

THANJAVUR RANGE
PRO – ACTIVE DISCOLSURES UNDER SECTION 4 (1) (B) OF
THE RIGHT TO INFORMATION ACT 2005

(i) The particulars of its Organization function and duties:

The Police force of Thanjavur Range is having Jurisdiction over Thanjavur, Thiruvarur and Nagapattinam districts. The Thanjavur Range is headed by a Deputy Inspector General of Police. Each District is under the charge of a Superintendent of Police assisted by JSP/ASP or DSP incharge of Sub-Divisions of the District. The Sub-Divisions are divided into Police Stations are under the charge of Inspector of Police. The Inspectors of Police are assisted by Sub-Inspectors of Police with a strength of appropriate number of Police Officers of the rank of HC, Gr.I PC and Gr.II PC. In all the Districts of Thanjavur Range, there are 17 Sub-Divisions, 21 Circles, 94 Police Stations and 5 Out Posts besides 14 AWPS and 8 Traffic Wings. Apart from this; in each district head quarters there is one District Armed Reserve. This force is available to help the SP to handle with tumults and disturbances in districts. The District Supdt. of Police supervises, monitors and reviews the performance of all stations in his jurisdiction. Each District has an Administrative Office viz District Police Office under the Superintendent of Police. The Dy. Inspector General of Police is the head of the Range Police Administration for monitoring and reviewing the Administration of the Range.

ii) The Powers and Duties of its officers and employees:

Personal supervision to establish and maintain efficiency and discipline of the force in three districts, the Deputy Inspector General of Police guides the Superintendents of Police for maintenance of Law and Order, prevention and detection of crimes, court attendance and all other allied matters about functioning of Police in the districts.

iii) Supervision and accountability:

As far as the administrative control is concerned, the Deputy Inspector General of Police is the appointing authority for the cadres of Sub-Inspectors of Police, and Inspectors of Police. Conducting of promotion board from the rank of HCs to SIs, recommendations of SIs and above for their promotion to the next higher posts, transfer of Police personnel from the category of PCs to Inspectors within the range, dealing of SIs / Inspectors departmentally for their in-disciplinary conducts, delinquency committed by them. He is also empowered to dispose of the Appeal petition preferred by the Police personnel from the rank of PCs to Inspectors against the punishment awarded by the Supdts. of Police.

In addition, the Dy. Inspr. Genl. of Police is having the following financial powers:

- 1) Sanction of rent to the Police Stations functioning in private buildings upto Rs.2,000/-
- 2) Sanction of money rewards/recommendations of medal to the Police Personnel.
- 3) Sanction of G.P.F.
- 4) Sanction of Special disability leave.
- 5) Sanction of repair charges to the vehicle.
- 6) Sanction of Additional charge allowance to Deputy Superintendents of Police, Personal Assistants and Senior Administrative Officers.
- 7) Entering on AMC for computers & Xerox Machine.
- 8) Sanction of conveyance advance / computer advance.
- 9) Pre-audit of arrear claims.

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

The Range Police Administration is maintained by the Range Office, with the Strength of 1 Senior Administrative Officer, 1 Personal Assistant, 3 Superintendents, 6 Assistants, 5 Jr. Assistants, 1 Steno, 1 Typist, 1 Record Clerk and 2 Office Assistants to assist the Deputy Inspector General of Police, in the Administrative work. The procedures laid down in the Tamil Nadu Police Subordinate Service, Police Standing Orders. Fundamental Rules, Tamil Nadu Financial Code, Tamil Nadu Treasury Financial Code, Tamil Nadu, State and Subordinate Service Rules Tamil Nadu Government Servants conduct Rules, 1973, Tamil Nadu Police Subordinate Officers conduct Rules, 1964, are followed wherever applicable. Provisions under article 309 of constitution of India in relation to the conduct of the members of civil service of the state in the performance of the duty with integrity and devotion to duty and all other rules and regulations in force are followed for discharging the function of Police Force in the range.

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

According to Indian penal code (IPC) and criminal proceedings code cases are registered against the accused and find reports are laid before court. For Police Administration, the orders in the Police Standing Order I to IV will be followed, and action is taken against the erring officials under Tamil Nadu Police Subordinate Service (D&A) Rules 1955 and Tamil Nadu Police Subordinate Officers Conduct Rules 1964.

