

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

VILLUPURAM RANGE - DIG

Extract of Rule 4(1) (b) of the Right to Information Act 2005.

1. The particulars of its organization, functions and duties.

The organization performs Crime Prevention and detection, Law and Order duties, Prohibition Enforcement works, rehabilitation, VIP Security and Bandobust duties in Villuppuram Police Range having jurisdiction over Villuppuram and Cuddalore districts.

2. The Powers and duties of its Officers and employees.

All the Officers and men are under the supervision of Superintendents of Police in the Districts and both the districts are supervised by the Deputy Inspr. General of Police, for maintaining Law and Order and Crime detection, Traffic control etc. All the Officers and men ensure the safety and protection to the people and their properties.

3. ADMINISTRATION DIVISION:

This Range is responsible for the handling of both district administrative matter of the department with the assistance of one Senior Administrative Officer and one Personal Assistant, deals with above administration matters and assist the Deputy Inspr. Genl. of Police for handling all administration matters.

4. 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.

5. The rules, regulations, instructions manuals and records, held by it or under its control or used by its 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 from time to time are enforced. Police Standing Order the instruction manual is being kept in all the Police Stations and men for discharging their duties.

6. 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 under surveillance in their jurisdiction and their present activities along with records of Law and Order matters relating to that station are maintained.

7. 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:

In this Range the implementation of Right to Information Act 2005 is done by the Adtl. Supdts. of Police, Crime of Viluppuram and Cuddalore districts, who are the Public Information Officers nominated. Further appeal can be made to the Superintendents of Police of districts.

8. 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 Range.

9. A Directory of its Officers and Employees:

S.No.	Category	Sanctioned	Actual	Vacancy
1.	Dy. Inspr.Genl. of Police	1	1	-
2.	Senior Administrative Officer	1	1	-
3.	Personal Assistant	1	1	-
4.	Superintendents	3	3	-
5.	Assistants	6	5	1
6.	Jr. Assistants	5	2	3
7.	Steno-Typist	1	1	-
8.	Typist	1	1	-
9.	Record Clerk	1	1	-
10.	Office Assistant	4	1	3
11.	Gr-I P.Cs.	3	3	-

10. The monthly remuneration received by each of its officers and employees.

Does not apply.

11. 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:

S.No.	Police Budget (Current Financial year)	Rupees in Lakhs.
1.1	Establishment (Salary including allowances)	41.7
1.2	Travelling Allowance	1.15
1.3	Office Expenses	2.86
1.7	Maintenance Expenses	0.5
1.7.4	Others	3.24
2.	Total (Police Budget)	--
3.	Total Budget of State Government	--
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12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

In Viluppuram and Cuddalore districts 1444 and 654 Police personnel have received new family cards respectively and they are purchasing the food grains at subsidized rates regularly.

13. Particulars of recipients of concessions, permits or authorizations granted by it:

Does not apply.

14. Details in respect of the Information, available to or held by it reduced in an electronic form:

Available.

15. 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.

16. The names, designations and other particulars of the Public Information Officers.

Addl. Supdt. of Police, P.E. Wing, Viluppuram and Addl. Supdt. of Police, Crime are the Public Information Officer in Viluppuram and Cuddalore districts respectively.

17. Such other information as may be prescribed and thereafter update these publications every year.

Nil.