

TRICHY 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 incharge of the Sub-Divisions and units viz., Dy. Supdt. of Police, Tiruverumbur, Dy. Supdt. of Police, Jeeyapuram, Dy. Supdt. of Police, Musiri, Dy.Supdt. of Police Lalgudi, Dy.Supdt. of Police Manapparai who are entrusted with the duty of prevention and detection of crimes and maintenance of law and order in the District. The above 5 DSPs are assisted by Inspectors, Sub-Inspectors, Head constables and Constables who are deployed in 28 police stations. Besides one Dy. Supdt. of Police, District Crime Record Bureau, Trichy is assisting the Addl. Supdt. of Police and Supdt. of Police in consolidating the crime statistics in the District and maintenance of crime records. Another one Dy. Supdt. of Police, District Crime Branch, Trichy is entrusted with the investigation of cases of cheating, forgery, etc., assisted by Inspector, S.I.s and Head Constables. The Addl.Supdt. of Police PEW, Trichy and Dy. Supdt. of Police, Prohibition Enforcement Wing are entrusted with the duty of enforcement of Prohibition Act in the District assisted by 2 PEW units with Inspectors, S.I.s, Head Constables and Constables. 2 traffic Police Stations at Samayapuram and Tiruveumbur in Trichy District headed by one Inspector of Police, Traffic, assisted by S.I.s, Head Constables and Constables are also functioning. The traffic units are under the control of DSPs ,Tiruverumbur and Lalgudi respectively. 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 duty, guard duty etc.,

A Special Branch is functioning with one Inspector of Police, as head of this unit with other ranks and they are collecting intelligence all over the district and disseminate them to various channels so as to ensure that peace and tranquility is maintained.

The general administration of the Supdt. of Police is assisted by three Personal Assistants (P.A.s). They are designated as P.A. Administration, P.A. Accounts and PA General. They are assisting the Superintendent of Police in all administrative matters like Transfer and Postings, disciplinary proceedings, Pay and allowances, Traveling allowance, leave, pension of executive and ministerial staff, maintenance of buildings, Public Grievance A.R. & store, preparation of District police budget

(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 ADSPs and DSPs and Inspectors and Station House Officers/S.Is, HCs & PCs working under the Superintendent of Police in the District. On receipt of any information or complaint relating to any cognizable offences, FIR is to be registered at the concerned police station. The FIRs are being investigated by the subordinate officers ranging from head constable to Inspector of Police. After completion of investigation, charge sheets are filed by the S.Is and Inspectors concerned. The investigation of Grave Crimes are normally undertaken by the Inspectors of Police with parallel investigation of the DSPs concerned. The Grave Crime investigation is supervised and guided by the Superintendent of Police and the 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 is attending the primary duty to provide bandobust to the VIPs and ensure safety to the public during festivals, processions and public meetings in the District. The traffic regulation, investigation of road accidents are also done by the District police. They have the responsibility of maintaining law and order and crime prevention and detection etc., All the officers and men are expected to work day and night for ensuring safety and security of lives and properties of the general 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 is 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, instructions manuals and records, held by it or under its control or used by the 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 28 police stations in Tiruchirappalli 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, 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 thereof;

The Additional Superintendent of Police (Crime) is the Public Information Officer in the District level. Any appeal can be made to the Supdt. of Police, who is the Appellate Authority in Tiruchirappalli District.

(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 is constituted as such in the district.

(ix) A directory of its Officers and employees

S.No	Designation	Office Phone No.
1.	SP, Tiruchirappalli.	0431-2333603
2.	PA (Admn.) to SP	0431-2333609
3.	ADSP, PEW, Trichirappalli	0431-2460348
4.	ADSP (Crime), Tiruchirappalli.	0431-2333611
5.	ADSP (AR), Tiruchirappalli.	0431-2333646
6.	DSP, DCRB	0431-2333613
7.	DSP, TVBR	0431-2552121
8.	DSP Lalgudi	0431-2541644
9.	DSP Musiri	04326-260333
10.	DSP Manapparai	04332-260543
11.	DSP, Jeeyapuram	0431-2701166
12.	Thiruverumbur P.S.	0431-2557243
13.	Thuvakkudi P.S.	0431-2501254
14.	Navalpattu P.S.	0431-2581244
15.	Boilerplant P.S.	0431-2520245
16.	Jeeyapuram P.S.	0431-2614350
17.	Somarasampettai P.S.	0431-2607244
18.	Eragudi O.P.	0431-238207
19.	Jamputhanapuram O.P.	0431-279224
20.	Vaiyampatti P.S.	272433
21.	Thuvarankurichi P.S.	254100
22.	Valanadu P.S	277325
23.	AWPS, Lalgudi	2543063
24.	AWPS, Musiri	260450
25.	AWPS, Manapparai	262644
26.	DCB	2333639
27.	PRO Workshop	2333618
28.	SHB	2420238
29.	SDFPB	2333615
30.	PCR	2333617
31.	Home Guard	2333704
32.	AWPS, Thiruverumbur Help line	2520322
33.	AWPS, Kallakudi Help line	2542304
34.	AWPS, Musiri Help line	263350
35.	AWPS, Thiruverumbur	2550458

(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 claimed every month in the following prescribed time scales of pay as given below.

Sl.No.	Designation	Scale of Pay
EXECUTIVE STAFF		
01.	Superintendent of Police	12,000-375-16,500
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	5,700-175-9,200
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 expenditures and reports on disbursements made;

The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements are furnished below:-

Sl. No:	Police Budget (Current Financial Year)	Rupees in lakhs.
1.1	Establishment (Salary including Allowances)	60250.00
1.2	Traveling Allowance	12122.00
1.3	Office Expenses	15515.00
1.4	Investigation Charges	
1.5	Clothing & Account for personnel	3.00
1.6	Petroleum Oil and Lubricants	7650.00
1.7	Maintenance expenses	185.00
1.7.1	Building	5.00
1.7.2	Motor Vehicles	
1.7.3	Wireless Equipment	
1.7.4	Others	
1.8	Prisoner's Charges	
1.9	Training	2.00
1.10	Others	
2	Total (Police Budget)	95732.00
3	Total Budget of State Government	

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

In Tiruchirappalli District 971 Police personnel were issued with new family cards and they are purchasing the food grains at subsidized rates.

2) In G.O. Ms. No. 886 Home Department, Dated 01.08.08 it is informed that a sum of Rs. 80 lakhs had been provided to the Police Department towards the expenditure involved in providing pulses and cooking oil to the Police personnel at 50% subsidized rate.

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

Does not apply

(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;

Required information can be had from the officers and the public can now get information under Right to Information Act– 2005.

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

Designation	Office Address	Designation under the act	Phone No (Land Line)
Superintendent of Police,	District Police Office, Trichy - 20	Appellate Authority.	0431-2333603
Additional Superintendent of Police, (Crime)	- do -	Public Information Officer	0431 - 2333611

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

Nil.