



**GOVERNMENT OF THE PUNJAB
POLICE DEPARTMENT**

Dated: /2025.

PROPOSED DRAFT STANDING ORDER

Subject: **DISTRIBUTION OF WORK AT THE CENTRAL POLICE OFFICE (ALL STAFF OFFICERS & HEAD OF ATTACHED UNITS)**

The Provincial Police Officer (PPO/IGP) as the Head of the Punjab Police is also ex-officio Secretary to the Provincial Government and exercises administrative and financial powers as envisaged under Police Order 2002. All officers under his command assist him in the performance of his duties admissible under the law. At the Central Police Office (CPO), several staff officers and Heads of attached Police Units who deal with various functions and assigned responsibilities assist the PPO/IGP. Such entrustments are aimed at efficient & effective internal administration and better public service delivery. It is further expedient to firm up and streamline the distribution of work amongst various offices to achieve the following objectives:

- a. Ensuring efficient & effective public service delivery
- b. Strategic planning and management by objectives
- c. Organizational development and innovation
- d. Institutional and collaborative decision making
- e. Empowerment and accountability
- f. Expeditious and timely disposal of business
- g. Bottom-up management for initiatives
- h. Development & implementation of professional standards

2. All the constituent Branches/Units dealing with various functions, and having certain common functions, are hereby placed under the supervision of Additional IGPs/DIGs. They shall be responsible for the supervision of work under their purview. Irrespective of their purview and to achieve the above objectives, they shall perform the following generic functions:

- i. Formulation of policies with the approval of PPO/IGP for expeditious disposal of official business. The routine business shall be disposed off in accordance with the said policies. However, in special cases/new initiatives where policies are

either silent or further deliberations are required; the same may be submitted/discussed with the PPO/IGP. Necessary inputs may be sought and meetings convened with other Branches and functional Units for broad based and participative decision-making.

- ii. Supervision for expeditious disposal of official business. A mechanism to monitor the pending cases and piled up files may be internally developed to clear the desk as early as possible.
- iii. Welfare and facilitation of officers/officials to ensure better administration and public service delivery.
- iv. Strict application of rules, regulations, SOPs, Standing Orders and instructions. Formulation/amendments of such instruments may be carried out to ensure merit, transparency and rule-based functional administration.
- v. Judgments of superior courts and expected litigations may be taken into account to ensure smooth official functioning.
- vi. Media activism and likely public perceptions may also be envisaged for developing response plan.
- vii. Bottom-up management style may be followed i.e. to keep the PPO/IGP informed about upcoming issues, challenges, plans, solutions and capacity building initiatives for soliciting approvals and system's development.
- viii. Preparation and keeping handy Power Point presentations on matters under purview/new initiatives for the consideration of competent authorities at short notice.
- ix. Development of performance evaluation systems for ensuring efficient and effective administration.
- x. Preparation of monthly performance reports for the perusal of PPO/IGP on 7th of each month.
- xi. Development of IT-based prospective plans to make their offices paperless and ensuring swift storage and retrieval of information.

3. The Organogram/Command Structure of the CPO is given at **Annex-A.**

The work distribution amongst the officers is given as under:

ESTABLISHMENT BRANCH

The Establishment Branch is mainly responsible for formulating and implementing policy guidelines, rules, and procedures on all the service matters such as recruitment, promotion, transfer (Inter-Units Inter-Regional / Inter-Provincial), and deputation etc. of all the junior ranks (Inspector & below) and the ministerial staff (BPS-17 & below). Career planning of junior rank police officers is one of the most important tasks of the Branch. Similarly, Human Resource Management (HRM) at the

Regional & District level, computerization of the human resource and formulation of HR database at the CPO level are also the essential responsibilities of the branch. The Branch also deals with the disciplinary matters of ministerial / specialized staff, up to BPS-14. The matters related to the security and administration of the CPO also fall under the purview of this Branch; all the ceremonies, parades, events, official functions, and visits are also coordinated and arranged for, by this Branch. The work distribution amongst the officers posted at the Establishment Branch CPO is given as under.

1. Addl. IGP, Punjab

Addl. IGP, Punjab shall be responsible for:

- i. Human Resource Management and policy making in case of junior ranks in Punjab Police.
- ii. Supervision of DIG Establishment-I, DIG Establishment-II and AIG Admin & Security.
- iii. Secretariat work of Police Executive Board.
- iv. Secretariat work of Policy Consultative Committee (PCC).
- v. Transfer/Posting (Inter-units/Inter-Regional/Inter-provincial) of Executive Staff (upto BS-16), Ministerial Staff (upto BS-17) and Specialized staff (up to BS-17) as per policy and instructions. In case of Ministerial/Specialized Staff of BS-17 with the prior approval of PPO/IGP.
- vi. Deputations of Executive and Ministerial Staff as per policy and instructions.
- vii. Recruitment matters as admissible under rules.
- viii. Finalization of cases for Admission to Promotion List 'F'/equivalent lists.
- ix. Finalization of cases for promotion to the rank of Inspector, Office Superintendents and equivalent ranks.
- x. Finalization of cases for ministerial staff and specialized cadres for promotion up to BS-17 with the approval of PPO/IGP.
- xi. Deciding service matters/representations of Inspectors.
- xii. Deciding service matters/representations of ministerial and specialized staff up to BS-16 (BS-17 with the approval of PPO/IGP).
- xiii. Finalization of the cases for confirmation of Inspectors as per rules.
- xiv. Notifications / maintenance of seniority list of Inspectors/equivalent ranks.
- xv. Notifications / maintenance of seniority lists of ministerial and specialized staff.
- xvi. Nominations of Inspectors for Advance Class and equivalent Courses.
- xvii. Looking after the routine work of the office of PPO/IGP in case of his being out station/on leave.

- xviii. Revision/Appellate matters of Inspectors/Senior Traffic Wardens from police regions including District Elite Group as per rules.
- xix. Revision/Appellate matters of Ministerial/Specialized Staff as per rules.
- xx. Acting as Chairman of the Departmental Promotion Committee (DPC) for promotion from the rank of Inspector to DSP, Ministerial and Specialized Staff from BS-16 to BS-17 and member of Departmental Promotion Board (DPB) for promotion from BS-17 to BS-18.
- xxi. Any other matter assigned by the PPO/IGP.

1.1 DIG Establishment-I

DIG Establishment-I shall be responsible for:

- i. Management of CPO's Establishment Sections I & II
- ii. Formulation and implementation of career planning policy for SIs/ASIs/Equivalent Executive Ranks (EERs).
- iii. Matters related to recruitment/promotion of SIs/ASIs/Traffic Wardens and EERs through Punjab Public Service Commission as per rules.
- iv. Transfer/postings (Inter-units/Inter-Regional/Inter-provincial) of SIs/ASIs and EERs as per policy and instructions.
- v. Preparation of cases for admission to Promotion List "F" or equivalent lists.
- vi. Preparation of cases for promotion to the rank of Inspectors/EERs.
- vii. Preparation of cases for the confirmation of Inspectors/EERs.
- viii. Preparation of cases for the finalization of service matters/representations of Inspectors by the Addl. IGP, Establishment.
- ix. Preparation of seniority lists of Inspectors/EERs as per rules.
- x. Preparation of cases of appeals/revision petitions from Inspectors/EERs for the competent authority.
- xi. Matters related to Service Tribunal/Court Cases of SIs/ASIs/EERs in coordination with Legal Branch.
- xii. Selection/nomination of Inspectors for advance/equivalent course with the approval of competent authority.
- xiii. Preparation of cases of pay attachment of Inspectors.
- xiv. Formulation of Code of Conduct and Protocols for better human resource management at the regional and district levels.
- xv. Study of officers-men ratio in Punjab Police for accountable and responsive policing as required from time to time.
- xvi. Computerization and maintenance of record and seniority lists.
- xvii. Development and maintenance of databases for matters under purview.

- xviii. Research and analysis of superior courts/services tribunal's judgments in service matters including seniority and promotions.
- xix. Formulation/revision of rules concerning service matters including seniority and promotions for merit-based processes and systems.
- xx. Secretary to the Police Department Promotion Committee for Promotion from BS-16 to BS-17 and member of Departmental Promotion Board for promotion from BS-17 to BS-18.
- xxi. Assistance to the Addl. IGP Establishment in the matters under purview.
- xxii. Assistance to PPO/IGP and Addl. IGP Establishment in revision/appellate matters of SIs/ASIs/Traffic Wardens/EERs as per rules.
- xxiii. Any other matter assigned by the Addl. IGP Establishment, PPO/IGP.

1.2 DIG Establishment-II

DIG Establishment-II shall be responsible for:

- i. Supervision of AIG Admin & Security and Establishment-III Section.
- ii. Formulation and implementation of policy on career planning of Head Constables and Constables (HCs/Cs) and equivalent ranks (EERs).
- iii. Assistance to IGP/Addl. IGP Establishment in revision/appellate matters of HCs/Cs/EERs.
- iv. Formulation and implementation of recruitment, inter-unit/agency rotation and transfer policy for HCs/Cs/EERs.
- v. Monitoring the 'Gender Balance' Policy of the Department.
- vi. Formulation and review of criteria for selection/recruitment to CTD, Special Branch, P.C, Telecommunication, Traffic, Elite, Highway Patrol etc. in consultation with the concerned units.
- vii. Inspection of the recruitment process and ensuring its credibility.
- viii. Monitoring and Development of a database of officers recruited on family claim basis and monitoring of their career progression.
- ix. Calculation and distribution of Police strength under Police Rules and emerging policing scenarios and problems.
- x. Establishment and service matters of HCs/Cs/EERs.
- xi. Management of Specialised Police cadres.
- xii. Transfer/postings/deputation/inter-provincial postings of HCs/Cs/EERs.
- xiii. Matters related to Punjab Service Tribunal/court cases of HCs/Cs/EERs in coordination with Legal Branch.
- xiv. Assistance to Addl. IGP Establishment in the supervision of AIG Admin & Security.
- xv. Assistance to IGP/PPO and Addl. IGP Establishment in policy making in the matters related to ministerial/specialized staff.

- xvi. Finalization of all the administrative matters concerning ministerial/specialized staff up to BS-14 as per rules and policy.
- xvii. Assistance to IGP/PPO and Addl. IGP Establishment in Revision/Appellate matters of staff up to BS-14.
- xviii. Assistance to IGP/PPO and Addl. IGP Establishment in all administrative/disciplinary matters concerning ministerial/specialized staff above BS-14.
- xxiv. Formulation/revision of rules concerning service matters including seniority and promotions for transparent and merit-based processes for HCs/Cs/EERs/ministerial/specialized staff.
- xxv. Development and maintenance of databases for matters under purview.
- xxvi. Research and analysis of superior courts/services tribunal's judgments in service matters including seniority and promotions.
- xxvii. Any other matter assigned by Addl. IGP Establishment and PPO/IGP.

1.3 AIG Admin. & Security

AIG Administration & Security shall be responsible for:

- i. The Supervision of Administration and Receipt & Issue (R&I) Branches.
- ii. The security of CPO as Chief Security Officer.
- iii. The discipline, administration, security, welfare, of staff deployed at CPO Complex.
- iv. Exercising disciplinary powers (like DPO) for staff posted against CPO strength.
- v. Issuance of orders for transfer/postings of executive staff against sanctioned posts of CPO.
- vi. Inspection of CPO Complex for ensuring standards of cleanliness and its up keep through supervision of menial and other staff.
- vii. Recruitment of various ranks of ministerial/specialized staff at provincial level/CPO cadre as per policy and rules.
- viii. Transfer/Postings of ministerial and menial staff for CPO Cadre up to Sr. Clerk.
- ix. Preparation of proposals for transfer/postings of ministerial/specialized staff for approval of DIG Establishment-II and Addl. IGP Establishment and PPO/IGP as per policy.
- x. Preparation and Maintenance of Seniority lists of Ministerial/specialized Staff under the rules.
- xi. Preparation/initiation of disciplinary cases of the approval of competent authorities.

- xii. Preparation/initiation of promotions/appeals/representations and writ petitions filed in the Punjab Service Tribunal/High Court for the approval of competent authorities.
- xiii. Circulation of Cabinet decisions.
- xiv. NOCs for passports to all ministerial/specialized staff as per rules and policy.
- xv. Sanctions for Airport Entry Pass.
- xvi. Maintenance of Service Books of Ministerial Staff/EERs.
- xvii. Assistance to Addl. IGP Establishment in conducting the Orderly Rooms and preparations made for the purpose thereof.
- xviii. Any other duties and functions assigned by Addl. IGP Establishment and PPO/IGP.

OPERATIONS BRANCH

Operations Branch supervises all the policing operations (normal/specialized) throughout the province, situations of public order, crime control, public security and security of VVIPs and Foreigners etc. Operations Branch is responsible for coordination with the Ministry of Interior, Home Department Punjab, Judiciary, the Specialized Police Units, Intelligence Agencies and all other Government departments, concerning police operational matters. It keeps close liaison with the police field formations and transmits important instructions and policy guidelines of the higher authorities regarding day-to-day policing and special police campaigns. Ops Branch is a watchdog that keeps a close eye on the periodic performance of the RPOs / DPOs / SDPOs. It also maintains close liaison with the electronic media and keeps check on the police related news. Public Relations and media engagement on behalf of the Punjab Police Department has emerged as one of the important functions of the Branch. The work distribution amongst the officers posted at Operation Branch CPO is given as under.

