

# RTI Act 2009

Handbook of Information under the Right to Information Act 2009

## Chapter 4

### **Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.**

4.1 That, all duties / functions are discharged by officers and employees of Police Department in accordance with existing Laws, Rules & Regulations and other Local and Special Laws of the land.

Some important functions discharged by the Department through its Officers and men include:-

- implementation of laws of the land , which are in force, in letter and spirit,
- Criminal prosecution,
- maintenance of law and order,
- prevention and detection of crime,
- counter insurgency
- allied & subsidiary functions and security related matters,

These functions necessarily have a social importance and are backed by provisions of various laws duly enacted from time to time. The various powers and duties exercised and performed are laid down in the Code of Criminal Procedure, the Police Act-1927, The J&K Police Manual, and various Local and Special enactments like Narcotic Drugs and Psychotropic Substances Act, Public Safety Act, Arms Act, Unlawful activity Act, Essential Commodities Act and all other Laws applicable to the State of J&K to tackle specific situations. As regards the General Administrative Powers exercised in order to run the department, these powers are derived from various Rules and Notifications like the Police Act as applicable to J&K State, J&K Police Rules, Civil Service regulations, Employees Conduct Rules, J&K Classification, Control and Appeal Rules, Leave Rules etc.

The J&K Police Manual exhaustively defines powers vested with various Police ranks and formations, including powers to be exercised for smooth functioning of the department like transfers, posting etc. and powers to be exercised in consonance and harmony with the Civil Administration and Judiciary. The latter includes duties to obey orders passed in judicial capacity by the Magistrates, laying of information before the Magistrates and execution of warrants issued in magisterial capacity either by the Executive or Judicial Magistrates. Powers of investigation and arrest are vested by the Code of Criminal Procedure whereby the field agencies are obliged to take cognizance of various offences committed within their local jurisdictions, investigate the same, and bring the same to the knowledge of Magistracy so that offenders are brought to justice under the laws of the land. A full fledged Prosecution branch functions within the Police Department to assist investigations & ensure speedy and effective trial of the cases before the Courts of Law. Powers of arrest are available in the Code of Criminal Procedure, mentioned in detail in the schedules to the CrPC. However, these powers are required to and are, exercised in conformity with the guidelines laid down by Courts of the Country.

### **1) Prosecution**

Prosecution Cadre	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment
	I Prosecuting Officer in the rank of Inspector	PB-2 9300-34800 Grade Pay Rs. 4280.00	<p>i) Age 18 to 30 years as on Ist Jan of the recruitment year.</p> <p>ii) Physical Standards:</p> <p>Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½"</p> <p>Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Distt &amp; Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Professional Degree in Law from any recognized University.</p> <p>iv) Certificate of minimum two years of Experience of actual practice at bar, from the concerned District Judge.</p> <p>Note: In case of equal merit, of two or more candidates in the recruitment tests, senior in age shall be preferred</p>	100% by direct recruitment through Police Recruitment Board

## 2) Executive Police

Executive Police	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment/ promotion
I	Inspector	PB-2 9300-34800 Grade Pay Rs. 4280.00		100 % by promotion amongst the eligible candidates belonging to category II & brought up in the promotion list F in accordance with Rule 393 of the J&K Police Manual, having at least five years of service as S.I's.
II	Sub-Inspector	PB-2 9300-34800 Grade Pay Rs. 4240.00	<p>i) Age: 18 to 28 years as on Ist Jan of the recruitment year.</p> <p>ii) Physical Standards:</p>	50% by direct recruitment & 50% by promotion amongst the eligible candidates, belonging to category III & brought in the promotion list E in accordance with Rule 390 of the J&K Police

Males: Height 5'6", Chest  
Un-Expanded 32",  
Expanded 33½"

Manual, having at least  
five years of service as  
ASI, & declared successful in  
the Upper Class Course.

