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GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
(108 of 2024)

08 JULY 2024

Notification No.2910/Exec-III, dated 20.06.2024 issued by the Provincial Police Officer, is hereby published in the Punjab Gazette (Extraordinary) for general information:

"GOVERNMENT OF THE PUNJAB
PROVINCIAL POLICE OFFICER

Dated Lahore the 20th June 2024

NOTIFICATION

No.2910/Exec-III.- In exercise of the powers conferred under Article 112 of the Police Order, 2002 (*C.E.O. No. 22 of 2002*), the Provincial Police Officer, with the prior approval of the Government, is pleased to make the following rules:

CHAPTER-I
PRELIMINARY

1. Short title, commencement and application.- (1) These rules may be cited as the Punjab Highway Patrol Rules 2024.

(2) They shall come into force at once.

(3) They shall apply:

(i) to all members of the Punjab Highway Patrol; and

(ii) on all highways and roads in Punjab Province fall in the jurisdiction of Punjab Highway Patrol Police along with the Provincial Motor Vehicle Ordinance, 1965 and other traffic rules made by Punjab and Federal Governments.

2. Definitions.- (1) In the rules, unless the subject or context requires otherwise:

(a) "ambulance" means a vehicle designed for the carriage of sick, wounded or invalid persons or animals;

(b) "animal drawn vehicle" means a road vehicle designed and constructed primarily for carrying persons or goods and is propelled solely by one or more domestic animals;

(c) "bicycle" means any road vehicle having at least two wheels propelled solely by muscular energy of the person on that vehicle;

(d) "competent authority" means an officer or authority, not be inferior in rank to the appointing authority in respect of an employee, authorized by the Government to exercise the powers of competent authority under the rules;

(e) "contract carriage" means a road vehicle which carries a passenger or passengers for hire or reward under a contract expressed or implied for the use of the vehicle as a whole at or for a fixed or agreed

rate or sum and from one point to another without stopping to pick up or set down along the line of route passengers not included in the contract and includes a motor cab notwithstanding that the passengers may pay separate fares;

(f) "District Officer of PHP" means a police officer not below the rank of Deputy Superintendent of Police or Inspector who shall work as a supervisory Officer for all the patrolling officers deputed on PHP Posts in the concerned District;

(g) "delivery vehicle" means any goods vehicle the registered laden weight of which does not exceed twenty-five hundred kilograms;

(h) "driver" means any person who drives a motor vehicle or an animal drawn vehicle on highways and roads;

(i) "goods vehicles" means any motor vehicle constructed or adapted for use for the carriage of goods or any motor vehicle including any animal drawn vehicle not so constructed or adapted when used for the carriage of goods, solely or in addition passengers;

(j) "Government" means the Government of the Punjab;

(k) "heavy transport vehicle" means a transport vehicle, the registered axle weight of which exceeds five thousand kilograms, or the registered laden weight of which exceeds six thousand five hundred kilograms;

(l) "highways and roads" means all highways and roads in Punjab Province which fall under the jurisdictions of PHP Police;

(m) "invalid carriage" means a motor vehicle the unladen weight of which does not exceed one thousand kilograms specially designed and constructed and not merely adapted, for the use of a person suffering from some physical defect or disability and used solely by or for such a person;

(n) "lane" means any one the longitudinal strips into which the carriage way is divisible, whether or not defined by longitudinal road markings, which is wide enough for one moving line of motor vehicles other than motor cycles;

(o) "license" means the document issued by a competent authority authorizing person specified therein to drive a motor vehicle of any specified

class or description or any animal drawn vehicle;

(p) "Mobile Patrolling Team" means patrolling mobile shift which shall be consisted of one shift incharge (HC, ASI or SI rank), three/four general duty Constables and one Driver constable;

(q) "motor vehicle" means any mechanically propelled vehicle which is normally used for carrying persons or goods by road or for drawing, on the road vehicles used for the carriage of persons or goods;

(r) "motor cab" means any motor vehicle constructed, adapted or used to carry not more than four passengers excluding the driver, used for hire or reward, but does not include a motor cycle, an invalid person's carriage or a moped;

(s) "motor car" means any motor vehicle constructed, adapted or used to carry not more than six passengers excluding driver not used for hire or reward but does not include motor cycle, invalid person's carriage or a moped;

(t) "motor cycle" means any two wheeled vehicle, with or without a side car, which is equipped with a propelling engine but does not include a moped;

(u) "motor rickshaw" means any motor vehicle with three wheels, constructed, adapted or used to carry not more than four persons including the driver, the unladen weight of which does not exceed eight hundred fifty kilograms;

(v) "moped" means any two-wheeled or three-wheeled vehicle which is fitted with an internal combustion engine having a cylinder capacity not exceeding fifty cubic centimeters and maximum design speed not exceeding fifty kilometers per hour;

(w) "parking" means that a vehicle is stationary for any reason other than need avoid interference with another road user or collision or to comply with traffic regulations, and if the period during which the vehicle is stationary is not limited to the time required to pick up or set down persons or goods;

(x) "passengers" means every person including any employee of the owner or permit- holder travelling in the motor vehicle;

(y) "pedestrians crossing" means that portion of a road marked by road signs or road markings and set aside for pedestrians to use for crossing the road;

(z) "permit" means the document issued by the Provincial Transport Authority, or a Regional

Transport Authority, authorizing the use of a transport vehicle as a contract carriage or stage carriage, or authorizing the owner as a private carrier to use such vehicle;

(aa) "PHP Police" means the Punjab Highway Patrol Police;

(bb) "Patrolling Post" means a Punjab Highway Patrol Police Post building on highway or road having jurisdiction within the area specified by the Punjab Government;

(cc) "Patrolling Officer" means any upper and lower subordinate police officers working in Punjab Highway Patrol, posted at a PHP post, authorized to patrol in the jurisdiction of the same, under the command and control of Additional Inspector General of Police, PHP Police;

(dd) "patrolling shift incharge" means the incharge of Mobile Patrolling Team;

(ee) "PHP District Wireless Control" means the Wireless Control Base working under the command and supervision of District Officer of PHP;

(ff) "PHP Regional Wireless Control" means the Wireless Control Base working under the command and supervision of Regional Officer of PHP;

(gg) "Police Officer" means a police officer in uniform;

(hh) "Province" means the Province of the Punjab;

(ii) "public service vehicle" means any road vehicle used or adapted to be used for the carriage of passengers for hire or reward and includes a motor cab or contract carriage;

(jj) "Regional Officer of PHP" means a police officer not below the rank of Superintendent of Police who shall work as a commanding and supervisory Officer for all the Patrolling officers of the concerned Region;

(kk) "road vehicle" means any motor vehicle designed and constructed for operating on road including animal drawn vehicle and bicycle;

(ll) "road" means any portion of the strip designed or ordinary used by vehicular traffic inclusive of shoulders;

(mm) "road sign" means a sign board which points out a regulation or direction concerning the traffic on a road;

(nn) "rules" means the Punjab Highway Patrol Rules 2024;

(oo) "school bus" means any motor vehicle used exclusively for the carriage of students of any educational institution recognized by the Government or managing committee of which is a society registered under the Societies Registration Act, 1860 (XXI of 1860);

(pp) "shoulder" means that long and narrow portion of ground separate from the vehicular road, at the edge of a road or a roadside where no side-walk is established or set aside as passage for pedestrians or reserved for stoppage of motor vehicle;

(qq) "signal" means a device which is operated by electric power and gives indications for traffic control by appropriate lights;

(rr) "tractor" means motor vehicle which is not itself constructed to carry any load other than equipment used for the purpose of propulsion the unladen weight of which does not exceed seven thousand kilograms but does not include a road-roller;

(ss) "trailer" means any vehicle other than a side-car and intended to be drawn by a goods vehicle for the carriage of goods; and

(tt) "traffic signs" includes all signals, signs, posts or other devices for the information, guidance or direction of drivers of road vehicles.

(2) A word or expression used but not defined in the rules shall have the same meaning as assigned to it in the Order and rules made thereunder.

3. Guiding Principles.- (1) The Constitution of Pakistan is supreme law of land and all member of Punjab Highway Patrol shall follow the directives of the Constitution in true letter and spirit.

(2) Members of the PHP Police shall always respect and obey the laws.

(3) Members of the PHP Police shall respect and protect human dignity and maintain and uphold the human rights of all persons.

(4) Members of the PHP Police shall at all times fulfill the duty imposed upon them by law, by serving the community and by protecting all persons against illegal acts, consistent with the high degree of responsibility required by their profession.

(5) Members of the PHP Police shall ensure a high standard of integrity and professionalism while discharging their duties.

(6) Members of the PHP Police shall respect the principles of legality, necessity, non-discrimination, proportionality and humanity.

(7) Members of the PHP Police shall protect the right of

accused person and shall follow the principle that every civilian is innocent until proven guilty in a fair trial.

(8) No pressure, physical or mental, shall be exerted on suspects, witnesses, or victims in attempting to obtain information.

(9) Torture and other inhuman or degrading treatment is absolutely prohibited.

(10) Confidentiality and care in the handing of sensitive information are to be exercised at all times.

(11) No one shall be subjected to arbitrary arrest or detention.

(12) Anyone who is arrested shall be informed, at the time of the arrest, of the reasons for his arrest.

(13) The religious and moral beliefs of detainees shall be respected.

(14) Force is to be used only when strictly necessary and no exceptions or excuses shall be allowed for unlawful use of force.

(15) All incidents of the use of force or firearms shall be followed by reporting and review by superior officials.

(16) Officials who refuse unlawful superior orders shall be given immunity.

(17) All non-violent means shall be attempted before the use of force. Firearms are to be used only in self-defense or defense of others against imminent threat of death or serious injury and medical aid shall be rendered to all injured persons.

(18) Children shall be treated in a manner which promotes their sense of dignity and worth which facilitates their reintegration into society and reflects the best interests of the child and also takes into account the needs of a person of that age.

(19) Women are entitled to the equal protection of all human rights in the political, economic, social, cultural civil and all other fields.

(20) Members of the PHP Police shall exercise due diligence to prevent and make arrests for all acts of violence against women, whether perpetrated by public officials or private persons, in the home, the community, and in official institutions.

(21) The PHP Police authorities shall not discriminate against women in recruitment, hiring, training, assignment, promotion, salary or other career and administrative matters.

(22) All victims of crime and abuse of power or human rights violations shall be treated with compassion and respect. The privacy and safety of victims shall be protected.

(23) Members of the PHP Police shall be representative of community and accountable to the community as a whole.

CHAPTER-II
ORGANIZATIONAL STRUCTURE AND FUNCTIONS

4. Ranks and equivalence to basic pay scales.- The PHP Police shall consist of the following ranks with basic scales noted against each:

(a) Executive Staff:

1. Additional Inspector General of Police	BS-21
2. Deputy Inspector General of Police	BS-20
3. Senior Superintendent of Police / Superintendent of Police	BS-19/BS-18
4. Deputy Superintendent of Police	BS-17
5. Inspector	BS-16
6. Sub-Inspector	BS-14
7. Assistant Sub-Inspector	BS-11
8. Head Constable	BS-09
9. Constable	BS-07
10. Driver Constable	BS-07

(b) Ministerial Staff:

1. Assistant Director	BS-17
2. Private Secretary	BS-17
3. Senior Scale Steno	BS-16
4. Assistant	BS-16
5. Senior Clerk	BS-14
6. Stenographer	BS-12
7. Data Entry Operator	BS-11
8. Junior Clerk	BS-11
9. Daftri	BS-04
10. Naib Qasid	BS-01

(c) Class-IV:

1. Langri	BS-01
2. Sanitary Worker	BS-01
3. Mali	BS-01

5. Number of posts in each rank.- The Government may, by notification, determine the number of posts in each rank of the PHP Police in districts and Regions.

6. Regulation, control and discipline.- (1) The Additional Inspector General, Deputy Inspector General, and Superintendents of Police of the PHP Police shall exercise administrative and operational powers within their jurisdictions including deployment, transfer and posting, reward and punishment, suspension and re-instatement, sanction and cancellation of leave over officers of the PHP Police.

(2) In exercise of administrative and operational powers, duties and functions, the Additional Inspector General of Police, PHP Police shall be subject to the control and supervision of the Inspector General, Police.

7. Functions of Punjab Highway Patrol.- (1) The PHP shall:

(a) carry out proactive watch and ward duties on the Highways to control crime, especially dacoities, robberies and other crimes on the highways;

(b) co-ordinate with concerned police stations and take immediate action for arrest of the culprits on receipt of information of any commission of crime;

(c) hand over the accused arrested in cognizable offences or proclaimed offenders or court absconders to the concerned local police without un-necessary delay;

(d) maintain close coordination with the District Police;

(e) maintain complete records of crime and criminals operating in the area;

(f) monitor the area for encroachments on the Highways and assist the concerned authorities in their removal;

(g) issue challan tickets for enforcement of traffic discipline on the prescribed roads and to ensure smooth flow of traffic;

(h) keep a watch on the road conditions and report to the relevant authority for immediate action in respect of road engineering and other infrastructural improvements;

(i) educate the public and transporters on road safety and traffic rules through electronic media;

(j) take immediate action as a rapid assistance force in case of accident as first responders, take over control of the scene of crime, arrange first aid, co-ordinate with all relevant supporting agencies for rescue, evacuation of injured and any other action which the situation demands;

(k) act as a help center for all commuters or road users; and

(l) perform any other duty assigned by the Inspector General of Police, Punjab and Additional Inspector General of Police, PHP Police.

(2) The Government may change the charter of duty of the PHP Police through a notification from time to time as and when required.

CHAPTER-III
RECRUITMENT, TRAINING AND PROMOTION

8. Method of appointment.- (1) The initial recruitments in PHP Police shall be made in the rank of Constable (BS-07), Lady Constable (BS-07) and Driver Constable (BS-07).

(2) The Police Rules, 1934 governing confirmation of officers of general executive branch shall apply to the PHP Police.

(3) Constable, Lady Constable and Driver Constable shall have opportunity of confirmation on successful completion of training or requisite courses as specified by the competent authority from time to time.

(4) The Regional Officer of the PHP Police shall be the appointing authority for the recruitment of Constable (BS-07), Lady Constable (BS-07) and Driver Constable (BS-07).

(5) The selection criteria for the posts of Constable, Lady Constable and Driver Constable shall be as under:

(a) Selection criteria for Constable:

(i) Age Limit.- 18 to 25.

(ii) Qualification.- F.A/F.Sc. (second division) or equivalent.

(iii) Physical Fitness:

i. Height: 5'x7" Chest 33"x34.5";

ii. Running: 1 mile in 7 minutes Endurance Test (Must be able to run 1 mile in 7 minutes); and

iii. Declared medically fit by the Medical Board of a Government Hospital.

(b) Selection criteria for lady constable:

(i) Age Limit.- 18 to 25.

(ii) Qualification.- F.A/F.Sc. (second division) or equivalent.

(iii) Physical fitness:

i. Height 5'x2";

ii. Endurance Test (Must be able to run 1

mile in 10 minutes); and

iii. Declared medically fit by the Medical Board of a Government Hospital.

(c) Selection criteria for driver constable:

(i) Age Limit.- 21 to 30

(ii) Qualification:

i. F.A/F.Sc. (second division) or equivalent; and

ii. valid LTV driving license and Driving Skill Test.

(iii) Physical Fitness:

i. Height 5'x7" Chest 33"x34.5"

ii. Endurance Test (Must be able to run 1 mile in 7 minutes)

iii. Declared medically fit by the medical board of a government hospital.

(6) Relaxation shall not be permissible regarding academic qualification, physical requirements and age limit for initial recruitment as Constable and Driver Constable.

(7) A person who possesses domicile of the district of appointment shall only be eligible to apply for appointment as Constable, Lady Constable and Driver Constable in the Region wherein that district falls.

9. Pre-service and in-service trainings.- (1) The PHP Police personnel shall undergo basic recruit course and other promotion courses as prescribed in the Police Rules, 1934. All training modules already approved by the Punjab Training Directorate Central Police Officer Lahore, shall be followed for all such course.

(2) The competent authority may prescribe such additional training requirements for each rank in the PHP Police as it may deem appropriate.

(3) A member of the PHP Police who has successfully completed the requisite training shall receive a certificate to that effect and shall be known as a certified officer.

10. Probation and confirmation.- The PHP Police personnel appointed by initial recruitment or promotion, shall be confirmed against the post after successful completion of probation period as provided in the Police Rules, 1934.

11. Health standards for PHP Police officers and officials.- (1) The following weight standers for officials of PHP Police shall be observed in all ranks and commands:

Height (Feet-Inches)	Men (Age in Years)				Women (Age in years)			
	17-20	21-27	28-39	40+	17-20	21-27	28-39	40+
5 Feet 2 Inches	--	--	--	--	54	55	57	58
5 Feet 3 Inches	--	--	--	--	55	57	59	60
5 Feet 4 Inches	--	--	--	--	57	59	61	62
5 Feet 5 Inches	--	--	--	--	59	61	63	64
5 Feet 6 Inches	--	--	--	--	61	63	65	67
5 Feet 7 Inches	74	75	76	78	63	65	67	68
5 Feet 8 Inches	76	77	78	80	65	67	69	71
5 Feet 9 Inches	78	79	81	83	67	69	71	73
5 Feet 10 Inches	81	82	83	85	69	71	73	75
5 Feet 11 Inches	83	84	86	88	71	73	75	78
6 Feet	86	87	88	90	73	75	78	80
6 Feet 1 Inch	88	89	91	93	75	78	80	83
6 Feet 2 Inches and above	91	92	94	96	78	81	83	85

(2) A list of all overweight officers or officials shall be maintained in all Regions and they shall have to undergo training program to restore their fitness.

(3) All the Regional Offices of PHP Police shall maintain data on health profiles of officers or officials of PHP Police and also enter such entries in HRMIS.

(4) All the officers or officials of PHP Police shall get their annual medical examination and psychological profiling by end of December every year.

(5) In case of violation of this rule, the officers or officials concerned shall be subjected to administrative proceedings and he shall not be posted at important field assignment until he meets the prescribed criteria.

12. Merger and deputation in Executive Branch.- (1) Those recruited in the PHP Police cadre shall continue to serve in the PHP cadre till the rank of the Deputy Superintendent of Police and they shall only be eligible for permanent transfer to the executive branch of general cadre on promotion to the rank of the Superintendent of Police.

(2) The PHP Police officers from the rank of Assistant Sub-Inspector and above shall be eligible for posting on deputation only in Training Directorate, Traffic and Motorway Police for a minimum period of two years. They shall be eligible for transfer to these units or districts again after the gap of five years.

13. Pay and allowances.- A member of the PHP Police shall draw such pay, allowances and other facilities and benefits as the Government may, by notification, determine.

14. Seniority list.- (1) The seniority list of all Constables and Head Constables of the PHP Police shall be maintained at PHP Regions.

(2) The Regions shall be deemed to be PHP Districts.

(3) The seniority lists of list-D Head Constables, Assistant Sub-Inspector, Sub-Inspectors and Inspectors shall be maintained at the PHP, Headquarter. All matters relating to promotions, seniority and confirmation shall be governed in accordance with the Police Rules, 1934.

15. Departmental Appointing Authorities.- (1) The Senior Superintendent of Police or Superintendent of Police in the Region shall be competent authority to promote the Constable to the rank of Head Constable.

(2) The Deputy Inspector General, PHP Police shall be competent authority to promote the Head Constable to the rank of Assistant Sub-Inspector and Assistant Sub-Inspector to the rank of Sub-Inspector.

(3) The Additional Inspector General Police, PHP Police shall be competent authority to promote the Sub-Inspector to the rank of Inspector.

16. Promotion.- (1) All promotions in the PHP shall be made on the recommendation of the Promotion Committee or Board.

(2) For promotion of the Head Constables, Assistant Sub-Inspectors, Sub-Inspectors and Inspectors, the Departmental Promotion Committee or Board shall consist of the following members:

i) Promotion Committee/Board for promotion into rank of Head Constable:

(a)	Senior Superintendent of Police or Superintendent of Police of PHP Region	Chairman
(b)	Senior Deputy Superintendent of Police of PHP Region	Member
(c)	Any Deputy Superintendent of Police of PHP Region	Member
(d)	OSI PHP Region	Secretary

ii) Promotion Committee/Board for promotion into rank of Assistant Sub-Inspector;

(a)	Deputy Inspector General of Police, PHP	Chairman
(b)	Senior Superintendent of Police or Superintendent of Police of PHP HQ	Member

(c)	Deputy Superintendent of Police of PHP HQ	Member
(d)	OSI PHP HQ	Secretary

iii) Promotion Committee/Board for promotion into rank of Sub-Inspector:

(a)	Deputy Inspector General of Police, PHP	Chairman
(b)	Senior Superintendent of Police or Superintendent of Police of PHP HQ	Member
(c)	Senior Superintendent of Police or Superintendent of Police of any PHP Region	Member
(d)	Assistant Director of PHP	Secretary

iv) Promotion Committee/Board for promotion into rank of Inspector:

(a)	Additional Inspector General of Police, PHP	Chairman
(b)	Deputy Inspector General of Police, PHP	Member
(c)	Senior Superintendent of Police or Superintendent of Police of PHP HQ	Member
(d)	Senior Superintendent of Police or Superintendent of Police of any PHP Region	Member
(e)	Assistant Director of PHP	Secretary

(3) The appointing authority and quota for promotion of the following ranks shall be as under:

Sr. No.	Rank	Appointing/ Promotion Authority	Quota
1.	Head Constable	Senior Superintendent of Police or Superintendent of Police, Punjab Highway Patrol	By promotion on the basis of seniority-cum-fitness from amongst Constables in accordance with list "C-1" prepared under the Police Rules, 1934.
2.	Assistant Sub-Inspector	Deputy Inspector General of Police, Punjab Highway Patrol	(i) 25% by selection on merit recommendation of Punjab Public Service Commission amongst graduate constables and Head Constables having three years of service, clean service record and not more than forty-five years of age; and (ii) 75% on the basis of seniority-cum-fitness from amongst Head Constable in accordance with list "D" prepared by Deputy Inspector General of Police /PHP under the Police Rules, 1934.

3.	Sub-Inspector	Deputy Inspector General of Police, Punjab Highway Patrol	By promotion on the basis of seniority-cum-fitness from amongst Assistant Sub-Inspectors havingthree years of service in accordance with list "E" specified under the Police Rules, 1934.
4.	Inspector	Additional Inspector General of Police, Punjab Highway Patrol	By promotion, on the basis of seniority cum fitness from amongst Sub-Inspectors in accordance with list "F" prepared under the Police Rules, 1934, who have satisfactorily completed the probation period and conformed in the rank of Sub-Inspector. In case of non-availability from PHP members, then by posting from generalexecutive branch. Furthermore, the share quota shall immediately be ceased when PHP departmentally promoted Sub-Inspectors become eligible for the promotion to the rank of Inspectors.

17. Promotion criteria for junior ranks.- The promotion criteria for junior ranks shall be as under:

(a) Head Constable:

(i) Lower School Course qualified;

(ii) name in the list 'C-1' according to rule 13.7 of the Police Rules, 1934;

(iii) Departmental Promotion Committee shall meet every year against the available vacancies;

(iv) qualify the promotion criteria issued by Deputy Inspector General, PHP Police at the time of Departmental Promotion Committee;

(v) punishment of withholding of promotion for a specific period, awarded within last five years shall be a bar, and take effect from the date when a junior officer is promoted. In case of multiple punishments of 'withholding of promotion', all punishments shall take effect simultaneously, when a junior officer is promoted;

(vi) in case of missing ACR(s) within last seven (7) years or from the date ofpromotion in present rank, whichever is less or non-completion of record shall be cause of deferment (Regional and District officer of PHP Police shall ensure completion of ACR of official under

consideration); and

(vii) if the charge has been framed in criminal proceedings and trial is pending for more than a year and the delay has not been attributed to the officer then it shall not be the reason of deferment.

