



**GOVERNMENT OF THE PUNJAB
POLICE DEPARTMENT**

Dated: 05/03/2018.

STANDING ORDER NO. 03 OF 2018

Subject: **DISTRIBUTION OF WORK AT THE CENTRAL POLICE OFFICE (ALL STAFF OFFICERS & HEAD OF ATTACHED UNITS)**

The Provincial Police Officer (PPO/IGP) as the Head of the Punjab Police is also ex-officio Secretary to the Provincial Government and exercises administrative and financial powers as envisaged under Police Order 2002. All officers under his command assist him in the performance of his duties admissible under the law. At the Central Police Office (CPO), several staff officers and Heads of attached Police Units who deal with various functions and assigned responsibilities assist the PPO/IGP. Such entrustments are aimed at efficient & effective internal administration and better public service delivery. It is further expedient to firm up and streamline the distribution of work amongst various offices to achieve the following objectives:

- a. Ensuring efficient & effective public service delivery
- b. Strategic planning and management by objectives
- c. Organizational development and innovation
- d. Institutional and collaborative decision making
- e. Empowerment and accountability
- f. Expeditious and timely disposal of business
- g. Bottom-up management for initiatives
- h. Development & implementation of professional standards

2. All the constituent Branches/Units dealing with various functions, and having certain common functions, are hereby placed under the supervision of Additional IGPs/DIGs. They shall be responsible for the supervision of work under their purview. Irrespective of their purview and to achieve the above objectives, they shall perform the following generic functions:

- i. Formulation of policies with the approval of PPO/IGP for expeditious disposal of official business. The routine business shall be disposed off in accordance with the said policies. However, in special cases/new initiatives where policies are either silent or further deliberations are required; the same may be submitted/discussed with the PPO/IGP. Necessary inputs may be sought and meetings convened with other Branches and functional Units for broad based and participative decision-making.
- ii. Supervision for expeditious disposal of official business. A mechanism to monitor the pending cases and piled up files may be internally developed to clear the desk as early as possible.
- iii. Welfare and facilitation of officers/officials to ensure better administration and public service delivery.
- iv. Strict application of rules, regulations, SOPs, Standing Orders and instructions. Formulation/amendments of such instruments may be carried out to ensure merit, transparency and rule-based functional administration.
- v. Judgments of superior courts and expected litigations may be taken into account to ensure smooth official functioning.
- vi. Media activism and likely public perceptions may also be envisaged for developing response plan.
- vii. Bottom-up management style may be followed i.e. to keep the PPO/IGP informed about upcoming issues, challenges, plans, solutions and capacity building initiatives for soliciting approvals and system's development.
- viii. Preparation and keeping handy PowerPoint presentations on matters under purview/new initiatives for the consideration of competent authorities at short notice.
- ix. Development of performance evaluation systems for ensuring efficient and effective administration.
- x. Preparation of monthly performance reports for the perusal of PPO/IGP on 7th of each month.
- xi. Development of IT-based prospective plans to make their offices paperless and ensuring swift storage and retrieval of information.

3. The Organogram/Command Structure of the CPO is given at **Annex-A.**

The work distribution amongst the officers is given as under:

ESTABLISHMENT BRANCH

The Establishment Branch is mainly responsible for formulating and implementing policy guidelines, rules, and procedures on all the service matters such as recruitment, promotion, transfer (Inter-Units Inter-Regional / Inter-Provincial), and deputation etc. of all the junior ranks (Inspector & below) and the ministerial staff (BPS-17&below). Career planning of junior rank police officers is one of the most important tasks of the Branch. Similarly, Human Resource Management (HRM) at the Regional & District level, computerization of the human resource and formulation of HR database at the CPO level are also the essential responsibilities of the branch. The Branch also deals with the disciplinary matters of ministerial / specialized staff, up to BPS-14. The matters related to the security and administration of the CPO also fall under the purview of this Branch; all the ceremonies, parades, events, official functions, and visits are also coordinated and arranged for, by this Branch. The work distribution amongst the officers posted at the Establishment Branch CPO is given as under.

1. Addl. IGP Establishment, Punjab

Addl. IGP Establishment, Punjab shall be responsible for:

- i. Human Resource Management and policy making in case of junior ranks in Punjab Police.
- ii. Supervision of DIG Establishment-I, DIG Establishment-II and AIG Admin & Security.
- iii. Secretariat work of Police Executive Board.
- iv. Secretariat work of Policy Consultative Committee (PCC).
- v. Transfer/Posting (Inter-units/Inter-Regional/Inter-provincial) of Executive Staff (upto BS-16), Ministerial Staff (upto BS-17) and Specialized staff (up to BS-17) as per policy and instructions. In case of Ministerial/Specialized Staff of BS-17 with the prior approval of PPO/IGP.
- vi. Deputations of Executive and Ministerial Staff as per policy and instructions.
- vii. Recruitment matters as admissible under rules.
- viii. Finalization of cases for Admission to Promotion List 'F'/equivalent lists.
- ix. Finalization of cases for promotion to the rank of Inspector, Office Superintendents and equivalent ranks.
- x. Finalization of cases for ministerial staff and specialized cadres for promotion up to BS-17 with the approval of PPO/IGP.
- xi. Deciding service matters/representations of Inspectors.

- xii. Deciding service matters/representations of ministerial and specialized staff up to BS-16 (BS-17 with the approval of PPO/IGP).
- xiii. Finalization of the cases for confirmation of Inspectors as per rules.
- xiv. Notifications / maintenance of seniority list of Inspectors/equivalent ranks.
- xv. Notifications / maintenance of seniority lists of ministerial and specialized staff.
- xvi. Nominations of Inspectors for Advance Class and equivalent Courses.
- xvii. Looking after the routine work of the office of PPO/IGP in case of his being out station/on leave.
- xviii. Revision/Appellate matters of Inspectors/Senior Traffic Wardens from police regions including District Elite Group as per rules.
- xix. Revision/Appellate matters of Ministerial/Specialized Staff as per rules.
- xx. Acting as Chairman of the Departmental Promotion Committee (DPC) for promotion from the rank of Inspector to DSP, Ministerial and Specialized Staff from BS-16 to BS-17 and member of Departmental Promotion Board (DPB) for promotion from BS-17 to BS-18.
- xxi. Any other matter assigned by the PPO/IGP.

1.1 DIG Establishment-I

DIG Establishment-I shall be responsible for:

- i. Management of CPO's Establishment Sections I & II
- ii. Formulation and implementation of career planning policy for SIs/ASIs/Equivalent Executive Ranks (EERs).
- iii. Matters related to recruitment/promotion of SIs/ASIs/Traffic Wardens and EERs through Punjab Public Service Commission as per rules.
- iv. Transfer/postings (Inter-units/Inter-Regional/Inter-provincial) of SIs/ASIs and EERs as per policy and instructions.
- v. Preparation of cases for admission to Promotion List "F" or equivalent lists.
- vi. Preparation of cases for promotion to the rank of Inspectors/EERs.
- vii. Preparation of cases for the confirmation of Inspectors/EERs.
- viii. Preparation of cases for the finalization of service matters/representations of Inspectors by the Addl. IGP, Establishment.
- ix. Preparation of seniority lists of Inspectors/EERs as per rules.
- x. Preparation of cases of appeals/revision petitions from Inspectors/EERs for the competent authority.

- xi. Matters related to Service Tribunal/Court Cases of SIs/ASIs/EERs in coordination with Legal Branch.
- xii. Selection/nomination of Inspectors for advance/equivalent course with the approval of competent authority.
- xiii. Preparation of cases of pay attachment of Inspectors.
- xiv. Formulation of Code of Conduct and Protocols for better human resource management at the regional and district levels.
- xv. Study of officers-men ratio in Punjab Police for accountable and responsive policing as required from time to time.
- xvi. Computerization and maintenance of record and seniority lists.
- xvii. Development and maintenance of databases for matters under purview.
- xviii. Research and analysis of superior courts/services tribunal's judgments in service matters including seniority and promotions.
- xix. Formulation/revision of rules concerning service matters including seniority and promotions for merit-based processes and systems.
- xx. Secretary to the Police Department Promotion Committee for Promotion from BS-16 to BS-17 and member of Departmental Promotion Board for promotion from BS-17 to BS-18.
- xxi. Assistance to the Addl. IGP Establishment in the matters under purview.
- xxii. Assistance to PPO/IGP and Addl. IGP Establishment in revision/appellate matters of SIs/ASIs/Traffic Wardens/EERs as per rules.
- xxiii. Any other matter assigned by the Addl. IGP Establishment, PPO/IGP.

1.2 DIG Establishment-II

DIG Establishment-II shall be responsible for:

- i. Supervision of AIG Admin & Security and Establishment-III Section.
- ii. Formulation and implementation of policy on career planning of Head Constables and Constables (HCs/Cs) and equivalent ranks (EERs).
- iii. Assistance to IGP/Addl. IGP Establishment in revision/appellate matters of HCs/Cs/EERs.
- iv. Formulation and implementation of recruitment, inter-

- unit/agency rotation and transfer policy for HCs/Cs/EERs.
- v. Monitoring the 'Gender Balance' Policy of the Department.
 - vi. Formulation and review of criteria for selection/recruitment to CTD, Special Branch, P.C, Telecommunication, Traffic, Elite, Highway Patrol etc. in consultation with the concerned units.
 - vii. Inspection of the recruitment process and ensuring its credibility.
 - viii. Development of a database of officers recruited on family claim basis and monitoring of their career progression.
 - ix. Calculation and distribution of Police strength under Police Rules and emerging policing scenarios and problems.
 - x. Establishment and service matters of HCs/Cs/EERs.
 - xi. Management of Specialised Police cadres.
 - xii. Transfer/postings/deputation/inter-provincial postings of HCs/Cs/EERs.
 - xiii. Recruitment on Shaheed/family claim/sports policy basis.
 - xiv. Matters related to Punjab Service Tribunal/court cases of HCs/Cs/EERs in coordination with Legal Branch.
 - xv. Assistance to Addl. IGP Establishment in the supervision of AIG Admin & Security.
 - xvi. Assistance to IGP/PPO and Addl. IGP Establishment in policy making in the matters related to ministerial/specialized staff.
 - xvii. Finalization of all the administrative matters concerning ministerial/ specialized staff up to BS-14 as per rules and policy.
 - xviii. Assistance to IGP/PPO and Addl. IGP Establishment in Revision/Appellate matters of staff up to BS-14.
 - xix. Assistance to IGP/PPO and Addl. IGP Establishment in all administrative/disciplinary matters concerning ministerial/ specialized staff above BS-14.
 - xxiv. Formulation/revision of rules concerning service matters including seniority and promotions for transparent and merit-based processes for HCs/Cs/EERs/ministerial/specialized staff.
 - xxv. Development and maintenance of databases for matters under purview.
 - xxvi. Research and analysis of superior courts/services tribunal's judgments in service matters including seniority and promotions.
 - xxvii. Any other matter assigned by Addl. IGP Establishment and PPO/IGP.

