

## **CUDDALORE DISTRICT**

### **EXTRACT OF RULE 4(1)(b) OF THE RIGHT TO INFORMATION ACT 2005.**

(i) The Particulars of its organization, functions and duties.

This organization performs Crime prevention and detection, law and order duties, Prohibition works, rehabilitation, VIP Security and Bandobust duties in the district having headquarters at District Police Office, Cuddalore.

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

All the officers and men are under the supervision of the Superintendent of Police who is assisted by the officers and men. The work of all this subject referred to in item No.(i) is distributed among all the Sub Divisional offices headed by Deputy Superintendents of Police. In Sub Divisions there are Inspectors of Police and Sub Inspectors of Police who are having responsibility of maintaining law and order and crime detection etc. All the officers and men ensure the safety and protection to the people and their property.

### **ADMINISTRATION DIVISION:**

This division which is responsible for handling of all administrative matter of the department and headed by three Personal Assistants, deals with above administration matters and assist the Superintendent of Police for handing all administration matters.

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

The cases register in the Police Stations are generally processed at the station level and supervised by the Sub Divisional Officers as per the requirement of each case. The case details with case diaries are being submitted to the Sub Divisional offices for securitization and further follow up

action. At the Police station level the Station House Officer is the decision making officer and above him is a Circle Inspector and above him there is Sub Divisional Officer and above all there is a District Superintendent of police.

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

At the Police Station levels all cognizable offences reported should be registered and investigated by the Station House Officer without any loss of time.

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

At the Police Station level all Laws reported in cognizable offences, rules and regulations enacted by the Government of India and the State Legislature are enforced from time to time. Police Standing Order the instruction manual is being kept in all the Police Stations and men for discharging their duties.

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

In a Police Station records related to crimes and other station routine matters mentioned in the PSO, the jurisdiction, total villages covered, total Bad characters and rowdy elements available in their jurisdiction and their present activities along with records of Law and Order matters relating to that station 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:

At the district level the implementation of Right to Information Act is done by the Additional Superintendent of Police, Crime who is the Public Information Officer nominated. Further appeal can be made to the Superintendent of Police of the 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:

List furnished in separate sheets.

(x) The monthly remuneration received by each of its officers and employees.

Does not apply.

(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 expenditure and reports on disbursements are furnished below:

<b>S.No.</b>	<b>Police Budget (Current Financial Year)</b>	<b>Rupees in Lakhs</b>
1.1	Establishment (Salary including allowance)	2625.33
1.2	Traveling Allowance	247.86
1.3	Office Expenses	94.75
1.4	Investigation Charges	--
1.5	Clothing & Account for personnel	4.08
1.6	Petroleum Oil and Lubricants	117.99
1.7	Maintenance Expenses	--
1.7.1	Building	6.00
1.7.2	Motor Vehicles	3.80
1.7.3	Wireless Equipment	--
1.7.4	Othe4rs	6.18
1.8	Prisoner's Charges	--
1.9	Training	0.04
1.10	Others	30.82
2	Total (Police Budget)	3137.21
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 Cuddalore District 654 Police personnel received new family cards and they are purchasing the food grains at subsidized rates.

2. In G.O.Ms.No.886, Home Department, dated 01.08.2008 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 mentioned for public use;

The unit officers and men are sending the replies to the applicants directly through post.

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

Additional Superintendent of Police, Crime, Cuddalore is the Public Information Officer in the district.

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

Nil.

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(ix) A directory of its officers and employees:

**ANNEXURE**

<b>Sl. No.</b>	<b>Category</b>	<b>Sanctioned</b>	<b>Actual</b>	<b>Vacancy</b>
	<b><u>LOCAL</u></b>			
01.	Superintendent of Police	01	01	--
02.	Addl. Supdt. of Police	02	02	--
03.	A.S.P. / D.S.P.	11	10	01
04.	Inspector of Police	42	39	03
05.	Sub-Inspector of Police	105 + 38 (W)	79 + 26 (W)	26 + 12 (W)
06.	Spl. Sub-Inspector	--	--	
07.	No. of HCs (Local)	165	896	
08.	No. of Gr. I PC (Local)	188   1511	255   1252	259
09.	No. of Gr.II PC Local)	1158	101	
	<b>Total</b>	<b>1710</b>	<b>1409</b>	<b>301</b>
	<b><u>ARMED RESERVE</u></b>			
10.	D.S.P. (A.R.)	01	--	01
11.	Inspector (A.R.) / (Tr.)	03	02	01
12.	Sub-Inspr. (A.R.) / (Tr.)	20	16	04
13.	No. of HC (A.R.)	38	28	10
14.	No. of Gr.I PC (A.R.)	68	20	48
15.	No. of Gr.II PC (A.R.)	397	358 (290(M)+68(W))	39
	<b>Total</b>	<b>527</b>	<b>424</b>	<b>103</b>
	<b><u>AWPS</u></b>			
16.	Women Inspector	06	01	05
17.	Women sub-Inspector	12	10	02
18.	Women HCs	16	06	
19.	Women Gr.I PCs	32   135	28   34	101
20.	Women Gr.II PCs	87	--	
	<b>Total</b>	<b>153</b>	<b>45</b>	<b>108</b>
	<b><u>MINISTERIAL STAFF</u></b>			
21.	Personal Asst. to SP	03	03	--
22.	Superintendent	14	14	--
23.	Assistant	29	29	--
24.	Junior Assistant	21	21	--
25.	Typist	4	4	--
26.	Record Clerk	2	2	--
27.	Office Assistant	22	22	--
28.	Data Entry Operator	28	28	--
	<b>Total</b>	<b>123</b>	<b>123</b>	<b>--</b>