

THE RIGHT TO INFORMATION ACT, 2005

Information under Section 4 (1) b of RTI Act, 2005

Minister-in-Charge: Shri. P.S. Tamang (Golay)

Hon'ble Chief Minister

Head of Department: Shri A. Sudhakar Rao, IPS

Director General of Police

Chapter 1

Introduction

1.1 Background :

With a view to providing information to the common people about every public authority and to confer upon them the right of access to information about the functioning and to enable them to get details about the schemes of the Government implemented by various departments, "The Right to Information Act, 2005" was enacted by the Government of India. The Sikkim Police has brought out this manual for information and guidance of the general public.

1.2 Objective of Manual : After the enactment of the Right to Information Act, 2005, the Section 4 (1) b contained therein has made it mandatory to every public authority to disclose on sue motto basis certain information to the general public. Hence this compendium with standardized information is published for easy access and understanding by the public.

1.3 Intended Users : Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

1.4 Definition of key terms :

(a) "Core Functions" means duties related to sovereign functions of the State including arrest, search, seizure, crime investigation, crowd control and allied functions that can only be performed by the police as the agency of the State.

(b) "Police District" means such area as may be declared to be a Police District by the State Government by notification under Section 8 of the the Sikkim Police Act, 2008 (Act No. 15 of 2008).

(c) "Police Officer" means any member of the Police Service of the State.

(d) "Station House Officer" means the Officer-in-Charge of Police Station of and above the rank of Sub-Inspector of Police.

1.5 Contents :

- *Organization, Functions & Duties (Chapter 2)*
- *Powers & Duties of Officers and Employees (Chapter 3)*
- *Procedure Followed in Decision-making Process (Chapter 4)*
- *Norms set for the Discharge of Functions (Chapter 5)*
- *Rules, Regulations, Instructions, Manual and Records (Chapter 6) for Discharging Functions*
- *Categories of Documents held by the Public Authority under its Control (Chapter 7)*
- *Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof (Chapter 8)*
- *Boards, Councils, Committees and other Bodies constituted as part of Public Authority (Chapter 9)*
- *Directory of Officers and Employees (Chapter 10)*
- *Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations. (Chapter 11)*
- *Budget Allocated to Each Agency including Plans etc. (Chapter 12)*
- *Manner of Execution of Subsidy Programmes (Chapter 13)*
- *Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority (Chapter 14)*
- *Information Available in Electronic Form (Chapter 15)*
- *Particulars of Facilities available to Citizens for Obtaining Information (Chapter 16)*
- *Names, Designations and other Particulars of Public Information Officers (Chapter 17)*

1.6 Getting additional information : The Police Department has appointed Shri Kunzang Dorjee Sangderpa, SPS, Deputy Inspector General of Police/Crime Branch as State Public Information Officer who may be contacted in his office at Police Headquarters, NH 10, Gangtok.

1.7 Names & Addresses of key contact points : State Police Control Room, Police Headquarters, Gangtok (Sikkim) can be contacted on phone Nos. (03592) 202892 for further information.

Chapter 2 Organization, Functions & Duties

The first Sikkim Police Out Post was set up on November 27, 1897 at a small village called Aritar in Rhenock in the eastern border of the State, with a strength of one Havildar and 4 Constables with the expressed mandate to maintain security and peace on the thriving trade route to Tibet through the Jelepala Pass.

In the later years, Sikkim Police experimented with a Commissionerate type of system, during the early 50s and 60s headed by a Deputy Commissioner of Police and subsequently an IGP rank Officer headed the Force during the 70s and early 80s. Since September 1986, Sikkim Police has been headed by a Director General of Police.

Today, it is a modern Police Force with a strength of nearly 5000 personnel with 6 Districts, 11 Sub – Divisions, 29 Police Stations (out of which 27 are Police Stations and 6 are Check Posts-cum-Police Stations), 1 CID Police Station, 1 Vigilance Police Station, 34 Out Posts & 9 Picket Posts and various specialized Branches. The Sikkim Police Headquarters is located in the heart of the capital at Gangtok along the National Highway. The Offices of the Director General of Police/Sikkim, Special Director General of Police/Law & Order, Additional Director General of Police/Armed Police, Additional Director General of Police/Training, Additional Director General of Police/Modernisations & Planning, Inspector General of Police/CID and Inspector General of Police/Communications & Computers are located here.

