

PERAMBALUR DISTRICT

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

i) The particulars of its organizations, functions and duties.

The Superintendent of Police, is the head of the District, who is assisted by Addl. Supdt. of Police (Crime) and Addl. Supdt. of Police, Prohibition Enforcement in the headquarters and Deputy Supdts. of Police in charge of the Sub-Divisions and units viz., Dy. Supdt. of Police, Perambalur town, Ariyalur and Jayankondam Rural, who are entrusted with the duty of prevention and detection of crimes and maintenance and law and order in the District. The above 3 DSP's are assisted by circle Inspectors, Sub-Inspectors, Head Constables and Constables who are deployed in 24 Police stations as Circles Inspectors and SHO's and other ranks. The Dy. Supdt. of Police, District Crime Record Bureau, Perambalur is assisting the Addl. Supdt. of Police and Supdt. of police, in consolidating the crime statistics in the District and maintenance of Crime records. The Dy. Supdt. of Police, District Crime Branch, Perambalur is entrusted with the investigation of cases of cheating forgery etc., assisted by Inspector, SI's and Head Constables. They are investigating the cases that are being reported at the unit and also endorsed by the Supdt. of Police. The Dy. Supdt. of Police Prohibition Enforcement Wing is entrusted with the duty of Enforcement Prohibition Act in the District assisted by 4 unit Inspectors, S.I.s, HC's and Constables. There is 1 traffic unit in the Perambalur town headed by the Inspector of Police, Traffic, assisted by S.I's, H.C's and Constables. The traffic unit is under the control DSP, Perambalur town. The District Armed Reserve, is the subsidiary force which assists local police to maintain law and order in the event of procession, public meeting, festivals, VIP visit and election bandobust etc., The men of the Armed Reserve are looking after the escort and guard duty etc.,

The general administration of the District Supdt. of Police is assisted by the two personal assistance (P.A.S). One P.A is designated as P.A. Administration and another is designated as P.A. Accounts. They are assisting the Superintendent of Police in all administrative matters like pay and allowances, traveling allowances, leave, pension of executive and ministerial staff, maintenance of buildings, A.R & store, preparation of District Police budget, postings and transfers S.I's, H.C's and Constables in the District.

(ii) The powers and duties of its officers and employees.

The powers and duties of police officers and men are delegated and distributed among all DSP's and Circle Inspectors and station house Officers/S.I's, H.C's and PC's working under the Superintendent of Police in the District. The primary power of the officers and men in the police department is the power of arrest without warrant and the power of taking cognizance of the criminal offences. On receipt of any information or complaint relating to any cognizable offences, the FIR is to be registered at the concerned police station having jurisdiction. The FIR's are being investigated by the subordinate officers ranging from head constable to Inspector of Police. After completion of investigation the charge sheets are filed by the S.I's and Inspectors concerned. The investigation of Grave Crimes are normally

done by the Inspector of Police with the parallel investigation of the DSP's concerned. The Grave Crime Investigation is supervised and guided by the Supdt. of Police and Deputy Inspector General of Police. Apart from crime prevention and detection and maintenance of law and order, the District Police force headed by the Supdt. of Police, are having the primary duty to provide bandobust to the visit of the VIP's and ensuring safety to the public during festivals, procession and public meetings in the District. The traffic regulation, investigation of road accidents are done by the District Police. They are having responsibility of maintaining law and order and crime prevention and detection etc., All the officers and men are ensuring safety and security to lives and properties of the public.

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

The FIR's registered in the police stations and the investigations of HC's, SI's and Inspectors are being supervised by the DSP's during their monthly visit and periodical inspections. The details of FIR's registered and the investigation done are entered in the relevant stations records. The details of investigation are being sent by the SHO's of the concerned police stations in the form of case diaries to the SDO. The SDO scrutinizes the case diaries and issue instructions through crime memos then and there. With regard to the Grave Crime investigations by the Inspector of Police, the DSP's are conducting parallel investigation which are supervised by the Supdt. of Police, and Dy. Inspr. Genl. of Police, In the District Police office the administrative work will be supervised by the Supdt. of Police on day basis apart from periodical seat inspection of the ministerial staff.

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

The organization is functioning as per the norms set and guided in the Criminal Procedure Code 1973, the Indian Penal Code and the Indian Evidence Act and the police standing orders Vol. I, II, III published by the Government of Tamil Nadu. Apart from the provisions contained in the above act, periodical memorandum and circulars are being received from the Dy. Inspr. Genl. of Police, Inspr. Genl. of Police and from the Director General of Police, Chennai to follow the rules and regulations relating to the day to day functioning of the department.

(v) The rules, regulations, instruction manuals and records held by it or under its control of used by its employees for discharging it functions.

The organization is functioning as per the rules set and guided in the Criminal Procedure code 1973, the Indian Penal Code and the Indian Evidence Act and the police standing orders Vo.I, II, III published by the Government of Tamil Nadu. The records in the police station, circle Inspectors office, DSP's office and District Police Office including special units like DCB, DCRB and PEW are guided by the police standing orders. The responsibility of maintaining and updating the above records under their control are with the officers of the unit head as guided in the PSO and police guide etc.,

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

All the 24 police stations in Perambalur District have got their set of records relating to the registration of cases of both crime and law and order in general and a set of crime records for prevention and detection of crimes. The main records are called as Part-I to V. They are 1) Station crime History 2) Charts of Police station jurisdiction 3) General conviction register 4) Village history sheet 5) History sheets of Bad Characters. The other main records are FIR Index, Village Roster, Government property register and Community service Register etc., At the SDO office, the Crime Check Register, Current Register, GCR Register, Memo book etc., are maintained.

- (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 there of.