2. Additional IGP Operations

Addl. IGP Operations shall be responsible for:

- i. Supervision of province-wide policing operations; maintenance of public order, crime control, specialist operations, public security, delivery of public services for ensuring secure, peaceful and business friendly environment; taking all necessary steps for enforcing the law and establishing the public order; monitoring the public order and crime control efforts on continuous basis for effective policy and professional prescriptions; gauging public perceptions about provision of policing services from time to time through field reports, surveys, media reports' analysis for policy adjustments and operational response.
- ii. Supervision of DIsG Operations, Special Protection Unit, respective AIsG and DPR.

- iii. Co-ordination and co-operation with Ministry of Interior, Punjab Home Department, Prosecution Department, Judiciary, Police field formations, specialized Police Units, Intelligence agencies, Defense authorities, Punjab Rangers, Border Military Police, other provincial police departments, Divisional & District administrations of various federal and provincial departments & agencies in the interest of smooth governance in public interest; ensuring necessary protection and assistance for all these agencies in public interest, and representing the IGP/PPO in co-ordination meetings on need basis.
- iv. Supervision of policing functions with due care and caution where foreign relations are involved i.e. security of pilgrims & pilgrimages, foreigners' security & movement, registration of aliens, deportations and extraditions etc.
- v. Periodic Performance Evaluation of RPOs/DPOs/SDPOs.
- vi. Analysis and assessment of DO letters, crime data, public order issues and inspection reports etc. for the attention of the IGP/PPO.
- vii. Revision / appellate matters of officers working in the Operations Branch, SPU and SEG.
- viii. Any other matter assigned by the IGP/PPO.

2.1 DIG Operations

DIG Operations shall be responsible for:

- i. Security management and professional guidance to police regions and districts for smooth operation of major security events like Muharram, Independence Day, Ramazan, Eids, major political/religious gatherings, national/international sports events etc.
- ii. Preparation of master security plans for mega events under the policy guidelines for guidance and implementation by the field units.
- iii. Finalization of research proposals for the R&D/special/investigation branches and CTD etc. for studies, research, analysis and remedial measures for improvement in policing systems and policing functions.
- iv. Evaluation and assessment of Judicial Enquiries and Committee Reports for professional implications and standardization of police practical work through issuance of SOPs, training and monitoring.
- v. Development of expeditious, credible and error free system of police verifications in relation to government jobs and other requirements.
- vi. Development and implementation of credible system of institutional verifications and inspections of private security agencies, arms dealers, petrol stations etc. with or without co-ordination with other government departments and agencies as per the law.
- vii. Matters related to Non-Governmental Organizations (NGOs) and their activities keeping in view current security environment.
- viii. Matters related to policing of inter-provincial borders and security framework thereof.

- ix. Matters related to deployment of armed forces and civil armed forces in aid of civil power.
- x. Supervision and assessment of model police stations project, development of SOPs and related monitoring system.
- xi. Any other task assigned by the Addl. IGP Operations, PPO/IGP.

2.1.1 AIG Operations

AIG Operations shall be responsible for:

- i. Collection of information/facts on major, sensational and special report cases/crime and public order situations from districts and regions along with police response/action taken for the perusal of IGP/PPO and other authorities.
- ii. Transmission of the operational orders of the IGP/PPO to the concerned Regions and Districts and obtaining progress & follow up.
- iii. Liaison with other Police Units for cross-checks of information provided by field formations for assessing police efficiency and effectiveness in handling a particular situation or trend.
- iv. Coordination with all the police agencies e.g. Special Branch and Counter Terrorism Department involved in crime control, public order management and provision of security for information exchange and reports.
- v. Correspondence regarding security, public order and crime between the CPO and other Government Departments and agencies.
- vi. Receipt of all crime data/other data and diaries for preparation of reports for the perusal of PPO/IGP and other authorities.
- vii. Coordination of matters related to preventive detention with special reference to public order and crime control.
- viii. Dealing with the matters related to foreigners security and movement.
- ix. Collecting and compiling daily Public order situation reports received from Special Branch and Intelligence Bureau.
- x. Coordinating deployment/movement of Punjab Constabulary as per security requirements under policy and instructions.
- xi. Issuance & dispatch of instructions and policy guidelines to districts, regions and other units regarding matters under purview.
- xii. Collection of data and assessment of special crime control campaigns initiated as per government policies.
- xiii. Preparation of Morning Report for the IGP/PPO and Addl. IGP Operations/DIG Operations about the operational working of the police every day.
- xiv. Preparation of reports regarding the crime matters highlighted by the electronic and print media through assessment and analysis of press clippings as indicated by the Director Public Relations for the perusal of IGP/PPO and Addl. IGP Operations/DIG Operations.

- xv. Matters related to Pakistani nationals involved in activities inside Afghanistan.
- xvi. Supervision of the functions of SP Control Room.
- xvii. Any other duties and functions assigned by the IGP/PPO, Addl. IGP Operations/DIG Operations.

2.1.1.1 SP Control Room

SP Control Room shall be responsible for:

- i. Communication of information/developments/ incident reports to all concerned about the heinous offences/ public order situations received from the field units.
- ii. Communication of directions of the competent authority to the field units.
- iii. Surveillance of electronic media for reports/news against police for the perusal and corrective action.
- iv. Use of SMSs, emails and telephones for expeditious transmission of information and orders.
- v. Collection and maintenance of database of cell/home/official contact numbers and emails of all officers in the province for expeditious contact and dissemination of information. Assistance to all the branches in this regard.
- vi. Collection and maintenance of database of contact numbers of all the departments and agencies who usually come in contact during police operations and response.
- vii. Any other job assigned by the Addl.IGP/DIG/AIG Operations.

2.1.1.1.1 Punjab Police Information Officer (PPIO)

The main functions of PPIO shall be to:

- i. Work as official Spokesperson of Punjab Police.
- ii. Establish liaison with Regional, District and unit PROs.
- iii. Maintain liaison with Media Houses, Prominent Journalists and Opinion Leaders.
- iv. Ensure linear information sharing of accurate representation of facts
- v. Foster relationship of trust between police and Public to enable them for creative and adaptive problem solving.
- vi. Maintain data bank of all print, electronic and social media news items, photographs and video footages about Punjab Police.

2.2 DIG Special Protection Unit (SPU)

DIG Special Protection Unit shall be responsible for:

- i. Management, supervision and evaluation of the functions of Special Protection Unit (SPU) deployed at various sites in Punjab.
- ii. Deployment of SPU personnel where foreign workers/engineers/supervisors are working on various projects in Punjab.
- iii. Development and operation of periodic training programmes for SPU personnel deployed at various sites/districts in Punjab.
- iv. Field visits and inspections for ensuring proper working of SPU personnel as per SOPs and threat perceptions.
- v. Development of Key Performance Indicators (KPIs) for proper documentation and performance assessment of SPU personnel.
- vi. Coordination with district police for meeting emergency or untoward incidents.
- vii. Co-ordination with private sector hosting Chinese and other foreigners for security advice and arrangements.
- viii. Maintenance of Database of foreigners working on projects.
- ix. Development of Standard Operating Procedures (SOPs) for each function to be performed by Special Protection Unit (SPU).
- x. Security review and audit under specific threat perceptions in this regard.
- xi. Welfare and well-being of the SPU personnel.
- xii. Awarding punishments/hearing appeals as authority under the rules.
- xiii. Any other task(s) entrusted by IGP/PPO and Addl. IGP Operations.

2.3 Director Public Relations (DPR)

Director Public Relations (DPR) shall be responsible for:

- i. Development of Police-Media Cooperation Policy.
- ii. Co-ordination and guidance to police units/formations for media relations and co-operations.
- iii. Image building of the police department in electronic and print media through all possible steps.
- iv. Projection of good work done by the police in electronic and print media.
- v. Highlighting the problems of police in media to generate positive public opinion and perception.
- vi. Monitoring of electronic and print media for issuance of denials and clarifications for accurate reporting and public relations.
- vii. Preparation of daily press clippings for the perusal of IGP/PPO, Addl. IGP Operations and other relevant officers for gauging effects upon public opinion and modulation of appropriate response.
- viii. Liaison with police officers and Public Relations Officers in Punjab for first hand confirmation/denials or ascertainment of facts in the interest of public and police department.
- ix. Liaison with journalists and press people for appropriate and correct coverage of police related facts, stories and

professional/organisational developments to keep the public informed.

- x. Management of article writing about police problems, issues and other functional/professional aspects.
- xi. Issuance of press releases and hand-outs on behalf of IGP/PPO for public information and media coverage in public interest.
- xii. Publication of quarterly newsletter of Central Police Office.
- xiii. Supervision and monitoring of Social Media Cell (official accounts of Youtube, Facebook, Twitters, Instagram and Tiktok).
- xiv. Coordination with News Channels in respect of Talk shows/Crime shows and Morning Shows.
- xv. Time to time training and capacity building of field PROs.
- xvi. Any other task assigned by the IGP/PPO and Addl. IGP Operations.

WELFARE & FINANCE BRANCH

Welfare & Finance Branch is responsible for financial management, development of infrastructure and welfare of the force for the Punjab Police. Preparation of annual police budget, its distribution amongst the police units and supervision of utilization of all funds at the unit level are prime responsibilities of the Welfare & Finance Branch. Maintenance of high standard of transparency in utilization of funds at all levels through periodic internal audits and other regulatory mechanisms is one of the most important objectives of the Welfare & Finance Branch. In addition, it also deals with Technical evaluation of samples deposited by the bidders/firms, coordinating with various testing laboratories and generating evaluation report on the quality of samples keeping in view the required specs.

Welfare & Finance Branch is also responsible to obtain approval of the CM in all the concerning financial matters. It also prepares and supervises the annual development schemes of Punjab Police, looks after the maintenance and upkeep of police buildings and infrastructure. Looking after police welfare and efficient maintenance and utilization of police welfare fund is also one of essential tasks in hand with Welfare & Finance Branch. It ensures that all the police officers and their families in need of financial assistance, and the families of Shuhada are properly looked after. The administration of the Police Qaumi Razakaar (PQR) is also vested in the office of the Welfare & Finance.

The work distribution amongst the officers posted at Welfare & Finance Branches CPO is given as under.

3. Additional IGP, Welfare & Finance

Additional IGP Welfare & Finance shall be responsible for:

- i. Supervision of the overall financial management, development programme, estate management, audit and associated matters of Punjab Police.
- ii. Supervision of Punjab Police welfare system under Punjab Police Welfare Fund Regulations 2022 or as amended from time to time.
- iii. Disciplinary matters wherever applicable under the rules.
- iv. Any other matter assigned by the PPO/IGP.

3.1 DIG Welfare & Finance

DIG Welfare shall be responsible for:

- i. Management of Punjab Police Welfare Fund under Punjab Police Welfare Fund Regulations 2022 or as determined from time to time.
- ii. Portfolio management and investment of Punjab Police Welfare Fund in viable and secure investment schemes and avenues.
- iii. Preparation, implementation and monitoring of new welfare projects and schemes at the Central level as authorized under Punjab Police Welfare Fund regulations, 2022 for generation of funds.
- iv. Assessment and competent approval of proposed welfare projects and schemes as received from districts/regions/units under Punjab Police Welfare Fund Regulations 2022.
- v. Audit of welfare projects throughout the province in co-ordination with the audit branch of Central Police Office.
- vi. Supervise the management of maintenance allowance, funeral charges, dowry charges, scholarships, medical claims and any other charges/reliefs as admissible under Punjab Police Welfare Fund Regulations 2022.
- vii. Supervision of AIG/Welfare and functioning of the Welfare Branches including the Band Staff, PQR and Shuhada Cell.
- viii. Hold meetings of Welfare Management Committee, Award Compensation Committee and Cabinet Committee on law & order
- ix. Presentation of agenda items in Welfare Board & Executive Board meetings
- x. Supervision of AIG/finance and allied financial matters including budget estimates, allocations, re-appropriations, expenditures and summaries.
- xi. Supervision of matters related to accounts branch put up by AIG/Finance

- xii. Supervision of matters related to Police Officers Messes at the disposal of Central Police Officer as per instructions and standing orders.
- xiii. Disciplinary matters wherever applicable under the rules.
- xiv. Any other duties and functions assigned by Addl. IGP W&F and PPO/IGP.

3.2 DIG Technical Procurement

DIG Technical shall be responsible for:

- i. Evaluation and prequalification of firms as per criteria/system approved by the Logistics Branch as an independent office.
- ii. Receipt of samples of the goods tendered for purchases.
- iii. Technical Evaluation/Analysis and acceptance/rejection of samples (with recommendation) as per approved specifications and financial evaluation of firms.
- iv. Recommendations and suggestions, if any, to the logistics branch for the formulations of technical specifications whenever and wherever necessary.
- v. Development, implementation and ensuring a transparent mechanism for receipt, storage, safe custody and transportation of samples deposited by the firms.
- vi. Liaison with independent testing labs for timely receipt of reports on the samples sent for analysis.
- vii. Issuance of report of samples to DIG Logistics & Procurement.
- viii. Any other duties and functions assigned by IGP/Addl: IGP Welfare and Finance.

