

**V. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS,
HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR
DISCHARGING ITS FUNCTIONS.**

- I. The Constitution of India
- II. Major and Minor Acts
 - a. The Indian Penal Code, Act XLV of 1860.
 - b. Criminal Procedure Code, 1973
 - c. The Indian Evidence Act, 1872
 - e. The Police Act No.5 of 1861
 - f. The Police (Incitement to Disaffection) Act No.22 of 1922
 - g. The Police Forces (Restriction of Rights) Act, No.33 of 1966
 - h. The Protection of Human Rights Act, 1995
 - i. The Right to Information Act, 2005
 - j. The Prevention of Atrocities on SC & ST Act.
 - k. Other Minor Acts i.e.
 - i. The Arms Act, 1959.
 - ii. The Excise Act,
 - iii. The Public Gambling Act,
 - iv. The Excise Act, 1914,
 - v. The NDPS Act, of 1985
 - vi. The Explosive substances Act, No.6 Of 1908
 - vii. The Immoral Traffic (Prevention) Act, 1956,
 - viii. The National Security Act, 1980,
 - ix. The Prevention of Corruption Act, 1988
 - l. And all other Local & Special acts where offences has either been Categorized as cognizable or any special duties/powers have been assigned to the police.
- III. Rules and Manuals a) Punjab Police Rules 1934 (as applicable in H.P) Rules Vol-I, II, III. b) HP Financial Rules. c) Civil Services Rules. d) HPS Rules, 1974 e) HP Civil Services Rules f) All India Service Rules. g) Other related administrative Rules and Manuals prescribed by Central and State Govt.
- IV. Instructions

Branch-wise **Annexures** of all Instructions received through Circular or Standing orders related to Police organisation at PHQ level are as under:-

Sr.No.	Name of Branch	Annexure No. of Circulars/Instruction of Branch
1.	Complaint	Annexure-A
2.	Finance	Annexure-B
3.	P-I	Annexure-C
4	Law & Order	Annexure-D
5.	Crime Branch	Annexure-E
6.	Estate	Annexure-F
7.	P&L	Annexure-G
8.	Welfare	Annexure-H
9.	P-II	Annexure-I
10	P-III	Annexure-J

a). Complaint Branch:- Annexure-A

Sr No	Circular No.	Remarks
1.	In one case necessary instruction issued to all Distts. SPs and DIGs range, regarding indiscriminate use of loud speakers. Instruction issued by PHQ letter No. A.6.C/Sml/4/03-27330-451A dated 27.4.2003.	
2.	In one case necessary instruction issued to all Distts. SsP and DIGs ranges, regarding running business activities by Police officials and their family members in police premises. Instruction issued by PHQ letter No. A.6.C/Kgr/03-4-7006-36 –A, dated 25.3.2004.	
3. i	Instruction issued to all SP, ADG/CID, DIG AP&T and DIG/R&T from Police Headquarters regarding Revamp the public grievances redressal system. Instruction issued by PHQ letter No. A.6.C/Misc./MR-20965-86, dated 30.06.2004.	
(ii)	The H.P. Govt. has decided that officers of the Sate Govt. shall remain present in their office on each month to attend to the public grievances.	
4.	On the direction of the HP govt. a complaint committee has been constituted to enquire the complaints regarding sexual harassment of women at the work places. Vide no. CID/Crime/W.Cell/62-03-3183-87 dated 02-07-03.	
5.	Disposal of complaints received from governor's Sectt. And CM Sectt. Should be disposed off with in 15 days. Instructions issued by this office letter No.A.6Comp/misc/8/2001 dated August,2001	

b) . Finance Branch: Annexure-B

Sr. No.	Subject with Order No. & Date.	Remarks
1.	Delegation of financial powers. Fin.2-19/82-95-12596 dt.1.3.1996.	
2.	Delegation of financial powers. P-(1)FP/96-49344 Dt. 20.9.1996.	
3.	Delegation of financial powers. P-1(FP)96-3632 Dt. 29.1.1998	
4.	Delegation of financial powers. P-1(1)F.P./96-4968 Dt. 19.2.1999.	
5.	Delegation of financial powers. P-1(1)-FP/96-9678-9158-B Dt. 7.3.2000.	
6.	Delegation of financial powers. P-1(1)-FP/96-14260A Dt.31.3.2001.	
7.	Delegation of financial powers. Fin.(6)F.P./2004-21314 Dt. 1.7.2004.	
8.	Directory of the officials	
9.	Function of Finance Branch, PHQ.	

C) . P-I Branch:- Annexure-C

Sr. No	Subject with Order No. & Date.	Remarks
1.	<p>Police (Special Duty) Medal</p> <p>Members of the Police forces including the Central Reserve Police and the Central Intelligence Bureau will be eligible for the award of the Police (Special Duty) Medal and the Bar to the Medal or service in the areas specified by the G.O.I.</p> <p><u>Govt. of H.P. letter No. 19-69/56-Home dated 4/8 October 1969</u></p>	
2.	<p>Sending proposals for award of Gallantry.</p> <p>With a view to expediting decisions on the award of President's Police Medal/Police Medal for Gallantry /Service Medal, the MHA, GOI has specified the information/documents to be sent with the recommendations for such Awards.</p> <p>G.O.I. letter No. 11022/3/85/NPC Cell dated 27-3-1985, 11020/145/03-PMA dated 18/22 September, 2003, and 11019/34/2003-PMA dated 3-2-2004.</p>	
3.	<p>Reconstitution of the Central Police Award Committee.</p> <p>The Central Police Award Committee to consider the recommendation for the award of following Medals has been reconstituted:-</p> <ol style="list-style-type: none"> 1. The President's Police Medal for Gallantry 2. The President's Police Medal for Distinguished Service 3. The Police Medal for Gallantry and 	

