

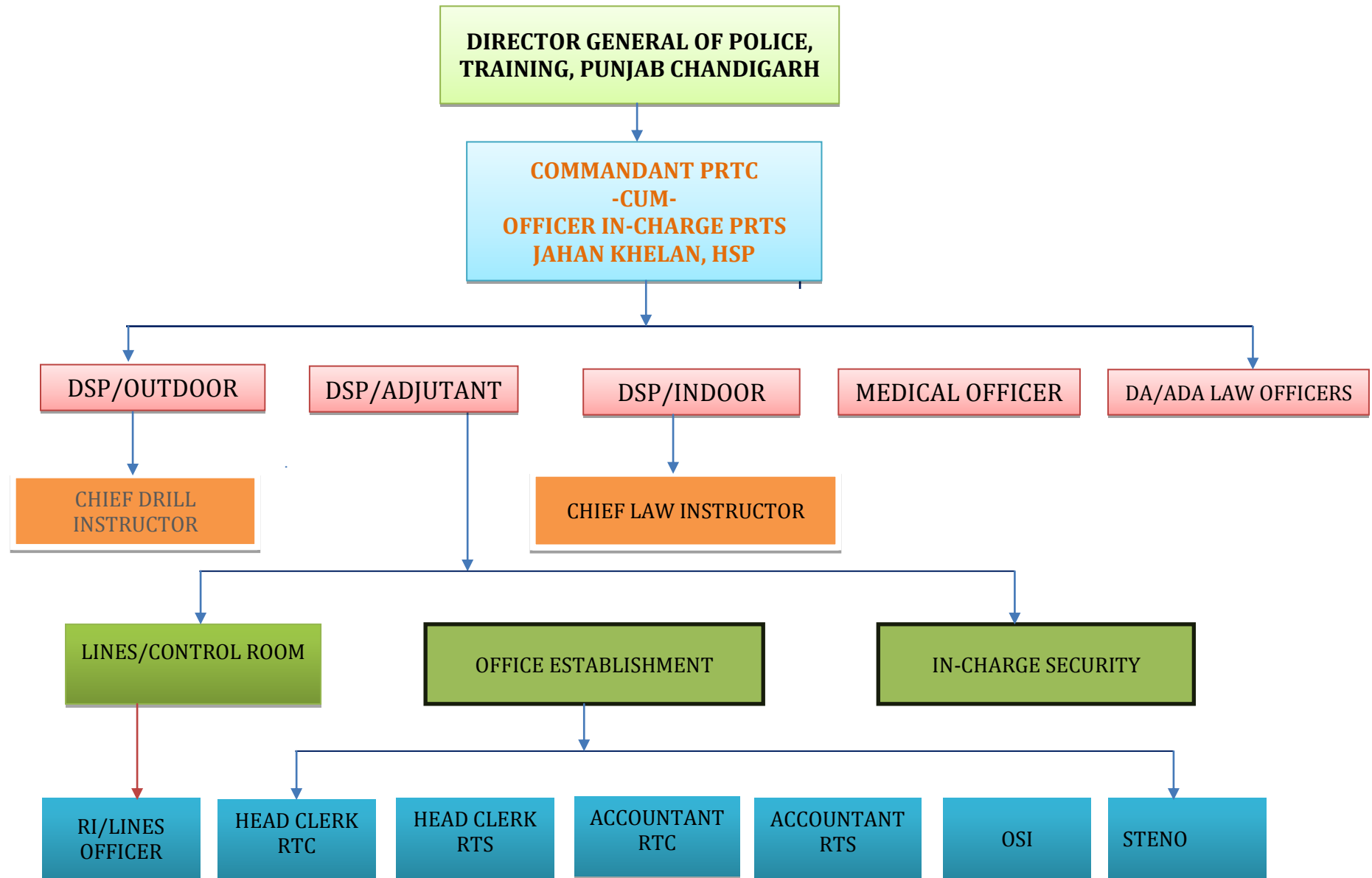
**An Information brochure prepared under the
Right to Information Act – 2005**

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guidelines for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Particulars of organization, functions and duties Section 4(1)(b)(i)

ORGANIZATION CHART OF PRTC AND PRTS JAHAN KHELAN



Brief Note of PRTC, Jahan Khelan

PRTC, JahanKhelan is the oldest and highly reputed recruit training Centre of the Punjab Police. It came into being at Jahan Khelan on 1st, November, 1947. It is imparting basic training to the recruit constables of the Punjab Police (District cadre especially).

Besides imparting basic professional training to police constabulary of the Punjab Police and other states police organizations, about 22 basic and specialized training in-service courses for civil police constabulary are conducted on regular basis at PRTC, JahanKhelan. Till date the police recruits of Jharkhand Police, Chhattisgarh Police, Uttarakhand Police, Chandigarh Police, RPF, SSB etc. have been trained here.