(b) Assistant Sub-Inspector:

(i) three years' service in the rank of Head Constable;

(ii) Intermediate Class Course qualified;

(iii) Name in the list 'D' according to rule 13.9 of the Police Rules, 1934;

(iv) Departmental Promotion Committee shall meet every year against the available vacancies;

(v) qualify the promotion criteria issued by Additional Inspector General of Police, PHP Police at the time of Departmental Promotion Committee;

(vi) punishment of withholding of promotion for a specific period, awarded within last five years shall be a bar, and take effect from the date when a junior officer is promoted. In case of multiple punishments of 'withholding of promotion', all punishments shall take effect simultaneously, when a junior officer is promoted;

(vii) in case of missing ACR(s) within last seven (7) years or from the date of promotion in present rank, whichever is less or non-completion of record shall be cause of deferment (Regional and District officer of PHP Police shall ensure completion of ACR of official under consideration); and

(viii) if the charge has been framed in criminal proceedings and trial is pending for more than a year and the delay has not been attributed to the officer then it shall not be the reason of deferment.

(c) Sub-Inspector:

(i) three years' service in the rank of Assistant Sub Inspector;

(ii) name in the list 'E' according to rule 13.10 of the Police Rules, 1934;

(iii) Departmental Promotion Committee shall meet every year against the available vacancies;

(iv) qualify the promotion criteria issued by Additional Inspector General of Police, PHP Police at the time of Departmental Promotion Committee;

(v) punishment of withholding of promotion for a specific period, awarded within last five years shall be a bar, and take effect from the date when a junior officer is promoted. In case of multiple punishments of 'withholding of promotion', all punishments shall take effect simultaneously, when a junior officer is promoted;

(vi) in case of missing ACR(s) within last seven (7) years or from the date of promotion in present rank, whichever is less or non-completion of record shall be cause of deferment (Regional and District officer of PHP Police shall ensure completion of ACR of official under consideration); and

(vii) if the charge has been framed in criminal proceedings and trial is pending for more than a year and the delay has not been attributed to the officer then it shall not be the reason of deferment.

(d) Inspector:

(i) name in the list 'F' according to rule 13.15 of the Police Rules, 1934;

(ii) not been awarded two major or ten minor penalties during the last two years as Sub-Inspector;

(iii) Departmental Promotion Committee shall meet every year against the available vacancies; and

(iv) qualify the promotion Criteria issued by Additional Inspector General of Police, PHP Police and Inspector General of Police, Punjab at the time of Departmental Promotion Committee.

CHAPTER-IV
FUNCTIONS OF PHP SUPERVISORY OFFICERS AND BRANCHES

18. Functions of the Additional Inspector General of Police, Punjab Highway Patrol.- (1) The Additional Inspector General of Police shall be incharge of the PHP Police and he shall supervise, monitor and inspect its affairs.

(2) Notwithstanding the generality of foregoing powers, the Additional Inspector General shall:

(a) ensure implementations of all orders issued by the Government or Inspector General of Police;

(b) extend general assistance to the Inspector General of Police on the matters relating to PHP Police;

(c) prepare proposals on policy matters for smooth functioning of PHP Police;

(d) interact with other units and agencies of Punjab Police and Government in the matters pertaining to PHP Police;

(e) exercise financial powers as admissible to the Additional Inspector General of Police under the applicable rules;

(f) monitor appropriate utilization of funds;

(g) review against the decisions passed by the of Deputy Inspector General, PHP Police;

(h) act as countersigning officer in cases of PERs of Police and ministerial cadre;

(i) accord permission for arrival and departure of incoming and outgoing PHP Police and ministerial officials on transfer;

(j) allow operationalization of new Highway Patrol Posts;

(k) order inter Regional transfer and postings of Deputy Superintendent of Police Punjab Highway Patrol; and

(l) perform any other duty assigned by the Inspector General of Police, Punjab.

19. Functions of the Deputy Inspector General of Police, Punjab Highway Patrol.- The Deputy Inspector General of Police, PHP Police shall:

(a) extend general assistance to the Additional Inspector General on the matters relating to the PHP Police;

(b) supervise, inspect and monitor the working of the PHP Police;

(c) evaluate and monitor all matters pertaining to performance, welfare, training, logistics, buildings, discipline and traffic management of the PHP Police;

(d) order inter-regional posing and transfer of junior ranks and ministerial cadre;

(e) supervise the recruitment process of Constable, Lady Constable and Driver Constable for the PHP Police;

(f) monitor and ensure the implementations of circular orders and standing instructions of the Additional Inspector General of Police, PHP Police relating to the management of the PHP Police;

(g) act as appellate authority in disciplinary matters against the decisions of the Regional Senior Superintendent of Police or Superintendent of Police;

(h) act as reporting or countersigning officer in cases of performance evaluation report of Senior Superintendent of Police, Superintendent of Police, Deputy Superintendent of Police, Assistant Sub-Inspector, junior ranks and ministerial cadre, as the case may be;

(i) allow casual or station leave to Senior Superintendent of Police and Superintendent of Police under the rules;

(j) send fortnightly DO to the Additional Inspector General of Police, PHP Police about the working, performance and problems relating to PHP Police in Punjab;

(k) issue Standing Operating Procedure;

(l) supervise all operational matters of PHP Police;

(m) hold meetings and initiate image building measures of PHP Police; and

(n) perform any other duty assigned by the Additional Inspector General of Police, PHP Police.

20. Functions of the Superintendent of Police, Punjab Highway Patrol, Headquarters.- The Superintendent of Police, PHP Headquarter shall:

(a) report to Additional Inspector General of Police and Deputy Inspector General of Police, PHP Police in all official matters by extending help in field and staff duty;

(b) undertake surprise or formal inspections of Punjab Highway Patrol;

(c) conduct enquiries of officials of PHP Police;

(d) overseas or ensure timely submission of all important references to Central Police Officer, Government and other important quarters;

(e) evaluate performance and output of PHP Police;

(f) monitor and ensure the implementations of standing instructions and circular orders of the Inspector General of Police, Punjab issued from time to time pertaining to the PHP Police;

(g) inspect, evaluate or monitor all the matters pertaining to performance, welfare, training, logistics, buildings, discipline and management;

(h) ensure timely submission of all reports to this headquarters from junior offices;

(i) undertake tour of the Regions and Highway Patrolling posts to monitor proper utilization of funds;

(j) supervise office and administration of PHP Headquarters;

(k) act as Chief Sports Officer of PHP Police;

(l) act as focal person for construction of Punjab Highway Patrol Posts; and

(m) any other duty assigned by the Additional Inspector General of Police, PHP Police.

21. Functions of Regional Superintendent of Police, Punjab Highway Patrol.- The Regional Superintendent of Police, PHP Police shall act as the overall Incharge of PHP Police in the Region and he shall:

(a) command, control and monitor the performance of PHP Police in the Region;

(b) coordinate at the Regional or District level with District Police for smooth functioning of Highway Patrol Post for crime control and other related matter;

(c) ensure proper utilization of funds or resources placed at the disposal of PHP Police at Regional level;

(d) monitor and ensure the implementations of standing instructions and circular orders issued from time to time pertaining to the Punjab Highway Patrol particularly and management of force generally at the Region level;

(e) inspect, evaluate or monitor all the matters pertaining to performance, welfare, training, logistics, buildings, discipline and management of Punjab Highway Patrol at Regional level;

(f) exercise financial powers as admissible to the Superintendent of Police (DPO) of the district under the rules;

(g) issue orders of posting or transfer of Incharge Post, Assistant Sub-Inspectors, Head Constables, Constables and others staff within the district and amongst the Districts of the Region;

(h) deal with disciplinary cases according to rules or regulations;

(i) act as reporting or countersigning officer of ACRs of Deputy Superintendents of Police, Assistant Sub-Inspectors, junior ranks and Ministerial Cadre;

(j) send fortnightly DO to Deputy Inspector General of Police, PHP Police and copy to Additional Inspector General of Police, PHP Police about the working, performance and problems relating to Punjab Highway Patrol in their jurisdictions;

(k) conduct monthly meetings with all District Officers of PHP Police under his command to discuss all the problems regarding traffic management including the agenda of the fortnight meetings conducted between the District Officer of PHP Police Circle Incharges and the Incharge or Admin Office of PHP Posts;

(l) conduct Orderly Room frequently to address the problems of patrolling officers under his command and control;

(m) recommend the name of patrolling officers or officials to PHP Headquarters for grant of C-II and C-I on the extraordinary performance;

(n) make necessary arrangements to highlight the good work done by patrolling officers in electronic and print media;

(o) ensure that all reports are timely submitted and replies to all pending references have been sent to PHP Headquarters by the staff of the District and Regional Office;

(p) conduct special courses and training session at the district and regional levels to enhance the skill of patrolling officers regarding traffic management duties; and

(q) any other duty assigned by the Additional Inspector General of Police, PHP Police.

22. Functions of ADIG Punjab Highway Patrol Headquarters.- The ADIG PHP Headquarter shall:

(a) work as staff officer to DIG/PHP;

(b) arrange meetings at PHP Headquarter;

(c) supervise Class-IV employees;

(d) assist DIG/PHP in all matters pertaining to Logistics, Arms and Ammunitions, furniture, equipment, uniform articles and stores;

(e) correspond with concerned authorities for demand/provisions of store items;

(f) issue all stores times;

(g) ensure proper maintenance of stock registers;

(h) supervise Motor Transport Section;

(i) supervise work of OSI branch; and

(j) any other duties and functions assigned by the Senior Officers.

23. Functions of DSP/Operation Punjab Highway Patrol Headquarters.- The DSP/Operation PHP Headquarters shall:

(a) receive all crime data and diaries from the field units for submission to DIG after necessary vetting and ensure subsequent follow up;

(b) keep the DIG posted of all important information relating to Crime and Public Order;

(c) obtain detailed facts on major, sensational and special report cases from the field units;

(d) disseminate the operational orders of the DIG to concerned Regional SSP, District DS SP etc and obtain progress and follow up action;

(e) deal with correspondence regarding security, law and order and crime between PHP HQRs and PPO and other Government Departments and other Government Agencies;

(f) put up to DIG press clippings received from DPR/PRO/Units along with relevant facts from the concerned quarters, for his orders;

(g) issue instructions on special occasions like Muharram, Elections and other National Functions for arrangements and security of the same;

(h) prepare fortnightly Dos;

(i) study and prepare analysis of Crime, Security and Public Order;

(j) supervise the work of Reader and other staff of the branch; and

(k) any other duty assigned by the Senior Officers.

24. Functions of DSP/Legal Punjab Highway Patrol Headquarters.- The DSP/Legal PHP Headquarter shall:

(a) provide assistant to Addl: IGP/PHP, DIG/PHP and SP/PHP/HQrs in all legal matters;

(b) attend the Supreme Courts of Pakistan Lahore Registry and Lahore High Court, Lahore Bench on

behalf of Addl: IGP/PHP, DIG/PHP and SP/PHP/HQrs;

(c) ensure that departmental representatives attend the Supreme Court of Pakistan Islamabad Registry and other Benches of Lahore High Court well in time;

(d) follow up all the Civil cases in civil and Lahore High Court;

(e) provide guidance to all Region offices of PHP in legal matter;

(f) supervise all the cases in Punjab Service Tribunal Lahore and others PST Benches;

(g) supervise all the Civil cases regarding PHP in different Courts;

(h) maintain the record and circulations of SOPs;

(i) deal with assembly questions; and

(j) any other duty assigned by the Senior Officers.

25. Functions of DSP Traffic and Training Highway Patrol Headquarters.- The DSP Traffic and Training Highway Patrol Headquarters shall:

(a) assist DIG/PHP in all matters pertaining to training of upper/lower sub-ordinates and Driver;

(b) get approval from Addl: IGP/PHP for sending upper/lower subordinates and Drivers on training;

(c) act as Principal of training School which shall be established in Jia Bagha for refresher courses of the PHP officials;

(d) be responsible for preparation of special courses and short duration capacity building courses for PHP officials with the approval of Addl: IGP/PHP;

(e) correspond with Police Training Institutions for matters relating to upper/lower subordinates and Drivers;

(f) supervise examination for promotion list of A and B-I;

(g) supervise recruitment process;

(h) supervise the traffic management such as E-challaning, action against overloaded and unauthorized CNG fitted vehicles, road safety briefings, mobile education units etc;

(i) supervise the DLIMS project;

(j) monitor the data collection of accidents and prepare analysis report for the perusal of DIG/PHP;

(k) any other duty assigned by the Senior Officers.

26. Functions of DSP Administration and Building Punjab Highway Patrol Headquarters.- The DSP Administration and Building Punjab Highway Patrol Headquarters shall:

(a) provide assistance SP/SSP PHP Headquarter in all his office work;

(b) process the case for purchase of land from private owners by concerned District Revenue Authorities for construction of PHP Posts;

(c) prepare PC-I/RCE for construction of new PHP Posts;

(d) correspond with CPO for provision of funds to ongoing or un-funded development schemes;

(e) deal all matters pertaining to repairing or renovation of PHP Post, boundary walls, provisions of drinking water, telephone, installation of wireless towers through Telecommunication Unit;

(f) deal with notification and alteration of beat areas of PHP Posts;

(g) assist SP/SSP PHP Headquarter for rectification of buildings defects at PHP posts pointed out by the inspecting officers;

(h) provide assistance to Legal Branch of PHP/HQ for all civil cases or litigations relating to the land of PHP Posts; and

(i) any other duties and functions assigned by the Senior Officers.

27. Functions of DSP Complaints and Vigilance and Inspections Punjab Highway Patrol Headquarters.- The DSP Complaints and Vigilance and Inspections Punjab Highway Patrol Headquarters shall:

(a) deal with public complaints against upper/lower subordinates and Drivers received at PHP/HQrs by genera public or any other offices;

(b) deal with inquiries against upper/lower subordinates entrusted to him;

(c) carry out vigilance and surprise inspections of PHP posts;

(d) put up formal or informal Inspection Reports conducted by SSP/DS SP/Regional Officers;

(e) issue the Formal/Informal Inspection schedule for Regional and District officers of PHP;

(f) carry out vigilance/surprise checking;

(g) work as PSO to Addl: IGP/PHP; and

(h) any other duty assigned by the senior officers.

28. Functions of District Deputy Superintendent of Police Punjab Highway Patrol.- The District Deputy Superintendent of Police, PHP Police shall:

(a) act as the overall Incharge of Punjab Highway Patrol in the District;

(b) command, control and monitor the performance of Punjab Highway Patrol in the District;

(c) coordinate at the district level with District Police for smooth functioning of Highway Patrol Post for crime control and other related matter;

(d) monitor and ensure the implementations of standing instructions and circular orders issued from time to time pertaining to the Punjab Highway Patrol particularly and management of force generally at the district level;

(e) inspect, evaluate and monitor all the matters pertaining to performance, welfare, training, logistics, buildings, discipline and management of Punjab Highway Patrol at District level;

(f) hold enquires and recommend departmental action against delinquent officials;

(g) act as initiating officer of ACRs of subordinates;

(h) act as District Sports Officer;

(i) conduct fortnightly meetings with all Circle Incharges and the Incharge/Admin Office of PHP Posts under his command to discuss all the problems regarding performance, welfare, training, logistics, buildings, discipline and traffic management; and

(j) any other duties and functions assigned by the Senior Officers.

29. Functions of Inspector HQrs (Region).- The Inspector HQrs (Region) shall:

(a) look after the work of following branches of Regional office:

(i) Store;

(ii) Transfers;

(iii) Training;

(iv) Welfare;

(v) Sports; and

(vi) Lines establishment.

(b) act as vigilance officer and carry out surprise checks and vigilance;

(c) look after the office administration;

(d) work as Regional Sports Officer; and

(e) ensure timely submission of replies to official correspondence, all periodical returns, diaries and reports.

30. Functions of Inspector (Circle Officer), Punjab Highway Patrol.- The Inspector (Circle Officer), Punjab Highway Patrol shall be Incharge of operations, administration and discipline of all the PHP posts (which may be less than five and more than three PHP Post) under his command. He shall:

(a) submit report to the District DSP PHP for, discipline, training, inspections, and other Misc. as delegated by the District DSP/PHP;

(b) carry out surprise and informal inspections of the PHP posts;

(c) work as Incharge of the district during absence of DSP; and

(d) any other duty assigned by the Authorities.

31. Functions of Different Branches.- DIG Punjab Highway Patrol shall be empowered to decide the strength of officers and officials for the branch for smooth office work with the prior approval of Addl: IGP Punjab Highway Patrol. Following Branches shall be established in Punjab High Patrol Headquarter as well as in Regional Patrolling Offices as per need with the approval of DIG Punjab Highway Patrol:

(a) Reader Branch:

Reader branch shall be established at Headquarter, Region and District level. A Sub-Inspector rank officer shall be posted Reader in Headquarter and Region. An Assistant Sub-Inspector Rank officer shall be posted in District.

1. Performance
2. Monitor/Coordination implementation
3. Press clipping
4. Tours
5. Personal Staff Officer (PSO)
6. Encroachments
7. Periodical returns/reports/diaries

(b) PA Branch:

PA branch shall be established at Headquarter, Region and District level.

1. Disciplinary issues
2. Inspections (format/informal/surprise checking)

3. ACRs
4. Preparation of comments on departmental appeals
5. Any other work assigned by SP/SSP Headquarter, Regional and District Officerof PHP

(c) Functions of Head Clerk Branch:

1. To act as overall Incharge of the English Office.
2. To ensure attendance of staff posted under his supervision.
3. To mark fresh Dak amongst the branches.
4. To ensure proper disposal of official correspondence.
5. Any other task/job assigned by Regional SP/PHP.

(d) S.R.C Branch:

1. To maintain service record of Ministerial Cadre/ Executive Staff of PHP.
2. To process earned/long leave from the rank of Constable to Sub-Inspector and Ministerial Staff PHP.
3. To deal with pension cases from the rank of Constables to Superintendent of Police posted in PHP.
4. To forward countersign ACRs of PHP staff from the rank of ASI to SP toquarter concerned and maintain their record.
5. To forward recommendations for promotion list 'E' & 'F' to the quarter concerned.

(e) Functions of Buildings Coordinator:

1. To deal with the cases regarding establishment of new PHP.
2. To correspond with concerned DPOs and Regional SSP for comments feasibility of proposed PHP Posts by DIG/PHP.
3. To deal with NOCs from other departments for transfer of land in the name of Police Department for construction of PHP Posts by Addl: IGP/PHP.
4. To deal with purchase of land from private owners by concerned EDO Revenue for construction of PHP Posts through DIG/PHP.
5. To get prepare PC-I & Rough Cost Estimates for construction of new PHP posts from District Police Officers by DIG/PHP.
6. To correspond with CPO for Administration Approval for construction of newPHP Posts by Addl: IGP/PHP.
7. To deal all matters pertaining to selection of land,

boundary walls, provision ofdrinking water, telephone, erection of Wireless Towers.

8. To deal with additional work in already constructed and under constructionPHP Posts.

(f) Functions of Stationery Clerk:

1. To maintain stock register of stationery items.
2. To put up demand for stationery as per requirements and stock position.
3. To process/purchase of stationery articles after observing all legal formalities.
4. To prepare/complete bills of purchased stationery and sent to Accountant forpayment etc.
5. To ensure proper safe custody of stock and stock register.
6. To issue stationery articles under the orders of competent authority.

(g) Functions of Diary and Dispatch Clerk:

1. To receive fresh Dak.
2. To diarize the fresh incoming Dak and hand over to competent officer forfurther action.
3. After making on the Dak by Sr. Officer, properly delivery to concerned officers/officials under proper receipt.
4. To maintain year-wise record Diary Register.
5. To produce and point out about the marking and receipt of old Dak as andwhen required by concerned officer/official.
6. To inscribe dispatch number on the issuing letters.
7. To ensure dispatch of letters to the addressee/quarter concerned on the date they are signed and numbered.
8. To maintain record/registers of Dispatch Branch and produce and put up as and when required by seniors.

(h) Functions of Record Keeper:

1. To maintain record according to prescribed rules/procedure.
2. To produce & put-up old record as and when required by concerned officehands.
3. To ensure safe custody of record/files.
4. To maintain & custody of Policy files/standing orders received from seniors.
5. To maintain record register.

(i) Functions of Training Coordinator:

1. Basic Training Course.
2. Refresher Courses.
3. Examinations.
4. Competitions.

(j) Functions of Order Book Clerk:

1. To maintain order book register.
2. To make entry in the register of each order passed the authority regarding punishments, transfer/posting, reward, decrease/increase of salary/emoluments/leave etc.
3. To ensure proper distribution of copies of entries made in O.B Register on same date under proper receipt to all concerned Incharges Branches of the office for information and necessary action.
4. To maintain & custody of year-wise record of Order Book Registers.
5. To produce figures/statistics relating to the entries made in O.B. Register as and when required by senior officers.

(k) Functions of OSI Branch:

OSI Branch shall be established at Headquarter and Region level. Following shall be functions of the Line OSI Branch:

1. To maintain Fauji Missals of staff posted at PHP HQrs/Region.
2. Transfer Posting of Junior Rank officers and maintenance of record.
3. Deals representations regarding Seniority matters.
4. To maintain record of Vacancy Position of Executive Staff.
5. To assist in the process of recruitment / appointment in the rank of Constables / Driver Constables on open merit as well as on Family Claim Basis.
6. To deals with the commencement of examinations for promotion list A & B-I.
7. To maintain the seniority list of junior rank officers.
8. To provide man power for other operational duties of PHP personnel i.e., Law & Order Duty, Election Duty, Muharram Duty, Census Duty, etc.
9. To Any other duties and functions assigned by the senior officers.

(l) Functions of Legal Branch:

Legal Branch shall be established at Headquarter and Region level. Following shall be functions of the legal Branch:

1. To provide assistant to Regional officers and DSP/Legal in all legal matters.
2. To maintain record of Civil, PST, High Court and Supreme Court cases.
3. To prepare parawise comments on behalf of Addl: IGP/PHP, DIG/PHP, SP/SSP headquarter and Regional Officers of all cases.
4. Attend the PST on daily basis on behalf of Addl: IGP/PHP, DIG/PHP and SP/SSP Headquarter and Regional officers.
5. To attend the offices of Learned Law officers for briefing of the cases.
6. To put up all correspondence before Regional officer and DSP/Legal for further actions as the case may be.
7. To maintain the record & Circulations of SOPs.
8. To deal with assembly questions.
9. Any other duties assigned by senior officers.

(m) Functions of Line Establishment Branch:

The Line establishment Branch shall be established on Headquarter, Region and District levels. Following shall be functions of the Line establishment Branch:

1. Roznamcha.
2. Official work.
3. Discipline and presence of force posted in Lines.
4. Stores.

(n) Functions of Stores Branch:

Stores Branch shall be established on Headquarter, Region and District level. Followingshall be functions of the Store Brach:

1. To collect and purchase items for use of offices of Headquarter and all PHP Posts in Punjab.
2. To deal with tender procedure for procurement of all kind of store items relating to machinery, repair, printing, stationery and miscellaneous items for PHP Headquarter as well as PHP Posts in Punjab.
3. Prepare bill for petty purchase and submit to account branch for reimbursement.
4. To compile all kind of stock registers, record of receipt.
5. To receive arms/ammunition, uniform and furniture

article from logistic, Punjab and to distribute amongst PHP Regions for PHP Posts as per demand.

6. To look after all offices of PHP Headquarter regarding maintenance and repair of machinery and furniture articles.
7. To upload the data of all kind of logistic article as well as uniform article on resources management center (RMC) within 03 days after purchase as well as after distribution.
8. To maintain the record of all items received for distribution such as clothing, arm & ammunition, stationery etc. in the following heads:
   i. Clothing Store
   ii. Miscellaneous
   iii. Kot
   iv. Stationery
9. The Regional officers and District officers shall conduct the monthly inspections of the stores and send reports on 2nd date of every month for perusal of DIG/PHP.
10. Monthly inspection of store Headquarter shall be conducted by SP/PHP/HQrs and report shall be submitted to DIG/PHP/HQrs.

(o) Functions of Communication Branch:

Communication Branch shall be established on Headquarter, Region and District level. Following shall be functions of the Line establishment Branch:

1. Wireless communication.
2. Fax Operator.
3. Telephone Operator.
4. Help Line Operator.

(p) Functions of PRO Punjab Highway Patrol:

A Sub-Inspector shall be posted as PRO at Headquarter and Regional Officers.

1. To maintain close liaisons with media.
2. To arrange media coverage for PHP.
3. To take measures for image building of PHP.
4. To keep record of press cuttings.
5. To make arrangements for the publication of PHP newsletter.
6. To arrange seminars, workshops and ceremonies.

7. To arrange press briefings and press conferences.
8. To prepare videos and photographs of functions/working of PHP and keep their record.

