

Manual -1

Particulars of the organization, functions and duties
{section 4(1)(B) Right of Information Act-2005}

1. Aim & OBJECTIVES OF THE ORGANIZATION:-

Aims and objective of the Police Training College Sunaria, Rohtak are as under:-

- I. To train officers and men all ranks with a view to maintain high standards of Police professionalism.**
- II. To develop qualities of command /leadership and service among trainees.**
- III. To Import specialized training to meet new growing challenges.**
- IV. To inculcate habit of physical fitness, mental alertness, dignity of work and discipline among trainees.**
- V. To make the Police a community oriented agency for the people.**

2 MISSION/VISION

The Police Training College following the recommendations of the Gore Committee and guidelines of the Bureau of Police Research and Development (BPR&D). to achieve desired standards and objectives, the syllabi of various courses are upgraded time to time. Emphasis is laid on case studies, demonstrations and mock-exercises to make training more practical and meaningful. The Police training college is entrusted with the task of organizing basic training for new entrants of all ranks, and in-service training to serving members of the force. These include promotional courses as well as specialized courses.

A number of short duration courses on weapons, drill human rights, crime against women and children, and Police-public relations are conducted to prepare Police personnel for specialized tasks, focused programmes are organized to impart pre-training to the selected candidates, required to undergo training at various central Govt. organization to acquire better ability and skill. The use of modern Audio-Visual training aids like 16 mm projectors, projection TV, over head projectors, slides and training films have been introduced.

3 BRIEF HISTORY and BACKGROUND :-

Police Training College Sunaria, Rohtak is situated in south west of Rohtak near Beri road approximately 14 kms away from Rohtak City, The

campus of PTC is surrounded by the villages of Marodh, Garnauthe, and Sunaria. Police training College campus is located on new by pass of National Highway No. 10.

A famous ancient temple of Baba Shikhar Wale' is situated in North West direction of PTC, where villagers organize a fair every year on the day of Guga Navami. Wrestlers from distant locations come to this fair to show their skills and it is said that those who vow with true faith at this temple, all their wishes get the fill filled. District Jail Sunaria is located adjacent to PTC.

This Police Training Collage is well equipped with modern facilities administrative block, college building and trainees barracks as well as there are 713 residential quarters with all modern facilities which make this centre more beautiful. This PTC has different playgrounds for drill training and for other game activities, The campus has a fruit shop, canteen and messes for the trainees, in the southern part of PTC there is a multipurpose training complex and natural mounds of land with greenery adds to the beauty of his Campus

DAV Police Public School Sunaria has been established in PTC so that children of Police personnel as well from nearby villages can have standard school education. As per the instructions of the Director General of Police, 40 lakh rupees has been invested for the construction of boxing court , Skating ground and basket ball ground in Police Training College, Sunaria.

Multipurpose hall in Police Training College Sunaria has been made sound proof so that indoor games and programmes can be organized. Different obstacles have been constructed to enhance the efficiency of trainees. A state of art officers training hostel is also situated in the campus. The PTC started functioning on 22.12.2009 and later it up graded as P.T.C. on 12.05.2011 since then seven recruit trainees batches have been passed out from PTC Sunaria, Rohtak.

4 Welfare Centre: - A welfare centre has also been established in PTC campus on 01.01.2016 which provides essncial facilities to employees for organizing different festivals and programs from time to time. A resident welfare association is also working in the campus.

Above mentioned association and club with its employees organizes a clean campaign, social – group work and different welfare programs etc. welfare meeting of C & D level are also organizes time to time to take suggestions from the employees of campus. Different entertaining programs are also organized time to time for the welfare of the trainees and resident families of the campus.