1.3 AIG Admin. & Security

AIG Administration & Security shall be responsible for:

- i. The Supervision of Administration and Receipt & Issue (R&I) Branches.
- ii. The security of CPO as Chief Security Officer.
- iii. The discipline, administration, security, welfare, of staff deployed at CPO Complex.
- iv. Exercising disciplinary powers (like DPO) for staff posted against CPO strength.
- v. Issuance of orders for transfer/postings of executive staff against sanctioned posts of CPO.
- vi. Inspection of CPO Complex for ensuring standards of cleanliness and its up keep through supervision of menial and other staff.
- vii. Recruitment of various ranks of ministerial/specialized staff at provincial level/CPO cadre as per policy and rules.
- viii. Transfer/Postings of ministerial and menial staff for CPO Cadre up to Sr. Clerk.
- ix. Preparation of proposals for transfer/postings of ministerial/specialized staff for approval of DIG Establishment-II and Addl. IGP Establishment and PPO/IGP as per policy.
- x. Preparation and Maintenance of Seniority lists of Ministerial/specialized Staff under the rules.
- xi. Preparation/initiation of disciplinary cases of the approval of competent authorities.
- xii. Preparation/initiation of promotions/appeals/representations and writ petitions filed in the Punjab Service Tribunal/High Court for the approval of competent authorities.
- xiii. Circulation of Cabinet decisions.
- xiv. NOCs for passports to all ministerial/specialized staff as per rules and policy.
- xv. Sanctions for Airport Entry Pass.
- xvi. Maintenance of Service Books of Ministerial Staff/EERs.
- xvii. Assistance to Addl. IGP Establishment in conducting the Orderly Rooms and preparations made for the purpose thereof.
- xviii. Any other duties and functions assigned by Addl. IGP Establishment and PPO/IGP.

OPERATIONS BRANCH

Operations Branch supervises all the policing operations (normal/specialized) throughout the province, situations of public order, crime control, public security and security of VVIPs and Foreigners etc. Operations Branch is responsible for coordination with the Ministry of Interior, Home Department Punjab, Judiciary, the Specialized Police Units, Intelligence Agencies and all other Government departments, concerning police operational matters. It keeps close liaison with the police field formations and transmits important instructions and policy guidelines of the higher authorities regarding day-to-day policing and special police campaigns. Ops Branch is a watchdog that keeps a close eye on the periodic performance of the RPOs / DPOs / SDPOs. It also maintains close liaison with the electronic media and keeps check on the police related news. Public Relations and media engagement on behalf of the Punjab Police Department has emerged as one of the important functions of the Branch. The work distribution amongst the officers posted at Operation Branch CPO is given as under.

2. Additional IGP Operations

Addl. IGP Operations shall be responsible for:

- i. Supervision of province-wide policing operations; maintenance of public order, crime control, specialist operations, public security, delivery of public services for ensuring secure, peaceful and business friendly environment; taking all necessary steps for enforcing the law and establishing the public order; monitoring the public order and crime control efforts on continuous basis for effective policy and professional prescriptions; gauging public perceptions about provision of policing services from time to time through field reports, surveys, media reports' analysis for policy adjustments and operational response.
- ii. Supervision of DIsG Operations, Special Protection Unit, respective AIsG and DPR.
- iii. Co-ordination and co-operation with Ministry of Interior, Punjab Home Department, Prosecution Department, Judiciary, Police field formations, specialized Police Units, Intelligence agencies, Defense authorities, Punjab Rangers, Border Military Police, other provincial police departments, Divisional & District administrations of various federal and provincial departments & agencies in the interest of smooth governance in public interest; ensuring necessary protection and assistance for all these agencies in public interest, and representing the IGP/PPO in co-ordination meetings on need basis.
- iv. Supervision of policing functions with due care and caution where foreign relations are involved i.e. security of pilgrims & pilgrimages, foreigners' security & movement, registration of aliens, deportations

- and extraditions etc.
- v. Periodic Performance Evaluation of RPOs/DPOs/SDPOs.
 - vi. Analysis and assessment of DO letters, crime data, public order issues and inspection reports etc. for the attention of the IGP/PPO.
 - vii. Revision / appellate matters of officers working in the Operations Branch, SPU and SEG.
 - viii. Any other matter assigned by the IGP/PPO.

2.1 DIG Operations

DIG Operations shall be responsible for:

- i. Security management and professional guidance to police regions and districts for smooth operation of major security events like Muharram, Independence Day, Ramazan, Eids, major political/religious gatherings, national/international sports events etc.
- ii. Preparation of master security plans for mega events under the policy guidelines for guidance and implementation by the field units.
- iii. Finalization of research proposals for the R&D/special/investigation branches and CTD etc. for studies, research, analysis and remedial measures for improvement in policing systems and policing functions.
- iv. Evaluation and assessment of Judicial Enquiries and Committee Reports for professional implications and standardization of police practical work through issuance of SOPs, training and monitoring.
- v. Development of expeditious, credible and error free system of police verifications in relation to government jobs and other requirements.
- vi. Development and implementation of credible system of institutional verifications and inspections of private security agencies, arms dealers, petrol stations etc. with or without co-ordination with other government departments and agencies as per the law.
- vii. Matters related to Non-Governmental Organizations (NGOs) and their activities keeping in view current security environment.
- viii. Matters related to policing of inter-provincial borders and security framework thereof.
- ix. Matters related to deployment of armed forces and civil armed forces in aid of civil power.
- x. Supervision and assessment of model police stations project,

- development of SOPs and related monitoring system.
- xi. Any other task assigned by the Addl. IGP Operations, PPO/IGP.

2.1.1 AIG Operations

AIG Operations shall be responsible for:

- i. Collection of information/facts on major, sensational and special report cases/crime and public order situations from districts and regions along with police response/action taken for the perusal of IGP/PPO and other authorities.
- ii. Transmission of the operational orders of the IGP/PPO to the concerned Regions and Districts and obtaining progress & follow up.
- iii. Liaison with other Police Units for cross-checks of information provided by field formations for assessing police efficiency and effectiveness in handling a particular situation or trend.
- iv. Coordination with all the police agencies e.g. Special Branch and Counter Terrorism Department involved in crime control, public order management and provision of security for information exchange and reports.
- v. Correspondence regarding security, public order and crime between the CPO and other Government Departments and agencies.
- vi. Receipt of all crime data/other data and diaries for preparation of reports for the perusal of PPO/IGP and other authorities.
- vii. Coordination of matters related to preventive detention with special reference to public order and crime control.
- viii. Dealing with the matters related to foreigners security and movement.
- ix. Collecting and compiling daily Public order situation reports received from Special Branch and Intelligence Bureau.
- x. Coordinating deployment/movement of Punjab Constabulary as per security requirements under policy and instructions.
- xi. Issuance & dispatch of instructions and policy guidelines to districts, regions and other units regarding matters under purview.
- xii. Collection of data and assessment of special crime

- control campaigns initiated as per government policies.
- xiii. Preparation of Morning Report for the IGP/PPO and Addl. IGP Operations/DIG Operations about the operational working of the police every day.
 - xiv. Preparation of reports regarding the crime matters highlighted by the electronic and print media through assessment and analysis of press clippings as indicated by the Director Public Relations for the perusal of IGP/PPO and Addl. IGP Operations/DIG Operations.
 - xv. Matters related to Pakistani nationals involved in activities inside Afghanistan.
 - xvi. Supervision of the functions of SP Control Room.
 - xvii. Any other duties and functions assigned by the IGP/PPO, Addl. IGP Operations/DIG Operations.

2.1.1.1 SP Control Room

SP Control Room shall be responsible for:

- i. Communication of information/developments/ incident reports to all concerned about the heinous offences/ public order situations received from the field units.
- ii. Communication of directions of the competent authority to the field units.
- iii. Surveillance of electronic media for reports/news against police for the perusal and corrective action.
- iv. Use of SMSs, emails and telephones for expeditious transmission of information and orders.
- v. Collection and maintenance of database of cell/home/official contact numbers and emails of all officers in the province for expeditious contact and dissemination of information. Assistance to all the branches in this regard.
- vi. Collection and maintenance of database of contact numbers of all the departments and agencies who usually come in contact during police operations and response.
- vii. Any other job assigned by the Addl.IGP/DIG/AIG Operations.

2.2 DIG Special Protection Unit (SPU)

DIG Special Protection Unit shall be responsible for:

- i. Management, supervision and evaluation of the functions of Special Protection Unit (SPU) deployed at various sites in Punjab.
- ii. Deployment of SPU personnel where foreign workers/engineers/supervisors are working on various projects in Punjab.
- iii. Development and operation of periodic training programmes for SPU personnel deployed at various sites/districts in Punjab.
- iv. Field visits and inspections for ensuring proper working of SPU personnel as per SOPs and threat perceptions.
- v. Development of Key Performance Indicators (KPIs) for proper documentation and performance assessment of SPU personnel.
- vi. Coordination with district police for meeting emergency or untoward incidents.
- vii. Co-ordination with private sector hosting Chinese and other foreigners for security advice and arrangements.
- viii. Maintenance of Database of foreigners working on projects.
- ix. Development of Standard Operating Procedures (SOPs) for each function to be performed by Special Protection Unit (SPU).
- x. Security review and audit under specific threat perceptions in this regard.
- xi. Welfare and well-being of the SPU personnel.
- xii. Awarding punishments/hearing appeals as authority under the rules.
- xiii. Any other task(s) entrusted by IGP/PPO and Addl. IGP Operations.

2.3 Director Public Relations (DPR)

Director Public Relations (DPR) shall be responsible for:

- i. Development of Police-Media Cooperation Policy.
- ii. Co-ordination and guidance to police units/formations for media relations and co-operations.
- iii. Image building of the police department in electronic and print media through all possible steps.
- iv. Projection of good work done by the police in electronic and print media.
- v. Highlighting the problems of police in media to generate positive public opinion and perception.

- vi. Monitoring of electronic and print media for issuance of denials and clarifications for accurate reporting and public relations.
- vii. Preparation of daily press clippings for the perusal of IGP/PPO, Addl. IGP Operations and other relevant officers for gauging effects upon public opinion and modulation of appropriate response.
- viii. Liaison with police officers and Public Relations Officers in Punjab for first hand confirmation/denials or ascertainment of facts in the interest of public and police department.
- ix. Liaison with journalists and press people for appropriate and correct coverage of police related facts, stories and professional/organisational developments to keep the public informed.
- x. Management of article writing about police problems, issues and other functional/professional aspects.
- xi. Issuance of press releases and hand-outs on behalf of IGP/PPO for public information and media coverage in public interest.
- xii. Any other task assigned by the IGP/PPO and Addl. IGP Operations.

WELFARE & FINANCE BRANCH

Welfare & Finance Branch is responsible for financial management, development of infrastructure and welfare of the force for the Punjab Police. Preparation of annual police budget, its distribution amongst the police units and supervision of utilization of all funds at the unit level are prime responsibilities of the Welfare & Finance Branch. Maintenance of high standard of transparency in utilization of funds at all levels through periodic internal audits and other regulatory mechanisms is one of the most important objectives of the Welfare & Finance Branch. In addition, it also deals with Technical evaluation of samples deposited by the bidders/firms, coordinating with various testing laboratories and generating evaluation report on the quality of samples keeping in view the required specs.

Welfare & Finance Branch is also responsible to obtain approval of the CM in all the concerning financial matters. It also prepares and supervises the annual development schemes of Punjab Police, looks after the maintenance and upkeep of police buildings and infrastructure. Looking after police welfare and efficient maintenance and utilization of police welfare fund is also one of essential tasks in hand with Welfare & Finance Branch. It ensures that all the police officers and their families in need of financial assistance, and the families of Shuhada are properly looked after. The administration of the Police Qaumi Razakaar (PQR) is also vested in the

office of the Welfare & Finance.

The work distribution amongst the officers posted at Welfare & Finance Branches CPO is given as under.

