

**Superintendent**

**Home-I Branch**



**Sh. Dinesh Kumar Sharma**  
**Mobile-9417359950**

**Assistant**

**1HG-1**

- 1 All matter relating to DSPs (including preparatin of "G" list i.e. promotion, posting, transfer and seniority cases).
- 2 All matters of deputation and LTC of DSPs.
- 3 All matters relating to efficiency bar, pay fixation and increments of DSPs.
- 4 All matters relating to disciplinary action agaist DSPs.
- 5 All matters relating to presentation/ appeal/ mercy appeal/ memorial of DSPs against punishment.
- 6 All matters relating to representation/ appeal/ mearcy appeal/ memorial of DSPs against adverse remarks recorded in the ACR of DSPs.
- 7 All matters of DSPs relating to review/ retention in service/ compulsory retirement/ re-employment.
- 8 Preparation of Select List for appointment to IPS and other co-related cases.
- 9 All matters relating to ACRs/PARs of HPS/IPS officers including representation of HPS/IPS officers against the adverse remarks.
- 10 Amendment in Haryana Police Rules, 2002 and Haryana Police Telecommunication Service (Group A&B) Rules, 2003.
- 11 All matters of DSP only for issuing of NOC for obtaining passport.

**Assistant**

**2HG-1**

- 1 All matters relating to seniority and management of cadre of IPS.
- 2 All matters relating to posting, transfer, promotion and selection grade/suppertime scale, LTC, leave and permission to visit abroad of IPS officer only.

3	Disciplinary action against IPS officers only.
4	Retention in service beyond 50/55 years of age of IPS officers only.
5	Complaints-enquiries against IPS officers only.
6	Fixation of pay of IPS officers and grant of increments.
7	Issuing of NOC for obtaining passport upto the rank of IPS.
8	Training cases of IPS officers in various courses.
<b>Assistant</b>	<b>3HG-1</b>
1	Grant of awards of medals to police personnel
2	Grant of awards Jeevan Raksha Padak for life saving medals to private persons.
3	Grant of gallantry medals to police personnel by the PM and President.
4	Review /retention in service/compulsory retirement/ re-employment (All officers cases except DSP & IPS).
5	All matters relating to deputation of IPS officers.
6	All matters relating to establishment of clerical cadre/ Ministerial Staff of DGP office.
7	Leave/LTC/HRA case of Ministerial Staff.
8	All type cases of CBI inquiry (Current CBI inquiry)
<b>Assistant</b>	<b>4 HG-1</b>
1	Creation of posts of Police Department.
2	Upgradation/downgradation of cadre posts.
3	Pension cases of gazetted officers including counting of Military service towards pension.
4	Pension cases of non- gazetted officers including counting of Military service towards pension.
5	Representation/appeal against the adverse remarks of NGOs.
<b>Assistant</b>	<b>5HG-1</b>
1	Conduct Rules/State Service/ All India Services (including permission, intimation of property returns of IPS officers and sale/purchase of property).
2	Change the name.
3	Amendment in PPR 19.34/Act manual of work.
4	Circulars/miscellaneous subjects of the Branch.

5	All matters relating to Haryana Polce Act, 2007.
<b>Assistant</b>	<b>6HG-1</b>
1	Complaints/ enquiries against NGO's of Police Department.
2	Issuing of NOC for obtaining passport upto the rank of NGO's.
3	Deputation cases of upto the ranks of NGO's.
4	Establishment cases of NGO's of Polce Department.
5	All matters relating to appeal/memorials against punishment of Police personnel i.e. NGOs.
<b>Clerk</b>	Diary, attached with two Assistant (1HG-1 & 5 HG-1)
<b>Steno</b>	vacant