ORGANISATION

Executive Staff

	ADGP /DIR.	IGP /HP	Dy.DIR (in the rank of DIG)	SP	DSsp	DA	DDsA	Insp.	SIs	ASIs	HCs	CTs
Sanctioned Strength	-	-	01	01	3	-	-	06	25	-	13	-

Ministerial Staff

	Supdt. (O)	Asstt	Sr. Scale Steno	Jr .Scale Steno	Clerk	Librarian
Sanctioned Strength	01	06	02	-	04	01

Medical Staff

	MO	PHARMACIST	Lab Technician	MPHW(F)
Sanctioned Strength	02	01	01	01

CLASS IV EMPOLYEEES:-

POSTS	Sanctioned strength
cook	20
Water carrier	-
Tailor	03
Sweeper	10
Dhobi	05

Barber	05
Mail	03
Mochi	02
Carpenter	01
Masson	01
Painter	01
Blacksmith	01
Plumber	01
Electrician	01
Parade Attnd.	03
Class Attnd.	02
Peon	02
Total	61

Supdt.(office)

This officer is responsible for the punctual disposal of correspondence submission of all periodical returns and reports, maintenance of character Rolls and Service book etc.

Medical Staff

Two Medical Office, one Pharmacist and one M.P.H.W(female) is sanctioned for Dispensary PTC Sunaria, Rohtak. One Medical officer & two Pharmacist from 3rd irb are attached with Dispensary PTC Sunaria. Both Medical officers of PTC Sunaria are deputed to HPA Madhubaon rotation basis.

Arms and Ammunition

At present ESI Naresh Kumar 1317/RTK Incharge, two assistant and one armourer are performing duty in the Kot. Arms and Ammunition with Tear Gas are used for training purpose. PTC, Sunaria has several arms like automatic weapons along with sufficient ammunition to be used for training of Police .

Miscellaneous Store

At present one SI, one ASI, two Head Constable and one Constable are working in the Miscellaneous Store which has got following articles for providing training to the trainees in crowd control:-

1. Poly Carbonate Shield - 238
2. Poly Carbonate Danda - 300
3. Body Protector - 44
4. Helmet - 47
5. Lathe Bass - 430

Transportation Wing

Academy has the following No's of vehicles for imparting Driving Training and other Law & order Duties as well as smoothly functioning of academy:-

Car	02
Tavera	02
Gypsy	02
Mini bus	02
Bus	01
Canter	01
M/c	02
Tractor	01
Ambulance	01
Total	14

Condeman vehicles	
M/c	02
Ambulance	01
On Road	14
Off Road	03

ASI	HC	EHC	C-1	CT	TOTAL
01	07	01	02	03	14

Accommodation

The academy has 05 NGO Hostel 03 for male and 02 for Females. The Hostels are furnished with wooden cots (Takhats), tables & chairs. The hostel is also provided with common room, modern kitchen (mess) and Dining Hall having coolers fitted with ROs. There are 35 barracks for Ors: 8 on the HAP side & 27 on the HPA side Afrox 2500 trainees as well as staff is being accommodated in barracks.

Messing

Officers Training hostel (OTH)

The officer's Trainees Hostel for providing well furnished accommodation and facilities to trainee officers, guest faculty and visiting officers. It has got well Maintained Lush green Lawns and an orchard of mango and other fruit trees. Facilities for games such as: Billiards, Table Tennis. Badminton, Lawn Tennis is available in this mess.

MANUAL -2
Power and Duties of officers & Employees
[Section 4 (1)]

The distribution of work assigned to various officers including ministerial staff is as under:-

By name Woke distribution amongst Gazette Officer is as under:-

Name of Officers	Work Distribution
Sh. Sandeep Khirwar IPS, ADGP, PTC, Sunaria, Rohtak.	He is the Head of the Department. He is also drawing and disbursed officer.
Sh. Krishan Murari, IPS, SSP, PTC, Sunaria, Rohtak.	<ol style="list-style-type: none">1. Supervision of Indoor / Outdoor training work and improvement of training standards.2. Maintenance of discipline amongst the officers and men under command.3. Welfare of trainees, officers, officials and their families.4. Increasing the sensibility of trainees and other Police officials5. Outdoor, Indoor lines Staff, Establishment Branch, Accounts Branch, Court Cases, Training Branch, OSI Branch, Provisional, Store, kot, Quarter Guard, Fatigue Store & All Mess/Canteen.6. Sanction of annual increments and pay fixation in respect of non gazette officials.7. Allotment of Govt. Quarters in P.T.C Campus Sunaria to non gazette officials, except earmarking/allotment of Govt. quarters to other units/districts.8. Departmental Enquiries and ACRs, as per rules Govt. Instructions.9. Any other work assigned by the ADGP/PTC Sunaria.

