

# **RIGHT TO INFORMATION ACT**

## **COIMBATORE CITY**

### **1. INTRODUCTION**

- 1.1 In order to promote transparency and accountability in the working of every Public Authority and to empower the citizens to secure access to information under the control of each Public Authority, the Government of India have enacted “The Right of Information Act 2005” which came into force on 15.06.2005. In accordance with the provisions of Section 4(1) (b) of this Act, the Coimbatore City Police has brought out this manual for information and guidance of the stakeholders and the general public.
- 1.2 The purpose of this manual is to inform the general public about the organizational set-up, functions and duties of Coimbatore City Police Officers and employees, records and documents available with the office.
- 1.3 This manual is aimed at the public in general and users of the service and provides information about the schemes, projects and programmes being implemented by the Coimbatore City Police Office and the organizations under its administrative control.
- 1.4 The Director General of Police, Tamil Nadu, Chennai – 4 has designated the following Officers as its Public Information Officer (PIO) for all matters concerning Police Department of Coimbatore City.

**RIGHT TO INFORMATION ACT – Appellate Authority, PIO & APIO.**

01	Appellate Authority	Commissioner of Police, Coimbatore City
02	Public Information Officer	Deputy Commissioner of Police, Head Quarters, Coimbatore City.
03	Assistant Public Information Officer	Assistant Commissioner of Police, C.R.B., Coimbatore City.

1.5 A person requiring any information under the Act may contact the Public Information Officer or the Assistant Public Information Officer mentioned in Para 1.4 above

1.6 The procedure for obtaining information under Sub-Section (1) of Section 6 of RTI Act shall be made in writing or through electronic means in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- by affixing Court Fee Stamp worth Rs.10/- or by Demand Draft or Banker's cheque or by remitting the fee in the following head of account through Treasury/Pay and Accounts Office/State Bank of India/Reserve Bank of India and enclose the chalan to the PIO as an evidence for having remitted the fee:

**“0075-00 Miscellaneous General Services – 800 - other receipts –BK Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005 (DPC 0075 00 800 BK 0006)”**

1.7 For providing information under Sub-Section (1) of Section 7 of the Right to Information Act, the request shall be made as at 1.6 above and the fee as below should be paid as per the mode at 1.6 above.

- (i) Rupees two for each page (In A-4 or A3 Size paper) created or copied.
  - (ii) Actual charge or cost price of a copy in larger paper size.
  - (iii) Actual cost or price for samples or models; and
  - (iv) For inspection on records, no fee for the first hour, and a fee or Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.
- 1.8 For providing the information under Sub-Section (5) of Section 7 of the RTI Act, the request shall be made as at 1.6 above and the fee as below should be paid as per the mode as 1.6 above.
- (i) For information provided in diskette or floppy @ Rs.50/- per diskette of floppy and
  - (ii) For information provided in printed form, at the price fixed for such publication.
- 1.9 Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.6, 1.7 and 1.8 above for seeking information under the RTI Act 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list duly certified, will be sufficient to avail this concession.
- 1.10 The Director General of Police, Chennai – 4 has designated Commissioner of Police, Coimbatore City as Appellate Authority under section 19(1) of the Act, The contact address of the Appellate Authority is given below:

Commissioner of Police,  
Coimbatore City.

Telephone No: Office - 0422 2300250.

## **2. ORGANIZATION, FUNCTIONS AND DUTIES**

The following Departments / Wings / Units are functioning under the Administrative / Operation control of the Commissioner of Police, Coimbatore City.

<b>S.No</b>	<b>ORGANISATION</b>	<b>FUNCTIONS AND DUTIES</b>
01	CITY POLICE OFFICE	This Office is responsible for the administration of Police, Establishment and Service matters of Police Personnel, implementation of Law & Order, Prevention & Detection of Crime, redressal of public grievance, petitions, etc., in Coimbatore City.
02	INTELLIGENCE SECTION	This Office is responsible for collection of advance intelligence and conducting discreet enquiries.
03	SUB-DIVISION OFFICES	Preparation of Grave Crime Reports in the Sub-Division, Supervising the SHO's., Maintenance of C.D. Check Register, Personal investigation of PCR and Dowry death within 7 years cases, Enquiry on Public grievance petitions endorsed by the Commissioner of Police are the main functions of these officers.
04	POLICE STATIONS	Implementation of Law and Order, prevention and detection of Crime and redressal of public grievances in their respective jurisdiction are the main functions of Police Stations. Also regulating Public Meetings, Processions, demonstrations etc.
05	ALL WOMEN POLICE STATIONS	Investigation in Women and Children related cases is the main function of these units.
06	TRAFFICE POLICE STATIONS	Maintaining free flow of Traffic and implementing Traffic Rules and penalizing the persons violating Traffic Rules are the main functions of these Units.
07	ARMED RESERVE	The City Armed Reserve is kept in the City Head Quarters and this force must be available to deal promptly with ordinary tumults and local disturbances. Other functions of this Unit is to provide Prisoners escort, VVIP escort, Guard duty and assisting the Local Police in bandobust duties etc.,

<b>S.No</b>	<b>ORGANISATION</b>	<b>FUNCTIONS AND DUTIES</b>
08	ARMED RESERVE MOTOR TRANSPORT	Maintenance of Police vehicles in the City settlement of fuel bills, etc are the duties of this Unit. They will form convoy for VIP movements.
09	ARMOURY	Distribution and maintenance of Arms and Ammunitions in the City is the main function of this Unit.
10	POLICE CONTROL ROOM	This Office is responsible for collection of information from Public and Police and to communicate and will monitor the same.
11	CITY CRIME RECORDS BUREAU	Main responsibility of this Office is to compile and maintain Crime Statistics, Issuance of Advisory Memos, Criminals Photo Album, Monitoring Jail Release, Maintenance of History Sheets for DCs and HOs.
12	CITY CRIME BRANCH	Main function of this Unit is to register and investigate Cheating and White Collar cases after getting orders from the Commissioner of Police.
13	SOCIAL JUSTICE AND HUMAN RIGHTS UNIT	Main function of this Unit is to investigating the cases related to Social Justice and Human Rights in the City.
14	POLICE RADIO BRANCH	Maintenance and service of Wireless sets through out the City and ensuring uninterrupted communication is the main function of this Unit.
15	PROHIBITION ENFORCEMENT WING.	The main function of this Unit is to curtail illicit distillation and selling of spurious , I.D Arrack in the City. They also check vehicles to detect illegal Transport of spirit / spurious liquor.
16	FINGER PRINT BEREAU	This unit will collect and maintain the Finger Prints of Ex-convicts and criminals for comparison.
17	DETECTIVE DOG SQUAD	In this unit, Police detective dogs viz., 1) Explosive, 2) Narcotic and 3) crime are being kept to assist the Investigation Officer.
18	MOBILE FORENSIC SCIENCE LAB	This unit will visit the scene of crime to collect material evidence and to assist the Investigation Officer.

<b>S.No</b>	<b>ORGANISATION</b>	<b>FUNCTIONS AND DUTIES</b>
19	POLICE PHOTO SECTION	-do-
20	SHORT HAND BUREAU	The main function of this Unit is to record the speeches of political, communal and caste organizations and to send reports.
21	HOME GUARD	Main function of this Unit is to assist the Local Police in bandobust duties, festivals, pickets, night beats, Traffic regulation and election duties, etc.,
22	TRAFFIC WARDENS	Main function of this Unit to assist the Traffic Police in regulating traffic.
23	FRIENDS OF POLICE	Main function is to assist the Local Police in bandobust duties, pickets, night beats, election duties, etc.,
24	CITY VIGILANCE COMMITTEE	Main function is to provide information to the Local Police regarding Crimes and movements of Criminals in the villages.