CHAPTER-V
WORKING OF PHP POSTS

32. Punjab Highway Patrol Posts.- The patrolling post is the basic unit of Punjab Highway Patrol. These posts are constructed on the highways throughout the Punjab in order to control crime and provide security to the people traveling on the highways. The PHP Posts shall be divided into three categories (A, B and C) on the basis of heinous crime, fatal accidents, threats and security risk for administrative purpose.

33. Required strength of PHP Post.- The strength of patrolling officers on a PHP Post in different ranks shall be as under:

SI	ASI	HC	Constable	DC	W/O	Cook	Sweeper
1	3	3	18	3	2	1	1

Provided that, this strength may be changed on each PHP Post by the Regional Officer of PHP according to available strength under his command with the prior approval of DIG/PHP. Furthermore, the patrolling officers/officials posted at a PHP Posts shall perform Mobile Patrolling duty and all others duties assigned by the department under the command of Incharge PHP Post.

34. Responsibilities of PHP Post Incharge.- On each Patrolling Post a Patrolling Officer not below the rank of Sub Inspector shall be posted as PHP Post Incharge by the Regional Officer of PHP. Furthermore, on 'A' category PHP Post an Inspector may be posted as Incharge Post with the approval of DIG/PHP. Moreover, in case of deficiency of Inspectors and SIs in the Region the concerned Regional Officer of PHP may post any senior most Assistant Sub-Inspector as PHP Post Incharge. The Incharge post shall perform following duties under the supervision of DSP and Circle Office of PHP:

i. He/she shall remain present on PHP Post and attend his office in uniform during the office hours such as notified by the government.

ii. He/she shall approach patrolling party with backup strength in case of a heinous crime, accident, or any other emergency.

iii. He/she shall brief each Mobile Patrolling Shift regarding traffic management duty periodically before the start of shift duty and check the turnout of Patrolling Officers.

iv. He/she shall be overall responsible for each matter of PHP Post regarding security arrangements, safety precautions, press coverage of performance / good work done, crime

figures, weekly general parade, mess, record completion, arms & ammunition, patrolling vehicle, maintenance of post building and disciplinary matters.

v. He/she shall be responsible to keep all the necessary equipment available and in working condition at the PHP Post through keeping supervision on his/her Admin Officer & Senior Driver as well as Moharrar.

vi. He/she shall be authorized to manage all the duty rotations under the supervision of Circle officer and DSP/PHP of his/her district.

vii. He/she shall be responsible to recommend the most efficient Assistant Sub Inspector of his/her post for appointment as Admin Officer and a well-educated Head Constable for appointment as Moharrar of PHP Post.

viii. He/she shall perform mobile shift duty in case of shortage of upper subordinate on PHP Post. Moreover, he/she shall perform two mobile patrolling duties in 1st and 2nd shift during a week even the shift Incharges are available at PHP Posts.

ix. He/she can recommend the transfer/posting of any Patrolling Officer working under his/her command through District Officer of PHP.

x. In case of emergency, he/she shall be authorized to change duty Roaster with the written permission of District Officer of PHP.

xi. He/she shall be authorized to sanction 23 hours short leave to any official in case of emergency without disturbing the strength required for duty roaster.

xii. He/she shall recommend the efficient and dutiful officers/officials for commendation certificates along with cash reward on the basis of their performance.

xiii. He/she shall develop good relationship with local Police through meetings with SHOs and other prominent officers of Police Station.

xiv. He/she shall avail 36 hours weekly rest approved by the Regional Officer of PHP and before leave the Post he/she shall nominate a senior Assistant Sub Inspector of PHP Post as acting Post Incharge.

xv. He/she shall also perform any other duties and functions assigned by the Authorities from time to time.

35. Responsibilities of Admin Officer.- A Patrolling Officer not below the Rank of Assistant Sub Inspector shall be nominated as an Admin Officer of PHP Post by the Regional Officer of PHP on the recommendation of Incharge Post. The Admin Officer shall perform the following duties:

i. He/she shall be responsible for the provision of all possible facilities at PHP Post.

ii. He/she shall arrange the General Parade, Sports activities and Social Work at PHP Post.

iii. He/she shall also ensure the coordination with District Police and removal of encroachments through concerned departments. He shall also maintain the record regarding removal of encroachments.

iv. He/she shall prepare the demand of required equipment and accounts bills of PHP Post. He/she shall also ensure the timely payment of all accounts bills.

v. He/she shall ensure the maintenance of Patrolling Vehicle, motorcycle and any other supporting equipment for smooth patrolling duty.

vi. He/she shall be responsible for cleanliness of arms in Kot, building, stores, kitchen, etc.

vii. He/she shall ensure the presence of wireless staff at PHP Post.

viii. He/she shall supervise the Moharrar, Computer Operator and Naib Moharrar Post regarding the maintenance of record of PHP Post.

ix. He/she shall also perform any other duties and functions assigned by the Authorities from time to time.

36. Responsibilities of Mobile Shift Incharge.- Following shall be the responsibilities of Mobile Shift Incharge:

i. He/she shall start his Mobile Patrolling Shift well on time after taking charge from other shift Incharge.

ii. He/she shall inform the post wireless control about the names of shift officers, meter reading and condition of official vehicle before starting the shift duty.

iii. He/she shall check the turnout of shift officers.

iv. He/she shall not let the patrolling team to use the official vehicle other than patrolling purpose.

v. He/she shall issue Challan Ticket to violators.

vi. He/she shall be responsible for the safety of all mobile patrolling team.

vii. He/she shall ensure that all the necessary equipment are present in patrolling mobile such as weapons, First Aid box, Search Light, Finger Print Kit, Walkie-Talkie set, District Map, list of important telephone numbers etc.

viii. Any concealment of facts by the officer relating to any incident such as crime, sever accidents etc. shall be considered as gross misconduct on the part of such officer.

ix. He/she shall also perform any other duties and functions assigned by the Authorities from time to time.

37. Responsibilities of Station Clerk (Moharrar) Post.- A Patrolling Officer not below the rank of Head Constable shall be posted as Moharrar of the post by the Regional Officer on the recommendation of PHP Post Incharge, however a List C-1 qualified constable may be posted as Moharrar in case of shortage of HCs. The Moharrar Post shall perform the following duties:

i. He/she shall be responsible for the safety & cleanliness of all equipment including the building of the Post.

ii. He/she shall ensure the completion of all types of records (manual & Computerized), Roznamcha, Registers, fortnightly reports etc.

iii. He/she shall ensure the presence of all posted Patrolling Officers at PHP Post as well as the efficiency and alertness of guard duty.

iv. He/she shall be responsible to record the absence of any patrolling officer who leaves the PHP Post premises without prior permission of the Post Incharge and also to notify such recorded absence on PHP District Wireless Control. In case of absence of upper subordinates, he shall immediately inform the Post Incharge / District Officer of PHP and their absence shall be recorded on the order of the Post Incharge / District Officer of PHP.

(v) He/she shall be responsible to complete the Roznamcha and keep it up to date. In case of absence of any shift duty constable/ lady constable/driver constable with the approval of Post Incharge he shall assign duty to other available officials.

(vi) He/she shall be responsible to ensure the weekly cleanliness of all weapons present on PHP Post.

(vii) Before the start of Shift and Guard duty, he/she shall hand over arms and ammunition to all Patrolling Officers. Furthermore, at the end of Shift and Guard duty, he/she shall collect after checking and counting all the arms and emanations from the Patrolling Officers.

(viii) He/she shall be responsible for communication of orders passed by high-ups to all posted patrolling officers of the Post through the notice board as well as telephonically, manually, or through social media, etc.

(ix) He/she shall be responsible for receipt and dispatch of all correspondence.

x. He/she shall present daily all correspondence (DAK) to the Post Incharge for perusal.

xi. He/she shall help the computer operator to update all E-app

record on daily basis.

38. Responsibilities of Computer Operator PHP Post.- A Constable/Lady Constable having computer qualification through evaluation test be conducted by Regional Officer shall be posted as computer operator on each post for the maintenance of digital record Of PHP Post. The computer operator shall perform following duties:

i. The computer operator shall perform his/her duty along with Senior Moharrar during day time.

ii. He/She shall update all E-App record on daily basis.

iii. He/She shall complete all the dairies of online Apps/Software. He/she shall send these data to the senior offices.

iv. He/she shall be responsible for the completion of digital Roznamcha.

v. He/She shall be responsible for the safety & cleanliness of all computer equipment.

39. Responsibilities of Mess Incharge Punjab Highway Patrol.- An Assistant Sub-Inspector other than the Admin PHP Post shall be nominated as Mess Incharge by the Post Incharge. He shall perform the following duties:

i. To supervise all matters related to mess.

ii. To check monthly mess expenditures/accounts.

iii. To ensure the observance of the mess rules.

iv. To supervise the work done by class-IV employees.

v. To supervise the arrangements of recreation hall.

vi. To arrange and supervise the Sports activities.

vii. To supervise the mess night arrangements.

viii. To supervise the work of library Incharge.

ix. To supervise and guide the mess secretary and mess committee.

40. Responsibilities of Mess Secretary Punjab Highway Patrol.- The PHP Post Incharge after consulting with all members of staff posted at PHP Posts, shall nominate a general duty constable as Mess Secretary. He shall perform the following duties:

i. To make arrangements of mess.

ii. To make purchases for mess.

iii. To get food prepared according to mess menu.

iv. To ensure maintenance and cleanliness of crockery and other utensils.

v. To ensure maintenance and cleanliness of kitchen and dining rooms.

vi. To ensure punctuality regarding mess timings.

vii. To ensure maintenance of hygiene and good standard of meals and drinks.

viii. To maintain daily/monthly accounts of the mess.

ix. To propose mess menu and to receive bills.

41. Responsibility of Mess Committee Punjab Highway Patrol.- The Post Incharge shall nominate a mess committee comprised of one ASI/HC, two constables, one driver constable and one wireless operator on each PHP Posts. The committee shall perform the following duties:

i. To prepare mess menu with the consultation of mess members.

ii. To help and assist mess secretary.

iii. To make arrangements for mess night.

iv. To prepare mess report for discussion in monthly mess meeting.

42. Responsibilities of Constable.- The Constable posted at the post shall perform the following duties:

i. He shall be polite, obedient to seniors, loyal to his duty, intelligent, smart, cooperative with the public, and efficient to achieve any task assigned by the high-ups.

ii. He shall be responsible for the safety of himself, his patrolling party, and all equipment issued to him as well as the building of the PHP Post.

iii. He shall participate in all capacity building courses, physical training, general parade, refresher courses, lectures, seminars, workshops, practical working like annual fire practice, etc.

iv. He shall ensure his presence and availability for all kind of duties at any time.

v. He shall ensure patience in all conditions regarding political, religious or any other agitation.

vi. He shall be responsible to obey all legal orders of Mobile Shift Incharge.

vii. He shall not under any circumstances show cowardice during patrolling duty while facing any incident.

viii. He shall wear bullet proof jacket and keep his weapon with him during all the duty hours.

ix. He shall wear reflecting jacket during night time before leaving the official vehicle.

x. He shall never use mobile phone while performing Naka duty, sentry duty or patrolling duty.

xi. He shall remain active and shall not put off his belt and shoes while performing patrolling duty.

xii. He shall check the condition of arms and ammunition as soon as the same are issued to him by the Moharrar. He shall also be responsible for the save custody of his weapon during duty hours.

43. Responsibilities of Lady Constable.- The Lady Constable posted at PHP Post shall perform the following duties during day time only:

i. She shall be Polite, obedient of seniors, loyal with her duty, intelligent, smart, cooperative with public and efficient to achieve any task assigned by the high ups.

ii. She shall be responsible for safety of herself, her patrolling party and all equipment issued to her as well as building of post.

iii. She shall participate in all capacity building courses, physical training, general parade, refresher courses, lectures, seminars, workshops, practical working like annual fire practice, etc.

iv. She shall ensure presence and availability for all kind of duties at any time.

v. She shall ensure patience in all conditions regarding political, religious or any other agitation.

vi. She shall be responsible to obey all lawful orders of Mobile Shift Incharge.

vii. She shall not under any circumstances show cowardice during patrolling duty whilefacing any incident.

viii. She shall wear bullet proof jacket and keep his weapon with her during all the duty hours.

ix. She shall never use mobile phone while performing Naka duty or patrolling duty.

x. She shall remain active during Mobile Patrolling duty. She shall not put off his belt and shoes while performing Mobile Patrolling duty.

xi. Before taking the weapon and ammunition from the Moharrar Post she shall check the weapon whether it is in working condition or not. She shall also be responsible for the save custody of his weapon during duty hours.

44. Responsibilities of Driver Constable.- The Driver Constable posted on PHP Post shall perform the following duties:

i. He shall be responsible for overall safety and maintenance of official vehicle as well as items/equipment present in official vehicle.

ii. He shall ensure the completion of all type of record related

to official vehicle and motorcycle i.e. log book, history sheet and POL bills.

iii. He shall be responsible for timely repair of the official vehicle along with change of engine oil and filters. Furthermore, he shall take all precautionary measures to update the vehicle to avoid any untoward circumstances.

iv. He shall be responsible to ensure the availability & cleanliness of all supporting equipment present in the official vehicle.

v. He shall daily clean the official vehicle from inside an outside and check the Clutch and break oil. Furthermore, he shall daily check the level of radiator water and in case of shortage he shall fill it.

45. Responsibilities of Wireless Operator.- The Wireless Operator of Post shall perform the following duties:

i. He shall remain present at Post. He shall be responsible to attend all the wireless call from PHP and District Wireless Control and note them in log book.

ii. He shall wear uniform in his duty time and remain in touch with Mobile Patrolling Team. Furthermore, before the start of 12 hour duty he shall record it in Roznamcha as well as in wireless log book and also inform the PHP District Wireless Control about the start of his duty.

iii. He shall be responsible to note down all the positions of the Mobile Patrolling Team after every 30 minutes and inform the PHP District Wireless Control if communication between Mobile Patrolling Team and PHP District Wireless Control is interrupted.

iv. He shall ensure the timely completion of the log book and inform the Incharge Post, Mobile Patrolling Shift Incharge and Moharrar Post regarding all kinds of help/accident/incident / heinous crime calls.

v. He shall be responsible for the repair and cleanliness of wireless equipment provided at PHP Post for communications.

46. Registers at PHP Post.- Following registers shall be maintained at PHP Post:

(a) Correspondence Register:

All departmental reports, letters and applications issued and received on PHP Postshall be recorded in this register with their subject and date.

(b) The Daily Diary Register (Roznamcha):

Roznamcha shall be maintained in on Form 22.48(1) on each PHP Post for record of all events which shall take place at the PHP Post.

(c) Circular and Standing Orders Register:

The Circular Register shall be maintained in following three parts:

i. Part one shall comprise circular orders and SOPs issued by IGP Punjab and Addl: IGP/PHP.

ii. Part two shall display circular orders and SOPs issued by DIG/PHP

iii. Part three shall display circular orders and SOPs issued by Regional Officers.

(d) Accident/Incident Register:

The accident/incident register shall be maintained for record of detail of all accidents and incidents occurred in the beat area of PHP Post.

(e) Stock Register:

The stock register shall be maintained in following two parts:

i. In first part all items received or dispatched from the PHP Post shall be recorded in this register.

ii. In second part the details of posted staff shall be maintained in this register.

(f) Cash Register:

The cash register shall be maintained for record of details regarding cash received onPHP Post and its usage.

(g) Help Register:

The help register shall be maintained for record of details of all helps provided by PHPPost officers/officials.

(h) Leave Register:

The leave register shall be maintained on PHP Post for record of all casual, earned and medical leave availed by posted staff.

(i) Crime Register:

The crime register shall be maintained in following two parts:

i. Part 1 shall comprise details of heinous crime occurred in the beat area of PHPPost.

ii. Part 2 shall comprise the record of all FIRs lodged by PHP.

(j) Mess Register:

The mess register shall be maintained for record of mess expenditures & mess attendance of PHP Post staff.

(k) Visit Register:

The visit register shall be maintained on each PHP Post and shall be presented to all Gazetted Officers to record their opinion regarding the PHP Post during their visits.

(l) Inspection Register

The inspection register shall be maintained on each PHP Post for record of all inspection reports conducted by the officers.

(m) Road Certificate Register:

The road certificate register shall be maintained for record of receiving and sending of any items i.e. weapons, furniture and electronics stuff etc. on each PHP Post.

(n) Briefing/Debriefing Register:

The briefing and debriefing register shall be maintained on each PHP Post for record of remarks of Mobile Shift Incharges regarding all important events occurred during their shift duty to inform the next shift Incharges.

(o) Opinion Register:

The opinion register shall be maintained for record of remarks of PHP Post Incharges regarding all posted staff.

47. Files for Preservation of Record on PHP Post.- Following files for preservation of record shall be maintained on each PHP Post:

(a) Helpline Call File:

All help call slip provided by shift Incharges at the end of duty shall be preserved in this file.

(b) Crime Figure File:

All figures and details regarding crime occurred in the beat area of the PHP Post shall be preserved in this file.

(c) FIR File:

The copies of all FIRs registered on the complaint (Istighasa) of PHP Post shall be preserved in this file.

(d) Special Report Crime File:

A Special Report Crime file shall be maintained on annual basis.

(e) Criminals involved in Heinous Crimes File:

The detail record of Criminals involved in heinous crimes, along with their picturesshall be preserved in this file.

(f) Encroachment File:

The detail of all reports regarding encroachments in the beat area of PHP Post shall be preserved in this file.

(g) Lost and Found Children File:

The details of all lost and found children along with their

pictures shall be preserved inthis file.

(h) Meetings with local Police File:

The detail of weekly meetings of PHP Post officers with the SHO or any other officers of district police shall be preserved in this file.

(i) Duty Roaster and Weekly Rest Program File:

Attested copies of Duty Roaster and Weekly Rest Program shall be kept in this file.

(j) Leave File:

All record regarding casual, earned and medical leave shall be preserved in this file.

(k) PHP Vehicle History Sheet File:

Record of maintenance of official vehicle shall be preserved in this file.

(l) Official Motorcycle History Sheet File:

Record of maintenance of official motorcycle shall be preserved in this file.

(m) Sports Activities File:

All record and reports regarding sports activities shall be preserved in this file.

(n) Miscellaneous English Letters File:

All miscellaneous English letters shall be preserved in this file.

(o) Miscellaneous Urdu Letters File:

All miscellaneous Urdu letters shall be preserved in this file.

(p) Public Complaints File:

All public complaints against the PHP Post staff and the detail of proceedings on these complaints shall be kept in this file.

(q) Utility Bills File:

Record of all utility bills shall be kept in this file on annual basis.

48. Maintenance of Record.- The Moharrar of PHP Post shall observe the following instructions for maintenance ofrecord:

i. All registers shall be written in black ink.

ii. Every register and file must have an index in the beginning.

iii. The entries in the registers and files shall be short but comprehensive.

iv. Entries shall be well written and balanced.

v. No space shall be left blank or page shall be torn of any register or Roznamcha.

vi. In case of wrong entry, a new entry shall be made by putting a simple line over theentry. Even the characters of wrong entry can be read.

vii. Unauthorized person shall not be allowed to put entry in record. Registers shall be bound in a good and beautiful manner.

viii. During the informal visit, the registers shall be checked and remarks shall be written. The Post Incharge shall be responsible for its completion.

ix. In case a register is to be sent out of post for any official work, its timely and safe return shall be the responsibility of the Post Incharge.

49. Duty Roster.- All duties, in Punjab Highway Patrol shall be dispensed on the prescribed 8-hour shift duty system. The PHP Post Incharge shall prepare 'Monthly duty Roster' and 'Weekly Schedule Rest' before 27th of each month and send it to the office of District office of PHP for approval. After the approval of 'Duty Roster' and 'Weekly Schedule Rest' no official shall be allowed to change his duty with any other official. However, in case of emergency the Post Incharge can change the shift duty of an official with the prior permission of Circle office or District Officer. Following instructions shall be observed for preparation of Monthly Duty Roster:

i. All officers and officials except Moharrar, Naib Moharrar, Computer Operator, Mess Sectary and wireless operators posted at PHP Post shall perform duty in following five groups:

(a) Group A:

This group shall be comprised of one shift Incharge, a driver constable and 3 or 4 general duty constables. They shall perform 1st mobile shift duty for one week.

(b) Group B:

This group shall be comprised of one Shift Incharge, a driver constable and 3 or 4 general duty constables. They shall perform 2nd mobile shift duty for one week.

(c) Group C:

This group shall be comprised of one Shift Incharge, a driver constable and 3 or 4 general duty constables. They shall perform 3rd mobile shift duty for one week.

(d) Group D:

This group shall be comprised of one Upper subordinate and 4 general duty constables. They shall perform standing guard for one week.

(e) Group E:

The reserve group shall be comprised on all remaining officer and officials posted on PHP Post.

ii. The duty of all groups shall be changed weekly. In the second week, the Group A team shall perform duty in Group B, the Group B team shall perform duty in Group C, the Group C team shall perform duty in Group D, the Group D (standing guard) team shall replace officials in Group E and Group E team shall perform the duty in Group A. The duty shall change in the same pattern in the rest of the weeks. In case of a shortage of posted strength Group A, B, C & D teams shall change their duty respectively according to the above said Pattern.

iii. In case of rest or leave of officials from group A, B, C, & D, substitute shall be provided from group E (Reserve Group). Whereas officials deputed on Sentry Duty from reserve group shall not avail duty rest. It must be taken care of that the same official shall not be deputed on Sentry duty repeatedly.

iv. Twenty-six officials shall be required for duty in the duty roster, including Upper-Subordinates and Drivers. Five days a week, 04 officials shall go on rest daily. Whereas, rest of the two days 03 officials shall go on rest. It shall be assured that all officer and officials get one day rest during a week.

v. Head Constables except Moharrar, can be deputed as driver/general duty official/standing guard Incharge to manage the shortage of the staff.

vi. Moharrar and Naib Moharrar shall perform 12/12 hours duty and take one day rest during a week.

vii. Group D (Standing Guard) shall remain present 24/7 throughout the week. Rest of the staff can go on 16 hours rest after 8 hour shift duty. The Incharge Post and six officials, including, Moharrar and wireless operator shall be present every time at PHP Post.

viii. Computer operator and mess sectary shall perform 12 hours day duty daily and after that they shall take 12 hours rest. They shall also take one day rest every week.

ix. The Incharge PHP Post shall remain present 24/7 at PHP Post. He shall avail 36 hours weekly rest approved by the Regional Officer of PHP. He shall nominate a senior Assistant Sub Inspector as acting Post Incharge before

leave the PHP Post.

x. At one time, 10% of the staff (02 officials) can avail casual leave.

xi. The duties shall be deployed in groups. Each group shall comprise one Shift Incharge, 3 FCs and 1 driver.

xii. In case of emergency and special duty the District officer of PHP can suspend the duty roster with the prior permission of Regional officers.

50. Arms and Ammunition.- Following instructions shall be observed regarding safety and repair of arms and ammunition:

i. On receiving of the arms and ammunition from Regional Office or headquarter the Moharrar Post shall incorporate entry in Roznamcha as well as in Register No. 5 regarding type, serial number if any, of arms and ammunitions with reference to road certificate. A special report shall also be prepared and submitted by PHP Post Incharge to District Office of PHP.

ii. Arms/Ammunition shall be issued on PHP Posts for patrolling duty and Security arrangements/ sanitary duty at each post.

iii. During patrolling shift duty Beretta pistol shall be issued along with 2 magazines filled with at least 10 rounds in each to Shift Incharge and Driver Constable separately. Out of 3 constables, one shall carry G-III rifle with single magazine having at least 10 rounds whereas remaining two constables shall carry SMG rifle with 2 magazines having 30/30 rounds in each.

iv. At departure time, Patrolling Shift Incharge shall incorporate entry in Roznamcha with detail of arms/ammunition. Furthermore, all Patrolling Shift members shall signature on arms issuance register after receiving arms and ammunitions for shift duty.

v. District Wireless Control Operator of PHP shall obtain detail of arms/ammunition along with serial number from each shift and incorporate in his wireless log book.

vi. At the end of each shift, all arms/ammunition shall be returned to Moharrar Post and entry shall be incorporated in Roznamcha about its compete and adequate condition as well as Moharrar shall certify about it that he has received all arms/ammunition or otherwise entry regarding loss or exchange shall be incorporated in Roznamcha.

vii. Every Santary guard shall be provided with rifle G-III along with at least 10 rounds and all type of entries shall be incorporated by Moharrar Post.

viii. For issuance of arms/ammunition in any other case, all

entries shall be observed as mention in clause (4).

ix. In case of any loss or exchange of arms/ammunition, Moharrar Post shall incorporate entry in Roznamcha and District Officer of PHP shall be informed about the matter. DSP/PHP shall visit the same post immediately and incorporate entry by hand in Roznamcha and inform the Regional Officer of PHP about the facts. Regional Officer shall furnish a special report to PHP/HQ, Lahore in this regard.

x. In case of loss or exchange of arms/ammunition, in pursuance of Police Rules, 6-22, a committee shall be constituted by Regional Officer of PHP in supervision of a Gazetted Officer which shall investigate about the facts and shall decide about it, either amount of lost arms/ammunition shall be obtained from Government. The report along with statement of loss submitted by the said committee shall be approved by the DIG/PHP which shall be attached with the demand letter for replacement of arms/ammunition. On the other hand, if the decision of committee shall against the delinquent personnel due to negligence or dishonesty of a personnel, amount of loss shall be recovered from him. Furthermore, departmental action shall also be initiated against the delinquent officer or official.

xi. District Armorer shall visit the each PHP Post once in a month and repair the defective weapons. The armorer shall send his report regarding working conditions and cleanness of weapons of a PHP Post to District officer of PHP after his visit.

xii. Every Sunday all the weapons available in the Kot shall be cleaned thoroughly and weapons issued for Shift duty shall be cleaned after the end of 1st shift duty according to instructions mentioned in the Police Rules, 1934.

