

MANUAL-1
Particulars of the organization, functions and duties
[Section 4 (1) (B) Right to information Act-2005]

1. **AIM & OBJECTIVES OF THE ORGANIZATION:-**

Aim and objective of the Haryana Police Academy Madhuban are as under:-

- i) To train officers and men of 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 impart 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 Academy imparts training 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 Academy 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 crime investigation , weapons, drill, commando, human rights, crime against women and children, and Police-Public relations are organized 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. A well equipped video library with over 150 training films is functioning, Most of the instructors are trained and experienced to use audio-visual aids.

3. **BRIEF HISTORY & BACKGROUND:-**

Before the establishment of Haryana Police Academy at Madhuban in the year 1976, Haryana Police men were being imparted training in various promotional and specialized courses at Punjab Police Academy, Phillaur. After the creation of Haryana as a separate State in 1966, necessity was felt for separate Police Training College for the state to train Policemen as per State's specific requirements. The College started imparting training to IPS (Prob) of Haryana and Himachal Pradesh cadres in 1976. It has imparted training to a number of batches of directly recruited DSsP of Haryana as also one batch of Nagaland Police and three batches of Himachal Pradesh Police. Twenty four batches of inspectors/ sub-inspectors/ Asstt. Sub-Inspectors of Haryana Police, Himachal Pradesh, Andaman & Nicobar Islands, Manipur, CISF, CBI and Bihar Police and eighty one batches of recruit constables of Haryana, Himachal Pradesh, U.T Chandigarh, Delhi, CBI, CISF have been trained at this Academy. Every year more than approx. 150 courses are being organized. So far about 2,22,781 trainees including other states, U.T and Central Police Organizations have received training here. The Academy is ranked among the best police institutions in the country and has so far imparted over two lakh police personnel of various ranks.

ORGANISATION

Executive Staff

	ADGP /DIR.	IGP /HP A	Dy. DIR (in the rank of DIG)	SP	DSsP	DA	DDsA	Insprs.	Sis	ASIs	HCs	CTs
Sanctioned Strength	1	2	1	-	5	1	2	7	25	25	98	111

Ministerial Staff

	Supdt. (O)	Asstt .	Jr. Scale Steno	Sr. Scale Steno	Clerk	Librarian	Daftri	Peon
Sanctioned Strength	1	5	1	1	4	1	1	2

Medical Staff

	MO	Pharmacist	ANM
Sanctioned Strength	1	2	1

Class IV Employees

Posts	Sanctioned Strength
Cook	55
Water Carrier	22
Sweeper	21
Dhobi	17
Barber	15
Mali	8
Mochi	9
Tailor	3
Carpenter	1
Mason	1
Painter	1
Blacksmith	1
Syce	1
Plumber	1

Supdt. (office)

This officer is the incharge for the Academy office and id responsible for the punctual disposal of correspondence, submission of all periodical returns and reports, maintenance of Character Rolls and Service Books etc.

Accounts Branch

Two Assistant with three ASI, two HC and two Constables are working in the Accounts Branch. This branch maintains all types of accounts details of expenditure, salary etc.

Medical Staff

One Medical Officer, two Pharmacists and one Auxiliary Nursing Midwife is sanctioned for HPA Hospital. A dispensary has been established at the HAP Hospital and the Doctor moves out on routine checks and to attend to the patients on the spot as and when required.

Tradesmen

Mochi and Mali attached with HPA are used for repairs of leather equipments and maintenance of parks and gardens respectively.

Arms and Ammunition

At present E/SI as Incharge, two ASI, and one E/HC are performing duty in the Kot. Arms and Ammunition with Tear Gas are used for training purpose. HPA has several arms like automatic & semiautomatic weapons alongwith sufficient ammunition to be used for training of police officials of various ranks.

Clothing

At present one ASI and one Constable keep record of all clothing items in the clothing store. The maintain the store and raise timely demands for supply of needed clothing items.

Miscellaneous Store

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

1.	Poly Carbonate Shield	-	1023
2.	Poly Carbonate Danda	-	434
3.	Body Protector	-	612
4.	Helmet	-	857
5.	Lathi Bass	-	1269

Transportation Wing

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

<u>Car</u>	<u>Tavera</u>	<u>Sumo/Balero</u>	<u>Gypsy</u>	<u>S.M Bus</u>	<u>T. Bus</u>	<u>P. Van</u>
4	6	3	5	10	06	3
<u>Truck</u>	<u>M. Cycle</u>	<u>Tractor</u>	<u>Ambulance</u>			
3	5	1	1			

The following No's of Police personal/ Driver are posted in M.T Wing:-

ESI	ASI	HC	Const.
01	04	15	16

M.T Traffic Driving School

Academy have well furnished Traffic & Driving School to impart of Light vehicle & heavy vehicle training and following no. of Police personal are posted in the School:-

SI	ASI	HC	Const.	Gypsy	T. Bus	M.Cycle	Scooty
01	01	05	02	2	2	06	20

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 are also provided with common room, modern kitchen (mess) and Dinning Hall having coolers fitted with ROs. There are 35 barracks for ORs: 8 on the HAP side & 27 on the HPA Side. Aprox. 2500 trainees as well as staff is being accommodated in barracks.

