

RAMANATHAPURAM DISTRICT

EXTRACT OF RULE 4(1) (B) OF THE RIGHT TO INFORMATION ACT-2005

i) The particulars of its organization, functions and duties :-

Organisation :- The Ramanathapuram Police district was created on 11.03.1985 as per G.O.Ms.No.57. It has the jurisdiction of Ramanathapuram Revenue district. It has 6 police sub – divisions viz. Ramanathapuram, Paramakudi, Kamuthi, Rameswaram, Keelakarai and Thiruvadanai. The district is under the charge of the Superintendent of Police assisted by Additional Superintendent of Police, Crime and Prohibition and Deputy Superintendents in charge of 6 sub – divisions and the special units District Crime branch, District Crime Records Bureau and Prohibition. The 6 sub – divisions have been divided into 12 circles which are under the charge of inspectors of Police, helped in some cases by Sub – Inspectors. Circles are sub - divided into Police stations under the charge of Sub – Inspectors who are assisted by an appropriate number of police officers in the rank of Head Constable, Grade I Police constable and Grade II Police constable. Station House officers are thus usually Sub – inspectors, but in important police stations especially in Urban areas are headed by an Inspector

Names of the Police stations in Ramanathapuram District.

1.Ramanathapuram Sub – division :-

1. Ramnad Town P.S 2. Ramnad Bazaar P.S 3. Kenikkarai P.S 4. Devipattinam P.S. 5. AWPS, Ramnad

2. Paramakudi Sub – division :-

1. Paramakudi Town P.S 2. Emaneswaram P.S. 3. Paramakudi Taluk P.S, 4. Chathiragudi P.S, 5. Mudukulathur P.S, 6. Peraiyur P.S, 7. Parthibanur P.S, 8. Abiramam P.S, 9. Nainarkoil P.S 10. Keelathooval P.S, 11. AWPS, Paramakudi.

3. Kamuthi Sub – division :-

1. Kamuthi P.S 2. Mandalamanickam P.S 3. Perunali P.S 4. Kovilankulam P.S, 5. Kadaladi P.S 6. Elanchembur P.S, 7. AWPS, Kamuthi.

4. Rameswaram Sub – division :-

1. Rameswaram Town P.S 2. Rameswaram Temple P.S 3. Dhanuskodi P.S, 4. Thangachimadam P.S 5. Pamban P.S 6. Mandapam P.S 7. Uchipuli P.S 8. AWPS, Rameswaram.

5. Keelakarai Sub – division :-

1. Keelakarai P.S 2. Thiruppulani P.S 3. Erwadi P.S 4. Uthirakosamangai P.S 5. Sikkal P.S 6. Valinokkam P.S, 7. Sayalgudi P.S 8. AWPS, Keelakarai.

6. Thiruvadanai Sub – division :-

1. Thiruvadanai P.S 2. R.S. Mangalam P.S 3. Thiruppalaikudi P.S 4. Thondi P.S 5. S.P. Pattinam P.S, 6. AWPS, Thiruvadanai.

In the administrative side, the district Superintendent is assisted by P.As, Superintendents, Assistants, Junior Assistants, Record clerk and O.As. S.P is the pay drawing officer for the executive and the administrative (ministerial) staff members.

Function and duties of Police officers :-

Police department is a more efficient instrument of the Government to enforce the laws of the land and for the prevention and detection of crime.

Every police officer shall be considered to be always on duty and shall have the powers of a police officer in every part of the General Police District (Tamilnadu State). It shall be his / her duty to use his / her best endeavours and ability to prevent all crimes, offences and

Public nuisances; to preserve the peace ; to apprehend disorderly and suspicious characters ; to detect and bring offenders to justice ; to collect and communicate intelligence affecting the public peace ; and promptly to obey and execute all orders and warrants lawfully issued to him / her.

ii) The powers and duties of its officers and employees :-

1) Superintendent of Police :- The Superintendent is the head of the district police force. He is responsible for all matters relating to its internal economy and management, for the maintenance of its discipline and the punctual and regular performance of all its preventive and executive duties.

