

TIRUNELVELI CITY

EXTRACT OF RULE 4 (1) (B) OF THE RIGHT TO INFORMATION ACT 2005

TIRUNELVELI CITY

INTRODUCTION

“The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act,. The Tirunelveli City Police has brought out this manual for information and guidance of the stakeholders and the general public.

The purpose of this manual is to inform the general public about the Police department’s organizational set-up, functions and duties of its employees, records and documents available with the Police department.

This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by the Police department under its administrative control etc.,

The Tirunelveli City Police has designated the following officers as its **Public Information Officer (PIO)** for all matters concerning the Tirunelveli City Police

Right to Information Act – Appellate Authority, PIO & APIO

1. **Commissioner of Police,
Tirunelveli City** **Appellate Authority**

2. **Deputy Commissioner of Police,
Law and Order,
Tirunelveli City** **Public Information Officer**

3. **Asst. Commissioner of Police,
City Crime Record Bureau,
Tirunelveli City.** **Asst. Public Information officer**

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- i. **The particulars of its organization, functions and duties :**

POLICE Establishment and Service matters of Police Personnels - Recruitment and Administration of Police Force – Issue of Gun License under Arms Act – Opening of Police Station – and other matters relating to Law and order, Crime, Special and local laws–Verification of Passport , character and antecedents of candidates for recruitment to Central Government and its undertakings – Control of Nuisance under Nuisance Act. Cases related with Road accidents, Prohibition enforcement, Traffic regulation, functioning of all woman Police station, Crime against women and various bandobust arrangements , etc.,

ii. The powers and duties of its officers and employees

The Tirunelveli City Police is headed by the Commissioner of Police with assistance of two Deputy Commissioners of Police, one Addl. Deputy Commissioner of Police and 11 Asst. Commissioners of Police, Inspectors and S.Is

The powers of the Tirunelveli City Police is maintaining Law and Order, prevention and detection of crimes, Traffic regulation, prevention of road accidents implementation of Special and local laws , controlling the rowdy elements, to curb the activities of religious fundamentalist, extremist and anti social elements.

iii. The procedure followed in the decision making process, including channels of supervision and accountability :

The Tirunelveli City Police is functioning as a part of Tamil Nadu Force under control of Director General of Police, Law and Order, Chennai and the decisions are taken according to the Police manual and Police Standing Order and the instructions of superior Police officers then and there in the existing situation arise.

iv. The norms set by it for the discharge of its functions:

For the discharge of functions Tirunelveli City Police, the provisions contained in the "Police Manual" and Police Standing Order. The day to-day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Chief office/Govt. from time to time. Some of the commonly used Acts/Rules/Manuals are as follows: -

1. The Tamil Nadu Government Servants conduct Rules, 1973.
2. Tamil Nadu State and Subordinate Service Rules
3. Fundamental Rules.
4. I.P.C
5. Cr. P.C.
6. Indian Evidence Act
7. Police Act
8. Police Standing Orders
9. Tamil Nadu Police Subordinate Service Rules
10. Tamil Nadu Police Subordinate Service (D&A) Rules
11. Tamil Nadu Special Police Subordinate Service Rules
12. Explosives Act and Rules
13. Explosive Substances Act and Rules
14. Arms Act and Rules
15. SPCA Act and Rules
16. PCR Act
17. Tamil Nadu Prohibition of Harassment of Women Act, 1998

v. The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions;

The rules, regulations, instructions manuals and records of the Tirunelveli City Police employees for discharging its functions are as follows;

The prime duty of the force is Maintaining Law and Order, prevention and detection of crimes, Traffic regulation, prevention of road accidents implementation of Special and local laws controlling the rowdy elements, to curb the activities of religious fundamentalist, extremist and anti social elements.

vi. A statement of the categories of documents that are held by it or under its control

| Sl No. | Category of the Document | Name of the document and its introduction in one line | Procedure to obtain the document | Held by/ under control of |
|--------|--------------------------|---|----------------------------------|---------------------------|
| 1 | Policy Note | Containing the Policy pronouncements of the department for the concerned year | Application to PIO | PIO |

vii. The 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 or implementation thereof;

At present there is no formal mechanism to seek consultation /participation of public in formulation of policies of Police department. However, their participation is there in certain committees constituted by this department. The suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc.

viii. Statement of 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 meeting are accessible for public

I. TAMIL NADU POLICE HOUSING CORPORATION

The Tamil Nadu Police Housing Corporation Limited is a Government of Tamil Nadu undertaking registered under the Companies Act, 1956, as a wholly owned company of Tamil Nadu Government and come into being with effect from 13.4.1981. This separate Corporation was set up with the aim of raising the level of satisfaction in housing for Police personnel in the State. The Tamil Nadu Police Housing Corporation Limited is an ISO 9001 : 2000 certified Company.

