

IV. INFORMATION RELATED TO SECTION 4 (1) (b) (iv) of RTI Act, 2005.

THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS:-

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	All enquiries	<p>i. Disposal of complaints received from Governor Secretariat and CM Secretariat has to be disposed off within 15 days as per the instruction of DGP HP issued vide letter No.a.C/Misc/B/2001 dt. 22nd August 2001.</p> <p>ii. All enquiries against police personnel shall be completed within a fortnight as per order No.A.6/Comp/Misc/MR-2004-20965-86 dt. 30-6-04</p> <p>iii. Generally, other general nature of enquiries are to be completed as far as possible, depending upon the nature of the enquiry, this period may be extended as per the requirement of the complaint.</p>
2.	All departmental enquiries	Within 3 months extendable to 6 months.
3.	Investigation of cases registered under IPC	Are to be completed with in a given schedule as referred under section 167 Cr.PC .
4.	Passport verifications	Verification by Police Station – within 4 weeks from receipt of application. Antecedents check by Intelligence Wing – within 4 weeks
5.	Enquiries or investigations ordered by the Hon'ble courts.	As per time limit fixed by the Hon'ble courts in the individual cases.
6.	Others-Permission for processions, Use of loudspeaker, Service verifications, Verification for arms license, Application for extension of visa, Verification of convict for parole Misc requests.	Necessary decision to be taken and conveyed to appropriate quarters within reasonable time.
7.	Verification of servants/ tenants	within State- 4 weeks Outside State- 8 weeks.
8.	Matters related to Public representatives MLA/ MPs	Within 15 days after the receipt of correspondence.
9.	NHRCs instructions in relation to custodial deaths and rapes, filling of autopsy form and procedure for inquest.	<p>i. All custodial deaths and rapes are to be reported to NHRC with in 24 Hours of occurrence as per NHRCs letter of dated 27-03-1997 forwarded through Secy. Home to the Govt. of HP vied letter No. CB-2-24/97-19120-3613 dated 03-07-97</p> <p>ii. Postmortem report with videograph and magisterial enquiry report must be sent to NHRC with in two months of incident as per NHRCs agenda CS/DGP-meeting-14-12-04 of dated 27-10-2004 instructions</p>