

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

(1) The particulars of its organizations, functions and duties.

The Dy. Inspr.Genl.of Police is the head of Tiruchirappalli Range consisting of 5 districts. The Supdts. of Police in districts namely Tiruchirappalli, Perambalur, Ariyalur, Karur and Pudukkottai districts are working under his direct control who are entrusted with the duty of prevention and detection of crimes and maintenance of law and order in the districts.

2. The General Administration of the entire Range is looked after by the Dy. Inspr.Genl.of Police who is assisted by the Range Office with a ministerial head of one Senior Administrative Officer and Personal Assistant and other ministerial staff to attend to various administrative works. They are assisting the Dy. Inspr.Genl.of Police in all administrative matters like transfer and postings of all ranks, drawal of pay and allowances, sanction of travelling allowance to the Supdts. of Police, sanctioning Earned leave, surrender leave, settlement of ML in respect of all DSPs and PAs, movement of SIs and Inspectors to selection grade posts conducting promotion board for drawal of panels from HCs to SIs and SIs to Inspectors of Police, sanctioning GPF advances and part final withdrawal upto the rank of Inspectors of Police, initiating disciplinary proceedings against all Police personnel and exercising powers as punishing authority in respect of SIs and Inspectors, allowing them to retire from service on superannuation, according permission for acquirement and disposal of movable and immovable properties upto the level of Insprs. of Police, sanctioning rewards for good work done by Police personnel, Processing Recommendation rolls for various medals for the Police personnel, redressing the grievances of the public on matters relating to the issues to be attended by the Police in accordance with Law.

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

The Dy. Inspr.Genl.of Police is supervising the work of all SPs in the Range. The Dy. Inspr.Genl.of Police is taking various initiative in maintaining law and order and crime control etc., in the Range. The Dy. Inspr.Genl.of Police gives

instructions to all Supdts. of Police in Tiruchirappalli Range on various issues relating to crime prevention, detection, maintenance of law and order discipline among the forces, gathering intelligence, providing bandobust for all fairs and festivals and VIPs bandobust etc., and ensure safety and security of the general public.

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

The Dy. Insp. Genl. of Police takes decisions independently as per rules and at the same time he takes his subordinates into his confidence in deciding common issues and also takes advice from his superiors in important issues.

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

The organization is functioning according to the rules and regulations in conformity with the Police Standing orders Vol. I, II, III and in accordance with the Criminal Procedure Code 1973, the Indian Penal Code and the Indian Evidence Act and orders issued by the Government of Tamil Nadu then and there.

v) The rules, regulation, instruction manuals and records held by it or under its control or used by its employees for discharging its function.

The Department is carrying on its functions as per Police Standing Orders and Government instructions issued then and there.

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

All the police stations in Tiruchirappalli Range have got their own set of records relating to registration of cases both crime and law and order in general. The main records 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 6) FIR Index 7) Village roster 8) Government property register and 9) Community Service register, 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, MTR books, Fuel issue register, etc., are maintained.

vii) The particulars of any arrangement that exists for consultation with the representation by the members of the public in relation to the formulation of its policy or implementation there or.

No arrangement is available.

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 meeting are accessible for public.

Not applicable.

ix) Directory of its officers and employees.

Sl.No.	Designation	Office Phone No.
1.	Dy. Inspr.Genl.of Police	0431-2333109
2.	Senior Administrative Officer	0431-233909
3.	Personal Assistant to Dy. Inspr.Genl.of Police	0431-2333909

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

The monthly remuneration for the executive and ministerial staff are given below.

Sl.No.	Designation	Scale of Pay
Executive Staff		
1.	Dy. Inspr.Genl.of Police	37400-67000+GP8900
Ministerial Staff		
01.	Senior Administrative Officer	15600-39100-PB3+5700
02.	Personal Assistant	15600-39100-PB3+5400
03.	Superintendent	9300-34800-PB2+4800
04.	Assistant	5200-20200-PB1+2400
05.	Junior Assistant	5200-20200-PB1+2000
06.	Record Clerk	5200-20200-PB1+1800
07.	Office Assistant	4800-10000-PB1A+1650
08.	Sweeper	4800-10000-PB1A+1650

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 2009-10)	Rupees
1.	01 Pay	20,55,000
2.	02 Medical allowance	8,000
3.	03 Medical charges	20,000
4.	04 other allowances	1000
5.	06 HRA	96,000
6.	07 Travel Concession	13,000
7.	08 CCA	78,000
8.	03-01 DA	19,28,000
9.	03-03 Dearness Pay	7,92,000
10.	01 Tour Travel Allowances	39,000
11	02 Transfer Travel Allowances	5000
12	01 Telephone charges	1,01,000
13	02 Other contingencies	52,000
14	03 Electricity Charges	2,02,000
15	15 SSE	1,59,000
16.	34-02 Purchase Book periodical and libraries	5000
17.	39 Rewards	5000
18.	49 FA Debit	38,000
19	68 Cost of Books, Note Books, slate etc.,	1000
20	76-00 Computer Accessories Maintenance	14,000
21	76-03 Stationery	16000

xii) The manner of execution of subsidy programmes 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.

Not 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.

Information can be obtained during working hours.

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

Public information officers are available in districts only.

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

Nil