The Offices of the Deputy Inspector General of Police/Special Branch (Intelligence & Security) is located at Tadong, Gangtok. Foreigner's Registration Office (FRO) is located in Special Branch Headquarters, Tadong, Gangtok. The Checkposts HQ has its establishment at 3rd Mile, Gangtok. The Home Guards & Civil Defence Office is located near Manan Kendra, Gangtok.

The core functions and duties of the Police are:-

- (a) to uphold and enforce the law impartially, and to protect life, property, human rights and dignity of the members of the public;
- (b) to promote and preserve public order and prevent nuisances in public places;
- (c) to protect internal security, to prevent and control terrorist activities, breaches of communal harmony, militant activities and other situations affecting Internal Security;
- (d) to protect public properties including roads, railways, bridges, vital installations and establishments etc. against acts of vandalism, violence or any kind of attack;
- (e) to prevent crimes, and reduce the opportunities for the commission of crimes through preventive action, intelligence gathering and community participation;
- (f) to accurately register all complaints and take prompt follow up action thereon, after duly acknowledging the receipt of the complaint;
- (g) to register and investigate all cognizable offences coming to their notice through such complaints or otherwise, duly supplying a copy of the First Information Report to the complainant, and where appropriate, to apprehend the offenders, and extend requisite assistance in the prosecution of offenders
- (h) to create and maintain a feeling of security in the community and as far as possible prevent conflicts and promote amity;
- (i) to provide, as first responders, all possible help to people in situations arising out of natural or man-made disasters, and to provide active assistance to other agencies in relief and rehabilitation measures;
- (j) to aid individuals who are in danger of physical harm to their person or property, and to provide necessary help and afford relief to people in distress situations;
- (k) to facilitate orderly movement of people in public places, ensure their general safety and security, and regulate fairs, events and processions for the purpose;
- (l) to control and regulate traffic on streets, roads and highways and generally in public places,

and prevent obstruction;

(m) to collect intelligence relating to matters affecting public peace, and all kinds of crimes including social and economic offences and organized crime, communalism, extremism, terrorism and other matters relating to national security, and disseminate the same to all concerned agencies, besides acting as appropriate on it themselves;

(n) to take charge, as a Police officer on duty, of all unclaimed property, and take action for their safe custody and disposal in accordance with the procedure prescribed;

(o) to provide guards in accordance with the standing orders issued in this behalf for treasuries, lock ups and other locations as sanctioned by the Government from time to time;

(p) to provide escorts over prisoners or for valuables on accordance with standing orders issued by the Director General of Police from time to time;

(q) to perform such other functions as may be required in accordance with the Act in force and any other law for the time being in force.

Chapter 3

Powers & Duties of Officers and Employees

The Director General of Police holding the senior most position in the hierarchy of the Police Service of the State is responsible for the overall direction and supervision of the Police Service. He exercises such powers, perform such functions and duties, and have such responsibilities and such authority, as prescribed under Sikkim Police Act, 2008 and other laws in force.

The Department has various Branches with specific functions that are assisted by necessary Technical and Support services. The powers and functions of Head of Offices are delegated to the various Branch Heads namely,

- (i) Headquarters,
- (ii) Check Posts,
- (iii) Communications & Computers,
- (iv) Criminal Investigation Department,
- (v) Home Guards & Civil Defence,
- (vi) Fire & Emergency Services,
- (vii) Planning, Modernization & CSS,
- (viii) State Intelligence Department,
- (ix) Sikkim Armed Police,
- (x) India Reserve Battalion,
- (xi) District Police for six districts and
- (xii) Anti Human Trafficking Unit (AHTU)

The administration of Police in a district is vested in the District Superintendent of Police who is primarily responsible for maintenance of public peace, maintenance of law and order, detection and investigation of crimes, security of VIPs and the public at large, police arrangements in various functions and regulation of traffic.