Females: Height 5'2"  
(However for male  
candidates belonging to  
Leh/ Kargil Distt & Gorkha  
Community the minimum  
height shall be 5'4" while  
for Females the same shall  
be 5').

iii) Qualification:

S.I - Graduates in any  
discipline from any  
recognized University.

III      Assistant Sub- PB-1  
Inspector      5200-20200  
                         Grade Pay Rs.  
                         2800.00

100 % by promotion  
amongst the eligible  
candidates belonging to  
category IV & brought up in  
the promotion list D in  
accordance with Rule 389 of  
the J&K Police Manual,  
having at least  
five years of service as  
Head Constable, provided  
that the officer & declared  
successful in the  
Intermediate Class Course.

IV      Head Constable PB-1  
                         5200-20200  
                         Grade  
                         Pay Rs.2300.00

100% by promotion amongst  
the eligible candidates  
belonging to category V &  
brought up in list C in  
accordance with Rule 388 of  
the J&K Police Manual,  
provided that they have  
successfully passed the  
Lower Class Course.

V      Constable      PB-1  
                         5200-20200

The promotion shall be made  
strictly in accordance with  
Rule 382 (1) & (2) of the  
J&K Police Manual.

100% by promotion amongst  
the eligible candidates

	(Selection Grade)	Grade Pay Rs.2100.00		belonging to category VI & brought up in list A & B in accordance with Rule 386 & 387 of the J&K Police Manual.
VI	Constable	PB-1 5200-20200 Grade Pay Rs.1800.00	<p>i) Age: 18 to 28 years as on Ist Jan of the recruitment year.</p> <p>ii) Physical Standards:</p> <p>Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½"</p> <p>Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Distt &amp; Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Qualification:</p> <p>Minimum Matric from any recognized school/ Institution.</p>	100% by direct recruitment
VII	Follower	1S 4440-7440 Grade Pay Rs. 1300.00	<p>i) Age: 18 to 37 years as on Ist Jan of the recruitment year.</p> <p>ii) Qualification:</p> <p>Minimum 10th Pass from any recognized school/ Institution</p> <p>iii) Proficiency in the respective trade.</p> <ol style="list-style-type: none"> <li>1. Washerman.</li> <li>2. Cook.</li> <li>3. Water Carrier.</li> <li>4. Barber.</li> </ol>	100% by direct recruitment

## 5. Sweeper.

### 3) Armed Police

Armed Police	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment/ promotion
I	Inspector	PB-2 9300-34800 Grade Pay Rs. 4280.00		100 % by promotion amongst the eligible candidates belonging to category II & brought up in the promotion list F in accordance with Rule 393 of the J&K Police Manual, having at least five years of service as S.I's.
II	Sub-Inspector	PB-2 9300-34800 Grade Pay Rs. 4240.00	<p>i) Age: 18 to 28 years as on 1st Jan of the recruitment year.</p> <p>ii) Physical Standards:</p> <p>Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½"</p> <p>Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Distt &amp; Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Qualification:</p> <p>1) S.I</p> <p>Graduates in any discipline from any recognized University.</p>	50% by direct recruitment & 50% by promotion amongst the eligible candidates, belonging to category III & brought in the promotion list E in accordance with Rule 390 of the J&K Police Manual, having at least five years of service as ASI, & have passed the Pre Promotion Course.
III	Assistant Sub-Inspector	PB-1 5200-20200 Grade Pay Rs. 2800.00		100 % by promotion amongst the eligible candidates belonging to category IV & brought up in the promotion list D in accordance with Rule 389 of the

