

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

MADURAI RANGE.

under section 4(1)(b)(i) of Right to Information Act, 2005.

1) PARTICULARS OF ORGANISATION , FUNCTIONS AND DUTIES.

PARTICULARS OF ORGANISATION

Madurai Range is one of the oldest Police Ranges in Tamil Nadu. This Range was formerly known as Southern Range consisting of 5 Districts viz., Madurai South, Madurai North, Ramanathapuram (Composite), Tirunelveli and Kanyakumari. In 1975, Tirunelveli Range was carved out from this Range. In 1986, Ramanathapuram Range was established by bifurcating Madurai Range. In 1997, Dindigul Range was established with Dindigul and Theni Districts and Madurai Range was left with Madurai and Virudhunagar Districts.

FUNCTIONS AND DUTIES.

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.

POWERS OF THE OFFICER

Being the head of the range, the Deputy Inspector-General of Police, has to supervise the functions of the SPs of the districts lies under his control. He has guide the SPs 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-General 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 within 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 SPs.

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 assists the DIG in the administrative work, certain ministerial staff comprising of SAO., PA., Superintendents, Assistants and JAs., are serving.

3) PROCEDURE FOLLOWED IN DECISION MAKING PROCESS. UNDER SECTION 4(1)(b)(iii) OF RIGHT TO INFORMATION ACT, 2005

The range as part of police department follows the procedures laid d own in the Tamil Nadu Police Sub-ordinate Service, Police Standing Orders. Apart 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.

NORMS SET FOR THE DISCHARGE OF FUNCTIONS. UNDER SECTION 4(1)(B)(IV) OF RIGHT TO INFORMATION ACT, 2005

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.

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS UNDER SECTION 4(1)(b) (v) OF RIGHT TO INFORMATION ACT, 2005.

1)	Name of the document	Tamil Nadu Police Subordinate Service Rules
	Type of the Rules	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State.
2)	Name of the document	Police Standing Orders
	Type of the Rules	- - - -

3)	Name of the document	Tamil Nadu State and Subordinate Service Rules.
	Type of the Rules	The rules are made under the proviso 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
	Type of the Rules	The rules are made under the proviso to article 309 of 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.
	Type of the Rules	The rules are made under the proviso 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.
	Type of the Rules	The rules are made under the proviso 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.
	Type of the 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.
	Type of the Rules	The code 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
	Type of the 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 authorised grants or appropriation.
10)	Name of the document	Account Code
	Type of the Rules	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
11)	Name of the document	District Office Manual.
	Type of the Rules	The manual describes the system and procedures to be followed in conducting the office work in the departments.
	Name of the document	Indian Penal code.
	Type of the Rules	--- --- --- ---
12)	Name of the document	Criminal Procedure code
	Type of the Rules	Criminal Procedure including all matters included in the Codes of Criminal Procedure at the commencement of the Constitution.
13)	Type of the Rules	--- --- --- ---
14)	Name of the document	Motor Vehicle Acts & Rules
	Type of the Rules	--- --- --- ---
15)	Name of the document	Explosive Act.
	Type of the Rules	--- --- --- ---
16)	Name of the document	Arms Act and Rules
	Type of the Rules	--- --- --- ---

17)	Name of the document	Pension Rules
	Type of the Rules	The rules are made in relation to the pensionary benefits to the members of civil service of the State.

A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR ITS CONTROL UNDER SECTION 4(1)(b)(vi) OF RIGHT TO INFORMATION ACT, 2005.

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, from time to time	Application to Public Information Officer.	Deputy Inspector-General of Police, Madurai Range, Madurai.

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 UNDER SECTION 4(1)(b)(vii) OF RIGHT TO INFORMATION ACT, 2005.

There is no formal mechanism to seek consultation, participation of public information of policy of this department.

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES UNDER SECTION 4 (1)(b)(viii) OF RIGHT TO INFORMATION ACT, 2005.

No such system is in vogue.

DIRECTORY OF OFFICERS AND EMPLOYEES UNDER SECTION 4(1)(b)(ix) OF RIGHT TO INFORMATION ACT, 2005.

1	Deputy Inspector-General of Police, Madurai Range, Madurai.	0452 - 2531317, 2539539
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2	Senior Administrative Officer - Office of the Deputy Inspector-General of Police, Madurai Range, Madurai.	0452 - 2531317
3	Personal Assistant to Deputy Inspector-General of Police, Madurai Range, Madurai.	0452 - 2531317

MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE REGULATION UNDER SECTION 4(1)(b)(x) OF RIGHT TO INFORMATION ACT, 2005.

MONTHLY REMUNERATION

1	Deputy Inspector-General of Police,	37400 - 67000 - GP 8900
2	Senior Administrative Officer,	9100 - 275 - 14050+Allowance
3	Personal Assistant,	8000 - 275 - 13500+Allowance
4	Superintendents,	5700 - 175 - 9200 + Allowance
5	Assistants,	4000 - 100 - 6000 + Allowance
6	Steno Typist,	4000 - 100 - 6000 + Allowance
7	Jr. Assistants,	3200 - 85 - 4900 + Allowance
8	Typist,	3200 - 85 - 4900 + Allowance
9	Record Clerk,	2750 - 70 - 3800 - 75 - 4400
10	Office Assistant.	2550 - 55 - 2660 - 60 - 3200

BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE UNDER SECTION.4(1)(b)(xi) OF RIGHT TO INFORMATION ACT, 2005.

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

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES. UNDER SECTION.4(1)(b)(xii) OF RIGHT TO INFORMATION ACT, 2005.

NIL

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT. UNDER SECTION.4(1)(b)(xiii) OF RIGHT TO INFORMATION ACT, 2005.

NIL

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM. UNDER SECTION.4(1)(b)(xiv) OF RIGHT TO INFORMATION ACT, 2005.

NIL

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE. UNDER SECTION.4(1)(b)(xv) OF RIGHT TO INFORMATION ACT, 2005.

NIL

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS. UNDER SECTION.4(1)(b)(xvi) OF RIGHT TO INFORMATION ACT, 2005.

NIL

OTHER INFORMATIONS AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR. UNDER SECTION.4(1)(b)(xvii) OF RIGHT TO INFORMATION ACT, 2005.

NIL