The main source of powers and duties of a Station House Officer (officer-in-charge) of a Police Station, which is a focal point of the organization, is the Criminal Procedure Code, 1973.

The powers exercised by the SHO of any Police Station are also exercisable by the superior officers of the concerned jurisdiction.

Chapter 4

Procedure Followed in Decision-making Process

The important decisions involving major policy matters are taken by the DGP with the approval of the Government. However, all other decisions are taken by the DGP on the recommendations of the subordinate officers after careful examination of the proposals.

Chapter 5

Norms set for the Discharge of Functions

As in the case of all other Departments the Police Department also adheres to the norms of the State Government for discharge of administrative functions. However, for operational matters for policing it follows its own norms contained in Rules, Manuals and Standing Orders.

Chapter 6

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

As per the Constitution, the Police discharge the sovereign function of the state at various levels through various units. At the cutting edge level of Police Station, Criminal Procedural Laws, Evidentiary Laws, Major Penal Laws and other Central Enactments as extended to and enforced in the state of Sikkim are followed.

Sikkim Police is in the process of preparing a Police Manual which will be a compendium prescribing the details of roles and functions of various Branches of Sikkim Police. A high powered committee of experienced Police Officers is involved in the preparation of the Manual which is likely to be published shortly.

Chapter 7

Categories of Documents held by the Public Authority under its Control

A Police Station is the focal point through which the various services are delivered directly to the citizens. The following main documents are maintained in a PS :

- (a) General Diary,
- (b) First Information Report,
- (c) Crime Register,
- (d) Malkhana Register,
- (e) Arms Register,
- (f) Missing Persons Register,
- (g) Arrest & Lock Up Register,
- (h) Unclaimed Property Register,
- (i) Unnatural Death Register,
- (j) Passport Verification Register,
- (k) Summons & Warrants Register,
- (l) Certificate of Identification/ Sikkim Subject Verification Register,
- (m) Property Attachment Register,
- (n) Village Crime Note Books etc.

All other crime related figures and details are centrally compiled by the State Crime Record Bureau under Criminal Investigation Department at Police Headquarters.

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof

The State Govt. has established a State Police Board under the chairmanship of the Chief Minister and three independent members among others to facilitate the laying down of policies, evaluate performance and ensure the functional autonomy of State Police Service subject to the provisions of law. The State Police Board functions in the manner provided in the Sikkim Police Act, 2008. The Board meets as often as deemed necessary, but at least once in six months.

Chapter 9

Boards, Councils, Committees and other Bodies constituted as part of Public Authority

The following are the important bodies constituted as part of Public Authority under the Sikkim Police Act, 2008.

- (a) State Police Board : The Board shall facilitate the laying down of policies, evaluate performance and ensure the functional autonomy of the State Police Service subject to the provisions of law. The Board shall function in the manner provided in the Sikkim Police Act,

2008.

(b) State Police Establishment Committee : The Committee is responsible for approving all transfers and postings of officers below the rank of Dy. Superintendent of Police, issuing of general policy directions and Standing Orders on postings and transfers, hearing and disposing of appeals against transfer orders, recommending proposals for transfer of officers of the rank of Dy. Superintendent of Police and above to the State Government and making recommendations to the State Government with regard to representations in service matters.

(c) Police Accountability Commission : The Commission enquires into public complaints supported by sworn statement on oath against Police Officers for serious misconduct including violation of Human Rights. It performs various other functions as stipulated in Chapter XII of Sikkim Police Act, 2008.

