

# **OFFICE OF THE D.I.G. OF POLICE,**

## **Dindigul Range**

### **UNDER SECTION -4 (1) (b) (i) OF THE RIGHT TO INFORMATION ACT -2005.**

#### **(i) The particulars of its Organisation, function and duties:**

In 1997, Dindigul Range was established with Dindigul and Theni Districts. The Deputy Inspector General of Police, who is in-charge of the range has to supervise the functions of districts lies under the jurisdiction of the range in which he is holding.

#### **(ii) The Powers and Duties of its officers and employees:**

Being the head of the Range, The Deputy Inspector - General of Police, has to supervise the functions of the Superintendents of Police of the districts lies under his control. He has guide the Superintendents of Police for the better maintenance of Law and Order, control over his sub-ordinates, prevention and detection of crimes, court attendance, and other allied matters.

As far as the administrative control, Deputy Inspector of Police, is the appointing authority for the cadres of SIs and Inspectors. Conducting of Promotion Board from the rank of HCs to SIs, recommendations of SIs and above for their Promotion to the next higher posts, transfer of police personnel from the category of PCs to Inspectors with in the range, dealing of SIs / Inspectors departmentally for their in-disciplinary conducts, delinquency committed by them. He is also empowered to dispose of the Appeal petition preferred by the Police Personnel from the rank of PCs to Inspectors against the Punishment awarded by the Superintendents of Police.

#### **In addition, he is having the following financial powers also**

- 1) Sanction of rent to the Police Stations functioning in private buildings upto Rs 2,000/-
- 2) Sanction of Money rewards / recommendations of medal to the Police Personnel.
- 3) Sanction of G.P.F.,
- 4) Sanction of Special disability have.
- 5) Sanction of repair charges to the vehicle.
- 6) Sanction of Additional charge allowance to Deputy Superintendents of Police, Personal Assistants and Senior Administrative Officers.

- 7) Entering on AMC for computers & Xerox Machine.
- 8) Sanction of conveyance advance/ computer advance.
- 9) Pre-audit of arrear claims.

To assist the Deputy Inspector General of Police in the administrative work, certain ministerial staff comprising of SAO., PA., Superintendents, Assistants and JAs., are serving.

**(iii) The Procedure followed in the decision making process, including channels of supervision and accountability:**

The Range as part of Police department follows the procedures laid down in the Tamil Nadu Police Sub – ordinate Service, Police Standing Orders. A part from this, the provisions contained in Fundamental Rules, Tamil Nadu Financial code, Tamil Nadu Treasury Financial code, Tamil Nadu State and Subordinate Service Rules Tamil Nadu Government Servants conduct Rules, 1973, Tamil Nadu Police Subordinate officers conduct Rules, 1964 are also followed wherever applicable.

The decisions are taken, based on the merits of the issues, relative priorities, availability of funds etc., in accordance with the documental procedure, laid down procedure, define criteria, rules detailed above.

The process of the examination is initiated by the Assistants and passes through the section Superintendents, Personal Assistant, and Senior Administrative Officer to the Deputy Inspector General of Police. Other departments are also consulted, if need be.

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

For the discharge of functions allocated to the range, the provisions contained in the Police Standing Order are followed. The day to day administrative functioning is governed by various sets of accounts and rules and instructions issued by the Government in time to time. Some of the commonly used acts/ rules / manuals are as follows:-

- 1) Tamil Nadu Police Subordinate Service Rules.
- 2) Police Standing Orders.
- 3) Tamil Nadu State and Subordinate Service Rules.

- 4) The Tamil Nadu Government Servants conduct Rules, 1973.
- 5) The Tamil Nadu Police Subordinate Officers conduct Rules, 1964.
- 6) Fundamental Rules.
- 7) Tamil Nadu Financial Code.
- 8) Tamil Nadu Treasury Code.
- 9) Budget Manual.
- 10) Account Code.
- 11) District Office Manual.
- 12) Indian Penal Code.
- 13) Criminal Procedure Code.
- 14) Motor Vehicle Acts & Rules.
- 15) Explosive Act.
- 16) Arms Act and Rules.
- 17) Pension Rules.