2. Sub – Divisional Police officers (Asst. Supdt of police or Dy. Supdt. of Police) :- The Sub – Divisional officer acts within his jurisdiction as the deputy of the District Superintendent of Police. He shall work entirely under the orders of the latter, whom he should keep informed of his action and of what takes place in the sub – division. He should consult him in all matters of difficulty and taken his advice when necessary.

2). His responsibilities are more executive than administrative. He should, by regular inspections and frequent visits, ensure the efficient performance of duties at stations and circle level, and in particular, organize prevention of crime in a systematic manner and ensure co-ordinated, sustained and purposeful investigation and detection. He should supervise the investigation of all grave offences or any case or series of cases of importance which present special difficulties. He should also keep in touch with development, particularly in the trouble some areas or among the trouble some classes within his jurisdiction by frequent visits to villages, particularly interior ones, during which he should also check the outdoor work of the station staff.

3 Inspector of Polic (Law and order) :- The principal duties of the law and order Inspectors are to supervise the police work of jurisdiction and branches, to maintain discipline among his subordinates, to see to the upkeep of arms, accoutrements and other Government property and buildings, and to keep their immediate superiors informed of the state of the Stations limits under his control from police point of view. The Supervision of the Law and Order Inspector will in no way relieve the Sub – Inspector of full responsibility for the police work in his station area.

Inspector of Police (Crime) :- Crime Inspectors are employed to hold responsible on a full time basis for prevention of crime, detection of crime and prosecution of criminal cases in Courts. They will also handles professional property crime in his station limits. They will also handle crime and intelligence work in special units at districts and state level.

4. Reserve Inspectors (AR) :- In large districts where there are three Reserve Inspectors, the senior most among them will generally be incharge of the Armed Reserve companies, the next senior incharge of stores and the third in charge of motor transport. Now in this district there are only two Reserve Inspectors, the senior among the two is incharge of the companies and the other incharge of both the Stores and Motor Transport. The Reserve Inspector incharge of companies shall submit a daily report in Form No.15.

5. Station House Officer : (SIs)

i) Sub – Inspectors are normally employed as Station House Officers. However, in large town stations, Inspectors are employed as Station House Officers.

ii) A Station House Officer, in charge of a police station is fully responsible for the police administration of his charge. It is his duty to assign to his sub-ordinates their duties and to see that they perform them correctly and to take measures for preservation of the peace and the prevention and detection of crime within the limits of his station.

iii) A station House Officer shall make his business to acquire full local knowledge and to become acquainted with the people of his station limits, especially the village headmen, and enlist their co-operation. He shall visit all the villages in his jurisdiction once in a quarter.

iv) A station House Officer shall see to the instruction and drill of his subordinates, hold inspection of their kits, catechise them upon the performance of their duty and examine their beat books and note books.

v) As far as possible, all investigations shall be conducted by an officer not lower in rank than a sub – Inspector.

6. Head Constables:

i) Head constables are employed on general duty in police stations under the station house officer, as station writers in important stations and in charge of outposts and guards, and also in reserves. They shall not be placed in station charge except under section officer nor shall they conduct independent investigation of cases unless deputed to investigate simple cases under section 157 of the Criminal Procedure Code in the absence of the station house officer.

ii) The primary duty of a Head Constable on general duty in a police station is to supervise the work on the Constables and see to their instruction. He shall perform any duties allotted to him by the station house officer, whom he will accompany on investigation when required. He will also be available for employment in charge of a guard or escort. He should visit all the villages in the station jurisdiction at least once in a quarter.

iii) In stations where no head constable is allowed for the treasury or sub – jail guard, the charge of the guard will, under the direction of the Station House Officer, be divided between the general duty and Station writer and Head Constables.

iv) The duty of the Head Constable or any other Police officer in charge of an out post is to supervise the work of his men, maintain the prescribed records and submit a daily report in Forms Nos. 75 and 76 to the Police Station.

v) The Station writer will perform the clerical work of the station under the direction of the Station House Officer.

vi) In the absence at the Station House Officer, the senior officer present shall assume charge of the station.

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

1. The S.P is the official head of the district police administration and he is the decision taking authority in respect of the district. The procedure to be followed in decision making is elaborately dealt with in the office manual of Tamilnadu police read with the Police Standing Orders subject to such orders as may from time to time be issued by State Government and the apex courts.

