

PUDUKOTTAI 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, assisted by Addl. Supdt. of Police (Crime) Addl. Supdt. of Police, Prohibition Enforcement wing in the District headquarters and Deputy Supdts. of Police incharge of the Sub-Divisions and Special units in their respective Dy. Supdts. of Police, Pudukkottai Town, Aranthangi Town, Keeranur Town, Ponnamaravathy Town, Alangudi Town and Kottaipattinam Town who were entrusted with the duty of prevention and detection of crimes and maintenance and law and order in the District. The above 6 DSPs are assisted by Inspectors, Sub-Inspectors, Head constables and Constables who were deployed in 40 police stations as Inspectors and SHOs and other ranks. The Dy. Supdt. of Police, District Crime Record Bureau, Pudukkottai 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, Pudukkottai is entrusted with the investigation of cases of cheating, forgery, etc., assisted by Inspector, S.I.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 of Dry law in the District assisted by 2 unit Inspectors, S.I.s, Head Constables and Constables. There are 2 traffic units in one in Pudukkottai town another in Aranthangi headed by the Sub-Inspectors of Police, Head Constables and Constables. The Town traffic unit is under the control DSP, Pudukkottai town and Aranthangi Traffic unit in under the control of Aranthangi D.S.P. 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 visits election bandobust and in emergency occasions, apart from that etc., The men of the Armed Reserve are looking after the escort duty and , guard duty etc.,

The General administration of the District Supdt. of Police is assisted by 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 of S.Is, Head Constables 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 DSPs and Circle Inspectors and Station House Officers/S.Is, HCs & PCs 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 FIRs are being investigated by the subordinate officers ranging from Sub Inspector of Police to Inspector of Police. After completion of investigation the charge sheets are filed by the S.I.s and Inspectors concerned. The investigations of Grave Crimes are normally done by the Inspector of Police with the parallel investigation of the DSPs concerned. The Grave Crime investigation is supervised and guided by the Superintendent 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 Superintendent of Police are having the primary duty to provide bandobust to the visit of the VIPs and ensuring safety to the public during festivals, processions and public meetings in the District. The traffic regulations, 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 FIRs registered in the police stations and the investigations of Head Constables, S.I.s and Inspectors are being supervised by the DSPs during their monthly visit and periodical inspections. The details of FIRs registered and the investigation done are entered in the relevant stations records. The details of investigation are being sent by the SHOs 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 DSPs 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 Superintendent of Police on day to 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 or used by its employees for discharging its 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 Vol. I, II, III published by the Government of Tamil Nadu. The records in the police station, circle Inspectors office, DSPs 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 control.

All the 40 police stations in Pudukkottai 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) Crime Charts of police station reported crime cases 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 ,Gun license register and Cash book etc., At the SDO office, the Crime check register, Current register, Grave Crime Register, Memo books, Government property register, etc., are maintained. At the Armed Reserve, the Government property register, Store register, Arms and Ammunition register, M.T.R. books, Fuel issue register, 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 Additional Superintendent 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 Pudukkottai District. He is the officer incharge of foreigners registration, Passport verification etc.,

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

No such body in the District.

(ix) A Directory of its officers and employees.

PUDUKKOTTAI DISTRICT PHONE NUMBERS					
SL No	Rank	Station/Unit	Phone Number		Mobile No
			Office	Residence	
1	SP	Pudukkottai Dist.	04322 - 265613	265673	99429-04810
2	ADSP	Crime	265965		
3	ADSP	PEW/Pudukkottai	233500		
PUDUKKOTTAI SUB DIVISION					
4	DSP	Pudukkottai	04322-222236		
5	Inspr	Town	222242		98420-33347
6	Inspr	Ganeshnagar	221736		
7	Inspr	Thirugokarnam	236448		98652-67900
8	Inspr	Gandharvakottai.	275721		94433-66897
9	SI	AWPS Pudukkottai	220020		
10	SI	Adhanakottai	241233		