Messing

Gazetted Officers' Mess:

The Academy has two G.O's Mess and one Officer's trainees Hostel for providing well furnished accommodation and food 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 are available in this mess.

Non Gazetted Officers' Mess:

In the Academy a NGO's Mess has been constructed, accommodation and mess facilities are provided to NGO's and trainees in this mess, which consisting of a big dining hall and six furnished rooms.

Other Ranks' Mess:

Many adequate messes have been arranged in this Academy for OR's and other trainees. It is conducted on the co-operative basis.

Training Scheduled

Course calendar for the year 2018 duly approved by the Director General of Police attached at Annexure-I.

Library and Reading Material

A library has been set-up as academic & cultural heritage of Haryana Police in which presently, 17,874 books current Magazines and Journals are available. Besides the different subjects relating to Police, Books related to Hindi & English literature are available in this library. The main subjects on which books are available include Police Science, Criminology, Psychology, Sociology, Economics, Yoga, Man Management, Computer, Sports, Biographies, and Stories/Poems & Fiction etc. 3050 Précis Sets on various subjects are also available for trainees in Library. 'Madhuban' quarterly News Letter is being circulated to all Police Heads of India and concerned in Haryana state.

ACADEMIC POLICE TRAINING SCHEDULE

Daily training Programme

1. Reveille : 0430 HRS
2. P.T. (Gym Sessions as per requirement) : 0520 HRS TO 0600
HRS
3. Guard Mounting : 0730 HRS
4. Morning Parade: Promotional Courses, : 0635 HRS TO 0720
HRS
Prob./Specialized Courses and Recruit Courses
5. Barrack Inspection on Monday and Friday : 0815 HRS TO 0830
HRS
6. Morning Mess Hours : 0835 HRS TO 0930
HRS
7. Morning Assembly : 0940 HRS TO 0955
8. Indoor Classes (All Courses) : 1000 HRS TO 1400
(5 Periods of 45 Minutes each
with 15 Mts. Break after 2nd
Period)
9. Evening Programme for all courses (Except Friday)
 - I) Outdoor Classes – all courses : 1630 hrs to 1710 hrs
 - ii) Maintenance / games / gym/library : 1740 hrs to 1820 hrs
 - iii) Weekly Cultural Session (Only Friday) : 1630 hrs to 1730 hrs
10. Evening mess hours : 1850 hrs to 2000 hrs
11. Evening roll– call : 2015 hrs
12. Last post : 2130 hrs
13. Light out : 2200 hrs

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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 Work distribution amongst Gazetted Officer is as under:-

Name of Officers	Work Distribution
<u>Sh. K.K Sindhu, IPS Director</u>	He is the Head of the Department. He is also drawing and disburse officer.
Sh. Krishan Murari, IPS, SP/HPA	<ol style="list-style-type: none">1. He will work as Administrative Officer of office. Supervision all matters concerning PHQ and other training centers in State or out of State in regard to all training and other administrative matters & Correspondence relating to training/organizing seminars or other policy matters.2. Supervision of Ceremonial Parade like Passing Out Parade/Farewell Parade.3. First Appellant Authority under RTI Act, 20054. Overall Supervision of all Indoor/Outdoor Training Programme/Short Courses.5. Approval of Indoor short courses for GO's and specialized in service courses in consultation with Director/HPA, Madhuban.6. Supervision of sexual harassment committee of women at work place.7. Transfer/posting of ORs/NGO's in consultation with Director/HPA8. Sanction of Earned leave to ASIs, HCs, Cts. & Class-IV employees.9. Sanction of Casual leave to the P/DSP, P/Insp. & P/SIs (under training at HPA).10. Sanction of Casual/ Earned Leave to Ministerial Staff, Inspectors, Sub Inspr. & Army Staff.11. Sanction of Casual leave to the P/DSP, P/Insp. & P/SIs (under training at HPA).12. Supervision/ Management & Dispatch of force for Law & Order duty.13. Any other duty entrusted by W/Director, HPA from time to time.

