

PRO-ACTIVE DISCLOSURES OF UNDER SEC 4(1) OF THE RIGHT TO INFORMATION ACT - 2005

DIG - VELLORE RANGE

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

i) The Particulars of its organization functions and duties.

This organization has to perform Crime prevention and detection, law and order duties, eradication or prohibition works, rehabilitation, VIP Security, Escort and other bandobust duties in Vellore Range, consisting of Vellore and Thiruvannamalai District.

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

Both the Superintendents of Police, Vellore and Thiruvannamalai District are under the supervision of Deputy Inspector General of Police, Vellore Range, who is assisted by the officers and men. The work of all this subject referred item No.(i) is distributed among all the Sub-Divisional Officers headed by Deputy Superintendents of Police under their 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 are ensuring the safety and protection to the people.

ADMINISTRATION DIVISION:

This division is responsible for handing of all administrative matters of the department and headed by one Senior Administration Officer and one Personal Assistant deal with above administration matters and assisting the Deputy Inspector General of Police, Vellore Range, for handing with 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 process 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 officers 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 district Superintendent of Police.

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

At the Police Stations level all cognizable offence reported should be registered and investigated by the Station House Officer with completing the investigation, laid charge sheet as per law and the concerned IO will follow up the case till the case is ended in conviction or acquittal on the court of law. The same was supervised by the concerned Superintendents of Police, and over all supervised by the Deputy Inspector General of Police, Vellore Range, Vellore.

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

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

In all Police Stations are maintained the following records as per PSO. By the SHOs concerned and the station writers assisting the SHOs of all stations. The same was supervised by the concerned Superintendents of Police, and over all supervised by the Deputy Inspector General of Police, Vellore Range, Vellore.

I. LAW AND ORDER

1) General diary 2) Community Service Register 3) F.I.R. Index 4) Arrest Memo 5) PSR, 6) Sentry Relief Book, 7) Bail Bond 8) Form -95 9) Ordinary petty case register 10) M.V. Petty case register: 11) Gun License check register, 12) Explosive shop chek Register 13) Accident Claim Register, 14) Passport verification Register, 15) Rowdy Check Register.

II. CRIME

16) Part-I, 17) part-II Charts, 18) Part-III GCR: 19) part-IV, 21) KD check register, 22) Ex-Convict check register: 23) Loose leaf index, 24) Name war index, 25) Conviction memo 26) Crime abstract.

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III. PROPERTY REGISTER:-

27) Government property register, 28) MPF Articles Register, 29) Arms deposit register, 30) Rail Warrant, 31) Bus Warrant, 32) Cash Book.

IV. MEMOS AND REGISTER:-

33) Cash memo: 34) Medical memo, 35) General Memo, 36) Village Roster, 37) Duty Roster, 38) Off duty roster, 39) ETC Claim Register.

V. MISCELLANEOUS:-

40) Process Register, 41) Current Register, 42) O.R. Register, 44) Line Hut register.

VI. OFFICERS RECORDS:-

45) SP Circular file, 46) DIG Circular file, 47) IG Circular File, 48) Chief Office Circular file. 49) Superior officers book & 50) Superior Inspection Book.

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

DISTRICT LEVEL				
Name of The Office	Assistant Public Information Officer	Public Information officer	Appellate authority	Office Address Phone No. & E-Mail ID.
O/O the Superintendent of Police	Deputy Superintendent of Police	Additional Superintendent of Police	Superintendent of Police,	

SUB-DIVISION LEVEL				
Name of the Office	Assistant Public Information Officer	Public Information officer	Appellate authority	Office Address Phone No. & E-Mail ID
O/O the Deputy Superintendent of Police	Inspector / Sub – Inspector of Police	Deputy Superintendent of Police	Superintendent /Additional Superintendent of Police	

POLICE STATION/TALUK LEVEL				
Name of The Office	Assistant Public Information	Public Information	Appellate authority	Office Address Phone No & E-

	Officer	officer		Mail ID.
O/O Inspector / Sub –Inspector of Police	Head Constable/ Station Writer	Sub –Inspector of Police		

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(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.

During the time of confiscation of vehicles involved in prohibition offences, A Standing Committee under the Head of Superintendent of Police with one Additional Superintendent of Police, Assistant Commissioner, Excise (Revenue) and Assistant Engineer, Government Work Shop are helping, during the time of auction of the vehicles.

(ix) A director of its Officers and employees

List furnished in the separate sheets for both Districts.

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

All the officers and employees are getting remuneration i.e. salary and other allowances as per the Government norms.

