

## THIRUVANNAMALAI 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 has to perform Crime prevention and detection, law and order duties, eradication of prohibition works, rehabilitation, VIP Security, Escort and other bandobust duties in Tiruvannamalai district.

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

All the officers and men are under the supervision of Superintendent of Police 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 handling of all administrative matters of the department and headed by three Personal Assistants to the Superintendent of Police deal with above administration matters and assisting the Superintendent of Police for handling 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 surprised 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 level all cognizable offences 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.

(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.

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 check 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, 20) Part-V, 21) KD check register, 22) Ex-Convict check register; 23) Loose leaf index, 24) Name war index, 25) Conviction memo, 26) Crime abstract.

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 ROSTERS:-

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, 43) C.L. 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 visiting book & 50) Superior officers Inspection Book.

(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:

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 Officer	Public Information officer	Appellate authority	Office Address Phone No. & E-Mail ID.
O/O Inspector / Sub-Inspector of Police	Head Constable/ Station Writer	Sub-Inspector of Police		

(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 directory of its Officers and employees

List furnished in the separate sheets.

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

All the 4 officers and employees are getting remuneration i.e. salary and other allowances as per the Government norms.

S.No	Designation	No. of officers	Pay scale
	<b>Executive Staffs</b>		
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	Grade I Police Constable	167	3,200-85-4900
08	Grade II P.C.	764	3050-75-3950-80-4,590
		1167	
	<b>Ministerial staffs</b>		
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	2,650-65-3300-70-4000
	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:-

	Police Budget (Current Financial Year)	Rupees
1.1	Establishment (Salary including Allowance)	24,70,03,000
1.2	Traveling Allowance	1,41,84,000
1.3	Office Expenses	4,00,000
1.4	Investigation Charges	
1.5	Clothing & Account for personnel	2,54,000
1.6	Petroleum Oil and Lubricants	85,60,000
1.7	Maintenance expenses (Computer Accessories & Mechinaries)	3,63,000
1.7.1	Building	7,00,000
1.7.2	Motor Vehicles	2,55,000
1.7.3	Wireless Equipment	0.00

1.7.4	Others	0.00
1.8	Prisoner's charges	0.00
1.9	Training	42,000
1.10	Others	0.00
2	Total (Police Budget)	27,17,61,000
3	Total Budget of State Government	0.00

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

In Tiruvannamalai 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 01.08.08 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.

All facilities are available to citizens.

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

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

Additional Superintendent of Police, Crime, Tiruvannamalai is the Public Information Officer in the district and his contact Phone No. 04175 – 233266.

(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:- List furnished in the separate sheet.

Sl. No.	Name & Designation of the Officer	Telephone (STD Code No.04175)		E.Mail
		Office	Residence	
1	Superintendent of Police, Tiruvannamalai District. (Appellate authority )	233431	233331	<a href="mailto:sptvm@yahoo.com">sptvm@yahoo.com</a>
2	Addl. Superintendent of Police, Crime, Tiruvannamalai District (Public Information Officer,)	233266	---	<a href="mailto:dcrbtvm@yahoo.com">dcrbtvm@yahoo.com</a>
3	Deputy Superintendent of Police, District Crime Records Bureau, Tiruvannamalai District. (Asstant Public Information Officer,)	233266	---	<a href="mailto:dcrbtvm@yahoo.com">dcrbtvm@yahoo.com</a>

SI.No.	NAME OF THE POLICE STATION	STD NO.	Telephone No.
<b>1. TIRUVANNAMALAI TOWN SUB-DIVISION</b>		<b>04175</b>	<b>250517</b>
1	Tiruvannamalai Town	04175	222302
2	Tiruvannamalai Crime	04175	222302
3	Tiruvannamalai Taluk	04175	232274
4	Tiruvannamalai East	04175	250444
5	Tiruvannamalai Traffic	04175	224535
6	All Women Police Station	04175	253144
7	Keelpennathur	04175	242226
8	Mangalam	04175	245526
9	Vettavalam	04175	244222
<b>2.TIRUVANNAMALAI RURAL SUB-DIVISION</b>		<b>04175</b>	<b>253480</b>
10	Veraiyur	04175	245226
11	Thatchampet	04175	248230
12	Thandrampet	04175	246723
13	Vanapuram	04175	245626
14	Tanipadi	04188	247226
<b>3. POLUR SUB-DIVISION</b>		<b>04181</b>	<b>223277</b>
15	Polur	04181	222100
16	Chetpet	04181	252262

17	Kadaladi	04181	244235
18	Kalaspakkam	04181	241235
19	Jamunamarathur	04181	245202
20	All Women Police Station Polur	04181	224499
<b>4.VANDAVASI SUB-DIVISION</b>		<b>04183</b>	<b>225355</b>
21	Vandavasi South	04183	225023
22	Vandavasi North	04183	226833
23	Ponnur	04183	203400
24	Keelkodungalore	04183	242023
25	Thellar	04183	244023
26	Desur	04183	247033
27	Vadavanakkambadi	04183	248003
28	All Women PS Vandavasi	04183	227593
<b>5. CHEYYAR SUB-DIVISION</b>		<b>04182</b>	<b>222230</b>
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 PS Cheyyar	04182	220620
<b>6. CHENGAM SUB-DIVISION</b>		<b>04188</b>	<b>253480</b>
36	Chengam	04188	222238
37	Pudupalayam	04188	242436
38	Melchengam	04188	241410
39	Sathanurdam	04188	248277
40	Pachal	04188	207100
41	All Women PS Chengam	04188	224100

SI.No.	NAME OF THE POLICE STATION	STD NO.	Telephone No.
<b>7. ARNI SUB-DIVISION</b>		<b>04173</b>	<b>228258</b>
42	Arni Town	04173	226006
43	Arni Town Crime	04173	226006
44	Arni Taluk	04173	226070
45	Kalambur	04173	247232
46	Kannamangalam	04173	241229
47	Sandavasal	04173	243237
48	All Women PS Arni	04173	226684

