

Office of The Senior Superintendent of Police, SAS Nagar

Distribution Work of DPO

Sr. No	Name of the Head	Work Distributed
1	Head Clerk	General supervision of the English and other branches of DPO SAS Nagar. Presentation of fresh all dak to SSP sahib. Marking of dak to the concerned branches and dealing hands.
2	AC-1	<p>He will deal with paper correspondence relating to the following Chapters of P.P.R.:-</p> <ul style="list-style-type: none"> • P.P.R. Chapter no.1 (Constitution) • P.P.R. Chapter no.2.(Permanent Establishment) Prepare the proposal of creation of Staff/Units along with staff. • P.P.R. Chapter no.3 (Building) • P.P.R. Chapter no.3.20 (Govt. Accommodation Registers & HRA Allowance Registers) • P.P.R. Chapter no.3.28 (Registers of Police Buildings) • P.P.R. Chapter no.4 (Clothing) • P.P.R. Chapter no.5 (Equipment/Misc. Store) • P.P.R. Chapter no.7 (Mounted Police) • P.P.R. Chapter no.11 (Official Routine) • P.P.R. Chapter no.14 (Only mutual transfer & NGO/ORs record) • P.P.R. Chapter no.15 (Reward) Recommendation for CC, Medal & Disc. • P.P.R Chapter no.19 (Training Probationer. GOs/NGOs and GOs courses, Charge report, Transfer) • P.P.R. Chapter no.20 (Inspections & Village tours) • He will be responsible to collect replies from dealing hands and send all replies to the Audit Paras raised by Section Officer (Audit) O/o Range and A.G. (Audit), Punjab, Chandigarh. • Monthly Return-Posting of GOs, Clerical staff posting & vacancy position, CCTV Cameras PS/CIA, Income source, • NOC Visa abroad, Cultural program , DVR License • Sanction of any sell & purchase police personnel. • Right off cases-Govt. Loan • Dog squad, Anti sabotage team etc. • He will also responsible for the to prepare the Agendas of All type of Meetings of G.O's and others and disposal of all other official work marked to him by Head Clerk.
3	AC-III	<p>He will deal with the paper correspondence relating to the following Chapters of P.P.R.:-</p> <p>P.P.R. Chapter no.6 (Arms & Ammunition)</p> <p>P.P.R. Chapter no.21(Preventive and Detective Organization)</p> <p>P.P.R. Chapter no.22(Police Station)</p> <p>P.P.R. Chapter no.23(Prevention of Offences)</p> <p>P.P.R. Chapter no.24 (Information of the Police)</p> <p>P.P.R. Chapter no.25(Investigation)</p> <p>P.P.R. Chapter no.26(Arrest, Escape & Custody)</p> <p>P.P.R. Chapter no.27(Prosecution and court duties)</p> <p>Monthly return NDPs act, Mining, Gunda tax, illegal Lotteries, stubble burning & ATR reports.</p> <p>He will also responsible for the disposal of all other official work marked to him by the Head Clerk.</p>
4	CRC & Pension Clerk	<p>He will deal with paper correspondence relating to the following Chapters of P.P.R.:-</p> <p>P.P.R. Chapter no.8 (Leaves GOs, Maternity, Paternity, Child care)</p> <p>P.P.R. Chapter no.9 (Pension)</p> <p>P.P.R. Chapter no.13 (Promotion)</p> <p>P.P.R. Chapter no.12.28 (Character Roll) He will also maintain Ch. Rolls of Constables to Inspectors & Class-IV Employees.</p> <ul style="list-style-type: none"> • He will deal with cases extension in service beyond the age of 55 years cases. • He will be dealing clerk for celebration of Police Commemoration Day Parade held in Distt. level on 21st October of every year and dealing clerk of Police Bereaved families which are residing in Distt. • He will deal with cases of extension in service beyond the age of 55 years and 15/20/25/30/35 Years cases • He will deal with Revised Pension/Family Pension cases • He will deal with HDFC Claims cases. • He will deal with HDFC Scholarship Cases.