The functioning and performance of the Police Stations and offices are monitored through periodical visits, inspections and by conducting monthly and special meetings by the superior officers from the rank of Dy. Supdt. of Police. The station records and case diary files are scrutinized and instructions are given for the successful and speedy disposal of cases. Gross neglect and failures will be dealt with under the provision of TNPSS (Discipline and Appeal) Rules 1955.

iv). The norms set by it for the discharge of its function:-

In addition to the adherence of the provisions of PSOs and the Office Manual of the Tamilnadu Police and the rules made there under, the guidelines issued by the government from time to time, the investigating officers have been instructed to complete the investigation within 60 days from the date of registration in all non – session cases and within 90 days in all Session trial cases. In the administration (Ministerial) side all reference papers to be processed in 3 days time.

v) Rules and Regulation :

As stated above, the district Police administration is governed by the provisions of PSOs and the Office Manual of Tamilnadu Police and the rules and guidelines issued by the Government from time to time.

vi) Statement of categories of documents that are held by it or under its control ;-

a) List of documents maintained in the Police Stations and offices.

1. Crime Records.
2. Investigation Records.
3. General Administration Records.
4. Part – I.
5. Part – II.
6. Part – III (GCR)
7. Part – IV
8. Part – V
9. Alphabetical Loose Leaf Crime Classification Index.
10. Alphabetical Name war Index.
11. Local Ex – Convict Register.
12. Non – Local Ex - Convict Register.
13. Conviction Memorandum.
14. Crime Abstract.
15. Bad Character Roll – A.
16. Bad Character Roll – B.
17. General Diary.
18. FIR Book
19. FIR Index.
20. Prisoner Search Register.
21. Arrest Card.
22. Sentry Relief Book.
23. Form 95
24. Bail Bond.
25. Process Register.
26. Case Diary.

27. Search List.
28. Charge Sheet.
29. Final Report.
30. R.C.S.
31. Duty Roster
32. Village Roster.
33. Petty Case Register.
34. Superior Officer's Visiting Book.
35. Superior Officer's Inspection.
- 36.Arms Deposit Register.
37. Gun License check Register.
38. Govt. Property Register.
39. Cash Book.
40. Community Service Register.
41. Rowdy Register.
42. KD / Rowdy Check Register.
43. Off Duty Register.
44. ETR Register.
45. Note Book.
46. CL Register.
47. Tapal Register.
48. Medical History Sheet.
49. Defaulter Sheet.
50. Small Service Book.
51. General Information Register.

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 :-

The following committees have been formed with the members of the public – in the district.

1. Village Vigilance Committees in all mother villages to prevent crime.

2. Coastal Village Vigilance committees to prevent illegal landing of persons by boats from Srilanka and smuggling activities.
3. Road Safety Committees to improve the traffic regulation in main towns.
4. National Highways Accident Rescue and Relief Committees in the villages and towns on the NH 49 and 120.
5. Friends of Police in crime prevention, crowd control and traffic regulation

viii). A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its past or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings accessable for public :-

1. Police officials co-operative society.
2. The complaint committee to enquire the complaint on the issue of sexual harassment of working women comprising a chairman and 3 members of this department of functioning.
3. Police Benevolent fund committee.
4. Police Recreation Club.
5. Transfer Committee.

ix) A directory of its officers and employees :-

S.No.	Name of officers and Police Stations	Code No.	Phone No.
1.	SP, Ramnad	04567	231380
2.	ADSP, Crime	04567	230740
3.	ADSP, PEW	04567	230312

RAMNAD SUB – DIVISION :-

1.	DSP, Ramnad	04567	221356
2.	Ramnad Town P.S.,	04567	220354
3.	Bazaar P.S,	04567	220725
4.	Kenikkarai P.S,	04567	232739
5.	Devipattinam	04567	264231
6.	All women P.S,	04567	220089 1091

PARAMAKUDI SUB – DIVISION :-

1.	DSP, Paramakudi	04564	226948
2.	PMK, Town P.S.,	04564	226221
3.	PMK, Taluk P.S.,	04564	231969
4.	Chatrakudi P.S.,	04564	262229
5.	Nainarkoil P.S.,	04564	266222
6.	Parthibanoor P.S,	04564	264235
7.	Emaneswaram P.S.,	04564	225857
8.	Mudukulathur P.S.,	04576	222221
9.	Peraiyur P.S,	04576	257228
10.	Keelathooval P.S.	04576	256300
11.	Abiramam P.S.	04576	265229
12.	AWPS, Paramakudi	04564	226222