3.3 AIG Finance

AIG Finance shall be responsible for:

- i. Preparation and consolidation of Budget Estimates, SNEs (both continued & fresh) and lists of Excesses & Surrenders for submission to the Government.
- ii. Allocations, re-appropriation, of funds to various Spending Levels and Controlling Levels in accordance with well-crafted criteria and mechanism.
- iii. Matters related to allocation of foreign exchange through Government for import of logistics items.
- iv. Preparation of proposals for revision of pay package & allowances for approval of the Government.
- v. Issuance of instructions for maintenance of Police accounts as per Financial Rules, Police Rules and New Accounting Model (NAM).
- vi. Processing of cases of reimbursement of medical charges, TA/DA Claims, Additional Charge Allowance, Qualification Pay, Honoraria and Cash Awards, Advance / Final Payment of G.P. Fund, Financial

- Assistance and Group Insurances etc requiring sanction by the Competent Authority.
- vii. Submission of proposals regarding amendments in Delegation of Financial Powers Rules and Financial Rules as and when required.
 - viii. Preparation of pension/family pension cases of all employees of CPO and those in BS-17 and above in the rest of Province for sanction by the Competent Authority, besides monitoring progress of all pension and G.P. Fund Cases.
 - ix. Reconciliation of monthly Expenditure Statements with Accountant General Punjab duly received from DDOs for comparison and analysis.
 - x. Preparation of cases of appropriation of accounts for hearing of Public Accounts Committee.
 - xi. Supervision of working of Finance Branch, Accounts Branch and Audit Cell.
 - xii. Shifting of posts for redistribution / re-organization of Police strength within various units/branches of police by the Government.
 - xiii. Issuance of DDO wise Sanctioned Strength of Punjab Police on the basis of newly created, abolished or re-designated Posts on annual basis.
 - xiv. Preparation of cases for creation of supernumerary posts of all deceased/shaheed officers/officials.
 - xv. Preparation of summaries for the Government, in coordination with other branches/units of Police, seeking additional human and financial resources, enhancement/revision of Pay Package and amendments in Financial Rules, etc.
 - xvi. Consolidation of revenue receipts under various heads including cost of Police guards hired by Federal Government and autonomous bodies / organizations.
 - xvii. Preparation of cases for declaration of cost centers / DDO powers, opening of bank accounts, sanction of expenditure beyond the powers of the IGP as Ex-officio Secretary and regularization of out of service period including relaxation of rules etc.
 - xviii. Any other duties and functions assigned by DIG, W&F, Addl. IGP, W&F and PPO/IGP.

3.3.1 Director Audit CPO

Director Audit shall be responsible for:

- i. Consolidation and submission of working papers of external audit paras for consideration by the DAC, SDAC and PAC, as the case may be.

- ii. Compliance of directions of all Accounts Committees (DAC, SDAC, PAC) through field formations till settlement of audit objections/paras.
- iii. Liaison with the offices of DG Audit, Finance Department and Tax Authorities on financial matters.
- iv. Management of Internal Audit of all units/branches and districts, through Range Auditors and all subsequent process thereof.
- v. Convening of Police Internal Accounts Committee and issuance of minutes and follow up action.
- vi. Conducting of special audits of various police offices/units as and when required.
- vii. Capacity building and evaluation of Public Finance Management of Accounts personnel, Auditors and officers including DDOs and Controlling Officers.
- viii. Recommending measures, advice and SOPs for strengthening of financial discipline and robust Public Finance Management.
- ix. Submission of cases to relevant forums for write-off of recovery cases, Ex-post facto sanction to regularize the irregular expenditure and other such matters.
- x. Follow-up of progress of RoP cases through field formations and submission to concerned account committees.
- xi. Development of Audit Reporting Systems for online sharing of external and internal audit reports with field formations for annotated replies and progress reports and conducting of Internal Accounts Committee meetings and follow-up.

3.4 AIG Welfare

AIG Welfare shall be responsible for:

- i. Management / disbursement of maintenance allowance, Disbursement of immediate relief and funeral charges, dowry charges, educational scholarship, one month's salary on retirement and medical claims.
- ii. Preparation, implementation and monitoring of new welfare projects and schemes at the central level as authorized under Punjab Police Welfare Fund Regulations 2022 for generation of funds
- iii. Management of accounts for all income of welfare funds, collection, deposition and preparation of monthly contributions and presentation of consolidated statement to high ups.
- iv. Administration of all the matters pertaining to PQR as per rules and policies.
- v. Administration and record management of welfare assets and resources.

- vi. Preparation of new/additional schemes for welfare of the Punjab Police personnel.
- vii. Initiation of summaries pertaining to Shuhadas, Ghazis and chronic sick employees.
- viii. Incharge of Welfare branches including Public Schools, Bands, Messes and Shuhada/Ghazi Cell.
- ix. To supervise the complete affairs of the Shuhadas of Punjab Police.
- x. To supervise all the issues pertaining to Ghazis of Punjab Police as envisaged in the Standing Order No. 06/2023 of Ghazis of Punjab Police.
- xi. To manage complete record of Ghazis and Shuhadas.
- xii. Any other duties and functions assigned by the DIG, Welfare, Addl: IGP, W&F and PPO/IGP.

3.5 AIG Development & Estate Management

AIG Development & Estate Management (D&EM) shall be responsible for:

- i. Preparation and consolidation of proposed Annual Development Plan for Police Department for upcoming financial year(s).
- ii. Management and maintenance of record and database of Police lands and buildings.
- iii. Establishment of new Police Division/ Sub-Division, Police Stations and Police Posts, including changes in territorial jurisdiction / limits.
- iv. Allotment of offices in CPO Complex.
- v. Maintenance of database and allotment of residences from CPO pool.
- vi. Supervision of maintenance & repair work of police buildings.
- vii. Maintenance of record of police buildings (owned, on rent, established in premises of another department).
- viii. Management and coordination with BOR for allotment and transfer of land to Police.
- ix. Holding meetings of Departmental Development Sub Committee (DDSC) and issuance of Administrative Approval (AA) for the development schemes.
- x. Preparation of summaries for the Government for inclusion of new development schemes in current ADP and supplementary grants.
- xi. Recommendation for re-appropriation of funds from one approved scheme to another to the Competent Authority.
- xii. Acceptance of funds surrendered by the C&W Department through 1st and 2nd lists of Excesses and Surrenders and communication thereof to the Finance/P&D Department.
- xiii. Monitoring the utilization of funds placed at the disposal of C&W Department for annual and special repairs for police buildings.
- xiv. Allocation of funds placed at the disposal of Punjab Police for the repair of police buildings to the Districts/Units and monitoring of efficient utilization.

- xv. Processing of cases for Technical Sanction of minor repair works beyond the competency of RPOs by the Competent Authority.
- xvi. Preparation/maintenance of standardized site plan/map of Police buildings.
- xvii. Surprise/scheduled inspection of development schemes wherever necessary.
- xviii. Supervision of the working of Development & Estate Management Branch and strategic planning unit in planning and execution of development schemes.
- xix. Monitoring of the efficient utilization of funds and physical progress of ADP Schemes on monthly basis through inspection and monitoring regime.
- xx. Processing and vetting of PC-Is / PC-IIs of all Development Schemes.
- xxi. Selection of consultants for development schemes as per rules.
- xxii. Monitoring of submission of development schemes status on P&D Board portal, electronically (new schemes, AA, revised AA, Physical Progress, Re-Appropriations, Demand of funds) through strategic planning unit.
- xxiii. Supervision and development of online Punjab Police Development Management System (PPDMS).
- xxiv. Coordination with Special Monitoring Unit, Home Department, P&D Board, Finance Department and Chief Minister's Office.
- xxv. Preparation of documents / Facilitation for holding of Provincial Development Working Party (PDWP) meetings for schemes.
- xxvi. Coordination with regional/district D&EM Branches for the affairs of estate management and development.
- xxvii. Any other duties and functions assigned by Addl: IGP Welfare and Finance and PPO/IGP.

LOGISTICS & PROCUREMENT BRANCH

Logistics & Procurement Branch is responsible for planning and management of purchase of transport, machinery & equipment, uniform & liveries, furniture & fixtures, arms & ammunition, bed & boxes and other stores required by the Punjab Police. It deals with preparation/standardization of specifications of logistics & stores to be purchased for the department. It is also responsible for finalizing all contracts for purchases/acquisition of logistic items, goods and services. It also regulates police uniform rules, and carries out inspection and distribution of police stores amongst the units and field formations. It also keeps record of stocks/inventory and management of miscellaneous and ordnance stores. The smooth functioning of Police Wireless system and Motor Transport system throughout the province is also the ambit of this branch.

The work distribution amongst the officers posted at L&P Branch CPO is given as under.

4. Additional IGP, Logistics & Procurement

Additional IGP Logistics & Procurement shall be responsible to:

- i. Supervise the working of DIG Logistics & Procurement, DIG Telecommunication, AIG Logistics & AIG Procurement, SSP Telecommunications, SSP Motor Transport and Sr. Procurement Specialist (Specialized Procurement Cell).
- ii. Act as 'Senior Purchase Officer' on behalf of the PPO/Chief Purchase Officer to call tenders for purchase and act as signing authority for all contracts relating to Central Purchases of the Police Department.
- iii. Supervise the collection and collation of logistical requirements from units; rationalization of demands and compilation of Annual Purchase Plan.
- iv. Act as constituent authority of various committees on behalf of PPO/Chief Purchase Officer.
- v. Develop policy guidelines regarding clothing and equipment.
- vi. Initiate summaries for the approval of the Chief Minister concerning matters related to central purchase items and allied matters of the Punjab Police.
- vii. Over-see, coordinate and supervise the work of Specialized Procurement Cell headed by Sr. Procurement Specialist.
- viii. Release bank guarantees/performance guarantees/call deposits after the completion of contractual obligations, as submitted by AIG Procurement.
- ix. Decide/impose appropriate damages/penalties on vendors in case of non-fulfilment of contractual obligations.
- x. Deal with cases of blacklisting of firms who fail to comply with the contractual obligations.
- xi. Act as referring authority of contested cases to Arbitration and Grievance Redressal Committees.
- xii. Perform other responsibility/task assigned by the IGP/PPO.

4.1 DIG, Logistics & Procurement

DIG Logistics & Procurement shall be responsible to:

- i. Supervise the working of AIG Logistics, AIG Procurement and Senior Procurement Specialist.
- ii. Ensure coordination with field units for compilation of demands for compilation of Annual Purchase Plan.
- iii. Identify and collate requirements for new equipment to be purchased by Punjab Police.
- iv. Coordinate with DIG Technical (STO) for timely submission of technical and other reports required for procurement.
- v. Formulate and develop/update the specs for goods to be purchased by Punjab Police.
- vi. Develop policies to broaden the vendor pool and dissemination of relevant information regarding procurement by Punjab Police.

- vii. Conduct research & development for future procurements as per the existing and anticipated requirements of Punjab Police.
- viii. Perform any other duties and functions assigned by the Addl: IGP L&P and PPO/IGP.

4.1.1 AIG Logistics

AIG Logistics shall be responsible for:

- i. Compilation of requirements from Units and formulation of Annual Purchase Plan.
- ii. Developing policy guidelines and relevant rules regarding uniform, clothing and equipment.
- iii. Formulating and amending uniform rules as per requirement.
- iv. Submitting indents for purchase of required items.
- v. Repair of office machinery & equipment, furniture & fixtures at Central Police Office.
- vi. Sanction and installation of official and residential telephones and maintenance of complete record of telephones of the Central Police Office.
- vii. Receipt of goods supplied by the vendor as per the contract.
- viii. Inspection of stores of Police Department.
- ix. Distribution of stores of Police Department to various units as per requirement.
- x. Managing, checking, supervising and keeping record of the stock/inventory held at miscellaneous store (at PTC Chung) and Ordnance Store (at PC Farooqabad).
- xi. Acting as Drawing and Disbursing Officer of CPO.
- xii. Liaising with AIG Finance for timely budgetary allocations.
- xiii. Supervision of Accountant CPO.
- xiv. Any other duties and functions assigned by the DIG L&P, Addl. IGP L&P and PPO/IGP.

4.1.2 AIG Procurement

AIG Procurement shall be responsible for:

- i. Purchase of all articles of uniform and equipment, furniture & fixture, machinery, arms & ammunition, teargas equipment and anti-riot equipment in accordance with rules and procedures.
- ii. Ensuring that the purchases are made as per PPRA 2014.
- iii. Ensuring the timely publishing of advertisement for procurement of goods.
- iv. Conducting prequalification of firms, if applicable.
- v. Compilation of data and submission of samples provided by the vendors to STO for technical evaluation and report thereof.
- vi. Opening of Technical and Financial bids in light of reports received from STO and as per PPRA 2014.

- vii. Placement of Purchase Orders, completion of contract documents and management and supervision of contractual obligations by vendors, after approval of Addl: IGP (L&P) and PPO/IGP.
- viii. Acting as member of Purchase Committee.
- ix. Granting extension in contracts, where applicable.
- x. Processing the release of bank guarantees/performance guarantees/call deposits after the completion of contractual obligations, after approval of Addl: IGP L&P.
- xi. Coordinating and liaising with internal branches for submission of reply of audit paras.
- xii. Liaising, coordinating and providing all required record/information for conduct of annual/special audit by AGPR.
- xiii. Any other duties and functions assigned by the DIG L&P, Addl: IGP L&P and PPO/IGP.

4.2. DIG Telecommunication & Transport

DIG Telecommunication & Transport shall be responsible for:

- i. Development and implementation of telecommunication policy of Punjab Police.
- ii. Matters related to the modernization/up-gradation of telecommunication and transportation infrastructure and resources.
- iii. Management of matters related to administration, finances, welfare, training, performance, evaluation and discipline of telecommunication and transport affairs of the Punjab Police.
- iv. Inspections of Police Transport, Telecommunications and PWTS Bahawalpur Establishment.
- v. Supervision of Flood warning system and provision of wireless communication support to Flood Relief and Warning System.
- vi. Dealing with promotion cases from the rank of Head Constables to ASI and ASI to SI in Tele, Transport and PWTS.
- vii. Dealing with disciplinary cases against inspectors serving in Tele, Transport and PWTS.
- viii. Overall administration and maintenance of buildings situated in Qurban Lines, Lahore.
- ix. Awarding punishments/hearing appeals as authority under the rules.
- x. Any other duties and functions assigned by the Addl. IGP, PPO/IGP.