				J&K Police Manual, having at least five years of service as Head Constable, provided that the officer has passed the Pre Promotion Course.
IV	Head Constable	PB-1 5200-20200 Grade Pay Rs.2300.00		100% by promotion amongst the eligible candidates belonging to category V & brought up in list C in accordance with Rule 388 of the J&K Police Manual, provided that they have successfully passed the Pre Promotion Course.
				The promotion shall be made strictly in accordance with Rule 382 (1) & (2) of the J&K Police Manual.
V	Constable (Selection Grade)	PB-1 5200-20200 Grade Pay Rs.2100.00		100% by promotion amongst the eligible candidates belonging to category VI & brought up in list A & B in accordance with Rule 386 & 387 of the J&K Police Manual.
VI	Constable	PB-1 5200-20200 Grade Pay Rs.1800.00	<p>i) Age: 18 to 28 years as on Ist Jan of the recruitment year.</p> <p>ii) Physical Standards:</p> <p>Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½"</p> <p>Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Distt &amp; Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Qualification:</p> <p>Minimum Matric from any recognized school/ Institution.</p>	100% by direct recruitment

VII	Follower	1S 4440-7440 Grade Pay Rs. 1300.00	<p>i) Age: 18 to 37 years as on Ist Jan of the recruitment year.</p> <p>ii) Qualification:</p> <p>Minimum 10th Pass from any recognized school/ Institution</p> <p>iii) Proficiency in the respective trade.</p> <ol style="list-style-type: none"> <li>1. Washerman.</li> <li>2. Cook.</li> <li>3. Water Carrier.</li> <li>4. Barber.</li> <li>5. Sweeper.</li> </ol>	100% by direct recruitment
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#### 4) Telecommunication

Tele-Comm Wing	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment
I	Inspector	PB-2 9300-34800 Grade Pay Rs. 4280.00		100 % by promotion amongst the eligible candidates belonging to category II & brought up in the promotion list F in accordance with Rule 393 of the J&K Police Manual, having at least five years of service as S.I's. and must have passed Grade I course in respective trade.
II	Sub-Inspector	PB-2 9300-34800 Grade Pay Rs. 4240.00	<p>i) Age: 18 to 28 years as on Ist Jan of the recruitment year.</p> <p>ii) Physical Standards:</p> <p>Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½"</p> <p>Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Distt &amp; Gorkha</p>	<p>50% by direct recruitment &amp; 50% by promotion amongst the eligible candidates belonging to category III &amp; brought in the promotion list E in accordance with Rule 390 of the J&amp;K Police Manual, having at least five years of service as ASI, provided that the eligible officer must have passed</p> <p>I) Radio Operator Gd-I or</p>

				Community the minimum height shall be 5'4" while for Females the same shall be 5').	ii) Radio Tech Gd- I or iii) Fitter Mech Gd-I or iv) Cipher Gd-II
				iii) Qualification:	
				1) B.E or B-Tech in	
				Electronics & Communication (ECE)	
III	Assistant Sub-Inspector	PB-1 5200-20200 Grade Pay Rs. 2800.00			100 % by promotion amongst the eligible candidates belonging to category IV & brought up in the promotion list D in accordance with Rule 389 of the J&K Police Manual, having at least five years of service as Head Constable, provided that the officer has passed the .  I) Radio Operator Gd-I or  ii) Radio Tech Gd- II or  iii) Fitter Mech Gd-I or  iv) Cipher Gd-III
IV	Head Constable	PB-1 5200-20200 Grade Pay Rs.2300.00			100% by promotion amongst the eligible candidates belonging to category V & brought up in list C in accordance with Rule 388 of the J&K Police Manual, provided that they have successfully passed the requisite pre promotion course . The promotion shall be made strictly in accordance with Rule 382 (1) & (2) of the J&K Police Manual.
VI	Constable (Selection Grade)	PB-1 5200-20200 Grade Pay Rs.2100.00			100% by promotion amongst the eligible candidates belonging to category VI & brought up in list A & B in accordance with Rule 386 & 387 of the J&K Police Manual.

