

Chapter 3

Headquarters & General Administration Branch

1. Introduction

The Headquarters branch is the administrative nerve centre of the Sikkim Police Department. It is headed by an officer of the rank of ADGP/IGP and comprises of the following main sections:

- (i) Headquarters & Personnel Section
- (ii) Establishment & Administration Section
- (iii) Accounts Section
- (iv) State Reserve Lines

2. Headquarters & Personnel Section

This section is headed by Assistant Inspector General of Police (AIGP) who is head of office for the Headquarters & General Administration branch. He is assisted by a Reader of the rank of SI, a PA and as many other executive police staff as necessary. The computer wing in the communication and computer branch shall also assist the AIGP in the maintenance and computerization of records relating to the section.

Functions and responsibilities of the Headquarters & Personnel Section

- i) Maintain data of the Sanctioned/Existing Strength and the vacancy position in various branches of State Police and also in other departments having deputation posts to be filled by State Police personnel.
- ii) Initiate timely proposals for direct recruitment to the posts of SI & Dy.SP on an annual basis keeping in view the date of commencement of training for various ranks in the identified training institutions within and outside the State. Proposals for direct recruitment to the rank of constables and followers will be initiated by the State Reserve Lines.
- iii) Maintain seniority list of officers of IPS, SPS cadre and Sub-ordinate ranks.

- iv) Initiate timely proposals for filling of vacancies under the promotion quota for all ranks.
- v) Submission of proposal on transfer/posting of Police personnel.
- vi) Examine and put up proposals of promotion/transfer etc. received from various branches for orders of the competent authority.
- vii) Issue of transfer and appointment orders of Police personnel.
- viii) Examine various administrative proposals, including in respect of advancement grade, compassionate appointment etc. received from the Establishment & Adm. Section.
- ix) Attend to correspondence with MHA and other Ministries of the Government of India on administrative matters including deputation to UN Mission and attend to correspondence on other police matters when it relates to more than one branch.
- x) Issue of Standing Orders, Circulars etc on various matters.
- xi) Prepare and submit annual report of the department.
- xii) Initiate proposals for award of PM/PPM and State awards.
- xiii) Correspondence with Central and State Police Organizations on general matters including police statistics, deputation, meetings etc.
- xiv) Look after Conference Hall and Police Library.
- xv) Matters relating to Discipline & Appeal, Departmental Proceedings, Complaints against police personnel etc.
- xvi) Matters relating to Chief Minister's conference & DGPs conference.
- xvii) Matters relating to other national/state level conferences not specifically falling under jurisdiction of a particular branch.
- xviii) To supervise punctuality, discipline and welfare of headquarters' staff.
- xix) Matters relating to State Police Board.
- xx) Matters relating to General police Administration and co-ordination between branches.
- xxi) Matters relating to Work distribution amongst various branches and staff.
- xxii) E-governance

xxiii) The Headquarters and Personnel Branch shall also deal with the general work relating to Right to Information Act, 2005. Queries under the Act will be dealt by the Public Information Officer and Assistant Public Information Officer. It shall, however, be ensured that no information falling under Section 8 of the Act or information otherwise exempt from disclosure under any law, rules etc. is disclosed.

3. Arms Cell

Arms licenses in the State are issued by the office of DGP for the purpose an Arms Cell established headed by an officer of the rank of PI/SI is established in the PHQ. The cell functions under the direct supervision of AIGP.

Functions & Responsibilities of Arms Cell

- (a) Maintenance of records/data on arms license.
- (b) Process renewal/issue of arms licenses.
- (c) Issue of notices to defaulters failing to renew their arms licenses.
- (d) Attend to correspondence with MHA, State Home Department, Election Commission and other States reg. deposit of arms/licenses during election period, issue of NOCs to the District Magistrate outside the state etc.
- (e) Issue of transit permit to the license holders after proper examination.
- (f) Verification of records for mutation, transfer, conversion and registration as well as issue of fresh arms licenses.
- (g) Ensure compliance with the provisions contained in the chapter on Arms & Explosives.

4. Establishment & Administration Section

The Establishment and Administration Section is headed by a civil service officer of the rank of JS or DS assisted by as many US, OS, HA, UDC, LDC and Peons as necessary.

Functions and Responsibilities

- (a) Maintenance of record of sanctioned/existing strength and vacancy position in the Sikkim Police department.