<p>Sh. Shashi Kant Sharma, DA/HPA</p> <p>(Sh. Rampal, DDA/HPA & Sh. Ajay Kumar, DDA/HPA)</p>	<ol style="list-style-type: none"> 1. Supervision of Court Cases. 2. Supervision of Training Programme of All Indoor courses & selection of Guest Faculty in consultation 3. Scrutiny of case files. (for DA & DDA). 4. Will deliver Lecture to the trainees of various courses, preparation of training material, précis questionnaire etc. 5. Supervisory Officer of Policy Matter/Legal Matter. 6. Any other duty entrusted by W/Director, HPA from time to time. <p>Note:- to assist Sh. Shashi Kant, DA/HPA for Legal work of HPA and any other work assigned by Director/HPA.</p>
<p>Sh. Vivek Chaudhary, HPS DSP (Outdoor)</p>	<ol style="list-style-type: none"> 1. Supervision of Outdoor Training Programme i.e Basic/Promotional/ Specialized & In-Service Courses. 2. Maintenance of all Parade and Sports ground RTC & HPA. 3. Daily attendance & weekly meeting of Outdoor Staff, Band Staff & Army Staff. 4. Preparation of Outdoor Training Programme and tie-up with Guest Faculty. 5. Sanction of Casual leave to the trainees of Recruit Basic course and all promotional & Outdoor short courses (except female trainees). 6. Preparation of outdoor training material, Précis and questionnaire. 7. Regular daily attendance and weekly report of trainees (Outdoor) except female trainees. 8. Discipline/Weekly meeting with all trainees reg. their health and Fitness (expect female trainees). 9. Supervision of Sports Activities and organize games amongst trainees from time to time 10. Supervision of, Firing Simulator, Indoor Firing Range, Armourer Wing, Commando Wing & Climbing Wall. 11. Annual Firing & Trainees Firing (expect female trainees) 12. Any other duty entrusted by W/Director, HPA from time to time.

<p>Sh. Virender Yadav, DSP/HPA (Administration)</p>	<ol style="list-style-type: none"> 1. Sanction of Casual leave to the staff i.e. ASI, HC, Ct. & Class-IV employees. 2. Supervision of English Branch, Account Branch, Training Branch & OSI Branch. 3. SPIO under RTI Act, 2005 of HPA, MBN. 4. Supervision of Technical equipments. 5. Supervision of Quarter Master, Care Taker, M.T. Section/School Multimedia Hub, Photo Section, Computer Wing, Library, Wireless Section & Community centre. 6. Supervision of Study tours/ Cultural camps, Cultural Programmes, community policing programme, Cinema, Rangshala & Auditorium. 7. Supervision of printing of news letter and other study Material. 8. Any other duty entrusted by W/Director, HPA from time to time.
<p>Sh. Amarjit Kataria, DSP/HPA (Lines)</p>	<ol style="list-style-type: none"> 1. Maintenance of entire Lines Area of HPA, MBN. 2. Supervision of Plantation, Maintenance of Parks, Fishpond, Gardens and up-keep of the HPA Campus, Maintenance of Gym, Single Point Power Supply & P.A. System. 3. Supervision of new construction, repair and maintenance of all buildings, Hostels & barracks including temporary barracks. 4. Supervision of all Messes & Canteen including Officer's Mess, CPC, Skating Ring, Museum, Brass Band & Golf View Mess 5. Supervision of Kot, Ammunition and Rifles. 6. Security of HPA Complex. 7. Any other duty entrusted by W/Director, HPA from time to time.
<p>Sh. Yad Ram Bishnoi, HPS/DSP (Indoor)</p>	<ol style="list-style-type: none"> 1. Supervision of all Indoor Basic courses. 2. Regular daily attendance and weekly report of trainees (Indoor) except female trainees. 3. Preparation of Indoor training material, Précis and questionnaire. 4. Supervision of Training Programme (Indoor) of short Courses/ Seminars/Workshops and Promotional courses tie-up with Guest Faculty.

	<p>5. Supervision of short courses for Gazetted Officers (Indoor).</p> <p>6. Supervision of Model Police Station & Scene of Crime Station.</p> <p>7. Regular daily attendance and weekly meeting of indoor Instructors.</p> <p>8. Any other duty entrusted by W/Director, HPA from time to time.</p>
Sh. Sukhbir Singh, DSP/HPA	<p>1. Supervision of all type of General Duty.</p> <p>2. Any other duty entrusted by W/Director, HPA from time to time.</p>
Smt. Vidyawati DSP/HPA	<p>1. Annual Firing & Trainees Firing of female trainees.</p> <p>2. Sanction of causal leave of female trainees.</p> <p>3. Discipline of female trainers & trainees.</p> <p>4. Weekly meeting with all female trainees reg. their health and fitness.</p> <p>5. Complaints and enquiries of female Staff & Trainees</p> <p>6. Personal appearance / grievance of female trainers/trainees.</p> <p>7. Any other duty entrusted by W/Director, HPA from time to time.</p>