<p>Sh. Yad Ram HPS, DSP, PTC, Sunaria, Rohtak.</p>	<p style="text-align: center;">Work assigned</p> <ol style="list-style-type: none"> 1. Supervision of indoor Training, Training , Campus Welfare Branch , Quarter Master Branch, Orderly Branch Computer/CCTNS Lab and Officers Training Hostel. 2. Departmental enquires and enquires into complaints marked to him by IGP/PTC/SP,PTC 3. Any other work assigned to him by IGP, PTC/SP, PTC 4. Supervision of Outdoor Training ,Campus Security, Lines Staff, Lines Stores, Provisional Store, Kot, Quarter Guard, Fatigue Store, all messes/ Canteens, Golf Ground (Multi-Purpose Sports Complex) and sports activities. 5. Departmental enquires and enquires and enquires into complaints marked to him by ADGP/PTC SP, PTC
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6. Any other work assigned to him by ADGP/PTC SP, PTC.

Sh. Jai Karan, Assistant is working as Supdt.(office) Till further posting of regular Supdt.(office).His supervision is of all branches of this training College.

Sr. No.	Name & Designation	Work assigned
1	Accountant	<p>Head of the Accounts Branch of the Unit. He deals with</p> <ul style="list-style-type: none"> · preparation of budget estimates · SNE · Maintenances of Cash Book · Audit of expenditures under all Govt. heads · Internal audit · Audit of private funds · All Correspondence related to audit including preparation of reply to audit paras (material/information regarding preparation of replies to audit paras will be provided to him By concerned officials/ branches).

	Assistant Accountant	<ul style="list-style-type: none"> · Contingency Clerk · Pay Bill Clerk · T.A. Bill, Drawl of all kinds of allowances including LTC, Education allowance, Loans and Advances.
II	Assistant-1	<p>Works as Establishment Assistants and CRC of PTC. He deals with:</p> <ul style="list-style-type: none"> · Establishment of GOs · Establishment of NGOs · Establishment of Ors · Establishment of Ministerial Staff · Establishment of Medical Staff · Establishment of Class-IV (Group D) Staff · Punishment and Rewards · Deputations/transfers/posting of staff against sanctioned posts · Work distribution amongst officers and officials

		<ul style="list-style-type: none"> · Nomination of GOs and Ministerial Staff for all training courses · Proposals regarding sanctioned strength · Maintenance of Service Books & Character Rolls · Pension cases of GOs/NGOs Ministerial staff, Medical staff, Ors.
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III	Assistant-2	Assist the Estate Officer He deals with : <ul style="list-style-type: none"> · Buildings · Roads · Brass Band · Furniture · Allotment of Govt. Buildings (non residential and residential) · Outliving permission · Sanction of HRA and all other allowances to GOs/NGOs/ORs/ Ministerial Staff/Medial Staff and Class-IV (Group D) staff · Misc. cases.
IV	Assistant-3	He deals with : <ul style="list-style-type: none"> · Books and Stationery · Library · Vehicles including POL and maintenance · Arms and ammunitions · Clothing and Equipments · Telephones · Computers · CCTNC · NASCOM · Standing Orders · All proposals related to vehicles/equipments/material/store articles and all sanction for purchase of store articles/equipments etc.