	<p>4. The Police Medal for Meritorious Service. G.O.I. Office Memorandum No. 11019/34/03-PMA dated 1st/2nd January, 2004</p>																							
4.	<p>Service Medals to Police Personnel twice in a year.</p> <p>It has been decided by the MHA, GOI. that the President's Police Medal for Distinguished Service and Police Medal for Meritorious Service to police personnel will be awarded once in a year on the occasion of Republic Day. & Independence day G.O.I. letter No. 11019/5/2004-PMA dated 15-9-2005</p>																							
5.	<p>Monetary allowance for the recipients of President's Police Medal for Gallantry and Police Medal for Gallantry.</p> <p>Monetary allowance for the recipients of President's Police Medal for Gallantry and Police Medal for Gallantry has been enhanced w.e.f. 6-12-99 as under:-</p> <table border="1"> <thead> <tr> <th rowspan="2">Sr. No.</th> <th rowspan="2">Name of the Medal</th> <th colspan="2">Gallantry Allowance</th> </tr> <tr> <th>Existing</th> <th>Revised</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>President's Police Medal for Gallantry</td> <td>Rs. 200/-p.m.</td> <td>Rs. 750/-p.m.</td> </tr> <tr> <td>2.</td> <td>Each of bar to President's Police Medal for Gallantry</td> <td>Rs. 200/-p.m.</td> <td>Rs. 750/-p.m.</td> </tr> <tr> <td>3.</td> <td>Police Medal for Gallantry</td> <td>Rs. 120/-p.m.</td> <td>Rs. 450/-p.m.</td> </tr> <tr> <td>4.</td> <td>Each of bar to Police Medal for Gallantry</td> <td>Rs. 120/-p.m.</td> <td>Rs. 450/-p.m.</td> </tr> </tbody> </table> <p>G.O.I. letter No. 11026/10/98- PMA dated 6-12-1999</p>	Sr. No.	Name of the Medal	Gallantry Allowance		Existing	Revised	1.	President's Police Medal for Gallantry	Rs. 200/-p.m.	Rs. 750/-p.m.	2.	Each of bar to President's Police Medal for Gallantry	Rs. 200/-p.m.	Rs. 750/-p.m.	3.	Police Medal for Gallantry	Rs. 120/-p.m.	Rs. 450/-p.m.	4.	Each of bar to Police Medal for Gallantry	Rs. 120/-p.m.	Rs. 450/-p.m.	
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6.	<p>Identity Card for grant of 50% concession in Second Class Mail/Express fares by Ministry of Railway to the recipients of President's Police Medal for Gallantry and Police Medal for Gallantry.</p> <p>It has been decided to grant 50% concession in second Class Mail/Express fares by the Station Masters to the recipients of President's Police Medal and Police Medal for Gallantry when traveling by rail on production of a photocopy of the Identity Card with photograph issued by the M.H.A. The original Identity Card will be presented at the time of purchase of ticket. This concession is effective from 1-4-1989. H.P. Govt. letter No. Home(A)B(15)-3/88 dated 12-4-1989</p>																							
7.	<p>Issue of First Class/Second AC Sleeper complementary Card Passes to recipients of President's Police Medal for Gallantry and Police Medal for Gallantry.</p>																							

	<p>First Class/II AC 2 tier complimentary Card Pass may be issued to recipients of Gallantry Awards like Param Vir Chakra, Maha Vir Chakra and Vir Chakra and to the widows of posthumous Gallantry Award winners alongwith a companion.</p> <p>G.O.I. letter No. 11026/4/96-PMA-Cell dated 31-1-1997</p>	
8.	<p>Grant of 75% discount by Indian Airlines to recipients of President's Police Medal for Gallantry and Police Medal for Gallantry.</p> <p>Discount of 75% to recipients of President's Police Medal Gallantry and Police medal for Gallantry in the air journeys performed by recipients on economy class.</p> <p>G.O.I. letter No. 11026/17/99-PMA dated 5-2-2001</p>	
9.	<p>Grant of 75% discount by Indian Airlines to recipients of President's Police Medal for Gallantry and Police Medal for Gallantry issue of Identity Card regarding.</p> <p>All the recipients of President's Police Medal for Gallantry and Police Medal for Gallantry to enable them to have the Identity Card for availing the concession while traveling in Indian Airlines.</p> <p>Govt. of H.P. letter No. Home(A)B(15)-1/99 dated 15-10. 2001</p>	
10.	<p>Concessional telephone facilities to the awards of President's Police Medal for Gallantry and the Police Medal for Gallantry.</p> <p>The Department of Communication have decided to extend the concessional facility of Telephone to all the awardees of President's Police Medal for Gallantry. The following concessions in residential telephone to these recipients will be available:-</p> <ol style="list-style-type: none"> 1. Registration under N-OYT-Special Category. 2. No registration fee. 3. No installation fee. 4. No rental charges. <p>G.O.I. letter No. 11026/3/2000-PMA dated 5th September, 2001.</p>	
11.	<p>Exemption of Income Tax to recipients of President's Police medal for Gallantry and Police Medal for Gallantry.</p> <p>Providing exemption of Income Tax to the recipients of following Medals:-</p> <ol style="list-style-type: none"> 1. Ashoka Chakra 2. Kirti Chakra 3. Shaurya Chakra 4. Savottam Jeevan Raksha Medal 5. Uttam Jeevan Raksha Medal 6. Jeevan Raksha Padak 7. President's Police Medal for Gallantry 	