Sl.No.	Designation	No. of officers	Pay scale
	Executive Staffs		
01	Superintendent of Police	1	18,670-6500
02	Addl. Supdt. of Police	2	10,000-325-15,200
03	Dy. Supdt. of Police	10	8,000-275-13,500
04	Inspector of Police	32	6,500-200-11,100
05	Sub-inspector of Police	36(M) & 35(W)	5,300-150-8,300
06	Head constable	120	4,000-100-6000
07	Gr.I Police Constable	167	3,200-85-4900
08	Gr.II Police Constable	764	3050-75-3950-80-4,590

	Ministerial Staffs		
09	Personal Assistant to SP	3	8,000-275-13,500
10	Office Superintendents	10	5,700-175-9,000
11	Assistant	16	4,000-100-6,000
12	Junior Assistant	20	3,200-85-4,900
13	Office Assistant	8	2,650-65-3,300-70-4000
	Total	57	
	Grand Total	1224	

(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:-

		Vellore	T.V.Malai
	Police Budget (Current Financial Year)	Rupees (in lakhs)	Rupees (in lakhs)
1.1	Establishment (Salary including Allowance)	3,220	24,70,03,000
1.2	Traveling Allowance	227	1,41,84,000
1.3	Office Expenses	76	4,00,000
1.4	Investigations Charges	0.00	
1.5	Clothing & Account for personnel	2.00	2,54,000
1.6	Petroleum Oil and Lubricants	136.00	85,60,000
1.7	Maintenance expenses (computer Accessories & Machineries)	16.00	3,63,000
1.7.1	Building	12.00	7,00,000
1.7.2	Motor Vehicles	0.00	2,55,000
1.7.3	Wireless Equipment	0.00	0.00
1.7.4	Others	4.00	0.00
1.8	Prisoner's charges	0.00	0.00
1.9	Training	2.00	42,000

1.10	Others	171.00	0.00
2	Total (Police Budget)	3,850.00	27,17,61,000
3	Total Budget of State Government	0.00	0.00

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

In Vellore District **1512**, Thiruvannamalai District **1282** – Police personnel were received the 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 has 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 of public use.

All facilities are available to citizens.

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

Vellore District

Deputy Superintendent of Police, DCRB, is Assistant Public Information Officer in this district and his conduct phone No.0416-22256803.

Additional Superintendent of Police, Crime, Vellore is the Public Information Officer in the district and his conduct Phone No 0416-22256803.

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Thiruvannamalai District

Deputy Superintendent of Police, District Crime Records Bureau, Thiruvannamalai is the Assistant Public Information Officer in this district and his conduct phone No.04175-233266.

Additional Superintendent of Police, Crime, Thiruvannamalai is the Public Information Officer in the district and his conduct Phone No.04175-233266.

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

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(ix) A directory of its Officers and employees:- List furnished in the separate sheet.

Sl. No	Name & Designation of the Officer	Telephone (STD Code No.041175)		E.Mail
		Office	Residence	
1	Superintendent of Police, Thiruvannamalai District. (Appellate authority)	233431	233331	<u>sptvm@yahoo.com</u>
2	Addl. Superintendent of Police, Crime, Thiruvannamalai District. (Public Information Officer)	233266	--	<u>dcrbtvm@yahoo.com</u>
3	Deputy Superintendent of Police, District Crime Record Bureau, Thiruvannamalai District.(Assistant Public Information Officer)	233266	--	<u>dcrbtvm@yahoo.com</u>

Sl.No.	Name of the Police Station	STD No.	Telephone No.
1	Thiruvannamalai Town Sub-Division	04175	250517
1	Thiruvannamalai Town	04175	222302
2	Thiruvannamalai Crime	04175	222302
3	Thiruvannamalai Taluk	04175	232274
4	Thiruvannamalai East	04175	250444
5	Thiruvannamalai Traffic	04175	224535
6	All Women Police Station	04175	253144
7	Kilpennathur	04175	242226
8	Mangalam	04175	245526
9	Vettavalam	04175	244222
2	Thiruvannamalai Rural Sub-Division	04175	253480
10	Veraiyr	04175	245226
11	Thachampet	04175	248230
12	Thandrampet	04175	246723
13	Vanapuram	04175	245626
14	Thanipadi	04188	247226
3	Polur Sub-Division	04181	223277
15	Polur	04181	222100
16	Chetpet	04181	252262
17	Kadaladi	04181	244235
18	Kalasapakkam	04181	241235
19	Jamunamarathur	04181	245202
20	All Women Police Station Polur	04181	224499
4	Vanadavasi Sub-Division	04183	225355
21	Vandavasi Town	04183	225023
22	Vandavasi South	04183	226833
23	Ponnur	04183	203400
24	Kilkodungalore	04183	242023
25	Thellar	04183	244023
26	Desur	04183	247033
27	Vadavanakkampadi	04183	248003
28	All Women Police Station Vandavasi	04183	227593

5	Cheyyar Sub-Division	04182	222230
29	Cheyyar	04182	222240
30	Moranam	04182	248230
31	Dusi	04182	242259
32	Brammadesam	04182	242237
33	Peranamallur	04182	245230
34	Anakkavoor	04182	223240
35	All Women Police Station	04182	220620
6	Chengam Sub-Division	04188	253480
36	Chengam	04188	222238
37	Pudupalayam	04188	242436
38	Melchengam	04188	241410
39	Sathanurdam	04188	248277
40	Pachal	04188	207100
41	All Women Police Station Chengam	04188	224100
7	Arni Sub-Division	04173	228258
	Arni Town	04173	226006
	Arni Town Crime	04173	226006
	Arni Taluk	04173	226070
	Kalambur	04173	247232
	Kannamangalam	04173	241229
	Sandavasal	04173	243237
	All Women Police Station Arni	04173	226684

Directory of Officers and employees: List furnished in the separate sheets.