### **3. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

The Commissioner of Police, who is an I.P.S., Officer, heads the Police Department in Coimbatore City. He is assisted both by Executive Staff and Ministerial Staff. The Executive Staff consists of four Deputy Commissioners of Police, 19 Assistant Commissioners of Police and Sub-Ordinate Police Officers in the rank of Inspectors, Sub-Inspectors, Head Constables and Constables. The Ministerial staff consists of Senior Administrative Officer, Personal Assistants for Accounts and Administration, Section Superintendents, Assistants, Junior Assistants, Stenos, Typists, Record Clerks, and Office Assistants. The powers and duties of the officers in Police Department of Coimbatore City are indicated as follows:-

#### **Executives:**

- (i) **Commissioner of Police.**
- (ii) **Deputy Commissioners of Police**
- (iii) **Additional Deputy Commissioners of Police**
- (iv) **Assistant Commissioners of Police**
- (v) **Inspectors of Police.**

In Coimbatore City, Police Officers in the rank of Inspector of Police are in charge of most of the Police Stations. The Inspectors are otherwise called as Station House Officer [SHO]. Inspectors are empowered to deal with all kinds of cases reported in their jurisdiction. The principal duty of the Inspector is to conduct Roll Call and allocation of duties to SIs and others and to supervise their performance in maintaining law & order, prevention & detection of crime, to upkeep of arms, accoutrements and other Government property and buildings, and keep his immediate superior informed of the state of affairs from a Police point of view. The Inspectors supervision will in no way relieve the Sub-Inspectors of full responsibility for the Police work in his station area.

The details of Police Stations functioning under each Sub-Division are as follows:

<b>Sub Division</b>	<b>Police Stations</b>
Law & Order West	B. 1 Town Hall P.S
	B. 2 R.S.Puram PS
	B. 8 Variety Hall Road PS
	B. 12 Ukkadam PS
	AWPS West PS
Crime West	B. 1 Town Hall P.S
	B. 2 R.S.Puram PS
	B. 8 V.H Road PS
	B. 12 Ukkadam. PS
Law & Order East	B. 5 Singanallur PS
	B. 6 Peelamedu PS
	B. 9 Saravanampatty PS
	AWPS East PS
Crime East	B. 5 Singanallur PS
	B. 6 Peelamedu PS
	B. 9 Saravanampatty PS
Law & Order Central	B. 3 Kattoor PS
	B. 4 Race Course PS
	B. 11 Saibaba Colony PS
	B. 15 Rathinapuri PS
	AWPS Central PS
Crime Central	B. 3 Kattoor PS
	B. 4 Race Course PS
	B. 11 Saibaba Colony PS
	B. 15 Rathinapuri.PS
Law & Order South	B. 7 Ramanathapuram PS
	B. 10 Selvapuram PS
	B. 13 Podanur PS
	B. 14 Kuniyamuthur PS
Crime South	B. 7 Ramanathapuram PS
	B. 10 Selvapuram PS
	B. 13 Podanur PS
	B. 14 Kuniyamuthur PS

**Non Executives:**

- (vi) **Sub-Inspectors.** It is the duty of the Sub Inspector to assign to his subordinates in their duties and to see that they perform them correctly and to take measures for the preservation of the

peace and prevention and detection of Crime within the limits of his Station. He should make it his business to acquire full local knowledge and to become acquainted with the people of his Station limits – especially the village headmen and ensure their co-operation. If more than one Sub-Inspector is attached to or employed at a Police Station, the junior Sub-Inspectors shall work under the orders of the Senior Sub-Inspector.

(vii) **Head Constables.**

Head Constables are employed in general duty in Police Stations under the Station House Officer as Station Writers in all Police Stations, and in charge of Out Posts and guards, and also in Reserves. They will not be placed in-charge of Police Station except under Section 4(p) of the Criminal Procedure Code in the absence of the Sub-Inspector nor shall they conduct independent investigation of cases unless they have been deputed to investigate Simple cases under section 157 of the Criminal Procedure Code, in the absence of the Sub – Inspector.

(viii) **Constables.**

Constables are employed on miscellaneous duties like VIP Escorts, Cash Escorts, Prisoners Escort, Guard Duty, Station Sentry Duties, Execution of Warrants, Serving of Summon, Beats and Patrols and Bandobust Duty, etc.,

**Ministerial Staff: (Powers and Duties)**

(i) **Senior Administrative Officer.**

Over-all supervision of Ministerial Staff.

(ii) **P.A. (Administration) to C.O.P.**

Over all supervision of Administrative Sections placed under his charge.

- (iii) **P.A. (Accounts) to C.O.P.**  
Over all supervision of Accounts Sections placed under his charge.
- (iv) **Section Superintendents.**  
Over all supervision of the Section placed under their charge.
- (v) **Assistants.**  
They will carryout the duties allocated to them by the respective Section Superintendent.
- (vi) **Junior Assistants.**  
Duties of Junior Assistants are to carryout the duties allocated to his Seat by the Section Superintendent.
- (vii) **Stenos/Typists/Record Clerks.**  
Duties of Stenos/Typists/Record Clerks are to carryout the duties allocated to them by the concerned Section Superintendent.
- (viii) **Office Assistants.**  
Duties of Office Assistants are to carryout the duties allocated to them in the Office routine.

The Ministerial Staff are serving in various Sections in the City Police Office. The functioning of these Sections are tabulated below:-

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
1.	A- Sec.  A1	A1.Transfer, posting and promotion of SIs and higher categories including P.As, L.A. and S.A.O. Deputation of the above categories. Preparation of CTCs of all DCs and COP. Maintenance of Seniority List of above categories. City Police Allocation List. All new proposals relating to Establishment and new Police Stations and Strength. Direct recruitment of S.Is Confirmation and substantive appointment of above categories. Maintenance of Master Register. Settlement of VR period of above categories. Maintenance of relevant registers and records.

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
<b>2.</b>	A2	<p>Transfers, promotions and postings to the ranks of Grade I P.Cs and HCs of Local Police.</p> <p>Deputation of above categories.</p> <p>Drawal of "C" list of HCs fit for promotion as S.Is.</p> <p>Maintenance of Seniority List of Grade I PCs and HCs of Local Police.</p> <p>Confirmation and substantive appointment of above categories.</p> <p>Maintenance of prescribed registers and records.</p>
<b>3.</b>	A3	<p>Women Police establishment.</p> <p>Uniform grant</p> <p>CTC received from other Officers.</p> <p>Probation of all ranks (Executive, Technical and Ministerial)</p> <p>Quarterly review of Administration.</p> <p>Maintenance of original application of TAT Register and noting the current number of the respective dealing Assistance of Establishment Section.</p> <p>Maintenance of Strength Register and Nominal Roll Register.</p> <p>Correspondence relating to Mounted Branch and Dog Squad.</p> <p>Maintenance of prescribed register.</p>
<b>4.</b>	A4	<p>Enlistment of Grade II P.Cs.</p> <p>Transfer and deputation of Grade II. P.Cs.</p> <p>Correspondences relating to all Training and Courses.</p> <p>Maintenance of Seniority List of Grade II.P.Cs of Local Police.</p> <p>Confirmation and substantive appointment of Grade II P.Cs of Local Police.</p> <p>Maintenance of substantive appointment register.</p> <p>Maintenance of Inter District/Range Transfer Waiting List.</p> <p>Maintenance of prescribed register and records.</p>
<b>5.</b>	B SEC. B1	<p>Drawal of pay to all the ranks and all LPC claims.</p> <p>LPCs (sending, receiving and making entries in the Long Roll)</p> <p>Monthly return and maintenance of M.R register.</p> <p>Pay bill and M.R. Objections.</p> <p>Preparation of form "C" Statement.</p> <p>Maintenance of appropriation registers for Pay and</p>

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
		Allowance. Making entries of arrear claims in the ACR. Preparation of number statement and furnishing particulars of Budget Section Carrying out CPOs in the Long Rolls. Maintenance of prescribed registers and records.
<b>6.</b>	B 2	Drawal and encashment of Arrear Claims. Drawal of Uniform Grant. Maintenance of Arrear Claims Register. Maintenance of S. Bill Register. CTD correspondence and maintenance of pass books and recovery register. Maintenance of prescribed register and records.
<b>7.</b>	B 3	LIC, PLI Assisting B 1 Assistant Maintenance of Final Payment Register. Issue of Pay Disbursement Order for cases in which PND ordered. Remittance of OD Pay and Allowances. Maintenance of Location Register. Maintenance of prescribed register and records.
<b>8.</b>	B 4	Drawal and encashment of arrear claims of AR Police Personnel, Office Staff, Inspectors, ACs and above. OBA Pay Advance Issue of NGGO and Pay Certificate. Maintenance of prescribed registers and records.
<b>9.</b>	B 5	Assisting B 4 Assistant in fair copying the S. Bills. Police Co-Operative Society loans and Polish Stores recovery. Auditing of all S. Bills prepared in Pay Section. Auditing of Pay Bills. Maintenance of prescribed registered and records.
<b>10.</b>	C-Sec. C1	Maintenance of Cash and writing all Cash Books including Daily Contingent Register on Permanent Advance and Draft Register. Permanent Advance. Bank Advance Duplicate Key Register. Maintenance of Treasury Head Constable Panel. Maintenance of prescribed registers and records.
<b>11.</b>	C2	Maintenance of "F" Challan register and token register.