	<p>8. Police Medal for Gallantry. G.O.I. letter No. 11026/16/2000-PMA dated 7-12-2000</p>	
12.	<p>Railway concession to the recipients of President's Police Medal for Distinguished Service.</p> <p>The Govt. propose to grant 30% concession in all classes including Rajdhani/ Shatabadi trains to recipients of President's Police Medal for Distinguished Service after the attainment of 60 years age. This concession shall be available to the Medalist against the photo Identity Card to be issued by MHA. The awardees will be given concessional tickets at the concerned Railway Station on surrendering a photocopy of the Identity Card. They will also have to produce original Identity Card for verification at the time of purchase of tickets and during the journey whenever required by the railway officials.</p> <p>G.O.I. letter No. 11026/3/99-PMA dated 24-3-1999.</p>	
13.	<p>Submission of returns of Assets and Liabilities under Rule 18 of CCS (Conduct) Rules, 1964.</p> <p>Rule 18(1)(i) of CCS (Conduct) Rules, 1964 provides that every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities giving full particulars of the immovable and movable property. For the purpose of scrutiny of the statements of Assets and Liabilities of the Govt. servant concerned Committee have already constituted by the Govt. from time to time.</p> <p>Govt. of H.P. Department of Personnel letter No. Per(AP.B)B(17)-1/2004 dated 15th March, 2004.</p>	
14.	<p>Instructions regarding grant of permission for tour out side State.</p> <p>Govt. of H.P. letter No. Fin.-1-C(14)-1/83 dated 7-4-1998</p>	
15.	<p>Purchase of land by Govt. servants-permission under conduct rules.</p> <p>It has been laid down that if a Government servant, intends to purchase land in his name or in the name of any of his family members within the jurisdiction of his posting even within the period of two years from the date of relinquishing the charge of his post can do so only with the prior permission of the competent authority as required under the Conduct Rules. The list of such officers/officials has also been specified. H.P. Govt.. Department of Personnel letter No. Per(AP-II)A(3)-9/73 dated 12-1-1996 and 16-8-1997.</p>	
16.	<p>Change of Home Town in respect of IPS officers.</p> <p>In the matter of change of Home Town and related matter of LTC, the Secretary (Home) to the Govt. of H.P. is the Head of Department in respect of IPS Officers.</p> <p>H.P. Govt. letter No. Home-D(B-3)27/87 dated 10-10-2001</p>	

d). Law & Order branch:- Annexure-D

Sr.No.	Subject matter of instructions	Reference no. of H.P Govt./MHA (in respect of Govt.orders only)	Remarks
1.	Deployment of Bns.force- Instructions regarding	L&O.2.1/97(Instt.)- 17544-84 dt.3.6.1997	
2.	Recovery of cost of deployment of CPMF	MHA letter No.II-27011/27/2000-PF. III/211 dt.10.4.2000	
3.	Keeping of beared by the personnels of CPMF	MHA letter No.II.24021/49/90-GPA-I dt. 10.11.2004	
4.	Deployment of CPMF	MHA letter No.III-11039/23/2002-G dt. 20.6.2003	
5.	Provision of accommodation and other logistic support to the CRPF deployed in the State.	MHA Office Memorandum no. III.11039/II/2003-G dt.19.8.2003	
6.	Implementation of Standard Operating Procedure on deployment of CPMF	MHA office letter No. III-11039/24/ 2004-G dated 10.6.2004	

e). Crime Branch: Annexure-E

Sr.No.	Subject	Remarks
1	<p>Matters relating to handcuffing the Prisoners/ Accused Persons.</p> <p>Instructions regarding not to indiscriminately resort to handcuffing when the prisoners/accused persons were being taken to and from the Court and forcing iron fetters on prison inmates.</p>	
2	<p>NHRC d.o. letter no. 232/DG/P&L/94-507 dated 24-7-1995 circulated by DGP/HP vide Memo no. CB-2-60/95-31412-23-B dated 14-8-1995.</p> <p>Cable and video piracy</p> <p>Installation of Anti Piracy Hotline AIFPC/GUILD Office in Mumbai. Nomination of IGP/CID,H.P. as Nodal Officer to report any instance of Cable and Video piracy from the State of H.P.</p>	

3	<p>DGP/HP vide Memo no. CB-2-14/2001-1036-A dated 8-1-2002. Narcotic Drugs & Psychotropic Substances related matters.</p> <p>Regarding constitution of Anti Narcotics Task Force for under taking 7-8 and monitoring operations for destruction of illicit cultivation of cannabis/poppy in H.P. A four Member ANTF has been constituted under the Chairmanship of ADGP/L&O, H.P.</p>	
4	<p>Govt. Notification no. Home (A)-A (9)-21/2001 Dated 9-10-2002.</p> <p>Regarding constitution of Reward Committee to examine reward cases under ND&PS Act, 1985. A two Member Reward Committee has been constituted for this purpose under the Chairmanship of IGP/L&O.</p>	
5	<p>DGP/HP order no. CB-2-1/Reward/03-5198-B dated 22-4-2003.</p> <p>5. Regarding constitution of State Level Co-ordination Committee in the State of H.P. in order to take effective steps for prevention of illicit production of drugs, leakage of drugs from illicit sources, smuggling of drugs from/t Pakistan Border and intensive campaign against the evil effects of drugs etc.A 12 Member State Level Co-ordination Committee under the Chairmanship of Principal Secretary (Home) to the Govt. of H.P. has been constituted.</p>	
6	<p>H.P.Govt. Notification no. Home (A)-A (9)-21/2001dated 20-10-2003.</p> <p>Regarding Narcotics Drugs and Psychotropic Substances and all drug related matters S.P./CID(Crime Branch) designated as Nodal Officer for H.P.</p>	
7	<p>ADGP/CID order no.CID/Crime-43/2004-4569 dated 17-11-2004.</p> <p>State Animal Welfare Board.</p> <p>Regarding re-constitution of the State Animal Welfare Board for taking aHPRopriate decisions on the steps required to prevent infliction of Cruelty to the Animals. A 7 Member State Animal Welfare Board has been re-constituted under the Chairmanship of Minster-in charge-Animal Husbandry,H.P. The DGP/HP is the Member of this re-constituted Board.</p>	
8	<p>Govt. Notification no. AHY.F (4)-1/97-Part dated 1-10-2002.</p> <p>Women related matters.</p>	

