



## **Chennai Police RTI Manual**

### **Particulars of organization, functions and duties**

#### **[Section 4(1) (b) (i)]**

##### **1) Aims and objectives of the organization:-**

To enforce the law fairly and firmly: to prevent crime; to bring to justice those who break the law; to maintain peace in partnership with the Community; to help and ensure the safety and security of the people.

##### **2) Mission / Vision:-**

To enforce law fairly and firmly; to prevent Crime; to bring to justice those who break the law; to maintain peace in partnership with the people; to help and ensure the safety and security of the people and to be seen by the people that we do all these with integrity, common sense and sound judgment. We shall be Compassionate, Courteous and patient, acting without fear, favour or prejudice to the rights of the people.

##### **3. Brief History of Chennai Police**

The year 1856 is a land – mark in the annals of the Madras Town Police, when Act XIII of 1856 viz an Act regulating the Police of the Towns of Calcutta, Madras and Bombay and the several stations of the settlement of Prince of Wales Island, Singapore and Malaysia was enacted by the Governor – General of India in council. By this Act, the head of the Town Police was designed as the Commissioner of Police. The new force was organized very much on the model of the Metropolitan Police of London (U.K.) which came into existence in the year 1829 after enactment of the Metropolitan Police Act by Sir Robert Peel, Home Secretary Lt. Col.J.C. Boulderson. 35<sup>th</sup> Regiment. Native Infantry took charge as Commissioner of Police, on 25.04.1856 from Mr. E.F. Elliott, Chief Magistrate and Superintendent of Police, Madras, who commanded the Madras Town Police for nearly two decades.

2. In the year 1888, the Madras Act 1888 was enacted which repealed all the acts that were in force till then. (The same is in force till now).

The year 1929 is yet another landmark in the history of Madras City Police. The territorial division of the city into Ranges was found to be unsatisfactory and detrimental to efficiency. The entire organization was recast and remodelled "Functions Division", the hallmark of the City Police administration came into existence in that year thanks to the uncanny administrative experience and erudition of Sir Charles Cunningham, the then Commissioner of Police. He identified the basic feature of the administration in the City Police viz. that the functions of the City Police fell largely under three distinct branches of Law and Order, Crime and Traffic. An Officer of a Deputy Commissioner of Police was appointed to be in charge of each of these three branches for effective supervision and control. With effect from 01.09.1929, a crime Department under Commissioner of Police assisted by an Assistant Commissioner was formed and put in charge of a Deputy Commissioner assisted by two Asst. Commissioners with sub-Divisional responsibilities each in respect of 3 divisions in the City. Responsibility of traffic matters was assigned to a third Deputy Commissioner who was also in charge of licensing of all vehicles.

A new Armed Force styled as the Presidential General Reserve with strength of 10 Sergeants, 10 Hav majors, 50 HCs and 594 Police constables was sanctioned in G.O. Ms.No.354, judicial DT:24.06.1930.

In the year 1946, more areas of adjoining Chengalpattu district (Saidapet Revenue Taluk) were annexed under the "City Expansion Scheme".

Thus the Madras City Police of the present day was born like the phoenix out of the ashes of an early Police system which lived for over two centuries. The breakthrough came in 1856 when the early Police system was found to have outlived its purpose. A new organization was born to meet the growing demands of the Government and constant needs of Citizens. It confined itself to protection of lives and property and the prevention of Crime.

19 Revenue villages of Chengalpattu Revenue district had been annexed to the limits of Corporation of Madras as early as 1979. In 1985 the Government enacted Act 42 of 1985 extending the ordinary original jurisdiction of the High Court of Madras to those 19 villages. In G.O. Ms.No.3154 Home Dt.04.11.86, the Government issued notification under sections 8 and 7 of Cr.Pc, of 1973 extending the jurisdiction of Madras Sessions division and Metropolitan area to those 19 villages.

Later in 1990, five Police Stations were annexed to Chennai Police from the erstwhile Chengalpattu East District (Now Chennai Sub-urban Police) and again in 1995 five more Police Stations were annexed.

#### **4) Structure of the Department**

The Headquarters of the Chennai Police is located at Pantheon Road, Egmore, Chennai – 600 008. The Chennai Police is headed by the Commissioner of Police, who is an Indian Police Service Officer of the rank of Addl. Director General of Police. There are three Addl. Commissioners of Police in the rank of IGP, three Joint Commissioners of Police in the rank of DIG and eighteen Deputy Commissioners of Police in the rank of SP to assist him. That is 9 DCs for L&O, 3 DCs for Traffic, one DC each for IS, SSD, CCB & Headquarters besides each DC for AR & MT.

#### **5,6,7) ALLOCATION OF BUSINESS, DUTIES PERFORMED TO ACHIEVE THE MISSION AND DETAILS OF SERVICES RENDERED:-**

Chennai City has been divided into three ranges and further into Nine Districts for the purpose of maintaining Law and Order. Each Range is headed by an officer of the rank of Joint Commissioner of Police and the District is headed by a Deputy Commissioner of Police. For the purpose of Traffic Enforcement and investigation. Chennai is divided into three Districts viz. Traffic North, Traffic Central and Traffic South each headed by a Deputy Commissioner of Police. The entire Traffic Wing functions under the Addl. Commissioner of Police, Traffic in the rank of IGP.

## **I) DISTRICTS:-**

There are nine districts in Chennai Police. The over -all Supervision of Police Stations in the District rests with the the respective Deputy Commissioner of Police. Prevention, investigation and detection of Crime and maintenance of Law and Order are the important function of Police. The Officer in-charge of Police Station is to prevent & detect Crime and maintain Law and Order within his jurisdiction and is responsible for:

- a) Registration of FIR / Petitions, investigations of Cases, arrest of the accused, recovery of stolen property and prosecution of Cases.
- b) Depositing unclaimed Property.
- c) Record report regarding missing persons and Children and tracing them.
- d) Granting permission for loud Speakers rallies, Political / religious functions.
- e) Providing guards for the transportation of Cash, if required, as per Police Standing Orders.
- f) Checking of banks.
- g) Providing help to Senior Citizens.
- h) Public hearing for redressal of grievances.

## **II) LICENSING:-**

The Licensing Branch of Chennai Police is functioning at the office of the Commissioner of Police Chennai at Egmore, Chennai -8. The Commissioner of Police, Chennai is responsible for granting licenses / Permission for:-

- a) Arms and Ammunition
- b) Cinema and Video Game Parlour
- c) Fire Crackers
- d) Poisons
- e) Sulphur
- f) Amusement activities
- g) Registration of New Papers and Journals
- h) Declaration of Printing Press
- i) Grant of NOC for Fresh Petroleum Bulks
- j) Public Resort Licence
- k) Browsing Centres

**III) CENTRAL CRIME BRANCH:-**

The Central Crime Branch of Chennai Police is functioning at the Office of the Commissioner of Police at Egmore, Chennai -8. This branch functions under the Supervision of a Deputy Commissioner of Police and deals with specialised cases which fall in any of the following Categories:-

- a) Entrustment Fraud, Document Fraud by impersonation ( Breach of Trust and bogus Document).
- b) Forgery cases.
- c) Gangsters operation and Anti-Extortion.
- d) Kanthu Vatti, Non-Specialised Traditional Crimes and unregistered Frauds.
- e) Job racket.
- f) Video piracy and copy right Act.
- g) Bank Fraud and Credit Card Fraud.
- h) Cyber Crime and Cyber Lab.
- i) Land grabbing and Forged land documents.
- j) Fake Passport, Anti-adulteration of Essential Commodities and unsolved conventional crimes.

Manual -2**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES****SECTION 4 (1) (B) (ii)**

| <b>Sl. No</b> | <b>Subject</b>  | <b>Sanctioning / Approval authority</b> |
|---------------|---|---|
| 1.            | Transfer and Posting of Inspectors of Police and transfer of PCs from TSP to Chennai Police.    | COP                                     |
| 2.            | Transfer and Posting of Sub-Inspectors and Sub-Inspectors (AR).                                 | Addl. COP                               |
| 3.            | Transfer and Posting upto the rank of HC.   | Addl. COP                               |
| 4.            | Issue of upgradation orders from Gr.II.PC to Gr.I.PC and from Gr.I.PC to HC.                    | COP                                     |
| 5.            | Completion of Probation and issue of retirement orders of Inspectors.                           | Addl. COP                               |
| 6.            | Not allowed to retire.  | COP                                     |
| 7.            | Completion of Probation in respect of S.I.s (AR) and S.I.s of Special Units.                    | Addl. COP                               |
| 8.            | Transfers and Postings (AR).  | COP                                     |
| 9.            | Transfer and Postings of Ministerial Staff.   | DC, Hqrs.                               |
| 10.           | Concurrence for transfer of officers (Inspectors) to Special Units and other duty arrangements. | COP                                     |
| 11.           | Proposals for new sanctions.  | COP                                     |
| 12.           | Further continuance of Posts and Proposals for permanent retention of temporary posts           | DC, Hqrs.                               |
| 13.           | Seniority of Inspectors and Asst. Commissioners.  | COP                                     |
| 14.           | Suspension review   | Addl. COP                               |
| 15.           | PR review   | Addl. COP                               |
| 16.           | Appeals and reviews.  | COP                                     |
| 17.           | Sanction of EL, ML surrender and LTC upto Asst. Commissioners.                                  | Addl. COP                               |