KAMUTHI SUB – DIVISION :-

1.	DSP, Kamuthi	04576	223231
2.	Kamuthi P.S.	04567	223221
3.	Kovilangulam PS.	04576	--
4.	Mandalamanickam P.S.,	04576	223213
5.	Perunali PS.	04576	268324
6.	Kadaladi P.S.,	04576	266524
7.	Elanjembur P.S,	04576	222209
8.	AWPS, Kamuthi	04576	223516
9.	R.I. KSF, Kamuthi	04576	223238

RAMESWARAM SUB – DIVISION :-

1.	DSP, Rameswaram	04573	221256
2.	RMM, Town, P.S.,	04573	221227
3.	RMM, Temple P.S.,	04573	220725
4.	RMM, Traffic	04573	221001
5.	Dhanuskodi P.S.,	04573	221005
6.	Thangachimadam	04573	251463
7.	Pampan P.S,	04573	231453
8.	Mandapam P.S.,	04573	241447
9.	Uchipuli P.S,	04573	259253
10.	AWPS, Rameswaram	04573	223151

KEELAKARAI SUB – DIVISION :-

1.	DSP, Keealakarai	04567	241566
2.	Keelakarai PS.	04567	241272
3.	Tiruppulani P.S.,	04567	254260
4.	T.U. Mangai P.S.,	04567	256222
5.	Erwadi Dharga PS.	04576	263290
6.	Sikkal P.S.,	04576	267228
7.	Valinokkam P.S.,	04567	262242
8.	Sayalkudi P.S.,	04576	244244
9.	AWPS, Keelakarai	04567	243223

THIRUVADANAI SUB – DIVISION :-

	DSP, Thiruvadanai	04561	254282
	Thiruvadanai PS.	04561	254223
	Thondi P.S,	04561	253393
	SP, Pattinam	04561	--
	R.S. Mangalam P.S.,	04561	251228
	Thiruppalaikudi P.S,	04561	252240
	AWPS, Thiruvadanai	04561	254100

SPECIAL UNITS :-

1.	SB, Inspector	04567	232111
2.	SB, Office	04567	232110
3.	PCR, Ramnad	04567	226396
4.	Armed Reserve, Ramnad	04567	230758

PEW WING :-

1.	DSP, PEW	04567	230312
2.	Ramnad PEW	04567	220690
3.	Paramakudi PEW	04564	230987
4.	Kamuthi PEW	04576	223575
5.	R.I, KSF, Kamuthi	04576	223238

District Police Office:-**- 04567 – 230794****- 04567 - 230770**

P.A. to Supdt. of Police	- 03
Superintendents	- 12
Assts.	- 22
Jr. Assts.	- 14
Typists	- 05
Record Clerk	- 01
O.A.	- 10
Inspr. of Police (Finger Print)	- 02
Short Hand Reporters	- 02

(x) Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations :-

The Superintendent of Police, Ramanathapuram District is receiving monthly salary as per the Central Govt. scale of pay (IPS officer scale of Pay). The other officers and employees of this district have receiving monthly salary as per the time scale of pay of Tamil Nadu Govt. for the following post under relevant head of account.

Sl.No.	Name of the post	Scale of pay
1.	Superintendent of Police	18280 + Grade Pay 6600
2.	Addl. Superintendent of Police	10000 – 325 – 15200
3.	Deputy Superintendent of Police	8000 – 275 – 13500
4.	Inspector of Police	6500 – 200 – 10500
5.	Sub-Inspector of Police	5300 – 150 – 8300
6.	Head Constable	4000 – 100 – 6000
7.	Gr.I.PC	3200 – 85 – 4900
8.	Gr.II.PC	3050 – 75 – 3950 – 80- 4590
9.	P.A. to Supdt. of Police	8000 – 275 – 13500
10.	Superintendent	5700 – 175 – 9200
11.	Assistant	4000 – 100 – 6000
12.	Jr. Asst	3200 – 85 – 4900
13.	Record Clerk	2650 – 65 – 3300 – 70 – 4000
14.	Office Asst.	2650 – 65 – 3300 – 70 – 4000
15.	Data Entry Operator	3050 – 75 – 3950 – 80 – 4590
16.	Sweeper	2550 – 55 – 2660 – 60 – 3200

