

ANNEXURE – 4
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(1) (b) (iv) OF THE RIGHT TO
INFORMATION ACT, 2005

(The norms set for the discharge of its functions)

Name of the Department: Police Department, UT Chandigarh.

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	All enquiries in Police Stations, Crime Branch, EOW, W&CSU, Operations Cell	Enquiry needs to be completed within a period of 10 days and in case such enquiry cannot be completed within the stipulated time period, then there should be justification/valid reason for it.
2.	All departmental enquiries	Within 3 months.
3.	Investigation of cases registered under IPC	Investigation must be completed within minimum reasonable time. In a case where the accused has been arrested and is in judicial custody, the investigation has to be completed within a period of 60 or 90 days from the date of arrest of the accused depending upon the nature of crime and must be sent to court within such time period, failing which the accused shall be entitled for release on bail.
4.	Passport verifications	After receipt of an application for passport verification in Passport Section, it is sent to the concerned Police Station within 3 days from where it is to be sent back to the Passport Branch within a week's time. Thereafter, it is sent to the RPO office within 3-4 days. It means that a passport verification case is sent back to the RPO office within a period of two week's time.
5.	Enquiries or investigation ordered by the courts in different cases	As per time limit fixed by the courts in such cases.
6.	All other misc. correspondence such as permission for processions, use of loudspeaker, service verifications, arms license cases, application for extension of visa, registration of marriages etc.	All such cases are cleared within a period of 3-4 days.