|           |   |              |
|-----------|---|--------------|
| 18.       | Sanction of Temporary Advance, Part final withdrawal and final withdrawal from GPF for OAs, J.A.s, Typists, Steno-Typists and Assistants and upto the rank of S.I.s | DC, Hqrs.    |
| 19.       | Sanction of Temporary Advance, Part final withdrawal & Final withdrawal to Inspectors, Asst. Commissioners, Superintendent, PAs and SAO.                            | Addl. COP    |
| 20.       | Temporary monthly permits to Cinema Theatres.   | Addl. COP    |
| 21.       | Extension of NOC Period for purchase of Weapons, getting of NOC from Corporation.   | Addl. COP    |
| 22.       | Transport permit for weapons and poisonous materials.   | Addl. COP    |
| 23.       | Regular 'C' form licences to Cinema Theatres.   | COP          |
| 24.       | Renewal of Arms Licences (except All India Service officers) Gym Licences, Video Library Licences and Poison Licences.  | Addl. COP    |
| 24<br>(a) | New applications for Arms Licences reconsideration of rejected applications and renewal of Arms Licences of All India Service Officers.                             | COP          |
| 24<br>(b) | New applications for Browsing Centre Licences, Renewals and rejected applications for Browsing centre Licences.   | COP          |
| 25.       | Annual Public Resort Licence to Star Hotels, Sabhas and Cultural Dances and Renewal.  | Addl. COP    |
| 26.       | Temporary PRL.  | JC Concerned |
| 27.       | Scrap Merchant's Licences.  | JC Concerned |
| 28.       | Replies to CM Cell petitions.   | JC Concerned |
| 29.       | Replies to Petitions from Chief Office and Government.  | Addl. COP    |
| 30.       | Referring of Petitions to CCB for enquiry.  | COP          |

|     |   |                           |
|-----|---|---------------------------|
| 31. | Review of CM Cell, NHRC, SHRC pendency.   | Addl. COP                 |
| 32. | Condemnation and New purchase of Vehicles.  | COP                       |
| 33. | Maintenance and repairs of vehicles.<br>Below Rs.15,000/-<br>Below Rs.60,000/-<br>Below Rs.70,000/- | DC MT<br>Addl. COP<br>COP |
| 34. | Horse feeding bills.  | Addl. COP                 |
| 35. | Sanction of Fuel.   | COP                       |
| 36. | Pay fixation, annual increment to AR, Spl. Unit and Police Hospital staff.                          | DC, Hqrs.                 |
| 37. | Pay anomalies   | DC, Hqrs.                 |
| 38. | Medical Reimbursement, Health Fund, TNPBF   | DC, Hqrs.                 |
| 39. | TNPBF welfare fund and award of Prizes  | COP                       |
| 40. | Loans and advances upto Inspectors.<br>Festival Advance   | COP<br>DC Hqrs.           |
| 41. | Loans and advances to Asst. Commissioners and Addl. Dy. Commissioners.<br>Festival Advance          | COP<br>DC Hqrs            |
| 42. | Allotment of funds (Budget) Distribution to Zones – RE-FMA and surrender proposals.                 | COP                       |
| 43. | Reconciliation of monthly expenditure statement.  | DC, Hqrs.                 |
| 44. | Collection of Guard Charges review.   | Addl. COP                 |
| 45. | Chief Office & AGs audit Review of Pendency.  | Addl. COP                 |
| 46. | Confiscation and auctioning of vehicles involved in prohibition cases.                              | JC Concerned              |
| 47. | Convening of meetings on Crime against Women & Juvenile Justice with CMM.                           | COP                       |
| 48. | Follow up action on the above mentioned meeting proceedings & Review.                               | Addl. COP                 |
| 49. | Transfer of cases & CD files to other Districts, CCB, CBCID or other States.                        | COP                       |
| 50. | Withdrawal of Court cases.  | COP                       |
| 51. | Sanction of victim Assistance Fund, Ex-gratia to Police Personnel on heroic activities.             | COP                       |



|     |   |  |
|-----|---|--|
| 52. | Purchase of Computer equipments, Stationery, Spares etc.  | COP<br>upto Rs.20,000/- at any<br>one time |
| 53. | AMC for Computers.  | Addl. COP                                  |
| 54. | Condemnation of articles.   | DC, Hqrs.                                  |
| 55. | Annual Indent.  | Addl. COP                                  |
| 56. | MPF Proposals.  | COP  |
| 57. | Collection of Penal rent for overstaya in Quarters.   | Addl. COP                                  |
| 58. | Allotment of Quarters for Asst. Commissioners.  | COP  |
| 59. | Allotment of Quarters for PCs upto Inspectors<br>mutual exchange of quarters / extension of stay. | Addl. COP                                  |
| 60. | PCR sanctions   | COP  |

## Manual-3

### Procedure followed in decision – making process

[Section 4 (1) (b) (iii)]

#### **A) Investigation:-**

Investigation according to Cr.P.C is to collect the evidence, regarding the commission of a crime.

| <b>S.No.</b> | <b>Activity</b>   | <b>Level of Action</b>  | <b>Tune frame</b>       |
|--------------|---|-------------------------|-------------------------|
| 1.           | Registration of FIR.                                    | As prescribed in Cr.P.C | As prescribed in Cr.P.C |
| 2.           | Examination of witness.                                 | As prescribed in Cr.P.C | As prescribed in Cr.P.C |
| 3.           | Visit of investigation officer at the scene of offence. | As prescribed in Cr.P.C | As prescribed in Cr.P.C |
| 4.           | Collection of evidence.                                 | As prescribed in Cr.P.C | As prescribed in Cr.P.C |
| 5.           | Preparation of site plan.                               | As prescribed in Cr.P.C | As prescribed in Cr.P.C |
| 6.           | Arrest of the accused.                                  | As prescribed in Cr.P.C | As prescribed in Cr.P.C |
| 7.           | Recording of confessions.                               | As prescribed in Cr.P.C | As prescribed in Cr.P.C |
| 8.           | Obtaining Police / Judicial custody remand.             | As prescribed in Cr.P.C | As prescribed in Cr.P.C |
| 9.           | Search.   | As prescribed in Cr.P.C | As prescribed in Cr.P.C |
| 10.          | Seizure.  | As prescribed in Cr.P.C | As prescribed in Cr.P.C |
| 11.          | Preparation of case diaries etc.                        | As prescribed in Cr.P.C | As prescribed in Cr.P.C |
| 12.          | Filing of chargesheet.                                  | As prescribed in Cr.P.C | As prescribed in Cr.P.C |

## **B. POLICE CONTROL ROOM:-**

The first State-of-the Art integrated Control Room was inaugurated in the premises of Office of the Commissioner of Police, Greater Chennai City on 18.02.2004. The Control Room co-ordinates various functions like receiving assistance calls, monitoring the traffic and reacting to emergency situations. The call centre works round the clock and the operator monitors the movement of all the vehicles. The Special software with sophisticated database, co-ordinates with the vehicle database and telephone directory. Whenever any one in distress makes a call, it is recorded and automatically forwarded to the concerned zones. The control room has a sophisticated GPS based vehicle location and tracking system. The patrol vehicles which are already fitted with the location devices are easily traceable by the operator which facilitates the radio operator to locate the vehicle which is nearer to the spot and direct it accordingly. In case of assistance by the Police, public usually remember 100 and 103. With modernization, a number of other helplines have been setup. 1098 for Child Helpline, 1091 for Women Helpline, 1253 for Senior Citizen Helpline, 98410-40103 for Green Line, Pollution related complaints, 12700 for Blue Line for complaints regarding cruelty caused to animals and 52103535 for making confidential complaints regarding Police Personnel. For effective management of city traffic, CCTV cameras have been installed at 18 various important major traffic junctions. The officer in-charge of the control room can zoom onto the registration number plates of the vehicles which flout the rules and the offences are recorded scientifically. With the help of Broadband internet connectivity, senior officers like Commissioner of Police, Addl. Commissioner of Police and Joint Commissioners of Police can also view the CCTV transmission. LCD displays are finding a place in traffic signal. They have a deeper visibility and they can be maintained at zero cost. In modernization, the traffic signals are complemented with electronic timers, which helps the public to relax the stress on the road and reduces the emission of pollution. The traditional beat system has been replaced by E-beat system. Beat and "Patta" books have been replaced with E-beat system, in which the electronics –chips are embedded in the walls at various locations on the beat route. The constable records his movement by swiping the card.

**C. TRAFFIC:-**

Chennai Traffic Police is headed by Addl. Commissioner of Police who is assisted by 3 Deputy Commissioners of Police, one Addl. Deputy Commissioner of Police, 4 Asst. Commissioners of Police, 12 Inspectors and 48 SIs for traffic investigation and 6 Asst. Commissioners of Police, 28 Reserve Inspectors and 203 Reserve Sub-Inspectors and other Ranks that is HC, Gr.I & Gr.II PCs 1931 to control the traffic in the City. There are 63 Traffic Police Stations which includes 11 Traffic Investigation Police Stations in Chennai Traffic Police besides there are four Special Units viz. Hackney carriage, Traffic unit, Traffic planning and Traffic Control Room. As a part of modernization, the Chennai Traffic Police have started using speed-guns and interceptor vehicles for checking vehicles which are driven at over speed.