English Branch

Supdt (O)	Over all supervision of English Branch and account branch.
A-1	<p>i) All Kind of correspondence relating to temporary duty in HPA and allied training centre.</p> <p>ii) He will deals all kind correspondence of meeting.</p> <p>iii) Correspondence related to DAV Police Public School.</p> <p>iv) Correspondence received from FSL.</p>
A-2	<p>i) Correspondence regarding Establishment of Gos', NGOs and ORs.</p> <p>ii) Establishment of Ministerial Staff, Medical Staff and Class IV</p> <p>iii) Reward & Certificate</p> <p>iv) Proposal regarding sanction strength & Outsourcing policy.</p> <p>v) Discipline and Punishment</p> <p>vi) All Pension Cases</p> <p>vii) Maintenance of Character Rolls/Service Books/Registers etc. and other work related to establishment.</p>
A-3	<p>i) All types of correspondence relates to Police employees who are on Temp. Duty in HPA, Madhuban.</p> <p>ii) Clothing and Equipments</p> <p>iii) Booking of GOs' Mess & other Messes/HPA</p> <p>iv) Booking of Brass Band of HPA</p> <p>v) Booking of Community Centre of HPA</p> <p>vi) Proposal reg. Modernization, New Constructions & Purchase of equipments etc.</p>
A-4	<p>i) Correspondence regarding all types of Meetings.</p> <p>ii) Correspondence regarding games.</p> <p>iii) Correspondence regarding repairs.</p>

	iv) Correspondence regarding Single Point Connection. v) All type of Misc. work vi) Correspondence related to Hospital and Library.
A-5	i) All type of Correspondence related to Govt. Quarters. ii) Correspondence related to KOT, Computer Branch, M.T Section & Driving School. iii) Booking of Firing Butt iv) All correspondence related to annual audits & Internal audits. v) Work distribution of GOs'. vi) All correspondence related to service telephones.
A/Trg.	i) Proposal related to Training ii) Correspondence of syllabus etc. iii) Meeting and symposium on training iv) Training programme of all courses. v) Completion of results. vi) Correspondence of BPR&D Courses. vii) Preparation of Course Calendar.

Accounts Branch

Accountant	Over all Incharge of Accounts Branch, maintains record related to Accounts matter i.e Cash Book, Budget allotment, PWF, BRP&D workshops funds, contingent paid bills, Private Funds etc.
T.A Clerk	T.A Bills, Medical Bills, Final payments from GPF, All Govt. Advances and Authority of Treasury, Karnal.
LTC Clerk	LTC, HPA allowance, Pay bill of GOs'/NGOs'/ORs'/Class 4 th employees & GIS GIS.

OASI Branch

OASI	Correspondence related to Daily Deployment, Deployment of Force at various places, C.L/E.L of police personnel, absent cases & other disciplinary documents.
OB/Clerk	To maintain the Order Book
HC/FM	To maintain the Fauji Missal

Steno

Steno	Final order of Departmental enquiries, A.C.R correspondence and other work entrusted by the Director.
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Line Office

Line Officer	Ensure attendance of Police personnel and responsible to look after the maintenance of all HPA area including Govt. Quarters and Barracks. .
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MANNUAL-3

Procedure for Decision Making

As regard the procedure followed in the decision making procedure, it is submitted that the functioning of this academy is being controlled by Director of the academy. All Policy decision regarding training and Law & Order Duties etc. are being taken by DIR/HPA 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 Rules, 1934 as applicable to Haryana. Other rules are followed as prescribed by the State Government from time to time e.g. The Punjab Financial Rules, Civil Services Rules and Conduct Rules etc.

MANNUAL-5

Rules, Regulations for discharge of functions, manuals and records for discharging function

Sr. No.	Name of the act, rule, regulations etc.	Brief gist of the contents
1.	CCS (CCA), C (Conduct), (Leave), (Temp. Service), (Medical Attendance), (Pension), (Extraordinary), (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 regulations made under the D.P Act.
2.	General Financial Rules	Financial powers of the Head of Deptt. and Head of officers.
3.	Receipts & Payment Rules	Regarding receipts and payment
4.	FR/SR, TA Rules	Relating to TA/DA.
5.	FR/SR, LTC Rules	Relating to LTC etc.
6.	Advances to Govt. Servants	Relating to advance

7.	GPF Rules	Rules relating to General Provident Funds
8.	Income Tax on salaries	Relating to income tax on salary
9.	House Building Advance	Relating to House Building Advance
10.	Group insurance Scheme	Relating to Group Insurance Scheme
11.	Children Education Allowance	Education Fee
12.	Suspension & Reinstatement	Allowance of suspended police personnel
13.	Treasury Rules	Regarding Treasury
14.	Office Procedure	Ministerial job of offices
15.	Standing Orders/Circulars of Haryana Police	Instructions containing procedure to be adopted alongwith 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 service	Regarding relief to the family of the deceased.