3. Additional IGP, Welfare & Finance

Additional IGP Welfare & Finance shall be responsible for:

- i. Supervision of DIG Welfare, DIG Technical Procurement, AIG Finance and AIG Development.
- ii. Initiating summaries for the approval of the Chief Minister concerning all financial and allied matters of the Punjab Police.
- iii. Representing Punjab Police on all PAC meetings and ensuring settlement of audit paras within the framework of law, rules and regulations.
- iv. Over-seeing, coordination and supervision of the work of Director Audit through AIG Finance.
- v. Supervising issues related to the Provincial/National Assembly and the Senate for matters under purview.
- vi. Over-seeing and coordination of all activities related to Punjab Police Welfare Fund as per welfare policy and emergent requirements.
- vii. Management of PQRs.
- viii. Management and utilization of Welfare Funds, loans/Investments/ Business Enterprises/ Police Public Schools.
- ix. Initiating and finalizing all "Shuhada Cases".
- x. Dealing with Revision/Appeal cases as authority under the rules.
- xi. Any other matter assigned by the IGP/PPO.

3.1 DIG Welfare

DIG Welfare shall be responsible for:

- i. Management/disbursement of maintenance allowance.
- ii. Disbursement of immediate relief and funeral charges.
- iii. Disbursement of dowry charges.
- iv. Disbursement of educational scholarships.
- v. Disbursement of one month's salary on retirement.
- vi. Management of Welfare Fund loans.
- vii. Preparation of schemes for welfare of the Punjab Police personnel.
- viii. Implementation of the welfare schemes approved by the competent authority as per policy.
- ix. Meetings and deliberations regarding welfare of Police and

- management of Welfare Funds.
- x. Monitoring the activities of Shuhada Cell.
 - xi. Preparation of progress report for submission to the competent authority.
 - xii. Management, allocation and placement of funds for Investment/business enterprises i.e. petrol pumps, shops, plazas, canteen, dispensaries, regimental store, gymnasiums, bands, riding schools, fish farms, honey farms, dairy farms, etc. to generate funds at the districts/units/regional levels.
 - xiii. Matters related to Police Public Schools.
 - xiv. Maintenance of revolving funds for flexible operations.
 - xv. Administration of all matters pertaining to the PQRs.
 - xvi. Maintenance of welfare / benevolent and regimental funds.
 - xvii. Awarding punishments/hearing appeals as authority under the rules.
 - xviii. Any other duties and functions assigned by the Addl. IGP, W&F and PPO/IGP.

3.2 DIG Technical Procurement (Senior Technical Officer)

DIG Technical (STO) shall be responsible for:

- i. Evaluation and prequalification of firms.
- ii. Receipt of samples of the goods tendered for purchase.
- iii. Technical Evaluation/Analysis and acceptance/rejection of samples (with recommendation) as per approved specifications and financial evaluation of firms submitting those samples.
- iv. Being convenor of technical committee for developing and providing input/recommendations on technical specifications of proposed purchase of new items keeping in view the emerging demands of various units of Punjab Police.
- v. Developing, implementing and ensuring a transparent mechanism for receipt, storage, transportation of samples deposited by the firms.
- vi. Liaising with independent testing labs for timely receipt of reports on the samples sent for analysis.
- vii. Issuing report of samples to DIG Logistics & Procurement.
- viii. Managing the safe custody of samples deposited by the participating firms at dedicated store at Qurban Lines.
- ix. Any other duties and functions assigned by the Addl: IGP, W&F and PPO/IGP.

3.3 AIG Finance

AIG Finance shall be responsible for:

- i. Preparation of budget estimates/SNEs (continuing and new posts).
- ii. Preparation of supplementary budget/grants.
- iii. Preparation of list of Excesses and Surrenders.
- iv. Allocations and re-appropriation of funds.
- v. Allocation of foreign exchange.
- vi. Preparation of proposals for revision of pay scales including special pay and allowances.
- vii. All account matters as per professional standards.
- viii. All proposals regarding sanctions and expenditures.
- ix. Delegation of Financial Powers as and when required.
- x. Pension/Family pension cases of all Police employees.
- xi. Final drawl of G.P. Fund.
- xii. Sanctions of medical charges.
- xiii. Group Insurance.
- xiv. Writing off of recovery cases.
- xv. Recovery on account of overpayment of salaries and T.A. bills.
- xvi. Reconciliation of expenditures with AG/DAO offices.
- xvii. Processing cases pertaining to Public Accounts Committee (appropriation of accounts of Provincial Police Budget).
- xviii. Checking of internal/external audit reports of all units of Punjab.
- xix. Finalization of internal/external audit reports and fixation of responsibility as per rules.
- xx. Dealing with Departmental Accounts Committee.
- xxi. Administration of T.A. Rules / Instructions.
- xxii. Ex-post facto sanction to regularize the irregular expenditure incurred on contingency.
- xxiii. Cases for revision/re-organization of Police Strength as determined from time to time.
- xxiv. Revision of pay scales including special pay & allowances.
- xxv. Cases for creation of supernumerary posts of all ranks.
- xxvi. Recovery of cost of Police Guard, deployed on behalf of Federal Govt.
- xxvii. Preparation of cases/summaries for Chief Minister in co-ordination with other organs of police for additional finances.
- xxviii. Any other duties and functions assigned by the Addl. IGP, W&F and PPO/IGP.

3.4 AIG Development

AIG Development shall be responsible for:

- i. Preparation of Annual Development Plans of the Punjab Police Department.
- ii. Monitoring of the efficient utilization of funds and physical progress of ADP Schemes on monthly basis.
- iii. Processing and vetting of PC-Is / PC-IIs of all Police Schemes.
- iv. Selection of consultants for development schemes as per rules.
- v. Establishment of new Police Stations / Police Posts, including changes in territorial jurisdiction / limits of Police Stations / Police Posts.
- vi. Allotment of official residences from CPO Pool.
- vii. Initiating proposals for allocation of offices in CPO Complex for approval of the Addl. IGP, W&F and PPO/IGP.
- viii. Maintenance & repair of the Police buildings including CPO complex.
- ix. Management including acquisition and transfers of lands for Punjab Police.
- x. Estate management and maintenance of relevant data.
- xi. Holding meetings of Departmental Development Sub Committee (DDSC) and issuance of Administrative Approval (AA).
- xii. Recommend re-appropriation of funds from one approved scheme to another.
- xiii. Acceptance of funds surrendered by the C&W Department through 1st and 2nd lists of Excesses and Surrenders and communication thereof to the Finance/P&D Department.
- xiv. Monitoring the utilization of funds placed at the disposal of C&W Department for annual repair, fixed charges and special repair for police buildings.
- xv. Allocation of funds placed at the disposal of Punjab Police for the repair of Police buildings to the Districts/Units.
- xvi. Financial Sanction of minor repair works beyond the competency of RPOs.
- xvii. Record of evacuee property in the possession of Police Department.
- xviii. Preparation/maintenance of standardized site plan/map of Police buildings.
- xix. Surprise/scheduled inspection of development schemes.

- xx. Any other duties and functions assigned by Addl: IGP/W&F and PPO/IGP.

LOGISTICS & PROCUREMENT BRANCH

Logistics & Procurement Branch is responsible for planning and management of purchase of transport, machinery & equipment, uniform & liveries, furniture & fixtures, arms & ammunition, bed & boxes and other stores required by the Punjab Police. It deals with preparation/standardization of specifications of logistics & stores to be purchased for the department. It is also responsible for finalizing all contracts for purchases/acquisition of logistic items, goods and services. It also regulates police uniform rules, and carries out inspection and distribution of police stores amongst the units and field formations. It also keeps record of stocks/inventory and management of miscellaneous and ordnance stores. The smooth functioning of Police Wireless system and Motor Transport system throughout the province is also the ambit of this branch.

The work distribution amongst the officers posted at L&P Branch CPO is given as under.

4. Additional IGP, Logistics & Procurement

Additional IGP Logistics & Procurement shall be responsible to:

- i. Supervise the working of DIG Logistics & Procurement, DIG Telecommunication, AIG Logistics & AIG Procurement, SSP Telecommunications, SSP Motor Transport and Sr. Procurement Specialist (Specialized Procurement Cell).
- ii. Act as 'Senior Purchase Officer' on behalf of the PPO/Chief Purchase Officer to call tenders for purchase and act as signing authority for all contracts relating to Central Purchases of the Police Department.
- iii. Supervise the collection and collation of logistical requirements from units; rationalization of demands and compilation of Annual Purchase Plan.
- iv. Act as constituent authority of various committees on behalf of PPO/Chief Purchase Officer.
- v. Develop policy guidelines regarding clothing and equipment.
- vi. Initiate summaries for the approval of the Chief Minister concerning matters related to central purchase items and allied matters of the Punjab Police.
- vii. Over-see, coordinate and supervise the work of Specialized Procurement Cell headed by Sr. Procurement Specialist.

- viii. Release bank guarantees/performance guarantees/call deposits after the completion of contractual obligations, as submitted by AIG Procurement.
- ix. Decide/impose appropriate damages/penalties on vendors in case of non-fulfilment of contractual obligations.
- x. Deal with cases of blacklisting of firms who fail to comply with the contractual obligations.
- xi. Act as referring authority of contested cases to Arbitration and Grievance Redressal Committees.
- xii. Perform other responsibility/task assigned by the IGP/PPO.

4.1 DIG, Logistics & Procurement

DIG Logistics & Procurement shall be responsible to:

- i. Supervise the working of AIG Logistics, AIG Procurement and Senior Procurement Specialist.
- ii. Ensure coordination with field units for compilation of demands for compilation of Annual Purchase Plan.
- iii. Identify and collate requirements for new equipment to be purchased by Punjab Police.
- iv. Coordinate with DIG Technical (STO) for timely submission of technical and other reports required for procurement.
- v. Formulate and develop/update the specs for goods to be purchased by Punjab Police.
- vi. Develop policies to broaden the vendor pool and dissemination of relevant information regarding procurement by Punjab Police.
- vii. Conduct research & development for future procurements as per the existing and anticipated requirements of Punjab Police.
- viii. Perform any other duties and functions assigned by the Addl: IGP L&P and PPO/IGP.

4.1.1 AIG Logistics

AIG Logistics shall be responsible for:

- i. Compilation of requirements from Units and formulation of Annual Purchase Plan.
- ii. Developing policy guidelines and relevant rules regarding uniform, clothing and equipment.
- iii. Formulating and amending uniform rules as per requirement.
- iv. Submitting indents for purchase of required items.

- v. Repair of office machinery & equipment, furniture & fixtures at Central Police Office.
- vi. Sanction and installation of official and residential telephones and maintenance of complete record of telephones of the Central Police Office.
- vii. Receipt of goods supplied by the vendor as per the contract.
- viii. Inspection of stores of Police Department.
- ix. Distribution of stores of Police Department to various units as per requirement.
- x. Managing, checking, supervising and keeping record of the stock/inventory held at miscellaneous store (at PTC Chung) and Ordnance Store (at PC Farooqabad).
- xi. Acting as Drawing and Disbursing Officer of CPO.
- xii. Liaising with AIG Finance for timely budgetary allocations.
- xiii. Supervision of Accountant CPO.
- xiv. Any other duties and functions assigned by the DIG L&P, Addl. IGP L&P and PPO/IGP.

