

VILLUPURAM

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

I The Particulars of its organization, functions and duties:

Police have to perform Crime prevention and detection, law and order duties, Prohibition Enforcement, VIP Security and Bandobust duties in the 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 in 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 detections etc. All the officers and men ensure the safety and protection of the people and their properties.

ADMINISTRATION DIVISION:

This division is responsible for the handling of all administrative matter of the department there are three Personal Assistants who deal with the administration matters and assisting the Superintendent of Police in handling all administration matters.

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

The cases registered 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 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 Circle Inspector and above him there is Sub Divisional Officer and above all there is a District Superintendent of Police.

iv The norms sort 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 without any loss of time.

V The rules and 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, State Legislature are enforced from time to time. Police Standing Order - the instruction manual is being kept in all the Police Stations is 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 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 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 in the district.

ix **A Directory of its Officers and Employees:**

List furnished in separate sheet

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 expenditures and reports on disbursements are furnished below:

	Police Budget (Current Financial Year)	Rs in lakhs.
1.1	Establishment (Salary including Allowance)	3079.26
1.2	Travelling Allowance	187.06
1.3	Office Expenses	6.21
1.4	Investigation Charges	6.21
1.5	Clothing & Account for personnel	5.20
1.6	Petroleum Oil and Lubricants	78.54
1.7	Maintenance expenses	28.13
1.7.1	Building	2.12
1.7.2	Motor Vehicles	4.08
1.7.3	Wireless Equipment	20.00
1.7.4	Others	1.51
1.8	Prisoner's charges	0.00
1.9	Training	02.42
1.10	Others	127.54

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

In Villupuram District 1444 Police personnel have received new family cards and they are purchasing 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:**

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

- xvi **The Names, Designations and other particulars of the Public Information Officers:**

Additional Supdt. of Police, PEW, Villupuram district is the Public Information Officer in the district at present.

- xvii **Such other information as may be prescribed, and thereafter update these publications every year.**

Nil

Annexure

Directory of officers and Employees

Sl. No.	Rank	Telephone
1.	Superintendent of Police	04146 -223555
2.	Addl. Superintendent of Police –Crime, Viluppuram	04146-223695
3.	Addl. Superintendent of Police – PEW, Viluppuram	04146-225301
4.	Deputy Superintendent of Police, Viluppuram Sub-Division	04146 -222630
5.	Deputy Superintendent of Police, Tindivanam Sub-Division	04147 - 222037
6.	Deputy Superintendent of Police, Gingee Sub-Division	04145 - 222101
7.	Deputy Superintendent of Police, Tirukoilur Sub-Division	04153 - 252358
8.	Deputy Superintendent of Police, Kallakurichi Subdivision	04151 - 220023
9.	Deputy Superintendent of Police, Ulundurpet Sub-Division	04149- 222317
10.	Deputy Superintendent of Police, Kottakuppam Sub-Division	0413 - 2678713
11.	Deputy Superintendent of Police, DCRB, Viluppuram	04146 - 223664
12.	Deputy Superintendent of Police. DCB, Viluppuram	
13.	Deputy Superintendent of Police, EOW., Viluppuram	04146 - 256439
14.	Deputy Superintendent of Police, PEW, Tindivanam	04147 - 225999
15.	Personal Assistant (Admn)	04146 - 228133
16.	Personal Assistant (Accounts)	“
17.	Personal Assistant (Genl)	“