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

Orders on various subjects are passed/issued by the Dy. Inspector General of Police in his competency from time to time. The documents can be obtained in due procedure as provided in the RTI Act.

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

There is no formal mechanism to seek consultation, participation of public information of policy of this department. The General public have their representation to the Superintendents of Police and Deputy Inspector General of Police.

(viii) A Statement of the boards councils committee 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:

There is no such system in vogue. The internal activities of the Police personnel alone are handled.

(ix) A Directory of its officers and employees:

In Police Department, a directory is available for IPS Officers serving in Tamil Nadu state published by the Department.

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

The Officers, those who are serving in this Range have received monthly salary as per the time scales of the following posts under the Range Head of Account

1. Deputy Inspector General of Police	P.B	37400-67000 + G.P. 8900
2. Senior Administrative Officer	P.B	15600-39100 + G.P- 5700
3. Personal Assistant	P.B	15600-39100 + G.P- 5400
4. Office Superintendent	P.B	9300-34800 + G.P- 4450
5. Assistant	P.B	5200-20200 + G.P- 2400
6. Junior Assistant	P.B	5200-20200 + G.P- 2000
7. Steno	P.B	5200-20200 + G.P- 2000
8. Typist	P.B	5200-20200 + G.P- 2000
9. Record Clerk	P.B	4800-10000 + G.P-1400
10. Office Assistant	P.B	4800-10000 + G.P-1300

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

The codal provisions laid down in Tamil Nadu Financial Code, Tamil Nadu Treasury Code, Budget Manual, Account Code are strictly adhered for the sanction of various sets of accounts and incurring the expenditure within the Budget Funds allocated by Director General of Police under a separate account.

(xii) The manner of execution of subsidy programmers including the amounts allocated and the details of beneficiaries of such programmes :

Police Department, both districts Police Personnel upto the rank from Gr.II PCs to the Inspectors of Police are benefited by the food subsidy scheme.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it:

In Police Department Police verifications were made for issuing foreign passports and "no objection certificate" for issuing permits to petroleum sellers and for issuing gun Licensees are issued by the respective the District Superintendents of Police, and forwarded to the concerned authorities. All the above work are being monitored and reviewed by the Range Deputy Inspector General of Police.

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

Computer facility is available for the Department work upto Police Station level.

(xv) The particulars of facilities available to citizens for obtaining information including the working house of a library or reading room. If maintained for public use:

No, Library or reading room is maintained for public use.

(xvi) The names, designations and other particulars of the Public Information Officers:

DETAILS OF PUBLIC INFORMATION OFFICERS IN THANJAVUR RANGE

THANJAVUR DISTRICT

Designation of the Officer	Office Address	Designation under the Act	Phone No.
Superintendent of Police	District Police Office, Court Road, Thanjavur	Appellate Authority	04362-277110
Addl. Superintendent of Police, Crime, Thanjavur	District Police Office, Court Road, Thanjavur	Public Information Officer	04362-277474
Dy. Superintendent of Police DCRB, Thanjavur	Opposite of the District Police Office, Court Road, Thanjavur	Asst. Public Information Officer.	04362-277116

THIRUVARUR DISTRICT

Designation of the Officer	Office Address	Designation under the Act	Phone No.
Superintendent of Police	District Police Office, Thiruvarur	Appellate Authority	04366-250377
Addl. Superintendent of Police	P.E.W Thiruvarur.	Public Information Officer	04366-250007
Dy. Superintendent of Police	Crime/Thiruvarur	Asst. Public Information Officer.	04366-250406

NAGAPATTINAM DISTRICT

Designation of the Officer	Office Address	Designation under the Act	Phone No.
Superintendent of Police	District Police Office, Nagapattinam	Appellate Authority	04365-242666
Addl. Superintendent of Police	P.E.W Nagapattinam.	Public Information Officer	04365-243024
Dy. Superintendent of Police	Crime/Nagapattinam	Asst. Public Information Officer.	04365-243024

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

For Right to information Act – 2005 the District Superintendents of Police, Thanjavur, Thiruvarur and Nagapattinam Districts are the appellant authorities for getting information on appeal for Thanjavur, Thiruvarur and Nagapattinam Districts respectively. All above details are updated every year, as per the directions issued.