## Manual-4

### Norms set for the discharge of functions

[ Section 4 (1) (b) (iv)]

Some of the norms are indicated below:

#### Illustration

| Activity  | Time frame / Norm  | Remarks |
|---|--|---------|
| <b>I) INVESTIGATION</b>   |  |         |
| <ol style="list-style-type: none"> <li>1) Registration of FIR.</li> <li>2) Examination of witness.</li> <li>3) Visit of investigation officer at the scene of offence.</li> <li>4) Collection of evidence.</li> <li>5) Preparation of site plan.</li> <li>6) Arrest of the accused.</li> <li>7) Recording of confessions.</li> <li>8) Obtaining Police / Judicial custody remand.</li> <li>9) Search.</li> <li>10) Seizure.</li> <li>11) Preparation o case diaries etc.</li> <li>12) Filing of chargesheet.</li> </ol> | <p><b>As per the Cr.P.C</b></p>  |         |
| <b>II) POLICE CONTROL ROOM</b>  |  |         |
| <p>The PCR with its command and control structure acts as nerve centre for Chennai Police to receive all communications concerning distress calls from public, law and order scenario and to direct local police to respond to these situations.</p>  | <p>The response time in the city is 7 to 10 minutes whereas in outlying areas is 10 to 15 minutes.</p> |         |

|   |  |  |
|---|--|--|
| <p>Its main functions is to receive and respond to the public in distress who call telephone No.100. The call received on 100 Number are distributed through automatic all distribution system. On receipt of distress calls, PCR Vans are accordingly directed to deal with the situation. The response time in the city is 7 to 10 minutes whereas in outlying areas is 10 to 15 minutes.</p> |  |  |
|---|--|--|

### **III. LICENSING**

#### **ISSUE OF LICENCES BY CHENNAI POLICE**

##### **ARMS LICENCE**

This licence is based on the Arms Act 1959 and Arms Rules 1962, which is a Central Act. In the Arms Act, 1959, (Act.No.54 of 1959) under chapter-I, the Commissioner of Police is appointed as District Magistrate in Section-2, Sub Section VII(d). The Act, Rules empowers Commissioner of Police for.

- i) Issue of fresh Arms Licences
- ii) Renewal of Arms Licences.
- iii) Permission for Purchase/ Sale of Weapons.
- iv) Transportation Licence for moving the weapon, and such similar matters.
- v) Trade Licence for the storage of arms & ammunition issued in Form XIV.

**FRESH LICENCES:** The Commissioner of Police is the competent authority for the issue of fresh Arms Licences for the following purposes-

- i) Self Protection
- ii) Re-employment
- iii) Sports
- iv) To keep the weapons as a heirloom (ancestral property)

The application should be in the prescribed format. No other documents required. If the application satisfies and based on the recommendation of local Police, the Commissioner of Police can grant Licences with area validity to Chennai City or throughout Tamil Nadu. The State Government are the competent authority to extend the area validity to throughout India for NP Bore weapon.

**RENEWAL OF LICENCES:** The Commissioner of Police, can renew all the Licences, including those with area validity with All India, for a maximum period of 3 years.

**EXTENSION OF TIME:** Normally 3 month's time limit is being granted to produce the weapon for inspection. Based on the genuine and valid reasons, the time limit is being granted from six months to one year, as per the discretion of the COP.

**REJECTION FOR ISSUE OF FRESH LICENCES / RENEWALS:**

COP is the competent authority for the issuance of fresh licence. To decide the issue, verification reports of local Police viz., Inspector / AC / DC are obtained and routed thro' JCs concerned to COP for consideration.

iii) To deny the issue of fresh Licence / renewal, issue of SCN is mandatory as per the Act.

**APPELLATE AUTHORITY:-**

For all grievances of the Applicants, in cases of decisions arrived at by Commissioner of Police, State Government are the Appellate authority.

**FEES TO BE COLLECTED:-** The details are furnished below.

| <b>Sl.No.</b> | <b>Description of the Weapons</b>  | <b>Fresh Licence Initial fee</b> | <b>Renewal</b>   |
|---------------|--|----------------------------------|------------------|
| 1.            | Pistol, Revolver and repeating rifle.  | Rs.100/-                         | Rs.50/- Per Year |
| 2.            | Rifle  | Rs.60/-                          | Rs.30/- Per Year |
| 3.            | .22 Bore Rifle (low velocity) firing rimmed cartridges, B.L. Gun and Air Rifle | Rs.40/-                          | Rs.20/- Per Year |
| 4.            | M.L. Gun, Air Gun, Sword, Boyonet, Dagger and Spear lance                      | Rs.10/-                          | Rs.5/- Per Year  |

II) The Government of India are competent authority for the revision of fees. The revision of fee was lastly done by them in GSR.No.1, dated 19.12.97 and came into effect from 03.01.98.

### **CINEMA LICENCE**

The Commissioner of Police is empowered as the Licensing authority in respect of the following aspects as per the Tamil Nadu Cinemas (Regulation) Act, 1955 (Tamil Nadu Act IX of 1955) and the Tamil Nadu Cinemas Regulations rules 1957. According to Section 2(2), the "District Collector" in relation to the presidency town means the Commissioner of Police to implement or enforce the above act.

### **ISSUE OF NO OBJECTION CERTIFICATE FOR THE CONSTRUCTION OF A NEW CINEMA THEATRE**

Whoever intends to construct a permanent theatre shall apply to the Licensing Authority (Collectors in Districts and the Commissioner of Police in Chennai City) in Form "A". This form shall be accompanied with the following documents and informations.

1-1. Plan of the proposed site drawn to scale clearly indicating the surrounding roads and buildings which exist upto a distance of 200 Sq. Meters of the proposed site. Schools, Hospitals, temples, Mosques, Churches or other places of public worship should be clearly indicated (Rule 35(1)).

1-2. Proof for the ownership of the site by the applicant or lease agreement if the applicant is not the owner of the site (Form-A)

1-3. Fee of Rs.1000/- (Rule 35(1)(A)).

2. On receipt of the above, the following authorities are to be referred.

2-1. To the corporation of Chennai for passing resolution recording its objections if any, to the site and to the installation of machinery. Time limit allowed 45 days Rule 35(2).

2-2. To DC/Traffic to offer remarks form Traffic points of view. Time limit allowed one month Rule 35(3).

2-3. To the DC/L&O to offer remarks from (L&O) Point of view (No Rule).



2-4. The applicant to exhibit a notice in Form A1 on the site till the matter is finally decided (Rule 35(A)(3)).

2-5 Notice in Form A2 has to be published in the Notice Board of the Corporation and also in the Gazette calling for objections if any from the public. Time limit 15 days from the date of publication Rule 35(A)(4).

2-6. After considering the application with reference to the matters specified in Sec.5(1) of the Act and on the remarks of the local authority or the Police, NOC in Form "B" has to be issued or to be refused. Time limit for the entire process is Six Months. If not, it shall be deemed that the applicant has been granted N.O.C. (Rule 36(1)).

2-7. The N.O.C so issued is valid for 5 years and the Government may extend the validity of N.O.C beyond five years. (Rule 36(3) and the proviso) Rs.500/- to be collected from the applicant.

2-8. Any person aggrieved by the orders of the Licencing authority granting or refusing to grant NOC, may appeal to the Commissioner, Land Administration (Rule 36(4)).

**ii. Approval of building plan:-**

3. On receipt of NOC, the applicant shall submit an application for approval of the plan of building to be constructed with complete plans as detailed in Rule 37(1), 37(2) and 37(3) with a treasury receipt issued by the Corporation of Chennai for the payment of fees for construction of building and installation of machinery.

3-1. On receipt of the plans, the Licencing authority has to refer the matter to the CMDA authorities. The CMDA authorities shall send their reports within one month to the licensing authority.

3-2. Simultaneously the Electrical Inspector has to be consulted to ensure that the wiring plan confirms with the rules. Time limit for the Electrical Inspector is one month (Rule 38-2).

3-3. The Licensing authority shall grant or refuse to approve the plan of the building within 2 weeks from the date of receipt of the report from the CMDA authorities.

#### **4. Buildings constructed and issue of licence:**

On commencement of construction, the applicant shall notify the P.W.D. authorities for the issue of structural soundness certificate (Rule 40(1) under sub-rule (4).

4-1. The applicant on completion of construction should apply for the issue of Licence in Form "C" enclosing the following documents.

1. Certificate in Form "D" issued by the Electrical Inspector.
  2. Certificate issued by the Executive Engineer CMDA covering the provision of Rule 54 to 56, 59, 60, 77, 78 and 80 to 82.
  3. Structural soundness certificate issued by the PWD authorities.
  4. Film Division Certificate.
  5. Insurance Certificate.
  6. Prescribed Fee (Rule43).
  7. Certificate from Fire Service Department.
  8. Public Liability Certificate.
5. The Licensing authority on receipt of the application with the above documents shall issue licence in Form "C" within two weeks for the period covered by the Chief Electrical Inspector and Structural Soundness Certificate (Rule 42 (1)).
6. The Licensing authority shall fix the actual rates of admission in each class after taking into account the amenities provided in the theatre, the prevailing rates of admission in similar theatres in similar localities within his jurisdiction and any other relevant factor (Rule 83(1)A(a). The Licensing authority can modify the admission rates from time to time according to the prevailing circumstances.
7. The Licensing authority may alter the rates of admission if there has been any change in the amenities provided either in that class or generally in the theatre or for any other valid reason (Rule 83 (1-A).
8. The Government in their Orders in G.O.Ms.No.1265, Home (Cinema), Dept., dated 31.12.06, have Laid down 15 conditions to revise the Rates of Admission of Theatres.