51. Security Arrangements of PHP Post.- Following instructions shall be observed for security arrangements of PHP Post:

i. Security arrangements of each post shall be observed for 24/7.

ii. Guard duty shall be deputed on weekly basis and duty hours for each official shall not exceed more than 4 hours.

iii. One armed constable with good turnout shall be deputed as guard (Sentry) at the entry gate of the PHP Post.

iv. During day times one guard while at night time two guards shall be deputed on roof top.

v. Replacement of gate & rooftop guard shall be at alternate times i.e. if the gate guard's duty is from 02:00 to 06:00 pm then the rooftop guard's duty shall be from 04:00 to

08:00 pm.

vi. The Incharge Post can change the number of guards for security duty on PHP Post in accordance with local, seasonal, political or emergency conditions.

vii. Visitors shall not be allowed to go into the barracks / wireless control room or upper story of the PHP Post.

viii. The guard duty constable shall perform duty with a whistle so that he could blow it in case of emergency to inform remaining staff at the post.

ix. The Incharge Post shall ensure that frequent visits and meetings of guests at the PHP Post are avoided and every person is allowed to enter PHP Post after the proper search.

x. Proper light system shall be ensured in and outside of the PHP Post.

xi. Guard duty constable shall not leave his duty point unless the arrival of his reliever.

xii. For each sensitive PHP Post, the concerned Regional Officer of PHP shall prepare and issue a security plan while keeping in mind the location of the PHP Post.

xiii. The beat area of sensitive PHP Post shall be reduced by 5 km on each side after sunset so that Mobile Patrolling Team can reach at PHP Post in shortest possible time to respond to emergency situation.

xiv. Guard (1/4) shall be posted on all under constructions PHP Posts situated in sensitive areas.

52. Look after of Equipment.- Following instructions shall be observed regarding look after of all kinds of equipment at the Post:

i. The staff posted at the post shall be responsible for the maintenance and look after of the equipment provided to the post as well as vehicle.

ii. A list of all official equipment shall be entered in the relevant Register.

iii. In case of loss of any item, entry shall be made in Roznamcha / relevant registers and inquiry shall be conducted in order to fix responsibility for the loss.

iv. Cleanliness of weapons shall be ensured weekly and a compliance report in this regard shall also be furnished to regional SP/PHP.

v. Furniture shall be placed & cleaned properly and a serial number shall be incorporated at its back along with words "PHP". In case of damage, committee report for condemned items shall be furnished to high ups for approval and condemned furniture shall be deposited in

central store.

vi. All electric items shall be cleaned regularly & maintained in well working condition.

vii. All kitchen items shall be cleaned according to hygienic standards. The Langri shall be responsible for the cleanliness and maintenance of utensils under the supervision of Mess Incharge. In case of damage/ loss, Post Incharge shall be informed accordingly and report shall be furnished to DSP/PHP.

53. Maintenance of PHP Post Building.- Following instructions shall be observed for maintenance of PHP Post Building:

i. Post Incharge shall be responsible for the cleanness and look after of the PHP Post.

ii. Post Incharge shall identify the repair work of PHP Post and send report to Regional Office of PHP on monthly basis. Furthermore, during informal and formal visit, the Gazetted Officers shall also identify the defects of PHP Post building.

iii. The Regional Officers of PHP shall responsible for the repair work of PHP Posts. A committee shall be constituted comprising of following officers/officials for justified demand of funds as well as utilization of allocated funds:

a. Concerned Regional Officer;

b. Concerned District Officer;

c. Concerned Incharge Post;

d. Regional Accountant; and

e. Regional Building Coordinator.

iv. The committee shall identify the things to be repaired under object head and obtained rough cost estimate from concerned Building Division. All estimate reports shall be furnished to PHP Headquarter twice in year i.e. in January and July every year for onward submission to the AIG/Development CPO, Lahore.

v. All repair work shall be executed through concerned Public Building Division. Furthermore, priority shall be given to avoid seepage/ leakage in sewerage pipes, kitchen cabinets and to ensure security measures.

54. Sports Activities and Social Work on PHP Post.- (1) Following instructions shall be observed regarding sports activities on PHP Post:

i. To maintain health standard of PHP personnel, indoor and outdoor games as well as athletics shall be arranged at each post.

ii. The Regional Officer and District Officer shall nominate sports Incharges at regional and district levels,

respectively. The SP/SSP headquarter shall be sport officer of PHPat provincial level.

iii. The Regional Officer of PHP shall be responsible for provision of sports items required for games.

iv. Friendly matches shall be commenced on monthly basis and marathon shall be arranged at district level in first week of month on quarterly basis.

v. Winner shall be awarded with commendation certificates along with cash rewards.

vi. On first week of January and April, district level competitions shall be held under the supervision of District Officer of PHP.

vii. On first week of August, Region level competitions shall be held under the supervision of Regional Officer of PHP.

viii. On first week of October, Punjab level competitions shall be held under the supervision of SP/SSP PHP Headquarter.

(2) Every Sunday social work shall be performed on PHP Post to ensure the cleanliness and removal of trash from all the premises of the PHP Post. All Staff, including Incharge PHP Post shall participate in social work. All offices, recreation hall, residential rooms shall be washed out completely and luggage shall be placed smartly.

CHAPTER-VI
MOBILE PATROLLING TEAM AND TRAFFIC MANAGEMENT

55. Responsibilities of Mobile Patrolling Team.- Patrolling duty in a beat area of PHP Post shall be performed by Mobile Patrolling Teams in eight hours shift system. Mobile Patrolling Team shall consist of one Shift Incharge (SI, ASI or HC rank), three/four general duty Constables and one Driver constable. All officers in shift shall wear neat and ironed uniform according to prescribed design. Following shall bethe responsibilities of Mobile Patrolling Team:

1. To start duty timely and shall not leave the beat area without prior permission of District Officer of PHP.
2. To monitor of Highways and its surroundings.
3. To help out people in case of accident, fire and natural disasters.
4. To provide first aid to the victims of accidents.
5. To protect crime scene and inform local police in case of commission of an offenceon highway.
6. To perform Nakabandi on highway on the request of local police to prevent crime.
7. To check the suspected vehicles with the help of computerized data.

8. To take cognizance on traffic violations and issue tickets.

9. Any other duty assigned by the authorities from time to time.

56. Procedure Regarding Dealing with violators/Commuters.- The official shall observe following guidelines:

1. Whenever the Patrolling Officers stops a vehicle for violation, snap checking or help, he must walk to the driver instead of calling him to the patrolling vehicle. He shall also greet the violator/commuter with Assalam-o-Alaikum.

2. The violator/commuter shall be briefed to park his vehicle on the soft shoulder of the road with hazard lights "ON".

3. The driver of Patrolling Mobile must keep hazard lights and strobe lights of his patrolling vehicle "ON".

4. The patrolling mobile shall be parked 30 feet in the rear of the violator/commuter's vehicle.

57. Guidelines for safety of mobile patrolling team.- Following guidelines shall be observed to ensure safety of mobile patrolling team:

1. **Wearing of the reflecting jackets in adverse weather conditions.**- During low visibility, rainy and foggy weathers and during nights, the Mobile Patrolling Team must put on reflecting jackets, so that they are visible to the oncoming traffic. During winter and rainy weather, the Mobile Patrolling Team must put on full sleeves reflecting jackets which provide protection from rain and cold weather. In summer, when it is raining, light reflecting jackets provided for the season, must be put on by the Mobile Patrolling Team over rain coats. The purpose and aim of putting on reflecting jackets over uniform or rain coats, as the case may be, is to ensure the visibility of the patrolling officers and to save them from any mishap, which may occur due to low visibility.

2. **Speed limit of patrolling mobile for routine patrolling duty.**- Except in an emergency, the Patrolling Mobile speed while performing routine patrolling duty and covering the beat area shall not exceed 40/50 Km/h or less in case condition of the road is not good enough.

3. **Safe parking for patrolling vehicles.**- During patrolling duty, the patrolling mobile would be parked down the road on the extreme left of the shoulders with hazard and flasher lights "ON".

4. **How to stop a vehicle for checking.**- Where it is necessary to stop a vehicle, it shall be done with great care and minimum use of hard shoulder of the road. Whenever the Patrolling Shift Incharge himself observes any vehicle violating traffic laws and rules or result of information received regarding the violation by such vehicle, the Mobile Patrolling team must use "Stop Sign" to

such vehicle, the Mobile Patrolling team must use "Stop Sign" to stop the vehicle while keeping in view own safety. Following precautions shall be adopted by the Patrolling Officers to stop a Commuter/Violator vehicle: -

i. Vehicle would not be stopped with hand sign.

ii. No Patrolling Officer shall stand on road to stop the vehicle.

iii. One Patrolling Officer would stand on hard shoulder of the road at the rear/back of the Patrolling Vehicle having Stop Sign in his hand, so that he could be visible to the Commuter/Violator.

iv. One Patrolling Officer with weapon in hand shall stand 40 yards ahead of Patrolling mobile on the soft shoulder of the road.

v. One Police officer with weapon in hand shall stand 40 yards at the back of Patrolling mobile on the soft shoulder of the road.

vi. Driver of Patrolling mobile shall remain in patrolling mobile and Patrolling Shift Incharge shall stay close to Patrolling mobile on the Shoulder of the road.

5. **How to stop second vehicle for checking.**- In stopping another vehicle, Patrolling Officers shall decide about advantages and disadvantages whether to stop from behind or in front. Certainly, positioning at the rear of any stationary vehicle is better advised. But Patrolling Officers must consider the following points:

i. The expected response of the driver they wish to stop.

ii. The prevailing road and traffic conditions.

iii. The availability of suitable places to stop (i.e., slip roads, police bay etc.)

iv. Possible threat of fire arms.

v. Type of vehicles to be stopped.

Patrolling Shift Incharge while walking to stationary vehicles shall be alert to the dangers of passing traffic. Special care is necessary during darkness and adverse weather conditions. When approaching the stationary vehicle, Patrolling Shift Incharge shall always stand in a position of safety facing oncoming traffic.

6. **How to stop vehicle from the rear for checking while driving on the road.**- When stopping a vehicle from the rear, the following guidelines shall be adopted:

i. Leave a safe margin between the vehicles. This gives the driver time to react and monitor the rear.

ii. Use headlights, siren, and front emergency lights to attract the driver's attention tostop the vehicle.

iii. At night the interior light of police vehicle may be switched on for proper identification of police officers in uniform.

iv. Approach and interview the driver from safest possible position. Also consider potential threat from occupants of the intercepted vehicle.

7. How to stop vehicle from front for checking while driving on the road.- The following guidelines shall be adopted.

i. Overtake and leave an adequate safety margin for the speed involved. Also allow a good margin for the driver's reaction.

ii. Pay close attention to vehicle being stopped keeping in view the movement of other traffic.

iii. The order to stop shall be signaled by the use of (or continued use of) ancillary equipment, using the left indicator and perhaps a slow-down hand signal which may be given by Patrolling Officers sitting at the rear side of the official vehicle.

iv. Ensure that the vehicle has stopped before bringing the police vehicle to halt ahead of it.

v. Road users' safety shall be the top priority of the Mobile Patrolling Team.

vi. Approach and interview driver from safe distance. Apart from driver, keep vigilant about the movements of other occupants of the vehicle.

vii. Patrolling mobile shall never cut-in or slow down abruptly in front of other vehicles. Vehicles must never be allowed to stop on the hard Shoulder of the road.

58. Dealing with suspected vehicles/criminals.- Whenever information through wireless or any other means is received regarding the movement of a suspected vehicle, the Mobile Patrolling Team must stop the vehicle by using stop sign, keeping in view their own safety. Following precautionary measures/procedure shall be adopted:-

i. The Patrolling Shift Incharge must approach the vehicle in question from rear, holding his arms in such a position that his one hand always remains on the pistol with opened button of the holster. The other Patrolling Officers with weapon in hands shall take such position as directed by Patrolling Shift Incharge for safety.

ii. The Patrolling Shift Incharge shall interview the driver from the safest possible position having regard to the possibility of attack by the occupants.

iii. In case of one or two persons on the front seats of the vehicle, the Patrolling Shift Incharge would

stand in such a position behind the driver's door that they are clearly visible.

iv. The patrolling officer would request the driver to come out of his vehicle for interrogation.

v. During interrogation, the Patrolling Shift Incharge and his other companions must constantly observe the movements of all the occupants of the vehicle.

vi. The Patrolling Shift Incharge shall be so alert to immediately react to any unexpected movement of the occupants of the vehicle.

vii. The other patrolling officers shall remain vigilant, in ready position while rifles in their hands to deal any unexpected event and constantly be watching/observing the movements of the occupants of the vehicle.

viii. The driver of patrolling mobile shall remain in patrolling vehicle and in case of reaction by the suspects, he would immediately inform the Wireless Base regarding the situation especially in case of any reaction by occupants. Reserve patrolling shift with Post-Incharge shall immediately reach the spot. Immediate assistance of the local police shall also be sought through Wireless, if need be.

ix. The Circle Officer of PHP and District Officer of PHP shall immediately be informed, who would try their best to reach the scene of occurrence and contact the concerned SDPO and District Police Officer for help.

x. The District Officer of PHP shall also inform the Regional Officer of PHP.

59. Procedure for nakabandi and snap checking.- The Mobile Patrolling Teams during nakabandi and snap checking shall observe the following directions:

i. During nakabandi and snap checking all possible preventive measures shall be adopted and proper security equipment like bullet proof jackets and appropriate weapons shall be issued to the Patrolling Party.

ii. No official, who is not properly trained/qualified in weapon handling, would be issued a weapon under any circumstances.

iii. All nakabandi/pickets points must be equipped with barriers and Walkie-Talkie sets to stop the vehicles and inform other patrolling or picket teams in case of jumping of a suspected vehicle from checking.

iv. The PHP Incharge post/mobile shift Incharge shall immediately after taking over the Naka point, shall acquaint himself with the surroundings and brief the Patrolling Officers about the area and formation he wants in order to get the optimum results. The Incharge Naka shall also inform the PHP district wireless control about their location and nature of duty.

v. The Patrolling Officers shall not stand in form of groups at any cost during nakabandi.

vi. There shall be at least one Constable properly armed, posted at least 50 yards ahead of main naka point with stop racket in his hand in order to signal vehicles to stop.

vii. The Patrolling Mobile shall be parked in such a manner that it could be quickly brought onto the road and chase any vehicle jumping the Naka point.

viii. The PHP Post Incharge shall be responsible to ensure that at least 1x4 strength of patrolling officers are deployed at nakabandi points. During checking at least two- armed patrolling officers shall remain alert as sentries at a distance for the protection of those patrolling officers who are performing duty at a checking point.

ix. The Incharge of Naka shall approach the vehicle to be checked and offer salutations to the persons sitting in the vehicle to check the documents.

x. It shall be clear in the mind of all Patrolling Officers deployed that it is their prime duty to remain polite to the citizens during checking. The officers shall not in any case lose tamper in reaction to harsh words by the public as far as possible. The vehicles stopped for checking shall not be asked useless question and halted for longer duration unnecessarily.

xi. The patrolling officers shall not be deployed in plain clothes at any cost. If the plain-clothed person is with the patrolling party for the identification of any specific person

xii. or vehicle, he shall not be allowed to stop or search a vehicle or carry a weapon.

xiii. The patrolling officers shall not open fire unless it is in self-defense as per procedure laid down in the law:

a. Someone draws a weapon and aims at police

official to fire.

b. Patrolling officer is already fired upon.

60. Instructions for preservation of crime scenes.- The patrolling team shall preserve the crime scene in case of being first responder to accident or robbery and observe the following:-

1. Basic Responsibilities:

i. They shall arrest the criminal/accused persons if possible.

ii. In case of fleeing criminals, the Incharge shall inform the PHP district wireless control in details about the bio data of the criminals, the weapon they are carrying, the vehicle they are using, and the directions they are moving.

iii. They shall provide the first aid to injured persons.

2. Protecting of Crime Scenes:

The following steps shall be taken to protect the crime scenes:

i. Establish a perimeter to protect the scene by placing cones and reflecting tap.

ii. Evacuate non-involved persons.

iii. Prevent the unauthorized persons from entering the crime scene or contaminating any evidence.

iv. Maintain an accurate "Scene log" to record the names and the times of everyone who enters and/or leaves the scene.

v. Maintain control of the scene until the arrival of local police.

3. Preservation of Evidences:

The following steps shall be taken to preserve evidence:

i. Do not move anything unless absolutely necessary.

ii. Avoid contaminating evidences.

iii. Photograph or video record the scene as well as individual objects before movinganything.

iv. Protect forensic evidence from the elements.

v. Record and identify any evidence found or moved (i.e. what, where, by whom andwhen).

vi. Maintain evidence in possession of the person who seized it until it can be handedover to police.

vii. Keep each piece of evidence separate from other pieces of evidence in order toprevent cross-contamination.

viii. Use a paper bag for blood-stained items or preserve the blood until the arrival oflocal police.

ix. Isolate witnesses from each other and from other persons.

x. The Mobile Patrolling Team shall not leave the scenes until the arrival of local police. The Mobile Shift Incharge shall handover the crime scenes and evidences to officer Incharge of local police and inform the PHP wireless control.

61. Handling Vehicle on Fire.- Following procedure shall be adopted by Mobile Patrolling Teams for handling ablaze vehicles:

i. Fire brigade shall immediately be called through wireless base in case of observing a vehicle on fire. Contact numbers of nearest fire brigade shall be kept in mobile patrolling vehicle.

ii. The patrolling officers shall try to extinguish the fire with the help of available fire extinguishers, soil, sand, water etc. In this regard, help could be sought from the nearest petrol pump as they keep such equipment.

iii. During this effort, patrolling officers shall always ensure their own safety and the safety of road users.

iv. In case a passenger is observed stuck inside the vehicle on fire, every possible effort shall be made to evacuate him/her from the vehicle, as a top priority.

v. Divert the flow of traffic from the scene of occurrence by placing cones and sign boards.

vi. Seek help from other agencies like ambulance service, local police etc.

vii. Remove the things around the fire to prevent its further spread.

viii. Patrolling officers must immediately get all vehicles in close vicinity of the ablaze vehicle removed to a safer place. The possibility of fuel tank catching fire must always be kept in mind and remedial measures shall be taken accordingly.

ix. Patrolling Shift Incharge in case of emergency shall block the road and divert the traffic to link roads.

x. The Incharge along with emergency squad shall reach on the scene immediately to supervise the rescue operation.

xi. A detailed report in this regard shall be submitted at the earliest.

xii. The officers shall never overlook the following well settled principle of extinguishing fire:

F: Find

I: Inform

R: Reach

E: Extinguish

62. Procedure of First Aid.- (1) In case of accidents on highway the Mobile Patrolling Teams shall provide first aid to all injured persons in order to:

i. Preserve life.

ii. Prevent injury from becoming worst.

iii. Promote recovery.

(2) Following points shall be kept in mind by Patrolling Officers before and after providing first aid to injured persons to minimizing risk of infection and injury:

i. Before dressing an injured person patrolling officer shall clean his hands.

ii. Wear vinyl or latex gloves whenever you may be in contact with casualty's blood,body fluid, open wound etc.

iii. Dispose of used gloves carefully and do not re-use these.

iv. Minimize mouth to mouth contact during artificial respiration by using a mask.

v. Wash your hands with soap and water immediately after any contact with casualty.

63. Instruction for Custody of Women during Patrolling Duty.- During the Mobile Patrolling duty, if the patrolling officers come in contact with a woman as a plaintiff, suspect or accused, then following guidelines shall be observed:

i. Such woman shall only be dealt with by Mobile Shift Incharge or lady patrolling officers (if available in Mobile Patrolling Team).

ii. If no Lady Patrolling Officer is posted at PHP Post, the woman shall neither be seated in the official vehicle nor shall be taken to the PHP Post by the Mobile Patrolling Team.

iii. In case of the non-availability of a lady patrolling officer, the Patrolling Shift Incharge shall immediately inform the concerned Police Station and Incharge PHP Post and hand over the woman to the local police for further legal action or assistance.

64. Removal of Lunatics/Persons of Unsound Mind from the Highway.- The lunatics/persons of unsound mind often obstruct traffic and can cause accidents. When such a person is observed, the Patrolling Officers would immediately remove such person from the Highway or they shall take him into custody and after informing the PHP District Wireless Control, hand over to local police to transport him to the asylum.

65. Handling Animals on Road.- (1) Following procedure shall be adopted for the disposal of animals on road:-

i. If a strayed animal is found on the road, the owner of the animal shall be warned for the first time after taking an under taking that owner shall take care of his animals.

ii. If the owner of animal did not take care of his animal despite of warning, then legal action shall be taken against the owner.

iii. Use of horn/siren shall be avoided which may cause problem in handling animals on road.

(2) Following preventive measures shall be adopted to ensure road safety:

i. Proper briefing shall be given to the land owners, farmers and shepherds who keep animals near/along the road.

ii. Cautionary boards shall be displayed with the help of concerned Government Authorities under section 79 of the Provincial Motor Vehicle Ordinance, 1965 on the spots where animals disturb/cross the road frequently.

iii. Gypsies moving along the highway, with their herd of cattle shall be briefed about the importance of free flow of traffic and wearing of reflecting jackets/belts or at- least pasting reflecting stickers behind their waist coats so as to remain visible at night.

iv. The Incharge Patrolling Post shall coordinate with local government authorities to initiate shooting campaign against stray dogs.

66. Unnecessary Checking by Mobile Patrolling Team.- The prime duty of Punjab Highway Patrol is to provide safeguards to road users so that they can travel on roads without any fear and disturbance. Only highly suspected vehicles or moving vehicles in violation of traffic rules shall be stopped by Mobile Patrolling Teams. At night, it shall be ensured that traffic keeps moving on highways without any halt. If the Patrolling Shift Incharge stops a vehicle during night time, he shall immediately inform the PHP District Wireless control about the detail of the checked vehicle. Violation of this rule shall be considered gross misconduct by Patrolling Shift Incharge.

67. Dealing with Aggressive Commuters/Violators.- The Patrolling Officers while dealing with the aggressive commuters/violators must remain cool and calm and must not lose their temperament. In case, the commuter/violator constantly misbehaves and the patrolling officer feels that the commuter/violators is going to attack on any patrolling officer or is extremely emotional, the Mobile Shift Incharge shall immediately transmit the message to the wireless base about the situation.

i. The Incharge Post or Admin Officer shall immediately

reach the spot with reserve shift. The patrolling officers must not indulge themselves in scuffle or quarrel with the commuters/violators.

ii. Subject to possibility, the District Officer of PHP shall also reach at spot and immediately inform the Regional Officer of PHP.

iii. If the District Officer of PHP deems fit and necessary, he shall direct the Post Incharge or Shift Incharge to lodge a report in the nearby Police Station under the relevant sections of Law. The accused driver/commuter/violator shall be handed over to local police for further legal action.

iv. The Regional Officer of PHP shall also contact the concerned SP and follow up the proceedings.

