

ANNEXURE - 1
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (B) (i) OF THE RIGHT TO
INFORMATION ACT, 2005
(The particulars of the organization, functions and duties)

Sr. No.	Name of the Department	Function and duties (in brief)
	Police Department	
1.	Police Stations	<ol style="list-style-type: none"> Maintenance of law & order in the jurisdiction of the police station. Prevention of crime through beat patrolling, surveillance, holding public meetings, taking preventive action u/s 107/150 Cr.P.C., 107/151 Cr.P.C., 109/ 110 Cr.P.C., watch over the activities of criminals, collection of intelligence, issuing servants verification rolls, stranger rolls etc. Detection of crime by investigation of cases registered under IPC or Local & Special laws. Passport, service verifications. Redressal of the grievances of the victims, complainants coming to police stations with different problems. Misc. duties such as maintenance of public order, controlling different agitations, strikes, dharnas, rallies, rasta-roko programmes, hunger strikes, fast-unto-death, processions, demonstrations etc.
2.	Traffic	<ol style="list-style-type: none"> Regulation of traffic at different intersections, automatic traffic control signals, round-about, chowks, markets and other places. Parking duties in markets, melas, exhibitions, other functions. Control of traffic during processions, agitations, strikes, dharnas, rallies, rasta-roko programmes etc. Traffic regulation and parking duties during visits of VVIPs/VIPs. Enforcement of traffic rules & regulations by prosecuting the violators under Motor Vehicles Act/Rules. Educating school children, drivers, rickshaw pullers and other road users on road safety and traffic rules/regulations in Children Traffic Park Sector 23 as well as by visiting different schools, other institutions/ departments. Educating general public about traffic rules/regulations and road safety through cinema slides, banners, electronic / print media

		and by organizing seminars/ workshops/ lectures on road safety during annual Road Safety Weeks.
3.	Security	<ol style="list-style-type: none"> 1. To provide security protection to the VVIPs, VIPs and other Protected Persons through Pilot, Escort, static guards and PSOs. 2. To make necessary security arrangements at vulnerable vital installations and other important places such as High Court, District Courts, Police Headquarters, UT Secretariat etc. 3. To make necessary security arrangements at the places of functions and other places visited by the VVIPs/VIPs. 4. To make security arrangements on special occasions like Rose Festival, Independence Day/Republic Day Functions, other official functions etc.
4.	CID	<ol style="list-style-type: none"> 1. Collection and development of information with regards to agitations, strikes, dharnas, demonstrations, processions, rallies etc. 2. Providing daily/advance information to all concerned about the above mentioned programmes/ events so as to enable them to make necessary law & order arrangements. 3. Liaison with the local police as well as with the leaders of the political/other parties. 4. Preparation and submission of Daily Summary of Intelligence (DSI) reports. 5. Passport verifications. 6. FRO office, dealing with registration, grant of visa and other matters relating to foreigners. 7. Surveillance of suspects. 8. Service, marriage and other verifications. 9. Dealing with matters relating to permission for arms licenses, processions, use of loud speakers etc. 10. Conducting enquiries into cases by senior officers.
5.	Economic Offences Wing	<ol style="list-style-type: none"> 1. Holding preliminary enquiries into all complaints of fraud, cheating, breach of trust, embezzlement, misappropriation of money, forgery etc. where the amount involved is more than Rs.2.00 lacs. 2. Holding preliminary enquiries into all complaints against companies, I.T. Act, Prevention of Corruption Act, Prize Chits & Money Circulation Schemes (Banning) Act, 1978, Cyber Crime etc. 3. Investigation of all cases if after holding a