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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	Details 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 PPR-2.71	Detail of 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	All sum of money received in a office/police station whether in cash or otherwise on any	Account Branch/CDO	10 years

	per PPR-22.73	account whatever, a receipt from this book is issued to remitting party		
5.	Appointment	Appointment	A-2 English Branch	Permanent
6.	Leave	Detail of E.L etc	A-2 & OASI Branch	Permanent
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 rank	A-2 English Branch	Permanent
9.	Fauji Missal	Personal Information in respect of Upper/Lower Subordinates	OASI Branch	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, Crl. Writ Suit, Appeal & SLP	Court Cases, petition, Crl. Writ Suit, Appeal & SLP	Legal Cell	Permanent
15.	Stock Register	Entry of General Store/Stationary Store articles purchased or received	Q.M & Stationary Clerk	Permanent
16.	ACRs	Confidential/assessment reports in respect of police personnel	Steno	Permanent
17.	Departmental Enquiries and Punishment	Departmental Enquiries and Punishment awarded to police personnel	Steno & A-2 Branch	Permanent
18.	Honorarium/Awards	Honorarium/Awards granted to police personnel	A-2 Branch	03 years or after completion of audit.

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Details of consultative committees and other bodies

Not applicable

MANNUAL-8

List of boards, councils, committees and other bodies

Not applicable

MANNUAL-9

Directory of Officers/Employees

Section 4 (1) (B) (IX)]

Sr. No.	Designation	Office	Mobile	Residence	FAX
1.	Sh. K.K Sindhu, IPS, Director, Haryana Police Academy, Madhuban	0184- 2380101	8130990000	--	0184-2380101
2.	Sh. Krishan Murari, IPS, SP/HPA	0184- 2390550	8295782277		
3.	Sh. Shashi Kant Sharma,DA/HPA, Haryana Police Academy, Madhuban.	0184- 2380166	9416457555	--	--
4.	Sh. Rampal, DDA/HPA &	0184- 2380116	9416694260	--	--
5.	Sh. Ajay Kumar, DDA/HPA	0184- 2380116	9416482174		
6.	Sh. Vivek Chaudhary, DSP/HPA	0184- 2380116 Ext.(2209)	9466027239	--	--
7.	Sh. Virender Yadav, DSP/HPA	0184- 2380116 Ext.(2241)	9466675687	--	--
8.	Sh. Amarjit Kataria, DSP/HPA	0184- 2380116 Ext.(2350)	9911540460	--	--
9.	Sh. Yad Ram Bishnoi, DSP/HPA	0184- 2380119 Ext.(2216)	9416370247	--	--
10.	Sh. Sukhbir Singh, DSP/HPA	0184- 2380116 Ext.(2216)	9416631300	--	--
11.	Smt. Vidyawati, DSP/HPA	0184- 2380116 Ext.(2209)	9255980980	--	--

HPA Staff AS ON 10.05-18						
Sr. no.	Rank	Name	No.	UNIT	Posting	Contact No.
1	Insp.	Kali Ram	88/HAP	HPA	Trg. Branch	9466096512
2	Insp.	Rampal	15/HAP	HPA		9671529774
3	Insp.	Amar Singh	..19/HAP	HPA	R/DIR	9813476965
4	Inspr.	Raj Roop	1/HAP	HPA	Welfare	9466340947
5	Inspr.	Satpal Singh	168/HAP	2nd Bn.	I/C Mess	9896606249
6	Insp.	Randir Singh	62/HAP	HPA	Drill Staff	8607693469
7	Insp.	Radheshyam	R-14	GRP		9416344283
1	W/SI	Mandeep	967/ KTL	HPA	Drill Staff	8059310741
2	W/SI	Charanjeet Kaur	949/KTL	HPA	Warden	9896904575
3	W/SI	Kulwant Kaur	656 KTL	HPA	Warden	9813333237
4	W/SI	Santosh 188/HPA	543/KKR	HPA	Law Staff	9466619100
5	W/SI	Babli	1459/RTK	HPA	Law Staff	9896155300
6	W/SI	Indra Rani	85/PPT	HPA	Law Staff	9896940575
7	W/PSI	Kiran	PPT	HPA	Law Staff	8295192220
8	W/SI	Anju	290/KNL	HPA	Law Staff	9996347809
9	W/SI	Santosh, 40/HPA	864/KKR	HPA	Drill Staff	7027932132
10	W/SI	Raj Bala	2281/FBD	HPA	Warden	9416448533
11	W/SI	Suman Devi	299 PKL	KKR	Drill Staff	8570050001
12	SI	Jaswant Singh	60/A PKL	HPA	Mess	9466342254
13	SI	Darshan Singh	154/CPF	HPA	Law Staff	9050486365
14	SI	Ramesh Kumar	621 C	HPA	R.T	9053041970
15	SI	Jai Chand	4/172HAP	HPA	L.O	8529842096
16	SI	Dilbhag Singh	5/500	HPA	G.D	9416869317