4.1.2 AIG Procurement

AIG Procurement shall be responsible for:

- i. Purchase of all articles of uniform and equipment, furniture & fixture, machinery, arms & ammunition, teargas equipment and anti-riot equipment in accordance with rules and procedures.
- ii. Ensuring that the purchases are made as per PPRA 2014.
- iii. Ensuring the timely publishing of advertisement for procurement of goods.
- iv. Conducting prequalification of firms, if applicable.
- v. Compilation of data and submission of samples provided by the vendors to STO for technical evaluation and report thereof.
- vi. Opening of Technical and Financial bids in light of reports received from STO and as per PPRA 2014.
- vii. Placement of Purchase Orders, completion of contract documents and management and supervision of contractual obligations by vendors, after approval of Addl: IGP (L&P) and PPO/IGP.
- viii. Acting as member of Purchase Committee.
- ix. Granting extension in contracts, where applicable.
- x. Processing the release of bank guarantees/performance guarantees/call deposits after the completion of contractual

- obligations, after approval of Addl: IGP L&P.
- xi. Coordinating and liaising with internal branches for submission of reply of audit paras.
 - xii. Liaising, coordinating and providing all required record/information for conduct of annual/special audit by AGPR.
 - xiii. Any other duties and functions assigned by the DIG L&P, Addl: IGP L&P and PPO/IGP.

4.2. DIG Telecommunication & Transport

DIG Telecommunication & Transport shall be responsible for:

- i. Development and implementation of telecommunication policy of Punjab Police.
- ii. Matters related to the modernization/up-gradation of telecommunication and transportation infrastructure and resources.
- iii. Management of matters related to administration, finances, welfare, training, performance, evaluation and discipline of telecommunication and transport affairs of the Punjab Police.
- iv. Inspections of Police Transport, Telecommunications and PWTS Bahawalpur Establishment.
- v. Supervision of Flood warning system and provision of wireless communication support to Flood Relief and Warning System.
- vi. Dealing with promotion cases from the rank of Head Constables to ASI and ASI to SI in Tele, Transport and PWTS.
- vii. Dealing with disciplinary cases against inspectors serving in Tele, Transport and PWTS.
- viii. Overall administration and maintenance of buildings situated in Qurban Lines, Lahore.
- ix. Awarding punishments/hearing appeals as authority under the rules.
- x. Any other duties and functions assigned by the Addl. IGP, PPO/IGP.

4.2.1. SSP Telecommunication

SSP Telecommunication shall be responsible for:

- i. Administration, supervision, inspection and monitoring of the functions of Telecommunications Wing.
- ii. Welfare and Discipline of the personnel.
- iii. Assistance to DIG T&T on policy matters.
- iv. General control and supervision of Wireless

- Communication including E-mail and Flood Emergency Network of Punjab Police.
- v. Maintenance of wireless and email equipment.
 - vi. Preparation of indents of new wireless/email equipment and their distribution.
 - vii. Acting as Drawing and Disbursing Officer.
 - viii. Preparation of Annual Administration Report.
 - ix. Formulation of policy guidelines for training and departmental exams.
 - x. Transfer/posting of junior ranks (Constables to Inspectors).
 - xi. Disciplinary action against officers from the rank of Constable to SI.
 - xii. Dealing with promotion cases from the rank of Constables to Head Constables.
 - xiii. Any other duties assigned by the PPO/IGP, Addl: IGP/L&P, and DIG/T&T.

4.2.2. SSP Motor Transport

SSP Motor Transport shall be responsible for:

- i. Supervision, inspection and monitoring of the working of M.T Wing.
- ii. Forecasting future transport needs and resources required from time to time.
- iii. Assisting the DIG/T&T on MT matters.
- iv. Being Technical Officer to the DIG/T&T.
- v. Formulating policy guidelines for matters under purview.
- vi. Transfers/Postings of junior ranks.
- vii. Disciplinary action against officers from the rank of Constable to SI.
- viii. Acting as Drawing and Disbursing Officer of MT Wing.
- ix. Acting as Indenter for purchase of new vehicles and equipment.
- x. Maintenance and repair of transport of Punjab Police.
- xi. Preparation of Annual Administration Report.
- xii. Management of properties of Motor Transport.
- xiii. Promotion of Constable to Head Constable.
- xiv. Welfare and Discipline of the MT personnel.
- xv. Any other duties assigned by DIG/T&T, Addl. IGP/L&P and PPO/IGP.

TRAINING BRANCH

Training Branch deals with supervision of police training at various levels. It is responsible for formulation, implementation and monitoring of training policy, training needs assessment, development of training material and training tools, for enhancing police capacity and skills through various refresher & specialized courses and regular inspection of the training institutions to uphold high standard of training are some of the important responsibilities of the Training Branch. Enhancing training capacity of police training institutes, preparing and implementing annual training schedule and timely completion of training courses also fall within the purview of the Branch. Training Branch also coordinates with other training institutes & organizations, inland and abroad for training development and improvement.

The work distribution amongst the officers posted at Training Branch CPO is given as under.

5. Additional IGP Training

Additional IGP Training shall be responsible for:

- i. Supervision of DIG Training, Commandants of Police Colleges and Principals of Police Training Schools.
- ii. Strategic Planning for enhancing capacity and improving quality of training institutions.
- iii. Formulation and monitoring of implementation of training policy.
- iv. Acting as Chairman of TMB (Training Management Board).
- v. Annual Inspection of Colleges and Schools for training programmes evaluation.
- vi. Finalization of policy and proposals for selection of Officers for foreign and local training aimed at promotion and capacity building.
- vii. Organization of Training Courses / Seminars / Workshops.
- viii. Procurement of training aids, weapons and ammunition and other equipment for training Institutions.
- ix. Coordination with foreign training agencies for training development and improvement.
- x. Holding of Annual Training Conference for deliberations and improvement of standards.
- xi. Deciding cases of Revision/Appeals as authority under the rules.
- xii. Any other duties and functions assigned by the PPO/IGP.

5.1 DIG Training

DIG Training shall be responsible for:

- i. Providing assistance to Addl. IGP Training in formulation and

- implementation of Training Policy.
- ii. Acting as chairman of TDU (Training Development Unit).
 - iii. Annual Inspection of Police Training Colleges and Schools.
 - iv. Standardization of Training and methods and techniques of Instruction.
 - v. Coordination on policy matters between EPTS, Lahore & PWTS ~~WPTS~~, Bahawalpur, in consultation with Addl. IGP/Training.
 - vi. Organization of Training Courses/Seminars/Workshops.
 - vii. Planning & processing of basic and in-service promotion courses.
 - viii. Review of selection criteria for promotion courses to ensure uniformity at all Regional Levels.
 - ix. Preparation of Annual Training Plan/Schedule for PTIs.
 - x. Development and modernization of Syllabi of various basic, promotion & refresher courses in training Institutions and District Training Schools.
 - xi. Selection/Transfer/Posting of Police Personnel in PTIs with the approval of Addl. IGP/Training.
 - xii. Training of Trainers and assessment of their suitability.
 - xiii. Sanction of Earned and Ex-Pakistan Leave in respect of executive staff posted in PTIs with the approval of Addl. IGP/Training.
 - xiv. Analysis of course completion reports and annual training progress reports and preparation of consolidated annual training reports.
 - xv. Holding of Annual Training Conference.
 - xvi. Acting as Punishing/Appellate authority as per rules.
 - xvii. Any other duties and functions assigned by the Addl. IGP Training.

5.1.1. AIG Training

AIG Training shall be responsible for:

- i. Administration of Training Branch.
- ii. Monitoring Standardisation & Evaluation of Training.
- iii. Matters pertaining to procurement and issue of Training Aids, Welfare and Ammunition to Training Schools.
- iv. Research/Development of training related activities.
- v. Training Conferences/Seminars.
- vi. Training Visits (inland/abroad).
- vii. Training Directives/Policies.
- viii. Annual Training Reports.

- ix. Future Development Plans of Training Institutions.
- x. Regular Review of Job Analysis.
- xi. Compilation of Pamphlets on Courses covering all essential aspects and training films.
- xii. Issuance of Annual Course policy/schedule.
- xiii. Assessment/System/Review of Examination Policy.
- xiv. Publication of Results.
- xv. Any other function assigned by the Addl. IGP/ DIG Training.

SPECIAL BRANCH

Special Branch works as an intelligence agency of Police department, which tenders advice to the provincial government and the IGP on political, security and other administrative matters. It also carries out discrete enquiries and assessments of public office holders as required by the government. Special Branch also plays primary role in security clearance & vetting of individuals applying for different public offices or postings at responsible positions. Security surveys, search & sweep of places on occasion of important events and provision of technical assistance in VIP/VVIP security arrangements are some of the essential responsibilities of Special Branch. Special Branch also serves as the eyes and ears of the government, and keeps the government informed on the issues of governance, providing its assessment as to how the issues are being dealt with. It prepares daily situation reports (DSRs) to keep the government informed of the socio-political and criminal activities taking place in the Province. The Branch is also responsible for security clearance of the private security agencies and their qualification for government NOC, certifying whether/not they are compliant with the SOPs of the government.

The work distribution amongst the officers posted at Special Branch is given as under.

6. Additional IGP Special Branch

Addl. IGP Special Branch shall be responsible for:

- i. Overall administration, direction and performance of the special branch.
- ii. Supervision of DIG Political, DIG Security & Admin, DIG VVIP Security, Commandant, Police School of Information & Analysis and all Regional SSPs of Special Branch.
- iii. Advice to the Provincial Chief Executive, Cabinet and IGP and Home Secretary on political, security, public order and other administrative matters.
- iv. Acting as Member Provincial Selection Board – I for vetting and promotion of Provincial Officers of BS-18 and above.

- v. Conducting secret inquiries of officers and public office holders entrusted by Provincial Government.
- vi. Supervision, scrutiny, search & sweeping and technical assistance for VVIP and VIP security arrangements throughout Punjab.
- vii. Supervision, scrutiny, search & sweeping and technical assistance for security arrangements in Muharram and major Religious/Political/Public events.
- viii. Issuance of Daily Situation Report (DSR), Special Reports (SRs), Advance Information Reports and Expected Events.
- ix. Periodic security survey/audit of Key Points throughout Punjab.
- x. Coordination with other Intelligence Agencies like ISI, MI, IB and CTD.
- xi. Acting as Revision/Appellate authority under the rules.
- xii. Any other matter assigned by the PPO/IGP and Provincial Chief Executive.

6.1 DIG Political

DIG Political shall be responsible for:

- i. Supervision of SSP Intelligence, Director (R&R), all Regional SSPs and District officers of SB.
- ii. Preparation of briefs, secret reports, inquiry reports, information reports and suitability reports of government officers. Maintenance of low-down on important persons and government officers.
- iii. Review of daily press clippings and reports from Regions.
- iv. Representing Addl. IGP in different meetings and deliberations.
- v. Supervision of Headquarters Control Room and immediate transmission of information to Principal Secretaries to Governor and Chief Minister, Chief Secretary, PPO/IGP and Home Secretary, etc.
- vi. Supervision of the system of DSRs, SRs, Information Reports, Periodic Assessment Reports, wheat smuggling reports, Price Control Reports, Monitoring Reports of Masajid, loudspeakers, religious extremists and other periodic reports.
- vii. Updating the database/booklets on political, religious and sectarian issues. Maintenance of lists/booklets on Muharram, fire brand speakers, political parties, student groups, other interest groups/activists and their views/approaches/tilts on various important national issues.
- viii. Preparation of heinous crime reports for Chief Minister Secretariat.
- ix. Preparation of database/records regarding elections. Election briefs

for Chief Minister, PPO/IGP and other authorities.