VII	Constable (Operator)	PB-1 5200-20200 Grade Pay Rs.1800.00	<p>i) Age: 18 to 28 years as on 100% by direct recruitment Ist Jan of the recruitment year.</p> <p>ii) Physical Standards:</p> <p>Males: Height 5'6",Chest Un-Expanded 32", Expanded 33½"</p> <p>Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Distt &amp; Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Qualification:</p> <p>Minimum 10+2 Pass (With Science) from any recognized school/ Institution.</p>
VIII	Follower	1S 4440-7440 Grade Pay Rs. 1300.00	<p>i) Age: 18 to 37 years as on 100% by direct recruitment Ist Jan of the recruitment year.</p> <p>ii) Qualification:</p> <p>Minimum 10th Pass from any recognized school/ Institution</p> <p>iii) Proficiency in the respective trade.</p> <ol style="list-style-type: none"> <li>1. Washerman.</li> <li>2. Cook.</li> <li>3. Water Carrier.</li> <li>4. Barber.</li> <li>5. Sweeper.</li> </ol>

## 5. Auxiliary Police

Auxiliary Wing	Category of Post & Rank	Grade	Minimum eligibility criteria for direct recruitment	Mode of recruitment
I	Inspector	PB-2 9300-34800 Grade Pay Rs. 4280.00		100 % by promotion amongst the eligible candidates belonging to category II & brought up in the promotion list F in accordance with Rule 393 of the J&K Police Manual, having at least five years of service as S.I's.
II	Sub-Inspector	PB-2 9300-34800 Grade Pay Rs. 4240.00	<p>i) Age: 18 to 28 years as on 1st Jan of the recruitment year.</p> <p>ii) Physical Standards:</p> <p>Males: Height 5'6", Chest Un-Expanded 32", Expanded 33½"</p> <p>Females: Height 5'2" (However for male candidates belonging to Leh/ Kargil Distt &amp; Gorkha Community the minimum height shall be 5'4" while for Females the same shall be 5').</p> <p>iii) Qualification:</p> <p>1) Graduate in any discipline from any recognized University.</p> <p>2) Degree/ Diploma in Disaster Management from any recognized university.</p> <p>OR</p> <p>Training of Homeguards/ Civil Defence from any recognized University.</p>	50% by direct recruitment & 50% by promotion amongst the eligible candidates belonging to category III & brought in the promotion list E in accordance with Rule 390 of the J&K Police Manual, having at least five years of service as ASI, provided that the eligible officer must have passed the pre-promotion Course.

III	Assistant Sub-Inspector	PB-1 20200 Grade Pay Rs. 2800.00	5200-	100 % by promotion amongst the eligible candidates belonging to category IV & brought up in the promotion list D in accordance with Rule 389 of the J&K Police Manual, having at least five years of service as Head Constable, provided that the officer has passed the Pre Promotion Course.
IV	Head Constable	PB-1 20200 Grade Pay Rs.2300.00	5200-	100% by promotion amongst the eligible candidates belonging to category V & brought up in list C in accordance with Rule 388 of the J&K Police Manual, provided that they have successfully passed the Pre Promotion Course..
V	Constable (Selection Grade)	PB-1 20200 Grade Pay Rs.2100.00	5200-	The promotion shall be made strictly in accordance with Rule 382 (1) & (2) of the J&K Police Manual. 100% by promotion amongst the eligible candidates belonging to category VI & brought up in list A & B in accordance with Rule 386 & 387 of the J&K Police Manual.
VI	Constable	PB-1 20200 Grade Pay Rs.1800.00	5200-	100% by direct recruitment

ii) Physical Standards:

Males: Height 5'6", Chest Un-Expanded 32",  
Expanded 33½"

Females: Height 5'2"  
(However for male candidates belonging to Leh/ Kargil Distt & Gorkha Community the minimum height shall be 5'4" while for

Females the same shall be 5').

iii) Qualification:

Minimum 10+2 Pass from any recognized school/ Institution.

VII	Follower	1S	4440-	i) Age: 18 to 37 years as on
		7440 Grade		Ist Jan of the recruitment
		Pay Rs. 1300.00		year.

ii) Qualification:

Minimum 10th Pass from any recognized school/ Institution

iii) Proficiency in the respective trade.

1. Washerman.
2. Cook.
3. Water Carrier.
4. Barber.
5. Sweeper.