

**OFFICE OF THE INSPECTOR GENERAL OF POLICE,
REWA ZONE, REWA**



**Template for the information Handbook under
Right to Information Act**

Chapter I

Introduction

For administrative purpose, the Madhya Pradesh Police is divided into Zones/Ranges and one such Zone is Rewa Zone, head - quarter at Rewa. The Zone headed by Inspector General of Police, has one Range namely Rewa Range, headed by DIG of Police Rewa. Rewa Zone/Range both consists Rewa, Satna Sidhi and Singrouli districts.

1.1. Please throw light on the back ground of this hand book (Right to Information Act-2005):

In order to set out the practical regime of right to information for citizens, Right to Information Act, 2005 was enacted, under the implementation of provisions there in this hand- book is prepared.

1.2. Objective / Purpose of this hand-book:

To enable the citizens to enjoy their right to information.

1.3. Who are the intended users of this hand- book ?

All Indian citizens.

1.4. Organization of the information in this hand-book :

As follows.

1.5. Definition (Please provide definition of various terms used in th hand - book):

Police- Police force employed in Madhya Pradesh who are appointed and enrolled under section - 2 of Police Act- 1861.

1.6. Contact person in case some body wants to get more information of topic covered in the hand-book as well as the information also:

Public Information Officer (PIO) / Asst. Information Officer (APIO) IGP office, Rewa.

1.7. Procedure and free structure for getting information not available in the hand -book:

PIO, IGP office, Rewa can be conducted.

Chapter-2 (Manual-1)

Particulars of Organization, Function and Duties

Name of the organization: Office of Inspector General of Police (IGP), Rewa Zone Rewa, Madhya Pradesh Police.

Function and Duties: Prevention of Crime
Detection of Crime
Investigation of cognizable offences
Conduct of supervisions
Traffic regulation
Protection of life and property
Maintenance of peace and order
Intelligence collection
Security management
Enforcement of legislations

2.1 Objective/purpose of the public authority.

To set out practical regime of right to information to secure access to information under the control of IGP Rewa to Promote transparency and accountability in Rewa Zone.

2.2 Mission/Vision Statement of the public authority.

As enshrined for the whole state police.

2.3 Brief history of the public authority and context of its formation.

As stated in MP Police Regulations.

2.4 Duties of the public authority.

Protection of life and property maintenance of peace & order/ Enforcement of Acts

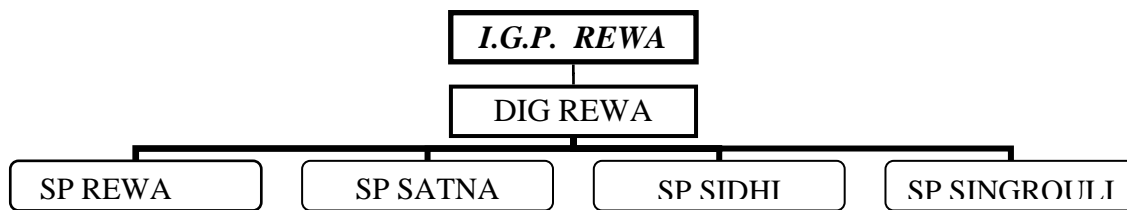
2.5 Main activities / Functions of the public authority.

Prevention & detection of Crime, Investigation, Traffic control, maintain Law & Order, implement laws.

2.6 List of services being provided by the public authority with a brief write-up on them.

Protection, safety and security to public.

2.7 Organizational structure Diagram at various levels namely State, directorate, region, district, block etc (whichever is applicable)



2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Information about crime/criminals, Public co-operation during law & order situations, Public assistance to prevent crime.

2.9 Arrangements and methods made for seeking public participation/contribution

Community policing system like village defence societies, family counseling centers, Bal Mitra Yojana etc.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Feedback from the public
Periodical returns/statements
Surprise visits to police stations
Periodical inspection
Review meetings

2.11 Addresses of the main office and other offices at different levels (Please categories the addresses district wise for facilitating the understanding by the user)

Office of IGP Rewa Zone, Sirmour Chauraha Rewa (M.P.)