The campus of the campus, which is spread over an area of about one hundred and fifty-five acres of land situated in the foot-hills on the Hoshiarpur-Una state highway. The rich infrastructure over here is most modern, very good and well maintained. Many buildings comprising the Indoor Block, Outdoor Block, Administrative Block, Trainees Hostels, Staff accommodations along with the various training areas comprising Green Grounds and Playgrounds are situated in the campus.

It is headed by the Commandant. In the assisting staff to the Commandant includes 04- DySPs, 05 Law Officers, 02 Medical officers and the other NGOs and ORs as supporting staff, who used to work in their respective wings (Indoor Wing, Outdoor Wing, Office wing and Line Staff etc).

Till date 266 batches of Basic recruits' courses have been passed. Apart from this many in-service courses and some of the promotional courses have been also conducted over here.

Functions and Duties of the Police Recruits Training Centre

Police Recruits Training Centre, Jahan Khelan plays a crucial role in shaping law enforcement personnel by providing them with the necessary skills, knowledge, and aptitude required for effective policing. The basic common functions and duties of this training Centre are:

1. **Basic Training:** The Police Recruits Training Centre is responsible for providing basic training to the constabulary personnel. This training covers various aspects, including law enforcement procedures, criminal investigation techniques, patrol duties, community policing, human rights awareness, and physical fitness, besides Computer training & Internet functioning.
2. **Specialized Training:** The Police Recruits Training Centre offers specialized training programmes for different branches within the police force such as traffic police, crime branch, anti-terrorism units, cybercrime units, and specialized investigation units. These programmes focus on providing and enhancing specific skills and knowledge required for these specialized roles.
3. **Leadership Development:** The Police Recruits Training Centre conducts leadership development programs to groom future leaders within the police force. These programmes focus on developing leadership qualities, decision-making skills, crisis management, and strategic planning abilities among the police officers.
4. **Continuing Education:** The Police Recruits Training Centre organizes various workshops, seminars, and refresher courses to ensure continuous professional development of police personnel throughout their careers. These programs cover emerging trends in crime, advancements in technology, changes in laws and regulations, and best practices in policing.
5. **Physical Fitness Training:** Physical fitness is essential for police officers to perform their duties effectively. Police training centre conduct thorough physical fitness training programmes to ensure that police personnel maintain optimal physical condition to handle the demands of law enforcement work while ensuring their own health & fitness.
6. **Ethical and Professional Conduct:** The Police Recruits Training Centre emphasize the importance of ethical behavior and professional conduct by the police personnel. Training programs focus on integrity, respect for human rights, unbiased policing, and maintaining public trust and confidence.
7. **Community Engagement:** The Police Recruits Training Centre emphasize the importance of community engagement and building positive relations with the public. Training programmes include modules on

community policing principles, conflict resolution, and communication skills to enable police officers to work collaboratively with the communities they serve.

8. Technology Training: With the advancement of technology, Police Recruits Training Centre provide training on the use of modern equipment and technology tools, such as surveillance systems, forensic tools, digital evidence collection, and crime analysis software to enhance investigative capabilities and operational efficiency.
9. Disaster Management: The Police Recruits Training Centre conducts training programs on disaster management and emergency response to prepare police personnel to effectively respond to natural disasters, man-made disasters, and other emergency situations.

1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (Administrative, and Financial)	As issued by Punjab Govt and Director General of Police, Training, time to time.
		(iii) Work allocation	<p>Employees carry out instructions given to them by their superiors in connection with the work, and to the best of their power, skill and ability improve and further the interests of the Institute.</p> <p>Employees carry out their duties diligently and faithfully as per orders and directions given to them by superiors. They observe and conform to all rules and regulations and arrangements of the Training.</p> <p>The Work has been distributed amongst various Sections headed by Dy. S.P. as elaborated in the chart at point no 1. who further supervise the work of their subordinates in accordance with the rules, regulations and instructions received from higher officers.</p>

		Issues	Procedure
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p>(i) Process of decision making/Identify key decision-making points</p> <p>(ii) Final decision-making authority</p> <p>(iii) Related provisions, acts, rules etc.</p> <p>(iv) Time limit for taking a decision, if any</p> <p>(v) Channel of supervision and accountability</p>	<p>As per Govt. Norms</p> <p>The Commandant, PRTC Jahan Khelan</p> <p>As per Govt. norms and PCSR and PPR</p> <p>As per work norms</p> <p>The Work has been distributed amongst different sections supervised by Dy.S.P. under the supervisory authority of the Commandant, PRTC, Jahan Khelan.</p>