17	P/SI	Sandeep	YNR	HPA	G.D	9992271071
18	SI	Rameshwar Dass	5/45 HAP	HPA	M.T	9896219201
19	SI	Rambir	34/PWL	HPA	G.D	9466777159
20	SI	Vipin Kumar	1823/GG N	HPA	Trg. Branch	9728575011
21	SI	Tarsem Singh	2/288	HPA	G.D	9255558455
22	SI	Ram Kumar	4/176 (56)	HPA	Drill Staff	9813752423
1	ORP/SI	Jitender	107/PPT	HPA	Drill Staff	9896182405
2	ORP/SI	Ram Kumar	937/KNL	HPA	Library	9416441589
3	ESI	Ramesh	117/YNR	HPA	G.D	9016195210
4	ASI	Bijender Singh	2258/FBD	HPA	Drill Staff	9996209602
5	ASI	Satyawan	974/KNL	HPA	Drill Staff	9896229267
6	ASI	Ram Kumar	36/PPT(Y NR)	HPA	MT School	9466094191
7	ASI	Narayan, 65/HPA	135/RTK	HPA	MT	9991340085
8	ASI	Nirmal, 68/HPA	981/PPT	HPA	Firing Range	9996134142
9	ASI	Rajiv	1049/PPT	HPA	G.D	9215617181
10	ASI	Krishan Kumar	2485/FBD	HPA	Drill Staff	9813340551
11	ASI	Lahri Singh	389/PPT	HPA	Kot	9466762041
12	ASI	Vikash	1096/PPT	HPA	Drill Staff	999602762
13	ASI	Sultan Singh	823/AMB	HPA	Line Store	9416928751
14	ASI	Rajesh Kumar	1120/RTK	HPA	Multime dia	9992331999
15	ASI	Bhim Singh	118/AMB	HPA	CDO	9467654093
16	ASI	Narinder Kumar	1560/SPT	HPA	A-2	9896999770
17	ASI	Naresh Kumar	818/KNL	HPA	Drill Staff	9034893924
18	ASI/ORP SI	Vishavjeet, 105/HPA	2/KNL	HPA	Museum	9896330083
19	ESI	Ram Kumar, 162/HPA	491/KNL	HPA	Law Staff	946362107
20	W/ASI	Sushila	1266/SRS	HPA	Trg. Branch	9017743596
21	W/ASI	Asha	901/FBD	HPA	Mess	9416196168

22	W/ASI	Ruchi, 48/HPA	2779/FBD	HPA	CPT	8607400409
23	W/ASI	Palwinder Kaur, 75/HPA	986/KKR	HPA	Warden	9315543508
24	W/ASI	Sudesh Kumari	322/PPT	HPA	Mess	9416859226
25	W/ASI	Savitri	440/GGM	HPA	Account Branch	8059675641
26	W/ASI	Phool Wati, 2/HPA	2762/FBD	HPA	Law Staff	8053975717
1	EASI	Naresh Kumar	8	HPA	GD	
2	W/HC	Rekha	11	HPA	Library	9416699811
3	W/HC	Asha Rani	12	HPA	Drill Staff	
4	HC	Ram Pal	13	HPA	Eng. Branch	8816939086
5	HC	Ashish	14	HPA	Eng. Branch	8168362062
6	ORP/ASI	Dharam Chand	17	HPA	Comput er Branch	9416490199
7	EASI	Sukh Pal Singh	19	HPA	Account Branch	9896328760
8	HC	Manjeet Singh	20	HPA	A-1	9996500068
9	W/HC	Santosh	22	HPA	English Branch	9255658211
10	HC	Jasmer Singh	23	HPA	Single Point	9896066044
11	HC	Parveen	24	HPA	Dir/O	9468050354
12	HC	Narender	27	HPA	PA/ System	8295342222
13	EASI	Sukhbir	28	HPA	MT	8295350100
14	HC	Ravi Kumar	31	HPA	Drill Staff	9992550029
15	W/HC	Radha Rani	34	HPA	OASI Branch	8295592529
16	HC	Ramesh Kumar	35	HPA	MT	9813633101
17	W/HC	Pinki	37	HPA	MT School	9467484527
18	E/ASI	Ved Parkash	38	HPA	G.D	9050030154
19	W/HC	Sonia	42	HPA	G.D	9813870787
20	W/HC	Nirdosh	45	HPA	Account Branch	9813606443
21	W/HC.	Reeta	46	HPA	G.D	8295506999
22	W/HC	Shiwani	49	HPA	Acc. Br.	8295100210