68. Driving of Official Vehicle by Constables.- To avoid the accidents of official vehicles following guidelines shall be observed:

i. If in case of any emergency the Mobile Shift Incharge order any other official to drive the official vehicle however, he shall record the reasons for his order in Roznamcha at the end of Mobile duty.

ii. The Post Incharge shall be responsible to ensure that only trained driver constables or valid driving license holder constables (in case of non-availability of driver constables) are deputed for driving duty.

iii. To save the precious lives of the Patrolling Officers, District Officer PHP shall recommend strict department action against Post Incharges, Patrolling Shift Incharges and Driver Constables on the violation of this rule.

CHAPTER-VII
LAW ENFORCEMENT AND E-CHALLANING SYSTEM

69. Issuance of Tickets.- The patrolling officers shall issue Challan Tickets on traffic violations according to the codes prescribed in the 'Twelfth Schedule of The Provincial Motor Vehicle Ordinance 1965' to achieve the following purposes:

i. To make sure that people obey the Traffic Laws;

ii. To control the traffic accident;

iii. To decline the trend of careless and negligent driving; and

iv. To ensure the flow of traffic on highways.

70. Time Period of Traffic Management.- The traffic management shall be performed in all three shifts of Mobile Patrolling duty 24/7.

71. Power to Issue Challan Ticket.- All Assistant Sub Inspector and above are empowered to issue Challan Ticket while performing duty in the beat.

72. General instructions for issuing Challan Ticket.- Following instructions shall be observed:

i. Whenever the patrolling officers observe any vehicle violating the traffic laws or rules or any information received regarding the violation by such vehicle, the patrolling officer shall stop the vehicle by using stop sign. Patrolling officers shall inform the PHP Base/District Wireless Control through wireless set, regarding the registration number, type of the vehicle with the violation committed by the violator.

ii. The Patrolling Shift Incharge must go by himself to the violator and greet him with Asalam-o-Alaikum. The violator shall be briefed to park his vehicle on the soft/hard shoulder away from the road with hazard lights "ON". The patrolling officers must keep the hazard lights and strobe lights of the patrolling vehicle "ON". The patrolling vehicle shall be parked 30 feet behind the violator's vehicle.

iii. Misbehavior or aggressiveness on the part of the patrolling officers would not be tolerated. Patrolling Shift Incharge must remain cool, calm and shall not lose his temperament while dealing with the aggressive commuter/violator.

iv. The commuter/violator shall be told about the violation he has committed and after issuing the ticket/Challan he shall be directed politely not to commit a traffic violation in future.

v. The patrolling officers must issue a ticket/Challan in a single/double codes for the violations that the commuter has committed. Changing of code or amount of fines or Challan in the wrong code and having fewer fines would amount to corruption.

vi. Strict departmental action shall be taken if any patrolling officer is found involved in corruption while issuing the Challan tickets.

vii. All Challan tickets shall be issued through E-Challaning App.

73. Instructions Regarding E-Challaning System.- Following instructions shall be observed:

i. Every patrolling officer not below the rank of ASI shall be issued one 'Log In' through challaning application on his/her mobile phone.

ii. Every officer shall be responsible for protection of his/her password of the 'Log In'.

iii. Patrolling officer while issuing Challan shall record all the

detail correctly in the App.

iv. Patrolling officer without the confirmation of payment of Challan fine shall not return the documents to violator on the spot.

v. Impounded vehicle shall not be released by patrolling officer unless the fine is paid by violator.

vi. If patrolling officer returns the vehicle documents to violator at spot after the payment of fine by violator, then in the APP the status of Challan shall be updated as 'RETURN TO USER'.

vii. Only valid documents shall be taken from the violator.

viii. The Patrolling Officer shall not collect the fine from the violator.

ix. The Patrolling Officer shall hand over all the documents seized from violators to Ticketing Moharrar at the end of duty.

x. The Incharge Post shall move request to licensing authorities for the cancellation of license of an offender who has received frequent traffic violation tickets.

74. Instructions for Ticketing Moharrar/Ticketing Incharge.-

i. On each PHP Post, Moharrar Post (not below the rank of HC) shall also perform dutyas Ticketing Moharrar.

ii. Ticketing Incharges shall be posted in all District and Regional Patrolling Offices of Punjab.

iii. Ticketing Moharrar shall be responsible to bring Bank Scroll from the bank and verified the paid challan tickets.

iv. Ticketing Moharrar shall maintain the 'REGISTER SEIZED DOCUMENT RECEIVED AND RETURNED'.

v. Ticketing Moharrar shall keep the record of Documents received for cancellation.

vi. After the passage of 10 days the Ticketing Moharrar shall submit all the seized documents in the concerned court.

vii. Ticking Moharrar shall not collect the fine amount.

75. Vigilance Team.-

i. The concerned Inspectors of PHP shall perform their duties as Vigilance Incharge in their respective Circles.

ii. Concerned District Officers of PHP shall perform their duties as Vigilance Incharge in their respective Districts. Furthermore, there shall be no bar for all DSPs of the PHP to conduct vigilance in other districts.

iii. In case of any irregularity concerned District Officer of PHP shall be bound to report immediately to concern Regional

Officer of PHP. The concerned Regional Officer of PHP shall take strict departmental action against the accused officers on such reports.

76. Seizure and detention of vehicles.-

i. The patrolling team may seize a vehicle which is intercepted on the request of Customs Staff, district police or any other agency and the vehicle happens to be loaded with contraband, the officer may detain and seize the vehicle under Motor Vehicle Ordinance or other provisions of law for further legal action.

ii. The Patrolling Shift Incharge would immediately inform the PHP District Wireless Control and PHP Incharge Post. The Patrolling officers shall not take vehicle or goods/items/articles to PHP Post but hand it over to the concerned agency in presence of two independent witnesses. The handing over of vehicle or goods/items/articles shall be through Memos and inventories shall be prepared duly signed by the owner or his representative and signed by the Patrolling Officer as well as Incharge of the Customs Staff, Excise Staff or other agency concerned.

iii. Comprehensive reports along with copies of the Memos and inventories including engine and chassis numbers, model, color, etc. of the vehicle shall be sent to District Officer of PHP by the PHP Incharge Post, on the same day. The office of District Officer shall submit it to Regional Office immediately.

77. Seizure of Documents.- Following procedure shall be observed in order to seize the documents:

(a) Seizure of Documents without challan:

Any Patrolling officer not below the rank of ASI in accordance with section 114 of MVO 1965 may, if he has reason to believe that any identification mark carried on a motor vehicle or any license, permit, certificate of registration, certificate of insurance or other document produced before him by the driver or person in charge of a motor vehicle is a false document within the meaning of section 464 of the Pakistan Penal Code, may seize the mark or document and call upon the driver or owner of the vehicle to account for his possession of or the presence in the vehicle of such mark or document. In case the driver or owner of the vehicle fails to justify his position regarding possession of false documents then the Patrolling Officer shall initiate legal action against him.

(b) Seizure of Documents for Payment of Challan:

i. If Patrolling Officer issues challan ticket to any violator,

then he must fill in properly thecolumn of the ticket or app "Documents taken" and would inform the offender regarding the place of payment of the fine i.e. Bank branch and the place from where the offender may get his document after payment of fine, within 10 days. The Mobile Shift Incharge at the end of shift duty shall handing over all seizes documents to Ticketing Moharrar and mentions all the details in Roznamcha.

ii. If the fine is not paid within the specified time the Ticketing Moharrar shall submit all the seized documents in the concerned Court of law along with the challan details.

iii. The Ticketing Moharrar shall be responsible for the save custody of seized documents and he shall also complete the Register "Seized Documents Received and Returned" on PHP Post on the following proforma:

Register Seized Documents Received and Returned

Sr. #	Vehicle No& Document Detail	Violator Name, Address, Id Card No & CellNo	Roznamcha Rupt, Date, Time, Ticket no. Patrolling officer name and no. Signature	Ticket Paiddate or Document sent to Court date	Document Receiver Name, address, ID card No & Cell No/ Official of Court	Signature of Receiver, Date, Time& Thumb Impression in case of paid challan	Post Incharge Signature And Verification	Remarks of Visiting Officer
1	2	3	4	5	6	7	8	9

78. Speed Checking Patrolling Mobile.-

i. Ticket on exceeding the prescribed speed limit on highways shall be issued by only those Patrolling Mobiles which are equipped with Speed Checking Cameras.

ii. During speed checking, the violator shall be offered to watch the movie recorded by the patrolling team. Every effort shall be made to remove the doubts of the violator and satisfy him. If a violator wants to contest the challan in the Court, the patrolling officer shall not feel offended and a reasonable date shall be given to the violator.

iii. The Mobile Patrolling Team without speed checking camera can only issue ticket to violator under Code No.1 of Twelfth Schedule of the Provincial Motor Vehicle Ordinance, 1965 on the request of Shift Incharge of Speed Checking Patrolling Mobile who has evidence of over speed of such violator recorded in Camera.

iv. The Mobile Patrolling Team equipped with speed checking camera shall place the notice board (Speed Checking

Camera Installed Ahead) 200 meter before the challaning spot. Furthermore, it shall be ensured that maximum speed limit highway sign boards are also installed in the challaning beat area.

v. The recording of speed violation by the violators shall be saved for 10 days. However, if a commuter does not want to pay the ticket and wants to contest it in the Court of Law, the recording shall be preserved for three months, so that, it could be produced before the Court of law, if needed be.

79. Discrimination in Issuance of Challan.- It has come to notice that in case the violator is a friend or relative etc. of the checking or any other patrolling officer or when the violator gives 'reference' to the patrolling officers, either ticket is not issued to him despite the fact that he has committed the traffic violation or if issued a low/less amount fine code is applied, it would fall in the category of grave misconduct.

80. Issuance of Ticket on the Complaint of another Commuter.- Patrolling Shift Incharge shall not issue tickets to the violators on the complaints of another commuter. Such violation cannot be proved by the patrolling officers hence, it results into embarrassment. Ticket in any violation shall only be issued to the violators when the violation is committed in presence of the patrolling officer or the patrolling officer is informed/directed by another patrolling officer regarding such violation.

81. Axle Load Management.-

i. The challaning officer shall not challan any vehicle under code (4) unless goods weight loaded on the vehicle is exceeded from the approved axle weight limit by the NHA authorities for the said vehicle.

ii. If the driver does not have weight receipt, then weight receipt shall be obtain from official or private weight station situated in the beat area before issuing the challan ticket.

iii. A separate axle load management app shall be installed on all private weight station situated in the beat areas of PHP Posts by the district officer of PHP and the owner of the weight station shall be requested to cooperate with the mobile patrolling team.

82. Challan due to improper loading.- Improper and excessive loading against the restriction of the dimension of goods shall not be tolerated because it not only endangers other commuters and end up in accidents/fatalities but also damages surface of the road. The Mobile Patrolling Teams shall issue challan under code no. 04 (Overloading a goods vehicle) on the following violations:

i. If any part of the load exceeding 14 feet in height from

the ground i.e. exceeding from angle arms of the truck/vehicle.

ii. If any load projecting from the side of the vehicle is an improper loading/loading in excess of the restrictions of dimension of goods.

iii. If the load exceeds from the angle arm of the vehicle or the load extends to the rear more than 04 feet beyond the rear most part of the vehicle and in case any pole etc. extends 06 feet beyond the rear.

iv. If at night a red lamp/light is not placed on rear of vehicle. If the load exceeds from the restriction of the dimension of goods or it exceeds from the side/body of the vehicle or the vehicle is loaded in a manner likely to cause danger to anyperson.

CHAPTER-VIII
GENERAL GUIDELINES FOR ROAD SAFETY

83. Accidents and emergency management.- To avoid further damage to life or property and to ensure safe passage of traffic, the following important actions shall be taken in case of an accident or emergency:

1. Approach to the scene of accident:

After Receiving Call from 1124, 15, Wireless Control or information from any other medium the Patrolling Mobile Team being First Responder shall reach at accident spot as early as possible. While moving to spot the Patrolling Shift Incharge shall inform PHP Wireless Control and Incharge Post about the accident. The PHP District Wireless Control shall inform the District Officer of PHP and if needed shall also pass such information to all concerned, i.e. local police, ambulance, firefighting, 1122 etc.

2. Protection of Scene/Injured Persons:

The officers shall protect the scene of occurrence, provide first aid to injured persons and place diversion by placing warning signals at 250, 500 and 800 meters from the scene of accident. Also, place the police vehicles at 100 meters distance from the scene in the direction of approaching traffic by switching on all the emergency lights. Patrolling Mobileteam shall protect the scene while performing following duties:

i. Patrolling Shift Incharge along with two patrolling officers shall attend the injured persons and stay inside the cordon area.

ii. Two patrolling officers shall stay outside of cordon area and regulate the traffic whiledoing so the police officers shall ensure their own safety.

iii. Driver shall stay inside the patrolling mobile and attend the wireless cells.

3. Information to all Concern:

Quick examination is required to be made of the scene to determine whether further assistance is required. Following information shall be passed by Patrolling Shift Incharge through wireless sets to PHP District Wireless Control:

i. Extent of obstruction.

ii. Need for further police personnel/special equipment.

iii. Number of persons injured and requirement of ambulance.

iv. Possibility of fire and need of firefighting equipment.

v. Requirement of 'Recovery' vehicle for removal of damaged vehicle.

vi. Requirement of cleaning material.

4. Diversion of Traffic:

The Patrolling mobile shall be placed in such a way to block the area of road in which accident had occurred. Diversion Signals and cones shall be placed to ensure safe passage of traffic. At night time, reflecting tape shall be used around the cones to secure the area.

5. First Aid:

First Aid box shall be available in all Patrolling Mobiles. Injured persons shall be given immediate first aid by patrolling officers before arrival of the ambulance. All out efforts shall be made to evacuate injured persons and shift them to safe places.

6. Preservation/Documentation of Evidence:

i. The scene of occurrence shall be minutely photographed.

ii. Site plan and drawing of the accident scene, indicating the position of vehicle, injured persons and skid marks be preserved.

iii. Exact measurement of distances to be clearly recorded, so that it is possible to reconstruct the accident scene if need be.

7. Evacuation of Casualties/Vehicles:

i. The seriously injured person must be evacuated first. Record of the casualties shifted to different hospitals, shall be maintained.

ii. The accidental vehicles shall be removed from the road and if possible, shall be shifted to nearest

police station for further necessary action.

iii. All precautionary measures shall be taken to avoid eruption of fire.

8. Cleaning the Scene with the help of District Police and local persons:

It shall be the duty of Mobile Patrolling Team that after handed over the scene to local district police, remove all glasses, debris, oil, etc. with the help of local district police and local persons.

9. Removal of Corpse resulting from accident:

Any dead animals resulting from an accident would immediately be removed through local municipality.

10. Information to Family Members:

All out efforts shall be made to give exact information to the nearest kith and kin about the accident victims, location and action taken.

11. List of Items and Accident Report:

i. Complete list of all items and vehicles taken into custody to be clearly drawn up in triplicate and signed by senior most officer present at the scene.

ii. Cash and valuable, if any, shall be counted in the presence of witness and jointly certified by the senior officer present and witnesses before handed over to local police.

iii. Complete accident report shall be recorded in Roznamcha by Shift Incharge at the endof Shift duty and same report shall also be sent to District Officer of PHP by the Incharge Post.

iv. All possible help shall be extended to local police in investigation of the case.

12. Complete Blockage of Highway or road:

If Patrolling Shift Incharge is of view that in order to save the injured persons at accident scene or to avoid the further accidents or to remove hazardous materials / obstruction such as oil tanker etc. or electrical hazards it is necessary to completely block the road from both sides then he shall take following steps:

i. Highway or road shall be blocked immediately by declaring it Read Zone.

ii. District Officer of PHP and Incharge Post shall be informed through wireless set and Lahore control shall be informed through telephone cell.

iii. In no case highway or road shall be blockage more

than 15 minutes.

iv. If Patrolling Shift Incharge is of view that road may be blocked for longer time then direction shall be taken from District Officer of PHP.

v. Traffic shall be directed to link roads, if possible.

vi. Local police shall be called for help.

vii. Highway or road shall be clear for traffic as early as possible after the removal ofhazards.

84. Crash scene management.- Patrolling officers shall remain vigilant to avoid further accidents while handing traffic crash incidents. Following guidelines shall be observed regarding crash scene management:

1. Arrive safe and alive:

Patrolling officers are of no importance for traffic crash victim if they fail to arrive at the scene of accidents safely. While responding to emergency call, following points shall be kept in mind by Mobile Patrolling Team:

i. Respond quickly but Speed limits and safety standards shall be followed.

ii. Obey all traffic rules.

2. Be Aware of Hazards:

The patrolling officers shall be alert, vigilant and observant as they have to assess the hazards which can be present on the scene of accident.

3. Fire or Explosion Risk:

Internal combustion engines (cars, trucks, tractors, motorcycles) operate on flammable fuels. Fuel spills are quite common in vehicle-to-vehicle collisions and particularly prevalent in motorcycle collisions. A careless smoker or spark from movement of metal against the road surface can ignite gasoline fumes from a significant distance. The ignition system of passing motorized vehicles is a potentially hazardous source of ignition.

4. Dangerous Liquid and Fuel Spill:

In case of hazardous liquid spills such as gasoline, diesel, propane, natural gas, engine oil, antifreeze, transmission Oil, battery acid, etc. on the road at crash scenes, the patrolling officers shall immediately report the PHP District Wireless control and take all necessary precision to save the road users.

5. Dangerous Cargos/Baggage:

Potentially hazardous materials are transported every day by commercial vehicles. There are strict procedures in

place, governing the movement of dangerous goods, but vehicles carrying such cargos can be involved in road accidents, therefore; patrolling officers while managing an accident shall keep in mind these materials. These materials can be of following nature:

- Poisonous Toxic
- Inflammable
- Explosive

6. Electrical Hazards:

The patrolling teams shall remain safe from the electric hazards such as falling of electrical wires or polls on the roads. In case of electric hazards, the patrolling team shall immediately block road for the safety of general public and immediately informed the quarter concern for removal of electrical hazards.

7. Mechanical Hazards:

The patrolling team shall remain safe from mechanical hazards such as unemployed airbags.

8. Traffic Condition:

In case of accident the patrolling officer must assess traffic condition properly such as traffic volume on the road, time, weather etc. for the safety of team and general public. If the traffic conditions cannot be properly assessed then it is more difficult for patrolling team to set up an outer parameter for safety.

85. Robbery/dacoity follow-up.- Following procedure shall be adopted for robbery/dacoity follow-up:

i. Mobile patrolling team shall reach at spot within no time after receiving information about robbery/dacoity on highway in beat area.

ii. Patrolling Officers shall try their best to arrest all culprits if they are present at the spot while considering the safety of the team and hostage people.

iii. In case of pursuit, PHP District Wireless Control shall be informed immediately for alerting Patrolling Mobiles ahead and local police shall also be informed immediately for help.

iv. During follow-up, if Mobile Patrolling Team has to leave the beat area, the Patrolling Shift Incharge shall inform the Wireless Control.

v. During the Follow-up the Patrolling Shift Incharge shall consider the safety of his teamas the first priority.

vi. The scene of crime (especially foot prints) shall be kept

intact till the arrival of local police.

vii. In case, any victim is found injured/dead, he shall be provided first aid and shall be taken care of, on priority basis.

viii. Preliminary information regarding dacoity/robbery shall be collected from victims and eye-witnesses.

ix. On the arrival of local Police, the matter shall be handed over to them for further legal action.

86. Pursuit Management.- (1) Sometime during Nakabandi or checking of violators and suspected, the violator or suspected vehicles did not stop and try to run-away. The Patrolling Shift Incharge before start the pursuit to stop the suspected vehicle shall consider the following factors:

i. Is the suspect known?

ii. Is the suspect a juvenile?

iii. How serious is the offence?

iv. Is immediate action necessary or can it be dealt with subsequently?

v. Road and traffic conditions.

vi. The condition of Patrolling Mobile.

vii. Any other factor relevant to the particular incident.

(2) If the Patrolling Officer is of the view that pursuit is necessary to stop the violator/suspected vehicle or when there are clear directions control to stop the suspected vehicle then Patrolling Officer shall start pursuit and follow these guidelines:

i. It is vital that mobile patrolling shift involved in pursuit of a vehicle regard safety as the first priority and do not undertake any action which might endanger the general public, patrolling officers, or the driver and occupants of a pursued vehicle.

ii. Immediately the PHP District Wireless Control shall be informed about description of the vehicle and its occupants, direction of travel, reasons for the pursuit and any other detail which shall enable wireless control to get assistance from local Police and other PHP patrolling mobiles.

iii. If it is necessary to leave the beat area then permission shall be taken from District Officer of PHP.

iv. Use of fire arms shall not allow to stop the suspected vehicle, unless in self-defense but the bar of proof shall be on Patrolling Officers.

(3) The PHP Wireless Control has the following responsibilities during pursuit:

i. Monitor progress of pursuit and record all the information provided by patrolling officers.

ii. Immediately inform the District Officer of PHP.

iii. Order nearby Patrolling Mobiles to assist, if necessary.

iv. Request local police for help.

v. Convey the instructions of District Officer of PHP to patrolling officers involved in pursuit.

(4) The pursuing Patrolling Shift Incharge must, at all times, use his/her best judgment in evaluating the pursuit and make a continuous appraisal of whether it shall continue. The personal challenge created by the pursuit shall never enter into the decision. A proficient officer is aware that the decision to abandon pursuit is, under certain circumstances, the most intelligent and professional course of action. Patrolling Shift Incharge must consider discontinuing a pursuit if:

a. The risk of personal injury to any person is becoming too great.

b. Road or traffic conditions dictate discontinuing a pursuit.

If Patrolling Shift Incharge decided to abandon a pursuit as unnecessary or dangerous, there shall be no criticism of his bona-fide decision and he must be supported.

87. Breakdown, abandoned and stolen vehicles.- In order to ensure safe passage to the passengers on the highway, the following actions are to be taken in case abandoned/stolen vehicles and breakdown vehicles are observed during patrolling:

(a) Breakdown vehicle: Mobile Patrolling Team shall follow the following guidelines:

i. The occupants of the breakdown vehicle shall be removed to safer place and the vehicle shall be removed to soft shoulder of road from the highway.

ii. The Patrolling Mobile or police motorcycle may be used to protect the, scene from approaching traffic. Other traffic signals, warning signs etc. also to be used.

iii. Breakdown involving buses/coaches carrying passengers to be treated on priority. All passengers are to be removed to safe places and briefed regarding the danger of being close to. If passengers remain in the vehicle, then they shall be advised to vacate the rear rows of seats to minimize injuries, if the vehicle is impacted from the rear.

iv. When a vehicle requires repair work on the road such as the replacement of a tyre of a loaded truck or oil tanker etc., then a safety zone shall be created

to achieve this.

v. When a Mobile Patrolling Team spots a broken-down vehicle, the driver of which requires the service of garage or other assistance, he shall be directed to the nearest workshop. Telephone numbers of local mechanic may also be provided to driver.

vi. Where the breakdown involves alone female, vulnerable or handicapped person, the Patrolling Mobile Team shall extend maximum assistance for their safety or other requirements.

vii. During night for the safety purpose the broken-down vehicles must be towed to nearest patrol pump and driver must advised to stay at pump and wait for mechanic. Furthermore, Patrolling Shift Incharge shall also give the driver official Patrolling Mobile phone number to contact in case of any emergency.

(b) Abandoned Vehicle:

It is prohibited to leave a vehicle at rest on the hard shoulder of highway "longer than necessary". A two hours period shall generally be required as the absolute maximum period a vehicle is allowed to so remain, except the following:

i. Where the motorist has made arrangement for its removal which are considered satisfactory.

ii. Where conditions make such removal impracticable.

iii. Where vehicles are found abandoned and no report has been made by the driver to any helpline, local police shall be informed after expiry of two hours.

iv. A Patrolling Shift Incharge may institute the immediate removal of any brokenvehicle, which in their opinion constitutes a hazard to other road users.

v. During the hours of darkness on an unlit section of highway, immediate arrangement shall be made to remove any vehicle left without adequate lights.

(c) Stolen Vehicles:

Where a stolen vehicle is found abandoned on highway it shall be examined and removed immediately and dealt with in accordance with law. The custody of such vehicle is to be handed over to the concerned Police Station after preliminary action.