ARANTHANGI SUB DIVISION					
11	DSP	Aranthangi	04371-220562		94443-34971 99429-04921
12	Inspr	Aranthangi.	220537		
13	Inspr	Avudaiyarkovil	233338		99440-73525
14	SI	Nagudi	238238		
15	SI	Karur	249226		94436-92672
16	SI	Embal	247235		99448-85051
KEERANUR SUB DIVISION					
17	DSP	Keeranur	04339-262241		99655-05195 94433-27463
18	Inspr	Keeranur	262318		
19	Inspr	Mathur	250558		
20	Inspr	Viralimalai	220226		94431-42024
21	Inspr	Illuppur	272425		
22	Inspr	Annavasal	230621		
23	SI	Udaiyalipatti	246213		94425-40340
24	SI	Mandaiyur	250428		94433-94899
PONNAMARAVATHI SUB DIVISION					
25	DSP	Ponnamaravathi	04333-262160		
26	Inspr	Ponnamaravathi	262004		94431-40430 99429-04763
27	Inspr	Panayapatti	273250		94435-87095
28	Inspr	Thirumayam.	274225 , 262060		99442-05627
29	WSI	K.Pudupatti	278265		9894268230
30	WSI	AWPS Thirumayam	274226		99946-29806
31	SI	Namanasamuthiram	277635		
32	SI	Arimalam	271225		

ALANGUDI SUB DIVISION					
33	DSP	Alangudi.	04322-251320		94432-85805 99429-04820
34	Inspr	Alangudi.	251285		94440-41317
35	Inspr	Karamabakudi	255238		94423-58167
36	Inspr	Vadakadu	253225		
37	Inspr	Keeramangalam	242262		94424-07655
38	SI	Regunathapuram	254217		
39	SI	Sempattividuthi	256235		
KOTTAIPATTINAM SUB DIVISION					
39	DSP	Kottaipattinam	04371-260350		98944-14867 99429-04925
40	Inspr	Kottaipattinam	260394		
41	Inspr	Manamelkudi	250237		
42	Inspr	Mimisal	245250		94434-20431
43	SI	Jegathapattinam	260222		
44	SI	Thirupunavasal	239228		94435-69058
UNIT OFFICERS					
45	DSP	DCB/Pudukkottai	04322-266706		
46	DSP	DCRB/Pudukkottai	265634		94442-41881
47	DSP	Armed Reserve	220879		
48	DSP	PEW/Alangudi	252930		
49	Inspr	Special Branch	265005 , 266243 , 266372		94431-65232 98426-65232
50	Inspr	PEW/Pudukkottai	261030		98420-33347
51	SI	SJHR Unit	266775		99429-04771
52	Inspr	DCB/Pudukkottai	221299		9787587947
53	Inspr	DCRB/Pudukkottai	265634		94435-94105
54	Inspr	Control Room	265100		94433-98986
55	Inspr	Armed Reserve	221447 , 220688		98429-27473

(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		
01.	Superintendent of Police	10,000-325-15200
02.	Addl. Supdt. of Police	10,000-325-15200
03.	Deputy Supdt. of Police	8,000-275-12550
04.	Inspector of Police	5,500-175-9000
05.	Sub-Inspector of Police	5,300-150-8300
06.	Head Constables	4,000-100-6000
07.	Grade I Constables	3200-85-4900
08.	Grade II Constables	3050-75-3950-80-4590.
MINISTERIAL STAFF		
01.	Personal Assistant	8,000-275-12550
02.	Superintendent	5,300-150-8300
03.	Assistant	4,000-100-6000
04.	Junior Assistant	3,200-85-4900
05.	Record Clerk	2,750-70-3800-75-4400
06.	Office Assistant	2,550-55-2660-60-3200
07.	Sweeper	2,550-55-2660-60-3200

(xi) The budget allocated to each of its agency, indicating 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)	1034.06
1.2	Travelling Allowance	107.66
1.3	Office Expenses	3.55
1.4	Clothing & Account for personnel	2.48
1.5	Petroleum Oil and Lubricants	40.75
1.6	Maintenance expenses	7.13
1.7	Building	5.00
1.8	Motor vehicle	2.13
1.9	Training	0.26
1.10	Total (Police Budget)	1195.91

(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, DSPs 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)
Superintendent of Police,	District Police, Office, Pudukkottai.	Appellate Authority	04322 - 265613
Deputy Supdt. of Police,	-do-	Public Information Officer	04322- 265634

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

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