V	Assistant-4	<p>He deal with :</p> <ul style="list-style-type: none"> • Establishment of class IV staff . • Annual Increment/ACP Scale and other pay fixation of class IV • LTC all class IV • Pay Purpose attachment/Extension case of class IV • Punishment and Rewards entry in Service book • Deputation/Transfer of abovementioned staff against sanctioned post • Reservation to SC/ST/OBC/ESM/PHC & Weaker Section of all above • Maintenance of Service book of IV class • Proposal/Selection/engagement of class IV staff under Outsourcing Policies <p>Court Cases/CWPs related to the subject.</p>
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VI	Incharge, Training Branch	<p>He is the training incharge and helps the HOO in discharging the training functions. He deals with :</p> <ul style="list-style-type: none"> • Preparation of Indoor and Outdoor training schedules as per curriculum • All proposal relating to training • Conducing of tests preparing of course report and compiling of final results • All correspondence relating to training • Preparation of course contents • Conduction of test and compiling of results of short term in service courses • Conduction of the test and compiling of result of short term in service course conduction of meetings/symposiums/ workshops and seminars on training matters in PTC • Correspondence related to guest Lecturers ☐ • CWP/Court cases related to training matters.
VII	OI	Over all Incharge of OI Branch
	Assistant OI	Fauzi Missal, Strength, OB, all correspondence relating to OSI Branch, Absent cases, Summons and leave to staff and trainees. Correspondence regarding staff posted on temporary duty, nomination of Police personnel for training courses.

VIII	Welfare Inspector	Cases to related to the Welfare of serving/deceased Police officials in r/o themselves and their family members, Welfare and Handy-side cases, holding of welfare meetings, Ex-gratia/ex-gratia appointment, keeping addresses and telephone numbers of all retired Police officers and officials of PTC and Rohtak Range. All cases relating to such as loans advances and sanction of Welfare loan Scholarship and Nodal officer for all types of Court cases.
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IX	Reader to ADGP	He deals with : <ul style="list-style-type: none"> · VIP Tour program and arrangements · Tour program of ADGP · Meeting and Conferences and follow up action on the meeting /conferences · Complaints against officials · Any other duty assigned by ADGP
X	Diary and Dispatch Clerk	Diary and Dispatch work

RTI CELL

Information regarding FAA and SPIO this training College is as under

1. Sh. Krishan Murari, IPS, SSP, PTC, Sunaria, Rohtak, First Appellate

Authority sunariafaaptc@gmail.com

(8295782277)

2. Sh. Yad Ram HPS, SPIO-cum-DSP, PTC, Sunaria, Rohtak.

3. spioptcsunaria@gmail.com

(9050331149)

FEE	CHART
APPLICATION	10
INFORMATION PER PAGE	02
FLOPPY	50
DISKETTE	50

MANNUL-3

Procedure for decision making

As regard the procedure followed in the decision making procedure, it is submitted that the functioning of this Police Training College is being controlled by Police Training College. All Policy decision regarding training and Law & Order Duties etc. are being taken by ADGP, Police Complex, Sunaria and DGP HR. PKL.

MANNUAL-4

Norms for Discharge of Functions

Haryana Police functions primarily under the Police act, 1861 and Haryana Police conducts its business under the Punjab Police Rule, 1934 as applicable to Haryana. Other rules are followed as prescribed by the State Government from time to time e.g. The Haryana Financial Rules, Haryana Services Rules conduct etc.

MANNUAL-5

Rules, regulations for discharge of functions, manuals and records for Discharging Functions

Sr. No.	Name of the Act, rules, regulations etc.	Brief Gist of the contents
01	CCS (CCA), C (Conduct), (Leave), (Temp. Service), (Medical Attendance), (Pension), (Extra Ordinary), (Joining Time) rules as amended or revised from time to time.	These shall apply to all subordinates Civilian and Class-IV employees of Haryana police in addition to These rules and regulation made under the D.P. Act.
02	General Financial Rules	All the bills drawing under financial power as authorized
03	Receipts and payment rules	This office maintain cash book for receipt and payment as per standard format and update till the date. Audit of the same has also been carried out.
04	TA rules	Claiming TA bills as per TA rules-2016 and time to time as amendment
05	FR/SR, LTC Rules	Drawing LTC under latest rule and regulations
06	Advances to Govt. servants	Prepared bill as per latest rule and regulations
07	GPF Rules	Drawing bill as per latest rule and regulations
08	Income Tax on Salary	Deductions of income tax on monthly basis and depositing TDS quarterly as per policy
09	House Building Advance	Drawing bill as per latest rule and regulations