	<p>Instructions regarding handling of women complainants in Police Stations, complainant to be heard by a lady Police Officer and medical examination by lady doctor only etc.</p>	
9	<p>DGP/HP Memo No. CB-2-2/2000-44734-47-B dated 8-9-2000.</p> <p>Regarding Combating Trafficking & Sexual Exploitation of Women and Children in the State of H.P. appointment of IGP/CID,H.P. as Nodal authority at CID Hdqrs. to monitor the progress achieved by all dists. SPs in H.P.</p>	
10	<p>ADG/CID order no. CID/Crime-62/2002-1800 dated 12-4-2002.</p> <p>Regarding medical examination of females- instructions thereof. It has been made mandatory that a female victim should only be medically examined by a female doctor only. In case a female doctor is not available then the victim may be examined in the nearest hospital by a female doctor.</p>	
11	<p>DGP/HP Memo no. CB-2/02-Inst./2002-58194-210-A dated 20-12-2002.</p> <p>Regarding sexual harassment of women at the work places, establishments- constitution of a Complaint Committee at State Police Hdqrs. A three Member Committee had been constituted at State Police Hdqrs. under the Chairmanship of Smt. Satwant Atwal Trivedi, IPS.</p>	
12	<p>ADGP/CID order no. CID/Crime/W-Cell/62-03-3152 dated 2-7-2003.</p> <p>Regarding interstate gangs involved in kidnapping of minors for begging, kidnapping of girls and women for prostitution and kidnapping committed for ransom. ADG/CID has been appointed as Nodal Officer for the State of H.P.</p>	
13	<p>ADG/CID letter no. CID/Crime-62-2005-1639 dated 7-5-2005.</p> <p>Matters relating to motor vehicles.</p> <p>Instructions for wearing of helmets by police motorcycle riders and pillion riders of H.P. Police. It has been made mandatory that police motorcycle riders and pillion riders of H.P. Police should wear helmets and departmental action should invariably be initiated against the defaulters.</p>	
	<p>DGP/HP Memo no. CB-2-35/2003-22134-74-A dated 13-7-2004.</p> <p>Instructions regarding compulsory wearing of seat belts by</p>	

14	the driver and the person seated in front seat of the vehicle, suggestion has been made to the Pr.Secy. (Home) to the govt. of H.P. to advise all Govt. depts. to ensure that drivers and persons occupying the front seat of vehicles wear seat belts failing which the police will take penal action.	
15	<p>DGP/HP Endst. no. CB-2-35/2003-22092-108-A dated 13-7-2004. Matter related to National Human Rights Commission.</p> <p>Regarding appointment of Nodal Officer of the Human Rights Cell in Police Hdqrs.(H.P.).Sh. B.S. Thind, IPS, ADGP, (CID-cum-Law &Order),H.P. to act as Nodal Officer, NHRC for the State of Himachal Pradesh.</p>	
16	<p>NHRC letter no. 19(1)/HRC/ 2003 -Inv. Dated 20-4-2005.</p> <p>Matters related to Scheduled Castes/Scheduled Tribes.</p> <p>Circular Order for speedy registration of cases under SC/ST (POA) Act, 1989 and PCR Act, 1955.Instruction of ADGP/CID, H.P. in this behalf have been reiterated that the same be adhered to strictly and prompt action taken on receipt of complaints under the Acts mentioned above.</p>	
17	<p>DGP/HP order no. CB-2-6/2005-14399-A dated 29-4-2005.</p> <p>Matters related to Fake Stamps and Fake Indian Currency Notes.</p> <p>Regarding appointment of S.P./CID Crime as Nodal Officer in respect of cases of Fake Stamps and Fake Indian Currency Notes for making liaison with the CBI Govt. of India.</p>	
18	<p>ADG/CID order no. CID/ Crime/ Misc/ 2005-1971 dated 16-5-2005.</p> <p>Matters related to Environment in H.P.</p> <p>Creation of an Environment Cell to co-ordinate environmental issue in H.P. DIG/R&T, H.P., Shimla-2 appointed as Nodal Officer to monitor implementation of environment policy and action points of the police deptt.</p>	
19	<p>DGP/HP order no. CB-2-30/2004-19601 dated 2-6-2005.</p> <p>INSTRUCTIONS/GUIDELINES ISSUED FROM GOVT./PHQ</p> <p>Nodal Officer in various matters.</p> <p>S.P. CID/Crime has been nominated as Nodal Officer in order to convey/pass on the facts and details of any major incident of attack/violence by terrorist/militant organization, Left Wing Extremist Group, Communal violence</p>	