- x. Preparation of records/booklets regarding religious/sectarian terrorists.
- xi. Monitoring of activities of political parties, student, labour and professional organizations etc.
- xii. Any other matter assigned by Addl. IGP Special Branch and PPO/IGP.

6.2 DIG Security & Admin

DIG Security & Admin shall be responsible for:

- i. Security responsibilities and administration of Special Branch.
- ii. Supervision of SSP Security, SSP Survey, SSP Technical, SSP Admin, and Principal Police Dog Breeding Centre and Training School.
- iii. Vetting and clearance of VIP functions, premises and invitees as envisaged in relevant instructions.
- iv. Inspection of key points and sensitive installations.
- v. Verification of the antecedents of fresh appointees and periodic vetting of government officers.
- vi. Verification for grant/extension of visa to foreigners/Indian nationals.
- vii. Supervision of in-service training of Special Branch's employees.
- viii. Acting as Punishing/Appellate authority under the rules.
- ix. Any other matter assigned by Addl. IGP, Special Branch & PPO/IGP.

6.3 DIG VVIP Security

DIG VVIP Security shall be responsible for:

- i. Acting as Head of special branch dedicated Punjab Police personnel responsible for VVIP security in Punjab.
- ii. Coordination on behalf of PPO/IGP, Additional IGP Special Branch with other agencies/departments/police in matters regarding security of VVIP as envisaged in the Blue Book.
- iii. Supervision of SSP VVIP Security Lahore and Rawalpindi.
- iv. Liaison with Director General (Security) to Prime Minister/President of Pakistan.
- v. Coordination with Regional superintendents of Police of Special Branch.
- vi. Reconnaissance of the area being visited by VVIP and coordination with all concerned in this regard.

- vii. Acting as Punishing/Appellate authority as per rules.
- viii. Any other matter assigned by Addl. IGP, Special Branch and IGP/PPO.

6.4 Commandant Police School of Information & Analysis (PSIA)

DIG/Commandant Police School of Intelligence shall be responsible for:

- i. Working as the administrative head of the school under the guidance of Special Branch, Headquarters.
- ii. Advising and supervising the training and various short term courses in consultation with the Principal, PSIA and after approval of Additional Inspector General of Police, Special Branch, Punjab.
- iii. Formulation and evaluation of course contents in line with the modern day requirements after due consideration and in consultation with the Principal, PSIA and after approval of Additional Inspector General of Police, Special Branch, Punjab.
- iv. Ensuring that training is carried out strictly according to the schedule.
- v. Modifying or adding modules to the syllabus for training programs after approval of Additional Inspector General of Police, Special Branch, Punjab.
- vi. Taking disciplinary action against delinquent officials as recommended by the Principal, PSIA. Moreover, in case of intelligence officers or operators for updating and informing Additional Inspector General of Police, Special Branch, Punjab directly or through the Principal, PSIA on any issue related to training and discipline, for his necessary action.
- vii. Coordinating with Training Branch Punjab on issues of mutual interest with the consent or endorsement of Special Branch, Headquarters.
- viii. Issuing or amending guidelines for training of intelligence officers or operators after consultation with Special Branch, Headquarters.
- ix. Any other duty assigned by Addl. IGP Special Branch and PPO/IGP.

INVESTIGATION BRANCH

Investigation Branch is the highest forum to monitor investigation of heinous cases, ATA cases or any special case on the direction of the PPO/IGP. The Branch carries out periodic statistical analysis of crime data for perusal of the PPO/IGP. The Investigation Branch is also responsible for preparation of proposal and carrying out research based crime analysis to improve the investigation skills and develop sophisticated investigation systems. It also coordinates with other agencies and departments, for capacity building and modernization of police investigation.

The work distribution amongst the officers posted at Investigation Branch CPO is given as under.

7. Additional IGP Investigation Branch

Addl. IGP Provincial Investigation Branch shall be responsible for:

- i. Supervision of DIGs Crimes, Investigation Monitoring, AIG Monitoring & Crime Analysis (M&CA) and all SSPs/SPs of Provincial Investigation Branch.
- ii. Implementation and monitoring of orders issued by the PPO/IGP and the Provincial Government on matters related to Provincial Investigation Branch.
- iii. Assistance to the PPO/IGP on matters related to Investigations.
- iv. Preparation of proposals/research/advice on policy matters related to development of sophisticated investigation systems, use of forensic aids, police-prosecution, co-operation, presentation of evidence in courts and emergent capacity requirements of investigators etc.
- v. Coordination and interactions with all other departments/agencies/institutions/field police units in matters related to the investigations and capacity building thereof.
- vi. Continuous development of investigation rules and SOPs.
- vii. Development of utilization rules and SOPs for cost of investigation.
- viii. Monitoring of under investigation & under trial ATA cases and their analysis for further policy adjustments and system development.
- ix. Approval of final reports in cases finalized by I.Os of Investigation Branch.
- x. Acting as Revision/Appellate authority as per rules.
- xi. Any other responsibility entrusted by the PPO/IGP.

7.1 DIG Crimes

DIG Crimes shall be responsible for:

- i. Monitoring the progress of under investigation cases of heinous offences.

- ii. Monitoring of under investigation and under trial ATA cases.
- iii. Development of strategic and analytical information on crime and criminals.
- iv. Statistical analysis of crime figures required for Assembly Business & Senate Questions.
- v. Correspondence on Crime Analysis and Crime Management.
- vi. Preparation of multimedia briefings.
- vii. Compliance of instructions issued by the Honourable Superior Courts and Minister for Law regarding the progress of ATA cases.
- viii. Supervision of AIG Crime Analysis as well as the following sections:-
 - a) ATA sections (under investigation and under trial)
 - b) Statistical Section
 - c) Monitoring Section
 - d) Criminals' Record Office (CRO)
 - e) Finger Print Bureau
 - f) Computer Section
- ix. Scrutiny of the role of Police Officers during the arrest of most wanted POs and distribution of head money.
- x. Acting as Punishing/Appellate authority as per rules.
- xi. Any other matter assigned by the IGP/Addl. Investigation Branch and PPO/IGP.

7.1.1. AIG Crime Analysis

AIG Crime Analysis shall be responsible for:

- i. Collection of crime statistics from across Punjab and generation of information, analysis of trends and assessment of crime situation.
- ii. Making recommendations for policy adjustments, oversight, investigations, coordination with judiciary/prosecution and other stakeholders.
- iii. Monitoring of under investigation/under trial ATA cases.
- iv. Monitoring of important/sensational/heinous cases.
- v. Development and implementation of online crime figures/statistical system.
- vi. Monitoring of arrests of POs/CAs and most wanted criminals listed in the Black Book.
- vii. Examination of the judgments of ATA cases and acquittal analysis for fixing the responsibility of I.Os and prosecutors etc.
- viii. Preparation of periodic Crime Analysis Reports (Fortnightly,

Monthly, Quarterly & Yearly) for policy and strategy adjustments.

ix. Any other duty assigned by IGP/Addl. IGP Punjab.

7.1.2. AIG Gender Crimes

AIG Gender Crimes shall be responsible for:

- i. Supervising the work of police officers posted at Violence Against Women Centers (VAWCs) in Punjab.
- ii. Conducting evaluation of the police officers at VAWC's.
- iii. Assisting in policy making for management of Violence Against Women (VAW) Crimes.
- iv. Evaluating the reasons for low reporting of VAW Crimes.
- v. Suggesting remedial measures to police officers and victims of VAW Crimes.
- vi. Collecting data of Violence Against Women Cases.
- vii. Supervising and monitoring prosecution of VAW cases in Punjab.
- viii. Submitting a report to the Chief Minister, Punjab twice a year through IGP/PPO Punjab on prosecution of VAW Crimes and performance of police officers posted at the VAWC.

7.2 DIG Investigation Monitoring

DIG Investigation Monitoring shall be responsible for:

- i. Acting as Head of Investigation Wing and supervision of investigations entrusted through 3rd change.
- ii. Acting as Head of Provincial Standing Board for 3rd change of Investigation.
- iii. Endorsing or otherwise of the final reports of cases investigated by the Investigation Branch for the approval of Addl. IGP/Investigation.
- iv. Recommendations to the concerned authorities for the action against IOs for faulty investigations.
- v. Acting as Punishing/Appellate authority as per rules.
- vi. Any other matter assigned by the Addl. IGP Investigation Branch and PPO/IGP.

COUNTER TERRORISM DEPARTMENT (CTD)

CTD is the prime unit of Police responsible for specialized operations against all types of terrorists and militants throughout the province. It collects, stores, collates and disseminates information on

terrorism, sectarianism & militancy. All the cases registered under ATA are investigated by the CTD. It works in close liaison with other sister intelligence agencies and police formations in sharing information and conducting joint operations regarding any type of terrorism and militancy.

The work distribution amongst the officers posted at CTD is given as under.

8. Additional IGP Counter Terrorism Department

As overall Head of Counter Terrorism Department, Addl. IGP CTD shall be responsible for:

- i. Supervision of the DIG/CTD, SSP/SP at HQ and Regional SSPs.
- ii. Administration, Man-management and supervision of all functions of CTD:
 - a. Collection, collation and dissemination of information on sectarianism, militancy and terrorism.
 - b. Monitoring of investigations & prosecution of terrorism cases.
 - c. De-radicalization & rehabilitation programmes.
 - d. Interrogation/interviews of terrorism accused and suspects.
- iii. Research & Analysis on issues related to terrorism/security & counter terrorism measures.
- iv. Advice to the government about the sectarian/ terrorism trends and counter terrorism strategies.
- v. Coordination and exchange of information with Intelligence Agencies.
- vi. Matters related to constitution, administration, operations and capacity building of Counter Terrorism Force.
- vii. Acting as Revision/Appellate authority as per rules.
- viii. Any other matter assigned by the IGP/PPO.

8.1 DIG C.T.D.

DIG CTD Punjab shall be responsible for:

- i. Acting as second in command to the Addl. IGP CTD.
- ii. Supervision and co-ordination of the working of all the SSPs/SPs at the CTD Headquarters.
- iii. Establishment matters as delegated by the Addl. IGP CTD.
- iv. Supervision of administration, welfare and performance evaluation functions.
- v. Supervision of recruitments for CTD as per rules.
- vi. Monitoring and Implementation of circular orders and instructions for adequate performance of the department and keeping the Addl. IGP informed of the state of affairs.
- vii. Development of Standard Operating Procedures for carrying out the functions of CTD.

- viii. Acting as Punishing/Appellate authority as per rules.
- ix. Any other duties assigned by the Addl. IGP CTD and PPO/IGP.

DISCIPLINE & INSPECTION BRANCH (D&I)

This branch aims at enhancing accountability and transparency of police operations and implementing professional standards to develop a culture of more professional, transparent, accountable, rule-based and law-compliant policing culture. It envisages a comprehensive system of departmental oversight and foolproof mechanism of internal checks and balances through a system of periodic inspections (formal, informal and surprise visits) at different levels by D&I officers; in addition to inspections carried out by usual supervisory tiers. In any given year, the D&I officers will be carrying out about eight hundred (800) formal inspections of various units/offices of Punjab Police, in accordance with the carefully designed inspections forms.