2.12 Morning hours of the office 10.00 Hrs - 13.30 Hrs
Closing hours of the office 13.30 Hrs till late hours in evening

Chapter -3 (Manual -2)

Powers and Duties of Officers and Employees

3.1. Please provide the details of the powers and duties of officers and employees of the organization:

Designation		
Powers	Administrative	1. Recruitment 2. Training 3. Promotions 4. Transfers 5. Man management
	Financial	1. Sanctions 2. Preparation of budgets 3. Expenditure
	Others	1. Welfare 2. Rewards 3. Punishments
Duties	Employees posted in the office of IGP Rewa execute support functions in terms of office business related to crime and law & order work in the Zone	

Chapter -4 (Manual -3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

- 4.1. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of documents.

Name/title of the documents	MP Police Regulations	Type of the document	Regulation
Brief Write-up on the Document it is a codification of rules, orders, legal provisions, notifications, instructions etc. on police functioning in Madhya Pradesh State.			
From where one can get a copy of Rules, Regulations, Instructions, Manual, Records General book stores in M.P.			

Chapter -5 (Manual -4)

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation there of.

5.1 Whether there is any provision to seek consultation/ participation of public or its representative for formulation of policies? If there is, please provide details of such policy in following format.

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public partition
1	Community Policing	No	Various community policing initiatives such as village defense societies, Family counseling centers, Bala Mitra Yojana etc.

Implementation of Policy

5.2. Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies ? If there is, please provide details of provisions in following format.

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public partition
1	As under 5.1	As under 5.1	As under 5.1

Chapter. 6 (Manual -5) 1

A statement of the categories of documents that are held by it 1or under its control.

- 6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing . Others1).

Sr. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under control of
1	order issued by IGP Rewa	Available in office of IGP Rewa	As permitted by the Act	IGP Rewa

Chapter. 7 (Manual. 6)

A statement of boards, council, committees and other bodies constituted as its part .

7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

Not applicable

- **Name and address of the Affiliated Body**
- **Type of Affiliated Body (Board, Council, Committees, Other Bodies)**
- **Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)**
- **Role of the Affiliated Body (Advisory / Managing / Executive / Others)**
- **Structure and Member Composition**
- **Had of the Body**
- **Address of main office and its Branches**
- **Frequency of Meetings**
- **Can public participate in the meetings?**
- **Are minutes of the meetings prepared?**

Chapter -8 (Manual - 7)

The names, designations and other particulars of the Public Information Officers

8.1 Please provide contact information about the public information Officers, Assistant Public information and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority: -

Assistant Public information officers :

Sr.no.	Name	designation	STD Code	Ph.No.		Fax	E-Mail	Address
				office	home			
1	A.K. Shukla	ASI(M)	07762	241971	255554	-	--	IGP Office Rewa

Public information officers :

Sr.no.	Name	designation	STD Code	Ph.No.		Fax	E-Mail	Address
				office	home			
1	S.K. Dwivedi	Inspector	07762	241971	250554	[--	IGP Office Rewa

Departmental Appellate Authority:

Sr.no.	Name	design ation	STD Code	Ph.No.		Fax	E-Mail	Address
				office	home			
1	A.K. Soni	IGP	07762	255566	255568	241971	ig_rewa@mppolice.gov.in	IGP Office Rewa

Chapter. 9 (Manual. 8)

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take decision for various matters? (A reference to secretarial manual and rule of business manual and other rules / regulations etc can be made).

Police procedure is laid down in CrPC MP Police regulations etc.

9.2 What are the documented procedures/ laid down procedures/ defined Criteria / rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

As per law & regulation

9.3 What are the arrangements to communicate the decision to the public?

Notices, media

9.4 Who are the officers at various levels whose opinions are sought for the process of decision-making?

As laid down in MPPR

9.5 Who was the final authority that wets the decision?

Law

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Police decisions on crime and law & order matters are guided by law.