4.2.1. SSP Telecommunication

SSP Telecommunication shall be responsible for:

- i. Administration, supervision, inspection and monitoring of the functions of Telecommunications Wing.
- ii. Welfare and Discipline of the personnel.
- iii. Assistance to DIG T&T on policy matters.

- iv. General control and supervision of Wireless Communication including E-mail and Flood Emergency Network of Punjab Police.
- v. Maintenance of wireless and email equipment.
- vi. Preparation of indents of new wireless/email equipment and their distribution.
- vii. Acting as Drawing and Disbursing Officer.
- viii. Preparation of Annual Administration Report.
- ix. Formulation of policy guidelines for training and departmental exams.
- x. Transfer/posting of junior ranks (Constables to Inspectors).
- xi. Disciplinary action against officers from the rank of Constable to SI.
- xii. Dealing with promotion cases from the rank of Constables to Head Constables.
- xiii. Transfer posting of Ministerial/Menial staff of Telecommunication, Punjab and PWTS, Bahawalpur within Telecommunication Branch.
- xiv. Supervision of Police Wireless Training School, Bahawalpur.
- xv. Disciplinary action against Ministerial/Menial staff upto the rank of senior clerk.
- xvi. Any other duties assigned by the PPO/IGP, Addl: IGP/L&P, and DIG/T&T.

4.2.2. SSP Motor Transport

SSP Motor Transport shall be responsible for:

- i. Supervision, inspection and monitoring of the working of M.T Wing.
- ii. Forecasting future transport needs and resources required from time to time.
- iii. Assisting the DIG/T&T on MT matters.
- iv. Being Technical Officer to the DIG/T&T.
- v. Formulating policy guidelines for matters under purview.
- vi. Establishment Matters of Ministerial/Menial staff up to the rank of Senior clerk.
- vii. Disciplinary action against officers from the rank of Constable to SI.
- viii. Acting as Drawing and Disbursing Officer of MT Wing.
- ix. Acting as Indenter for purchase of new vehicles and equipment.
- x. Maintenance and repair of transport of Punjab Police.
- xi. Preparation of Annual Administration Report.
- xii. Management of properties of Motor Transport.
- xiii. Promotion of Constable to Head Constable.
- xiv. Welfare and Discipline of the MT personnel.
- xv. Any other duties assigned by DIG/T&T, Addl. IGP/L&P and PPO/IGP.

TRAINING BRANCH

Training Branch deals with supervision of police training at various levels. It is responsible for formulation, implementation and monitoring of training policy, training needs assessment, development of training material and training tools, for enhancing police capacity and skills through various refresher & specialized courses and regular

inspection of the training institutions to uphold high standard of training are some of the important responsibilities of the Training Branch. Enhancing training capacity of police training institutes, preparing and implementing annual training schedule and timely completion of training courses also fall within the purview of the Branch. Training Branch also coordinates with other training institutes & organizations, inland and abroad for training development and improvement.

The work distribution amongst the officers posted at Training Branch CPO is given as under.

5. Additional IGP Training

Additional IGP Training shall be responsible for:

- i. Supervision of DIG Training, Commandants of Police Colleges and Principals of Police Training Schools.
- ii. Strategic Planning for enhancing capacity and improving quality of training institutions.
- iii. Formulation and monitoring of implementation of training policy.
- iv. Acting as Chairman of TMB (Training Management Board).
- v. Reviewing annual Inspection of Colleges and Schools for training programmes evaluation.
- vi. Finalization of policy and proposals for selection of Officers for foreign and local training aimed at promotion and capacity building.
- vii. Procurement of training aids and other equipment for training Institutions.
- viii. Coordination with foreign training agencies for training development and improvement.
- ix. Overall supervision of Annual Training Conference for deliberations and improvement of standards.
- x. Deciding cases of Revision/Appeals as authority under the rules.
- xi. Departmental action against ministerial staff of PTIs in the rank of BS-16.
- xii. Selection/Transfer/Posting in the rank of Inspector within Training Directorate, who are placed at its disposal.
- xiii. To work as Chief Controlling Officer in the accounts matters and distribution of funds to the Police Training Institutions.
- xiv. He will be the sanctioning and controlling Officer of the Training Directorate, CPO, Lahore and will designate any subordinate officer (Grade 18-20) to act as DDO for Training Directorate.
- xv. Any other duties and functions assigned by the PPO/IGP.

5.1 DIG Training

DIG Training shall be responsible for:

- i. Providing assistance to Addl. IGP Training on all training matters.
- ii. Acting as chairman of TDU (Training Development Unit).

- iii. Annual Inspection of Police Training Colleges and Schools.
- iv. Standardization of Training and methods and techniques of Instruction.
- v. Coordination on training matters between EPTS Lahore, PWTSS, Lahore & Bahawalpur and Police School of Public Order, in consultation with the Addl: IGP/Training.
- vi. Organization of Training Courses/Seminars/Workshops.
- vii. Planning & processing of basic and in-service promotion courses.
- viii. Review of selection criteria for promotion courses to ensure uniformity in Punjab Police.
- ix. Preparation of Annual Training Plan/Schedule for PTIs.
- x. Development and modernization of Syllabi of various basic, promotion & refresher courses in training Institutions and District Training Schools.
- xi. Selection/Transfer/Posting of Police Personnel in PTIs up-to the rank of Sub Inspector.
- xii. Training of Trainers and assessment of their suitability.
- xiii. Sanction of Earned and Ex-Pakistan Leave in respect of executive staff (Constable to Inspector) posted in PTIs as per rules/Policy.
- xiv. Analysis of course completion reports and annual training progress reports and preparation of consolidated annual training reports.
- xv. Holding of Annual Training Conference.
- xvi. Acting as Punishing/Appellate authority as per rules.
- xvii. Matters pertaining to procurement and issue of Training Aids for Training Schools.
- xviii. Any other duties and functions assigned by the Addl. IGP Training.

5.1.1. AIG Training

AIG Training shall be responsible for:

- i. Providing assistance to the Addl: IGP/Training and DIG/Training on all Training matters.
- ii. Administration of Training Branch.
- iii. Matters pertaining to procurement and issue of Training Aids, Welfare and Ammunition to Training Schools.
- iv. Research/Development of training related activities.
- v. Training Conferences/Seminars.
- vi. Training Visits (inland/abroad).
- vii. Training Directives/Polices.
- viii. Making Annual Training Plan.
- ix. Future Development Plans of Training Institutions.
- x. Departmental action against ministerial/menial staff upto the rank of BS-15 of PTIs as per Ministerial Rules, 2017.
- xi. Issuance of Annual Course policy/schedule.
- xii. Assessment/System/Review of Examination Policy.

- xiii. Publication of Results.
- xiv. Any other function assigned by the Addl. IGP/ DIG Training.

SPECIAL BRANCH

Special Branch works as an intelligence agency of Police department, which tenders advice to the provincial government and the IGP on political, security and other administrative matters. It also carries out discrete enquiries and assessments of public office holders as required by the government. Special Branch also plays primary role in security clearance & vetting of individuals applying for different public offices or postings at responsible positions. Security surveys, search & sweep of places on occasion of important events and provision of technical assistance in VIP/VVIP security arrangements are some of the essential responsibilities of Special Branch. Special Branch also serves as the eyes and ears of the government, and keeps the government informed on the issues of governance, providing its assessment as to how the issues are being dealt with. It prepares daily situation reports (DSRs) to keep the government informed of the socio-political and criminal activities taking place in the Province. The Branch is also responsible for security clearance of the private security agencies and their qualification for government NOC, certifying whether/not they are compliant with the SOPs of the government.

The work distribution amongst the officers posted at Special Branch is given as under.

6. Additional IGP Special Branch

Addl. IGP Special Branch shall be responsible for:

- i. Overall administration, direction and performance of the special branch.
- ii. Supervision of DIG Intelligence, DIG Security & Admin, DIG VVIP Security, Commandant, Police School of Information & Analysis and all Regional SSPs of Special Branch.
- iii. Advice to the Provincial Chief Executive, Cabinet and IGP and Chief Secretary on political, security, public order and other administrative matters.
- iv. Acting as Member Provincial Selection Board – I for vetting and promotion of Provincial Officers of BS-18 and above.
- v. Conducting secret inquiries of officers and public office holders entrusted by Provincial Government.
- vi. Supervision, scrutiny, search & sweeping and technical assistance for VVIP and VIP security arrangements throughout Punjab.
- vii. Supervision, scrutiny, search & sweeping and technical assistance for security arrangements in Muharram and major Religious/Political/Public events.
- viii. Issuance of Daily Situation Report (DSR), Special Reports (SRs), Advance Information Reports and Expected Events.
- ix. Periodic security survey/audit of Key Points throughout Punjab.

- x. Coordination with other Intelligence Agencies like ISI, MI, IB and CTD.
- xi. Acting as Revision/Appellate authority under the rules.
- xii. Any other matter assigned by the PPO/IGP and Provincial Chief Executive.

6.1 DIG Intelligence

DIG Intelligence shall be responsible for:

- i. Supervision of working of SSP Intelligence, Director (R&R), Deputy Director all Regional SSPs and district officers of Special Branch, Punjab.
- ii. Preparation of briefs, secret reports, inquiry reports, Information reports and suitability reports of government officers. Maintenance of Data of low-down on important persons and government officers.
- iii. Media Monitoring & Trend Analysis as and when required by the government.
- iv. Representing Addl. IGP in different meetings and deliberations.
- v. Supervision of Headquarters Control Room and immediate transmission of information to Principal Secretaries to Governor and Chief Minister, Chief Secretary, PPO/IGP and Home Secretary, etc.
- vi. Supervision of the system of DSRs, SR, incident reports, Periodic Assessment Reports and other misc. reports as and when required by the provincial Government. Monitoring reports of Masajid, loudspeakers, religious extremists and other periodic reports.
- vii. Preparation/updating of the database/Booklets on political, religious and sectarian issues. Maintenance of lists/booklets on Moharram, fire Brand Speakers, Political Parties, Student Groups, Other interest Groups/activists and their views /approaches/tilts on various important national issues..
- viii. Preparation of heinous crime reports for Chief Minister Secretariat.
- ix. Preparation of database/records regarding elections. Election briefs for Chief Minister, PPO/IGP and other authorities.
- x. Preparation of records/booklets regarding religious/sectarian terrorists.
- xi. Monitoring of activities of political parties, student, labour and professional organizations etc.
- xii. Monitoring of Public Service delivery and governance related issues.
- xiii. Any other matter assigned by Addl. IGP Special Branch and PPO/IGP.

6.2 DIG Security & Admin

DIG Security & Admin shall be responsible for:

- i. Security responsibilities and administration of Special Branch.
- ii. Supervision of SSP Security, SSP Survey, SSP Technical, SSP Admin, and Principal Police Dog Breeding Centre and Training School.

- iii. Vetting and clearance of VIP functions, premises and invitees as envisaged in relevant instructions.
- iv. Inspection of key points and sensitive installations.
- v. Verification of the antecedents of fresh appointees and periodic vetting of government officers.
- vi. Verification for grant/extension of visa to foreigners/Indian nationals.
- vii. Supervision of in-service training of Special Branch's employees.
- viii. Acting as Punishing/Appellate authority under the rules.
- ix. Any other matter assigned by Addl. IGP, Special Branch & PPO/IGP.

6.3 DIG VVIP Security

DIG VVIP Security shall be responsible for:

- i. Acting as Head of special branch dedicated Punjab Police personnel responsible for VVIP security in Punjab.
- ii. Coordination on behalf of PPO/IGP, Additional IGP Special Branch with other agencies/departments/police in matters regarding security of VVIP as envisaged in the Blue Book.
- iii. Supervision of SSP VVIP Security Lahore and Rawalpindi.
- iv. Liaison with Director General (Security) to Prime Minister/ President of Pakistan.
- v. Coordination with Regional superintendents of Police of Special Branch for reconnaissance of the area being visited by VVIP and coordination with all concerned in this regard.
- vi. Acting as Punishing/Appellate authority as per rules.
- vii. Any other matter assigned by Addl. IGP, Special Branch and IGP/PPO.

6.4 Commandant Police School of Information & Analysis (PSIA)

DIG/Commandant Police School of Intelligence shall be responsible for:

- i. Working as the administrative head of the school under the guidance of Special Branch, Headquarters.
- ii. Advising and supervising the training and various short term courses in consultation with the Principal, PSIA and after approval of Additional Inspector General of Police, Special Branch, Punjab.
- iii. Formulation and evaluation of course contents in line with the modern day requirements after due consideration and in consultation with the Principal, PSIA and after approval of Additional Inspector General of Police, Special Branch, Punjab.
- iv. Ensuring that training is carried out strictly according to the schedule.
- v. Modifying or adding modules to the syllabus for training programs after approval of Additional Inspector General of Police, Special Branch, Punjab.
- vi. Taking disciplinary action against delinquent officials as recommended by the Principal, PSIA. Moreover, in case of intelligence

officers or operators for updating and informing Additional Inspector General of Police, Special Branch, Punjab directly or through the Principal, PSIA on any issue related to training and discipline, for his necessary action.