	etc. to the MHA Control Room, New_Delhi.	
20	H.P.Govt letter No. Home (A)-A (9)-20/2001 dated 24.1.2002 and PHQ letter no. CB-1-1/2002-6925 dated 12.4.2002. IGP/CID has been nominated as Nodal Officer in respect of Bomb Blast incidents and other related matters.	
21	PHQ letter no. CB-1-37/2000-38524 dated 17.8.2002. S.P./S.B. has been designated as Nodal Officer for dealing with Counter Intelligence/Counter Espionage cases (C.I./C.E.) in H.P.	
22	PHQ letter no. CB-1-1/2002-6517-A dated 4.2.2003. Instructions regarding Post Blast Investigation. Instructions regarding Post Blast Investigation of IED Blasts by NSG.	
23	Govt. of H.P. letter No. Home (A)-A (9)-19/99 dated 22.3.2002. LIA Meetings: Quarterly Zonal Level meeting of Lead Intelligence Agency (LIA) is being held regularly by ADIG, ITB Police, Seemadwar, Dehradun.	
24	ADIG (HP) ITBP letter No.ITBP/SHQ (HP)/G/LIA/26-02-8612-16 dated 26.9.2002. Regarding Limiting Extensions of long term Visa: Instructions regarding Limiting extensions of long-term visa to Pak Nationals beyond sixth year and granting citizenship.	
25	Govt. of H.P. letter No. Home-B (F) 3-6/88-III dated 15.2.2003 and PHQ TPM No.CB-1-39/2003-10995-11008-A dated 25.2.2003. Explosives: Guidelines for Explosive Manufacture .	

f). ESTATE BRANCH: Annexure-F

Sr. No.	Subject Matter of Instructions	Govt. Order No. & Date	Remarks
1	Check list of sending cases for expenditure sanction for hiring of buildings of rent basis.	H.P. Govt. letter No. Fin-1-C-14-1Vol-II dated 22-7-1999. DGP/HP, Shimla Endst. No.Estate-2-Inst./99-20235-38 A dated 10-8-99.	
2.	Hiring of private accommodation for Govt. Offices- Fixation of Norms.	Govt. of HP. letter No. Fin-E-C(3)-1/95 dated 22-3-96 DGP/HP endst. No.Estate-2-5-16/83-	

		10378-98 dated 30-3-96	
3.	Reg. Abolition of provision of rent free accommodation.	Govt. of HP letter No.GAD-77(G)1-12/81 dated 26-10-99. DGP/HP endst. No.Estate-2-34-Inst/75 30096-151 dated 4-11-99.	
4.	Fixation of Monthly pooled standard license fee of Govt. residential accommodation	Govt. of HP. letter No.GAD-D-3 C 14-2/97 dated .21-5-2001 . DGP/HP .endst. No. 8561-8600 dated 20-6-2005.	
5.	Reg. Fixation of penal rent.	HP. Govt .letter No.GAD-7(G)-12/81 dated 9-7-2001. DGP/HP. endst. No. Estate-2-34/75-34871-930 dated 23-7-2001.	
6.	Enhancement of penal rent.	GAD-7(9)12/81-1 dated 15-9-2001. DGP/HP Shimla endst. No.Estate-2-34/75-49666-720 dt 3-10-2001	
7.	Fixation of revised license Fee of Govt. residential accommodation.	Govt. of HP. letter No.GAD-D3-C-14-2/97 dated 21-5-2001 DGP/HP. endst. No. Estate-3-Rent/Inst./02-8561-86 dated 20-6-2001.	
8.	Reg. Sanction Repair & Maintenance of Buildings.	Fin (TR)B(15)-5/75-Loose dated 6-6-2003. DGP/HP endst. No. Estate-2-97-29310-11 dated 12-6-03	

g). PROVISIONING BRANCH : Annexure:-G

Sr.No	Subject with Order No. and Date.	Remarks
1.	Clothing and equipment for Police Personnel <u>Govt of H.P letter No.Home (A)C(5)-24/90(Loose)-1 dated 8-5-2K</u>	
2.	Kit Maintenance allowance Govt.of H.P. Letter No.Home(A)C(5)-24/90 dated 7-8-1998	
3.	Fixed Uniform allowance to regular Class-IV employees Fixed Uniform allowance at the rate of Rs.140/- per month inclusive of washing allowance ,Stitching Charges and other admissible sundries granted to regular Class-IV employees and work -charged staff who were entitled to Livery articles plus Washing allowance @ Rs.30/- per month for performance of their official duties as per references given below. <u>Govt. of H.P. Office Memo No.Fin/C/A(3)6/99 dated 2nd Sept. 2002 and Govt of H.P. Office Memo No.Fin/C/A(3)6/99 dated 14th</u>	

	Nov.2002.	
4.	<p>Mobility</p> <p>Light Vehicles</p> <p>The fleet strength of Police Department in respect of light vehicles has been fixed at 231.</p> <p><u>Govt. of H.P. letter No.Home (A)F(5)-1/88-V-Loose dated 4-10-2001</u></p> <p>Heavy vehicles</p> <p>The fleet strength of the Department in respect of heavy vehicles has been fixed at 150.</p> <p>Govt. of H.P. letter No.Home (A)C(8)-3/2000 -1dated 5-10-2001</p>	
5.	<p>Condemnation of Vehicles</p> <p>Amendments in existing procedure of the disposal of condemned store (Vehicles) in order to achieve the objectives of speedy disposal in respect of condemned vehicles as contained in chapter 15 of H.P.F.R. Volume-I,Rule 15.3 (Annexure-B).</p> <p><u>Govt. of H.P. letter No.Fin-1/C/-14-1/92-II dated 20-8-02 and PHO Endst.No. Prov-6/Instruction/02-40296 A dated 29-8-02.</u></p>	
6.	<p>Tents</p> <p>Fixation of scale of tents for the Armed Police Battalion in H.P.</p> <p><i>Scale for Ist.HPAP Battalion Junga</i></p> <p><i>Scale Force S.R.F.. Battalion</i></p> <p><u>Govt of H.P. letter NO.Home(A)-C(B)-2/76 dated 17-8-84 .</u></p>	
7.	<p>Purchase of Store articles</p> <p>Purchase of store articles by Govt Department /Corporation/Boards and Autonomous Bodies instruction of the Industry department to follow the provision of Rule 27 (I) of the H.P. Store Purchase Rules in letter .</p> <p><u>Addl. Controller of Stores.H.P. letter No.Ind.SP/Indent/F(6-1-/19/94 dated 8-12-98</u></p>	
8.	<p><u>Fixation of scales of fixtures and furniture.</u></p> <p>Fixation of scales of fixtures and furniture in Himachal Pradesh Govt. offices., the H.P. Govt. in supersession of all previous orders, has re-fixed the scale of fixtures and furniture.</p> <p>Govt. of H.P. order No.Fin E.C.(3)2/95 dated 22-3-96</p> <p><u>Deligation of powers to the Heads of Departments for the</u></p>	