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
		<p>Dispatch of drafts through Cheque memo.  Maintenance of Returned Bill Register.  Writing of Cheque Memos for all cash transactions.  Assisting of all Cheque Memos and "F" Challan registers.  Sending of Acquittance Rolls of other districts to the concerned Superintendents of Police and Unit Officers.  Correspondence relating to Cash Section.  Maintenance of prescribed registers and records.</p>
<b>12.</b>	C3	<p>Budget.  Statement of charges and reconciliation.  Control over expenditure and monthly review to COP.  Maintenance of Consolidated Appropriation registers.  Payment of Professional Tax and Property Tax.  Appointment of menials paid from contingencies, withdrawal of their pay and allied correspondence.  Corresponding relating to Bond.  TNPBF Recovery and sanction of Family/Medical relief from TNPBF.  Maintenance of prescribed registers and records.</p>
<b>13.</b>	C4	<p>Drawal and auditing of all Contingent Bills including Mounted Branch, Dog Squad and PPSS, Sports, P.A recouperment and other C. Bills except Reward Bills and M.T. Bills.  Maintenance of C. Bill Register.  To have liaison with Treasury Officials in passing of all the bills sent to Treasury.  Correspondence relating to Band.  Maintenance of relevant registers and records.</p>
<b>14.</b>	D-Sec. D1	<p>Correspondence relating to motor vehicles.  Sanction, drawal and auditing of bills on M.T. maintenance.  Checking of MTR. Police vehicle accident cases.  Maintenance of prescribed registers and records.</p>
<b>15.</b>	D2	<p>Sanction and withdrawal of Hire charges and Fuel Bills.  Collection of Fuel Charges from other Units and settlement of Fuel Bills.  Auditing of above Bills.  Maintenance of prescribed registers and records.</p>
<b>16.</b>	E-Sec.	Annual Clothing Indents preparation and allied

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
	E1	<p>correspondence.</p> <p>Maintenance of Stock Registers of new clothing, part worn clothing, Home guards, condemnation register, polish tin, Issue register, clothing issue register.</p> <p>Entering of all receipt and issue of clothing in the above registers and tally cards.</p> <p>Raising of RVs and IVs in respect of S.No.2</p> <p>Work relating to Condemnation of Articles.</p> <p>Holding of Auction of Condemned Articles of clothing and other metal articles and allied correspondence.</p> <p>Acceptance of Invoice and Bills and correspondence relating to financial sanction.</p> <p>Stores and Stock return preparation and allied correspondence.</p> <p>Maintenance of IV Check Register and watching of acknowledgement.</p> <p>Maintenance of Clothing forecast register.</p> <p>Maintenance of prescribed register and records.</p>
<b>17.</b>	E2	<p>Indents for all Forms and Registers and allied correspondence.</p> <p>Maintenance of Stock Registers for Pol. B.Forms, Common forms, MTC forms. Miscellaneous, Books of Instructions and Furniture.</p> <p>Rising of RV and IV for the forms and registers mentioned in SL.No.2 above and making entries in Tally Cards.</p>
<b>18.</b>	F-Sec F1	<p>Correspondence relating to PRs u/r 3(b) of Police personnel of Law and Order and Crime and Traffic.</p> <p>Suspension and allied correspondence of above personnel.</p> <p>Proposal of extension of suspension and review of SG for the above police personnel.</p> <p>Maintenance of common Punishment Roll Register.</p> <p>Periodical return relating to PSO 145 and V &amp; AC enquiry.</p> <p>Cancellation of G.S. Special Pay, CMs Medal Allowance on the award of P.Rs.</p> <p>Maintenance of prescribed registers and records</p>
<b>19.</b>	F2	<p>Correspondence relating to P.Rs u/r 3(a) and 17(a).</p> <p>Maintenance of PR register u/r 3(a) and 17(a)</p> <p>Maintenance of Deferred Punishment register.</p>

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
		Cancellation of Deferred Punishment and its allied correspondence. Cancellation of GSSP, Special Pay, CM Medal allowance on the award of punishment. Maintenance of Reduction and Re-promotion register and the allied correspondence. Maintenance of prescribed registers and records
<b>20.</b>	F3	Correspondence relation to Appeal, Review, Mercy Petitions and Writ Petitions of all ranks both Executive and Ministerial. Maintenance of Appeal Register. T.N. Administrative Tribunal cases. Maintenance of TAT Register. Maintenance of prescribed registers and records
<b>21.</b>	F4	Correspondence relating to P.Rs u/r 3 (b) of Police personnel of AR and Special Units. Correspondence relating to PRs u/s 17(b) of Office Staff and ACs. Proposal for extension of suspension and review of SG for the above personnel. Suspension and allied correspondence of the above personnel. Maintenance of suspension register of the above personnel. Cancellation of GSP Special Pay, C.M.'s Medal allowance on the award of punishment. Maintenance of prescribed registers and records
<b>22.</b>	G- SEC G1	Sending detailed reports of enquiry under PSO 145/579. Collecting and furnishing of particulars relating to Crime and Law & Order. State Aids. Appeal against Acquittal of cases. All judgments. Writs relating to Crime/petitions. Dowry Harassment cases. Govt. Superior Officers instructions/Circulars regarding Prohibitions Enforcement subjects. Maintenance of prescribed register and records.
<b>23.</b>	G2	All reports due petitions received from Chief Office Govt., CM Cells.

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
		Sending of periodical on CM Cell petition and maintenance of petition register. Maintenance of prescribed register and records.
<b>24.</b>	G3	Petitions relating to East Sub – Division Law & Order, Crime and Traffic. Petitions relating to West – Division Law & Order, Crime and Traffic.
<b>25.</b>	G4	Petitions relating to Central – Division Law & Oder, Crime and Traffic. Petitions received from Collectorate. All grievances petitions presented in person to the Officers. Petitions received by Commissioner of Police. Petitions received through complaint Box. Petitions relating to other departments.
<b>26.</b>	G5	All subjects. (Permissions for Processions and Meetings, etc.) pertaining to Law and Order matters.
<b>27.</b>	H-Sec H1	TA Bills of all ranks. Maintenance of Check Register for month TA, TTA, and TA Advance registers. Passing of ETR Bills. Maintenance of other prescribed register.
<b>28.</b>	H2	Fair copying and auditing of all TA bills. withdrawal of TTA advance. Feeding charges. Fair copying and Auditing of ETR bills. Maintenance of prescribed register and records.
<b>29.</b>	H3	Bus Warrants Bills and their auditing. Withdrawal and auditing of LTC bills. Correspondence and bills relating to Home Guards parade allowance. Correspondence and bills relating to Boys Club. Investigation Charges and Advertisement Charges. Maintenance of prescribed register and records.
<b>30.</b>	J-Sec. J 1	Medical Reimbursement Bill and sanction of Medical Allowances. Correspondence relating of Health Fund. Sanction and withdrawal of SPF and FBF Bills. Military verification for all ranks. Obtaining and filing of nominations for Family Pension, DCRG, SPF, FSF and Group Insurance.