- (b) Allotment of Roster points for direct appointments to the posts of constables & SIs in consultation with the DOPART.
- (c) Maintenance of personal files of all Police Inspector and the non-gazetted Police personnel posted at Police Headquarters.
- (d) Processing cases of compassionate appointment with reference to the law, rules and Government instruction on the subject.
- (e) Process files for sanction of leave, increments, fixation of pay, crossing of probation period and service confirmation, advancement grade, continuance of service beyond 50 years of age and retirement cases of employees posted under the PHQ and examination of all such proposals received from various branches.
- (f) Correspondence with the departments of Central and State Government in respect of Establishment matters through the Head of department.
- (g) Matters relating to grant of uniform and other allowances.

5. Accounts Section

The section is headed by Chief Accounts Officer of the State Accounts Service and is assisted by as many AOs, Sr. Accountants, Accounts Clerks and Peons as necessary. The broad functions and responsibilities of the Accounts Head (Chief Accounts Officer) and the Drawing and Disbursing Officer are stated below:

Functions & Responsibilities of Accounts Head (Chief Accounts Officer):

- a) Compilation of monthly expenditure furnished by each D&DO and submission to Finance Revenue and Expenditure Department (FRED) in prescribed formats alongwith the monthly revenue receipt of the Department. In respect of Plan Sector, furnishing of monthly expenditure report to FRED and quarterly utilization report to DP,ER&NECA Department.
- b) Requisition of resource to the FRED and allocation of resource received from FRED to each D&DO.
- c) Preparation of quarterly Utilization Certificate and Utilisation Gist in respect of schemes under Modernisation of State Police Forces and other schemes funded under the Central & State Plans.

- d) Reconciliation of central fund received by the department in respect of Centrally Sponsored Schemes with the Budget Division of the FRED.
- e) Scrutiny of Budget Estimate furnished by each D&DO, consolidation and submission of the same to FRED in prescribed formats alongwith the Budget Estimate for the Revenue Receipts of the department.
- f) Preparation of supplementary demand for grants, re-appropriation of fund and surrender of fund and forwarding of same to FRED.
- g) Preparation of Fund Transfer Letter to be forwarded to implementing department.
- h) Preparation of draft Cabinet Memorandum of the proposals which requires administrative approval and financial sanction of the Council of Ministers.
- i) Furnishing of reply to office of the Accountant General, Sikkim in respect of annual Detailed Appropriation Accounts of the department prepared by them.
- j) Furnishing of information on annual departmental Statement of Expenditure in respect of State Plan, Centrally Sponsored Schemes and the Government of India reimbursable related expenditure to Accountant General, Sikkim and obtaining of Audit Certificates on these expenditure from Accountant General, Sikkim.
- k) Attending to the quarterly audit of Internal Audit Wing, Ministry of Home Affairs, Government of India regarding the scheme on Modernisation of State Police Forces (CSS).
- l) Furnishing of reply on audit Inspection Report to the Accountant General, Sikkim.
- m) Furnishing of reply on audit observation in the annual Appropriation Accounts and in the annual Audit Report (if any) of the department to the Sikkim Legislative Assembly and the Directorate of Internal Audit, FRED.
- n) Examination of proposals relating to financial matters of the department which requires administrative approval and the financial sanction of the

Director General of Police and the higher Competent Sanctioning Authority.

- o) Ensure financial propriety & compliance with Sikkim Financial Rules in all matters relating to Finance.

Functions & Responsibilities of Drawing and Disbursing Officer (D&DO):

- a) Initiation of payment proposals, maintenance of Salary Audit Register, Traveling Expenses Register, Contingent Audit Register, Bill Register, Cash Book, Stock Register, Advance Register and other payment related registers.
- b) Preparation of salary, TA, Contingent, Advance Contingent, Detailed Contingent bills, Sanction Orders and Transfer Entry Orders and presentation of these bills to respective Pay and Accounts Office (PAO).
- c) Timely disbursement of various payment cheques received from the PAO to the payees.
- d) Furnishing of monthly expenditure report to the Chief Accounts Officer.
- e) Quarterly reconciliation of revenue receipt and expenditure of the respective unit with the office of the Accountant General, Sikkim.
- f) Preparation of Annual Budget Estimate (Non – Plan).
- g) Furnishing of reply on audit Inspection Report to the Accountant General, Sikkim.
- h) Examination of proposals relating to financial matters of the unit before obtaining the administrative approval and the financial sanction from the respective Head of Office and the higher Competent Sanctioning Authority.
- i) Ensure financial propriety & compliance with Sikkim Financial Rules in all matters relating to Finance and Accounts.

6. **State Reserve Lines**

The organizational set up, functions and responsibilities of the State Reserve Lines are given under a separate chapter as these concern almost all other units of the police department.