### **Renewal of Licenses:-**

9. The applicant for renewal of “C” form Licence shall be made one month prior to the expiry of Licence. For belated applications a penalty of Rs.2,000/- to be collected (Rule 92(1) & 92(2) (1), G.O.Ms.No.42 Home (Cinema-1/Department, dated 13.01.2003).

10. The renewal application shall be accompanied by the following documents.

1. Affidavit declaring the lawful possession of the building etc.
2. Prescribed Fee.
3. Insurance certificate.
4. No due certificate from commercial tax Dept. (Rule 92(1).
5. Electrical Inspector Certificate (Rule 94).
6. Structural Soundness Certificate (Rule 96(1).
7. Film Division Certificate or IIMC.
8. Property tax paid receipt.
9. Public Liability Certificate.

11. If the “C” form licence is not renewed or refused by the licensing authority before the expiry of licence, he shall grant temporary licence in form “E” for one month and subsequently renewed for further periods of one month at a time (Rule 97(1)(2)).

### **ENFORCEMENT OF DISCIPLINE**

12. The Commissioner of Police, the Licensing authority is empowered to enforce discipline on all respects, such as:

- i) Non provision of AC.
- ii) up keep of the theatre hygienic.
- iii) Violation of cinema rules in exhibiting obscene films or uncensored films or censored by the cuts imposed by Censor Board illicitly shown in the theatres.
- iv) Black marketing of tickets and so on.

13-1 If the Licensee in-charge of the premises is in contravention of the provision of the Act or Rules or any condition / restrictions of the Licence, he shall be punished with a fine of Rs.2,000/- and second subsequent offence with fine which may extend to Rs.4,000/- (Sec.8 of the Act).

13-2 The Licensing authority may revoke or suspend the licence if the has reasons that the provision of Sec. 9 has been contravened (Sec.9 of the Act).

14. The Joint Commissioner, Land Administration shall be the Appellate authority (Rule45).

15. The Government is the reviewing authority for all such suspensions and revocations (Rule 47-A)(1).

### **PUBLIC RESORT LICENCE**

COP is empowered under section 34 of MCP Act, to issue Licences for the purpose of public resort, such as conduct of meetings, seminars, Music and Dance festivals and all others such as video games / parlours etc., in the indoor auditorium / halls.

**ISSUE OF FRESH LICENCE:** Permanent Public Resort Licences, are issued to Sabhas/ Hotels. Application should accompany with the following certificates.

- i). Structural soundness certificate from CMDA.
- ii). Electrical fitness certificate from Corporation, Chennai.
- iii). Fire safety certificate from Fire services and Rescue Department.
- iv). Health certificate issued by Corporation, Chennai.
- v). Fire Insurance.
- vi). Public Liability Insurance.

**VALIDITY OF THE LICENCE:** On the recommendation of the Local Police, Licence can be issued till 31<sup>st</sup> December of the year and be renewed by every (calendar) Year on production of the above certificates every time.

Fees for the Licence to be paid by the Building owners.

} For fresh licence Rs.75/- valid up to the closure of calendar year.  
Renewal: Rs.75/- per annum.

|  |   |
|--|---|
| Fees for Conduct of the function programme | } For one day Rs.25/-<br>For 2 days Rs.50/-<br>For 3 days Rs.75/-<br>Further up to 30 days – Rs.75/-<br>(No. additional fee). |
|--|---|

**ENFORCING DISCIPLINE:** Commissioner of Police, under section 37 of MCP Act, is the disciplinary authority, and under section 39 of the Act, rule making body.

**APPELLATE AUTHORITY:** No appellate authority is prescribed in the Act.

### **VIDEO LIBRARY**

COP is the Licensing authority for Chennai City, under the provision Tamil Nadu exhibition of Films on T.V. Screen, Video Cassette recorders and through Cable TV Network (Regulation) Act 1994.

Application in Form “H” shall be accompanied with the following documents.

- i. Sketch duly indicating the place of Video Library.
- ii. Ownership documents. If rented building, consent letter from the Building Owner.
- iii. Rent receipt
- iv. Latest Corporation Tax Paid receipt.
- v. If the applicant is not Owner of the building, Lease deed /Rental agreement to be submitted.
- vi. Receipt on payment of fee of Rs.1000/-

**ISSUE OF FRESH LICENCE:** On verification by Local Police and satisfied that the Applicant is not having adverse remarks, licence can be issued.

**VALIDITY OF LICENCE:** One year, from the first January to 31<sup>st</sup> December of every year and should be renewed for the every calendar year.

**RENEWAL OF LICENCE:** on payment of Rs.1000/- before the date of expiry, and Rs.250/- fine after expiry date, (i.e) Rs.1250/- for late renewal.

**ENFORCEMENT OF DISCIPLINE:** COP, is competent to refuse fresh licence, as well as renewals, after duly given a Show Cause Notice to the Applicant.

**APPELLATE AUTHORITY:** State Government (Home Dept) is the appellate authority.

### **POISON LICENCE**

COP is empowered as the Licensing authority for the issue of Poison Licence, as per the Powers conferred by the Tamil Nadu Poison Act 1919.

**ISSUE OF LICENCE:** Application in Form “B” duly furnishing the details of poison substances to be stored and consent letter of the building owner are required. On the recommendation of Local Police, Poison Licence is issued in Form A with certain conditions.

**DETAILS OF POISONS COVERED BY THE ACT:** There are as many as 55 Poison substances specified in the schedule to the Act. Some of them are enlightened.

Ammonia, Barium, Chloroform, Diazinon, Hydrochloric Acid, Mercury, methanol, Opium, Phosphorus Compounds, Sodium Nitrate, Zinc Chloride etc.,

**DL-2 LICENE:** In letter No.P&E II(3)/28416/2001 dated 05.03.2002 of the Commissioner of Prohibition, the District authorities have been requested to direct all the Methanol users to obtain DL-2 Licence in addition to having the licences under Poison Act and Petroleum Rules. As per this, the licences are being granted to the methanol users under poison Act to store 300 Litres by the Commissioner of Police.

**ENFORCEMENT OF DISCIPLINE:** COP, viz., licensing authority in Chennai City, have the discretionary Power, for the issue of licence, renewal, revocation, and cancellation of licence, by recording the fact.

**FEE:** Rs.200/- is collected for issue of fresh licence as well as for further renewal.

**DURATION OF LICENCE:** 1 Year from 1<sup>st</sup> January to 31<sup>st</sup> December of every Year. Renewal should be done every Year.

### **GYMNASIUM LICENCE**

Licence to run Gymnasium is issued, under section 35 of MCP Act. Application in the prescribed format should accompany with the following documents.

- i. Sketch indicating the place of Gymnasium.
- ii. Consent letter from the building owner.
- iii. Latest Corporation Tax Receipt.

### **ISSUE OF FRESH LICENCE:**

On the recommendations of Local Police and Traffic Gymnasium Licence is issued valid upto 31<sup>st</sup> December of the year with certain conditions or payment of fee of Rs.25/-.

### **RENEWAL OF LICENCE:**

Licence will be renewed for the Calendar Year (i.e for 1<sup>st</sup> Jan to 31<sup>st</sup> Dec) on payment of fee of Rs.25/-.

### **CRACKERS LICENCE (TEMPORARY)**

The application seeking Temporary Crackers Licence to sell Crackers during Deepavali and Karthigai Deepam should accompany with the following documents:-

- i. Application duly affixed with Rs.2/- court fee stamp.
- ii. Corporation Licence.
- iii. Fire Licence issued by the fire and Rescue Department.

2) Application will be entertained one month before Deepavali. The Application will be referred to Inspector of Police for local verification. Inspector of Police will send recommendation through ACs/ DCs concerned.

3) On its receipt, orders of the JCOPs concerned will be obtained and a sum Rs.150/- will be collected from the applicant towards fee and licence in Form 2 will be issued. This licence is purely temporary and valid only during Deepavali and Karthigai Deepam. Licence shall remain in force for 20 days during Deepavali and 1 week during Karthigai Deepam. This Licence is issued by the respective Zonal Joint Commissioner of Police.

### **BROWSING CENTRE LICENCE:**

The COP is empowered to issue Licence to run a Browsing Centre. Under section 39 Chennai City Police Act, 1888 and G.O.Ms.No.1253 Home (Pol.VIII) Dept., dated 28.12.06. Application in the prescribed format should accompany with the following documents.

- 1) Rent agreement or Lease deed.
- 2) Tax assessment report or Tax receipts.
- 3) NOC from the Owner of the Building.
- 4) Installation of Internet Telephone connection.
- 5) Log Book.
- 6) Particulars of Hardware or Software installed.
- 7) Parking space should be provided within the premises.
- 8) Video cameras should be fixed to store the image of browser.

### **ISSUE OF FRESH LICENCE:**

On the recommendation, of Local Police and Traffic NOC for Browsing centre, Licence will be issued valid upto 31<sup>st</sup> December of the year (For one year) with certain conditions on payment of fees of Rs.75/-.