An objective system of performance evaluation of all the field units, allied divisions and branches of the Central Police Office (CPO) has also been introduced based on carefully developed key performance indicators (KPIs) to ensure efficiency and better service delivery. Its mandate also includes monitoring progress of disciplinary cases against police officers, and checking the quality of the punitive measures enforced against delinquent officers.

In addition, an electronically managed system of receiving and redressing public complaints has been designed, with feedback to and from each complainant at a personal level. The IGP's Complaints Office ensures that the complainants are kept informed of the progress on their complaints, and before disposal are informed of the outcome of their application, and their feedback is obtained. This provides easy access to all citizens to the office of the IGP through e-mail, SMS, telephone, fax, letter or a walk-in application.

Enquiries form an integral part of this system of oversight and accountability. D&I Branch has its regional offices in each of the ten (10) regions of Punjab, headed by an SsP (D & I). These officers act independent of the DPOs and RPOs, and report directly to the Office of the Inspector General. They enquire into allegations of high-handedness, institutional corruption, abuse of authority, and gross misconduct. Findings are reported to and appropriate orders are issued by the PPO/IGP in each case. Enquiries can be initiated upon information received from any public or private source.

The work distribution among the various officers of the D&I Branch is as follows.

9. Additional IGP Discipline & Inspection Branch

Additional IGP Discipline & Inspection(D&I) shall be responsible for:

- i. Supervision of DIG D&I, AIsG Inspection, Enquiries, Complaint, regional SPs D&I and SP D&I, Capital City District, Lahore.
- ii. Keeping the PPO/IGP, Punjab informed about the functions assigned to the D&I Branch as per the charter of duties.
- iii. Efficient and effective working of D&I Branch and its overall supervision.
- iv. Examining the reports prepared by officers of D&I Branch, seeking orders of PPO/IGP and passing on the same to field units/branches for compliance.
- v. Entrusting enquiries/complaints to any member of D&I and submitting final reports to the PPO/IGP with his recommendations for further orders.
- vi. Keeping close liaison with other units of Police Department and reporting facts to the PPO/IGP with suggestions to improve the situation in a particular area.
- vii. Sending periodic reports to the PPO/IGP about various matters as per the Charter of Duties.
- viii. Reporting to PPO, through findings of inspections, whether Police rules, standing orders, circulars, standing instruction are being implemented in letter and spirit by all the units and branches of Punjab Police.
- ix. Co-opting any officer for enquiry/probe with the approval of PPO/IGP.
- x. Any other task assigned by the PPO/IGP.

9.1. DIG Discipline & Inspection

DIG Discipline & Inspection shall be responsible for:

- i. Keeping the Addl. IGP (D&I), Punjab informed about the functions assigned to the D&I Branch as per the Charter of Duties.
- ii. Efficient and effective working of the D&I Branch.
- iii. Supervising the work of AIsG Inspections, Complaints, Enquiries and Regional SPs of D&I Branch.
- iv. Liaising with other Police Units to achieve the purposes of the D&I Branch through enquiries, fact finding reports.
- v. Making recommendations for improvement of systems and professional standards in all areas of policing.
- vi. Preparing periodic reports for Addl. IGP (D&I) and PPO/IGP as per Charter of Duties.

- vii. Getting reports from the AIsG and Regional SPs of D&I Branch within the stipulated period.
- viii. Any other task assigned by the Addl. IGP (D&I) and PPO/IGP.

9.2. AIG Inspections

AIG Inspections shall be responsible for:

- i. Efficient and effective working of Inspections Section.
- ii. Development and monitoring of inspection schedules of Police stations, SDPO offices, DPO offices and other units, offices and establishments.
- iii. Critical examination of inspection reports prepared by the authorized officers and implementation/compliance of directions issued by the competent authority for improvement of situation.
- iv. Following up on directions and corrective action desired by the competent authority to be taken by the concerned authorities, and maintaining the record thereof to put up final implementation report to the competent authority.
- v. Carrying out surprise checking/inspections to monitor working of Regional SPs of D&I.
- vi. Verifying the observance of Police Station Inspections schedule, holding of weekly parades and orderly room, establishment of Police Lines School and Police Lines inspections.
- vii. Informal inspections/surprise checking of traffic and licensing offices, Punjab Constabulary, Telecommunication, Motor Transport Wing, Training Institutions & Punjab Highway Patrol etc.
- viii. Maintaining record of all inspections including the follow-up reports in an organized manner so that it is easy to retrieve reports and analyses.
- ix. Developing with the help of the IT Department software/database required for storing and retrieving inspection data and reports in an efficient manner.
- x. Developing and regularly updating the Inspections Manual, containing detailed guidelines for inspecting officers as to how to conduct inspections.
- xi. Developing and updating standard forms for inspection of various units.
- xii. Evaluation of the performance of CPOs/DPOs/SDPOs and SHOs according to Benchmarks for Performance Evaluation and submitting report for perusal of Addl. IGP (D&I) and PPO/IGP

- through DIG (D&I).
- xiii. Checking and verifying whether important instructions issued by the Addl. IGP (D&I) Punjab from time to time are being implemented in letter & spirit.
 - xiv. Transmission of periodic reports/analytical studies to DIG (D&I) about various matters as per Charter of Duties for development of best practices.
 - xv. Any other task assigned by Addl. IGP (D&I).

9.3. AIG Enquiries

AIG Enquiries shall be responsible for:

- i. Ensuring that the enquiry officers carry out enquiries on merit.
- ii. Periodically reporting to the Addl. IGP (D&I) about quality of enquiries carried out by members of D&I Branch
- iii. Maintaining record of all inquiries including the follow-up reports in an organized manner so that it is easy to retrieve reports and analyses.
- iv. Developing with the help of the IT Department software/database required for storing and retrieving inquiries' data and reports in an efficient manner.
- v. Supervising the enquiries being conducted against Police officers on allegations of irregularities, misuse of financial resources, corruption and the allegations of abuse of power.
- vi. Verification of the complaints of indifference to welfare of Police personnel.
- vii. Ensuring that all enquiries entrusted to D&I Officers are completed within four weeks and reports are submitted accordingly.
- viii. Maintaining record of departmental action taken by concerned competent authority in pursuance of the enquiry.
- ix. Submitting a monthly report to Addl. IGP (D&I) through DIG (D&I) whether competent and appellate authorities have adopted proper procedure in the conduct of an inquiry and/or awarded commensurate punishment in each case.
- x. Conducting any enquiries of high profile cases entrusted to him by IGP, Addl. IGP or PCA.
- xi. Any other task assigned by Addl. IGP (D&I) and PPO/IGP.

9.4. AIG Complaints

AIG Complaints shall be responsible for:

- i. Acting as focal person to deal with complaints against Police at the CPO and coordinating with districts and regions to follow up for timely action to be taken on the complaints.
- ii. All matters related to open courts of Chief Minister, Chief Secretary and the PPO/IGP.
- iii. Working as a focal person with Police Complaints Authority in the province.
- iv. Providing assistance to PPO/IGP during open courts and ascertainment of facts as necessitated in the interest of justice.
- v. Management of complaints coming from the offices of President, Prime Minister, Governors, Chief Ministers, Federal and Provincial Departments, Embassies of Pakistan, Foreign Governments, Oversees Pakistanis and all other sources.
- vi. Assistance to PPO/IGP through monitoring of sensational criminal cases and complaints on day to day basis by getting reports from the field formations and other sources for holistic view and corrective action.
- vii. Development and Management of Computerized Complaints Management System (CMS) for expeditious maintenance of records, complaints track system, data mining and retrieval in the interest of prompt service delivery.
- viii. Analysis of complaints under various heads emanating from different districts, reasons, trends and remedial measures thereof.
- ix. Analysis of complaints against Police and disciplinary action taken in this regard.
- x. Any other task assigned by Addl. IGP (D&I) and PPO/IGP.

PUNJAB CONSTABULARY (PC)

PC is the reserved force of Punjab Police. It is deployed in the field for maintenance of public order and as an additional strength provided on special occasions in assistance to the local police.

The work distribution amongst the officers posted at Punjab Constabulary is given as under.

10. Commandant/Additional IGP, Punjab Constabulary

Commandant/Additional IGP, Punjab Constabulary(PC) shall be responsible for:

- i. Supervision of Dy. Commandant and all Battalion Commanders in Punjab.
- ii. Administration, establishment, monitoring, welfare and training matters.
- iii. Internal accountability and discipline.
- iv. Deployment of PC personnel all over the province for the maintenance of public order under the directions and policy of the PPO/IGP.
- v. Formulation of policies in relation to efficient and effective operations.
- vi. Acting as Revision/Appellate authority as per rules.
- vii. Any other matter assigned by the IGP.

10.1 DIG/Deputy Commandant, Punjab Constabulary

DIG/ Deputy Commandant Punjab Constabulary shall be responsible for:

- i. Assistance to the Commandant in official business and establishment matters.
- ii. Coordination with all SPs/Battalion Commanders and DPOs.
- iii. Supervision of the PC deployment for the maintenance of public order.
- iv. Transfer/postings of SIs/ASIs and other establishment matters.
- v. Acting as Punishing/Appellate authority as per rules.
- vi. Any other matter assigned by the Commandant and PPO/IGP.

PUNJAB HIGHWAY PATROL (PHP)

PHP is a specialized police unit of Punjab Police. Basic responsibility of PHP is to maintain crime free environment on the highways. It prevents crime on the highways in coordination with the local police. PHP also works as a rescue agency in case of any accident or emergency situation on the highways, and also assists in traffic management in their special areas of jurisdiction.

The work distribution amongst the officers posted at Punjab Highway Patrol is given as under.

11. Additional IGP Punjab Highway Patrol (PHP)

Additional IGP PHP shall be responsible for:

- i. Supervision of the work of DIG PHP and Regional SSPs/SPs.
- ii. Administration, establishment, monitoring, welfare and training matters of

- PHP.
- iii. Formulation of policies and SOPs for smooth operations of PHP.
 - iv. Acting as Revision/Appellate authority as per rules.
 - v. Any other matter assigned by the PPO/IGP.

11.1 DIG Punjab Highway Patrol

DIG PHP shall be responsible for:

- i. Assistance to the Addl. IGP on all PHP matters for smooth operations.
- ii. Supervision, inspection and monitoring of PHP.
- iii. Performance evaluation, discipline, training and welfare of the PHP staff.
- iv. Inter-regional transfer/posting of junior ranks and ministerial staff.
- v. Supervision of recruitment.
- vi. Monitoring and implementation of standing instructions and SOPs.
- vii. Acting as punishing/appellate authority as per rules.
- viii. Ensuring follow up on the observations of Project Management Unit (M&I) PHP, Home Department.
- ix. Sending a fortnightly DO letter to Addl. IGP PHP about the working, performance and problems related to PHP.
- x. Supervision of all operational matters of PHP.
- xi. Holding 'Dabars' and initiating image building measures of PHP.
- xii. Acting as Punishing/Appellate authority as per rules.
- xiii. Any other duties and functions assigned by the Addl. IGP PHP and PPO/IGP.

ELITE POLICE FORCE (EPF)

Elite Police Force is a specialized police unit of Punjab Police, which was established in 1997 to improve the capacity building of department for operations against the desperate criminals/outlaws. The Basic Elite Police Course is carried out at the Elite Police Training School, Bedian Road, Lahore. Moreover, specialized training courses, orientation and refresher courses are also arranged at Elite Police Training School, Bedian Road, Lahore. After Basic Elite Course, Elite squads/personnel are deployed in the districts/units. Elite Police Headquarters is responsible for overall administration, policy making, supervision, monitoring, inspection and policy matters of Elite Police Force, Elite Police Training School and Special Operations, Unit.