88. Road Blockage by Mob.- The following steps/measures shall be ensured in order to deal with road blockage by general public, protestors, procession, etc.,

1. **Information to the Control:**

In case of Road Blockage, the Patrolling Shift Incharge of concerned area shall inform the PHP District Wireless Control, PHP Regional Wireless Control, local Police and PHPHeadquarter Lahore.

2. **Coordination and Calling of Local Police:**

The District Officer of PHP and Regional Officer of PHP at their level shall coordinate with their counterparts of District Police. The District Officer of PHP shall ensure that the DistrictPolice reaches on spot in number proportionate to requirement of the situation. In the case of hostile mob/procession the Mobile Patrolling Team shall remain away from the hot point, keep their vehicles static at safe distance in safe area, so as to watch the situation and inform the control accordingly.

3. **Efforts to Continue Flow of Traffic:**

If possible, traffic is diverted from possible alternate road/ways available near theaffected area. Simultaneously patrolling officers on both sides of affected area shall inform the road users about road Blockage and shall divert the traffic from any possiblealternate road/ways.

4. **Resolution through Negotiations:**

Depending upon the situation, District Officer of PHP and Incharge PHP Post shall play role in pacifying the situation through negotiation with opinion makers in coordination with local Police. The Regional and District Officer of PHPs shall also ensure that SHO, SDPO and DPO also reach at the hot point for resolving the issue. Depending upon the problem and nature of the situation, patrolling officers shall help the District Police to clear the blockage and take necessary legal action against the agitators, if required.

5. **Calling of Fire Brigade - Ambulance etc. on the Scene:**

Telephone numbers of all essential services must be present in patrolling mobiles. At the affected place, the fire brigade and ambulance must be called immediately and shall be present at a reasonable distance to face any emergency situation. Furthermore, Patrolling Shift Incharge shall also inform PHP District Wireless Control about the situation.

6. **Damage to the Government/Public Property:**

In case of damage to the Government/public property (e.g. Electric/Telephone poles, gas line, water pipe, etc.) the concerned department and DCO office must be informed through PHP District Wireless Control so as to control further loss and for necessary repair.

7. Clearance of any Leftover Obstruction on Road:

When the Blockage is cleared with the help of District police, patrolling officers present on the spot shall convey such information to the PHP Regional and District Wireless Control. The Mobile Patrolling Team shall make sure that obstructions on the road (e.g. stones, tyres, etc.) left by the agitators are remove from the road.

89. PHP Helpline 1124.- Punjab Highway Patrol Helpline 1124 is working 24/7 to provide Help to all Highway users in Punjab. All Mobile patrolling teams in their beat areas shall provide help to all the callers in response to their emergency calls received on helpline 1124, such as accidents, incidents, and road crimes.

1. Responsibilities of Call Center Operator on Receipt of Emergency Call:

i. The helpline operator shall greet the caller and note the caller's name, telephone number, address, current position, and type of assistance requested by the caller. He shall assign a ticket number to the caller and inform him politely and humbly that Mobile Patrolling team shall soon reach at spot and provide help.

ii. The helpline operator shall pass all the information received from caller to the concerned Mobile Patrolling Team. The Patrolling Shift Incharge shall inform the helpline operator about the current position of Mobile Patrolling Team and start moving to scene for necessary action.

iii. Important information such as bomb explosion, terrorism, robbery and vehicle snatching on highways shall be passed immediately to Senior Officers of PHP.

iv. If the concerned Mobile Patrolling Team number is out of reach (what so ever reason may be) then the same call shall be forwarded to the concerned District Officer of PHP of concerned district.

v. The Operator shall also inform the concerned District Officer of PHP, if Mobile Patrolling Team after receiving the call from Help Line 1124 failed to respond and provide help to the Caller within 15 to 30 minutes and after a passage of 30 to 45 minutes he shall inform the Regional Officer of PHP.

vi. Even after the passage 45 minutes, no initiative is taken by the concerned PHP Region to help out the caller then Control Rooms of the Punjab Highway Patrol and Home Department shall be informed by the helpline operator.

vii. The helpline operator shall take feedback from concerned Mobile Shift Incharge to whom call was forwarded.

viii. Status of the allocated ticket number (on the computer system) shall remain pending until the process of help is completed and feedback is given by the concerned Patrolling Shift Incharge/Moharrar Post. The operator shall also verify from the caller whether help is provided to him by Patrolling Team or not and also record the caller remarks about the Patrolling Team.

ix. Feedback shall contain all information as mentioned in Help Register.

2. Responsibilities of PHP Circle officer and Post Incharge:

i. PHP Circle officer and Post Incharge shall ensure that Mobile Patrolling Team attends all the calls of PHP Helpline 1124 and timely provide help to the callers.

ii. As per nature of emergency, the PHP Post Incharge shall promptly send additional assistance to Mobile Patrolling Team. If mandatory he shall also reach at the spot along with emergency reserve.

iii. If the situation requires any further assistance/guidance, the Post Incharge shall immediately bring the matter into the notice of Circle Officer of PHP.

3. Responsibilities of Mobile Shift Incharge:

On receipt of emergency call, Mobile Shift Incharge shall observe the following:

i. Immediately attend the Helpline 1124 call, tell his name, rank and current position of Mobile Patrolling Team to Helpline operator.

ii. Note ticket number (if available), name and contact number of caller, time of call, time of incident & location of incident. Before the end of call Mobile Shift Incharge shall also tell the Helpline operator whether the location of incident/accident fall in his beat area or not.

iii. Contact the caller for further information and politely inform him that Police team is coming for his help.

iv. Mobile Shift Incharge shall inform the Helpline operator and caller about the approximate time in which the Mobile Team shall reach the spot.

v. Inform PHP District Wireless Control, and Wireless

Operator of the Post.

vi. Mobile Shift Incharge shall be responsible to prepare plan as per requirement of emergency call.

vii. All Patrolling Officers shall proceed promptly as per directions of shift Incharge.

viii. After providing help to the caller the Mobile Shit Incharge shall send feedback to Call Centre/Helpline 1124 and also inform PHP District Wireless Control.

ix. At the end of shift duty the Mobile Shift Incharge shall submit detail progress report and 'Help Call Slip' to Moharrar Post for completion of record.

x. If needed the Moharrar Post shall inform the Call Centre/Helpline 1124 about the action taken by Mobile Patrolling Teams on Help/Emergency call.

4. Responsibilities of PHP District Wireless Control:

i. Wireless operator shall make an entry in the log book on receipt of help/emergency call and shall inform District Officer of PHP.

ii. Wireless operator shall remain in contact with the concerned post until completion of help to the caller.

iii. Wireless operator shall note the feedback in logbook, received from concerned post.

iv. If situation requires, he shall inform PHP Regional Wireless Control.

5. Responsibilities of District Officer PHP:

Following shall be responsibilities of District Officer PHP regarding the Help/Emergency call received from Help Line 1124:

i. Supervise all the progress and action taken by Mobile Patrolling Team regarding the Help/Emergency call.

ii. If Mobile Patrolling Team fails to respond within 15 to 30 minutes after receiving the Help/Emergency call from Help Line Centre 1124 and the District Officer of PHP is informed about the situation then he shall immediately look into the matter and pass the necessary direction to initiate the Help processes. Furthermore, the District Officer of PHP shall also consider the causes of the delay by the Mobile Patrolling Team and recommend for departmental action against the negligent patrolling officerto Regional Officer of PHP.

iii. In case of emergency, he shall inform the Regional Officer of PHP immediately.

6. Responsibilities of Regional Officer PHP:

i. If no action is taken by Mobile Patrolling Team in response to Helpline Call within 30 to 45 minutes and the Regional Officer PHP is informed about the situation from Helpline Centre 1124 then he shall personally supervise all the help processes initiated by patrolling officers in order to provide help to the caller.

ii. After completion of help to the caller, the Regional Officer shall find out the reasons for the delay in providing help to the caller and take necessary departmental action against the responsible patrolling officers.

90. Coordination with District Police.- Punjab Highway Patrol and District Police are striving to protect the lives and property of the citizens. In order to accomplish mutual objectives a close coordination with the district police is necessary. In order to maintain the atmosphere of mutual cooperation, the local police and Punjab Highway Patrol are obliged to take all possible measures. The Officers of Punjab Highway Patrol shall follow the below-mentioned procedures at all levels by following the principles of understanding, consultation, joint struggle and mutual cooperation:

i. The Circle officer of PHP and PHP Post Incharge shall remain in contact with the local police station and shall hold weekly meetings with the SHO along with the Admin Officer of PHP Post. Agenda of meetings shall include suggestions regarding making patrols more effective for suppressing criminals, making highways safe for commuters and considering ways to increase coordination between the Punjab Highway Patrol and the local Police.

ii. Prescheduled patrolling at black spots and snap checking may be arranged at specific times. But vehicles and personnel shall patrol under their respective command.

iii. Sometimes surprise checking shall be arranged for a short period of time on this occasion the presence of PHP Incharge Post and SHO shall be beneficial.

iv. The Admin Officer shall meet with the investigating officers of the cases under investigation to obtain their weekly progress reports and complete the case files.

v. The District Officer PHP shall remain in touch with the Circle Officers of the areas of their respective PHP Posts and conduct fortnightly meetings with them. The agenda of these meeting shall also include all the points of weekly meeting held between Incharge post and SHO as mention in sub-clause (i).

vi. The District Officer of PHP shall seek guidance from the

District Police Officer for such matters which require the attention of the District Police Officer. All disputed issues shall be brought to the notice of the Regional Officer of PHP so that they can also be resolved amicably.

vii. It shall be the responsibility of district police to immediately reach the spot and take legal action on the information provided by the patrolling officers about any incident/accident accrued on the road/highway. Similarly, when requested, the Mobile Patrolling Teams shall provide assistance and help to the district police in their area of jurisdictions.

viii. The Officers/Officials of the Punjab Highway Patrol shall be bound to take all possible measures to maintain the atmosphere of mutual cooperation and develop cordial relations with district police.

91. Removal of Encroachments.- Encroachments on highways are the basic reasons for traffic jams, accidents, and loss of precious human lives. To initiate administrative and legal actions for the removal of encroachments all patrolling officers shall observe the following principles and instructions:

i. Primarily, the protection of land and elimination of encroachments is the responsibility of the department that owns and occupies the land.

ii. Mobile Patrolling Teams of Punjab Highway Patrol are performing duty 24/7 on the highways, hence they can provide help and guidance to concern department for removal of encroachments in the following ways:

a. By providing information about the encroachments

b. By providing cooperation and help in removal of encroachments

iii. In each district, the task to remove of encroachments from highways shall be the direct responsibility of the District Officer of PHP.

iv. The Reader District Officer of PHP shall be responsible to maintain the record of encroachments in DSP Office and the Admin Officer of Post shall be responsible to maintain the record of encroachments at PHP Post. Furthermore, they shall notify the temporary and permanent encroachments separately.

v. The Mobile Patrolling Teams during patrolling duty shall educate and brief the people politely to desist from illegal activities of encroachment and persuade them to voluntarily remove the encroachments.

vi. In case of any obstruction or resistance, the Mobile Patrolling Team with the approval of the District Officer of PHP can initiate legal action against the offender by

launching FIR under sections 341,431 and 186 PPC.

vii. The patrolling officers neither bring/keep any kind of temporary/permanent encroachment material on PHP Post nor bring it for their personal use.

viii. On the 15th of every month, the PHP Post Incharge shall send the survey report (including photograph and video recording) regarding temporary and permanent encroachments of the beat area to District Officer of PHP.

ix. District Officer of PHP shall send the monthly survey reports of such encroachments to the concerned departments with the request to send legal notice to occupant for removal of encroachments.

x. Following officers/officials of concerned department may be present at the time of removal of permanent encroachments from highways:

a. SDO of Punjab Highway department

b. Staff of Revenue department with all record

c. Two-armed reserve of district police

d. District Officer of PHP, Incharge Post and reserve force of concern PHP Post.

xi. On the 2nd of every month District Officer of PHP shall send complete survey reports regarding temporary and permanent encroachments to Regional Patrolling Office. Furthermore, District Officer of PHP shall also send the progress reports regarding action taken for the removal of encroachment.

xii. On the 4th of every month the all Regional offices shall send these reports to DSP/Operation Lahore. On the 6th of every month the DSP/Operation shall present the monthly report regarding encroachment to the DIG/PHP for the perusal.

92. Briefing Officer and Guidelines for Road Safety.- A briefing officer not below the Rank of ASI shall be appointed from the PHP Post at each tollplaza (if located in beat area) or any other point in beat area from 0800 hours to 1200 hours and 1330 hours to 1730 hours. If no toll plaza is situated in beat area of the respective post then a suitable point other than Hotel or rest point on highways shall be considered by PHP Post Incharge or District Officer of PHP. Briefing shall be conducted forone day in a week.

1. **Briefing Officer shall be Provided Following Equipment:**

i. Briefing material and Proforma

ii. Walkie talkie set, important telephone numbers list and map of beat area.

iii. Reflective jacket and flashlight (for second shift)

iv. Water thermos

2. General Instructions for Briefing Officers:

i. If possible, for better understanding, the briefing shall be done in Urdu or locallanguage according to the language used by the commuter.

ii. He shall monitor the traffic pressure on the highway and distribute Booklets, Pamphlets and other relevant briefing material to the road users.

iii. In case of any emergency or unusual situation, he shall inform the PHP districtwireless control and also call the Mobile Patrolling Team for his assistance.

iv. While dealing with the general public he will maintain properethics and compassionate behavior.

v. He shall not leave the briefing point until the briefing officer of the second shift takes charge.

vi. After every one hour he shall inform the PHP district wireless control about hisposition. He shall also fill the briefing Proforma.

vii. He shall be responsible for the safety and proper use of issued equipment.

viii. He shall not issue challan during briefing duty.

ix. He shall not take anything for eating from the road users or employees of Toll plaza.

x. He shall never provide lift/seat to any friend/official/relative in public transport forfree.

xi. Neither he shall leave his briefing point nor take off his belt or cap during duty hours.

3. General Guidelines Regarding Road Safety:

For the guidance of Mobile Patrolling Teams and briefing officers, following guidelines areprovided:

i. Briefing to the Pedestrians:

All the pedestrians shall be briefed regarding:

a. The correct way to walk along with Highway i.e., on extreme side of the road and preferably in opposite direction to the traffic.

b. Cross roads where there are pedestrian crossings. They have been painted at great cost for your convenience.

c. Where there are no pedestrian crossings, watch the traffic on both sides and cross when it is safe.

d. The points suitable to wait for public transport in case of non-availability of bus stops.

e. Young children shall not be out alone on the pavement or road. When taking children out, walk between them and the traffic and hold their hands firmly. Strap very young children into push-chairs or use reins.

ii. Briefing to Road Crossing Farmers with their Animals:

In the areas where there is a tendency of road crossing by farmers with their animals the following safety measures shall be adopted:

a. No horde of the animals shall be allowed to move along the highway.

b. If road crossing with animal is required, at least two persons, one at the head ofhorde and the other at the rear, shall control the proceedings.

c. No minor or child shall be allowed to take animals for road crossing.

d. If a stray animal is found on highway, it shall be immediately sent away from the highway and its owner shall be warned to keep their animal away from highway.

e. Beat briefing teams shall held briefing regarding road crossing of farmers with their animals at the villages and towns situated at the brink of the highway.

iii. Briefing to the Cyclists/Motorcyclists:

The cyclists and motor-cyclists shall be given the following briefing:

a. They shall move only on hard shoulder.

b. They shall strictly follow the one-way rule.

c. Motor-cyclists shall use safety helmet during the ride.

d. Cyclists shall dismount form the bicycle while crossing the road.

e. Motor-cyclists shall keep the backlights in working condition while some reflecting arrangements shall be made at the rear of the bicycle as well.

f. They shall not use mobile phone while riding the Cycles/Motorcycles.

g. Overloading of passengers is strictly banned for both type of cycles andmotorcycles.

iv. Briefing to the Animal Drawn carts:

The riders of animal drawn carts shall be given the following briefing:

a. They shall move only on hard shoulder.

b. They shall strictly follow the one-way rule.

c. They shall not take improper U-Turn.

d. They shall not overtake each other on Highway.

e. While crossing the road the driver shall get down from the cart and make sure that traffic shall not be endangered through this action.

v. Briefing to the Drivers of Tractor Trolleys:

The drivers of tractor trolleys shall be given the following briefing:

a. Material loaded in the trolleys shall be covered by canvas or plastic sheets.

b. Tractor trolley shall move on the extreme left side of the road.

c. Over-taking is strictly prohibited for tractor trolleys.

d. Taillights of the trolley shall be kept functioning.

e. On tractor, no person is allowed to sit along with driver.

f. Only those persons are allowed to drive tractor trolley who are having a valid driving license.

g. "Bhoosa" loaded trolleys are not allowed to move on Highway until and unless the width of the load is within the body limit of the trolley.

h. The improper loading of sugarcane on trolleys, shall be discouraged.

i. Reflecting stickers shall be pasted at the rear end of the trolleys.

vi. Briefing to the Drivers of Motor Car, Cab, Jeep and other LTVs:

The drivers of the motor cars, cab, jeeps and other LTVs shall be given the following briefing:

a. The correct and safe way to join the highway.

b. Fastening the seat belts before start of journey.

c. Checking the vehicle according to POWER (petrol, oil, water, electricity, rubber).

d. The correct use of indicators and immediate repaired the damaged indicator and lights of the vehicle.

e. Always carry your driving license and important documents such as your vehicle registration certificate with you while driving.

f. Adhere to permissible speed limits.

g. Don't use your cell phone while driving as it is dangerous and also an offence. Incase of emergency use hands-free system or park your vehicle and then make the call.

h. The use of hazardous lights when the vehicle is static on highway.

i. Do not drink or smoke while driving as it adversely affects your judgment and abilities. Don't drive under the influence of drugs.

j. The information regarding road conditions, weather and alternative routes.

k. Not to violate traffic rules and drive dangerously on the highways.

vii. Briefing to the Drivers of Coasters, Mini Vans and Other PSVs:

a. The drivers of coasters, mini buses and other PSVs shall be given the same briefing as to the drivers of cars, jeeps and LTVs.

b. Furthermore, the drivers shall be briefed to close the passenger gate before joining the highway.

c. Stress shall be laid over the prohibition of overloading of passengers.

d. Always follow their route permit and drive only on the notified route.

e. Always keep a valid certificate of fitness while driving.

f. Avoid sudden braking and harsh acceleration.

g. No CNG Cylinder or fuel line can be fitted in the passenger's compartment; CNG Cylinder/kits can only be installed as per OGRA instructions and approved design

h. It is illegal to unilaterally convert the original diesel engine to petrol engine or CNG without the approval of the transport authorities

i. Booklets and other relevant briefing material shall be delivered to the drivers.

j. Luggage on the roof of the vehicles shall not exceed the height limit of one and half feet.

viii. Briefing to the Drivers of Trucks, Trailers and

other HTVs:

a. Besides giving the same briefing as to the LTVs and PSVs the drivers of HTVs shall be instructed not to drive when sleepy or fatigued.

b. Briefing material shall be delivered to them.

4. Obligations of Mobile Patrolling shift Incharge:

a. Mobile patrolling shift Incharge shall ensure the presence of briefing officer at his point of duty.

b. Mobile patrolling shift Incharge shall assist the Briefing Officer when required.

c. The shift charge shall take immediate action on the information of the briefing Incharge.

5. Obligations of PHP Post Incharge and Admin Officer:

a. Post Incharge/Admin Officer shall provide all necessary equipment to briefing officer.

b. The Post Incharge shall check the turnout of the Briefing Officer before his departure.

c. If necessary, he shall immediately send personnel to assist the briefing officer and take other necessary actions.

d. He shall arrange the required facilities for the briefing officer by contacting the management of Tall Plaza.

6. Reports Regarding Briefing and Distribution of Briefing Materials:

i. PHP Post Incharge shall send fortnightly report on 14th and 28th of every month to District Officer of PHP on the following Proforma:

Sr#	Date & Place of Briefing	Name & No of Briefing Office	Name, Address and Cell No of Audience Attended the Briefing	Vehicle No	Material Distributed	Suggestions and Remarks of Audience

ii. District Officer of PHP shall send all briefing reports received from PHP Posts to Regional Officer of PHP on end of every month with his remarks. Furthermore, District Officer shall also send request to Regional Office for briefing Material (briefing booklets, leaflets / pamphlets, charts i.e. Traffic signs) needed for PHP Posts for next month.

93. Mobile Education Unit.- A Mobile Education Unit shall be established at the Region level to create awareness among the general public about traffic laws. Mobile Education Unit shall visit educational

institutions, factories, public/private offices and bus stands etc. to educate the people. One upper subordinate not below the Rank of ASI, one well educated general duty constable and one driver constable shall be posted to the Mobile Education Unit permanently in all Region of PHP. Before visit to the institutions, the Incharge MEU would discuss his lectures/briefings etc., with the Regional Officer, who would ensure that the MEU team is fully prepared for imparting traffic related education and would also ensure that sufficient number of briefing materials is available with team. The Regional Officer PHP would provide necessary advice/assistance, if so required and requested by the team.

1. Briefing Material:

The Mobile Education Unit shall be equipped with the following materials to be provided by Regional Officer PHP:

i. Briefing Booklets.

ii. Briefing leaflets/pamphlets.

iii. Briefing Charts i.e. Traffic signs.

iv. Video Films regarding:

a. Correct use of indicator.

b. Parking.

c. Overtaking/lane changing procedure.

d. Pick and drop of passengers.

e. Procedure of taking U-turns.

f. Repercussions of taking illegal U-turns, over speeding.

g. Dealing/handling of accident/incident by PHP Officers.

h. Provision of Help to the distressed commuters.

i. Challan procedure.

j. Right of Way.

k. Any other important event helpful in road safety.

2. Briefing Places and Schedule:

From all PHP Regions monthly briefing schedules of Mobile Education Units shall be sent to PHP Headquarter in the start of every month. For preparing monthly briefing visit schedule of MEU following guidelines shall be observed:

i. First of all, awareness about traffic laws shall be raised among the students of government and non-government educational institutions.

ii. Secondly, seminars shall be organized at the local

places, in the beat area of PHP Posts.

iii. Thirdly, an awareness campaign shall be conducted at the bus stand about traffic law violations.

iv. Fourthly, twice a month MUE team and briefing officers of PHP Posts shall conduct joint awareness campaigns to educate the road users about traffic laws in the beat area of those PHP Posts.

3. Objectives of MEU:

The Mobile Education Unit during its educational and awareness visits shall focus to achieve the following objectives:

i. To brief the children of government and non-government educational institutions about traffic rules at the local level.

ii. To taking the children physically on the road and educate them about zebra crossings and the difference between lanes and lines.

iii. To brief the children in educational institutions about the advantages and disadvantages of awareness of traffic laws through slide shows.

iv. To inform and brief the general public about the traffic laws by using the following means at public places:

a. Electronic and print media

b. Booklets and leaflets/pamphlets

c. by organizing a walk-in cities/town in collaboration with various organizations, for awareness of traffic rules in the general public

v. To brief the drivers of transport vehicles, delivery vehicles, contract carriages, goods vehicles, and heavy transport vehicles, on how to avail help from 1124 in case of emergency.

vi. To educate the drivers of school buses about traffic laws for the safety of school children.

vii. To educate school/college students about the use of safety helmet during the ride of motorcycle and bicycle.

CHAPTER-IX
INFORMATION TECHNOLOGY DRIVEN POLICING

94. Use of Information Technology in PHP.- Information technology is playing a key role in modern policing, therefore development of software and applications for upgrading PHP working system to modern modules. An IT branch is established in PHP

Headquarter on 13th December 2022 in order to use modern technology. The IT branch Headquarter shall perform following tasks:

i. To assist the DIG/PHP in all IT related work.

ii. To maintain/monitor/Up gradation of digital official Apps.

iii. To correspondence with PITB for software development.

iv. To create logins of the officials of PHP for official Apps.

v. To create the daily diaries of each App to monitor the daily progress of the PHP.

vi. To provide help to Regional Offices of PHP in troubleshooting of Apps.