- vii. Coordinating with Training Branch Punjab on issues of mutual interest with the consent or endorsement of Special Branch, Headquarters.
- viii. Issuing or amending guidelines for training of intelligence officers or operators after consultation with Special Branch, Headquarters.
- ix. Any other duty assigned by Addl. IGP Special Branch and PPO/IGP.

INVESTIGATION BRANCH

Investigation Branch is the highest forum to monitor investigation of heinous cases, ATA cases or any special case on the direction of the PPO/IGP. The Branch carries out periodic statistical analysis of crime data for perusal of the PPO/IGP. The Investigation Branch is also responsible for preparation of proposal and carrying out research based crime analysis to improve the investigation skills and develop sophisticated investigation systems. It also coordinates with other agencies and departments, for capacity building and modernization of police investigation.

The work distribution amongst the officers posted at Investigation Branch CPO is given as under.

7. Additional IGP Investigation Branch

Addl. IGP Provincial Investigation Branch shall be responsible for:

- i. Supervision of DIGs Crimes, Investigation Monitoring, AIG Monitoring & Crime Analysis (M&CA) and all SSPs/SPs of Provincial Investigation Branch.
- ii. Implementation and monitoring of orders issued by the PPO/IGP and the Provincial Government on matters related to Provincial Investigation Branch.
- iii. Assistance to the PPO/IGP on matters related to Investigations.
- iv. Preparation of proposals/research/advice on policy matters related to development of sophisticated investigation systems, use of forensic aids, police-prosecution, co-operation, presentation of evidence in courts and emergent capacity requirements of investigators etc.
- v. Coordination and interactions with all other departments/agencies/institutions/field police units in matters related to the investigations and capacity building thereof.
- vi. Continuous development of investigation rules and SOPs.
- vii. Development of utilization rules and SOPs for cost of investigation.
- viii. Monitoring of under investigation & under trial ATA cases and their analysis for further policy adjustments and system development.

- ix. Approval of final reports in cases finalized by I.Os of Investigation Branch.
- x. Acting as Revision/Appellate authority as per rules.
- xi. Approval of 3rd change of investigation on behalf of IGP.
- xii. Any other responsibility entrusted by the PPO/IGP.

7(i). SP Administration, Investigation Branch, Punjab.

- i. To act as administrative head of investigation Branch, Punjab.
- ii. To manage and maintain various Administrative Wings within Investigation Branch, Punjab,
- iii. To supervise working of DSP/Admin, Assistant Director Office Estt: Accounts Section, Lines office, MT Section & Misc. Store.
- iv. To deal with official correspondence on behalf of Addl: IGP/inv Branch, Punjab pertaining to Establishment matters.
- v. To ensure implementation of Standing Instructions, Circular Orders and policy guidelines issued by the IGP from time to time.
- vi. To act as DDO of Investigation Branch, Punjab.
- vii. To supervise the working of Fire-arms Bureau.
- viii. To report to Addl: IGP/Investigation Branch, Punjab in all official matters by extending help in Field and Staff duties.
- ix. To act as punishing authority against Executive as well as Ministerial Staff (up-to BS-14) as prescribed in schedule "Powers of Punishment table" Punjab Police (E&D) Rules, 1975 and Punjab Civil Servants (E&D) Rules, 1999 respectively.
- x. To assist DIG/Investigation (Monitoring) if assigned Member of the Provincial Standing Review Board (SRB).
- xi. To perform any other duties and functions assigned by the Add IGP Investigation Branch, Punjab.

7.1 DIG Crimes

DIG Crimes shall be responsible for:

- i. Monitoring the progress of under investigation cases of heinous offences.
- ii. Monitoring of under investigation and under trial ATA cases.
- iii. Development of strategic and analytical information on crime and criminals.
- iv. Statistical analysis of crime figures required for Assembly Business & Senate Questions.
- v. Correspondence on Crime Analysis and Crime Management.
- vi. Preparation of multimedia briefings.
- vii. Compliance of instructions issued by the Honourable Superior Courts and Minister for Law regarding the progress of ATA cases.
- viii. Supervision of AIG Crime Analysis as well as the following sections:-
 - a) ATA sections (under investigation and under trial)
 - b) Statistical Section
 - c) Monitoring Section
 - d) Criminals' Record Office (CRO)

- e) Finger Print Bureau
- f) Computer Section
- ix. Scrutiny of the role of Police Officers during the arrest of most wanted POs and distribution of head money.
- x. Acting as Punishing/Appellate authority as per rules.
- xi. Any other matter assigned by the IGP/Addl. Investigation Branch and PPO/IGP.

7.1.1. AIG Monitoring & Crime Analysis

AIG Monitoring & Crime Analysis shall be responsible for:

- i. Collection of crime statistics from across Punjab and generation of information, analysis of trends and assessment of crime situation.
- ii. Making recommendations for policy adjustments, oversight, investigations, coordination with judiciary/prosecution and other stakeholders.
- iii. Monitoring of under investigation/under trial ATA cases.
- iv. Monitoring of important/sensational/heinous cases.
- v. Development and implementation of online crime figures/statistical system.
- vi. Monitoring of arrests of POs/CAs and most wanted criminals listed in the Black Book.
- vii. Examination of the judgments of ATA cases and acquittal analysis for fixing the responsibility of I.Os and prosecutors etc.
- viii. Preparation of periodic Crime Analysis Reports (Fortnightly, Monthly, Quarterly & Yearly) for policy and strategy adjustments.
- ix. Any other duty assigned by IGP/Addl. IGP Punjab.

7.1.2. AIG Gender Crimes

AIG Gender Crimes shall be responsible for:

- i. Supervision of work of police officers posted at Violence Against Women Centers (VAWCs) in Punjab.
- ii. Conduct evaluation of the police officers at Violence Against Women Centers.
- iii. Assistance in policy making for management of Violence against Women (VAW) Crimes.
- iv. Evaluate the reasons for low reporting of violence against women crimes.
- v. Suggest remedial measures to police officers and victims of violence against women Crimes.
- vi. Collection, assimilation, tabulation, preservation, analysis and sharing of data with other government departments regarding gender crime and crime against minors, registered under Pakistan Penal Code and any other law enforced for the time being.

- vii. Supervision and monitoring of prosecution of cases of violence against women and crime against minors in Punjab.
- viii. Submission of report to the Chief Minister, Office, twice a year through IGP/PPO Punjab on prosecution of violence against women crimes and performance of Police Officers posted at Violence against Women Centers.
- ix. Monitor and get feedback from gender focal persons in all 36 districts ensuring implementation of IGPs Standing order/guidelines on gender and minors.
- x. Performance evaluation of specialized cells including child abuse cell, domestic violence cell and gender crime cell.
- xi. Coordination and liaison with departments working on gender issues as Punjab Commission on Status of Women, Child Protection Bureau, Punjab, Ombudsman and other well reputed NGOs/INGOs.
- xii. Preparation of SOPs for the police staff working in Violence against Women Centers and Gender Focal Persons in all 36 districts, to improve the working of police related gender based violence and crime against minor.
- xiii. To complete the process of anonymity of persons involved in proceedings, assistance to witnesses and measures for protection to victim of sexual offence under the law for the time being.
- xiv. To develop sympathy and empathy with the victim of rape, violence against women, child abuse through Violence against Women (VAW) Staff.
- xv. To make module of investigating officers courses of Anti Rape (Investigation & Trial) Act, 2021.
- xvi. To conduct regular meetings with the office of Prosecutor General Punjab for monitoring the prosecution of the cases Violence against Women (VAW) etc.
- xvii. To monitor the progress of the cases of Transgender and to develop sympathy an empathy with the victim (Transgender).

7.2 DIG Investigation & Monitoring

DIG Investigation Monitoring shall be responsible for:

- i. Acting as Head of Investigation Wing and supervision of investigations entrusted through 3rd change.
- ii. Acting as Head of Provincial Standing Board for 3rd change of Investigation.
- iii. Endorsing or otherwise of the final reports of cases investigated by the Investigation Branch for the approval of Addl. IGP/Investigation.
- iv. Recommendations to the concerned authorities for the action against IOs for faulty investigations.
- v. Acting as Punishing/Appellate authority as per rules.

- vi. Any other matter assigned by the Addl. IGP Investigation Branch and PPO/IGP.

7.2.1. SP Investigations

- i. To investigate various cases assigned by the Addl:IGP/Investigation and entrusted through 3rd change of investigation by Provincial Standing Board.
- ii. To conduct enquiries entrusted by the Addl:IGP/Inv, DIG/Investigation.
- iii. To perform any other duty assigned by the high-ups/authorities.
- iv. Recommendations to the concerned authorities for the action against I.Os for faulty Investigation.
- v. Any other matters assigned by the DIG/Crimes & Investigation.
- vi. Acting as member of Standing Review Board for 3rd change of investigation.
- vii. Monitoring of heavy touch cases.

COUNTER TERRORISM DEPARTMENT (CTD)

CTD is the prime unit of Police responsible for specialized operations against all types of terrorists and militants throughout the province. It collects, stores, collates and disseminates information on terrorism, sectarianism & militancy. All the cases registered under ATA are investigated by the CTD. It works in close liaison with other sister intelligence agencies and police formations in sharing information and conducting joint operations regarding any type of terrorism and militancy.

The work distribution amongst the officers posted at CTD is given as under.

8. Additional IGP Counter Terrorism Department (CTD)

As overall Head of Counter Terrorism Department, Addl. IGP CTD shall be responsible for:

- i. Supervision of the DIG/CTD, SSP/SP at HQ and Regional SSPs.
- ii. Administration, Man-management and supervision of all functions of CTD:
 - a. Collection, collation and dissemination of information on sectarianism, militancy and terrorism.
 - b. Monitoring of investigations & prosecution of terrorism cases.
 - c. De-radicalization & rehabilitation programmes.
 - d. Interrogation/interviews of terrorism accused and suspects.
- iii. Research & Analysis on issues related to terrorism/security & counter terrorism measures.
- iv. Advice to the government about the sectarian/ terrorism trends and counter terrorism strategies.
- v. Coordination and exchange of information with Intelligence Agencies.
- vi. Matters related to constitution, administration, operations and capacity building of Counter Terrorism Force.

- vii. Acting as Revision/Appellate authority as per rules.
- viii. Any other matter assigned by the IGP/PPO.

8.1 DIG Counter Terrorism Department (CTD).

DIG CTD Punjab shall be responsible for:

- i. Acting as second in command to the Addl. IGP CTD.
- ii. Supervision and co-ordination of the working of all the SSPs/SPs at the CTD Headquarters.
- iii. Establishment matters as delegated by the Addl. IGP CTD.
- iv. Supervision of administration, welfare and performance evaluation functions.
- v. Supervision of recruitments for CTD as per rules.
- vi. Monitoring and Implementation of circular orders and instructions for adequate performance of the department and keeping the Addl. IGP informed of the state of affairs.
- vii. Development of Standard Operating Procedures for carrying out the functions of CTD.
- viii. Acting as Punishing/Appellate authority as per rules.
- ix. Any other duties assigned by the Addl. IGP CTD and PPO/IGP.

INTERNAL ACCOUNTABILITY BRANCH (IAB)

This branch aims at enhancing accountability and transparency of police operations and implementing professional standards to develop a culture of more professional, transparent, accountable, rule-based and law-compliant policing culture. It envisages a comprehensive system of departmental oversight and foolproof mechanism of internal checks and balances through a system of periodic inspections (formal, informal and surprise visits) at different levels by IAB officers; in addition to inspections carried out by usual supervisory tiers. In any given year, the IAB officers will be carrying out about eight hundred (800) formal inspections of various units/offices of Punjab Police, in accordance with the carefully designed inspections forms.

An objective system of performance evaluation of all the field units, allied divisions and branches of the Central Police Office (CPO) has also been introduced based on carefully developed key performance indicators (KPIs) to ensure efficiency and better service delivery. Its mandate also includes monitoring progress of disciplinary cases against police officers, and checking the quality of the punitive measures enforced against delinquent officers.

In addition, an electronically managed system of receiving and redressing public complaints has been designed, with feedback to and from each complainant at a personal level. The IGP's Complaints Office ensures that the complainants are kept informed of the progress on their complaints, and before disposal are informed of the outcome of their application, and their feedback is obtained. This provides easy access to all citizens to the

office of the IGP through e-mail, SMS, telephone, fax, letter or a walk-in application.

Enquiries form an integral part of this system of oversight and accountability. IAB Branch has its regional offices in each of the ten (10) regions of Punjab, headed by an SsP (D & I). These officers act independent of the DPOs and RPOs, and report directly to the Office of the Inspector General. They enquire into allegations of high-handedness, institutional corruption, abuse of authority, and gross misconduct. Findings are reported to and appropriate orders are issued by the PPO/IGP in each case. Enquiries can be initiated upon information received from any public or private source.

The work distribution among the various officers of the IAB Branch is as follows.