The work distribution amongst the officers posted at Elite

Police Force is given as under.

12. Additional IGP, Elite Police Force Punjab.

Addl. IGP, Elite Police Force shall be responsible for:

- i. Overall administration, policymaking, supervision, monitoring, inspection and policy matters of Elite Police Force, Elite Police Training School and Special Operations, Unit.
- ii. Overall supervision of DIG/Elite, Commandant EPTS and Director Special Operations Unit.
- iii. Regulation of all matters pertaining to performance, welfare, finance, personnel selection, training, logistics, buildings, discipline and management of Elite Police Force, Elite Police Training School and Special Operations Unit.
- iv. Assistance to the PPO/IGP on matters related to Elite Police Force.
- v. Acting as Revision/Appellate authority under the rules.
- vi. Any other task assigned by the IGP/PPO.

12.1 DIG Elite Police Force

DIG Elite Police Force shall be responsible for:

- i. Administration, supervision, monitoring and inspection of Elite Police Force, Elite Police Training School and Special Operations Unit on behalf of Addl. IGP/Elite Police Force.
- ii. Supervision of SP/Headquarters, SP/Monitoring, Commandant Elite Police Training School, Director Special Operations Unit, Deputy Director Operations, EPF (Major Rtd) on behalf of Addl. IGP/Elite Police Force.
- iii. Implementation of all orders/policy guidelines/rules related to Elite Police Force for efficient/effective/professional functioning of Elite Police Force, Elite Police Training School and Special Operations Unit.
- iv. Regulation of all matters pertaining to performance, welfare, personnel selection, training, logistics, buildings, discipline and management of Elite Police Force on behalf of Addl. IGP Elite Police Force.
- v. Assistance to the Addl. IGP Elite Police Force on matters related to Elite Police Force.
- vi. Awarding punishments/hearing appeals as authority under the rules.
- vii. Any other task assigned by the Addl. IGP Elite Police Force and PPO/IGP.

13. DIG Headquarters

The DIG Headquarters shall be responsible for:

- i. Acting as:
 - a) Principal Staff Officer to the Provincial Police Officer.
 - b) Secretary to the Police Departmental Promotion Board (DPB).
 - c) Member of the Police Departmental Promotion Committee (DPC).
 - d) Member of the committee on framing rules.
- ii. Matters related to transfers/postings of Gazetted Police Officers (GPOs)
- iii. Matters related to deputation of GPOs to other government departments and agencies.
- iv. Matters related to promotions, discipline and service representations.
- v. Matters related to deployment of officers on UN missions.
- vi. Matters related to Civil Service Reforms in coordination with S&GAD and Establishment Division.
- vii. Matters related to the Police Service of Pakistan and Punjab Police.
- viii. Supervision of AIG Discipline and Deputy Director CPO.
- ix. Coordination with Governor and Chief Minister Secretariat for matters under purview.
- x. Matters related to distribution of work in Central Police Office. Issuance of clarifications, amendments and guidance thereof.
- xi. Executive Development of Gazetted Police Officers.
- xii. Any other assignment given by the IGP/PPO.

13.1 AIG Discipline

AIG Discipline shall be responsible for:

- i. Formulation of Police Accountability & Disciplinary Policy.
- ii. Monitoring of Accountability Policy implementation.
- iii. Supervision of Discipline & Secret Branches and Directives Cell.
- iv. Management of disciplinary matters of gazetted officers.
- v. Dealing with disciplinary matters with special reference to:
 - a. Violation of Human Rights.
 - b. Death in Police custody.
 - c. Escape from Police custody.
 - d. Involvement of police officers in criminal & corruption cases.
 - e. Strictures passed by courts.
 - f. Cases of embezzlement and fraud against Police employees.

- vi. Maintenance of disciplinary record of Police officers.
- vii. Dealing with PERs of officers of all ranks alongwith all related matters.
- viii. Preparation of synopsis of PERs for promotions, etc.
- ix. Statistical/Empirical analysis of disciplinary matters with a view to revamping the system of accountability.
- x. Maintenance and safe custody of CR Dossiers of the rank of DIGs and above.
- xi. Scientific analysis of factors that adversely affect police discipline and suggesting corrective measures in coordination with DIG R&D.
- xii. Management of gallantry medals, QPM, PPM, Civil Awards, Cash Awards and CC-I etc.
- xiii. Maintenance of record of officers' Declaration of Assets.
- xiv. Database/record of Character Rolls of all officers
- xv. Compilation of disciplinary record and updating of HRMIS.
- xvi. Management/Conduct of the IGP's Orderly Rooms.
- xvii. Any other matter assigned by the DIG Headquarters and PPO/IGP.

13.2 Deputy Director (Registrar)

Deputy Director (Registrar) shall be responsible for:

- i. Circulation of all Government Notifications.
- ii. Supervision and coordination of the working of Executive Branches of the CPO.
- iii. All establishment matters including transfers/postings of PSP/PP/Experts & Specialist officers except disciplinary & training matters.
- iv. Maintenance of Service Record including permanent record of all GOs (PSP/PP).
- v. Processing of GOs cases for grant of leave of all kinds.
- vi. Attachments for the purpose of pay& allowances.
- vii. Cases of scholarship of the officers for higher studies.
- viii. Processing of GOs move over cases.
- ix. Maintenance/preparation of seniority lists of Punjab Police Officers (BS-17 & above).
- x. Maintenance of Gradation list of PSP officers serving in Punjab.
- xi. Preparation of working paper for promotion/proforma promotion cases of Inspectors to DSPs, all cases from BS-17 to BS-18 and for arranging DPB/DPC meetings.

- xii. Preparation of cases of Provincial SPs for Encadrement in PSP.
- xiii. Correspondence with Government of the Punjab, S&GAD and Federal Government regarding establishment matters of PSP officers.
- xiv. Nominations/selections of Police Officers/Officials for deployment to UN Peacekeeping Missions.
- xv. Re-employment cases of Punjab Police Officers.
- xvi. Issuance of NOCs for passport and visas.
- xvii. Acting as custodian of War Book/Manual and Blue Book, etc.
- xviii. Issuance of Safe Custody Certificate of secret documents.
- xix. Processing of retirement cases of PP officers.
- xx. Processing of encashment of LPR cases.
- xxi. Processing of compensation cases of all deceased officers.
- xxii. Issuance of obituary notifications.
- xxiii. Contractual appointment and secondment of Army Officers (G.Os).
- xxiv. Database/Issuance of PPO/IGPs Standing Orders.
- xxv. Database/record of Executive Record Sheets (ERS) of officers.
- xxvi. Database/record of Low-downs and advisory/secret/intelligence reports.
- xxvii. Database/record of officers holding dual/multiple nationality and those whose immediate family members (spouses and children) are living abroad.
- xxviii. Database/record of summaries submitted to Chief Minister Punjab.
- xxix. Central issuance and database of all Standing Orders of PPO/IGP.
- xxx. Any other assignment given by DIG Hqrs and PPO/IGP.

RESEARCH & DEVELOPMENT (R&D) BRANCH

R&D is the think tank of CPO Punjab. It carries out research & analysis work for improvement of policing techniques, police reform proposals and introducing best policing practices. It also coordinates with other organizations like National Police Bureau & National Police Management Board etc. for development of overall policing system in the province.

The work distribution amongst the officers posted at Research & Development Branch is given as under.

14. DIG Research & Development

DIG Research & Development CPO shall be responsible for:

- i. Supervision of Work of AIG, Research & Development.
- ii. Collation & Preparation of Annual Provincial Policing Plans.
- iii. Collation & Preparation of Statutory Annual Police Administration Report.
- iv. Supervision of work regarding preparation of Strategic Evaluation of the Punjab Police as a law enforcing agency keeping in view emergent requirements, Periodic review of implementation status of Police Order 2002.
- v. Recommendations for Police Reforms proposals for submission to competent forums, revision of Criminal Laws, i.e. Criminal Code, Pakistan Penal Code, Qanoon-e-Shahdat, Local and Special Laws and other laws related to Police functions in coordination with DIG Legal.
- vi. Recommendations for new policing techniques and processes based on the best international practices.
- vii. Development of methodology for improving and ensuring Police Public cooperation as envisaged in Police Order 2002.
- viii. Focal person for police reforms and comparative study of Police Systems in the world; coordination with Universities, International donors and Research Institutes for developing research linkages on Police Issues, and study and storage of International research work on Police subjects.
- ix. Supervision of coordination for police think tanks.
- x. Monitoring of policing innovations in the districts for wider implementation
- xi. Assembly Business
- xii. Interaction with other Police personnel in order to exchange information and other developments in Policing
- xiii. Coordination with Public Safety Commissions, CPLCs and other institutions created under Police Order 2002
- xiv. Coordination/liaison with National Police Bureau/National Police Management Board.
- xv. Management and maintenance of Central Registry/database of all standing Order, Rules & Regulations, all versions of Police Order, Police Acts, documents/reports on Police reforms and other policy documents in paper and E-form
- xvi. Any other special research work/activity assigned by the PPO/IGP.

14.1 AIG Research & Development.

AIG Research & Development CPO shall be responsible for:

- i. Collation & preparation of Annual Provincial Policing Plans.
- ii. Collation & preparation of Statutory Annual Police Administration Reports by first of February every year.
- iii. Strategic Evaluation of the Punjab Police as a law enforcement agency keeping in view emergent requirements.
- iv. Periodic review of implementation status of Police Order 2002.
- v. Recommendations for revision and updating of Police Rules.
- vi. Development of methodology for improving and ensuring Police Public Cooperation as envisaged in Police Order 2002.
- vii. Recommendations for revision of Criminal Laws, i.e. Criminal Code, Pakistan Penal Code, Qanoon-e-Shahdat, Local and Special Laws and other laws related to Police functions in coordination with Legal Branch of CPO.
- viii. Recommendations for Police Reforms for further submission to competent forums.
- ix. Comparative study of Police Systems in the world.
- x. Coordination with Universities, International donors and Research Institutes for developing research linkages on Police issues.
- xi. Perusal of the International research work on Police subjects.
- xii. Supervision of co-ordination for police think tanks.
- xiii. Monitoring of policing innovations in the districts for wider implementation
- xiv. Recommendations for new policing techniques and processes based on the best international practices.
- xv. Interaction with other Police services in order to exchange information and other developments in policing.
- xvi. Co-ordination with Public Safety Commissions, CPLCs and other Institutions created under Police Order 2002.
- xvii. Coordination/liaison with National Police Bureau/National Police Management Board.
- xviii. Management and maintenance of Central Registry/database of all Standing Orders, Rules & Regulations, all versions of Police Order, Police Acts, documents/reports on Police reforms and other policy documents in paper and E-form.
- xix. Dealing with National Assembly, Senate and Punjab Assembly through prompt reports and personal attendance if and when required.

- xx. Co-ordination with all field and other offices in this regard.
- xxi. Preparation of answers/reports on different issues raised in the Assemblies.
- xxii. Preparation of public order brief in co-ordination with all concerned for Provincial Assembly.
- xxiii. Preparation/collection of data about the working of police to assist the government.
- xxiv. Any other special research work tasked by the DIG R&D and PPO/IGP.