9.	<p><u>purchase of Stores.</u> Purchase items excluded from the preview of controller of stores. H.P. Govt has ordered to exclude 168 items from the preview of the Addl. Controller of Stores as per Annexure-III and items to be finalized by the stores purchase organization as per Annexure _I. <u>Govt. of H.P. Notification No. Udyog-II (Chh)2-4/98 dated 14-3-2000.</u></p>	
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h). WELFARE BRANCH. Annexure-H

Sr. No	Subject matter of instructions	References Nos. of PHQ.	Remarks
1.	Himachal Pradesh Police Welfare Fund Rules-1999	No.Wel.2 (HPWFR)99-39024-64 B dated 30-10-99	
2.	Addendum in Rule 8.3 & Col. No.14 of Form B of HPPWFR-1999	Endst.No.Wel.2(HPWFR) 99-26138-77 B dated 7-6-2k.	
3.	Order reg. Amendment in Rules 7.1,8.3 & 8.12 of HPPWFR-1999.	Endst. No.Wel.2(HPPWFR)29/74-44485-525 dated 18-09-02	
4.	Addendum and amendment in Rule 8.1. of HPPWFR-1999.	Endst.No.Wel.2(HPPWFR)29/74-2054-94 A dated 15-01-03	
5.	Addendum in Rule 8.3 of HPPWFR-1999	Endst.No.Wel.2(HPPWFR)29/74-24901-40 dated 12-05-03	
6.	Addendum & amendment in Rules 8.7 & 8.3 of HPPWFR-1999	Endst.No.Wel.2(HPPWFR)29//85-391201-40 B dated 5-12-03	
7.	Addendum in Rule 6 and 15.3 of HPPWFR-1999.	Endst.No.Wel.2(HPPWFR)29/85-15592-632 A dated 17-06-04	
8.	Circular for advertisement of Scholarships to the wards of Police personnel.	Endst.No.Wel.2(HPPWFR)29/74-15552-90 A dated 17-06-04.	
9.	Delegation of Financial Powers to carry out the repairs & condemn the items so purchased out of Welfare Fund upto Rs. 2,500/-.	Endst.No.Wel.2(TV)3/02-22797-837 dated 31-07-04	
10.	Enhancement of monthly welfare fund subscription.	Wel. 2(Wel. Subs.)26/86-34331-70-A dated 17-12-2004	
11.	Withdrawal of rules reg. Refund of Welfare Fund subscription ordered vide Endst.No.Wel.2(HPPWFR)29/85-39201-40 B dated 05-12-03.	Endst.No.Wel.2(HPPWFR)29/85-14-54 B dated 7-01-05	
12.	Clarification regarding 5% handling Charges.	Endst.No. Wel.2(HPPWFR)29/85-3391 dated 4-02-05.	
13.	Charging of money for preparation of bank drafts and clearance of Cheque being issued from welfare fund.	No.Wel.29HPPWFR)29/05-53109-49 A Dated 22-12-2005.	
14.	Standing order for Fair Price Shop, Kasumpti, Shimla	Endst.No.Wel.2(SOFPS)21/98-40293-95 dated 29-08-2002	

1.	Supdt Pension Pension cases & Returns thereof etc.	C.C.S. Pension Rule 1972	
2.	Payment of full salary to the widows of Police Personnel killed in encounter with the culprits till the age of Superannuation of the deceased.	HP Govt. letter No. Home(A)-B(16)-23/83 dated 18-01-1984	
3.	Payment of full salary to the widows of Police Personnel killed in encounter with the culprits till the age of Superannuation of the deceased.	HP Govt. letter No. Home(A)-B(16)-23/83-III dated 19-03-1997. & PHQ Endst.No.Pen.-2-47(Inst.)/97-11016-58 dated 02-04-1997.	
4	Grant of Ex-Gratia compensation to the personnel of Central Paramilitary forces who die in action while performing law & order duty in HP	No. Home(A)B(16)23/83 dated 31-07-1993 and PHQ Endst.No.Pen.-2-47(Inst.)/93-38293-317 dated 9-9-93.	
5.	Ex-Gratia financial relief amounting to Rs. One Lac would be paid to next of kin of those police personnel of the state of HP, who die or are killed in encounter with militants/terrorists in the State	No.Home(A)B(16)23/83 dated 15-09-1993.	

i). P-II. Annexure-I

Sr. No.	Subject	Circular No. & date	Remarks
1	Standing Order of B-1 test (alongwith modifications /changes etc.)	1. No. Estt.I(I)10-4/93-40037-67-B, dated 13-8-97	
		2. No. Estt.I(I) 10-4/93-94-5053-83, dated 24-2-94	
		3. No. B&T. 1-4/94-24655, dated 13-4-94	
		4. No. P-II.9-4-Lower/2000-55774-A, dated 2-11-2001	
		5. Endst. No. C.1.(P.C.)-1-2192-2221, Dated Shimla-2, the 28 th March, 2003	
2	S.O. Relating to placements in the rank of Honorary Head Constables	1. No. P-II(2)-269(SO)/99-9260-B, dated 21-5-2001	
		2. No. P-II(2)269-(SO)/99-33011-50 A, dated 3-8-2001.	