### **RENEWAL OF LICENCE**

Licence will be renewed for every calendar year (i.e for 1<sup>st</sup> Jan to 31<sup>st</sup> Dec based on the Local Police report, on Payment of fees of Rs.75/-.

### **DISCIPLINARY AUTHORITY:**

The COP is the competent authority to issue or refuse to issue browsing centre licence if the COP is not satisfied with the functioning of the browsing centre.



**IV) TRAFFIC**

| <b>S.No.</b> | <b>Regulation of Traffic</b>  | <b>By all traffic officers/men</b>   | <b>Round the clock</b>   |
|--------------|---|--|--|
|              | <p><b>Notice-</b> The notices for traffic violations are issued to the registered owner of the vehicles as per record in the databank. Through the notice itself 15 days time is given to the defaulter to explain or contest it. He is free to accept the violation or make representation to Traffic Police or contest in the courts.</p> <p><b>Challan-</b></p> <p><b>(1) Compounding Challan-</b>for which a traffic rules violator pay fine on the spot.</p> <p><b>(2) Court Challan-</b> for which documents i.e. licence /RC is seized by traffic police officers and sent to concerned court.</p> | <p>By all traffic police officers as well as by public through complaint.</p> <p>Sub-Inspector and above.</p> <p>Head Constable and above.</p> | <p>8 AM to 8 PM (through special drive any time in day or night)</p> |

**V) Special Branch**

| <b>S.No.</b> | <b>Activity</b>  | <b>Time frame/ Norm</b> | <b>Remarks</b> |
|--------------|--|-------------------------|----------------|
| 1.           | Passport application forms received through regional passport office Sastri Bhavan, Chennai-6. | Same Day                | -              |
| 2.           | Personal particular Form is detached and sent to Distt. Police                                 | Same Day                | -              |

|    |   |          |   |
|----|---|----------|---|
| 3. | Zone wise special branch enquiry officers conducts the verification | -        | - |
| 4. | Police verification report is sent to regional passport office.     | Same day | - |
| 5. | Final decision on application is taken by regional passport office. | -        | - |

## Manual-5

### **Rules, regulations, instructions, manuals and records for discharging functions.**

#### **[Section 4(1)(b)(v)]**

Prepare a list of rules, regulations, instructions manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

#### **List of regulations, instructions, manuals and records**

| <b>S.No</b> | <b>Name of the act, rules, regulations etc.</b>                      | <b>Brief gist of the contents</b>   | <b>Reference no., if any.</b> | <b>Price in case of priced publications</b> |
|-------------|--|---|-------------------------------|---|
| 1.          | MCP Act 1888   | An act to amend the law relating to the regulation of the Police in Chennai   | Acts III & IV of 1888         | Government publication                      |
| 2.          | Spl. Rules for TNPSS<br>General Rules for TNSSS<br>TNPSS (D&A) rules | Regarding the administration of Chennai Police Personnel i.e from Constable to Inspector (non-gazetted posts) For example, their appointment, recruitment, promotion, confirmation punishment, appeal and general conditions of services. |                               | -do-  |

|     |   |  |  |      |
|-----|---|--|--|------|
| 3.  | Tamil Nadu Police Standing orders Vol 1 to III.               | Consists of instructions on all police functions                                   |  | -do- |
| 4.  | I.P.C., Cr.P.C., Evidence Act & Other Local and Special Laws. | Enactment of Parliament specifying offences, procedure of investigation and trial. |  | -do- |
| 5.  | TN Financial code   | Financial powers of the Head of Deptt. And Head of offices.                        |  | -do- |
| 6.  | Delegation of Financial Powers.                               | Delegation or power of Police Officers by executive orders                         |  | -do- |
| 7.  | TN Treasury Code  | Regarding receipt and payments   |  | -do- |
| 8.  | TA Rules  | Relating to TA/DA etc.   |  | -do- |
| 9.  | LTC Rules.  | Relating to LTC etc  |  | -do- |
| 10. | Loans and Advances to Govt. Servants.                         | Relating to advances.  |  | -do- |
| 11. | GPF Rules.  | Rules relating to General Provident Funds  |  | -do- |
| 12. | Income Tax on salaries  | Relating to income tax on salary   |  | -do- |
| 13. | House Building Advance Rules                                  | Relating to House Building Advance.  |  | -do- |

|     |  |   |  |      |
|-----|--|---|--|------|
| 14. | Suspension & Reinstatement under Fundamental Rules.  | Allowances of suspended Police personnel.   |  | -do- |
| 15. | TN Treasury code   | Regarding Treasury.   |  | -do- |
| 16. | Government Office Manual   | Ministerial job of offices.   |  | -do- |
| 17. | Standing Orders/Circulars of Chennai Police  | Instructions containing procedure to be adopted along with amendment in laws/by laws from time to time. |  | -do- |
| 18. | TN Police Health Funds   | Relating to health Insurance of the employees.  |  | -do- |
| 19. | Rules for providing immediate relief to the families of Government Servants who die while in service | Regarding relief to the family of the deceased.   |  | -do- |
| 20. | TN Pension code<br>TN Pension Rules  | Reg. Commutation & other terminal benefits.   |  | -do- |

|     |   |  |  |      |
|-----|---|--|--|------|
| 21. | The Press and Registration of Books Act 1959                                    | Empowers COP for accepting Printing Presses and Declaration of Newspapers submitted by their owners.                         |  | -do- |
| 22. | The TN Cinemas (Regulation) Act, 1955 and the Cinemas (Regulation) Rules, 1957. | Empowers COP for grant of License for Cinema Halls in the Chennai City.  |  | -do- |
| 23. | The TN Poison Act 1919  | Empowers COP for issuing Licenses for keeping / storing poison.  |  | -do- |
| 24. | Arms Act, 1959<br>Arms Rules 1962.  | Empowers COP to issue/grant of Licenses for Possession / acquisition for NPB Revolver /Pistol Gun/Rifle in the Chennai city. |  | -do- |

|     |                       |  |  |      |
|-----|-----------------------|--|--|------|
| 25. | The Petroleum Rules.  | Empowers COP to grant licenses for storage of Petroleum Class-A not exceeding 300 Ltrs. And Petroleum Class-B not exceeding 25,000 ltrs.                   |  | -do- |
| 26. | Section 34 of MCP Act | Empowers COP for licensing and controlling Public places of Amusement (other than Cinemas) and performance for Amusement in the sphere of city of Chennai. |  | -do- |

## Manual-6

A statement of the categories of documents that are held by it or under its control  
[Section 4(1) (b) (vi)]

| <b>S. No.</b> | <b>Nature of Record</b>   | <b>Details of information available</b>  | <b>Unit/Section where available</b> | <b>Retention period where available</b>                                |
|---------------|---|--|-------------------------------------|--|
| 1.            | Prescribed by Sec. 154 of Cr.PC (Form 73) P.S.O 551)                          | Details of crime reported / detected (cognizable offence) and police investigation   | All Police Stations                 | FIR is kept permanently in the Record Room of concerned Police Station |
| 2.            | General Diary in Form 75 as per P.S.O 709                                     | All the details in r/o criminals arrested and entry of arrival/departure of all enrolled police officers on duty with nature of their duties, duty performed and places visited etc. | All Police Stations, Police Posts.  | Retained for two years after the date of the last entry.               |
| 3.            | Process Register (Form No.100)  | All Processes received from courts for service or execution  | All Police Stations                 | Maintained as per PSO 715  |
| 4.            | Nuisance case Register (Form No.103)  | On terms of Nuisance Act 1889  | All Police Stations                 | To be kept for 3 years as per PSO 716.                                 |
| 5.            | Information about absconders and deserters maintained as per PSO 361 and 691) | Details of all proclaimed offenders and deserters from the army.   | All Police Stations                 | Permanent  |



|    |  |  |                              |  |
|----|--|--|------------------------------|--|
| 6. | Tappal Book<br>(Form No.306)                         | Details of letters/ reports /orders received/ Dispatched at police stations and record of summons, warrants, search warrants and orders of proclamation, attachment and injunction. Shall contain the acknowledgement or postage stamps including those expended on telegrams. | All Police Stations /offices | Maintained at police stations / police post/ offices as per PSO 724. |
| 7. | Bad character check register in Form No.57 (PSO 368) | Details of notes on community, persons of doubtful character having convicted or suspicious and cognizable cases. The topography of the area population etc. are also kept in this register. Through this surveillance on criminals is maintained.                             | All Police Stations          | Permanent. It is confidential and unpublished official record.       |

|     |   |   |                     |                           |
|-----|---|---|---------------------|---------------------------|
| 8.  | Search Register (as per P.S.O 713)  | The description of prisoners should be carefully and fully recorded on his being brought to the P.S   | All Police Stations | Permanent record.         |
| 9.  | Surveillance of Criminals   | History sheets of persons habitually addicted to crime  | All Police Stations | Maintained as per PSO 734 |
| 10. | Records to be maintained in Police Stations on notified offenders                 | As laid down in PSO 735   | All Police Stations | Maintained as per PSO 735 |
| 11. | Indexes of Dossier criminals & Notified offenders to be maintained as per PSO 609 | Dossier Criminals & all notified offenders  | CRB                 | Permanent                 |
| 12. | Sentry relief Book (Form No.50)   | Details of constable deputed on station watch. When a prisoner is confined in the lock up, a regular guard should be posted and entries made in Sentry Relief Book. | All Police Stations | Maintained as per PSO 719 |

