
Grand Total		597	285	312	0

### **9. Distribution of work amongst officers in the Commissionerate Faridabad and disposal of files by the officers in the Commissionerate will be as under:-**

Name of Branch	Work Assigned	Headed By	Supervised by
Supdt. (O)	Overall supervision of all dealing assistants of establishment branch and circulating branch of the office of C.P. Faridabad and CRC/AC-1 branch of the office of DCP/Hqrs., FBD.		
Head Clerk office of DCP/Hqrs., FBD.	Work relating to CRO branch, VRK branch, VCR branch, AC-2, RW etc.		
NOTE	There will be a single file system.		
Assitant-1/ CRC-1 Record Keeper -1	All matter relating to establishment of GOs/ NGOs i.e Promotion , suspension/ reinstatement, extension in service, E-bar Cases, ACP scales, Promotion Courses (USC/ISC), Pension Cases and pension Returns, Medals president Police Medals, PM Returns. Court Cases and Legal notice pertaining to this seat. CRC-1 dealing with the above matter shall put up all the papers by adopting single file system to assistant -1. These files shall be put up to the DCP/ Hqrs., FBD/CP through Supdt(O) establishment.	DSO-1/Supdt.	DCP/ Hqrs./C.P.
Assistant -2/AC-1/CRC-2 Record	All matter relating to establishment of ministerial staff	DSO-1/Supdt.	DCP/ Hqrs./C.P.

Keeper-2	<p>executive clerk leave accounts. Acquisition of land, building, hearing of accommodation, Govt. Quarters, Telephones, Typewriters, Photostat machines, Computers, Printers, Fax and all other electronic items.</p> <p>Appeals/Representations against punishment D.Es/ Suspensions and monthly returns, thereof, review of departmental enquires, official forms/registers and library et c. returns. Court cases and legal pertaining to this seat. AC-1/CRC dealing with the above matter shall put up all the papers by adopting single file system to assistant -2. These files shall be put up to the DCP/Hqrs., FBD/C.P. Through superintendant (o) establishment.</p>		
Assistant-3/AC- 1/CRC-2 Record Keeper-3	<p>All matters relating to Ors and Class –IV employees i.e promotion, Suspension/ reinstatement, Pension cases and Pension Returns. All kind of training courses, lower school courses, clothing and equipments, tailoring contract, condemnation of clothing store and correspondence relating to police lines. SC/BC/ESM. All kind of returns relating to subject matters allotted to this seats.</p> <p>Court Cases and legal notice pertaining to this seat. AC-1/ CRC-2 dealing with the above matter shall put up all the papers by adopting single file system to assistant -3. These files shall be put to the DCP/Hqrs.,FBD/C.P. through supdt(o) establishment.</p>	DSO-11/Supdt.	DCP/ Hqrs.,/C.P.
Assistant-4/AC- 1/OASI Record Keeper -4	<p>All proposal, deployment of force, arms and ammunitions modernisation plan, condemnation of store items/Articles, Vehicles, Spots, Elections, Foods meeting, MISC. subject, traffic related matters 15 points programme. All times of returns relating to subject</p>	DSO-11/Supdt.	DCP/ Hqrs.,/C.P.

	matters allotted this seat. AC-1/OASI dealing with the above matter shall put up all the papers by adopting single file system to Assistant -4. These files shall be put up to the DCP/Hqrs., FBD/C.P. through supdt(O) establishment.		
Circulating Branch	Diary/ Dispatch and distribution of DAK	DSO-11/Supdt.	DCP/ Hqrs.,/C.P.
AC-1	Buildings, lands maintenance of police land register, hearing of accommodation, major and minor works, govt. quarters, arms ammunition, stamps stationery and forms, library, Vehicles, guards, returns relating to these subjects.	Supdt(O)	DCP/ Hqrs.,/C.P.
AC-II	Inspections, meeting , conference, seminars, crime related correspondence and prosecution sanctions etc.	Head clerk	DCP/ Hqrs., /Jt.C.P./C.P.
CRC -1 (NGOs)	Establishment of NGO leaves pension, appointments and enrolments , promotion, D.E Punishment, maintenance of Ch. Roll, maintenance of punishment register, rewards returns related to this seat. Court cases and legal pertaining to this seat.	Supdt(O)	DCP/ Hqrs.,/C.P.
CRC-II (ORS)	Establishment of ORS, leaves, pension, appointments & enrolments, promotions, D.E. punishment, maintenance of Ch. Rolls. Maintenance of punishment register, rewards returns related to this seat. Court cases and legal notice pertaining to this seat.	Supdt(O)	DCP/ Hqrs.,/C.P.
Record Keeper Concerned	Maintenance of old and current record.	Head Clerk/ACP hqrs.,	DCP/ Hqrs.,/C.P.
Account Branch	Pay and allowances, sanction of loan and advances, medical reimbursement case, audit paras budget, POL coupons, T.A. Bills LTC Cases, SVC etc.	Accountant/AC P Hqrs.,	DCP/ Hqrs.,/C.P.