		<ul style="list-style-type: none"> • He will deal with B.P Test of Constables. • He will deal with Police Elders Days. • He will deal with pay fixations/annual increments/ACP scheme cases of NGO & class-4 employees. • Maintain the Ch. rolls of CT to Insp. & Service books of class-4. • Maintain seniority of Ct to Insp. • PLI cases.
5	OSI	<ol style="list-style-type: none"> 1. Leave Register – NGOs P.P.R 8.14.A - 2. Leave Register with Index – OR P.P.R 8.14.B - 3. Register Recruits – P.P.R 12.13 Signature of SMO duly completed of Medical. - 4. Vacancies Register (Vacant Vacancies) (3) - P.P.R 12.40 5. Register Log Roll P.P.R 12.41 (1) 6. Register Ardal Room on Monday P.P.R 14.10 (1) - 7. Register posting (OR) P.P.R14.16 (1) - 8. Register Medical P.P.R 12.16(Medical of New recruits) - 9. Register Roster - U.F-91 Form(Fixed of quota at the time of enrolment) 10. Register Posting (ASI& SI) P.P.R 14.16 (1) - 11. Register Posting (Inspector) P.P.R 14.16 (1) - 12. Register Posting (Sub Inspector) P.P.R 14.16 (1) - 13. Receiving and Dispatch of Mail P.P.R 22.55 -
6	Diarist	He will maintain all diary/dispatch registers, dak books etc. He will deliver the dak, duly receipted to the proper marking/chaining of references entered in diary/dispatch register.
7	Dispatch Clerk	He will be responsible to send the out Station dak to the quarter concerned on day to day basis.
8	Account Branch	<p>Accountant will deal with the paper correspondence relating to the following Chapter of P.P.R.:- P.P.R Chapter no.10 (Accounts)</p> <ul style="list-style-type: none"> • Sanctions of All type of Bills, salary, pay fixations/annual increments/ACP scheme cases of ORs. • Income Tax Returns & Form-16 GO/NGO/ORs. made by bills of GPF send to distt: Treasury SAS Nagar. <p>He will be responsible to maintain all registers and dispose of all official work well in time relates to Accounts Branch.</p>
9	Public Complaint Clerk (PC)	<p>He will deal with all kind of complaints and will maintain separate registers and will submit periodical returns to the quarter concerned well in time.</p> <p>He will also deal with NHRC and PSHRC applications and is responsible to submit the reply well in time.</p> <p>He will also deal with the parvana received from others offices/distt and will mark to concerned police stations under jurisdiction.</p>
10	R.T.I Cell	He will deal with all kind of Right to Information Act.-2005 cases and will maintain separate registers and will submit reply to the quarters concerned well in time.
11	Return Writer (RW)	He will draft all kind of periodical monthly returns relating to crime and monthly crime dairy, weekly reports submit them to quarter concerned well in time. He will also submit Annual Administration Report through S.P/Detective for onward submission to the higher authorities well before due date. He will also be responsible for timely reply of Rajya Sabha/Parliament/Vidhan Sabha questions to the quarter concerned through S.P/Detective and daily FIR maintain & Update in crime register.
12	C.R.O.	He will upkeep record of all criminal gangs & gangster, smugglers, unidentified dead bodies, missing persons, stolen vehicles, Daily NCRB report vehicle and will send all kind of returns relating to him and submit them to the quarter concerned well in time.
13	Steno to SSP	<p>He will deal with paper correspondence relating to the following Chapters of P.P.R.:- P.P.R. Chapter no.16 (Punishments and Maintain the Registers)</p> <ul style="list-style-type: none"> • He will maintain confidential personal files of ORs.

		<ul style="list-style-type: none"> • He will put up ACR forms of GOs, NGOs, ORs and Executive Clerks duly got completed to the Range Office after observing the due formalities. • He will keep/maintain the secret record/documents under the close supervision of the Sr. Supdt. of Police. • He will be responsible to up keep registers of Department enquiries, criminal cases, preliminary enquiry & Vigilance enquiries initiated/pending against police officers/officials and will be responsible to send replies, returns to higher up authorities regarding D.Es, Criminal Cases, Vigilance enquiry & preliminary enquiries well in time. • Notice
14	V.R.K.	He will maintain vernacular receipt register as prescribed in Chapter-II in PPR including stamp registers. He will upkeep record of P.Os, 174 Cr.P.C, Un-trace, cancel reports, Police ticket, road certificate, Log book and with all paper correspondence related to his branch. Police Tickets Issued.
15	Litigation Branch	<p>He will responsible to deal with C.R.M(criminal writ petitions) ,C.W.P, those are pending in honorable Punjab and Haryana high courts, and special leave petitions (slp) those are pending in honorable supreme courts Delhi etc.</p> <p>He will be responsible to deal with the Civil Suits/Civil Writs relating service matters filed by the dismissed/serving Police employees and other civilians regarding recovery in different cases in different Courts under the supervision of Senior Officers/D.A.(Legal).</p>
16	Security Branch	All security arrangement in Distt. even on every Festival, Celebration of 26th January, 15th August, all melas, Dharnas, VVIP/VIP visit in District. He will provide Security to threatened persons etc. All paper correspondence of such programmers, visits etc.
17	Cyber Cell	<p>He deals with Crime related matters, call detail of Phone, tower location, C.A.F & S.A.F, Cyber crime related cases and all computer related matters.</p> <p>He deals with complaints received from PC branch related to cyber crime i.e. money transfer, fraud, social media etc.</p> <p>He also deals with NCCRP Complaints, Notice of complaints and reports related to MHA portal.</p>
18	CPRC	He will be responsible to provide 43 Govt. Services to Public. He will be responsible for L.O.C.
19	MSK	He will be responsible to arrange All Security equipment. Maintain all register of Misc. Store. He will be responsible to deal with the all type of purchase for Distt.
20	MTO	He will be responsible to maintenance of all Vehicles & Maintain all register of MT Branch (i.e. Log book POL Register & etc). He will be responsible to dispose of urgent matter related to MT branch.
21	112 Help Line	He will be responsible to dispose of all Calls received from 112 HL immediately and inform to quarter concerned.
22	iHRMS	<p>He deals with all type of data entry of character rolls i.e. leaves, posting records, annual increments, departmental enquiries, arrears, LTC approval for GO to 4th class.</p> <p>He deals with external manpower relieving and joining of iHRMS IDs for pay purpose.</p> <p>He also deals with property return of group A&B officers .</p>