9. Additional IGP Internal Accountability Branch (IAB)

Additional IGP Internal Accountability Branch (IAB) shall be responsible for:

- i. Keep the IGP/PPO, Punjab informed about the functions assigned to the IAB as per the Charter of Duties.
- ii. Be responsible for the efficient and effective working of IAB and its overall supervision.
- iii. Examine the reports prepared by officers of IAB, seek orders of IGP and pass on the same to field units/branches for compliance.
- iv. Entrust enquiries/complaints to any member of IAB and submit final reports to the IGP/PPO with his recommendation for further order.
- v. Keep close liaison with other units of Police department and report facts to the IGP/PPO with suggestions to improve the situation in a particular area.
- vi. Be responsible to send periodic reports to the IGP/PPO about various matters as per the Charter of Duties.
- vii. Addl. IGP IAB shall nominate District Complaints Officers to act as focal person for all complaints in the district, with the approval of IGP/PPO.
- viii. Addl. IGP IAB can co-opt any officer as Member of IAB for districts in addition to Regional Superintendents of Police with the approval of IGP/PPO.
- ix. Addl. IGP IAB shall report to PPO whether Police Rules, Standing Orders, Circulars, Instructions issued from CPO are being implemented in letter and spirit by all the units and branches of Punjab Police.
- x. Sanctioning authority and will depute DIG/IAB/any AIsG of IAB as DDO of IAB Branch.
- xi. Any other task assigned by the IGP/PPO.

9.1. DIG Internal Accountability Branch (IAB)

DIG Internal Accountability Branch shall be responsible for:

- i. Keeping the Addl. IGP (IAB), Punjab informed about the functions assigned to the IAB as per the Charter of Duties.
- ii. Efficient and effective working of the IAB Branch.
- iii. Supervising the work of AIsG Inspections, Complaints, Enquiries and Regional SPs, District Complaints Officers and other nominated Members of IAB.
- iv. Liaising with other Police Units to achieve the purposes of the IAB Branch through enquiries, fact finding reports and recommendation for improvement.
- v. Prepare periodic reports for Addl. IGP (IAB) and PPO/IGP as per Charter of Duties.
- vi. Get reports from the AIsG, Regional SPs of IAB, Members of IAB and District Complaints Officers within the stipulated period.
- vii. Any other task assigned by the Addl. IGP (IAB) and PPO/IGP.

9.2. AIG Inspections

AIG Inspections shall be responsible for:

- i. Efficient and effective working of Inspection Branch & Enquiry Branch.
- ii. Conducting and monitoring inspections of all police units through CCPO/Regional Police officers and Regional Officers of IAB.
- iii. Development and monitoring of inspection schedules of Police stations, SDPO offices, DPO offices and other units, offices and establishments.
- iv. Critical examination of inspection reports prepared by the authorized officers and implementation/compliance of directions issued by the competent authority for improvement of situation.
- v. Carry out surprise checking/inspections to monitor working of Regional SPs of IAB.
- vi. Verifying the observance of Police Station Inspections schedule, holding of weekly parades and orderly room, establishment of Police Lines School and Police Lines inspections.
- vii. Informal inspections/surprise checking of traffic and licensing offices, Punjab Constabulary, Telecommunication, Motor Transport Wing, Training Institutions & Punjab Highway Patrol etc.
- viii. Checking and verifying whether important instructions issued by the Addl. IGP (IAB) Punjab from time to time are being implemented in letter & spirit.
- ix. Transmission of periodic reports/analytical studies to DIG (IAB) about various matters as per Charter of Duties for development of best practices.

- x. Maintaining record of all inspections including the follow-up reports in an organized manner so that it is easy to retrieve reports and analyses.
- xi. Developing with the help of the IT Department software/database required for storing and retrieving inspection data and reports in an efficient manner.
- xii. Developing and regularly updating the Inspections Manual, containing detailed guidelines for inspecting officers as to how to conduct inspections.
- xiii. Following up on the directions and corrective action desired by the competent authorities to be taken by the concerned authorities, and maintaining the record thereof to put final implementation report to the competent authority.
- xiv. Ensuring that the enquiry officers carry out enquiries on merit and periodically reporting to the Addl. IGP (IAB) about quality of enquiries carried out by members of IAB Branch
- xv. Maintaining record of inquiries and ensure their timely disposal.
- xvi. Supervising the enquiries being conducted against Police officers on allegations of irregularities, misuse of financial resources, corruption and the allegations of abuse of power.
- xvii. Verification of the complaints of indifference to welfare of Police personnel.
- xviii. Ensuring that all enquiries entrusted to IAB Officers are completed within four weeks and reports are submitted accordingly. Shall also maintain record of departmental action taken by concerned competent authority in pursuance of the enquiry.
- xix. Submitting a monthly report to Addl. IGP (IAB) through DIG (IAB) whether proper procedure was adopted and/or commensurate punishment was awarded by the concerned competent authority/appellate authorities.
- xx. Conducting any enquiries of high profile cases entrusted to him by IGP, Addl. IGP or PCA.
- xxi. Any other task assigned by Addl. IGP (IAB).

9.3. AIG Complaints

AIG Complaints shall be responsible for:

- i. Acting as focal person to deal with complaints against Police at the CPO and coordinating with District Complaints Officers and other officers to follow up for timely action to be taken on the complaints.
- ii. All matters related to open courts of Chief Minister, Chief Secretary and the PPO/IGP.
- iii. Work as a focal person with Police Complaints Authority in the province.

- iv. Provide assistance to PPO/IGP during open courts and ascertainment of facts as necessitated in the interest of justice.
- v. Supervision of Directive Cell for management of complaints/Directives coming from the offices of President, Prime Minister, Governors, Chief Ministers, Federal and Provincial Departments, Embassies of Pakistan, Foreign Governments, Oversees Pakistanis and all other sources.
- vi. Assistance to PPO/IGP through monitoring of sensational criminal cases and complaints on day to day basis by getting reports from the field formations and other sources for holistic view and corrective action.
- vii. Reviewing Development and Management of Computerized Complaints/Directives Management System (CMS) for expeditious maintenance of records, complaints track system, data mining and retrieval in the interest of prompt service delivery.
- viii. Analysis of complaints under various heads emanating from different districts, reasons, trends and remedial measures thereof.
- ix. Analysis of complaints against Police and disciplinary action taken in this regard.
- x. Over all supervision & monitoring of IGP's helping for the effective redressal of complaints received from all across Punjab.
- xi. To carry out a qualitative analysis through sampling of the replies received from the authorities concerned. The post feedback analysis shall carried out to assure that grievances of the complaints are attended responsibly by the officer concerned.
- xii. Focal person of IGP's login on PMDU (Prime Minister Delivery Unit) complaints received. Also responsible to forward the complaints/ re-opened cases or any related correspondence received through PM Portal to the authorities concerned.
- xiii. Any other task assigned by Addl. IGP (IAB) and PPO/IGP.

PUNJAB CONSTABULARY (PC)

PC is the reserved force of Punjab Police. It is deployed in the field for maintenance of public order and as an additional strength provided on special occasions in assistance to the local police.

The work distribution amongst the officers posted at Punjab Constabulary is given as under.

10. Commandant/Additional IGP, Punjab Constabulary (PC)

Commandant/Additional IGP, Punjab Constabulary(PC) shall be responsible for:

- i. Supervision of Dy. Commandant and all Battalion Commanders in Punjab.

- ii. Administration, establishment, monitoring, welfare and training matters.
- iii. Internal accountability and discipline.
- iv. Deployment of PC personnel all over the province for the maintenance of public order under the directions and policy of the PPO/IGP.
- v. Formulation of policies in relation to efficient and effective operations.
- vi. Acting as Revision/Appellate authority as per rules.
- vii. Management and supervision of mounted police.
- viii. Any other matter assigned by the IGP.

10.1 DIG/Deputy Commandant, Punjab Constabulary (PC)

DIG/ Deputy Commandant Punjab Constabulary shall be responsible for:

- i. Assistance to the Commandant in official business and establishment matters.
- ii. Coordination with all SPs/Battalion Commanders and DPOs.
- iii. Supervision of the PC deployment for the maintenance of public order.
- iv. Transfer/postings of SIs/ASIs and other establishment matters.
- v. Acting as Punishing/Appellate authority as per rules.
- vi. Any other matter assigned by the Commandant and PPO/IGP.

PUNJAB HIGHWAY PATROL (PHP)

PHP is a specialized police unit of Punjab Police. Basic responsibility of PHP is to maintain crime free environment on the highways. It prevents crime on the highways in coordination with the local police. PHP also works as a rescue agency in case of any accident or emergency situation on the highways, and also assists in traffic management in their special areas of jurisdiction.

The work distribution amongst the officers posted at Punjab Highway Patrol is given as under.

11. Additional IGP Punjab Highway Patrol (PHP)

Additional IGP PHP shall be responsible for:

- i. Supervision of the work of DIG PHP and Regional SSPs/SPs.
- ii. Administration, establishment, monitoring, welfare and training matters of PHP.
- iii. Formulation of policies and SOPs for smooth operations of PHP.
- iv. Acting as Revision/Appellate authority as per rules.
- v. Any other matter assigned by the PPO/IGP.

11.1 DIG Punjab Highway Patrol (PHP)

DIG PHP shall be responsible for:

- i. Assistance to the Addl. IGP on all PHP matters for smooth operations.

- ii. Supervision, inspection and monitoring of PHP.
- iii. Performance evaluation, discipline, training and welfare of the PHP staff.
- iv. Inter-regional transfer/posting of junior ranks and ministerial staff.
- v. Supervision of recruitment.
- vi. Monitoring and implementation of standing instructions and SOPs.
- vii. Acting as punishing/appellate authority as per rules.
- viii. Ensuring follow up on the observations of Project Management Unit (M&I) PHP, Home Department.
- ix. Sending a fortnightly DO letter to Addl. IGP PHP about the working, performance and problems related to PHP.
- x. Supervision of all operational matters of PHP.
- xi. Holding 'Dabars' and initiating image building measures of PHP.
- xii. Acting as Punishing/Appellate authority as per rules.
- xiii. Any other duties and functions assigned by the Addl. IGP PHP and PPO/IGP.

11.2 SP Headquarters, Punjab Highway Patrol (PHP)

- i. To report to Addl. Inspector General of Police, Punjab Highway Patrol in all official matters by extending help in field and staff duty.
- ii. To undertake surprise/formal inspections of Punjab Highway Patrol.
- iii. To conduct enquires of officials of PHP.
- iv. To oversee/ensure timely submission of all important references to CPO, Govt. and other important quarters.
- v. To evaluate performance and output of Punjab Highway Patrol.
- vi. To monitor and ensure the implementation of standing instructions and circular orders of the IGP issued from time to time pertaining to the Punjab Highway Patrol
- vii. To inspect/evaluate/monitor all the matters pertaining to performance, welfare, training, logistics, buildings, discipline and management
- viii. To inspect/evaluate/monitor all the matters pertaining to performance, welfare, training, logistics, buildings, discipline and management
- ix. To ensure timely submission of all reports to this Headquarters from junior offices.
- x. To undertake tour of the Regions and Highway Patrolling Posts to oversee proper utilization of funds.
- xi. To supervise office and administration of PHP Headquarters.
- xii. To act as Chief Sport Officer of PHP.
- xiii. To act as a focal person for construction of Highway Patrolling Posts.
- xiv. Any other duties and function assigned by the Addl. IGP, Punjab Highway Patrol.

ELITE POLICE FORCE (EPF)

Elite Police Force is a specialized police unit of Punjab Police, which was established in 1997 to improve the capacity building of

department for operations against the desperate criminals/outlaws. The Basic Elite Police Course is carried out at the Elite Police Training School, Bedian Road, Lahore. Moreover, specialized training courses, orientation and refresher courses are also arranged at Elite Police Training School, Bedian Road, Lahore. After Basic Elite Course, Elite squads/personnel are deployed in the districts/units. Elite Police Headquarters is responsible for overall administration, policy making, supervision, monitoring, inspection and policy matters of Elite Police Force, Elite Police Training School and Special Operations, Unit.

The work distribution amongst the officers posted at Elite Police Force is given as under.

12. Additional IGP, Elite Police Force Punjab.

Addl. IGP, Elite Police Force shall be responsible for:

- i. Overall administration, policymaking, supervision, monitoring, inspection and policy matters of Elite Police Force, Elite Police Training School and Special Operations, Unit.
- ii. Overall supervision of DIG/Elite, Commandant EPTS and Director Special Operations Unit.
- iii. Regulation of all matters pertaining to performance, welfare, finance, personnel selection, training, logistics, buildings, discipline and management of Elite Police Force, Elite Police Training School and Special Operations Unit.
- iv. Assistance to the PPO/IGP on matters related to Elite Police Force.
- v. Acting as Revision/Appellate authority under the rules.
- vi. **Transfer/Posting of:**
 - a. District Elite Group to Special Elite Group.
 - b. Special Elite Group to District Elite Group and one DEG to another DEG.
 - c. Elite Police Force (DEG/SEG), EPF Headquarters and EPTS to District Police (Repatriation in same District).
 - d. Appointment of upper subordinates of a district as incharge DEG/SEG (in the same district)
 - e. Elite Police Force, Hqrs to Elite Police Training School and vice versa.
 - f. DEG/SEG one district to another and EPTS.
- vii. Any other task assigned by the IGP/PPO.

12.1 DIG Elite Police Force (EPF)

DIG Elite Police Force shall be responsible for:

- i. Administration, supervision, monitoring and inspection of Elite Police Force, Elite Police Training School and Special Operations Unit on behalf of Addl. IGP/Elite Police Force.
- ii. Supervision of SP/Headquarters, SP/Monitoring, Commandant Elite Police Training School, Director Special Operations Unit, Deputy

Director Operations, EPF (Major Rtd) on behalf of Addl. IGP/Elite Police Force.