Chapter 10

Directory of Officers

[Telephone numbers & Email addresses of officers](#)

Chapter 11

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations

11.1 Information on remuneration and compensation structure for officers and employees:

SL.NO	DESIGNATION	REVISED PAY SCALE (Pay Band + Grade Pay)	PAY MATRIX LEVEL
I	INDIAN POLICE SERVICE		
i.	Director General of Police (Above Super-Time Scale)	PB: Rs.75,500 - 80,000 (Increment @ 3%) (HAG) PB: 80,000 Fixed plus GP-Nil (Level-17)	PMC: Rs.56000 – Rs 139800
ii.	Special Director General of Police (Above Super-Time Scale)	PB: Rs.75,500 - 80,000 (Increment @ 3%) (HAG) PB: 80,000 Fixed plus GP-Nil (Level-17)	PMC: Rs.56000 – Rs 139800
iii.	Additional Director General of Police (Above Super-Time Scale)	PB: Rs.67,000 - 79,000 GP-Nil (Level- 15)	PMC: Rs.46300 – Rs 130500
iv.	Inspector General of Police (Super- Time Scale)	PB: Rs.37,400 - 67,000 plus GP- 10,000 (Level-14)	PMC: Rs.39100 – Rs 123700
v.	Deputy Inspector General of Police (Super-Time Scale)	PB: Rs.37,400 - 67,000 plus GP- 8,900 (Level-13)	PMC: Rs.37600 – Rs 119300
vi.	Sr. Superintendent of Police (Selection Grade)	PB: Rs.37,400 - 67,000 plus GP- 8,700 (Level-13)	PMC: Rs.37600 – Rs 119300
vii.	Superintendent of Police (Senior Time Scale)	PB: Rs.15,600 - 39,100 plus GP- 7,600 (Level-12)	PMC: Rs.37100 – Rs 117400

viii.	Addl. Superintendent of Police (Jr. Time Scale)	PB: Rs.15,600 - 39,100 plus GP-6,600 (Level-11)	PMC: Rs.33700 – Rs 106600
ix.	Dy. Superintendent of Police (Jr. Time Scale, Initial Pay)	PB: Rs.15,600 - 39,100 plus GP-5,400 (Level-10)	PMC: Rs.30200 – Rs 95700
II	STATE POLICE SERVICE		
i.	Sr. Superintendent of Police (Selection Grade)	PB: Rs.15,600 - 39,100 plus GP-8,700 (Level-20)	PMC: Rs.83700 – Rs 160500
ii.	Superintendent of Police (Senior Time Scale)	PB: Rs.15,600 - 39,100 plus GP-7,200 (Level-19)	PMC: Rs.71100 – Rs 139800
iii.	Addl. Superintendent of Police (Jr. Grade Scale)	PB: Rs.15,600 - 39,100 plus GP-6,200 (Level-17)	PMC: Rs.56000 – Rs 148600
iv.	Dy. Superintendent of Police (Jr. Grade Scale)	PB: Rs.9,300 - 34,800 plus GP-5,400 (Level-16)	PMC: Rs.49700 – Rs 135500

Chapter 13

Manner of Execution of Subsidy Programmes

The Department does not have any such programmes.

Chapter 14

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

The DGP is the Licensing Authority for the issue of licenses of various categories of arms. The master record is available at the Police Headquarters. The Police Stations also keep and update the firearm registers for their respective jurisdiction.

Chapter 15

Information Available in Electronic Form

Sikkim Police has a user friendly website with the following public utility forms available on '**Downloads**' section of the police website .

1. NOC for Cyber Café : Persons wishing to open up a Cyber Café in Sikkim should first obtain a No Objection Certificate from the Crime Branch on payment of Rs.500 in Revenue Head 0055/POL in the form of a Bank Receipt drawn in favour of State Bank of Sikkim, Gangtok. After the NOC is obtained they are entitled to apply for a Trade License to open a Cyber Café in any part of the State.
2. NOC for Motor Vehicles : A Motor Vehicles NOC counter is operational at Police Headquarters. Persons wishing to purchase second hand vehicles may authenticate the documentation from Crime Branch may do so on payment of Rs.210/- (Revenue Head 0055/POL in the form of a Bank Receipt drawn in favour of State Bank of Sikkim, Gangtok). The NOC can be obtained from the SCRB, PHQ on any working day.