Sl. No.	
Subject on which the decision is to be taken	
Guideline /Direction, if any	
Process of Execution	
Designation of the officers involved in decision making	
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal.	

Chapter. 10 (Manual -9)

Directory of Officers and Employee

10.1 Please provide information district wise in following format

Sr. No.	Name	Designation	S.T.D Code	Ph. No.		Fax	Email	Addrss
				Office	Home			
1	A.K. Soni IPS	IGP	07662	255566	255568	241971	ig_rewa@ mpolice. gov.in	IGP office, Rewa (MP)
2	Sushil Ranjan Singh	DSP	07662	241971	94254- 69858	-	-	--,,--
3	S.K. Dwivedi	Inspr.	07762	241971	250554	-	-	--,,--
4	A.K. Singla	Steno	07662	241971	256257	-	-	--,,--
5	P.K. Mishra	SI(M)	07662	241971	225002	-	-	--,,--
6	B.P. Mishra	ASI-M	07662	241971	97558- 76407	-	-	--,,--
7	A.K. Shukla	ASI-M	07662	241971	205554	-	-	--,,--

Chapter -11 (Manual. 10)

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1. Please provide information in following format

Sr. No.	Name	Designation	Monthly remuneration	Compensation / Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1	A.K. Soni IPS	IGP	20900+Allounces	-	-
2	Sudhil Ranjan Singh	DSP	12900+Allounces		
3	S.K. Dwivedi	Inspr.	8700+Allounces		
4	A.K. Singla	Steno	6500+Allounces	-	-
5	P.K. Mishra	SI(M)	7550+Allounces	-	-
6	B.P. Mishra	ASI(M)	7000+Allounces	-	-
7	A.K. Shukla	ASI(M)	5875+Allounces	-	-

Chapter -12 (Manual. 11)

The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

For Public Authorities responsible for developmental, construction, technical works

12.1. Please provide information about the details of the budget for different activities under different schemes in the given format Year 2004-2005-:

Sr No	Name of the scheme /Head	Activity	Start ing date of the acti vity	Planned end date of the activity	Amount Proposed	Amou nt Sancti oned	Amount released/ disbursed (no. Of installments)	Actua l expen diture for the last year	Respon sible officer for the quality and the complet e executi on of the work

Not applicable

For other Public Authorities

Sr. No.	Head	Proposed Budget	Sanctioned Budget	Amount released/dispursed (no. Of installments)	Total

Budget is allotted to District Police office but not to this office.

Chapter - 13

The Manner of Execution of Subsidy Programmes

13.1. Please provide the information as per the following format:

- **Name of Programme/scheme**
- **Duration of the programme /scheme**
- **Objective of the programme**
- **Physical and financial targets of the programme (for the last year)**
- **Eligibility of Beneficiary**
- **Pre-requisites for the benefit**
- **Procedure to avail the benefits of the programme**
- **Criteria for deciding eligibility**
- **Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)**
- **Procedure for the distribution of the subsidy**
- **Where to apply or whom to contact in the office for applying**
- **Application Fee (where applicable)**
- **Other Fees (where applicable)**
- **Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)**
- **List of attachments (certificates/ documents)]**
- **Format of Attachments**
- **Where to contact in case of process related complaints**
- **Details of the available fund (At various levels like District Level, Block Level etc)**
- **List of beneficiaries in the format given below**

S. No. / Code	Beneficiary Name	Amount of subsidy	Parent/ Guardians	Criteria of selection	Address			
					District	City	Town/village	House no.