1.4	<p>Norms for discharge of functions [Section4(1)(b)(iv)]</p>	<p>(i) The guidelines framed by government and the Department on various subjects are kept in view while processing the administration, financial and training Works.</p> <p>ii) Natureoffunctions/servicesoffered</p> <p>iii) Norms/standardsforfunctions/servicedelivery</p>	<p>BasicCourseTrainingof recruits Constable</p> <p>AspertheStandardOperating Procedure/ guidelines from Punjab Govt and DGP, Punjab fromtime to time.</p> <p>Apart from BasicTraining for Recruits Constables. The specialized Courseon:</p> <ol style="list-style-type: none"> 1. Course on Election duty. 2. Course on Peshi duty. 3. Course on service of summons and execution of warrants. 4. Course on Child Protection. 5. Course on Court related duties. (Naib Court Duty) 6. Course on <i>Nakabandi</i> and Patrolling duties. 7. Course on Police Tactics 8. Course on Investigation under Minor Criminal Laws (Public Gambling Act, Excise Act, Arms Act etc.). 9. Course on Life Style and Stress Management. 10. Course on Investigation under Major Criminal Laws. Theft & Trespass. 11. Course on IT. 12. Course on maintenance of Police Stationrecords. 13. Course on Road traffic accident cases.
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		<p>iv) Process of redress of grievances</p>	<p>14. Course on Crime Scene Management.</p> <p>15. Course on Preventive Action (Qalandra related duties u/s 107/151, 109, 110, 145 of CrPC, 182, 290/510, of IPC and u/s 68 of Police Act)</p> <p>16. Course on duties during unnatural death (Procedure u/s 174 CrPC)</p> <p>17. Course on Human Rights.</p> <p>18. Course on Investigation of Hurts Cases (Sec. 323,324,325 IPC)</p> <p>19. Course on Drug Abuse Prevention.</p> <p>20. Course on Procedure of Arrest.</p> <p>21. Course on PCR duty.</p> <p>The DySP concerned will act as the nodal officer to deal with the grievances and concerns of the participating officers, with due consultation with the Commandant, PRTC. Further, suggestions/ grievances of the participants with regard to logistics and accommodation and class room facilities are being acted upon based upon the de-briefing information provided by the participating officers on conclusion of each programme. Regular feedback & open sessions are part of the Training courses.</p>
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1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Punjab Police, Rules (ii) PTC Manual (iii) Punjab Police Act. 2008 (iv) Punjab Civil Service Rules. (v) Punjab Financial Rules (vi) Directions of The DGP Punjab.	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	<p>The files are divided into following 2 categories for Head Clerk in Establishment wing and Examination Branch in Indoor wing as per the following details:</p> <p>Category – A:</p> <ul style="list-style-type: none"> Files which qualify for permanent preservation for administrative purposes. Documents so precious that its original must be preserved intact. Material likely to be required for frequent reference by different parties simultaneously <p>Category -B:</p> <ul style="list-style-type: none"> This category will cover files required for permanent preservation for administrative purpose. The general timeframe is 25

			years and after that, a review will be undertaken and based on recommendations, its further continuance will be decided.
		(ii) Custodian documents/categories	Record Keeper in establishment wing and In-charge Examination Branch in Indoor Wing
1.7	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]		Not Applicable
1.8	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]		No Applicable
1.9	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	Available on PRTC website "prtc.co.in"
		(ii) Telephone, fax and email ID	Available on PRTC website "prtc.co.in"
1.10	Monthly Remuneration received by officers & employees including system of compensation [Sec. 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration on System of compensation as provided in its regulations	Attached as per "Appendix- A" There is no system of compensation allowance as the training Centre is government under PCS Rules
1.11		Budget	Attached as per "Appendix- B"

1.12	Programme to advance understanding of RTI (Section 26)		RTI Act 2005 is taught as a subject, as well as a specialized course.
1.13	Particulars of recipient of concessions, permits or authorizations granted by the public authority [Section 4(1)(b)(xiii)]		Not Applicable
1.14	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Kindly visit: prtc.co.in
1.15	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility (ii) Details of information made available (iii) Working hours of the facility Contact person & contact details (Phone, fax, email)	PRTC, Jahan Khelan, Hoshiarpur, Punjab As per RTI Act 2005 09.00 AM to 17.00 PM PIO and APIO as per details given in 1.16
1.16	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	1) Commandant, PRTC Jahan Khelan (First Appellate Authority) 2) Deputy Superintendent of Police, Adjutant (Public Information Officer) 3) Head clerk (Assistant Public Information Officer)	Email id cmdtprtc.jkln.police@punjab.gov.in Contact No 01882272225 Police Recruits Training Centre, Jahan Khelan, Una Road, Hoshiarpur, Punjab. 146110