INFORMATION TECHNOLOGY BRANCH

IT branch is responsible for supervising all the IT Initiatives by the Punjab Police. It is focused on achieving a paperless office culture in Punjab Police through introduction of information technology at all levels. It coordinates with all the concerning departments and private experts to achieve the goal of complete computerization of Punjab Police. It is responsible for proper functioning and upkeep of all the police databases, web-applications and intranet-based systems, including the feed from the monitoring cameras.

The work distribution amongst the officers posted at Information Technology Branch CPO is given as under.

15. DIG Information Technology

DIG Information Technology shall be responsible for:

- i. Acting as Secretary to Punjab Police Information Technology Development Committee under the Chairmanship of the PPO/IGP.
- ii. Development of information technology and computerization culture in Police Department for easy information storage, retrieval, data mining and digital archiving in the interest of efficiency and effectiveness.
- iii. Development of gradual system of paperless offices and online management systems.
- iv. Supervision and efficient operations of I.T Development Board, POLCOM, HRMIS and PROMIS systems.
- v. Development of the provincial police databases and networks.
- vi. Development of Network Administration, Management and Security policies and Procedures.
- vii. Development of technical and software capacities through personnel identification, recruitment and training etc.
- viii. Coordination with private and public sector experts and institutions like PITB etc.
- ix. Supervision of Punjab Police Computer Bureau.

- x. Acting as Punishing/Appellate authority as per rules.
- xi. Any other matter assigned by the PPO/IGP.

15.1. Addl. Director Computers

Addl. Director Computers shall be responsible for:

- i. Management/updating of Punjab Police Website.
- ii. Matters related to Computer training and syllabus development (General & Project specific).
- iii. Matters related to troubleshooting of Connectivity, Networking, and Hardware and Software issues.
- iv. Matters related to software and systems development.
- v. Any other duty assigned by DIG IT and PPO/IGP.

TRAFFIC BRANCH

Traffic Branch is responsible for supervision of the working of traffic police at district level. It coordinates with other departments to develop & improve the traffic management system. Traffic Branch also disseminates important instructions & SOPs to the field staff for making the traffic management system more effective.

The work distribution amongst the officers posted at Information Traffic Branch, Punjab is given as under.

16. DIG Traffic

DIG Traffic shall be responsible for:

- i. Assistance and advice to the PPO/IGP on matters connected with Traffic Management.
- ii. Supervision and oversight of the working and performance of members of Punjab Traffic Police on behalf of PPO/IGP.
- iii. Induction of staff (from Constables to Inspectors) from Districts/Regions to Traffic Police to fill vacant posts, through CPO, under prescribed criteria and their subsequent postings to the districts.
- iv. Repatriation of staff to Districts/Regions as per policy and requirements.
- v. Formulation of policies, proposals, guidelines and instructions for efficient and effective Traffic Management System in the province.
- vi. Coordination with other departments and allied agencies for development, modernization and efficient working of Traffic Management System.

- vii. Formulation of training courses and career planning policies for the members of Punjab Traffic Police.
- viii. Transfer/postings of DSsP DSPs Traffic from the pool placed at the disposal of the Head of Traffic Police Punjab (HTPP) from CPO Punjab as per PPO/IGP's policy guidelines.
- ix. Assisting PPO/IGP and Addl. IGP Establishment in appeal/revision cases of Traffic Police personnel from Constables to Inspectors as per rules.
- x. Development of KPIs and SOPs and their effective implementation through Inspection and Monitoring.
- xi. Issuance of guidelines and directions for management, analysis and prevention strategy to control traffic accidents.
- xii. Maintenance of record regarding traffic challans and fines.
- xiii. Supervision and Monitoring of driving license issuance management system in the province.
- xiv. Provision of guidance and development of SOPs for holding driving tests and issuance of driving licenses.
- xv. Provision of Traffic Staff for VVIP/VIP duties and other important events from one region to another as and when required.
- xvi. Provision of guidance on legal matters.
- xvii. Any other matter assigned by PPO/IGP Punjab.

LEGAL BRANCH

The prime responsibility of Legal Branch is to offer legal advice to the higher authorities on all court matters concerning police. It is a legal advisory to the IGP in all writs and petitions in the superior courts relating to police. It supervises prosecution of important cases in superior courts and also analyzes reasons for poor prosecution & weak police defense in such cases. Every draft rule or law is put to the Legal Branch for vetting before submitting the same to competent authority for approval. In addition, it ensures proper representation of Police department in all judicial matters, both in civil and criminal cases and in cases of service appeal as well as writ-petitions.

The work distribution amongst the officers posted at Legal Branch CPO is given as under.

17. DIG Legal

DIG Legal shall be responsible for:

- i. Policy formulation for effective prosecution of police cases in superior courts through appropriate legal and prosecutorial resources both from within the department and private advocacy.

- ii. Analysis and audit of failure of police defense in service matters and other issues and remedial measures thereof.
- iii. Fixation of responsibility in case of failed police defense in superior courts and services tribunals etc.
- iv. Development of Case/Writs Management System.
- v. Advice to the Addl. IGP (Establishment) and PPO/IGP on policy matters concerning law and courts.
- vi. Analysis, assessment and finalisation of proposals for amendments in laws and rules.
- vii. Legal advice in court matters concerning Police.
- viii. Distribution of work in legal branch.
- ix. Assistance to the Addl. IGP (Establishment) and PPO/IGP in interpreting law.
- x. Liaison with R & D Branch in developing and proposing amendments to laws and vetting of new legislation.
- xi. Supervision of the work of AIG Legal and AIG HRC.
- xii. Supervision of Legal Affairs Division.
- xiii. Computerisation of the record, processes and legal matters.
- xiv. Any other matter assigned by any Addl. IGP and PPO/IGP.

17.1. AIG Legal

AIG Legal shall be responsible for:

- i. Timely preparation of court cases.
- ii. Legal vetting of Standing/Circular orders, amendments to Police Rules and Regulations under Police Order 2002.
- iii. Appearance in and submission of comments and replies to all Superior Courts.
- iv. Review of investigations under the orders of the Superior Courts and further directions to authorities as per law.
- v. Liaison with Law Department, Prosecution Service, Advocate General, Attorney General and Superior Courts.
- vi. Appeals and comments on all service matters being adjudicated by the Service Tribunals.
- vii. Filing of appeals in Superior Courts.
- viii. Communication of judgements of Tribunals to relevant branches/ regions/districts.
- ix. Dealing with Civil Suits for damages or other issues against Police Officers or the Police Department.
- x. Service of Summons/Warrants against Police Officers received from NAB and Courts.
- xi. Legal opinion and advice to all staff officers and subordinate

- offices.
- xii. Inter Provincial transfer of accused /arrested persons.
 - xiii. Any other matter assigned by DIG Legal or PPO/IGP.

17.2. AIG Human Rights Cell

AIG Human Rights Cell shall be responsible for:

- i. Handling of cases of Human Rights received from the Honourable Supreme Court of Pakistan (SCP).
- ii. Compliance of the orders of the Honourable Supreme Court of Pakistan.
- iii. Despatch of orders to the concerned RPOs/DPOs for compliance.
- iv. Receiving the reply from the concerned quarters, vetting/reviewing the same and if found plausible, forwarding it to the Human Rights Cell of the Honourable Supreme Court of Pakistan.
- v. Apprising the PPO/IGP, Addl. IGP (Establishment) & DIG Legal about sensitive issues/petitions pertaining to the Human Rights Cases and get further orders and ensure implementation.
- vi. Representing the department in, and pursuing the cases pending before the Honourable Supreme Court or other relevant forums by appearing in person, if required.
- vii. Liaison with the Provincial Ombudsman and passing on cases received from Provincial Ombudsman to relevant offices.
- viii. Any other matter assigned by DIG Legal or PPO/IGP.

17.3. SP Liaison, Lahore High Court

SP Liaison, Lahore High Court shall be responsible for:

- i. Development of cordial and working relations with the Lahore High Court through frequent interactions and exchange of issues and problems.
- ii. Service of summons/warrants/notices in accordance with law and SOPs issued by PPO/IGP.
- iii. Efficient management/preparation of police record to be produced before the Honourable Lahore High Court, Lahore.
- iv. The appearance of I.Os in Honourable Lahore High Court, Lahore. In case the I.O has been transferred out or is unable to appear, the officer appearing with the case-file/record must be well equipped with the facts.
- v. Strict watch on the conduct/turnout of the police officers appearing before the Honourable Lahore High Court, Lahore.
- vi. Timely appearance of police officers in various courts.

- vii. Proper preparation of case-files with all necessary documents like forensic reports, MLR etc.
- viii. Follow-up of sensitive cases, where the senior officers have been called.
- ix. Liaison with DSsP Legal of the concerned districts for improvement in the system of service of summons/warrants/notices.
- x. Coordination with the office of the Advocate General Punjab.
- xi. Liaison and regular periodic meetings with the concerned APGs/DPGs of various courts.
- xii. Liaison with the dispatch branch of the Honourable Lahore High Court, Lahore for the exchange of information on summons/warrants/notices.
- xiii. Any other matter assigned by DIG Legal or PPO/IGP.

18. PSO to IGP

PSO to IGP shall be responsible for:

- i. Management of PPO/IGP's official visitors and guests.
- ii. Coordination with various field and staff officers for communication of PPO/IGP's orders and feedback.
- iii. Coordination with AIG Complaints, field and other units of Punjab Police in relation to complaints presented directly to PPO/IGP for redressal and disposal.
- iv. Management, implementation and feedback of special tasks (including references/visitors received from President Secretariat, Prime Minister Secretariat and Chief Minister Secretariat) assigned by the PPO/IGP.
- v. Management of PPO/IGP's meetings and scheduling of his daily engagements.
- vi. Coordination for requests made to PPO/IGP for 3rd transfer of investigations.
- vii. Monitoring, inspections, security-checks, capacity building, discipline and welfare of security and other staff deployed at the PPO's/IGP's official residence & camp office and security escorts.
- viii. Coordination for the visits to Lahore of PPOs/IGPs, retired IGPs and equivalent police officers.
- ix. Any other duties or functions assigned by the PPO/IGP.

19. Assistant Director (Personnel) to IGP

Assistant Director (Personnel) shall be responsible for:

- i. Putting up of all fresh correspondence/files/letters/documents before

- the PPO/IGP received from staff officers/heads of units/other departments and agencies/Chief Minister Punjab/Federal Government for his orders and directions.
- ii. Dealing with PERs received from departments other than police, requiring PPO's/IGP's signatures in the capacity of initiating, countersigning, and second countersigning officer.
 - iii. Safe custody of secret/classified documents/enquiry files and Blue Book etc.
 - iv. Quick and timely disposal of important/time limit cases i.e. security of VVIPs/VIPs/foreign delegates, Source Reports, Special Reports and IRs received from various intelligence agencies.
 - v. Management of PPO's/IGP's Engagements i.e. meetings, seminars, private functions etc., including arrangement of air tickets etc.
 - vi. Issuance of PPO's/IGP's Tour Programme and necessary arrangements thereof.
 - vii. Putting up draft reply through D.O/U.O letters in response to felicitations/greetings to the PPO/IGP on the eve of posting/promotion or festivals etc.
 - viii. Any other duties or functions assigned by the PPO/IGP.
4. This order is hereby enforced with immediate effect. It replaces all previous instructions, orders and work distributions on the subject. In case of any anomaly or difficulty the matter may be referred to DIG Headquarters, for resolution.



(CAPT (R) ARIF NAWAZ KHAN) PSP
Provincial Police Officer/
Inspector General of Police,
Punjab.