95. PHP Record Management System (RMS).- In order to digitalize the record of all PHP, computers and internet facilities are provided to PHP Posts. The PHP record management system is introduced to digitalize all the record of PHP Post. Following guidelines shall be observed to use the PHP RMS:

i. Regional Offices and District offices of PHP shall be responsible to monitor the record management system through their Admin Logins of their respective Regions and District. The diaries regarding PHP RMS shall be submitted to PHP headquarter by all Regional Offices on weekly basis.

ii. Under the supervision of Circle officer, the Incharge Post shall be responsible to update all the record digitally during the period of his posting on the PHP Post.

iii. Moharrar Post and computer operator shall be responsible to update the record digitally by using PHP RMS Post login and in case of any error in the system they shall report the PHP Post Incharge immediately.

iv. District officer shall be informed in case of any error in the system.

v. IT Branch Headquarter shall provide help for troubleshooting and check the record of each PHP Post on daily basis to report the Authorities.

96. PHP Electronic Police Post (EPP) App.- The PHP EPP App is used to check the suspected persons and vehicle during Patrolling duties. This App helps the PHP officers to find out proclaimed offenders, court absconders and stolen vehicles during their duties. The login is provided to all officers and officials from the Rank of Constable to Sub Inspector. Following guidelines shall be observed to use the EPP:

i. District Office of PHP and Regional Office of PHP shall be responsible to create, activate or deactivate logins of the serving officers and officials. Furthermore, they shall also monitor the record of EPP through their Admin Logins.

ii. Mobile Patrolling Shift Incharge shall be responsible of every checked person or vehicle through EPP app. In case of bogus/repeated entry in EPP App, strict departmental action shall be taken against the responsible officials or officers.

iii. Regional Office of PHP and DO office of PHP shall be responsible to update the record digitally by using EPP Admin logins and report to the authorities on daily basis.

iv. In case of any trouble in the system of EPP App login PHP Post Incharge shall report to the DO office of and the DO office of PHP shall resolve the problem immediately vide their prescribed Admin Login. If the problem still persists the DO office with the prior permission of RO office shall report to the IT Branch Headquarters in time, for assistance.

v. IT Branch Headquarter shall be responsible to provide help for troubleshooting and check the record/performance of each PHP Regional Office diaries of EPP on daily basis to report the Authorities.

vi. Diary regarding EPP App shall be submitted to headquarter on daily basis before 5:00 A.M. by all Regions.

97. PHP Electronic Gadget (E-Gadget) App.- The PHP E-Gadget is used to check the suspected mobile cell phones. This App helps to find out suspected/stolen/snatched mobile cell phones vide their IMEI Number and a notification shall be automatically received in the office of District Officer PHP. The login is provided to all District Officers PHP. Following guidelines shall be observed to use the E-Gadget App:

i. District Offices of PHP shall be responsible to use their logins to monitor the record of E-Gadget.

ii. Under the supervision of Regional office of PHP the District Office of PHP shall be responsible to install E-Gadget app at all mobile phone shops in the jurisdiction of their patrolling Posts.

iii. The District Office of PHP shall be responsible to take action on notification received from E-Gadget App and direct the concerned Patrolling Shift Incharge for recovering the suspected/stolen/snatched mobile cell phone along with the offender/seller from the mobile Shop.

iv. Regional Office of PHP and DO office of PHP shall be responsible to update the record digitally by using E-Gadget app vide their login and report their progress to the authorities on daily basis on prescribed proforma by the authorities.

v. In case of any trouble in the system of E-Gadget App the District Office of PHP shall report vide their Regional PHP

Office to IT Branch Headquarters timely for troubleshooting.

vi. IT Branch Headquarter shall be responsible to provide help for troubleshooting.

vii. Diary regarding E-Gadget App shall be submitted to headquarter on daily basis before 5:00 A.M. by all Regional offices of PHP.

98. PHP Crime Prevention Application (CPA).- The PHP CPA is used to develop database and monitor accidents/incidents of crimes digitally in the concerned area of their jurisdictions of PHP for the sake of crime prevention policies by the authorities. The login is provided to all officers and officials from the Rank of Head Constable to Sub Inspector. Following guidelines shall be observed to use the CPA:

i. IT Branch Headquarters is responsible to create, active or deactivate logins of the serving officials and monitor the record of PHP CPA through their Admin Logins.

ii. The Regional Office of PHP, District Office of PHP and Circle officer of PHP shall supervise the App.

iii. Mobile Patrolling Shift Incharge shall be responsible to record all entries digitally of incidents/accidents in the CPA App occurred during his duty.

iv. In case of any trouble in the system of CPA login Post Incharge shall report to the District Office of PHP well in time. District Office of PHP shall request to the IT Branch Headquarters for assistance.

v. IT Branch Headquarter shall be responsible to provide help for troubleshooting and check the record of each PHP Post, PHP District and Regional Office diaries of CPA on daily basis to report the Authorities.

99. PHP Mera Piyara App.- The PHP Mera Piyara App is used to check the lost and found children during Patrolling duties. The login of this App shall be provided to from the rank of Assistant Sub Inspector to Sub Inspector. Following guidelines shall be observed to use the Mera Piyara App:

i. IT Branch Headquarters is responsible to create, active and deactivate logins of the serving officers and monitor the record of PHP Mera Piyara App through their Admin Login.

ii. The Regional, District and Circle Officer of PHP shall supervise the entries of Mera Piyara App of their concerned Region, District and Circle.

iii. The Patrolling Shift Incharge shall be responsible to record all entries digitally in Mera Piayara App during their shift patrolling duties.

iv. In case of any trouble in the system of Mera Piyara App

login PHP Post Incharge shall report to the DO office of PHP well in time and the District Office of PHP shall request the IT Branch Headquarters for assistance.

v. IT Branch Headquarter shall be responsible to provide help for trouble shooting and check the record of each PHP Post, PHP District and PHP Regional Office diaries of Mera Piayar on daily basis to report the Authorities.

vi. Diary regarding Mera Pyara App shall be submitted to headquarter on daily basis before 5:00 A.M. by all Regional offices of PHP.

100. PHP Reporting Center and Driving Learning Issuing Management System.- The PHP Reporting Centers & Driving Learning Issuing Management System are established at PHP Posts to facilitate and provide help to general public regarding lost and found reporting, Crime reporting, women assault reporting; Copy of FIR, tenant registration and issuance of learner Driving license like Police Khidmat Markaz. The logins of PHP Reporting Centers and DLIM System are provided to the selected Patrolling Posts of the Punjab. Following guidelines shall be observed:

i. IT Branch Headquarters is responsible to provide, active and deactivate the logins of selected Patrolling posts with the prior permission of IT Branch CPO.

ii. The Regional, District and Circle officer shall supervise the work of PHP ReportingCentre.

iii. The Incharge Posts shall be responsible to provide the services to the general public.

iv. The computer operator/Moharrar shall be responsible to record the entries of requests/applications submitted by the complainants and provide record or help requested.

v. In case of any trouble in the system of Reporting Center and DLIM System PHP Post Incharge shall inform to the District office of PHP immediately and District office of PHP shall request the IT Branch PHP Headquarters for assistance.

vi. IT Branch of PHP Headquarter shall be responsible to provide help for troubleshooting the system with the help of IT branch CPO.

vii. Diary regarding PHP Reporting Centre shall be submitted to headquarter on daily basis before 5:00 A.M. by all Regional offices of PHP.

101. PHP Human Resource Management Information System (HRMIS).- The Personal and Departmental record such as appointments, rewards, punishments, criminal record, skill assessment, promotions etc. of PHP officers & officials from the date of recruitment till retirement shall be recorded in HRMIS program on Regional level. Following guidelines shall be observed to

HRMIS:

i. HRMIS Incharge PHP Headquarters shall be responsible to monitor and provide logins to all Regional offices of PHP with prior permission of CPO.

ii. The data entry operator shall be responsible to create HRMIS orders such as transfer/posting, punishments, rewards, departmental appeals, NOC etc. on daily basis.

iii. The Regional offices of PHP shall submit online written requests for the purpose of editing, removing and modifying the stored data of HRMIS program to PHP Headquarter.

iv. On the basis of record stored in HRMIS program all officers and officials of PHP shall be allowed to check their HRMIS data through HRMIS mobile app. Furthermore, the officer and officials can also send their online applications to the authorities through this HRMIS Mobile App.

v. The concerned authority shall immediately take action on the applications submitted by the junior rank officers/officials of PHP through HRMIS Mobile App.

102. Online Creation of Personal Evaluation Reports of officers (PER).- Personal Evaluation reports program is developed to address the grievance of junior rank officers to complete their PER's annually well in time. In this program the PER's of officers are digitally created and online directly send to the login of reporting and counter signing officers. Following guidelines shall be observed to use the HRMIS:

i. HRMIS Incharge PHP Headquarters shall be responsible to provide logins of PER's to all Regional offices of PHP.

ii. In Regional offices it shall be the responsibility of the CRC branch to create and monitor PER's and send it to Reporting, Counter Signing officers and 2nd Counter Signing officers if needed.

iii. After the completion of PER's, it shall be responsibility of CRC branch to update the status of PERs in HRMIS program.

103. Online Orderly Rooms, Meetings and Conventions.- The punishing/ appellate/ revision authority can conduct online orderly room, meeting and open house through any video calling software. Following guidelines shall be observed to use online video calling software:

i. The Incharge Control Room shall arrange the online orderly room, meeting or open house as desired by the competent Authorities. All Regional and District offices shall join the link provided by the PHP Headquarter to participate in the above suchprograms.

ii. The Regional Control Room shall arrange the online

orderly room, meeting or open house for the Regional Officer of PHP.

iii. The junior officers/officials shall be in uniform during the participation in the online orderly room or meeting and the Regional or District Offices shall be responsible to ensure the discipline.

104. Punjab Police Motor Transport (PPMT) and Amanat App.- In order to digitalize the record of motor transport wing the PPMT program is launched in all Punjab. Furthermore, Amanat App is launched to check the physical condition of the official transport on monthly basis. Following guideline shall be observed to use PPMT program & Amanat App:

i. The Incharge MT branch Headquarter and Region shall be responsible to supervise all the digital entire in PPMT program & Amanat App.

ii. Incharge MT branch HQ and Region shall be responsible to upload the required pictures of official vehicles on monthly basis in Amanat App.

105. Vehicle Tracking System App.- The Vehicle Tracking System App is designed to monitor all the patrolling mobiles to ensure efficiency and safety of the patrolling teams. The official vehicles can be track and monitor in real time with the help of GPS technology integrated in this App. Following guidelines shall be observed regarding the usage of VTS App:

i. Logins of this app shall be provided to all Regions and Districts offices to monitor the official vehicles of their concerned Regions and Districts.

ii. PHP Headquarter shall monitor all the official vehicles of Punjab through this app.

iii. Leaving of beat area without approval or unnecessary halt of official vehicles shall immediately be report on the basis of this App.

iv. The daily reports regarding off road vehicles, halt of vehicles and out of beat alert of vehicles shall be submitted to Regional office by the offices. The Region offices shall send the same report to DSP Operation Headquarter for perusal of authority.

106. Financial Management Monitoring System (FMMS).- The Financial Management Monitoring System (Program) is designed to digitalize the record of Accounts Branch. Furthermore, FMMS Program ensures the strict financial discipline in Police offices. The following guidelines shall be observed regarding usage of FMMS.

i. Login shall be provided by I.T Branch CPO to all PHP offices entrusted with DDO Powers.

ii. Accountant shall be responsible for all the digital entries in

this FMMS program.

iii. All correspondence relating to financial matters shall be made through FMMS program.

iv. Annual Budget Estimates shall be prepared in FMMS program.

v. Monthly Expenditures shall be prepared/sent in FMMS program.

vi. Demand of Funds shall also be made in FMMS program.

vii. All kind of bills such as medical, contingencies, utilities etc. shall be prepared in FMMS program.

viii. All officers assigned with DDO powers in PHP shall personally check the authenticity of bill and shall approve the same through email/message.

107. Punjab Police Welfare Software.- This Punjab Police Welfare software is designed to record all the applications digitally regarding welfare fund submitted by police officers. Following guidelines shall be observed regarding the usage of PPW software:

i. Welfare Incharge shall be posted at Headquarter and Regional offices of PHP.

ii. The PPW software login shall be provided to Headquarter and all Regional offices of PHP.

iii. The welfare Incharge shall be responsible for all the digital entries in the software.

iv. All application regarding the medical financial assistance, scholarship, farewell salary, funeral charges, maintenance allowance, dowry charges and welfare salary shall be recorded digitally and hard copy of the application along with all relevant documents shall also be submitted to PHP Headquarter by all Regional offices.

v. The Incharge welfare shall also attach the electronic disclaimer after the digital of an application with the hard copy of the application.

vi. The welfare Incharge Headquarter shall supervise and further submit all the cases to IGP office for approval.

vii. The welfare Incharge Headquarter shall be responsible for all the digital entries of applications submitted by the staff posted in PHP Headquarter.

CHAPTER-X
MONITORING AND EVALUATION

108. Supervisory and Inspection Officers of PHP.- For monitoring and evaluating the performance of all PHP Posts and offices following shall bethe supervisory and inspection officers:

1. Supervisory Officers:

i. Addl: IGP/PHP

ii. DIG/PHP

2. **Inspection Officers:**

i. Regional Officers of PHP

ii. District Officers of PHP

iii. DSsP/PHP posted at Headquarter

iv. Circle officers of PHP

109. Purpose of Formal and Informal Inspections of PHP Post.- The aims and objectives of Inspection of posts is to suggest measures for the improvement administration by completion and removal of lacunas found in the record of the post. Inspection of posts is one of the effective methods and tools by which the efficiency of the force could be raised. It is the way by which the superior officer can come to know his subordinates by personal contact, their standard of work and their personal difficulties onthe one hand and the general state of crime, standard of investigation and preventive work on the other. The completion of record of post is also carried out through regular inspections.

110. Schedule of Inspections.- The PHP Headquarter shall issue the Schedule of formal and informal inspections for the Regional and District Officer of PHP. Furthermore, the Regional Officer of PHP shall issue the schedule of informal inspections for Circle officers. Following formal and informal inspections shall be conducted by Regional and District officer of PHP in a month:

i. The Regional Officer of PHP shall conduct 02 formal and 07 informal inspections.

ii. The DSP shall conduct 03 formal and 08 informal inspections.

iii. The Addl: IGP/PHP may change the number of formal and informal inspections from time to time.

111. Inspections Reports.- The inspection officers shall complete the 'Inspection Performa' during the inspection of PHP Post and send it to PHP Headquarter. Similarly, the Circle officer of PHP shall send report of informal inspections of PHP Post to concerned regional office. The 'Inspection Performa' shall be issued by DSP/Inspection Headquarter with the approval Addl: IGP/PHP.

112. Evaluation of Performance on the Basis of Inspections Reports.- The inspection reports submitted under Rule 10.4 in PHP Headquarter and Regional offices by the inspection officers shall be perused by the Authorities to take the following actions:

i. In case of good performance C-I, C-II & C-III along with cash reward shall be granted to the officers and officials of PHP Post.

ii. In case of bad performance disciplinary action shall be

taken against the officers and officials of PHP Post.

113. Diaries Regarding Performance.- In order to monitor the performance of patrolling officers following diaries shall be submitted by all Regional offices for the perusal of Deputy Inspector General of Police of Punjab Highway Patrol:

i. Monthly DO letter for the perusal of Inspector General of Police, Punjab comprising all the details of working of PHP such as overall crime, total number of people checked, total number of vehicles checked, arrest of P.Os / C.As, vehicles recovered, accidents, helps rendered by PHP, E-challans, lost and found children, cases registered under narcotics and arms acts.

ii. Monthly diaries of SRC, Welfare and Pension Clerks by the concerned staff of HQ

iii. Overall vacancy position of the wing.

CHAPTER-XI
TRANSPORT AND LOGISCTICS MANAGEMENT

114. Official Vehicles for Patrolling Duty.- All operational PHP Posts are allocated one Patrolling Mobile and Motorcycle for the purpose of Patrolling in the beat area. In order to ensure the proper look after and maintenance of the official vehicles timely MT branches shall be established at Headquarter and Regional offices.

1. MT Branch Headquarter:

Following shall be responsibilities of MT Branch Headquarter:

i. Distribution of official transport to all the Regions of PHP.

ii. Monitoring the status on/off road official vehicles on daily basis.

iii. To monitor the monthly fuel purchased/consumed record of all Regions of PHP.

iv. To maintain the record on PPMT software regarding transport of Headquarter.

v. To maintain the record on Amanat Mobile App regarding physical conditions of transport of Headquarter.

vi. To assist the Addl: IGP/PHP and DIG/PHP in all matters regarding motor transportbranch.

2. MT Branch Regional Office:

Following shall be responsibilities of Regional MT Branch:

i. Distribution of official vehicles/motorcycles to all PHP Posts in Region.

ii. Monitoring the status on/off road official vehicles

on daily basis and report toHeadquarter.

iii. To receive monthly fuel bills of all operational vehicles of PHP Posts timely for further process.

iv. To maintain the record on PPMT software regarding transport of region.

v. To maintain the record on Amanat Mobile App regarding physical conditions of transport of region.

vi. To ensure the repair and maintenance of official vehicles timely.

vii. To assist the Regional Officer of PHP in all matters regarding motor transport branch.

115. Instructions Regarding Maintenance of Official Vehicle.- Following guidelines shall be observed by MTO Region, Admin Officer, Incharge Post and driver for the look after and maintenance of official vehicle:

1. Responsibilities of MTO Region:

i. The MTO Region shall be responsible for chalking out the weekly schedule for repair work of all vehicles used on PHP Posts.

ii. The MTO Region shall follow PAPRA rules for the procurement of spare parts and prepare bills under financial rules.

iii. A spare vehicle shall be provided by the regional office in case post's vehicle needs repair so that continues patrolling does not come to halt.

2. Responsibilities of Admin Officer:

i. Admin Officer shall hand over the official vehicle to Incharge driver post and daily check the official vehicle during 15 minutes break between the first and second shift duty time. He shall carefully note all the defects in the official vehicle and make sure that all the relevant items are present in the official vehicle and that all are in working order.

ii. He shall note all the demands of repair requested by the Shift Incharges and drivers of PHP Post regarding the official vehicle and he shall also make sure that through MTO Region all the defects are repaired.

iii. He shall make sure that the engine oil and filters of the vehicle are changed in his presence. Furthermore, he shall make sure that the vehicle is regularly cleaned by all the drivers of the Posts before the start of Mobile Shift duty.

iv. He shall supervise and ensure that the log book and history sheet of the official vehicle are timely completed by Incharge driver constable.

3. Responsibilities of Incharge Driver:

i. He shall complete log book and history sheet of the official vehicle timely.

ii. He shall make sure that engine oil and filters are changed timely.

iii. He shall inform the Admin Officer about all the defects of official vehicle.

iv. He shall ensure that the official vehicle is cleaned by all the driver constables of the Post including himself before the start of every Mobile Shift duty.

4. Responsibilities of District Officer of PHP:

i. He shall supervise all the repair work of the official vehicles handled by MTO Region.

ii. Inspection of official vehicles before and after the repair work.

iii. Inspection of defects report, cost estimate, comparative statement of estimates, expenditure bills, reports after repair work, certificate of repair from workshop, charge report from senior driver constable and deposit certificate of replacedparts in store by MTO.

116. Instructions Regarding Maintenance of Motorcycle.- Under the supervision District Officer of PHP, the Admin Officer of the Post shall be responsible for maintenance of Motorcycle. For the use and maintenance of motorcycle following guidelines shall be observed:

i. Motorcycle shall be used for patrolling / nakabandi duties scheduled by DSP/PHP.

ii. In case patrolling vehicle is out of order & reserve vehicle is not available then motorcycle patrolling shall be started consisting of Patrolling Officers, equipped with Beretta Pistol, SMG rifle and Walkie Talkie set. The Incharge Motorcycle patrolling shall be responsible for the proper care of motorcycle during duty time.

iii. The use of official motorcycle for any purpose (including patrolling duty) shall be record along with meter reading and POL in Roznamcha. Furthermore, on the return the same details shall again be mentioned in Roznamcha.

iv. In the absence of Admin Officer all the duties regarding the look after of motorcycle shall be perform by Moharrar Post.

v. Meter, Handle lock and safety lock of the motorcycle shall be kept in proper working condition.

vi. If the official motorcycle is stolen or damaged then

the responsible Patrolling Officer shall not only face the departmental proceeding but also pay the price of the motorcycle/repair.

vii. Admin Officer shall keep the log book of motorcycle in his custody, sign all the entries and complete it.

viii. Motorcycle engine oil shall be changed after 1000 km, filter after 2000 km and tuning after 3000 km. Furthermore, after 100 km air filter shall be cleaned and after 500 km chain garari shall be lubricated.

ix. Motorcycle tyres and tubes shall be changed on time and air pressure of the tyres shall be checked before usage. Furthermore, after every 15 days motorcycle battery and lights shall also be get checked.

117. Responsibility of Regional Office of PHP.- Following shall be responsibilities of Regional Office of PHP regarding the maintenance ofofficial vehicles and POL Bills:

i. To sure the maintenance of all official vehicles allotted to concern Region.

ii. To make sure that no official vehicle remained off road more than 12 hours or provide reliever vehicle in replace of out of order vehicle.

iii. Fuel or maintenance fund shall not be used for any other purpose.

iv. To make sure POL bills of all PHP Posts of concerned Region shall receive till 5th of every month for further procedure.

v. Corruption in POL bills or maintenance bills of official vehicle shall not be tolerated.

CHAPTER-XII
BUDGET AND FINANCE

118. Welfare Fund.- The Punjab Police Welfare Fund provides relief and support to all members of the department. Following relief shall be provided to all PHP officers and officials through welfarefund:

i. Medical financial assistance.

ii. Scholarship for school, college and university going children of the members.

iii. Scholarship for special children.

iv. Funeral Charges on passing away of any member.

v. Maintenance Allowance for relief to widows/children (other than shaheed).

vi. Farewell salary to the retiring officers and officials.

vii. Dowry charges (Wedding Gift) to the daughters of officers and officials and female members of force.

119. Procedure for disposal of welfare applications.-Following procedure shall be observed by the District and Regional offices regarding the disposal of welfare applications:

i. All applications shall be submitted through proper channel.

ii. The Incharge post and District Officer shall immediately forward the applications regarding welfare funds along with all required documents to Regional Office.

iii. The Regional Office shall forward all such applications to welfare branch PHP Headquarter for onward submission to quarter concern.

iv. The record of all applications either accepted or rejected by IGP Office shall be preserved in Regional office by Incharge Welfare. In case of rejection of an application, the applicant shall be informed regarding the reason of rejection of his application case to case.

v. A welfare branch shall be established at PHP Headquarter and Regional Offices.

120. Responsibilities of Welfare Incharge Region.- Following shall be the responsibilities of Regional Incharge welfare:

i. To process all the cases relating to welfare fund through Punjab Police Welfare Management Software.

ii. He shall also maintain the record regarding all welfare applications manually.

iii. He shall submit all the welfare cases timely to PHP Headquarter in hard copy along with electronic disclaimer generated by the system after the digital entries of an application in the PPWMS system.

iv. He shall keep proper acknowledgement of disbursement of welfare cheques to the applicants. Furthermore, all welfare cheques shall immediately be handed over to the quarter concern.

v. In case of any delay in disposal of welfare application strict departmental action taken against the welfare Incharge.

121. Responsibilities of Welfare Incharge Headquarter. Following shall be the responsibilities of Headquarter Incharge welfare:

i. He shall be responsible for preparation of all welfare cases and all digital entries in PPWMS regarding all applications submitted by PHP staff posted in Headquarter.

ii. He shall supervise all the digital entries made by the Regional Welfare Incharges and ensure that all the hard copy of the cases are submitted to PHP Headquarter for onward submission to IGP office.

iii. He shall ensure that all the welfare cheques are timely

delivered to the quarter concerned after proper acknowledgement by all the Regional Welfare Incharges.

iv. He shall prepare monthly progress report of all Regions and put up on 2nd date of every month before the SP/PHP Headquarter.

v. In case of any delay in disposal of welfare application strict departmental action taken against the welfare Incharge.

122. Delegation of Financial Powers.- (1) The Addl: IGP/PHP can delegate his Drawing and Disbursing Officer (DDO) powers to any of his junior officer having BS-17 including officer of Ministerial Staff in BS-17.

(2) All Regional Officers of PHP shall exercise the DDO powers regarding their respective Regions.

123. Additional /Look After Charge.- (1) The Additional Inspector General of Police Punjab Highway Patrol can assign Additional /Look after Charge of any vacant seat of Regional Officer of PHP with immediate effect and copy of the same order shall be sent to the quarter concerned. Furthermore, a separate request shall also be moved to IGP/Punjab for assigning Additional / Look after Charge of vacant seat of Regional Officer of PHP to any other Regional Officer of PHP.

