

## Chapter 2

### **Police Headquarters**

1. Police Headquarter, popularly known as PHQ, is the apex organization of the state police force. It is a large establishment divided into various branches/units. A senior officer of the rank of Addl. D.G./I.G. heads each of such branches/units. Each branch/unit of the PHQ shall have adequate number of officers and men with requisite resources for its smooth and effective functioning.

**2. Director General of Police to be the Chief of the Police Force:**

(1) For the overall direction and supervision of the Police Service, the State Government shall appoint a Director General of Police who shall exercise such powers, perform such functions and duties, and have such responsibilities and such authority, as may be prescribed.

(2) The post of Director General of Police shall be the senior-most position in the hierarchy of the Police Service of the State and no officer senior to the incumbent Director General of Police shall be posted to any position within the State police Service.

**3. Selection and Term of the Director General Police:**

(1) The State Government shall appoint the Director General of Police from amongst the officers of the Indian Police Service in the State Cadre empanelled and recommended for the post by a three members screening committee headed by the Chief Secretary constituted for the purpose. The Screening Committee shall prepare a panel of at least three suitable persons. Except in the case where the vacancy is unanticipated, the Screening Committee shall make its recommendation before the vacancy arises.

Provided that in case the Screening Committee comes to the conclusion, for reasons to be recorded in writing, that there is no suitable officer available in the State Cadre, it may assess the suitability of empanelled Indian

Police Service officers of other State Cadres subject to their willingness and concurrence of the Central Government.

(2) The Screening Committee may devise its own procedure and shall consider the names of all empanelled officers of the Indian Police Service in the State Cadre and shall make its assessment on the basis of : -

- (a) the performance appraisal reports;
- (b) the range of experience relevant to professional police work including experience of work in Central Police Organizations;
- (c) clean record of service in terms of indictment of the officer in any criminal or disciplinary proceeding or on the grounds of corruption or moral turpitude; and
- (d) due weightage being assigned to award of medals for Gallantry, Distinguished and Meritorious services:

Provided that where the Committee finds that no suitable Indian Police Service Officer is available in the State Cadre it shall make its assessment with regard to Indian Police Service officers of other States Cadres, in accordance with the proviso to sub-section (1).

(3) The Director General of Police so appointed shall have a minimum tenure of two years. Provided that the Director General of Police may be removed from the post before the expiry of his tenure by the State Government in accordance with the provisions of the Act.

#### **4. Administration of Police Service**

(1) The administration of the Police throughout the State shall vest in the Director General of Police and in such Additional Directors General of Police, Inspectors General of Police, Deputy Inspectors General of Police and other officers, as may be appointed.

(2) The administration of Police in a district shall vest in the District Superintendent of police.

(3) Administration means the management of the Police service subject to law, rules and regulations; and will include framing of regulations, supervising the functioning of the police at all levels, appointment to subordinate ranks of the Police service, deployment of the Police personnel, posting, transfer and the requisite disciplinary action up to and including the rank below that of Inspector of Police, and advising the Government on the placement of officers of the rank of Assistant/Deputy Superintendent of Police and above.

Provided that the State Government may intervene in the exercise of the administrative powers by the Director General of Police or any other authorized officer, only in accordance with the prescribed rules, regulations or in exceptional circumstances involving urgent public interest, the reasons for which should be recorded in writing.

#### **5. Powers and Responsibilities of the Director General of Police**

As Head of the State Police, it shall be the responsibility of the Director General of Police to: -

- (i) advise the Government and the State Police Board in all matters of policing;
- (ii) implement the policies, the Strategic Policing Plan and the Annual Policing Plan approved by the State Police Board;
- (iii) administer and supervise the police service to ensure its efficiency, effectiveness, responsiveness and accountability;

#### **6. Staff of DGP Office**

To assist the DGP in his office including camp office and during official tours is a Staff Officer of the rank of DySP, a PS, PA and as many subordinate police officers as necessary. Functions of the Staff Officer include arrangements for and follow up on the decisions taken at the monthly and other meetings held in the office of DGP and other important references, maintain records of PARs/APRs of Gazetted Police Officers, maintain record and put up to the DGP monthly statement of pending DEs initiated against police officers in any branch/unit indicating their current status, bring to the notice of DGP any undue delay in respect of above matters and any other information of

significance relating to police work and its personnel in the various branches and any other work that may be assigned by the DGP from time to time.

#### **8. Officers of Police Headquarters**

The State Government may appoint one or more Additional Directors General and as many Inspectors General, Deputy Inspector General, Assistant Inspectors Generals, Superintendents of Police and other gazetted and non-gazetted police personnel and technical support staff and ministerial and accounts staff as necessary for the proper, effective and efficient functioning of the PHQ and the police department. The Director General of Police may direct in what manner and to what extent such officers and staff shall assist the Director General of Police in the performance, exercise and discharge of his function, powers, duties and responsibilities.

#### **9. Departments/ Branches/ Units of Police Headquarters**

The State Police Headquarters, being an apex, high powered and an important level of Sikkim Police is assigned numerous functions, powers, duties and responsibilities. In order to discharge all these jobs efficiently and smoothly the Police Headquarters has been divided into the following departments/branches/units with each department/branch/unit being headed by an officer of the rank of Addl. Director General of Police/ Inspector General of Police.

- General Administration Branch
- Planning, Modernization, Rules and Regulation Branch
- Law and Order Branch
- Armed forces Branch
- Criminal Investigation Department (CID)/Crime Branch
- State Intelligence Department/Special Branch & Security Branch
- Checkpost Branch
- Police Training and Research branch
- Legal and Prosecution Wing
- Communication and Computer branch
- State Crime Record Bureau

## **10. Structure, Function and Powers of the Branches/Units**

- (i) Each branch/unit of the Police should have a well defined structure and sufficient manpower and equipment according to the functional needs and duties assigned to it. Manpower and equipment planning should be done in a judicious manner and adequate number of officers and men from all ranks and cadres should be included in the sanctioned strength of each branch/units.
- (ii) Functions and duties assigned to each branch are stated in the chapters following.

## **11. PHQ and Police Field Formations**

- (i) PHQ is empowered to exercise overall direction and supervision over the police force, and the Director General of Police through the various branches and units of the PHQ, will be in the overall command and control of the various field formations of the state police organization. The Director General of Police and other Officers of the PHQ shall exercise such powers, perform, such functions and duties, and would have such responsibilities and such authority as may be prescribed.
- (ii) The PHQ and its various field formations would maintain functional harmony, administrative efficiency and operational coherence so as to reinforce their functioning in mutuality.

## **12. Role and Responsibility of the PHQ**

Police Headquarters headed by the D.G.P. has a significant role to play in the overall efficient and effective functioning of the respective State Police Organisation. It is responsible for policy formulation, planning and implementation of the various laws/orders, schemes and plans. Competent crime management, effective maintenance of law and order, peace and internal security and an overall efficient policing are some of the important responsibilities of the PHQ. Necessary supervisory, command and control activities should be exercised by PHQ, in order to keep the various field formations and other units competent, effective and functional. The PHQ works as a meaningful and effective link between the field formations, various units and the Government and the outside agencies and organizations In order to achieve harmony among various

administrative and police units the PHQ has to maintain an effective inter and intra coordination with all the concerned units.