Sl.No.	Name of the Police Station	Telephone (STD code No.0416)		E.Mail
		Office	Residence	
1	Superintendent of Police, Vellore District (Appellate authority)	2255999	2232999	spvlr@yahoo.com
2	Addl. Superintendent of Police, Crime, Vellore District, (Public Information Officer)	2256803	--	dcrbvlr@yahoo.com
3	Deputy Superintendent of Police, DCRB, Vellore District, (Assistant Public Information Officer)	2256909	--	dcrbvlr@yahoo.com

NAME OF THE POLICE STATIONS IN VELLORE DISTRICT.

Sl.No.	Name of the Police Station	STD No.	Telephone No.
I	Vellore Sub-Division	0416	2220025
1	VELLORE NORTH PS	0416	2220021
2	VELLORE NORTH CRIME	0416	2222653
3	VELLORE SOUTH PS	0416	2220002
4	VELLORE SOUTH CRIME	0416	2220680
5	VELLORE TALUK CIRCLE	0416	2220324
6	VIRUNJIPURAM PS	0416	2272235
7	BAGAYAM PS	0416	2262837
8	SATHUVACHARI (L&O) PS	0416	2252048
9	SATHUVACHARI CRIME P.S.	0416	2252048

II	Katpadi Sub-Division	0416	2244455
10	KATPADI CIRCLE	0416	2297355
11	VIRUTHAMPET PS	0416	2242518
12	TIRUVALAM PS	0416	2236280
13	LATHERI CIRCLE	0416	2238202
14	PANAMADANGI PS	0416	2238378
III	Ranipet Sub-Division	04172	270209
15	RANIPET CIRCLE	04172	270219
16	SIPCOT PS	04172	244399
17	ARCOT TOWN PS	04172	233222
18	RATHINAGIRI OP	04172	266360
19	ARCOT TALUK PS	04172	235950
20	WALAJAH PS	04172	232100
21	KALAVAI CIRCLE	04173	242235
22	VALAPANDAL PS	04182	244240
23	TIMIRI PS	04172	258240
24	PONNAI CIRCLE	04172	257240
25	MELPADI PS	04172	252241
IV	Arakkonam Sub-Division	04177	237123
26	Arakkonam Town PS	04177	230100
27	Arakkonam Taluk Circle	04177	237100
28	Thakkolam PS	04177	246228
29	Banavaram PS	04177	249243
30	Nemili PS	04177	247218
31	Sholinghur PS	04177	262263
32	Kondapalayam PS	04177	262236
33	Kaveripakkam PS	04177	254230

33(a)	(Avalur OP)	04177	
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V	Gudiyatham Sub-Division	04171	221288
34	GUDIYATHAM TOWN PS	04171	220100
35	GUDIYATHAM TK PS	04171	221188
36	PERNAMPET PS	04171	232259
37	MELPATTI P.S.	04171	242226
38	K.V.KUPPAM CIRCLE	04171	246244
39	PARATHARAMI PS	04171	247240
VI	Ambur Sub-Division	04174	243299
40	AMBUR TOWN PS	04174	242100
41	AMBUR TALUK PS	04174	242781
42	OMERABAD PS	04174	255500
43	VEPPANKUPPAM PS	04171	253530
44	PALLIKONDA CIRCLE	04171	244224
45	ANAICUT P.S.	0416	2276350
VII	Vaniyambadi Sub-Division	04174	235200
46	Vaniyambadi Town Circle	04174	225100
47	AMBULUR PS	04174	267279
48	(THIMMEMPET OP)	04174	267231
49	V.BADI TALUK PS	04174	232110
50	ALANGAYAM CIRCLE	04174	265244
51	(KAVALUR PS)	04174	203128
52	NATRAMPALLI PS	04179	242235

VIII	Thirupathur Sub-Division	04179	220045
53	TIRUPATHUR TOWN PS	04179	220090
54	TIRUPATHUR TOWN CRIME	04179	220090
55	TIRUPATHUR TK PS	04179	220040
56	JOLARPET CIRCLE	04179	241233
57	ELAGIRI PS	04179	245233
58	KANDILI CIRCLE	04179	248228
59	KURISHILAPET PS	04179	246307