|     |  |  |                                 |                           |
|-----|--|--|---------------------------------|---------------------------|
| 13. | Visiting Book (Form 107)   | Record of inspection (Quarterly / Six Monthly) reports conducted by G.Os are kept in this register                               | All Police Stations             | Permanent                 |
| 14. | Village Roster (Form No.105)   | Important Villages for which regular beats are detailed should be shown first and the remaining village as a miscellaneous beat. | All Police Stations             | Maintained as per PSO 718 |
| 15. | Register for Arms Act licenses, licenses under Excise laws, licenses under Explosives act, licenses under petroleum act, licenses under poisons act. | Record of Arms Act licenses, licenses under Excise laws licenses under explosives act, are kept in this register                 | All Police Stations             | Permanent record.         |
| 16. | Case Property Register   | Details of all articles placed in the storeroom.   | All Police Stations             |                           |
| 17. | Cash Accounts register maintained in CF No.119   | Details of entry of all receipts, expenditure, disbursement of pay, TA and permanent advance etc.                                | All offices and Police Stations | Permanent record.         |

|     |                                       |  |  |   |
|-----|---------------------------------------|--|--|---|
| 18. | Case Diary                            | The record of investigation will be made in the case diary in Form No.74 | All Police Stations                                  | Maintained as per section 172 of Cr.P.C   |
| 19. | Arrest Report<br>(in Form 99)         | Details of all arrested persons  | All Police Stations                                  | Maintained as per PSO 712   |
| 20. | Bail Bond Book<br>(Form No.P.S.O 714) | Details of bail granted to accused.                                      | All Police Stations                                  | Maintained as per PSO 714   |
| 21. | Leave Rolls                           | Sanction of EL/CL etc. to Police Personnel                               | Estt. Branch & Personnel Branch in District / Units. | 3 years in respect of E.L<br>Subject to suitable entries made in service record /leave account and C.L. record is destroyed at the end of the year. |
| 22. | Seniority Register                    | Details indicating the seniority of each rank.                           | Districts/ units                                     | Permanent   |
| 23. | Service Books /Character Rolls        | History of services of all ranks   | All Districts /units                                 | Permanent   |
| 24. | Personal Files                        | Personal files of the rank of HC and above                               | All Districts / Units                                | 3 Years in respect of G.Os and 1 years in r/o Non-G.Os after they have ceased to be in service.   |

|     |                        |  |  |   |
|-----|------------------------|--|--|---|
| 25. | A.C.Rs                 | Confidential/assessment reports in respect of Police personnel   | Confidential Branch /PHQ in respect of Upper Subordinates and Distt. / Units in r/o of Lower Subordinates. | Permanent                                   |
| 26. | Defaulter sheet        | Punishment awarded to police personnel   | Punishment Branch of All Distts/ Units and PHQ   | Permanent record                            |
| 27. | Small Service Book     | Details or Honorarium / awards granted to police personnel and entries relating to all service matters | All Distts/Units   | Permanent record                            |
| 28. | Sannad                 | Every Police Officer enrolled under Act XXIV of 1859 shall on enlistment be give a sannad in form 41   | All Police Officers  | To be surrendered on discharge from service |
| 29. | Medical History Sheets | All HCs and PCs shall be given a medical History sheet on enlistment in Form No.42                     | To All HCs/PCs   |   |

|     |  |  |  |                           |
|-----|--|--|--|---------------------------|
| 30. | Discharge certificate                        | A discharge certificate in form No.43 shall be given to every Police officer and below the rank of Inspectors on leaving the force.                | All Officers and below the rank of Inspectors. |                           |
| 31. | List of Festivals<br>Circle information Book | A list of festival in the District and those of other district shall be kept in form 60 and extract sent to each circle Inspector for entry in CIB | All District /Cities                           | Maintained as per PSO 371 |

## Manual-7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy implementation.

Other procedures adopted for formal and informal consultation with public may also be indicated such as interaction with resident welfare association etc.

[Section 4(1)(b)(vii)]

1) The Inspectors of Police Convene meetings with Residents welfare Associations, Commercial Establishments, trade union, social forums and so on to hear their grievances. The proceedings are reviewed by the Asst. Commissioner of Police concerned. Each and Every Police Station has 3 or 4 beat areas and the beats are marched round the clock. Police booths which were available in home areas were setup in all beat areas. This, "Police as the Door Step" Concept ensure the presence of the police every where and helps in the prevention and detection of crimes and rejuvenates the concept of community policing which helps bridge the gap between the police and the public.

2). A public relation officer in the rank of Asst Commissioner of Police is available at the Chennai Police, Headquarters, whose primary and principal responsibility is to ensure better police – Public relationship and also relationship with the press.

3). Police men have to reach out to the people and need to be accessible. People expect their problems to be acted upon quickly. Grievance redressal is an important aspect of city policing. Hence this was placed on a firm footing by the Commissioner of Police himself personally listening to the grievances of the public and ensuring expeditious action. A separate room was ear marked for receiving petitions from the public and a computerized data base was created for proper follow-up action. This evoked huge response and the number of people directly approaching the Commissioner swelled people had the satisfaction of having been heard. It also sent a signal to the station level to likewise attend to people's problems.

4). The Commissioner of Police also held Press meets once a week and more frequently in time of need and shared information with the public through the media.

5). Police Station is a Government office which function 24X7. In order to make these unit people friendly Reception Centers were established in all major and service police Stations and staffed with specially trained women police.



## Manual -8

A statement of boards, councils, committees and other bodies constituted

### [Section 4(1) (b) (viii)]

| S. No. | Name of the Board /Committee       | Function   | Constitution | Whether meeting open to public | Whether minutes accessible to public | Frequency                      |
|--------|------------------------------------|--|--------------|--------------------------------|--------------------------------------|--------------------------------|
| 1.     | District level Transfer Committees | Transfer upto HCs with District  |              | No                             | No                                   | At regular interval            |
| 2.     | Zone level transfer committees     | Transfer upto the rank of SI within the zone                                 |              | No                             | No                                   | -do-                           |
| 3.     | Chennai Police transfer committee  | Transfer up to rank of Inspectors with Chennai Police                        |              | No                             | No                                   | -do-                           |
| 4.     | AR Promotion Board                 | Promotion upto the rank of the with AR Motor Transport and allied Spl. units |              | No                             | No                                   | As per special rules for TNPSS |
| 5      | District level Promotion Board     | Promotions upto the rank of HC with the District                             |              | No                             | No                                   | -do-                           |
| 6.     | Chennai Range Promotion Board      | Promotion of the rank of SI, SI (AR) with Chennai Police                     |              | No                             | No                                   | -do-                           |

## Manual -9

### Directory of Officers and Employees (Section 4(1) (B) (ix))

| Designation                                       | Telephone No. |
|---|---------------|
| <b>COMMISSIONER OF POLICE</b>                     |               |
| Chennai City Police,<br>Egmore, Chennai -600 008. |               |
| COP   | 28555064      |
| Addl. COP   | 28528989      |
| JC Central  | 28555075      |
| JC South  | 28528989      |
| JC North  | 28585994      |
| Addl. COP Traffic                                 | 23452263      |
| <b>DEPUTY COMMISSIONERS</b>                       |               |
| IS  | 28555073      |
| HQ  | 28548979      |
| SSD   | 28520606      |
| F. Bazaar   | 25359200      |
| W.Pet   | 25203293      |
| Pulianthope                                       | 26738757      |
| Kilpauk   | 26433388      |
| Anna Nagar  | 26215135      |
| Triplicane  | 28455625      |
| T. Nagar  | 24349224      |
| Adyar   | 24420553      |
| Mylapore  | 24980838      |

## COMMISSIONER OF POLICE –contd.

|             |          |
|-------------|----------|
| CCB         | 28555078 |
| Traffic (N) | 25612799 |
| Traffic (S) | 28589596 |
| Traffic (C) | 25615434 |
| AR          | 28589933 |
| MT          | 28589944 |

## ADDL. DEPUTY COMMISSIONERS

|              |          |
|--------------|----------|
| CCB          | 23452342 |
| CCB          | 23452231 |
| PEW (S)      | 24360388 |
| PEW (C)      | 23452297 |
| PEW (N)      | 52066166 |
| Tr. Planning | 25388899 |

## ASSISTANT COMMISSIONERS

|             |          |
|-------------|----------|
| IS-1        | 28555045 |
| IS-2        | 23452368 |
| CIW         | 23452357 |
| PRO         | 23452320 |
| CCB         | 23452315 |
| CCB         | 23452317 |
| Cyber Cell  | 55498211 |
| CCB         | 23452348 |
| Security -1 | 28529595 |
| Security -2 | 28529400 |

COMMISSIONER OF POLICE –contd.

|                  |          |
|------------------|----------|
| Security -3      | 28529300 |
| CRB              | 23631730 |
| Crime Cell       | 23452207 |
| HQ               | 28555079 |
| AR-II            | 28553714 |
| Trg & Modern     | 23452516 |
| Anti-D-Cell      | 28295151 |
| AVS              | 28451032 |
| HG (S)           | 25365755 |
| HG (N)           | 25365755 |
| Estate & Welfare | 23452224 |