- iii. Implementation of all orders/policy guidelines/rules related to Elite Police Force for efficient/effective/professional functioning of Elite Police Force, Elite Police Training School and Special Operations Unit.
- iv. Regulation of all matters pertaining to performance, welfare, personnel selection, training, logistics, buildings, discipline and management of Elite Police Force on behalf of Addl. IGP Elite Police Force.
- v. Assistance to the Addl. IGP Elite Police Force on matters related to Elite Police Force.
- vi. Awarding punishments/hearing appeals as authority under the rules.
- vii. Transfer/Posting of:**
 - a. District Elite Group to Special Elite Group.
 - b. Special Elite Group to District Elite Group and one DEG to another DEG.
 - c. Elite Police Force (DEG/SEG), EPF Headquarters and EPTS to District Police (Repatriation in same District).
 - d. Appointment of upper subordinates of a district as incharge DEG/SEG (in the same district)
 - e. Elite Police Force, Hqrs to Elite Police Training School and vice versa.
 - f. DEG/SEG one district to another and EPTS.
- viii. Any other task assigned by the Addl. IGP Elite Police Force and PPO/IGP.

13. DIG Headquarters

The DIG Headquarters shall be responsible for:

- i. Acting as:
 - a) Principal Staff Officer to the Provincial Police Officer.
 - b) Secretary to the Police Departmental Promotion Board (DPB).
 - c) Member of the Police Departmental Promotion Committee (DPC).
 - d) Member of the committee on framing rules.
- ii. Matters related to transfers/postings of Gazetted Police Officers (GPOs)
- iii. Matters related to deputation of GPOs to other government departments and agencies.
- iv. Matters related to promotions, discipline and service representations.
- v. Matters related to deployment of officers on UN missions.
- vi. Matters related to Civil Service Reforms in coordination with S&GAD and Establishment Division.
- vii. Matters related to the Police Service of Pakistan and Punjab Police.
- viii. Supervision of AIG Discipline and Deputy Director CPO.

- ix. Coordination with Governor and Chief Minister Secretariat for matters under purview.
- x. Matters related to distribution of work in Central Police Office. Issuance of clarifications, amendments and guidance thereof.
- xi. Executive Development of Gazetted Police Officers.
- xii. Any other assignment given by the IGP/PPO.

13.1 AIG Discipline

AIG Discipline shall be responsible for:

- i. Formulation of Police Accountability & Disciplinary Policy.
- ii. Monitoring of Accountability Policy implementation.
- iii. Supervision of Discipline & Secret Branches.
- iv. Management of disciplinary matters of gazetted officers.
- v. Dealing with disciplinary matters with special reference to:
 - a. Violation of Human Rights.
 - b. Death in Police custody.
 - c. Escape from Police custody.
 - d. Involvement of police officers in criminal & corruption cases.
 - e. Strictures passed by courts.
 - f. Cases of embezzlement and fraud against Police employees.
- vi. Maintenance of disciplinary record of Police officers.
- vii. Dealing with PERs of officers of all ranks alongwith all related matters.
- viii. Preparation of synopsis of PERs for promotions, etc.
- ix. Statistical/Empirical analysis of disciplinary matters with a view to revamping the system of accountability.
- x. Maintenance and safe custody of CR Dossiers of the rank of DIGs and above.
- xi. Scientific analysis of factors that adversely affect police discipline and suggesting corrective measures in coordination with DIG R&D.
- xii. Management of gallantry medals, QPM, PPM, Civil Awards, Cash Awards and CC-I etc.
- xiii. To arrange Reward Ceremonies for grant of Medals/certificates for the Ghazis and Shuhadas.
- xiv. Maintenance of record of officers' Declaration of Assets.
- xv. Database/record of Character Rolls of all officers
- xvi. Compilation of disciplinary record and updating of HRMIS.
- xvii. Management/Conduct of the IGP's Orderly Rooms.
- xviii. Any other matter assigned by the DIG Headquarters and PPO/IGP.

13.2 Deputy Director (Registrar)

Deputy Director (Registrar) shall be responsible for:

- i. Circulation of all Government Notifications.

- ii. Supervision and coordination of the working of Executive Branches of the CPO.
- iii. All establishment matters including transfers/postings of PSP/PP/Experts & Specialist officers except disciplinary & training matters.
- iv. Maintenance of Service Record including permanent record of all GOs (PSP/PP).
- v. Processing of GOs cases for grant of leave of all kinds.
- vi. Attachments for the purpose of pay& allowances.
- vii. Cases of scholarship of the officers for higher studies.
- viii. Processing of GOs move over cases.
- ix. Maintenance/preparation of seniority lists of Punjab Police Officers (BS-17 & above).
- x. Maintenance of Gradation list of PSP officers serving in Punjab.
- xi. Preparation of working paper for promotion/proforma promotion cases of Inspectors to DSPs, all cases from BS-17 to BS-18 and for arranging DPB/DPC meetings.
- xii. Preparation of cases of Provincial SPs for Encadrement in PSP.
- xiii. Correspondence with Government of the Punjab, S&GAD and Federal Government regarding establishment matters of PSP officers.
- xiv. Nominations/selections of Police Officers/Officials for deployment to UN Peacekeeping Missions.
- xv. Re-employment cases of Punjab Police Officers.
- xvi. Issuance of NOCs for passport and visas.
- xvii. Acting as custodian of War Book/Manual and Blue Book, etc.
- xviii. Issuance of Safe Custody Certificate of secret documents.
- xix. Processing of retirement cases of PP officers.
- xx. Processing of encashment of LPR cases.
- xxi. Processing of compensation cases of all deceased officers.
- xxii. Issuance of obituary notifications.
- xxiii. Contractual appointment and secondment of Army Officers (G.Os).
- xxiv. Database/Issuance of PPO/IGPs Standing Orders.
- xxv. Database/record of Executive Record Sheets (ERS) of officers.
- xxvi. Database/record of Low-downs and advisory/secret/intelligence reports.
- xxvii. Database/record of officers holding dual/multiple nationality and those whose immediate family members (spouses and children) are living abroad.
- xxviii. Database/record of summaries submitted to Chief Minister Punjab.
- xxix. Central issuance and database of all Standing Orders of PPO/IGP.
- xxx. Any other assignment given by DIG Hqrs and PPO/IGP.

RESEARCH DEVELOPMENT & INTERNATIONAL COOPERATION (RD&IC) BRANCH

The Research, Development & International Cooperation (RD&IC) branch has two roles to perform and therefore comprises of two Sections.

Firstly, Research & Development (R&D) Section being the think tank of CPO Punjab, carries out research & analysis work and coordinates with other organizations like National Police Bureau & National Police Management Board, universities/research institutes for developing research linkage on Police issues. The legislative wing of this branch also deals with Assembly business.

Secondly, International Cooperation (IC) Section monitors the process of INTERPOL related requests as well as coordinates with donor agencies and donor countries who wish to provide trainings, logistics and technical support or any other area of cooperation for the improvement in working of Police.

14. DIG Research Development & International Cooperation (DIG RD&IC)

- i. Supervision of the work of AIG/R&D and AIG/IC.
- ii. To convene meeting of Police Executive Board (in the capacity of Secretary PEB), when so directed by PPO/IGP.
- iii. Apprising W/IGP on updated status of pending summaries on fortnightly/monthly basis.
- iv. Focal person for coordinating with donor agencies and donor countries who wish to provide trainings, logistics, technical support or any other area of cooperation for the improvement in working of police etc.
- v. Focal person for monitoring the process of INTERPOL related requests.
- vi. Focal person of Punjab Police to apprise Police Counterparts about the UK Pakistan Serious Crime and Law Enforcement (UPSCALE) programme; for providing oversight and monitoring.
- vii. Attending meetings of privilege motions in Punjab Assembly on behalf of the W/I.G.P, when so directed.
- viii. To ensure presence of AIsG (nominated by the W/IGP) in Punjab Assembly during the session.
- ix. Any other work/activity (related to RD&IC Branch) assigned by the PPO/IGP.

14.1 AIG Research & Development

AIG Research & Development CPO shall be responsible for:

- i. Ensuring efficient and effective working of R&D wing and Legislative Business wing.
- ii. Updating status of pending summaries on fortnightly basis.
- iii. Collation & Preparation of Annual Provincial Policing Plans.

- iv. Collation & Preparation of Statutory Annual Police Administration Report.
- v. Arrangement of meeting of Police Executive Board.
- vi. Collection of Inspection Reports of Police Tahafuz Markez and Police Khidmat Markez from district heads and IAB
- vii. Development of methodology for improving and ensuring Police Public cooperation as envisaged in Police Order 2002.
- viii. To attend meeting of privilege motions in Punjab Assembly as and when nominated.
- ix. Collection and submission of response on Police related Assembly Questions/ Matters; pertaining to National Assembly, Senate and Punjab Assembly.
- x. Coordination with Public Safety Commissions, CPLCs and other institutions created under Police Order 2002, if and when established.
- xi. Coordination/liaison with National Police Bureau/National Police Management Board.
- xii. Management and maintenance of Central Registry/database of all standing Order, Rules & Regulations, all versions of Police Order, Police Acts, documents/reports on Police reforms and other policy documents in paper and E-form.
- xiii. Any other work/activity (related to R&D Section) assigned by the PPO/IGP or DIG/RD&IC

14.2 AIG International Cooperation (IC)

AIG/IC shall be responsible for:

- i. Ensuring efficient and effective working of IC unit/wing.
- ii. Coordination with donor agencies and donor countries who wish to provide trainings, logistics, technical support or any other area of cooperation for the improvement in working of police etc.
- iii. To negotiate with donor agencies and or donor countries, monitor the package and ensure that it is utilized properly and to review its outcome on behalf of DIG RD&IC.
- iv. Monitoring the process of INTERPOL related requests.
- v. To apprise Police Counterparts about the UK Pakistan Serious Crime and Law Enforcement (UPSCALE) programme for providing oversight and monitoring.
- vi. Recommendations for new policing techniques and processes based on the best international practices.
- vii. Proactively work with multilateral agencies, local and international partner organizations, foreign countries, to attract donor assistance and thus to contribute to the institutional development of the department.
- viii. Identify and mobilize resources by coordinating projects funded by donor organizations and partner countries and attracting additional donor assistance from international sources.
- ix. Recommendations for new policing techniques and processes based on the best international practices.
- x. Any other work/activity (related to IC Section) assigned by the PPO/IGP or DIG/RD&IC

INFORMATION TECHNOLOGY BRANCH

IT branch is responsible for supervising all the IT Initiatives by the Punjab Police. It is focused on achieving a paperless office culture in Punjab Police through introduction of information technology at all levels. It coordinates with all the concerning departments and private experts to achieve the goal of complete computerization of Punjab Police. It is responsible for proper functioning and upkeep of all the police databases, web-applications and intranet-based systems, including the feed from the monitoring cameras.

The work distribution amongst the officers posted at Information Technology Branch CPO is given as under.

15. DIG Information Technology

DIG Information Technology shall be responsible for:

- i. Acting as Secretary to Punjab Police Information Technology Development Committee under the Chairmanship of the PPO/IGP.
- ii. Development of information technology and computerization culture in Police Department for easy information storage, retrieval, data mining and digital archiving in the interest of efficiency and effectiveness.
- iii. Development of gradual system of paperless offices and online management systems.
- iv. Supervision and efficient operations of I.T Development Board, POLCOM, HRMIS and PROMIS systems.
- v. Development of the provincial police databases and networks.
- vi. Development of Network Administration, Management and Security policies and Procedures.
- vii. Development of technical and software capacities through personnel identification, recruitment and training etc.
- viii. Coordination with private and public sector experts and institutions like PITB etc.
- ix. Supervision of Punjab Police Computer Bureau.
- x. Acting as Punishing/Appellate authority as per rules.
- xi. Any other matter assigned by the PPO/IGP.

15.1. AIG, Information Technology.

AIG, Information Technology shall be responsible for:

- i. Act as focal person in IT matters with all stake holders like PITB, PSCA etc.
- ii. Analysis of requirements, to develop new software systems/IT interventions and App. for the department.
- iii. Regular feedback regarding existing system/IT interventions.

- iv. Review all existing software applications and mobile Apps. like PSRMS, HRMIS, CRMS, CMS, PKM etc, and recommend suggestions/up-gradation in software.
- v. Research on good practices (international/national/within department/outside department) and suggest to institutionalize these good practices in the department.
- vi. Management of all matters pertaining to troubleshooting of connectivity, networking, hardware and software of Punjab Police.
- vii. Supervision of Development Team (CPS team) and Police Computer Bureau.
- viii. Assist DIG/IT in all official matters.
- ix. Any other task assigned by the DIG/IT and IGP, Punjab.

15.1.1. Addl. Director Computers

Addl. Director Computers shall be responsible for:

- i. Management/updating of Punjab Police Website.
- ii. Matters related to Computer training and syllabus development (General & Project specific).
- iii. Matters related to troubleshooting of Connectivity, Networking, and Hardware and Software issues.
- iv. Matters related to software and systems development.
- v. Any other duty assigned by DIG IT and PPO/IGP.

TRAFFIC BRANCH

Traffic Branch is responsible for supervision of the working of traffic police at district level. It coordinates with other departments to develop & improve the traffic management system. Traffic Branch also disseminates important instructions & SOPs to the field staff for making the traffic management system more effective.

The work distribution amongst the officers posted at Information Traffic Branch, Punjab is given as under.

16. DIG Traffic

DIG Traffic shall be responsible for:

- i. Assistance and advice to the Provincial Police Officer, Punjab on matters connected with Traffic Management.
- ii. Supervision and oversight of the working and performance of members of Punjab Traffic Police on behalf of Provincial Police Officer.
- iii. Induction of Junior rank (from Constable to Inspectors) from the districts and regions/CCPO to fill vacant posts, as per rules/policies issued by PP)/IGP from time to time.
- iv. Repatriation of staff to Districts/Regions as per policy and requirements.