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
		Auditing of bills of SPF, FSF and Medical reimbursement bills. Maintenance of prescribed register and records.
<b>31.</b>	J2	Sanction and withdrawal of all kinds of Pension and DCRG except death cases, Voluntary Retirement cases and Ministerial Staff. Maintenance of Superannuating register and Retirement Forecast register for entire Executive and Ministerial Staff.
<b>32.</b>	J3	Family Security Fund Scheme. Sanction and withdrawal of all kinds of Pension, Provisional Pension and DCRG for death cases. Issue of CPO for death cases. Alteration of Date of Birth for all ranks. Compulsory Retirements under FR 56(ii). Auditing of Bills of Pension and DCRG. Maintenance of prescribed register and records.
<b>33.</b>	J 4	Sanction and withdrawal of all kinds of pension and DCRG for Voluntary Retirement cases and for Ministerial Staff. Issue of CPO for Voluntary Retirements and Superannuation Retirements of Ministerial Staff. Alteration of date of birth for all ranks. Auditing of all kinds of bills prepared in J 2 and J 3 seats. Maintenance of prescribed registers and records.
<b>34.</b>	K-Sec K1	Sanction and withdrawal of GPF Temporary Advance, Part Final and Final Withdrawals of AR, Special Units and office Staff. Auditing of above GPF bills. Enrolment of new members to GPF. Obtaining missing GPF slips. Preparation of GPF schedules. Maintenance of GPF Bill register. Maintenance of prescribed register and records.
<b>35.</b>	K2	Sanction and withdrawal of Temporary Advance, Part Final and Final Withdrawal of all ranks in Local Police. Auditing of above GPF bills. Preparation of GPF schedules. Obtaining missing GPF slips. Maintenance of prescribed register and records.

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
<b>36.</b>	K3	Filing of nomination regarding GPF. Missing Credit of entire City. To have liaison with Treasury and action in passing GPF bills. Maintenance of relevant registers and records.
<b>37.</b>	L-Sec L1	Leave Rolls of all Law & Order and Crime Staffs. Sanction of SLS and TLS. Sanction of Leave Travel Concession. Correspondence relating to leave rules, regulations and allied correspondence. Maintenance of prescribed register and records.
<b>38.</b>	L2	Leave rolls of all AR Officers and men. Sanction of SLS and TLS. Sanction of LTC. Maintenance of prescribed register and records.
<b>39.</b>	L3	Leave rolls of CPO Staff, Special Units and Traffic Wing. Sanction of SLS and TLS. Sanction of LTC. Maintenance of prescribed register and records
<b>40.</b>	L4	Maintenance of Service Rolls and Service Books. Maintenance of Movement Register for S.Rs and S.B.s. Annual service verification. Quinquennial attestation. Sanction of Casual Leave and maintenance of C.L. Register of Office Staff. Late Attendance and its review.
<b>41.</b>	M-Sec. M 1	Issue of CPO with the assistance of one typist. Returning of all Office copies of CPO's to the Section. Maintenance of prescribed registers and records.
<b>42.</b>	M2	Dispatch of all Tapal. Maintenance of Dispatch Register. Watching and maintenance of Tapal Slips.
<b>43.</b>	M3	Maintenance of records and issue of records. Destruction of Records. Issue of Stationery and other articles of CPO. Maintenance of Disposal Register. Maintenance of Govt. Property Register and CPO and checking it with CPO Main Register. Maintenance of consolidated PDL register. Maintenance of consolidated call book and issue.

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
		Maintenance of C.D. files. Maintenance of prescribed register and records.
<b>44.</b>	N-Sec. N1	Transfer and postings of Ministerial Staff, I.S. Ministerial Staff, S.H.B. and all other ministerial Staff. Promotion to the above categories. Maintenance of Strength Register for the above categories of Staff. Staff rotation. Fidelity Bond and watching of Security Deposit. Allocation of work among Office Staff. Maintenance of Seniority Lists of the above Categories. Maintenance of prescribed register and records sending of.
<b>45.</b>	N2	Transfer and posting of P.Cs, NKs, HCs of A.R. Drawal of C list up to HCs AR. Maintenance of Seniority List of AR Police personnel up to HCs. Sanction of Special Pay to AR Police Personnel. Confirmation of PCs to HCs in AR. Transfer of Men from AR to Local Police. Maintenance of prescribed registers and records.
<b>46.</b>	N3	Transfer and postings of PCs, NKs, and HCs of AR to other districts and Railway Police. Transfer and postings of AR Police Personnel to Special Units. Conducting of PP test to AR Police Personnel. Appointment of Home Guards. Appointments of Traffic Wardens. Maintenance of prescribed registers and records.
<b>47.</b>	O-Sec. O1	All compassionate and 10 (a) (1) appointments. Correspondence relating to all Temporary Sanction. Maintenance of Temporary Sanction register. Sending Periodicals on the above subjects. Maintenance of prescribed registers and records
<b>48.</b>	O2	Government Servants Conduct Rules. Collection of Property Statement and recording in the relevant register. Maintenance of prescribed registers and records
<b>49.</b>	O3	All medals. Additional Charge Allowance. Issue of Identity Cards to all categories. Computerization of Personnel Records.

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
		Maintenance of prescribed registers and records
<b>50.</b>	P-Sec. P1	Receipt of Tapals from Government, Chief Office, IGPs., other DIGs and all D.O. letters. Receipt of Tapal of Registered Post, Speed Post, Courier and Security Articles. Maintenance of separate registers for above Tapal. Maintenance consolidated register of Original Application of TAT for entire CPO.
<b>51.</b>	P2	Receipt of all other Tapal except Radio Message. Distributions of all Tapal of A Section to P Section through Distribution register. Watching compliance certificates furnished by Section Superintendents in Distribution register.
<b>52.</b>	P3	Receipt of all Radio Messages and entering them in relevant register. Distribution of Tapal, R-Section to Y Section through Distribution register. Distribution of Radio Message to all Sections then and there. Maintenance of Staff Attendance register. Turn Duty register.
<b>53.</b>	R-Sec. R1	Acquisition of Lands, constructions of quarters and Police Station buildings. Maintenance of buildings owned by Police Department. Petty construction and repair works for buildings owned by Police, PWD, and Housing Units.. Sanction, withdrawal and auditing of PCR bills. Maintenance of prescribed registers and records
<b>54.</b>	R2	Allotment of Residential Quarters and Housing Board Quarters. Furnishing Rent Recovery details to PWD and Housing Board. Recovery of Rent, Market Rate of Rent. Sanction of HRA to all ranks. Sanction of Rent to private buildings. Maintenance of prescribed registers and records.
<b>55.</b>	R3	ECC and Water Charges for residential and non-residential buildings. Police Family Welfare. Professional course scholarships, TNPBF Scholarship and Prize Scheme for scoring highest mark in X and

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
		+2 subjects. Maintenance of prescribed registers and records
<b>56.</b>	R4	Telephone VHF and passing of Telephone Bills. Audit objections of AGs and Chief Office Audit parties. Maintenance of Audit Auction Register and dispatching of periodicals. Maintenance of prescribed registers and records
<b>57.</b>	S-Sec. S1	Sanction withdrawal and auditing of bills of long term advances like HRA, Cycle Advance, Motor Cycle Advance, Motor Car Advance and other interest bearing advances. Maintenance of individual loan register. Maintenance of Loan Recovery registers. Preparation of recovery schedule for pay bills. Police Housing Scheme. Maintenance of prescribed registers and records
<b>58.</b>	S2	Correspondence of provision of Guard and Escorts. Collection of charges for guards and escorts provided. Maintenance of prescribed registers and records
<b>59.</b>	S3	Rewards sanction and withdrawal including making entries in Service Rolls/Service Book. Maintenance of prescribed registers and records
<b>60.</b>	S4	Sanction withdrawal and auditing of bills relating to Short Term Advances. Marriage and other interest free advances and their auditing. Making entries in individual loan ledger maintained by S1 seat. Preparation of schedules for pay bills for the above advance. Food Subsidy Scheme. Maintenance of prescribed registers and records
<b>61.</b>	T-SEC T1	Correspondence relating to issue of Licenses u/s 34 and 35 of TNCP ACT 1888 in respect of B, B2, B8, B10, B11 and B12 P.S. limits. Correspondence relating to issue of license under T.N. Scrap Merchant and dealers in second hand property and owners of automobile workshop and tinker shops. General correspondence relating to issue of NOC licenses, delegation of powers etc.