23	HC	Raj Mohan	53	HPA	Law Staff	9813622557
24	HC	Parveen Kumar	54	HPA	DIR/O	9416561966
25	HC	Sanjeev Kumar	55	HPA	DIR/O	9416367196
26	W/HC	Usha Rani	65	HPA	Trg. Branch	9416028710
27	HC	Sukhvinder Singh	66	HPA	A-3	9416244963
28	EASI	Sultan Singh	67	HPA	Drill Staff	9466306180
29	HC	Ravinder	72	HPA	Law Staff	9812033039
30	EASI	Ramesh	78	HPA	G.D	9992244336
31	HC	Sunil Kumar	88	HPA	Computer	8295953143
32	EASI	Subhash Chander	95	HPA	Drill Staff	9896029870
33	HC	Raju Verma	97	HPA	Photo Sec.	9671766555
34	HC	Sandeep Singh	99	HPA	Drill Staff	9812616122
35	HC	Sunil Kumar	104	HPA	G.D	9729999961
36	HC	Naseeb	106	HPA	Trg. Branch	9991289400
37	HC	Ved Pal	109	HPA	Mess	9729994605
38	W/HC	Rakhi	111	HPA	G.D	8708677105
39	EASI	Rajender, 1114/KNL	112	HPA	Drill Staff	9671205851
40	ASI	Jagdish Parsad	114	HPA	Drill Staff	9896110018
41	HC	Surya Kant	119	HPA	G.D	9729743266
42	HC	Rishi Parkash	120	HPA	CDO	9034490924
43	HC	Sandeep Kumar	124	HPA	Auditorium	9991875500
44	E/SI	Karan Singh	128	HPA	MT	9896013700
45	W/HC	Sweety	134	HPA	G.D	9728933118
46	EASI	Ram Mehar	135	HPA	Canteen	9466027339
47	HC	Vinod Kumar	137	HPA	Drill Staff	9466048091
48	EASI	Harish Kumar	141	HPA	Fatigue Store	9896201279
49	EASI	Tarilochan Singh	155	HPA	G.D	9416894926
50	E/ASI	Mahender Singh	156	HPA	OASI Branch	9812566802

51	SI	Kushal Pal	163	HPA	KOT	9991459782
52	E/ASI	Virender Singh	166	HPA	Drill Staff	9466574297
53	W/HC	Geeta	174	HPA	GYM	9992095531
54	E/ASI	Ram Pal	179	HPA	G.D	9871529774
55	E/ASI	Vinay Kumar	185	HPA	G.D	9991740703
56	HC	Rajbir Singh	194	HPA	Drill Staff	9812918237
57	HC	Narender Pal	196	HPA	Legal Cell	9466412654
58	W/HC	Pinki	199	HPA	Law Staff	9034816338
59	HC	Satnam Singh	201	HPA	Mess	9467614041
60	EASI	Mahinder Singh	202	HPA	Account Branch	9466653507
61	HC	Chander Bhan	209	HPA	QM/ Branch	94683315445

1	C-1	Vikram Pal	1	HPA	PA/ System	9896587171
2	EHC	Rajesh	2	HPA	Canteen	9813010046
3	EHC	Suresh, 2/223	3	HPA		
4	Ct.	Raj Kuamr	10	HPA	MT	9466453921
5	W/Ct.	Sharmila	15	HPA	CPT	9416011929
6	C-1	Rakesh Kumar	29	HPA	CPC	9355541402
7	Ct..	Charan Singh	32	HPA	GO's Mess	9466345875
8	C-1/EHC	Amar Jeet Singh	33	HPA	A-5	9728002855
9	W/Ct.	Renu	36	HPA	Firing Range	8708603884
10	EHC	Ajeet	39	HPA	MT	7357533127
11	W/Ct.	Meenu Tomar	41	HPA	GD	8607676068
12	Ct	Sandeep Kumar	43	HPA	GD	9416552809
13	W/Ct	Yashwanti	44	HPA	Drill Staff	7027770767
14	W/EHC/ C-1	Hemlata	48	HPA	Warden	8295956005
15	W/Ct.	Manju	52	HPA	GD	8059923075
16	W/Ct.	Nisha	60	HPA	GD	9996894856
17	HC	Vinod	61	HPA	Trg. Branch	9812596012
18	W/Ct.	Pinki	62	HPA	Drill Staff	9729741362

19	EHC	Subash Chand	70	HPA	Mess	9467942321
20	EASI	Lekh Raj	74	HPA	Hospital	8950223502
21	W/Ct.	Renu	76	HPA	GD	9466206114
22	W/Ct.	Suman	80	HPA	GD	8168623764
23	EASI	Yogender	84	HPA	GD	9996055233
24	EHC/C-1	Satish	87	HPA	Canteen	9466079384
25	EHC	Joginder	90	HPA	MT	9468117910
26	W./Ct	Asha	93	HPA	GD	9812091119
27	Ct.	Sachin kumar	98	HPA	PA/ System	9729600422
28	W/Ct.	Rajwinder Kaur	100	HPA	GD	7888312340
29	W/Ct.	Seema	108	HPA	Law Staff	8900167834
30	EHC	Parkashvir	118	HPA	Law Staff	9416571575
31	EASI	Vikram	122	HPA	I/C 4 th Class	9671544070
32	EHC	Sandeep Singh	129	HPA	Golf Mess	9991451016
33	EHC	Megh Nath	131	HPA	Canteen	9068344574
34	EASI	Balbir Singh	140	HPA	Mess	8053629206
35	W/EHC	Santosh	143	HPA	HRMS	9416592275
36	EHC	Rajinder Singh	147	HPA	Line Store	8708663101
37	EASI	Ashok Kumar	204	HPA	Bigular	9466274597