- v. Formulation of policies, proposals, guidelines, welfare of traffic police and instructions for efficient and effective Traffic Management System in the Province.
- vi. Coordination with other departments and allied agencies for development, modernization, digitization and efficient working of Traffic Management System.
- vii. Formulation of career planning policies for the members.
- viii. Transfer and postings of Traffic officers or Deputy Superintendent of Police, Traffic from the pool placed at the disposal of the Head of Traffic Police from CPO Punjab as per policy guidelines of the Provincial Police Officer.
- ix. Assisting PPO/IGP and Addl. IGP, Establishment.
- X. Develop key performance Indicators and standard operating procedures and their effective Implementation through inspection and monitoring.
- xi. Issuance of guidelines and directions for management, analysis and prevention strategy to control traffic accidents.
- xii. Maintenance of record regarding traffic challans, fines and traffic projects in Punjab.
- xiii. Supervision and Monitoring of driving license issuance management system in the province and revolving fund.
- xiv. Provision of guidance and development of Standard Operating Procedures for holding driving tests and issuance of driving licenses.
- xv. Provision of Traffic Staff for VVIP/VIP duties and other important events from one region to another as and when required.
- xvi. Provision of guidance on legal matters.
- xvii. Initiation and countersigning authority of the performance evaluation reports as determined by PPO/IGP.
- xviii. Inter-regional transfer or postings of the members of Traffic Police.
- xix. Provide for an appellate forum or revision forum in matters of the members from the rank of Traffic Assistant to Senior Traffic Warden as per TWSR (8) regarding disciplinary matters.
- xx. Delegation of DDO Powers to DTOs and CTOs.
- xxi. Any other matter assigned by PPO/IGP Punjab.

LEGAL BRANCH

The prime responsibility of Legal Branch is to offer legal advice to the higher authorities on all court matters concerning police. It is a legal advisory to the IGP in all writs and petitions in the superior courts relating to police. It supervises prosecution of important cases in superior courts and also analyzes reasons for poor prosecution & weak police defense in such cases. Every draft rule or law is put to the Legal Branch for vetting before submitting the same to competent authority for approval. In addition, it ensures proper representation of Police department in all judicial matters, both in civil and criminal cases and in cases of service appeal as well as writ-petitions.

The work distribution amongst the officers posted at Legal Branch CPO is given as under.

17. DIG Legal

DIG Legal shall be responsible for:

- i. Prosecution of Police cases in superior courts through appropriate legal and prosecutorial resources both from within the department and private advocacy.
- ii. Analysis and audit of failure of police defense in service matters and other Issues and remedial measures thereof.
- iii. Fixation of responsibility in case of failed police defense in superior courts and services tribunals etc.
- iv. Development of Cases/Writs Management System through AISG Legal & HRC.
- v. Advice to the Addl. IGP (Establishment) and PPO/IGP on policy matters concerning law and courts.
- vi. Analysis, assessment and finalisation of proposals for amendments in laws and rules.
- vii. Legal advice in court matters concerning Police.
- viii. Distribution of work in legal branch.
- ix. Assistance to the Addl. IGP (Establishment) and PPO/IGP interpreting law.
- x. Assistance to R & D Branch in developing and proposing amendments to laws and vetting of new legislation.
- xi. Supervision of the work of AIG Legal and AIG Legal-II/HRC.
- xii. Supervision of Legal Affairs Division.
- xiii. Computerization of the record, processes and legal matter.
- xiv. Any other matter assigned by any Addl. IGP and PPO/IGP.

17.1. AIG Legal

AIG Legal shall be responsible for:

- i. Timely preparation of court cases.
- ii. Appearance in and submission of comments and replies in the Lahore High Court and subordinate Courts.
- iii. Communication of judgments of Lahore High Court and Its benches to relevant branches / regions / districts for information and compliance.
- iv. Vetting of reports / comments for filing in the Lahore High Court and its benches.
- v. Liaison with offices of Attorney General for Pakistan, Advocate General, Punjab, Prosecutor General Punjab, Solicitor's department, Law Department and other Government offices.
- vi. Legal advices, guidance to all staff officers and subordinate offices on specific question.
- vii. Assistance to DIG, Legal for effective formulation of policies.

- viii. Development of PLAMS.
- ix. Advice to DIG/Legal and PPO / IGP in matters concerning law and courts.
- x. Assistance to DIG/R&D in finalizations of proposals for amendments in laws and rules either initiated or received from Government.
- xi. Service of Summons/Warrants against Police officers received from NAB and other Courts relating to IGP, Office.
- xii. Legal vetting of Standing Orders / Circulars, Amendments in different Laws.
- xiii. References for Inter provincial transfer of accused/arrested persons.
- xiv. Matters pertaining to:-
 - Constitution of Joint Investigation Team (JIT).
 - Submission of monthly diary about service of Summons / Warrants to Registrar of Hon'ble Lahore High Court, Lahore.
 - Obtaining Travel History of accused persons.
 - Obtaining Family Tree, History of accused persons.
 - Conducting Judicial Enquiry.
 - Sanction of Prosecution.
 - Transfer of Investigation to the Anti Corruption Establishment, Punjab.
 - Transfer of Investigation to the Federal Investigation Agency.
 - Jail Trial of Accused persons
 - Cancellation of Arms License.
 - Blocking of CNIC/ Passport/ Bank Accounts.
 - Civil Cases relating to IGP office.
 - Issuance of Red Notices/Extradition of accused.
 - Placement of names of accused/fugitive on Provisional National Identification List (PNIL).
 - Placement of name of accused in Passport Control List (PCL).
 - Placement of name of accused in Exit Control List (ECL).
 - Verification of documents from various Embassies
- xxi. Supervision of Legal Affairs Branch Punjab.
- xxii. Keep DIG/Legal informed about all important matter.
- xxiii. Any other matter assigned by DIG/Legal and PPO/IGP.

17.2. AIG/Legal-II/HRC.

AIG Human Rights Cell shall be responsible for:

- i. Handling of cases of Human Rights received from the Hon'able Supreme Court of Pakistan (SCP), Ministry of Human Right, Prime Minister Delivery Unit (PMDU), Human Rights Departments and complaints at IGP' 1787.
- ii. Preparation of reports for filing in the Hon'able Supreme Court of Pakistan, Provincial Ombudsman, Departments, Division etc.
- iii. Dealing with appeals in Punjab Service Tribunal.

- iv. Forwarding the cases for filing of CPLAS etc. in the Supreme Court of Pakistan against Judgements of Punjab Service Tribunal received from concerned region/district/Unit head.
- v. Dealing with cases of Missing persons of Punjab before CoIoED.
- vi. Attending meetings of Provincial Task Force on Missing Persons in the Home Department.
- vii. Timely dispatch of orders / judgements of the Hon'able Supreme Court of Pakistan / Tribunal to all concerned Unit head / region / district for compliance.
- viii. Receiving the replies from the concerned quarters, vetting, reviewing the same and forwarding the same to HR cell of Apex Court, Ministry, Division, department etc.
- ix. Apprising the DIG/Legal, Punjab about sensitive issues / petitions including Human Rights Cases for further orders and ensuring implementation.
- x. Representing the department and pursuing the cases in the Apex Court or other relevant fora through representatives / focal persons and in person, if required.
- xi. Filing of representations against the orders of Provincial Ombudsman.
- xii. Liaison with offices of Attorney General of Pakistan, Home Department, Law Department, Secretary Law, Advocate General, Punjab, Prosecutor General, Punjab, Solicitor's department and all other concerned offices/departments.
- xiii. Development of PLAMS.
- xiv. Supervision of Legal-II/HRC branch.
- xv. Keep DIG/Legal informed about all important matters.
- xvi. Any other assignment given by the DIG/Legal and IGP, Punjab.

17.3. SP Liaison, Lahore High Court

SP Liaison, Lahore High Court shall be responsible for:

- i. Development of cordial and working relations with the Lahore High Court through frequent interactions and exchange of issues and problems.
- ii. Service of summons/warrants/notices in accordance with law and SOPs issued by PPO/IGP.
- iii. Efficient management/preparation of police record to be produced before the Honourable Lahore High Court, Lahore.
- iv. The appearance of I.Os in Honourable Lahore High Court, Lahore. In case the I.O has been transferred out or is unable to appear, the officer appearing with the case-file/record must be well equipped with the facts.
- v. Strict watch on the conduct/turnout of the police officers appearing before the Honourable Lahore High Court, Lahore.

- vi. Timely appearance of police officers in various courts.
- vii. Proper preparation of case-files with all necessary documents like forensic reports, MLR etc.
- viii. Follow-up of sensitive cases, where the senior officers have been called.
- ix. Liaison with DSsP Legal of the concerned districts for improvement in the system of service of summons/warrants/notices.
- x. Coordination with the office of the Advocate General Punjab.
- xi. Liaison and regular periodic meetings with the concerned APGs/DPGs of various courts.
- xii. Liaison with the dispatch branch of the Honourable Lahore High Court, Lahore for the exchange of information on summons/warrants/notices.
- xiii. Any other matter assigned by DIG Legal or PPO/IGP.

18. PSO to IGP

PSO to IGP shall be responsible for:

- i. Management of PPO/IGP's Official Visitors, Parliamentarians, Complainants & Other Private Visitors at CPO- Coordination for the visits including background/biography of the visitor(s) and the expected issues of discussion. Preparation desired by the PPO/IGP for the said appointments, meetings, etc. (i.e. read-ahead material, pre-briefs, etc.) and receiving of the visitors.
- ii. Coordination with various field and staff officers for communication of PPO/IGP's orders and feedback.
- iii. Coordination with various field and staff officers of Punjab Police in relation to requests/complaints presented to PPO/IGP by the visitors for redressal and disposal.
- iv. Management, implementation and feedback of special tasks (including references/visitors received from President Secretariat, Prime Minister Secretariat and Chief Minister Secretariat) assigned by the PPO/IGP.
- v. Management of PPO/IGP's scheduling of his daily engagements and its communication to all concerned.
- vi. Coordination for requests made to PPO/IGP for 3rd transfer of investigations.
- vii. Monitoring, inspections security-checks capacity building, discipline and welfare of security/escorts and other staff deployed at the PPO/IGP's official residence & camp office.
- viii. Coordination for the visits to Lahore of PPOs/IGsP, retired IGsP and equivalent police officers.
- ix. Maintaining record and follow up of all the requests/complaints made by visitors.

- x. Conduct of PPO/IGP's meeting at CPO-fixing of agenda, participants, read-ahead material and pre-brief of PPO/IGP; arranging attendance sheet, availability of officer for taking minutes of meeting, presence of participants and timely start and conclusion of the meetings.
- xi. Coordinating with DPR for media projection of PPO/IGP's activities.
- xii. Provision of official souvenirs at PPO/IGP office.
- xiii. Arrangements for official functions/ceremonies hosted by the PPO/IGP.
- xiv. Upkeep and maintenance of PPO/IGP office.
- xv. Maintenance and supervision of PPO/IGP's motor fleet.
- xvi. Coordination with concerned offices/Units for maintenance of official residence/annex and camp office of PPO/IGP.
- xvii. Monitoring and follow up of actionable tasks, from field formations, units and branches, both within and beyond prescribed timelines.
- xviii. Obtaining the prescribed periodic reports from respective units on due dates for PPO/IGP's perusal & orders.
- xix. Obtaining the prescribed periodic reports from respective units on due dates for PPO/IGP's perusal & orders.
- xx. Obtaining minutes of all meetings chaired by the PPO/IGP in CPO/subordinate formations for preparation of actionable tasks and putting up the previous minutes in follow up meetings.
- xxi. Arranging monthly Implementation Review Meetings of all branch heads with PPO/IGP to follow up on progress of actionable tasks.
- xxii. Regular monitoring and follow-up of Operational Guidelines.
- xxiii. Follow-up of any other directives or special initiatives of PPO/IGP.
- xxiv. Supervision of :-
 - a. A/PSO to IGP
 - b. CSO to IGP
 - c. AD/OS Implementation
 - d. PSO Branch
- xxv. Any other duties or functions assigned by the PPO/IGP.

19. Assistant Director (Personnel) to IGP

Assistant Director (Personnel) shall be responsible for:

- i. Putting up of all fresh correspondence/files/letters/documents before the PPO/IGP received from staff officers/heads of units/other departments and agencies/Chief Minister Punjab/Federal Government for his orders and directions.
- ii. Dealing with PERs received from departments other than police, requiring PPO's/IGP's signatures in the capacity of initiating, countersigning, and second countersigning officer.
- iii. Safe custody of secret/classified documents/enquiry files and Blue Book etc.

- iv. Quick and timely disposal of important/time limit cases i.e. security of VVIPs/VIPs/foreign delegates, Source Reports, Special Reports and IRs received from various intelligence agencies/Departments/Forums etc.
- v. Management of PPO's/IGP's Personal Files/Record etc.
- vi. Issuance of PPO's/IGP's Tour Programme and necessary arrangements thereof.
- vii. Putting up draft reply through D.O/U.O letters in response to felicitations/greetings to the PPO/IGP on the eve of posting/promotion or festivals etc.
- viii. Supervision of AD(P) to IGP Branch.
- ix. Any other duties or functions assigned by the PPO/IGP.

5. This order is hereby enforced with immediate effect. It replaces all previous instructions, orders and work distributions on the subject. In case of any anomaly or difficulty the matter may be referred to DIG Headquarters, for resolution.