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
		Correspondence relating to TN Cinema Act/Rules. All other correspondence relating to issue of NOC in respect of licenses in construction of Office Complex, Buildings, Church, Temple, etc., in respect of B1, B2, B8, B10, B11 and B12 P.S limits. Maintenance of prescribed registers and records
<b>62.</b>	T2	Correspondence relating to issue of Licenses U/S 34 and 35 of TNCP Act 1888 in respect of B3, B4, B5, B6, B7, B9 P.S. limits. Correspondence relating to issue of Licenses under T.N. Scrap Merchant and Dealers in second hand property and owners of automobile workshop and tinker shops. General correspondence relating to issue of NOC licenses, delegation of powers etc., in respect of entire Coimbatore City. Correspondence relating to TN Cinema Act/Rules. All other correspondence relating to issue of NOC in respect of license in construction of Office Complex, Buildings, Church, Temple etc., in respect of B1, B2, B8, B10, B11 and B12 P.S limits. Maintenance of prescribed registers and records
<b>63.</b>	T3	Block pending list. Providing Bandobust and collecting of Bandobust charges. Tamil Implementation. Itinerary reports. Withdrawal of cases. Conducting of Monthly Crime Meetings. Conducting of Monthly Crime Meeting for withdrawal of Petty Cases.
<b>64.</b>	V-Sec V1	Correspondence relating to Arms Act and Rules in respect of Coimbatore City Police jurisdiction. Collection of statistics in respect of Arms License and furnishing reply to the concerned Officers. Maintenance of periodical register in respect of Arms Act and Rules. Quarterly comparison of Arms License register maintained in Office with that of the register maintained in the above mentioned Police Station. Maintenance of prescribed registers and records.

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
<b>65.</b>	V2	Correspondence relating to: Explosives Act and Rules. Petroleum Act and Rules. Press and Registration Act. Narcotic Drugs. Denatured Spirit. Maintenance of Periodical Register. Maintenance of prescribed registers and records
<b>66.</b>	V3	Correspondence relating to Arms Act and Rules in respect of Coimbatore City Police jurisdiction. Quarterly comparison of Arms License Register maintained in the office with that of the register maintained in the above mentioned Police Station. Maintenance of prescribed registers and records
<b>67.</b>	W-Sec W1	Grievance petitions of Police Department Staff received by all Officers. Maintenance of separate registers for each Officer for above grievance petitions. Administration Report. Work Norms. Election. Victim Assistance Fund and Accident Relief to Victims. Circular/Instructions regarding Miscl. Act and Rules. Correspondence of general nature including statistics and miscellaneous subjects. Maintenance of prescribed registers and records
<b>68.</b>	W2	Correspondence relating to Summons and Warrants. Correspondence relating to all meetings, seminars and conference. Furnishing copy of Post Mortem Certificate and Inquest Report. Reports on not handing over of Case Diaries/General diaries. All correspondence relating to Court, etc. Military Deserter Rolls. Verification Reports. Recovery of Government dues. Maintenance of prescribed registers and records.
<b>69.</b>	W3	Cases relating to Motor Vehicles Act and Rules. Spot Fine remittance and allied correspondence. Inspection and visiting notes of all Officers and

<b>S.No.</b>	<b>Name of the Section</b>	<b>Allocation of Subject.</b>
		<p>maintenance of Superior Officers Visiting Book.</p> <p>Correspondence relating to Traffic Signal, Erection and maintenance.</p> <p>Correspondence relating to Traffic improvement, road safety, Traffic rules, road marking, etc.,</p>
<b>70.</b>	Y-SEC Y1	<p>Movement of Selection Grade and Special Grade in respect of Men and Officers serving in B1, B2, B3, B4, B8, B10, B11 and B12 Police Stations.</p> <p>Pay fixation on promotion and movement to Selection Grade and Special Grade and set-righting of anomalies.</p> <p>Pay revision as per Pay Commission Order.</p> <p>General correspondence relating to Pay Fixation, Pay Commission and maintenance of Stock Files.</p> <p>Maintenance of prescribed registers and records</p>
<b>71.</b>	Y2	<p>Increment.</p> <p>Increment Forecast Register.</p> <p>Sanction of good service Special Pay and maintenance of GSSP Check Register.</p> <p>Sanction of Good Service Allowances and maintenance of Check Register.</p> <p>Sanction of Indira Vikas Patra for unblemished Service of 25 years.</p> <p>Maintenance of prescribed registers and records</p>
<b>72.</b>	Y3	<p>Movement of Selection Grade and Special Grade in respect of Men and Officers serving in B5, B6, B7 Police Stations B1 to B7 Traffic P.S. and Armed Reserve.</p> <p>Pay fixation on promotion and movement to Selection Grade and Special Grade and set-righting of anomalies for the Men and Officers mentioned in Sl.No.1.</p> <p>Pay revision as per Pay Commission orders.</p> <p>Maintenance of prescribed registers and records</p>

**4. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

**INTERACTION WITH PUBLIC.**

In Coimbatore City, complaints from any jurisdiction are being entertained. No dispute over jurisdiction is happening as of now. Prompt registration of complaints and upon investigation if there is a need the cases are being transferred to the jurisdiction concerned. Decoy teams are being sent from Head Quarters to see whether the S.H.O. is tossing the complainants on the dispute over jurisdiction. The concerned Officers will be dealt with, if they are found at fault.

Instructions issued to answer over the Telephone for queries in a very polite manner and not to show their own displeasures of the callers. A workshop on Public behaviour will be arranged soon with help of H.R.D. people.

## **5. NORMS SET FOR THE DISCHARGE OF FUNCTIONS.**

All oral/written complaints are being properly received, F.I.R registered and a copy given to the complainant. In grave cases like Attempt to Murder, Grave Property Offences, etc. the Sub Inspectors and Head Constables need not get the permission from the Inspector to register this case. The special team at S.D.Os will be monitoring these cases closely.

In cognizable offences, investigation commenced immediately and action will be speeded without any loss of time. H.Cs. are being selected in each police stations to deal with the petitions and there will be even distribution among the staff.

In all critical situations, available officers and men have instructed to respond quickly.

Scientific methods of investigation like Portrait developing are available. While investigating of Crime cases, collection of evidence at scene of crime would give more useful lead. Unlawful detention of accused persons and use of third degree methods will be avoided. In the Monthly Crime Review meeting with participants of Scientific Officer of Regional Forensic Science Laboratory and the Police Surgeon of the Department of Forensic Medicine, Classes and discussion on the important and critical cases are being organized to update the officers and men.

In Coimbatore City the A.W.P.S. Inspectors, S.Is, W.HCs, are being trained on to conduct enquiry in Dowry Harassment, Exploitation of Women and Children cases. All Women Officers and P.Cs will be participating in the counseling team, which was approved by the Government.

In Coimbatore City, the officers and men will liaise with Public and more transparent in dealing with the Public related issues.

Periodical co-ordination meetings with the Judicial Officer and Public Prosecutors are being arranged for speedy disposal of cases.

### **COMMUNITY ACTIVITIES.**

In Coimbatore City, awareness campaigns are being taken regularly with Public participation. Traffic awareness campaigns have been held at Sub-Division levels in which large number of Public, NGO's and Voluntary Organizations, Colleges and School children participated. The Road Safety Campaign was conducted by organizing Rallies, Poster campaigns, erecting hoardings at prominent road junctions, distribution of awareness pamphlets, etc.

In Coimbatore City it has been planned to organize an Interaction meeting with Citizens' Forum available in all Sub-Divisional Head Quarters and to reward and compliment the individuals who have done appreciable work for the Society.

It studies on how to improve the livelihood of the slum dwelling people in liaison with the NGO's Voluntary Organizations and with other Government Departments.

In Coimbatore City Special Camps on Women related issues like Dowry, Domestic Violence, etc, will be organized on monthly basis at each Sub-Division per month on rotation basis highlighting the Women issues along with the Women Voluntary Organizations.

In Coimbatore City, Vigilance Committees are already functioning. Boys Clubs are also functioning in all Sub-Divisions. Regular meetings are being conducted at each Police Station level on monthly basis. Friends of Police volunteers are being utilized for night rounds and festival bandobust.

Police Assistance Booths are being formed in all major Fairs and Festivals. Separate are being formed at highly crowded areas like Cross cut road and Oppanakara Street etc during Deepavali festival time.

### **REDRESSAL OF PUBLIC GRIEVANCES.**

All S.Is, SSIs and HCs, are instructed to receive and enquire petitions. In Coimbatore City petitioners are being treated with due respect. Sufficient numbers of chairs are provided at Police Stations for the convenience of General Public.

All the petitions are being enquired properly as per law and proper disposal have been given then and there.

In petitioners related to civil dispute they will be advised to seek remedy through Free Legal Aid.

### **CASES OF PROPERTY OFFENCES.**

In all property offences cases will be registered.

The Scene of Crime will be visited immediately by the Officers concerned.

The services of Finger Print staff, Scientific team, and Dog Squad are being utilized in all the deserving cases.