3.	Standing order regarding induction, promotion & confirmation in the rank of drivers and Mechanics	1. No. Pers-II(8)Standing order/Rec./Prom. (Dvr. Mech)/96-1483-B, dated 14-1-97.	
	Reg. Promotion of Constable drivers in C-II exemptee quota	2. No.P.II-8-Drv(Rec.)/96-39019, dated 8-8-2001	
4.	Promotion of NIS coaches HCs, ASIs and SIs & outstanding sportsmen.	1.NO: P.II (4) NIS/2002- 40988-41018 A, dated 3-9-02	
		2. NO.P.II (4)-SPORTS/02- 14115-55, dated 13-11-02 (reg. Promotion of outstanding sportsmen)	
5	Details/sanctioned/posted strength of police stations/police posts.	Sanctioned strength/ details of police stations and police posts in H.P.	

j). P-III. Annexure-j

Sr. No.	Subject Matter of Instructions.	Govt. Order No. & Date	Remarks
1	Standing Order No. 1 of 1999 of H.P. Police Wireless Organization.	Home(A) B (12)1/99 Dated 2 nd March, 2000.	
2	Counting of adhoc service for the purpose of promotion and confirmation.	PER (AP)-C-B (2)-2/95-Vol.III (Part) dated 1-9-2003.	
3	Prescribing of provision for appointment on contract basis.	PER (AP)-C-B (19)-2/98-Part-II, dated 12-12-2003.	
4	Amendment in H.P. Civil Services (Declaration of Selection or Non-selection posts) Rules,1978-Amendment in R & P Rules thereof.	PER(AP-II)A (4)9/83-B-I dated 26 th February, 2005.	
5	Prescribing of provision for appointment on contract basis.	PER (AP)-C-B (2)-1/99-Loose dated 8 th September, 2005.	
6	Writing of ACRs of Medical staff posted in police department on deputation basis.	No. P-III (6)ACR/Inst./2003-38066A dated 5-8-2003.	
7	Half yearly performance report of the ASIs/ SIs/Inspectors of police appointed/promoted on probation/officiation.	No.Pers.-III (6) ACR-Prob/2002-4336-76 dated 11-3-2002.	
8	Half yearly performance report of the Clerks, Senior Assistants, Superintendents Grade-II, Steno-typists, Junior Scale Stenographers, Senior Scale Stenographers and Personal Assistants, appointed /promoted on	No. P-III (6) ACR-Prob./2002-19359-494 dated 2-5-02.	

	probation/officiation.		
9	Writing of ACRs of Lower Subordinate	No. Home (A)B(10)2/91 dated 31-7-93 issued vide this office Endst. No. Sath.-1(5)ACR/C&HC/87-93-34447-503 dated 11-8-93	
10	Induction , promotion & confirmation etc. of ECC	H.P. Govt. Home(A)B(2)-1/97 dated 7.12.99. DGP/ HP, Shimla Endst. No P-III (7) ECC/Standing order./96-47058-118-B dated 18.12.99	
11	Withdrawn of temporary attached Executive Police Personnel posted in various Police office and posting of officer orderlies above age of Forty five years.	DGP/ HP, Shimla Endst. No P-III (7) ECC/ Nirdesh/ 2000-15169 - 20B dated 18.4.2000	
12	Efficiency in Administration	H.P. Govt. Per (AR)A (6) -5/90-Vol-I dated 1.1.04	
13	Appointment of sons/ daughters /near relations of a Govt. servant who dies in harness, leaving his family in immediate need of assistance.	No. Per. (AP-II) F (4)-4/89 dated 18.1.1990.	
14	d#.kkewyd vk/kkj ij fu;qfDr rFkk Js.kh & 4 ls Js.kh & 3 ds inksa esa inksUufr ds fy, U;wure 'kS{kf.kd ;ksX;rkA	la[;k ij (,ih&AA) , (3) 2/ 80-III fnukad 27 uoEcj] 1991-	
15	d#.kkewyd vk/kkj ij e`rd deZpkfj;ksa ds vkfJrksa dks ljdkjh ukSdjh nsus IEcU/khA	la[;k ij (,ih&AA) ,Q (4)-4/89 fnukad 25-4-91	
16	d#.kkewyd vk/kkj ij fu;qDr fyfid dks Vad.k ijh{kk ikl djus ls IEcfU/krA	izfrfyfi fg0 iz0 ljdkj dkfeZd foHkkx dk;kZy; Kkiu la0 ij (,ih&AA) ,Q (4)-3/84-ikVZ&A fnukad 3-1-92-	
17	Reg. providing employment assistance on daily wages.	Per. (AP-II)F(4)-4/89 dated 18.5.1995.	
18	Appointment of sons/ daughters/ near relations of a Govt. servant who dies in harness leaving his family in immediate need of assistance – Modification thereof.	No. Per. (AP-II) F (4)-4/89 dated 12 th Dec. 1997.	
19	Appointment on compassionate grounds- Termination of services	No. Per. (AP-B) F (4)1/2000 dated 8.5. 2001.	
20	Appointment of sons/ daughters/ near relations of a Govt. servant who dies in harness leaving his family in immediate need of assistance.	No. Per. (AP-II) F (4)-4/89-III dated 13.9.2002.	
21	Appointment on compassionate grounds- Instructions thereof.	No. Fin.F-(A) 4-5/ 02- dated 16 May, 2002.	
22	Appointment of sons/ daughters/ near relations of a Government servant who dies in harness leaving his family in immediate need of assistance –	No. Per.(AP-II) F (4) -4/89-III dated 21. 6. 02	