BAND STAFF HPA						
1	ESI	Ram Niwas	(EHC)	228	HPA	9467626182
2	ORP/HC	Ashok Kumar	(Ct.)	224	HPA	9416285738
3	EASI	Jai Nand	(Ct.)	213	HPA	9896687040
4	EASI	Mukesh Kumar	(Ct.)	214	HPA	9050011029
5	EASI	Suabsh Chand	(Ct.)	212	HPA	9991454607
6	EASI	Ram Niwas	(Ct.)	215	HPA	9466547798
7	EHC	Mahinder Singh	(Ct.)	220	HPA	9034686505
8	EHC	Mangal Singh	(Ct.)	216	HPA	9467476045
9	EHC	Pardeep Kumar	(Ct.)	227	HPA	9416503301
10	EHC	Sanjay Kumar	(Ct.)	229	HPA	9467513029

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Monthly remuneration of officers/employees

[Section 4 (1) (b) (x)]

Pay Scale of Officer/Employees is as under:-

Rank	Pay Scale
ADGP/Director	1,82,200/-
IG/HPA	1,28,900/-
Medical Officer	56,100/-
DA	67,700/-
DDA	56,100/-
DSP	53,100/-
Supdt. (O)	35,400/-
Sr. Scale Steno	35,400/-
Jr. Scale Steno	25,500/-
Librarian	25,500/-
Inspector	44,900/-
Sub Inspector	35,400/-
Assistant	35,400/-
Pharmacist	35,400/-
Asstt. Sub Inspector	29,200/-
Head Constable	25,500/-
Constable	21,700/-
Clerk	19,900/-
Steno Typist	19,900/-
ANM/MPHW (F)	25,500/-
Daftri	16,900/-
Peon	16,900/-
Water Carrier	16,900/-
Sweeper	16,900/-
Dhobi	16,900/-
Cook	16,900/-

Barber	16,900/-
Mali	16,900/-
Mochi /Cobbler	16,900/-
Tailor	16,900/
Carpenter	16,900/
Syce	16,900/-
Plumber	16,900/-
Mason	16,900/-
Painter	19,900/-
Black Smith	16,900/-

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Budget allocated (upto 29.04.2016)

Sr. No.	Code	Head	Amount Allocated	Expenditure	Balance
1.	01	Salary	151461158	32010559	119450599
2.	03	Dearness Allowances	6327392	1437387	4890005
3.	04	Travel Expenses	474630	250239	224391
4.	05	Office Expenses	674141	240356	433785
5.	17	Minor Works	122576	0	122576
6.	21	Motor Vehicle	158681	150157	8524
7.	24	Material & Supply	72885	72523	362
8.	34	Other Charges	150000	0	150000
9.	45	P.O.L	409883	409770	113
10.	67	Medical Reimbursement	911915	82874	829041
11.	69	Contractual Service	1300364	0	1300364
12.	70	Leave Travel Concession	674683	672840	1843
13.	79	Ex-Gratia	2898826	1081503	1817323
14.	92	Energy Charges	6345240	1069924	5275316

MANNUAL-12

Execution of subsidy program

Not applicable

MANNUAL-13

Particulars of recipients of concessions, permits

Not applicable

MANNUAL-14

Information available in an electronic form

Not applicable

MANNUAL-15

Facilities available for obtaining information

Sr. No.	Facility available	Nature of Information available	Working hours⁷⁷⁷
1.	Website http://www.haryanapolice.gov.in/ http://www.haryanapolice.nic.in/	Online	round-the-clock
2.	Notice Board	1. Written information/ guidance 2. Right to information Act. 2005	

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Particulars of PIOs

Sr. No.	Name	Rank/ Designation	Contact/Office	Mobile
1.	Sh. Krishan Murari, IPS, SP/HPA	First Apeecal Authority, HPA/MBN	0184-2390550	8295782277
2.	Sh. Virender Yadav, DSP/HPA	SPIO, HPA/MBN	0184-2380116 Ext.(2241)	9466675687

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Any information as may be prescribed for dissemination and shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

State Public Information Officer-cum-
Deputy Superintendent of Police
Haryana Police Academy
Madhuban.