Care Taker Branch	Maintenance of office building and other govt. property, supervision of class IV employees in office, purchases of required items for maintenance of office etc., and maintenance of police guest house.	TASI/Supdt.(O), ACP/Hqrs.,	DCP/ Hqrs.,/C.P.
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Welfare Branch	Cases under ex-gratia scheme, welfare meetings, periodical interviews of NGOs , scholarship cases from welfare fund, Monday/Friday Prade statements cases concerning, identity Cards of police personnel collection and distribution of GPF receipt all other welfare related matters	Welfare Inspector ACP/Hqrs	DCP/ Hqrs./C.P.
Complaint Branch	Dealing and disposal of all kind of complaints, periodical returns thereof.	ACP Hqrs., (only grievance committee meetings related matters )	DCP/ Hqrs./C.P
Distt. Inspr. Branch	Vehicles Passing Driving Test, Working of Head Proficient.	Distt. Inspector ACP/Central	ACP/Hqrs./ DCP/Hqrs./C.P.
OSI Branch	Maintenance of record regarding sanctioned strength, deployment of force unit – Wise ( PS/PP/CIA etc), movement of force, transfer/posting of NGOs/Ors & all other periodical returns relating to his seat.	OASI	DCP/Hqrs./C.P.
VRK Branch & VDC	Maintenance of record of original police files inquest report & police forms and registers.	VRK	ACP/Hqrs./ DCP/Hqrs./C. P.
IT Cell	All matters relating to I.T., smooth functioning of software in operation through PHQ/Commissionerate and updating of District police website	I/C I.T. Cell/ I/C Cyber Cell/ ACP/Hqrs.,	DCP/Hqrs./C.P.
Arms Licence Branch	All matters relating to preparation and renewal etc. of arms license.	I/C Arms License	Jt. C.P.
Legal Branch	All legal matters, preparation and filing of replies of all kinds of court cases and pairvi of court cases, submission of timely returns of all pending court cases of this office	ADA/Inspr.	DCP/Hqrs./C.P.
Security Branch	Matters relating to VVIP/VIP security, Law and order issues, elections, passport verifications, foreigners, Bangladesi, National security, restricted maps, press cutting, source reports.	Inspr. Security	DCP/ Hqrs., Jt.C.P.& C.P.

PRO Branch	Liaison with electronic/print media, police relation with public & press, issue of press notes regarding achievements of	PRO	DCP/ Hqrs., Jt.C.P.& C.P.
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	district police.		
RTI Branch	To provide information in time to the application required under RTI Act-2005	I/C RTI Cell	ACP/Hqrs.,
RTI Appeal	All papers regarding appeals pertaining to information under RTI Act-2005	I/C RTI Appeal/ Supdt (O),	DCP/Hqrs
CRO Branch	Submission of all periodical returns, maintenance of crime record, PO's Bail jumpers, missing persons inquest reports, crime analysis, inter district meetings.	CRO/ ACP/Hqrs.,	DCP/Hqrs./jt.C.P.
R.W Branch	Submission of all periodical returns of crime	RW/Head Clerk,	DCP/Hqrs./jt.C.P./C.P
D/L Seeker Branch	Online Driving Test	ACP/Hqrs.,	DCP/Hqrs./C.P
ummon Staff.	Service of Summons/Warrants	Incharge Summon Staff ACP/Hqrs.,	DCP/Hqrs./C.P