(2) The Additional/Look after Charge allowance shall be admissible to an officer after the order issued by the Inspector General of Police Punjab regarding any vacant seat.

124. Responsibility of Regional Officers regarding Financial Matters.- The Regional Officers of PHP shall observe following guideline to check and streamline the record of financial matters regarding their respective Regions:

i. The Regional Officer of PHP shall check his DDO Dashboard (DDO Ber) fortnightly.

ii. The Regional Officer can assign the duty of Accountant to any ministerial staff having BS-14 or BS-16.

iii. Account branch shall be established at Headquarter and Regional level. Furthermore, under the supervision of Accountant three officials shall be posted to streamline the record of account branch in each Region.

iv. The Regional Officer shall verify the expenditure of Pay & Allowances on monthly basis and compare his pay roll strength with HRMIS posted Strength.

v. The Regional Officer shall submit a certificate to PHP Headquarter that no bogus employee is drawing his salary from his respective Region.

vi. The Regional Officer shall inspect the Pay Register on

monthly basis as per pattern provided by Headquarter.

vii. The Regional Officer shall verify the monthly expenditure of Pay & allowances with pay register, compilation report issued by AG/DAO and compare the expenditure with his pay roll expenditure.

viii. The accountant shall be responsible to place record before Regional Officer of PHP on monthly basis.

ix. The R.O shall carry out surprise inspection of accounts in order to monitor implementation of rules, regulations and instructions issued time to time by IGP office and Government of Punjab. A copy of inspection report shall be submitted to the PHP HQ to proceed further into the matter.

x. Each Regional Officer of PHP shall provide a certificate to the PHP headquarter on expiry of each month to the effect that no discrepancy is found in the pay roll issued by the AG/DAOs in the HRMIS date of PHP.

xi. The Regional Officer of PHP shall be responsible in case, any over excess, double or irregular payments are made under 'Object Head' of Pay & Allowances.

xii. All the guidelines and SOPs issued by the IGP/PPO regarding payments and verification of pay and allowances from time to time must be complied with in letter and spirit.

xiii. The Regional Officer of PHP in order to overcome procedural lapses, defalcation excess, irregular payments and non-recovery of police revenues shall follow all the relevant financial rules such as PPRA Rule 2014 and Financial Rule 2016 and guidelines issued by IGP Office and Government of Punjab. The Regional Officer of PHP shall submit a certificate to PHP Headquarter on end of each financial quarter that no procedural laps are found, all procurement was made in accordance PPRA Rule 2014 and no expenditure is split.

125. Responsibility of Accountant/Pay Clerk regarding Pay and allowances of Junior Rank officers.- Following instructions shall be observed by the accountant regarding the pay and allowances of junior Rank officers:

i. Every Month, on the receipt of pay rolls from the district accounts office, the accountant shall prepare a statement for justification of excess/less drawn of salary for the current month compared with the salary drawn in the previous month and point out the differences found in pay of both months in the statement. He shall submit the statement to concerned Regional Officer of PHP for countersignature. All reasons such as transfers,

dismissals, leave, retirement etc. shall be mentioned to justify the differences in the monthly statement.

ii. The arrear bills or change forms of Pay & Allowances must only be signed when the original relevant orders (of reinstatement, promotions, restoration of rank, transfer & posting etc.) duly issued from HRMIS are attached with the bill of arrear claim.

iii. He shall check and verify the existing pay does tally with the pay recorded in the service book of junior rank officers.

iv. He shall submit detail report that the pay has been got verified by the AG/DAO and stamp of pay fixation is affixed in the service book on the following occasion:

i. Revision of the Pay Scales

ii. Promotions in the higher Pay Scales

iii. Up-gradations

iv. Demotions, down gradations, stoppage of increments etc.

v. He shall issue the LPCs of officers/officials within 03 days after relieving duly countersigned by AG/DAO where necessary. If an Officer/Official is relieved after the 18th of month, his pay shall not be stopped.

vi. The recovery regarding overpayment of pay & allowances must be recorded in service roll/book of the junior rank officer.

vii. In case of transfer/posting to other Region, the pay of an employee shall be started immediately after receipt of his original, verified HRMIS copy of transfer order, LPC and service record specially Service Roll/Service Book.

viii. The change form shall immediately be prepared and submitted to the AG/DAO when orders of dismissal, suspension, leave, transfer, and retirement etc., of an employee are received. All the column of change form shall be filled in carefully and affixed dispatch number & date duly signed by the DDO. Receiving receipt from the AG/DAO shall be obtained and attached with office copy. If change have not been made, Accountant/Pay Clerk shall immediately report to the Regional Officer of PHP and necessary directions may be got issued to the concerned bank where account of employee is maintained, to ensure that salary of the employee is not released till further order.

ix. He shall ensure that pay & allowances being paid to each employee are in accordance with his entitlement after necessary verification form service book/record. This shall

be done twice in a year and comprehensive report shall be submitted to PHP Headquarter on 5th February and 5th August every year with a certificate duly furnished by concerned Regional Officer of PHP.

x. He shall ensure that all Registers and Books of accounts according to Rule 11.36 ofPolice Rule 1934 are maintained in account Branch on the prescribed manner for proper and fair disclosure of financial transactions. In this regard Regional Officer shall submit quarterly basis reports to headquarter that all registers and books of accounts are mentioned and found correct in accordance with rules.

126. Guidelines for Payment Bills Regarding Expenditures.- (1) The Regional Officer of PHP shall not make any payment in cash except Secret Service Fund to discharge accrued liability against a department. The payees account cheques or pay orders shall be issued after proper acknowledgement. The expenditure for making of pay order shall be borne by the vendor.

(2) Before submitting the bill for pre-audit make an endorsement on it by requiring the Account Officer to make direct payment to the vendor through his bank account, oras the case may be, issue a separate cheque in favour of the vendor.

(3) The cheque against expenditure on account of secret service fund shall be issued in favor of the Drawing and Disbursing Officer. The Regional Officer of PHP shall maintain a confidential register as per proforma provided by AddI: IGP PHP office while incurring expenditure under the subject head. Furthermore, the Register/cash book maintained for the purpose shall be signed both by Regional Officer of PHP and Accountant and produced to inspecting / controlling authority according to rules. The same record shall be produced to the inspecting/controlling authority when required.

CHAPTER-XIII
DISCIPLINE

127. Punishing Authorities.- (1) The SP PHP Region and higher Rank officer shall be the authority to award departmental punishments to following junior rank officers working under his command:

i. Clerical Staff from BS-01 to 14.

ii. Class IV Staff (Sweeper and Langri).

iii. Sub-Inspector to Constable/Driver Constable.

(2) The SP/SSP PHP Headquarter shall be the authority to award punishments to all the junior rank officers from BPS 1 to 14 of Clerical, administrative and Class IV staff posted in Headquarter.

(3) The DIG/PHP shall be punishing authority for Inspector (Circle Office) posted in PHP Unit.

128. Inquiry Proceeding.- Following guidelines shall be observed by the inquiry officer or inquiry committee:

i. On receipt of the explanation of the accused or on the expiry of the stipulated period if there is no defense reply from the accused, the inquiry officer or the inquiry committee, as the case may be, shall inquire into the charges and may examine such oral or documentary evidence in support of the charge or in defense of the accused as may be considered necessary and where any witness is produced by one party,the other party shall be entitled to cross-examine that witness.

ii. If the accused fails to furnish his explanation within the period specified, the inquiry officer or the inquiry committee, as the case may be, shall proceed with the inquiry.

iii. The inquiry officer or the inquiry committee, as the case may be, shall hear the case from day to day and no adjournment shall be given, except for reasons to be recorded in writing. However, every adjournment, with reasons therefore, shall be reported forthwith to the authority. Normally, no adjournment shall be for more than a week.

iv. Where the inquiry officer or the inquiry committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper the progress of the inquiry, he or shall administer a warning and if, thereafter, he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to Complete the inquiry in such manner as he or it thinks best suited to do substantial justice.

v. If the accused absents himself from the inquiry on medical grounds he shall be deemed to have hampered or attempted to hamper the progress of the inquiry, unless medical leave, applied for by him, is sanctioned on the recommendation of a Medical Board. Where, in view of the serious condition of the accused, it may not be possible for him to appear before the Medical Board, the Board shall examine him at his residence of which complete address must always be given in the leave application and at which he must be available:

vi. Provided that the authority may, in its discretion, sanction medical leave up to seven days without the recommendation of the Medical Board.

vii. The inquiry officer or the inquiry committee, as the case may be, shall complete the inquiry proceedings within a period of sixty days, commencing from the last date of submission of the written defense by the accused or within such further period as may be allowed by the authority.

viii. (a) The inquiry officer/inquiry committee shall, within 10

days of the conclusion of the proceedings, determine whether the charge has been proved. If it is proposed to impose a minor penalty, the inquiry officer or the inquiry committee, as the case may be, shall, after affording the accused an opportunity of showing cause against the action proposed to be taken against him pass order accordingly and inform the authority of the action taken by it and send the whole record of the case. The authority, if dissatisfied, with the quantum of the punishment, awarded to the accused, may within 30 days of the receipt of the case, order initiation of de-novo inquiry or it may enhance the penalty after affording the accused a chance of being heard in person if no order is passed with in the stipulated period, the minor penalty awarded by the inquiry Officer/inquiry committee, as the case may be shall attain finality.

(b) If it is proposed to impose a major penalty, the enquiry officer or the inquiry committee shall, after affording the accused an opportunity to offer explanation against its recommendations for imposition of major penalty, forward the case to the authority along with the charge sheet, served on the accused, explanation of the accused, the findings of the inquiry officer or inquiry committee, with its recommendations regarding the penalty to be imposed.

(c) In case it is proposed to drop the proceedings, the inquiry officer or the inquiry committee shall, submit the case to the authority. The authority may, within a period of 15 days, either accept the recommendations of the inquiry officer or the inquiry committee, as the case may be, or it may order initiation of a de-novo inquiry by passing a speaking order.

(d) In case of joint inquiry if the inquiry officer reaches the conclusion to impose minor penalty/penalties on one or more of the accused and recommends imposition of major penalty/penalties in respect of the other(s) accused or to drop the proceedings against any of the accused, he shall send the whole case to theauthority for taking a final decision.

129. Disciplined Matrix.- (1) In order to ensure the fair and consistent disciplinary action on misconducts of PHP officers and officials disciplined matrix shall be observed by all the competent authorities of PHP.

(2) The matrix below depicts the category wise punishments with level-1 category for the misconduct of the least intensity on the part of patrolling officer while the level-5 category is for the highest intensity:

Level-1 Category "A"	Level-2 Category "B"	Level-3 Category "C"	Level-4 Category "D"	Level-5 Category "E"
Minor Misconduct having no negative impact on the operations or reputation of the PHP Police. a. Extra drill for up to fifteen days (only for constables/Head of officials of equivalent rank) b. Fine not exceeding one month's pay c. Censure d. Stoppage of increment for one year.	Misconducts of minor that have more than minimal impact on the operations or reputation of the PHP Police or that negatively impacts relationships with other agencies or the public. This includes repeated acts from Category A. a. With holding of promotion for one year b. Stoppage of increment for two years c. Forfeiture of approved service for up to one year	Misconducts that have a pronounced negative impact on the operations or reputation of the PHP Police or on relationships with employees, other agencies or the public. This includes repeated acts from Category B. a. Reduction in pay for one year b. Reduction in rank for one year c. Stoppage of increment for three years d. Forfeiture of approved service for up to two years e. Recovery of the whole or any part of any pecuniary loss caused to Govt. by negligence, with malafide intention or breach of orders	Misconducts that are contrary to the core values ofthe PHP Police or that involve a substantial risk to public safety. This includes repeatedacts from Category C a. Reduction in pay for two years b. Reduction in rank for two years c. Recovery of the whole or any part of any pecuniary loss caused to Govt. by negligence, with malafide intention or breach of orders. d. Compulsory retirement from service	Serious misconduct or acts of criminal conduct effectively disqualify from continued employment as a police office. a. Compulsory retirement from service b. Removal fromservice c. Dismissal fromservice d. Recovery of the whole or any part of any pecuniary loss caused toGovt. by negligence, with malafide intention or breach of orders.

(3) Following punishments shall be awarded to the patrolling officers on misconducts by thecompetent authorities of PHP:

Sr.No.	Misconduct	Punishment				
		Level 1	Level 2	Level 3	Level 4	Level 5
1.	**Absence from Duty**					
	Absence for less than07 days	X				
	Absence for less than03 months		X	X		

	Absence for less than06 months				X	X
2.	**Performance of Duty**					
	Sleeping on duty	X				
	Improper uniform/ personal	X				
	Appearance					
	Loss of traffic tickets by mistake	X	X			
	Failure to receive/carry equipment as per requirements of duty		X			
	Misbehavior with public (males)		X			
	Misbehavior with male colleagues		X			
	Harsh behavior/use of abusive language		X	X		
	Lack of interest in security duty in patrolling duty in law & order duty in riot duty in gathering of intelligence/ information duty In traffic arrangements/ diversoins duty in point/route duty in security of arrested accused or prisoners duty		X	X	X	
3.	**Lack of supervision**					
	Lack of interest in security duty in patrolling duty in law & order duty in guard duty in riot duty in gathering of intelligence/ Information duty in traffic arrangements/ diversions duty in point/route duty in point/route duty in security of arrested accused or prisoners' duty		X	X		

	Adopting delaying tactics in performance of official duty (go slow), if consequences are minor		X			
	Showing cowardice in		X			
	performance of duty if consequences are minor					
	Failure to control continuous reoccurrence of crime at same place.		X	X		
	Proven disobedient attitude			X		
	Causing delay in registration of case			X		
	Proven Non registration of case			X		
	Proven Improper handing/taking over of charge		X			
	Proven harassment topublic (females)			X	X	
	Proven harassment to female colleagues			X	X	
	Proven Misbehavior with senior officers			X		
	Proven discrimination/biased attitude Towards women Towards children Towards a particular religion Towards a particular Sect			X	X	
	Proven Lack of interest In security of important person duty In security of foreigners duty In security of premises duty in arrest of POs/CAs			X	X	
4.	**Proven Lack of supervision**					

	In security of important person duty In security of foreigners' duty In security of premises duty			X		
	Preparation of fake driving officers				X	X
	Disguising facts from senior officers			X		
	Proven illegal				X	X
	Detention					
	Willfully taking any action to render himself unfit for duty where proved			X		
	Adopting delaying tactics in performance of official duty (go slow), if consequences are Serious			X		
	Showing Cowardice in performance of duty if consequences are serious			X		
	Proven Noncompliance of lawful orders of the seniors			X		
	Proven Forgery/ tampering in Record				X	X
	Proven Non completion of record			X		
	Proven Forgery/tampering in Daily (Roznamcha)					X
	Proven information technology related forgery/ tampering				X	
	Proven illegal arrest with malafide intention				X	
	Proven illegal seizureof property			X	X	
	Proven Breach of law			X	X	
	Breach of rules			X		
	Breach of Standing Order/SOP			X		

5.	Participation in any demonstration, procession or strike				X	
	Concealment of facts at the time of appointment /recruitment					X
	Burking of crime Not applying the correct sections of law Concealment of serious/heinous crime Concealment of Bribery			X		
	Inflicting torture				X	
	Patronizing gamblers				X	
	Patronizing drug/alcohol dealers				X	
	Adopting delaying tactics in performance of official duty (go slow) if consequences are very serious				X	
	Showing Cowardice in performance of duty if consequences are very harsh				X	
	Consuming drugs/alcohol				X	
6.	**Investigation**					
	Failure to write the case diaries himself	X	X			
	Inordinate Delay in submission of challan	X				
	Non completion of record	X				
	Illegal raids, where Proved		X			
	Illegal searches, where proved		X			
	Failure to timely rectify the faults pointed out by the prosecutor, depending on the nature of case	X	X			
7.	Not applying the correct sections of law with malafide intention		X	X		

	Failure to properly produce the record of the case in the court with malafide Intention		X	X		
	Disobeying court's orders, where proved			X		
	Failure to put in best efforts for arrest POs/CAs		X			
	Tempering/destroying case property/evidence			X		
	Failure to collect tangible evidence in a case, where possible			X	X	
	Intentional Failure touse essential modern/forensic methods in a case				X	
	Intentional Tempering in case Diaries				X	
	Perjury (false evidence/ statement), where proven				X	
	Planting fake recoveries				X	X
	Supporting criminals, where proved				X	X
	Perfunctory investigation			X	X	
8.	**Corruption**					
	Internal payoffs and illegal gratification, where proved				X	X
	Abuse of authority (free meals and services)				X	
	Improper handing over of investigation of a case to a new I.O				X	
	Proven Embezzlement of Funds				X	
	Misappropriation Of seized property Of drugs on street Of case property Of official property				X	X
	Making false report				X	

	Disclosing information about police Operation				X	
	Protecting illegal Gambling				X	X
	Corruption for promotion/transfer/ p articular assignment				X	X
	Diversion of Punjab police property to personal use				X	X
9.	Systematic payoffs from brothel from gambling dens from shake downs of small Business				X	X
	Kickbacks Receipt of goods				X	
	Services of money for referring business to particular individuals or companies					
	Opportunistic theft Snatching from arrested accused Snatching from victims of traffic accident Snatching from crimevictim Snatching from the bodies or property ofthe dead citizens				X	
	Extortion				X	X
	Patronizing the criminals against consideration				X	X
	Illegal gratification from colleagues/ subordinates/ higher officers, etc				X	
	Disclosing information about police operation if consequences are Harsh				X	
	Kickbacks Receipt of goods Services of money for referring business to particular individuals				X	X

	or companies					
	Illegal gratification, consequences of which are harsh like spoiling a murder/ rape/heavy quantity drugs cases, where proved					X
10.	**Negligence**					
	Rash driving		X	X		
	Negligent use of weapon while cleaning it.		X			
	Improper maintenance of official equipment		X			
	Rash driving causing Death					X
	Negligent behavior causing escape fromcustody				X	X
11.	**Involvement in criminal activities**					
	Committing crime against person or property for personal Gains			X	X	
	Connivance with Criminals			X	X	
	Committing crime against person or property for personal gain resulting in Death					X
	Support/protection of criminals running brothel house drug dealers involved in pornography business					X
12.	Torture causing deathwhere proved					X
13.	Custodial death where proved					X

130. Appellate Authority.- (1) Only one appeal shall be allowed to all junior rank officers (executive and administrate) against the order of punishing authority. The DIG/PHP shall be appellate Authority for

junior rank officers for all the punishments awarded by Regional Officers of PHP, SP/SSP PHP Headquarter and any other competent authority.

(2) Department appeal against the order of DIG/PHP shall be filed in the Office of Addl: IGP PHP.

(3) Department appeal shall be filed within the 30 days after receiving of the punishment order. Furthermore, the appellate authority may, however, accept a time barred appeal as well.

131. Revision Authority.- (1) The Addl: IGP PHP shall be the revision authority for all the representations filed within 30 days after communication of appellate authority order on the following grounds:

i. Material irregularity has been committed in the proceedings, or

ii. On production of fresh evidence which is necessary to be considered in the case.

CHAPTER-XIV
MISCELLANEOUS

132. Transfer Posting of Junior Rank Officers.- (1) The Regional Officer of PHP shall be the competent authority for inter-district & intra- district transfer posting in the concerned Region of junior rank officers (Constable to SI).

(2) The Deputy Inspector General of Police Punjab Highway Patrol shall be the competent authority for inter region transfer posting (temporary or permanent basis) of any junior rank officers.

(3) In Punjab Highway Patrol all junior Rank officers shall be posted in their domicile district on any one of three PHP Posts near their home for maximum period of one year on the availability of seats. The junior rank officer shall immediately be transferred to other nearest PHP Post after the completion of one year period.

(4) The tenure of posting of junior rank officers at Headquarter, Region and District Offices shall be three years. After completion of two years field duty, they can again be posted in any Office.

(5) Transfers on permanent basis of junior officers from parent Districts/Regions to other Districts/Regions can be done on compassionate grounds on requests of the officers subject to approval of the controlling authorities. The receiving Districts/ Regions would not be under any compulsion to provide replacements/substitutes. Furthermore, requests for mutual transfer shall be considered on case-to-case basis.

(6) A confirmed Junior rank officer (Constables to SIs) willing for permanent transfer from parent District/ Region to another District/ Region, shall have at least 10 years of total service in his parent District/ Region.

(7) On permanent transfer from parent District/ Region to any

other District/ Region, Constables to Head Constable shall be placed at the bottom of the seniority of his cadre in the same rank maintained at the receiving District/ Region.

(8) Requests under Wed-Lock policy shall be considered on compassionate grounds, if found not in contradiction with peculiar exigencies of the police department. In such cases either of the spouse who fulfils the requirements shall be considered for transfer.

(9) If any departmental/ judicial inquiry/ show cause notice is pending, the officer shall not be eligible for transfer on permanent basis even on compassionate grounds till the disposal of SCN/ Inquiry.

(10) All transfer/ posting orders shall be issued through HRMIS, and data transferred accordingly, by the Regions and Headquarter.

(11) The concerned relieving and receiving authorities shall verify the authenticity of the transfer orders through HRMIS before implementation. The concerned OSI/ Incharge Establishment Branch/ concerned dealing hand shall be responsible to insert daily diary report number in the HRMIS.

(12) After issuance of transfer orders through HRMIS, the concerned District/Region shall relieve the officers immediately, with the direction to report to the posting District/Region. Any deliberate delay for joining at the new place of posting on the part of delinquent official shall lead to the initiation of departmental proceedings accordingly.

133. Rest and Leave of Junior Rank Officers.-

1. Duty Rest:

After 8 hour duty every official shall be given 16 hours rest which can be spent on PHPPost or home.

2. Weekly Rest:

Every official would be given one day leave at the end of each week. For this purpose, PHP Incahrge Post shall make weekly rest roaster of all official on monthly basis and send it along with 'Monthly duty Roster' for approval from the office of District Officer of PHP.

3. Casual Leave:

i. Casual Leave shall only be granted to an officer/official in sever need under Punjab Revised Leave Rule 1981. All application for causal leave shall be submitted through proper channel and record shall be maintained on all level.

ii. PHP Post Incharge can grant 23 hours rest to any official of PHP Post in case of emergency.

iii. Circle Officer of PHP can grant up to 2 days Casual

Leave at a time in case of emergency to Constables or below rank officials of PHP Posts under his command.

iv. District Officer of PHP can grant up to 4 days Casual Leave at a time in case of emergency to ASIs (Other than Post Incharge) or below rank officials of PHP Posts under his command.

v. Regional Officer of PHP can grant up to 10 days Casual Leave at a time in case of emergency to any officer/official of PHP Posts under his command.

vi. SP/SSP Headquarter PHP can grant up to 10 days Casual Leave at a time in case of emergency to any junior rank officers Posted in Headquarter under his command.

4. Earned, Maternity and Extraordinary Leave:

Regional officer of PHP, SP/SSP Headquarter and Higher Rank officer shall be empowered to grant earned, maternity and extraordinary leave to any junior rank officer of PHP under Punjab Revised Leave Rule 1981.

5. Medical, Hospital and Disability Leave:

i. In case of illness or injury medical docket shall be issued by the office of District Officer of PHP and official shall be get examined by Government medical practitioner. All medical rest shall be counter signed by Medical Superintendent of Government Hospital.

ii. Medical rest shall be considered mere a recommendation by the Doctor and not permission unless approved by the competent authority.

iii. Officials, who shall take medical rest again and again, shall be considered unfit for duty and be taken in the consideration for termination.

iv. Officials submitting medical rest from home shall be considered absent.

v. The department shall take special measures to take care of sick officials for prolonged periods.

vi. A junior rank officer after recovering from illness or injury shall provide fitness certificate duly signed by MS of government Hospital before joining the duty.

vii. Regional officers of PHP and SP/SSP Headquarter shall be competent authorities for approval of all kind of medical leaves for junior rank officer under their command.

134. Repeal.- The Punjab Highway Patrol Rules 2012 are hereby repealed.

PROVINCIAL POLICE OFFICER
GOVERNMENT OF THE PUNJAB"

(MUHAMMAD ASIF BALAL LODHI)
Secretary
Government of the Punjab
Law and Parliamentary Affairs Department