

**RIGHT TO INFORMATION ACT – 2005.**  
**PRO – ACTIVE DISCLOSURES UNDER SECTION -4 (1) (B) OF THE RIGHT**  
**TO INFORMATION ACT -2005.**

1) **THE PARTICULARS OF ITS ORIGANISATION, FURNISHED AND DUTIES**

Madurai City Police Administration comes under the head of Inspector General of Police and Commissioner of Police, Madurai City. The City consists of 5 Deputy Commissioners of Police. (i) Deputy Commissioner of Police, Law and Order supervises 4 Law and Order Ranges (16 Inspector manned and 1 SI manned PS ) and Special Units like PEW, Control Room and Anti Dowry Cell Units (including 3 AWPS). Each Range of unit is headed by an Assistant Commissioner of Police except PEW which is under the control of ADC. (ii) Deputy Commissioner of Police, Crime maintains 4 Ranges (15 Inspector manned P.S) and CRB, Dog Squad and CCB Units. Each range or unit comes under the control of an Assistant Commissioner of Police. (iii) Deputy Commissioner of Police, Traffic maintains two traffic ranges (i.e. Town Traffic and Tallakulam Traffic) and the Traffic Investigation Wing. Each Traffic range has 3 police stations, under the control of an Assistant Commissioner of Police. (iv) Deputy Commissioner of Police, Armed Reserve maintains 12 platoons of Armed Reserve, Motor Transport, Store/AR, Mounted Branch and Police Hospital with the assistance of an Assistant Commissioner of Police, Armed Reserve. Special Units like Intelligence Section, Special Intelligence Cell, Office (SB Assts.), Bomb Detection and Disposal Squad, Protection of Civil Rights, Legal Advisor comes under the direct supervision of Inspector General of Police and Commissioner of Police, Madurai City. Totally there are 43 Inspectors manned Police Stations and Units in Madurai City.

2) **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

Prohibition Enforcement Wing is functioning in Madurai City to eradicate illicit distillation of arrack, sales, transportation, possession and prevent smuggling liquor from other states and sales. Under the supervision of one Additional Deputy Commissioner of Police, one Asst. Commissioner of Police, Inspector of Police and Sub-Inspector of Police, in Madurai City.

(I) 3 AWPS are functioning in Madurai City to take immediate legal action on the complaints of affected women in Dowry Harassment and settlement of the family disputes, Asst. Commissioner of Police, Anti-dowry Cell and Inspector of Police are to supervise and monitor the performance of All Women Police Station.

(II) The Station House Officer is Inspector of Police and he is full in charge of the police station. Each ranges and units comes under the control of one Asst. Commissioner of Police. The ranges comes under the supervision of Deputy Commissioner of Police, Madurai City Police depending on the subject. The over all control, supervision and administration is under the head of Inspector General of Police and Commissioner of Police, Madurai City.

**3) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

A monthly crime meeting will be conducted by the Inspector General of Police and Commissioner of Police, to review the progress of the crime prevention and detection and maintenance of Law and Order of Madurai City. All Deputy Commissioner of Police, Addl. Deputy Commissioner of Police, Asst. Commissioner of Police, and Inspector of Police, will attend meeting and suitable instructions will be issued to the Deputy Commissioner of Police, Addl. Deputy Commissioner of Police, Asst. Commissioner of Police, and Inspector of Police by the Inspector General of Police and Commissioner of Police, Madurai City for speedy detection, investigation and disposal of the cases. During crime meeting decisions will be made after detailed discussion with the Range Officers. For accountability of details of criminal cases reported and disposal, a separate Crime Record Bureau is functioning in Madurai City and it also maintains crime data.

**4) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

(i) There is jurisdiction fixed for every station, ranges and duties are performed by the officers concerned in their limit.

(ii) The stations attend to basic policing of crime prevention and detection and maintenance of Law and Order.

(iii) The functioning ranges and stations will be closely watched by the Inspector General of Police and Commissioner of Police with frequent visits and inspections to the stations, apart from that Asst. Commissioners of Police and Deputy Commissioners of Police. The functions, of stations and ranges are supervised by the respective Deputy Commissioner of Police and Inspector General of Police and Commissioner of Police, Madurai City periodically.

5) **THE RULES, REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

According to the Indian Penal Code (IPC) and Criminal Procedure Code, cases will be registered against the accused and charge sheet will be filed before court. For Police Administration, the Police Standing Order 1 to IV will be followed and action will be taken against the erring officials under Tamilnadu Police Subordinate Service rules.

6) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:**

The following important documents are maintained in the stations:

- 1) FIR
- 2) Medical memo
- 3) CD File
- 4) Arrest card
- 5) Remand report
- 6) Form 95 ( To handover properties)
- 7) Duty Roster.
- 8) Cash Book
- 9) ETR

- 10) PSR ( Prisoner Search Register)
- 11) CSR (Community Service Register)
- 12) FIR Index
- 13) Part I to IV (Crime records)
- 14) History sheets for Rowdys, KDs. and H.Os.

7) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF:**

For any grievance, compliant the public will approach the stations to registering complaint for taking action. Further, they can represent to Inspector of Police, Asst. Commissioner of police of the range for further representation if they are not satisfied with the action in the police stations. Every Monday of the week they can represent through grievance petition to Inspector General of Police and Commissioner of Police, Madurai City for their redressal of grievance.

8) **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:**

In this department, no such board councils and other bodies, are open to the public and hence no minutes of such meetings are accessible for public

9) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:**

In Police department, a directory is available for IPS officers serving in Tamilnadu state and directory is available for upto range level or Asst. Commissioners of Police level Officers in Government directory. For subordinate officers no such directory is circulated.

10) **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:**

The Officers, those who are serving in this department have received monthly salary as in per time scales of the posts, furnished below.

1.	Inspector General of Police and Commissioner of Police	:	18400-500-22400
2	Deputy Commissioner of Police, Non IPS	:	12000-375-16500
3	Legal Advisor, Doctor	:	10000 -325-15200
4	Additional Deputy Commissioner of Police and SAO, Chief Reporter	:	9100 – 275- 14050
5.	Asst. Commissioner of Police, (Selection Grade), PA (Selection Grade) SB Asst. Manager, Senior Reporter	:	8000- 275 – 13500
6.	Inspr. of Police (Selection Grade), J. Reporter, STT Insp.	:	6500 – 200 – 10500
7.	Sub- Inspector of Police, SSI,RSI, and Pharmacist, FNA	:	5300 – 150 – 8300
8.	SB Asst.	:	5500- 175 – 9000
9.	Office Superintendent, Nurse	:	5700 – 175 – 9200
10.	Head Constable,Assistant, J.A(SG) GRII PC(Special Grade), Steno, AVT, Painter	:	4000 – 100 – 6000
11	Lab Tech.	:	5000 – 150 – 8000
12.	WPC, Junior Assistant, Typist, GRI PC,	:	3200 – 85 – 4900
13.	PC, Data Entry Operator	:	3050-75-3950-80- 4590
14	Record Clerk, Sweeper, H.W. ANM	:	2650-65-3300-70-4000
15	OA	:	2610-60-3150-65-3540
16	Dhoby, SW,Cook	:	2550-55-2660-60-3200
17	Special Police Officer	:	1500 (Consolidated Pay)

11) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE:**

According to the budget allocation in the B.E., for the year 2008 -2009 the monthly salary and other Remuneration will be drawn under the following main Head of Account.

2055 00 – Police – 109 – District Police  
I Non Plan – AL – Commissioner of Police  
In District-01 Salaries.

12) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:**

In Madurai City the Police personnel up to the Rank of Head Constable under beneficiaries are in the above scheme previously the essential food commodities are supplied to them at 50% subsidized rates which was supplied to them in the respective police stations. Now in G.O.Ms.No.1162 Home (Police.12) Dept. dt.11.09.08, the Government issued orders introducing the New System of Supply of some essential food commodities to certain Police Personnel from the rank of the Inspector of Police downwards of subsidized rates with effect from 01.1.08. Accordingly all Police Personnel of Madurai City those who are eligible under the new scheme are getting the food commodities through the Public Distribution System Shops Co-operative Stores.

13) **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:**

In Police department, Police verification were made for issuing foreign passports, extension of visa of foreign Nationals. No objection certificate for issuing permits to petroleum sellers, and for issuing gun Licensees, Crackers shops are forward to concerned authorities.

14) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTONIC FORM:**

Computers are provided to all Police stations for entering details of all cases reported in police stations. DEOs are posted for feeding the above case details in the stations.

15) **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.**

No Library or reading room is maintained for public use, in Police department.

16) **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:**

1) Designation: The Deputy Commissioner of Police, Crime  
I/c. Head Quarters, Madurai City, and  
Public Information Officer 1

2) Designation: The Deputy Commissioner of Police, Law and Order,  
Madurai City  
And Asst. Public Information Officer II.

17) **SUCH OTHER INFORMATION AS MAY BE PRESCIBED AND THEREAFTER UPDATE THIS PUBLICATIONS EVERY YEAR:**

For Right to information Act – 2008 the Inspector General of Police, and Commissioner of Police, Madurai City is the appellate authority for giving information on appeal. All the above details will be updated every year, as per directions issued.