	Modification thereof.		
23	-Same-	No. Per.(AP-II) F (4)-4/89-III dated 2.9.02	
24	Issue of NOC for grant of Passport facilities to central/ State Govt. officials.	Copy of letter No. VI/481/48/83 dated 14 th June, 1985 from under Secretary to the Govt. of India Ministry of External Affairs New Delhi.	
25	Appointment on compassionate grounds to the dependant of the deceased Govt. Servant.	No. Fin-F(9)1 /04 dated 21 st March, 2005, circulated vide Endst. No. P.III(4) Insts./ 04-15460-500 dated- 6.5.05	
26	Reg. Non-discrimination of disabled persons in Government employment – instructions thereof.	No. Per. (AP)-C-B(12)-1/99 dated 2 nd Aug. 1999 received from the Chief Secretary to the Govt. of H.P.	
27	Frequency at which the DPC should meet instructions regarding.	H.P. Govt. Letter No. PER (AP-II) B(3)-1/94. dated 16.11.1994 DGP/HP, Shimla Endst No.P-III (I) MS-12/94-45004-75 dated 29.11.94.	
28	Reservation of posts for Scheduled Castes/ Scheduled Tribes / Backward Classes / Ex. Servicemen etc. Clarification regarding maintenance of rosters and determinations of seniorities.	H.P. Govt. Letter No. PER(AP) C-F (1)-1/95, dated 27.5.1996 DGP/HP Shimla Endst. No. P-III (1)MS-12/94-37457-527 dated 28.6.96.	
29	Frequency at which the DPC/DRC should Meet instructions regarding.	H.P. Govt. Letter No. Per (AP-II) B(3)-1/94.dated 10.3.1997 DGP/HP, Shimla Endst No.P-III(I) MS-12/94-10496-556 dated 31.3.97	
30	Delinking seniority from confirmation	H.P. Govt. Letter No. Per (AP-B) B (15)-1/97. dated 26.3.1997 DGP/HP, Shimla Endst No.P-III (I) MS-12/94-11885 dated 8.4.97.	
31	Reservation of posts for Scheduled Castes/ Scheduled Tribes / Backward Classes / Ex. Servicemen etc. Clarification regarding maintenance of rosters and determinations of seniorities.	H.P. Govt. Letter No. Per (AP) C-F (1)-1/95. dated 27.3.97 DGP/HP Shimla Endst. No. P-III (I) Misc- /94-17718-68 dated 19.6.97.	
32	Reservation of posts for Scheduled Castes/ Scheduled Tribes / Backward Classes / Ex. Servicemen etc. Clarification regarding maintenance of rosters and determinations of seniorities.	H.P. Govt. Letter No. Per(AP) C-F (1)-1/95. dated 4.9.1997 DGP/HP Shimla Endst. No. P-III (I) MS-12/94-31991-32042 dated 25.9.97.	
33	Reservation of posts for Scheduled Castes/ Scheduled Tribes / Backward Classes / Ex. Servicemen etc. Clarification regarding maintenance of rosters and determinations of seniorities.	H.P. Govt. Letter No. Per(AP) C-F (1)-1/95. dated 20.12.99 DGP/HP Shimla Endst. No. P-III (I)MS-12/94-34502-57A dated 28.12.99.	
34	Reservation of posts for Scheduled Castes/ Scheduled Tribes / Backward Classes / Ex. Servicemen etc.	H.P. Govt. Letter No. Per(AP) C-F (1)-1/95. dated 4.1.2000 DGP/HP Shimla Endst. No. P-III	

	Clarification regarding maintenance of rosters and determinations of seniorities.	(I) MS-12/94-3006-61 dated 19.1.2000	
35	Reservation of posts for Scheduled Castes/ Scheduled Tribes / Backward Classes / Ex. Servicemen etc. Clarification regarding maintenance of rosters and determinations of seniorities.	H.P. Govt. Letter No. Per (AP) C-F (1)-1/98, dated 7.3.2000 DGP/HP Shimla Endst. No. MS-12/94-12842-97 dated 20.3.2000.	
36	Instructions Reg. Harijan	H.P. Govt. Letter No- (A) B (16) II/85-90-91. dated 8.5.2000	
37	Simplification of confirmation procedure Delinking of confirmation from the availability of permanent posts.	H.P. Govt. No. Per(AP-II) B(15)2/75-Pt. dated 24.4.2000 DGP/ HP Shimla Endst. No. P.III(1)-24175-285 dated 29.5.06	
38	Reservation of posts for Scheduled Castes/ Scheduled Tribes / Backward Classes / Ex. Servicemen etc. Clarification regarding maintenance of rosters and determinations of seniorities.	H.P. Govt. Letter No. Per(AP) C-F (1)-1/2000. dated 19.6.2000 DGP/HP Shimla Endst. No.P-III (I) Inst/2000-34457-500 B dated 21.7.2000.	
39	Reservation of posts for Scheduled Castes/ Scheduled Tribes / Backward Classes / Ex. Servicemen etc. Clarification regarding maintenance of rosters and determinations of seniorities.	H.P. Govt. Letter No. Per(AP) C-F (1)-1/2000. dated 7.7..2000 DGP/HP Shimla Endst. No.P_III (I) Inst/2000-34501-56 dated 21.7.2000.	