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

Funds are allocated to this district under various heads of accounts which are functioning under the control of the Superintendent of Police and from this budget allocation the monthly salary and other remuneration will be drawn and paid to the employees :-

1. 2055. 00 Police 109 District Police. I non plan AA District Police.
2. 2055. 00 Police 109 District Police. I non plan AM Temple Protection Force.
3. 2235 Social Security 02 Welfare Social welfare 105 Prohibition. I non plan AB District Establishment Enforcement Wing.
4. 2235 Social Security and Welfare 02 Social welfare 104 Welfare of aged, infirm and destitute I Non Plan AH Boys Club in District.
5. 2055. 00 Police 101 Criminal investigation and Vigilance. I non plan AE Finger Print Bureau.
6. 2055 – 00 – Police – 109 – District Police AB Dog Squad
7. 2055 – 00 – Police – 109 - District Police I Non Plan AO Petrol, Oil and Lubricants Charges for the hired vehicles by the Director General of Police.
8. 2055 – 00 – Police 113 Welfare of Police Personnel I Non Plan AE Supply of Some Essential Commodities to certain Police Personnel at Subsidised Rates.
9. 2055 -00 – Police 109 District Police I Non Plan AN Highways Patrols Police Force and Highways Check Post Scheme
10. 2070 – 00 – Other Administrative services 107 Home Guards I Non Plan AB Home Guards in Districts.

11. 2055 – 00 – Police – 101 –Criminal Investigation and Vigilance I Non Plan AF Shorthand Bureau.
12. 2235 – Social Security and Welfare 60 Other Social Security and Welfare programmers 200 Other Programmers I Non Plan C1 Victims Assistance Fund.
13. 2059 – Public Works 01 Office Buildings 053 Maintenance and Repairs I Non Plan AP Buildings – Police Department – Administered by the Director General of Police.
14. 2055 -00 – Police 800 Other Expenditure I Non Plan AL Settlement of Bus / Train Warrants – Controlled by Director General of Police.

(xii) The manner of execution of subsidy Programmes, including the amounts allocated and the details of beneficiaries of such Programmes :-

In Ramanathapuram (Police) District, from the rank of Gr.II.PC to Inspectors of Police, the essentials commodities like Rice, Wheat, Sugar, Tool Dhal, Blackgram dhal and Palm Oil and Kerosene are provided at the 50% concession rate.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it :-

No concession or grant made in Ramanathapuram (Police) District to the Public. Mike Permission in static state are issued by Sub-Divisional Officers. Mike Permission in moving vehicles are granted by Superintendent of Police. Victims Assistant Funds are paid to the victims in the cases of Grievous Injuries (Rs.5000/-) Rape (Rs.5000/-) and Murder (Rs.10000/-) are provided on the recommendation of the Range Deputy Inspector General of Police and sanctioned by the District Collector.

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

Computers are provided to all Police Stations and Sub-Divisional Offices for feeding details of cases reported in the stations and progresses made there on. Data Entry Operators are posted for feeding the above details in the stations. In district level pay bills are prepared through the computers and sent to Treasury for encashment.

2) No separate electronic form is available at District Police level. Police Website is available at State level only.

(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:-

No Library or reading room is maintained for public use.

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

S. No.	Department	Public Information Officer	Asst. Public Information Officers	Appellate authority
1.	Police Department, Ramnad District.	Addl. Supdt. of Police, Crime, Ramnad.	1 DSP, Ramnad Sub – Division. 2. DSP, Paramakudi Sub – Division. 3. DSP, Kamuthi Sub – Division. 4. DSP, Rameswaram Sub – Division. 5. DSP, Keelakarai Sub – Division. 6. DSP, Thiruvadanai, Sub – Division. 7. DSP, DCRB, Ramnad District.	Superintendent of Police, Ramanathapuram District.

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

Salary of the Officers, Budget Allotment, Name of Officers on transfer, Additional Sanction of Strength, etc., are to be updated then and there.