2. Organisation of TNPHC

The TNPHC having its corporate office at Chennai and its Division offices at Villupurm, Trichy, Madurai, Coimbatore, Avadi and in Chennai City. All the Divisional offices are headed by an Executive Engineer. There are two circle offices one in Madurai and another in Chennai. These two circle offices are headed by one Superintending Engineer each. The corporate office at Chennai is having the CMD, CE, GM (F&A) & Co.Secretary, Manager (Fin), Manager (L&R) and Accounts Officer besides unit officers.

As far as Tirunelveli City is concerned, the TNPHC constructions are being supervised by one Asst. Engineer, TNPHC.

II. TAMIL NADU UNIFORMED SERVICES RECRUITMENT BOARD

1. Functions of TNUSRB.

The Tamil Nadu Uniformed Services Recruitment Board was constituted in November, 1991. The Board is entrusted with the responsibility of recruiting Sub-Inspectors, Police Constables, Firemen and Grade.II Jail Warders

ix. Directory of its officers and employees; Tirunelveli City Police force

| Sl No. | Rank |
|--------|---|
| 1 | Commissioner of Police, |
| 2 | Dy. Commissioner of Police, Law and Order |
| 3 | Dy. Commissioner of Police, Crime and Traffic. |
| 4 | Addl. Dy.Commissioner of Police, PEW |
| 5 | AC, Tirunelveli Town L&O |
| 6 | AC, Palayamkottai L&O |
| 7 | AC, PEW |
| 8 | AC, Palayamkottai, Crime |
| 9 | AC, Tirunelveli Town crime |
| 10 | AC, TIW, Tirunelveli City |
| 11 | AC, CCRB, Tirunelveli City |
| 12 | AC, A.R. Tirunelveli City |

Inspectors, S.Is. HCs, and PCs of Tirunelveli City.

Besides the ministerial staff are functioning under the head of one Senior Administrative officer in Tirunelveli City Police office.

X. Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

The basic pay of the officers and employees is fixed under the provisions contained in Rule 22 of Fundamental Rules. In addition to the basic pay, the officers and employees are entitled to draw other allowances such as Dearness Pay, HRA, CCA as per the orders in force.

In Tirunelveli City the following Police officers are getting monthly remuneration as noted against each

| | | |
|----------------------------|---|--------|
| Commissioner of Police | : | |
| Dy. Commissioner of Police | : | 12,000 |
| Asst. Commr. of Police | : | 8000 |
| Inspector | : | 6500 |
| S.I | : | 5300 |
| H.C. | : | 4500 |
| Gr.I P.C. | : | 4000 |
| Gr.II P.C. | : | 3050 |

xi. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

The budget to meet out the salary and other expenditures allocated to Tirunelveli City Police by the decision of the Govt. of Tamil Nadu.

xii. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

In Tirunelveli City , the Asst. Commr. of Police, CCRB, Tirunelveli City have been nominated as nodal officer of Tirunelveli City for “**New Food subsidy scheme**” of essential commodities at the subsidized rates to Police personnel through fair price shops.

All Asst. Commissioners of Police in Tirunelveli City have been instructed suitably to liaise with the Civil Supply officers concerned in their respective jurisdiction and monitor the work of “New food subsidy scheme” closely then and there to ensure that the above scheme is functioning successfully without any problem.

xiii. Particulars of recipients of concessions, permits or authorizations granted by it;

In Tirunelveli City from the rank of Police Constable to Commissioner of Police are the recipients of concessions granted by the Govt. of Tamil Nadu then and there

xiv. Details in respect of the information available to or held by it , reduced in an electronic form; .

Matter related with Chief office.

xv. The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use

Matter related with District Administration.

xvi. The names, designations and other particulars of the Public information officers.

Right to Information Act – Appellate Authority, PIO & APIO

1. Commissioner of Police,
Tirunelveli City Appellate Authority
2. Deputy Commissioner of Police,
Law and Order,
Tirunelveli City Public Information Officer
3. Asst. Commissioner of Police,
City Crime Record Bureau,
Tirunelveli City.Asst. Public Information officer

xvii. Such other information as may be prescribed; and thereafter update these publication every year

Instructions noted for future guidance.