Not applicable

Chapter -14 (Manual -13)

Particulars of Recipients of Concessions, permits or authorization granted by it

Not applicable

14.1. Please provide the information as per the following format:

- Name of Programme
- Type (Concession/ Permits/ Authorization)
- Objective
- Targets set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession/ Permits/ Authorizations
- Application Fee (where applicable)
- Application format (where applicable)
- List of attachments (certificates/ documents)]
- Format of Attachments
- List of beneficiaries in the format given below

S. No. / Code	Beneficiary Name	Validity Period	Parent/ Guardian s	Address			
				District	City	Town/village	House no.

Also provide the following information for Concession

Detail of the benefit given

Distribution of benefits

Not applicable

Chapter. 15 (Manual - 14)

Norms set by it for the discharge of its functions

Not applicable

- 5.1 Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes.**

Not applicable

Chapter -16 (Manual -15)

Information available in an electronic form

- 16.1 Please provide the details of the information related to the various schemes which & are available in the electronic format.**

Not applicable

Chapter -17 (Manual -16)

Particulars of the facilities available to citizens for obtaining information

17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Like

- **Office Library**
- **Drama and Shows**
- **Through News paper**
- **Exhibition**
- **Notice Board**
- **Inspection of Records in the Office**
- **System of issuing of copies of documents**
- **Printed Manual Available**
- **Website of the Public Authority**
- **Others means of advertising**

- 1- Notice Board
- 2- In Printed form
- 3- Website
- 4- Press releases
- 5- Media

Chapter -18 (Manual -17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public Grievances and action taken in the matter

18.2 Related to seeking Information

- **Application form (a copy of filled application form for reference)**
- **Fee**
- **How to write a precise information request. Few Tips**
- **Right of the Citizen in case of denial of information and procedure to appeal**

As per MPPR

18.3 With relation to training imparted to public by Public Authority

- . **Name of training programme with brief description**
- . **Time period for Training Programme/Scheme**
- . **Objective of training**
- . **Physical and Financial Targets (Last Year)**
- . **Eligibility for training**
- . **Perquisite for training (If any)**
- . **Financial and other form of help (If any)**
- . **Description of help (Mention the amount of Financial help, (if any))**
- . **Procedure of giving help**
- . **Contact Information for applying**
- . **Application Fees (Wherever applicable)**
- . **Other Fees (Wherever applicable)**
- . **Application form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**
- . **List of enclosures / documents**
- . **Format of enclosures / documents**
- . **Procedure of application**
- . **Selection Procedure**
- . **Time table of training programme (In case available)**
- . **Process to inform the trainee about the training schedule**
- . **Arrangement made by the Public Authority for creating public awareness about the training programmes.**
- . **List of Beneficiary of the training programme at various levels like district level, block level etc.**

Not applicable

- 18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual - 13**
- . Name and description of the certificates and NOCs
 - . Eligibility for applying
 - . Contact Information for applying
 - . Application Fee (Wherever applicable)
 - . Other Fees (Wherever applicable)
 - . Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
 - . List of enclosures / documents
 - . Format of enclosures / documents
 - . Procedure of application
 - . Process followed in the Public Authority after the receipt of application
 - . Normal time taken for issuance of certificate
 - . Validity period of certificate (If applicable)
 - . Process of renewal (If any)

Not applicable

- 18.5 With relation to registration process**
- . Objective
 - . Eligibility for registration
 - . Pre-requisites (If any)
 - . Contact Information for applying
 - . Application Fee (Wherever applicable)
 - . Other Fees (Wherever applicable)
 - . Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
 - . List of enclosures / documents
 - . Format of enclosures / documents
 - . Procedure of application
 - . Process followed in the Public Authority after the receipt of application
 - . Validity period of registration (If applicable)
 - . Process of renewal (If any)

Not applicable

- 18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc)**
- . Name and description of tax**
 - . Purpose of tax collection**
 - . Procedure and criteria for determination of tax rates**
 - . List of major defaulters**

Not applicable

- 18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL)**
- . Eligibility for connection**
 - . Pre-requisites (If any)**
 - . Contact Information for applying**
 - . Application Fee (Wherever applicable)**
 - . Other Fees / Charges (Wherever applicable)**
 - . Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**
 - . List of enclosures / documents**
 - . Format of enclosures / documents**
 - . Procedure of application**
 - . Process followed in the Public Authority after the receipt of application**
 - . Brief description of terms used in the bills**
 - . Contact information in case of problems regarding Bills or service**
 - . Tarriff and Other Charges**

Not applicable

- 18.8 Details of any other public services provided by the Public Authority**

Already mentioned in the initial paras.
