

THENI DISTRICT  
RIGHT TO INFORMATION ACT -2005  
PRO-ACTION DISCLOSURES UNDER SECTION 4(1) (B) OF THE RIGHT  
TO INFORMATION ACT - 2005.

(1) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES.

This organization is fully related with Police Administration, Superintendent of Police of Police is the head of District Police Administration. This District consists of 5 Sub-Divisions, 13 Circles and 4 Inspector manned Police Station, and 30 Police Station, Sub-Inspector of Police as SHOs. Each Sub-Divisions is maintained by one Deputy Superintendent of Police and the circle is maintained by one Inspector of Police, It is the main duty of Police to control and to detect Crimes and also to maintain Law and Order situations in their jurisdiction. District Superintendent of Police is to supervise, monitor, and review the performance of all stations.

(2) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

Separate PEW units are functioning in Theni and Uthamapalayam to eradicate illicit distillation of arrack, sales. Under the supervision of one Additional Superintendent of Police, and one Deputy Superintendent of Police in the District Jurisdiction.

i. AWPS, are functioning in four Sub-Divisions, to take immediate legal action on the complaints of affected women in Dowry Harassments and to settle the family disputes by counseling. District Superintendent of Police and SDOs are to supervise and to monitor the performance of AWPS.

ii. The Station House Officer, will be incharge of stations for Inspector of Police, manned stations, Inspector of Police will be in charge of that station for circles, Sub-Inspector of Police will be SHO of that station. The Station and circles, in a Sub-Division will be under the supervision of one Sub-divisional Officer, in the Rank of Deputy superintendent of Police is District Administrative authority of that District.

(3) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS  
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

A monthly crime meeting will be conducted by the District Superintendent of Police to review the crime work of this District. For the crime meeting, all Additional review the crime work of this District. For the crime meeting, all Additional Superintendent of Police, Deputy Superintendent of Police and Inspector of Police, will attend and suitable instructions will be issued to the Deputy superintendent of Police, and inspectors of Police, by the District Superintendent of Police for speedy disposal of the cases. For critical matter, a decision will be made on detailed discussion with the Sub-divisional Officers. For accountability the details of criminal cases reported and disposal a separate crime record bureau is functioning in this district, to maintain crime datas.

#### 4) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

(I) The District Police Administration, is maintained by the District Police office, and Superintendent of police will be the head of that office. Each and every function of Sub-divisions, circles and stations will be closely watched by the district superintendent of Police, by making frequent visits, and inspections to the SDOs, circles and stations and apart from that Deputy superintendent of Police incharge of SDOs, will make, frequent visits to the stations to control crime and for speedy detection and disposal of the cases.

(II) there is jurisdiction limit for every stations circles and Sub-Divisions and duties are performed by the officers concerned in their limit. The functions, of stations and circles are supervised by the Sub-Divisional officers, and District Superintendent of police periodically.

(5) THE RULES, REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS HELDBY OTPR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING IITS FUNCTIONS:

According to Indian penal code (IPC) and criminal proceedings code, cases will be registered against the accused and charge sheet will be laid before court. For Police Administration, the Police Standing order 1 to IV is scrupulously followed, and action will be taken against the erring officials, under Tamilnadu Police Subordinate Service rules.

(6) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

The following important documents are maintained in th station:

1. FIR
2. Medical memo
3. CD File
4. Armed card
5. Removed report
6. Form 95 (To handover properties)
7. Duty Roaster
8. Cash Book
9. ETR
10. PSR (Search Register)
11. CSR (Count Search Register)
12. FIR Index
13. Part I to IV (crime records)
14. Histroy sheet for Rowdy, KD. And H.O.

7) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:

For any grievances, of compliances the public will approach station to registering that complains for taking action. Further, they can represent to inspector of police, circle and deputy superintendent of police of the Sub-Division for further representation if they are not satisfied. Every Monday of week is fixed for receive grievance petition from public by Superintendent of Police to solve their problem.

8) THE RULES,REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS, HELD BY IT OR UNDER ITS.

In this department, no such boards councils, and other bodies, are open to the public or the minutes of such meetings are accessible for public at the District level, monthly Co-ordination meetings are being held by the respective collectors along with superintendent of police, and Additional Superintendent of Police, and Deputy superintendent of Police.

9) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

In Police department, a directory is available for IPS officers serving in Tamilnadu state and no directory is available for the subordinate officers and employees those who are serving in district level.

(10) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

The Officers, those who are serving in this department have received monthly salary as in per time scales of the posts, furnished below:

1.	Superintendent of Police, Non IPS	:	12,000-375-16500
2.	Additional Superintendent of Police	:	10,000-325-15200
3.	Dy. Supdt. of Police,(Selection Grade) PA to Supdt. of Police(Slection Grade)	:	9,100-275-14050
4.	Dy. Supdt. of Police, PA., Inspr. Of Police (Slection Grade)	:	8,000-275-13,500
5.	Inspr. Of Police and Sub-Inspr. Of Police, office Superintendent (Selection Grade)	:	6,500-200-10500
6.	Seniro Reporter	:	5,000-200-9,900

7.	Office Superintendent of Police, STI Inspr. Of Police	:	5,500-175-9,000
8.	Sub-Inspector of Police, Junior Reporter	:	5,300-150- 8,300
9.	Photograhpher, Assistant, (G) Head Contable (SG)	:	5,00-150-8,000
10.	Head Constable, Assistant, Junior Assistant (SG) GR II PC (Special Grade)	:	4,000-100-6,000
11.	Junior Assistant, Typist	:	3,200-85-4,900
12.	Gr. I PC, Gr. II PC (SG)	:	3,200-85-4,900
13.	Gr. II PC	:	3,200-75-3,950-80-4,590

11.THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE:

According to the budget allocation in the B.E. for the year 2008-2009 the monthly salary and other Remuneration will be drawn under the main Head of Account noted below:

'2055-00- Police -109- District Police,  
I Non Plan – AA – District Police”.

12.THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

In Police Department above 1171 Police personnel up to the Rank of Inspector of Police are under beneficiaries in the Food Subsidy Scheme.

13.PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:

In Police Department, Police verifications are made for issuing foreign passports, and no objection certificate for issuing permits to petroleum sellers, and for issuing gun licenses and forward the same to concerned authorities.

14. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:

Computer is available for feeding details of cases reported in stations. DEOs are posted for feeding the above case details in the stations.

15. 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, in Police Department, so far in this District.

16. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

Public Information Officer: ADSP/ Crime

Designation: Additional Superintendent of Police, PEW (i/c) Crime, Theni.

17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERE AFTER UPDATE THESE PUBLICATIONS EVERY YEAR:

The District Police is prepared to direction, any such other information as may be prescribed; and will update these publications every year here after.