The Dog Squad and Scientific teams are provided with vehicles for utilizing them whenever necessary.

In all SOC's, photographs are being taken.

The Deputy Commissioners of Police, Law & Order and Crime & Traffic are visiting all the SOC's and guiding the investigating officers on correct line.

All the M.O criminals list, suspects lists are being collected to lead the investigation.

Action will be taken to verify the available finger prints with SCRB within 3 days. Finger Print Bureau, accommodated in Coimbatore City Police Office.

Portrait developing techniques are being used at CCRB in all cases where the culprits seen by the victim or witnesses. The portraits are being developed according to the information furnished by the victim.

In all sensitive grave property offences, AC, CCRB will be the Liaison Officer and he will issue the list of Modus operandi criminals list to the investigation officers depend upon the nature of crime.

In detected cases, the stolen properties recovered and handed over to victims through the Judicial Magistrates concerned.

The general Public and Policemen who have done good work in detection of cases will be suitably rewarded.

#### **CASES OF ACCIDENTS.**

Traffic Accidents awareness campaign to prevent Drunken Driving, Over speed, etc. A Helmet Awareness Rally was conducted by Police on 08.12.2008 in which 100 x 2 police persons rode two wheelers wearing helmets. They also carried placards to create traffic awareness. A mobile propaganda van has been inaugurated with video documentary highlighting the road safety measures. This van has been decorated on all the sides with awareness stickers. This awareness van will be moving in all Police Stations limits and at main bazaars.

The accident victims are being taken to hospital immediately through EMRI Ambulance and Private Ambulance, etc. Thiru.K.C.Mahali IPS., The Commissioner of Police, Coimbatore City has inaugurated the "Golden Hour Treatment" for accident victims in

coordination with all major Hospital in the City. The Police Control room, whenever receive an information of an accident, immediately inform the same to nearest hospital and the victims will be taken to hospital within 6 minutes. This system was well received and appreciated by the citizens of Coimbatore City.

The Traffic Investigation Wing is rushing to the SOC immediately in all Cases; they will Video graph accident scenes and take photos. The TIW team will investigate all accident cases.

In hit and run cases, all the Check Posts of the Border Stations, are immediately alerted to trace the culprit vehicle and followed up at R.T.O.'s Office by getting the address of owner.

**CASES OF LAW & ORDER (Murder, Attempt Murder and Hurt cases).**

In all Law & Order offences, cases will be registered.

The Scene of Crime will be visited immediately by the Officers concerned.

The Deputy Commissioner of Police, Law & Order and Assistant Commissioner of Police Law & Order will visit all the SOCs and guide the Investigating officers properly to solve the case.

The Deputy Commissioner of Police, Law & Order conducts regular Crime review meetings with his Sub-ordinates and discuss about the progress of the cases.

Whenever the culprits are being arrested they will be produced before the Court and remanded at Central Prison, Coimbatore.

In cases of murder and other offences information will be collected from Public.

Free copies of FIRs, Postmortem certificates and Victim Assistant Fund claim forms are being given to the Victim.

**PASSPORT VERIFICATION AND ISSUE OF NOC.**

Passport Verification Papers are sent from the District Passport Cell to verify the character and antecedents of the applicant. Verifications conducted and report sent to Regional Passport Officer for issuance of Passports.

NOC Certificates will be also be issued based on the eligibility of the applicant.

**HANDLING OF LAW & ORDER PROBLEMS.**

Advance information will be collected from the Officers and Men to prevent any Law & Order incidents.

**TRAFFIC REGULATION DUTIES.**

Traffic Police will be on the road during peak hours from 8 Am to 10 Pm and functioning in shifts.

In some situations, like processions, agitations etc., Traffic diversions will be made with minimum inconvenience to the Public.

The Police Officers before the service of Police Notice will inform the reason and the heads under which the Public are charged.

The accident vehicles will be sent to the Motor Vehicle Inspector for inspection and the vehicles returned to the owner.

## **6. RULES, REGULATIONS INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGE OF FUNCTIONS.**

The day-to-day Administrative functioning are governed by various Acts, Rules and Instructions issued by the Government from time to time. Some of the commonly used Acts /Rules/ Manuals are as follows:-

- (i) Criminal Procedure Code - 1973
- (ii) Indian Penal Code - 1860
- (iii) Police Act - 1861
- (iv) All India Service Rules
- (v) All India Services (D & A) Rules
- (vi) Tamil Nadu Police Subordinate Service Rules - 1955
- (vii) Tamil Nadu Police Subordinate Service (D&A) Rules - 1955
- (viii) The Madras Police Dog Squad Manual
- (ix) Explosives Act and Rules -
- (x) Explosive substances Act and Rules
- (xi) Arms Act and Rules - 1959
- (xii) Poisons Act
- (xiii) PCR Act - 1982
- (xiv) Tamil Nadu Prohibition of Harassment of Women Act, 1998
- (xv) Tamil Nadu Protection of Interests of Depositors (in Finance Establishments) Act, 1997 and Rules
- (xvi) Indian Christian Marriage Act, 1972
- (xvii) Child Marriage Restraint Act, 1972
- (xviii) Special Marriage Act, 1957
- (xix) Hindu Marriage Act, 1955
- (xx) Parsi Marriage Act, 1959
- (xxi) Traffic Control Act and Rules - 1940
- (xxii) Motor Vehicles Act and Rules - 1888
- (xxiii) Cinematograph Act, 1952 and Rules

(xxiv) Tamil Nadu Exhibition of Films on TV Screen Through Video Cassette Records and Cable TV Net-work (Regulation) Act 1984 and Rule.

(xxv) Tamil Nadu Open Places (Prevention of Disfigurement) Act 1959

(xxvi) Tamil Nadu Dramatic Performance Act, 1954

(xxvii) Indian Citizenship Act, 1955 and Rules

(xxviii) Indian Passport Act 1967

The documents mentioned in items 1 to 27 are available with the Director of Stationery and Printing, Chennai. Apart from the documents intended only for official use, other documents are available for sale to the Public on payment of cost.

**7. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.**

The following Departments / Wings / Units functioning under the Administrative control of Police Department in Coimbatore City are maintaining the records noted against each.

<b>S. No.</b>	<b>Organization</b>	<b>Statement of documents held by it</b>
1.	City Police office	Files, registers pertaining to the subject allocated to each seat of City Police Office are maintained by the concerned seat assistant. Seat wise allocation of subject is furnished under sub-head III of this Manual.
2.	Deputy Commissioner of Police	Current register, Current paper file, Circular file, Memos file Govt. Property Register, Tapal Dispatch register, GCR Files, GCR Register.
3.	Crime Records Bureau	<p><b><u>D2 Seat</u></b></p> <ol style="list-style-type: none"> <li>1) C&amp;O Sheet</li> <li>2) Advisory Memos</li> <li>3) Jail Release File</li> <li>4) Quarterly Visit file</li> <li>5) Crime Meeting Mirror</li> <li>6) Cut Index</li> <li>7) 174 Cr.PC Talash Forms</li> <li>8) Files of unidentified dead bodies</li> <li>9) Files of Missing Persons</li> <li>10) Counterfeit currency</li> <li>11) Maintaining Crime Graph Chart and GIF</li> </ol> <p><b><u>D3 Seat</u></b></p> <ol style="list-style-type: none"> <li>1) Crime Review</li> <li>2) Monthly Periodicals</li> <li>3) Grave Crime Reports</li> <li>4) Criminals Photo Album</li> <li>5) Administration Report</li> <li>6) NCRB returns</li> <li>7) Inspection Proforma for Superiors</li> </ol>

S. No.	Organization	Statement of documents held by it
		<p><b><u>D4 Seat</u></b>            1) Crime Against Women cases            2) DCs &amp; HOs History Sheets</p> <p><b><u>D5 Seat</u></b>            1) Maintenance of CRB Property Register            2) Cash Book            3) Tapal Despatch Register            4) Maintaining Attendance Register            5) Superior Officer Inspection Book</p> <p><b><u>D6 Seat</u></b>            1) Prohibition cases review            2) Narcotic Substance Act cases            3) Issuance of NOC            4) Passport pre verification            5) Issuance of Police Clearance Certificate</p> <p><b><u>D7 Seat</u></b>            1) Replies to Rajya Sabha &amp; Lok Sabha questions            2) Road Accident and Suicides statistics            3) CM Conference file</p> <p><b><u>D8 Seat</u></b>            1) Weekly report of UI, PT and NBW Pending            2) Monthly Statistics to Director of Prosecution</p>
4.	DOG SQUAD	Cash Book Purchase, Issue & Stock Register Daily Feeding Register R.V. Register E.V. Register Calls Register Out-going Message File Govt. Property Register Medical Book Superior Officer's Visiting Book Superior Officer's Inspection Book Dog History Sheet Report File