3. Arms License : Persons wishing to obtain an Arms License may apply to the Arms Section, Police Headquarters Gangtok. The form is downloadable. However, the application must be accompanied by a Bank Receipt of Rs.500/- drawn on State Bank of Sikkim under the Revenue Head 0055/Police – Gun License Fee.
4. Verifications : CA Service verifications are done by the Crime Branch on payment of Rs.200/- in Revenue Head 0055/POL in the form of Bank Receipt drawn on State Bank of Sikkim, Gangtok. CA verifications are mandatory for employees who get regular employment in Government of Sikkim or in any of its PSUs
5. Forms for Employees working in Hotels in Sikkim : As the tourism business flourishes, it is imperative to keep a tab on the employees employed by different hotels. The form can be filled up and registered with the nearest Police Station.
6. Forms for Domestic Servants working in Sikkim : This form is used to fill up the details of servants) employed by various households in Sikkim. The filled up form can be registered with the nearest Police Station.
7. Employee/Tenant Information Form : This form is required to be filled up by the employers giving particulars and personal information of employees working in their firm, organization etc. Also, personal information about tenants occupying a rented accommodation in Sikkim is required to be filled up by the house owner.

Chapter 16

Particulars of Facilities available to Citizens for Obtaining Information

The information about the list of Indian Police Service officers and State Police Service Officers can be had from the Government's official website 'www.sikkim.gov.in' or sourced from the police website. Citizen's Charter is also available in the website. Other information can be had directly from Police Headquarters or its Branch Offices or Police Stations/Out Posts on demand through phone or fax.

Chapter 17

Names, Designations and other Particulars of Public Information Officers

State Public Information Officer

Sl. No.	Designation of SPIO	Tel. No.	E-mail
1	Kunzang Dorjee Sangderpa, SPS DIGP/CB-CID	9733029204	spcid@sikkimpolice.nic.in

State Assistant Public Information Officers

Sl. No.	Name of the Officer	Name of Office/Adm. Unit/Branch	Contact Number
1	Shri Tenzing Loden Lepcha, IPS	SP/Gangtok	7063308807
2	Shri Hari Chhetri, IPS	SSP/Gyalshing	9775150796
3	Dr. Tshering Gyamtso Bhutia, SPS	SP/Mangan	9474363630
4	Shri Manish Kumar Verma, IPS	SP/Namchi	9490692385
5	Shri J. Jayapandiyan, IPS	SP/Soreng	9710506854
6	Shri Karma Gyamtso Bhutia, SPS	SP/Pakyong	9700142399
7	Shri Pratap Pradhan, IPS	CO/SAP	9851480932
8	Shri Ajay Kumar Rai, SPS	CO/1st IRBn	9733309782

9	Shri Mordent Thapa, SPS	CO/2nd IRBn	8768780113
10	Ms. Linda Palmo Bhutia, SPS	CO/3rd IRBn	9800034448
11	Shri Hem Raj Rai, IPS	SP/Training	9733142399
12	Ms. Deepa Sharma, SPS	SP/HG&CD	7001575207
13	Ms. Eden Subba, SPS	SP/Communications	9434407744
14	Ms. Dhan Maya Subba, SPS	SP/AHTU	9475013449
15	Ms. Lhamu Bhutia, SPS	ASP/Checkpost	9733199920
16	Smt. Anjana Silwal, SPS	ASP/Reserve Lines	9932120003
17	Shri Rinzing Palzor Bhutia, SPS	ASP/PHQ	9474056520
18	Shri Zamyang Tashi Bhutia, SPS	Dy.CFO/Fire & Emg. Services	9733104880

Appellate Authority

Sl. No.	Name, Designation & Address of Appellate Officer	Jurisdiction	Tel. No.	E-mail
1	Shri Akshay Sachdeva, IPS SDGP/L&O, Police HQ, Gangtok	State of Sikkim	201554	adgplo-phq@sikkimpolice.nic.in

Budgetary Allocation under Sikkim Police For the Year 2021-2022 is as under:-

2021-2022	Amount in Rupees	
Revenue	Capital	Total
5698505	39200	5737705