ASST. COMMISSIONERS (NORTH ZONE)

|               |          |
|---------------|----------|
| Harbour       | 25352315 |
| Port Marine   | 25364189 |
| F. Bazaar     | 25226545 |
| High Court    | 25340410 |
| W. Pet        | 25204040 |
| Thiruvottiyur | 25955347 |
| Royapuram     | 25955347 |
| Pulianthope   | 26672890 |
| MKB Nagar     | 26731800 |
| Sembium       | 25509369 |

## COMMISSIONER OF POLICE –contd.

## ASST. COMMISSIONERS (CENTRAL ZONE)

|               |          |
|---------------|----------|
| Anna Nagar    | 26267641 |
| Thirumangalam | 26150494 |
| Villivakkam   | 26181212 |
| Kilpauk       | 28275588 |
| Vepery        | 26411021 |
| Ayanavaram    | 26425831 |
| Triplicane    | 25367100 |
| Egmore        | 28453432 |
| Nungambakkam  | 28272032 |

## ASST. COMMISSIONERS (SOUTH ZONE)

|               |                      |
|---------------|----------------------|
| Adyar         | 24915901             |
| Saidapet      | 24330227             |
| Guindy        | 23452594             |
| T. Nagar      | 24344704             |
| Vadapalani    | 24831899             |
| Mylapore      | 24982792             |
| Royapettah    | 28133995             |
| Teynampet     | 24323578             |
| Ashok Nagar   | 24748880             |
| Manager (I.S) | 23452322<br>28420909 |
| Asst. Manager | 23452212             |
| C/R           | 28555036<br>23452324 |
| FAX           | 28555036<br>28555034 |

COMMISSIONER OF POLICE –contd.

SECRETARIAT SECURITY DISTRICTS

69, Wallajah Road, Triplicane, Chennai -600 005.

|        |          |
|--------|----------|
| DC     | 28520606 |
| AC-I   | 28529300 |
| AC-II  | 28529400 |
| AC-III |          |
| ADI    | 28527755 |
| C/R    | 28529595 |

CHENNAI CITY POLICE STATIONS

NORTH ZONE – PULIANTHOPE DISTRICT

|     |                          |          |
|-----|--------------------------|----------|
| P1  | Pulianthope              | 26690999 |
| P1  | Pulianthope Tr.Enft.     | 25515302 |
| W16 | Pulianthope All Women PS | 26673355 |
| P2  | Otteri                   | 26623702 |
| P3  | Vyasarpadi               | 25515302 |
| P4  | Basin Bridge             | 26670948 |
| P5  | MKB Nagar                | 26734888 |
| P6  | Kodungaiyur              | 25546241 |
| K1  | Sembium                  | 25580100 |
| K5  | Peravallur               | 25500656 |
| K9  | Thiru Vi Ka Nagar        | 25585500 |

## COMMISSIONER OF POLICE –contd.

## WASHERMANPET DISTRICT

|     |                    |          |
|-----|--------------------|----------|
| H1  | Washermanpet       | 25201442 |
| H3  | Tondiarpet         | 25951648 |
| H4  | Korukkupet         | 25951567 |
| H5  | New Washermanpet   | 25953621 |
| H6  | R K Nagar          | 25967623 |
| W13 | W.Pet.All Women PS | 25982488 |
| H8  | Tiruvottiyur       | 25991512 |
| N1  | Royapuram          | 25951984 |
| N2  | Kasimedu           | 25954863 |
| N4  | Fishing Harbour    | 25951014 |

## FLOWER BAZAAR DISTRICT

|     |                      |                      |
|-----|----------------------|----------------------|
| B1  | North Beach (L&O)    | 25340598             |
| B1  | North Beach (Crime)  | 25340855             |
| B2  | Esplanade            | 25340967             |
| B3  | Fort                 | 25670965<br>25675007 |
| B4  | High Court           | 25340410             |
| B5  | Harbour              | 25250290             |
| B6  | Fort Marine          | 25364189             |
| C1  | Flower Bazaar        | 25263333             |
| C2  | Elephant Gate        | 25291244             |
| C3  | Seven Wells          | 25270689             |
| W10 | Kothavalchavadi AWPS | 25351078             |

## COMMISSIONER OF POLICE –contd.

|    |                 |          |
|----|-----------------|----------|
| C5 | Kothavalchavadi | 25234012 |
| N3 | Muthialpet      | 25247473 |

## CENTRAL ZONE – ANNA NAGAR DISTRICT

|     |                    |          |
|-----|--------------------|----------|
| K3  | Aminjikarai        | 26261276 |
| K4  | Anna Nagar         | 26266296 |
| W7  | Anna Nagar AWPS    | 26204141 |
| K8  | Arumbakkam         | 23631220 |
| K10 | Koyambedu          | 24873820 |
| K10 | Koyambedu Tr. Inv. | 24791991 |
| V1  | Villivakkam L&O    | 26181213 |
| V1  | Villivakkam Crime  | 26181212 |
| V3  | JJ Nagar           | 26561981 |
| V4  | Rajamangalam       | 26500575 |
| V5  | Thirumangalam      | 26150126 |
| V6  | Kolathur           | 25502761 |

## TRIPLICANE DISTRICT

|    |                   |          |
|----|-------------------|----------|
| D1 | Triplicane        | 25365610 |
| D2 | Anna Salai        | 28521720 |
| D4 | Zam Bazaar        | 28522225 |
| D6 | Anna Square       | 25362327 |
| D7 | Government Estate | 25360209 |
| F1 | Chintadripet      | 28455680 |
| F2 | Egmore            | 28190952 |



## COMMISSIONER OF POLICE –contd.

|    |                      |          |
|----|----------------------|----------|
| F3 | Nungambakkam         | 28272032 |
| F4 | Thousand Lights L&O  | 28291134 |
| W1 | Thousand Lights AWPS | 28293958 |
| F5 | Choolaimedu          | 24836226 |

## KILPUAK DISTRICT

|    |                    |          |
|----|--------------------|----------|
| G1 | Vepery             | 25325191 |
| G2 | Periamedu          | 25362964 |
| G3 | Kilpauk            | 28255307 |
| G5 | Secretariat Colony | 26424752 |
| G7 | Chetpet            | 28363246 |
| K2 | Ayanavaram         | 26440649 |
| K6 | TP Chatram         | 26449122 |
| K7 | ICF                | 26263919 |
| W4 | Kilpauk AWPS       | 28293361 |

## SOUTH ZONE – ADYAR DISTRICT

|    |                     |          |
|----|---------------------|----------|
| J1 | Saidapet            | 24330571 |
| J2 | Adyar               | 24913552 |
| J3 | Guindy              | 22341539 |
| J4 | Kotturpuram         | 24473472 |
| J5 | Sasthri Nagar L&O   | 24903121 |
| J5 | Sasthri Nagar Crime | 24901656 |
| J6 | Thiruvanmiyur       | 24911350 |
| J7 | Velachery           | 22450608 |
| W2 | All Women PS        | 24415732 |

## COMMISSIONER OF POLICE –contd.

## MYLAPORE DISTRICT

|    |                        |          |
|----|------------------------|----------|
| D3 | Ice House              | 28446588 |
| D5 | Marina                 | 24985602 |
| D9 | Seerani Arangam        | 24986788 |
| E1 | Mylapore L&O & Traffic | 24980100 |
| E2 | Royapettah             | 28132523 |
| E3 | Teynampet              | 24349795 |
| E4 | Abhiramapuram          | 24995905 |
| E5 | Pattinapakkam          | 24941479 |

## T. NAGAR DISTRICT

|         |                      |          |
|---------|----------------------|----------|
| R1      | Mambalam             | 24344845 |
| R2      | Kodambakkam          | 24838902 |
| R3      | Ashok Nagar          | 24748880 |
| R4      | Pondy Bazaar         | 28153870 |
| R4      | Pondy Bazaar Tr.Inv. | 28153942 |
| R5      | Virugambakkam        | 23764107 |
| R6      | Kumaran Nagar        | 24894700 |
| R7      | KK Nagar             | 24838763 |
| R8      | Vadapalani           | 24803738 |
| R9      | Valasaravakkam       | 24867189 |
| W4 & W7 | All Women PS         | 24330951 |

## Manual - 10

The monthly remuneration received by Officers and employees, including the system of compensation as provided in the regulations.