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

1	Name of the document	Tamil Nadu Police Subordinate Service Rules
	Types of Rules	The rules are made under the provision to article 309 of the constitution of India governing the service conditions of members of state.
2	Name of the document	Police Standing Orders.
	Types of Rules	- ----
3	Name of the document	Tamil Nadu State and Subordinate Service Rules.
	Types of Rules	The rules are made under the provision to article 309 of the constitution of India governing the service conditions of members of state and subordinate Services.
4	Name of the document	The Tamil Nadu Government Servants conduct Rules, 1973.
	Types of Rules	The rules are made under the provision to article 309 of the constitution of India in relation to the conduct of the members of civil service of the state in the performance of the duty with integrity and devotion to duty.
5	Name of the document	The Tamil Nadu Police Subordinate Officers conduct Rules, 1964.
	Types of Rules	The rules are made under the provision to article

		309 of constitution of India in relation to the conduct of the members of Police service of the state in the performance of the duty with integrity and devotion to duty.
6	Name of the document	Fundamental Rules.
	Types of Rules	The rules are made under the provision to article 309 of constitution of India in relation to the pay, allowances , leave joining time, foreign service etc., of the members of civil service of the state.
7	Name of the document	Tamil Nadu Financial Code.
	Types of Rules	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
8	Name of the document	Tamil Nadu Treasury Code.
	Types of Rules	The code is published by Finance Department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.
9	Name of the document	Tamil Nadu Budget Manual.
	Types of Rules	This manual contains the rules framed by the Finance Department for the guidance of estimation of expenditure in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorized grants or appropriation.
10	Name of the document	Account Code.
	Types of Rules	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditure.
11	Name of the document	District Office Manual.
	Types of Rules	The manual describes the system and procedures to be followed in conducting the office work in the departments.
12	Name of the document	Indian Penal Code.
	Types of Rules	-----
13	Name of the document	Criminal Procedure Code.
	Types of Rules	Criminal Procedure including all matters included in the

		Codes of Criminal Procedure at the commencement of the constitution.
14	Name of the document	Motor Vehicle Acts & Rules.
	Types of Rules	-----
15	Name of the document	Explosive Act.
	Types of Rules	-----
16	Name of the document	Arms Act and Rules.
	Types of Rules	-----
17	Name of the document	Pension Rules.
	Types of Rules	The rules are made in relation to the pensionary benefits to the members of civil service of the state.

**(vi) A Statement of the categories of documents that are held by it or under its control:**

CATEGORY OF THE DOCUMENT	NAME OF THE DOCUMENT (INTRODUCTION IN ONE LINE)	PROCEDURE TO OBTAIN THE DOCUMENT	HELD BY / UNDER CONTROL OF
Orders on various Subjects passed by Deputy Inspector General of Police.	Orders Issued by the Deputy Inspector General of Police.	Application to Public information Officer.	Deputy Inspector General of Police, Dindigul Range, Dindigul.

**(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:**

. There is no formal mechanism to seek consultation, participation of Public information of Police of this department.

**(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 system is in vogue.

**(ix) A Directory of its officers and employees.**

01	Deputy Inspector General of Police, Dindigul Range, Dindigul.	0451 – 2461800.
02	Senior Administrative Officer - Office of the Deputy Inspector General of Police, Dindigul Range, Dindigul.	0451 – 2461900.
03.	Personal Assistant to Deputy Inspector General of Police, Dindigul Range, Dindigul.	0451 – 2461900.

**(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:****Monthly Remuneration**

1.	Deputy Inspector General of Police	37400 – 67000 – GP 8900
2.	Senior Administrative Officer	9100-275-14050
3.	Personal Assistant	8000-275 - 13500
4.	Office Superintendent	5700 - 175 – 9200
5.	Assistants	4000 – 100 – 6000
6.	Steno Typist	4000 – 100 - 6000
7.	Junior Assistant	3200 – 85 - 4900
8.	Record Clerk	2750-70 – 3800 – 75 - 4400
7.	Office Assistant	2550-55-2660-60-3200
8.	Gr. II PC	3050–75–3950–80- 4590

**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

Budgetary provision towards pay, allowances and other expenditures in respect of maintenance such as purchase of Xerox Papers, maintenance and machinery and other office expenses. No specific plan is proposed to be carried out by this office at present.

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

NIL

**(xiii) Particulars of recipients of concessions, permits or authorizations granted by it.**

NIL

**(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:**

NIL

**(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.**

NIL

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

NIL

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

NIL