S. No.	Organization	Statement of documents held by it
		Feeding Application File Vaccination File Orders file Kennel Building File Purchase Bill File
5.	MOBILE FORENSIC SCIENCE LAB	Scene of Crime Call Register R.V. Register L.V. Register Govt. Property Register Stationery Register Superior Officer's Visiting Book Superior Officer's Inspection Book Report File
6.	POLICE PHOTO SECTION	Superior Officers Visiting Book Job Note Stock Register Government Property Register
7.	SINGLE DIGIT FINGER PRINT BUREAU	Finger Prints of persons arrested daily in Property offence, Finger Print slips of persons who's Finger Prints are identified through chance prints maintained in 10 Digit collection. Finger Print Slips of Identified persons received from other City SDFPB maintained in 10 Digit collections.
8.	SHORT HAND BUREAU	Superior Officers Visiting Book Message Files Government Property Register
9.	PROHIBITION ENFORCMENT WING	General Diary FIR Index Current Register PSR Arrest Card Form- 95 Medical Memo General Memo Indent Book Duty Roaster Superior Officers Inspection Book Superior Officers Visiting Book Summon Register Govt. Property Register

<b>S. No.</b>	<b>Organization</b>	<b>Statement of documents held by it</b>
10.	S.J. & HUMAN RIGHTS UNIT	FIR Index Current Register Duty Roaster Process Register Incident Register Monetary Relief Register Atrocity Prone Village Register Govt. Property Register General Information Register Cash Book
11.	SUB- DIVISION OFFICES	Superior Officers Inspection Book Grave Crime Check Register C.D. Check Register Crime Memo DSR Memo SDO Information Book Victim Relief Fund Register Govt. Property Register C.M Cell Petition Register DPO N. Ref. Register Explosive Check Register Inspector's Daily Diary Register
12.	POLICE STATION	General Diary Sentry Relief Book Cash Book FIR Book Community Service Register Petition Receipt Book, C.D. Files, Petition Files, PSR, Arrest Card Bail Bond, FIR Index, Village Roaster Duty Roster K.D Check Register Beat Book, Beat Index, Current Register, Dispatch Register, Gun License Register, Arms Deposit Register, Arms Deposit Form, Rowdy Register,

S. No.	Organization	Statement of documents held by it
		Cage Abstract, Medical Memo, Crime Memo, Cash Memo, Intimation Memo, Store Memo, Government Property Register, L.A.R.S Form, Court Property Return Register, Form 95, Part-I Register, Part-II, Part-III, Part-IV, Part-V, Local Ex-convict Register, Non Local Ex-Convict Register, Alphabetic Index H.S. Index PCR Forms A & B Finger Print Forms Conviction Memo Conviction Memo Despatch Register Loose Leaf Index (MO. Index) Superior Officers Inspection Book Superior Officers Visiting Book Sample Signature Book Special Reward Book Arms Distribution Register Line Hut Register C.L. Register Process Register Mike Permission Register Foreigner's Register Rough T.A. Register E.T .R. Register Court Calendar Bus Warrant Train Warrant Incoming Message Book Outgoing Message Book Intimation Register Memos File Circular Files D.O. Files A- Z General Files Store Intend Book

S. No.	Organization	Statement of documents held by it
		Explosive Register Circle Information Register C.D. Check Register Itinerary Report Monthly Review Report Annual Crime Review Part -I review Passport Register Charge Sheets Form -86 (Postmortem)

**8. PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF 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 relation to the formulation of Policy or implementation there of.

**9. 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 Coimbatore City, Ward Committees and City Vigilance Committees are functioning in each Police Station limit. In these Committees, respected and reliable persons of the particular area have been inducted and they watch all the development and inform Police to prevent Crimes, to maintain Law and Order and to attend to any local problem that arises.

**10. DIRECTORY OF OFFICERS AND EMPLOYEES**

Sl.No	Name of the Officers	Phone Number
1.	Commissioner Of Police	0422 - 2300250
2.	DC – Law & Order	0422- 2300818
3.	DC - Crime & Traffic	0422- 2301546
4.	DC - Headquarters	0422- 2300785
5.	DC – Armed Reserve.	0422- 2246800
6.	ADC PEW	0422- 2304780
7.	ADC AR	0422- 2212567
8.	AC Intelligence Section	0422- 2302588 0422- 3043955
9.	AC SIC	0422- 2306362
10.	AC L & O (E)	0422- 2580677
11.	AC L & O (W)	0422- 2473405
12.	AC L & O (C)	0422- 2303370
13.	AC L & O (S)	0422- 2411266 0422- 2414111
14.	AC Crime (E)	0422- 2580114
15.	AC Crime (W)	0422- 2472378
16.	AC Crime (C)	0422- 2302451
17.	AC Crime South	0422- 2411266
18.	AC P.E.W.	0422- 2580316
19.	AC C.R.B.	0422- 2301793
20.	AC C.C.B.	0422- 2304930
21.	AC Control Room	0422- 2300970
22.	AC A.R.	0422- 2244840
23.	AC, Security Vacant i/c AC SIC	0422- 2304580
24.	AC Traffic (E) - Vacant	0422- 2303390
25.	AC Traffic (W) - Vacant	0422- 2472300
26.	AC TIW - Vacant	0422- 2305404
27.	Control Room	0422- 2300970
28.	Legal Advisor to COP	0422- 2301782
29.	SAO - Vacant	0422- 2300812
30.	PA. Accounts.	0422- 2300812
31.	PA Administration.	0422- 2300812

**LIST OF POLICE STATIONS AND PHONE NUMBERS**

<b>S.No.</b>	<b>PS</b>	<b>Phone No.</b>
1	B1 L & O PS	0422- 2306482
2	B2 L & O PS	0422- 2475777
3	B3 L & O PS	0422- 2302005
4	B4 L & O PS	0422- 2305749 0422- 2217700
5	B5 L & O PS	0422- 2580354 0422- 2580500
6	B6 L & O PS	0422- 2580804 0422- 2570200
7	B7 L & O PS	0422- 2580628 0422- 2318195
8	B8 L & O PS	0422- 2307821
9	B9 L & O PS	0422- 2666445
10	B10 L & O PS	0422- 2347400
11	B11 L & O PS	0422- 2458008
12	B12 L & O PS	0422- 2307838
13	B13 L & O PS	0422- 2410925
14	B14 L & O PS	0422- 2250500
15	B15 L & O PS	0422- 2520300
16	B1 Crime PS	0422- 2306482
17	B2 Crime PS	0422- 2543809
18	B3 Crime PS	0422- 2302005
19	B4 Crime PS	0422- 4393020
20	B5 Crime PS	0422- 2580354
21	B6 Crime PS	0422- 2580804
22	B7 Crime PS	0422- 2580628
23	B8 Crime PS	0422- 4355602
24	B9 Crime PS	0422- 2666445
25	B10 Crime PS	0422- 2342477
26	B11 Crime PS	0422- 2437100
27	B12 Crime PS	0422- 2307838
28	B13 Crime PS	0422- 2410925
29	B14 Crime PS	0422- 2250500
38	R.I. TR. (E)	0422- 2302652
39	R.I. TR. (W)	0422- 2472300
40	R.I. A.R.	0422- 2243898
41	R.I. M.T.	0422- 2241795
42	AWPS (E)	0422- 2580315
43	AWPS (C)	0422- 2301633
44	AWPS (W)	0422- 2476869

**11. MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

**Executives**

<b>S.No.</b>	<b>Grade</b>	<b>Scale of Pay</b>
1	Deputy Commissioner of Police	12,000-375-16,500
2	Additional Deputy Commissioner of Police	10,000-325-15,200
3	Assistant Commissioner of Police	8,000-275-13,500
4	Inspector of Police	6,500-200-10,500
5	Sub-Inspector of Police	5,300-150- 8,300
6	Head Constable	4,000-100- 6,000
7	Grade I Police Constable	3,200-85- 4,900
8	Grade II Police Constable	3,050-75- 3, 950-80-4,590