10	Group Insurance Scheme	Monthly contributed as per authorized
11	Children Education Allowance	Drawing quarterly basis of govt. employees who are drawing salary from this office
12	Suspension and Reinstatement	Salary & allowance issued as per order received from authority
13	Treasury Rules	Treasury rule follow as per instructions received time to time

14	Office Procedure	Ministerial Job of offices
15	Standing Order/Circulars of Haryana Police	Instructions containing procedure to be adopted along with amendment in laws/by laws from time to time.
16	Rules for providing immediate relief to the families of Govt. servants who die while in services	Regarding relief to the family of the deceased.

MANNUAL-6

Statement of categories of documents that are held by it for under its control [Section 4 (1) (b) (vi)]

Sr. No	Nature of Record	Details of Information available	Unit/Branch	Retention period available
1.	Arms & Ammunition receipt book maintained as per PPR 22.69	Detail of all arms ammunition or military stores deposited in, or seized and brought to, the Police Stations	English Branch/A-5 & I/C KOT	Retained years after date of last
2.	Accounts register maintained as per PPT- 2.71	Detail entry of all receipts, expenditure, disbursement of Pay, TA and permanent	Account Branch	Permanent

3.	Road Certificate maintained as per PPR- 22.72	Issuing/transfer of case and other store articles through road certificate	Account Branch/CDO/Quarter Master	Retained years after date of certificate
4.	Printed Cash Receipt maintained as per PPR- 22.73	All sums of money received in a office/police station whether in cash or otherwise on any account whatever, a receipt from this book is issued to remitting party	Account Branch/CDO	10 years
5.	Appointment	Appointment	A-2 English Branch	Permanent
6.	Leave	Detail of E.L etc.	A-2 & OASI Branch	
7.	Stamps Accounts Register	Details of stamps used in sending the postal	Diarist/Dispatcher	Five years

8.	Service books/Character Rolls	History of services of all ranks	A-2 English Branch	Permanent
9.	Fauji Missal	Personal Information in respect of Upper/Lower Subordinates	OASI	Permanent
10.	Cash book, Pay register & all relevant bill	Transaction of Cash, disbursement of salary etc.	Account Branch	Permanent
11.	Contingency Register	Detail of bill under head O.E, O.C, M. Works, M&S etc.	Account Branch	Permanent

12.	Recovery of advance	Details of advance taken for HBA, MCA, GPF & Festival	Account Branch	Permanent
13.	Audit/Inspections	Reports of Audit conducted of all stocks/budget incurred and other financial matters	Account Branch	Permanent
14.	Court case, petition, CrI. Writ Suit, Appeal & SLP	Court cases, petition, CrI. Writ Suit, Appeal & SPL	Legal Cell	Permanent
15.	Stock Register	Entry of General Store/Stationary Store articles purchased or received	Quarter Master/ Stationery Clerk	Permanent
16.	ACRs	Confidential/assessment reports in respect of police personnel	Steno	Permanent
17.	Departmental Enquires & punishment	Departmental Enquires & punishment awarded to police personnel	Steno & A-2	Permanent
18.	Honorarium/Awards	Honorarium/Awards granted to police personnel.	A-2	03 year or after completion of audit

MANUAL-11**Budget allocated (up to30-12-2020)**

Sr.No	Code	Head	Amount Allocated	Expenditure	Balance
1.	01	Salary	42629000	35743266	6885734
2.	03	Dearness	5829000	5250614	578386
3.	04	Travel Expenses	420000	191858	228142
4.	05	Office Expenses	700000	600149	99851
5.	17	Minor Works	560000	157479	402521
6.	21	Motor Vehicle	560000	271279	288721
7.	24	Material Supply	1625000	701216	923784
8.	34	Other Charges	250000	154000	96000
9.	45	P.O.L	1260000	862702	397298
10.	67	Medical Reimbursement	485000	476788	8212
11.	69	Contractual Service	3965000	1837767	2127233
12.	70	Leave Travel Concession	700000	239967	460033
13.	92	Energy Charges	3108000	2601233	506767