		preliminary enquiry, some cognizable offence is found to have been made out.
6.	Woman & Child Support Unit.	<ol style="list-style-type: none"> 1. To deal with all complaints pertaining to maltreatment, harassment, cruelty/ violence, demand of dowry etc. relating to unmarried / married women and children. 2. Counseling through well qualified/trained police staff, voluntary NGOs with the objective to settle the disputes amicably/mutually and to unite the divided families. 3. Investigation of cases registered under section 292, 294, 354, 509, 406, 498-A IPC, kidnapping/abduction/rape, Dowry Prohibition Act, Suppression of Immoral Traffic Act or any other section relating to cruelty/violence etc. about which the investigation is entrusted to this unit by the senior officers. 4. To help the women/children in distress through toll-free Child Help Line.
7.	Crime Branch	<ol style="list-style-type: none"> 1. Enquiry into all complaints marked by the senior officers in cases where the complainant is not satisfied with the enquiry conducted by the local police or in other special cases. 2. Investigation of cases which are entrusted to this wing as per orders of senior officers. 3. Detection of cases under Local & Special Laws, registration of FIRs and investigation. 4. To act as a watch-dog and keep an eye over organized crime in the city area. 5. Collection of information/intelligence about all types of other crime. 6. Publication of monthly crime gazettes. 7. Modus Operandi Bureau, which functions under the control of DSP/Crime.
8.	Police Lines	<ol style="list-style-type: none"> 1. To issue all articles of uniform to all the police personnel from the rank of Constable to Inspector from its Clothing Store. 2. To issue all other misc. articles to all the units of police department on demand, from its Misc. Store. 3. To provide force for escort of prisoners from District Jail to different courts in the city as well as outside and back to jail. 4. To provide force for maintenance of law & order and also on different other occasions such as dharnas, rallies, agitations, processions, rasta-roko programmes, demolition drives, strikes etc. on demand, out of the reserve force. 5. Deployment of static/temporary guards at vital installations, VVIP/VIP's offices/residences

		<p>and other places as per requirement.</p> <ol style="list-style-type: none"> 6. Deployment of force to cover VVIP/VIP's route duties. 7. Maintenance/repair of vehicles, issue of POL and control over all the vehicles of the department through MT Section. 8. Utilization of Pipe and Brass bands on different occasions. 9. Tear Gas Squad, Quick Reaction Team (QRT), Riot Control Unit, Dog Squad, and Mounted Staff etc. whose services are utilized as and when required. 10. Police Family Welfare Center, looking after the welfare of the families of police personnel. 11. With drawl and dispersal of cash through Lines Officer.
9.	Operations Cell.	<ol style="list-style-type: none"> 1. Collection of information/intelligence about the activities of anti-social elements/ terrorists/ anti-national elements etc. 2. Investigation of cases relating to crime committed by the above category of criminals. 3. Investigation of any other case entrusted by the senior officers.
10.	Recruits' Training Centre (RTC)	<ol style="list-style-type: none"> 1. To provide basic training to all newly appointed recruits in Chandigarh Police in outdoor as well as indoor courses. 2. To arrange short duration refresher courses for all ranks from Constable to Sub Inspectors.
11.	Police Control Room (PCR)	<ol style="list-style-type: none"> 1. To attend all spots within 3-5 minutes on receipt of any information on toll- free phone No.100. 2. After arriving at the spot, to inform the PCR about the situation and thereafter, to hand over the spot to the local police, if necessary. 3. To guard the spot till the arrival of local police. 4. To shift the injured persons immediately to the nearest hospital by making use of Ambulance of the PCR. 5. To guard a specific area of responsibility round the clock, when not busy elsewhere. 6. The PCR vehicles are also detailed for duty on other occasions such as agitations, strikes, rallies, dharnas, rasta-roko programmes, processions, VIP routes, place of functions, demolition drives etc.

12.	Wireless Section	<ol style="list-style-type: none"> 1. To provide wireless sets to all the vehicles as well as individual officers/officials. 2. Maintenance, upkeep and repair of all types of wireless sets of the department.
13.	Photographers	<ol style="list-style-type: none"> 1. To cover all the important crime scenes through still/video photography. 2. To cover all important agitations, strikes, rallies, dharnas, demonstrations, rasta-roko programmes, processions, VIP functions, demolition drives etc. through still/video photography.
14.	Home Guards	<ol style="list-style-type: none"> 1. To assist the local police in day to day functioning of Police Stations, patrolling, traffic duties, PCR and other units of the department. 2. To assist the local police on demand during different agitations, strikes, dharnas, rallies, rasta-roko programmes, processions, demolition drives etc.