**Ministerial Staff**

<b>S.No.</b>	<b>Grade</b>	<b>Scale of Pay</b>
1	Senior Administrative Officer	9,100-275-14,050
2	PA.	8,000-275-13,500
3	Superintendent	5,700-175-9,200
4	Assistant	4,000-100-6,000
5	Junior Assistant/ Typist	3,200-85-4,900
6	Record Clerk	2,610-60-3,150-65-3,540
7	Office Assistant/ Sweeper	2,550- 55- 2,660-60- 3,600

**12. BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISTRIBUTION MADE.**

<b>S. No.</b>	<b>Head of Account</b>	<b>Sub - Head of Account</b>	<b>Budget allocated for 2008 - 09 Amount in Thousand</b>
1.	2055-00- Police 109 District Police I non plan AL Commissioner of Police in District	Pay	130262
2.		Medical Allowance	1459
3.		Medical Charges	55
4.		Other Allowances	29929
5.		HRA	12415
6.		Travel Concession	
7.		CCA	410
8.		Wages	5346
9.		DA	105990
10.		DP	64676
11.		Tour Traveling Allowance	27600
12.		Transfer Traveling Allowance	400
13.		Telephone Charges	1530
14.		Other Contingencies	1072
15.		Electricity Charges	4100
16.		Rent	632
17.		Property Tax	930
18.		Water Charges	109
19.		Grants and Aids	100
20.		Secret Service Expenditure	401.25
21.		M & E Machinery Maintenance	85
22.		M & V Maintenance of Vehicles	550
23.		Hire Charges	100
24.		Pleader Fees	510
25.		Purchase of Books & Periodicals	21
26.		Rewards	553
27.		Petroleum, Oil & Lubricants	15150
28.		Clothing Tentage & Stores	900
29.		Prizes and Awards	26

30.		Feeding/ Dietary Charges	7770
31.		Cost of Books & Note Books	6
32.		Training	85
33.		Transport Charges	2
34.		Computer & Access. Maintenance	85
35.		Computer & Access. Stationery	100
36.	2235 Social Security and Welfare 02 Social Welfare 105 Prohibition 1 Non-Plan A.B District Establishment – Enforcement Wing	Pay	1103
37.		Medical Allowance	12
38.		Medical Charges	4
39.		Other Allowances	200
40.		HRA	68
41.		Travel Concession	10
42.		CCA	37
43.		DA	965
44.		DP	547
45.		Tour Traveling Allowance	269
46.		Transfer Traveling Allowance	4
47.		Telephone Charges	24
48.		Other Contingencies	10
49.		Electricity Charges	-
50.		Rent	-
51.		M & V Maintenance of Vehicles	15
52.		Rewards	4
53.		Petroleum, Oil & Lubricants	68
54.	Festival Advance Debit	40	
55.	2055 – 00 Police 109 District Police 1 Non Plan AM Temple Protection Force	Pay	921
56.		Medical Allowance	14
57.		Other Allowances	159
58.		HRA	112
59.		DA	803
60.		DP	425
61.		Contract Payment.	385
62.		Festival Advance Debit	30
63.	2055 – 00 Police 101 Criminal Investigation and	Pay	483
64.		Medical Allowance	4
65.		Other Allowances	3

66.	Vigilance I Non Plan	HRA	44
67.	AE, Finger Print	Travel Concession	11
68.	Bureau	CCA	22
69.		DA	889
70.		DP	530
71.		Tour Traveling Allowance	127
72.		M & V Maintenance of Vehicles	3
73.		Petroleum, Oil & Lubricants	38
74.		Rewards	2
75.		Festival Advance Debit	14
76.	2055 – 00 Police	Pay	278
77.	101 Criminal	Medical Allowance	2
78.	Investigation and	Other Allowances	8
79.	Vigilance I Non Plan	HRA	31
80.	AF, Short Hand	Travel Concession	17
81.	Bureau	CCA	6
82.		DA	342
83.		DP	172
84.		Traveling Allowance	67
85.		Transfer Traveling Allowance	-
86.		Other contingencies	2
87.		M & V Maintenance of Vehicles	-
88.		Rewards	1
89.		Festival Advance Debit	6
90.	2055 – 00 Police	Pay	282
91.	109 District Police	Medical Allowance	4
92.	1 Non Plan AB,	Other Allowances	78
93.	Detective Dog	HRA	-
94.	Squad	Travel Concession	-
95.		CCA	12
96.		DA	250
97.		DP	147
98.		Tour Traveling Allowance	66
99.		Other Contingencies	-
100.		Rewards	
101.		Petroleum, Oil & Lubricants	
102.		Rent	

103.		Service / Commitment Charges	
104.		Training	
105.		Periodical Maintenance	
106.		Other Compensation	
107.		Traveling Allowance	
108.		Festival Advance Debit	
109.	2235-Social	Electricity Charges	4
110.	Security and	Remuneration	76
111.	Welfare 02 – Social Welfare 104 Welfare of aged, infirm and destitute I Non Plan AX Boys Club Commissionerate in District	Purchase of Books / Periodical goods and Library etc.	2
112.		Stores and equipments	7
113.	2055 Police 109 District Police – Non Plan A.O Petrol Oil and lubrication charges for the hide vehicle by the Director General of Police	Petrol Oil and lubrication	
114.	207000 Other	Pay	73
115.	Administration	Medical Allowance	1
116.	Services 107 Home	Other Allowances	13
117.	Guards I Non Plan	CCA	2
118.	AB Home Guards in	Wages	
119.	Districts	DA	65
120.		DP	44
121.		Traveling Allowance	4
122.		Transfer Traveling Allowance	
123.		Telephone Charges	6
124.		Other contingencies	1
125.		M&V Maintenance of Vehicles	5
126.		Rewards	1
127.		Petroleum, Oil & Lubricants	34
128.		Training	10
129.		Service of Commitment Charges	385

130.	2055-00 Police 113	Pay	1342
131.	Welfare of Police	Medical Allowance	12
132.	Personnel I Non	Other Allowances	56
133.	Plan AB District	CCA	32
134.	Police Hospitals	HRA	112
135.		DA	883
136.		DP	528
137.		Tour Traveling Allowance	6
138.		Transfer Traveling Allowance	-
139.		Telephone Charges	10
140.		Other Contingencies	25
141.		Electricity Charges	35
142.		Festival Advance Debit	38
143.		Medicines	700
144.	2235-Social Security and Welfare 60 other Social Security and Welfare Programmers 2000 other programmers I Non Plan CI Victims Assistant Funds	Other Compensation	323
145.	2055-00 Police 800 Other Expenditure I Non Plan AL Settlement of Bus / Train Warrants controlled by Director General of Police.	Tour Traveling Allowance	900
146.	2059 Public Works 01 Office Building 053 Maintenance and Repair I non Plan A-P Buildings – Police Department – Administered by the Director General of Police.	Periodical Maintenance	500

**13. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

Food Subsidy is availed by the Officers of Police Department from the rank of Constables to Inspectors. The Officers and Men of this department will procure Rice, Sugar, flour and oil from Public Distribution System by paying 50% of the PDS rate. 50% of the amount is borne by the Government as subsidy. Approximately an amount of Rs.32,000/- is borne by the Government as subsidy every month for the Police Officers and Men of Coimbatore City.

**14. PARTICULARS OF RECEIPTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT**

NOCs to Arms License, Job Verification, Pollution License, Homeopathy License, etc., are issued after proper verification by the City Police Office.

**15. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

Crime Statistics of Coimbatore City are available with City Crime Records Bureau of Coimbatore City in Electronic Form.

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

At present Library or Reading Room are not maintained for Public Use in Coimbatore City Police Office. However, a person requiring any Information pertaining to Police Department of Coimbatore City may contact the Public Information Officer.

**17. NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS**

01	Appellate Authority	The Commissioner of Police, Coimbatore City
02	Public Information Officer	The Deputy Commissioner of Police, Head Quarters, Coimbatore City.
03	Asst. Public Information Officer	The Asst. Commissioner of Police, C.C.R.B., Coimbatore City

**18. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND  
HEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR**

Crime statistics of Coimbatore City will be published by the CCRB, Coimbatore City and updated periodically.