The Addl. Supdt., of Police (Crime) is the public information officer in the District level. The Appeal can be made to the Supdt. of Police, who is the Appellate Authority in Perambalur District.

- (viii) A statement of the boards, councils, Committees and other bodies consisting of two or more persons constituted as it 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.

No such body in the District.

- (ix) A Directory of its officers and employees.

Sl. No.	Designation	Office Phone No's.
1.	SP, Perambalur	04328 – 224999
2.	PA (Admn.) to SP (DPO)	04328 – 224915
3.	ADSP, PEW, Perambalur	04328 – 225023
4.	ADSP (Crime)	04328 – 224960
5.	DSP Perambalur	04328 – 224561
6.	DSP Ariyalur	04328 – 220323
7.	DSP Jayankondam	04328 – 250989
8.	DSP, PEW Ariyalur	04329 - --
9.	DSP / DCRB	04328 – 224960
10.	DSP / DCB	04328 – 224970
11.	SB / Inspector	04328 – 224962
12.	SB Office	04328 – 224910
13.	Inspector Perambalur	04328 – 277120
14.	Inspector Mangalamedu	04328 – 293316
15.	S.I. V-Kalathur	04328 – 251238
16.	Inspector Padalur	04328 – 267226
17.	S.I. Maruvathur	04328 – 255270
18.	Inspector Arumbavur	04328 – 261226
19.	S.I. Kai-Kalathur	04328 – 263235

20.	Inspector Kunnam	04328 – 258380
21.	Inspector Ariyalur	04329 – 222009
22.	S.I. Kairlabath	04329 – 228282
23.	Inspector Keelappalur	04329 – 247226
24.	S.I. Venganur	04329 – 292479
25.	Inspector Thirumanur	04329 – 244226
26.	Inspector Sendurai	04329 – 242222
27.	Inspector Kuvagam	04331 – 246235
28.	S.I. Thalavai	04329 – 248291
29.	Inspector Jayankondam	04331 – 220229
30.	Inspector T. Palur	04331 – 243426
31.	Inspector Udayarpalaym	04331 – 245226
32.	S.I. Vikkiramangalam	04331 –
33.	S.I. Irumbulikkuruchi	04331 – 261388
34.	Inspector Thoothur	04329 – 294996
35.	Inspector Meensuruty	04331 – 244253
36.	Inspector Andimadam	04331 – 242521
37.	Inspector AWPS Perambalur	04328 - 277888
38.	Inspector AWPS Ariyalur	04329 – 221400
39.	Inspector AWPS Jayankondam	04331 – 250777
40.	Inspector PEW, Perambalur	04328 – 225740
41.	Inspector PEW, Ariyalur	04329 – 222645
42.	Inspector PEW, Jayankondam	04331 – 250602
43.	Inspector PEW, Meensuruty	04331 – 244823
44.	Inspector PCR	04328 - 224961
45.	Inspector SJ & HR	04328 – 224961
46.	Armed Reserve, Perambalur	04328 – 277913
47.	Highway Patrol Perambalur -1	9443387709
48.	Highway Patrol Perambalur -2	9443387712
49.	Highway Patrol Perambalur -3	- -
50.	Control Room	04328 - - -
52.	Women Help Line	1091
53.	Child Help Line	1098

- (x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

The monthly remuneration for the executives and ministerial staff are given below: -

Sl. No.	Designation	Scale of Pay
EXECUTIVE STAFF		
1.	Superintendent of Police	10,000-325-15,200
2.	Addl. Supdt. of Police	10,000-325-15,200
3.	Dy. Supdt. of Police	8,000-275-12,550
4.	Inspector of Police	5,500-175-9,000
5.	Sub-Inspector of Police	5,300-150-8,300

6.	Head Constables	4,000-100-6000
7.	Gr. I Constables	3,200-85-4,900
8.	Gr.II Constables	3050-75-3950-80-4590
MINISTERIAL STAFF		
1.	Personnel Assistant	8,000-275-12,5500
2.	Superintendent	5,000-150-8300
3.	Assistant	4,000-100-6000
4.	Junior Assistant	3,200-85-4900
5.	Record Clerk	2,610-60-3150-65-3540
6.	Office Assistant	2,550-55-2660-60-3200
7.	Sweeper	2,550-55-2660-60-3200

- (xi) The budget allocated to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made are furnished below :

Sl.No.	Police Budget (Current Financial year)	Rupees in Lakhs.
1.1	Establishment (Salary including Allowance)	1981.48
1.2	Travelling Allowance	77.18
1.3	Office Expenses	41.43
1.4	Clothing & Account for personnel	2.2
1.5	Petroleum Oil and Lubricants	69.5
1.6	Maintenance Expenses	3.51
1.7	Building	3.44
1.8	Motor Vehicle	4.0409
1.9	Training	0.26
1.10	Total (Police Budget)	2183.0409

- (xii) The manner of execution of subsidy programmers including the amounts allocated and the details of beneficiaries of such programme.

Not applicable.

- (xiii) Particulars of recipients of concessions permits or authorizations granted by it.

Not applicable.

- (xiv) Details in respect of the information available to or held by it reduced in an electronic form.

Available.

- (xv) 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.

The required information by the citizens can be had from the officers of the police stations, circle Inspectors office, DSP's office and from Supdt. of Police at District Police office during working hours. The citizens on payment of prescribed fees can also get the required written information.

(xvi) The names, designations and other particulars of the public information officer.

Designation	Office Address	Designation under the Act	Phone No. (Land Line)
Supdt. of Police	Dist. Police Office, Perambalur	Appellate Authority	04328 - 224888
Add. Supdt. of Police,	-do-	Public Information Officer	04328 - 224960

(xvii) Such other information as may be prescribed, and thereafter update these publications every year.

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