(Section 4 (i) (b) (x))

(Introduced in G.O.Ms.No.162, Finance (PC) Dept. dt. 13.04.98)

(Effective from 01.01.1996)

| <b>S. No.</b> | <b>Designation</b>                                  | <b>Ordinary Grade</b> | <b>Selection Grade</b> | <b>Special Grade</b> |
|---------------|---|-----------------------|------------------------|----------------------|
| 1.            | Office Assistant & All ranks in Basic Service       | 2550-55-2660-60-3200  | 2650-65-3300-70-4000   | 2750-70-3800-75-4400 |
| 2.            | Record Cleark                                       | 2650-65-3300-70-4000  | 3050-75-3950-80-4590   | 3200-85-4900         |
| 3.            | Gr.II. PC   | 3050-75-3950-80-4590  | 4000-100-6000          | 4300-100-6000        |
| 4.            | Typist, Record Assistant, Junior Assistant, Gr.I.PC | 3200-85-4900          | 4000-100-6000          | 4300-100-6000        |
| 5.            | Steno- Typist, Assistant, HC                        | 4000-100-6000         | 5000-150-8000          | 5500-175-9000        |
| 6.            | Sub-Inspector                                       | 5300-150-8300         | 6500-200-10500         | 8000-275-13500       |
| 7.            | Superintendent                                      | 5700-175-9200         | 6500-200-10500         | 8000-275-13500       |
| 8.            | Inspector   | 6500-200-10500        | 8000-275-13500         | 9100-275-14050       |
| 9.            | PA (A), DSP/AC,                                     | 8000-275-13500        | 9100-275-14050         | 10000-325-15200      |
| 10.           | SAO   | 9100-275-14050        | 10000-325-15200        | 12000-375-16500      |
| 11.           | CAO, ADSP/ADC,                                      | 10000-325-15200       |                        |                      |
| 12.           | DC/SP, (Non Cadre)                                  | 12000-375-16500       |                        |                      |

## INDAIN POLICE SERVICE

### Pay Bands and Grade Pays with effect from 01.01.2006

#### Deputy Commissioners of Police

##### A. Junior Scale:-

Pay Band 3 (Rs.15600-39100) plus Grade Pay Rs.5400

##### B. Senior Scale:-

(i) Senior Time Scale

Pay Band 3 (Rs.15600-39100) plus Grade Pay Rs.6600

(ii) Junior Administrative Grade

Pay Band 3 (Rs.15600-39100) plus Grade Pay Rs.7600

(iii) Selection Grade

Pay Band 4 (Rs.37400-67000) plus Grade Pay Rs.8900

##### C. Super Time Scale:-

#### Joint Commissioners of Police

(i) D.I.G. – Pay Band 4 (Rs.37400-67000) plus Grade Pay Rs.8900

#### Addl. Commissioners of Police

(ii) I.G.P. – Pay Band 4 (Rs.37400-67000) plus Grade Pay Rs.10000

##### D. Above Super Time Scale:-

#### Commissioner of Police

(i) A.D.G.P. – Pay Band 4 (Rs.37400-67000) plus Grade Pay Rs.12000

## Manual - 11

The Budget allocated to each agency[(Section 4(1) (b) (xi)]

(Rs. in thousands)

| Head        | 2005- 2006 | 2006- 2007 | 2007-2008 | 2008-2009 |
|-------------|------------|------------|-----------|-----------|
| Non-Plan    |            |            |           |           |
| Allotment   | 1998804    | 2442457    | 2836568   | 3207028   |
| Expenditure | 1745018    | 2436834    | 2839860   |           |

## Manual-12

The manner of execution of subsidy program

(Section 4(1)(b)(xii))

List of institutions given subsidy

| S.No. | Name and address of the institution | Purpose for which subsidy provided | No. of beneficiaries | Amount of subsidy | Previous years utilization progress | Previous years achievements |
|-------|-------------------------------------|------------------------------------|----------------------|-------------------|-------------------------------------|-----------------------------|
| Nil   |                                     |                                    |                      |                   |                                     |                             |

List of individuals given subsidy

| S.No. | Name and address of the beneficiary | Purpose for which subsidy provided | Amount of subsidy | Amount of subsidy | Scheme and Creterion for selection | No. of time subsidy given in past with purpose |
|-------|-------------------------------------|------------------------------------|-------------------|-------------------|------------------------------------|--|
| Nil   |                                     |                                    |                   |                   |                                    |  |

## MANUAL-13

Particulars recipients of concessions, permits or authorizations granted  
(Section 4(1)(b)(xiii))

List of beneficiaries

| S. No. | Name and address of the beneficiary | Nature of concession /permit/authorization provided  | Purpose for which granted  | Scheme and criterion for selection                           | No, of times similar concession given in past with purpose |
|--------|-------------------------------------|--|--|--|--|
| 1.     | Defence personnel                   | As per the provisions in Arms Act 1959 License fee and renewal fee is exempted for Defence Personnels. | Licence fee for the grant of Licence for Gun/Rifle is Rs.120/- and for Revolver/ Pistol is Rs.200/- which is exempted in the Defence Personnel. Similarly, renewal fee for renewal of an Arms Licence for Gun/Rifle is Rs.60/90 respectively and for Revolver/Pistol is Rs.150 which is also exempted for Defence Personnel. | Subsidy/ Exemption granted in all cases of Defence Personnel |  |

## MANUAL-14

Information available in an electronic form

(Section 4(1)(b)(xiv))

Details of information

| S.No. | Activities for which electronic data available | Nature of information available   | Can it be shared with public | Is it available on website or is being used as back end data base |
|-------|--|---|------------------------------|---|
| 1.    | Personnel information system                   | Information ie. personal information, Transfer/Postings, punishments etc. of all police officer and men of Delhi Police is available on Computer. | No                           | Back end data bade  |
| 2.    | Quarter Allotment System                       | Information and status of Govt. Quarters is available on computer   | No                           | Back end data base  |
| 3.    | Court Cases Monitoring System                  | Information of all courts cases pending in the Supreme Court of India, High Court etc. is available on computer                                   | No                           | Back end data base  |
| 4.    | Telephone Directory                            | Telephone No. and addresses of MHA GNCT, Courts, all senior officers etc. are available   | Yes                          | Back end data base and available on intranet of Chennai Police    |
| 5.    | CCIS   | Crime & Criminal information System   | No                           |   |
| 6.    | Vehicle Ownership                              | Ownership Detail  | No.                          |   |
| 7.    | Detail of Vehicle                              | Details of Vehicle  | Yes.                         |   |



## MANUAL-15

Particulars of facilities available to citizens for obtaining information

{Section 4(1)(b)(xv)}

| S.No. | Facility available  |
|-------|---|
| 1     | The Commissioner of Police, Chennai holds press meet once a week and share information on important and sensational cases which are publicized in the media.  |
| 2.    | Facilities are provided at the Chennai Police Headquarters for press persons to say through out the day/Week and obtain information on any occurrence/case from the officer on the filed  |
| 3.    | Official information is sent to each complainant on detection of cases and recovery of immovable properties like vehicles, Jewels, Consumer good, etc., such case properties are delivered to the owners after obtaining order of the concerned Courts, periodically in public function organized for the purpose which is also highlighted in the media to infuse confidence in the minds of the public. |
| 4.    | A Public Relation Officer is available at the Police Headquarters during working hours 10.00 AM to 05.45 PM on all working days (Monday to Friday). The public can approach the PRO and get the desired information on their complaint.   |
| 5.    | In every Police Station a receptionist is available to attend to the needs of the public. The Complaints can approach the Police Station concerned and obtain information required by them.   |
| 6.    | All Senior Police Officer from the level of Assistant Commissioner of Police to the level of Commissioner of Police meet the public at regular intervals to hear their grievances.  |

## MANUAL-16

Name, Designation etc. of Public Information Officers

(Section 4(1)(b)(xvi))

| S. No. | Name of the Police District | Name of the PIO   | Name of APIO      | Name of the appellate authority |
|--------|-----------------------------|-------------------|-------------------|---------------------------------|
| 1.     | Washermenpet                | DC, Washermenpet  | AC Washermenpet   | JCOP, North                     |
| 2.     | Pulianthope                 | DC, Pulianthope   | AC, Pulianthope   | JCOP, North                     |
| 3.     | Flower Bazaar               | DC, Flower Bazaar | AC, Flower Bazaar | JCOP, North                     |
| 4.     | Anna Nagar                  | DC, Anna Nagar    | AC, Anna Nagar    | JCOP, Central                   |
| 5.     | Kilpauk                     | DC, Kilpauk       | AC, Kilpauk       | JCOP, Central                   |
| 6.     | Triplicane,                 | DC, Triplicane,   | AC, Triplicane,   | JCOP, Central                   |
| 7.     | Mylapore                    | DC, Mylapore      | AC, Mylapore      | JCOP, South                     |
| 8.     | Adyar                       | DC, Adyar         | AC, Adyar         | JCOP, South                     |
| 9.     | T.Nagar                     | DC, T.Nagar       | AC, T.Nagar       | JCOP, South                     |
| 10.    | CCB                         | DC, CCB           | AC, CCB           | Addl. COP (Hqrs)                |
| 11.    | Armed Reserve               | DC, AR            | AC, AR            | Addl. COP (Hqrs)                |
| 12.    | MT                          | DC/MT             | AC/Hqrs           | Addl. COP (Hqrs)                |
| 13.    | Control room                | -                 | AC/Control Room   | Addl. COP                       |
| 14.    | I.S                         | DC/I.S            | AC/I.S            | COP, Chennai                    |
| 15.    | Traffic North               | DC, Traffic North | AC, Traffic North | Addl. COP, Traffic              |
| 16.    | Traffic South               | DC, Traffic South | AC, Traffic South | Addl. COP, Traffic              |
| 17.    | Traffic Central             | DC, Central       | AC, Central       | Addl. COP, Traffic              |

In respect of subjects pertaining to licences and not specified above will be dealt with in Chennai Police Office and Deputy Commissioner of Police, Hqrs. will be the Public Information Officer, Senior Administrative Officer will be the Assistant Public Information Officer and Addl. Commr. of Police, the appellate authority.

## MANUAL-17

### **Other information as may as prescribed**

(Section 4(1)(b)(xvii))

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provide in the form of manual from time to time.