

MADURAI 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, FURNISHED AND DUTIES**

This Organisation is fully related with District Police Administration. Superintendent of Police is the head of District Police Administration. This District consists of 7 Sub-Divisions, 10 Circles, 42 Police Stations, 1 Out post, 3 Traffic Wing, 5 All Women Police Stations, 3 Prohibition Enforcement Wing, Crime Record Bureau, Special Branch, PCR and Control Room. Out of 42 Police Stations, 15 Inspr. manned Police Stations are functioning in this District. Each Sub-Division is maintained by one Deputy Superintendent of Police and the circle is maintained by one Inspector of Police. It is the primary duty of Police to control and detect Crimes and above to maintain Law and order situation in their jurisdiction. District Superintendent of Police who is the Head of the District is to Supervise the Law and Order, review the all registered cases and performance of all stations. District Superintendent of Police, is responsible for all Law & order maintenance, crime control and smooth administration of the District. Additional Superintendent of Police, Crime and Additional Superintendent of Police, PEW are bounden accountability to assist the Superintendent of Police, in all his performance.

2) **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

Separate PEW units are functioning in Usilampatti, Melur and Thirumangalam to eradicate illicit distillation of arrack, sales, transportation, possession, and prevent smuggling liquor from other states and sales. under the supervision of one Additional Superintendent of Police, and one Deputy Superintendent of Police in the District Jurisdiction.

(I) 5 AWPS are functioning in this District to take immediate legal action on the complaints of affected women in Dowry Harassment of and settle the family disputes by counseling. District Superintendent of Police and SDO's are to supervise and monitor the performance of AWPS.

(II) The Station House Officer, will be in charge of station. 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. Superintendent of Police is District Administrative authority each 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 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 of details of criminal cases reported and disposal a separate crime record bureau is functioning in this district, to maintain crime data.

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

(i) The District Police Administration, is maintained by the Superintendent of Police. He is the head of the District Police 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 in charge 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 officer, and District Superintendent of Police, periodically.

5) **THE RULES, REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

According to Indian penal code (IPC) and criminal proceedings code, cases will be registered against the accused and charge sheet will be filed before court. For Police Administration, the Police Standing Order 1 to IV will be 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 the stations:

- 1) FIR
- 2) Medical memo
- 3) CD File
- 4) Arrest 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) History sheet for Rowdy, KD. and H.O.

7) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF**

THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF:

For any grievance, compliant the public will approach the stations to registering complaint 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 in the police stations. Every Monday of week days they have to submit the grievance petition to District superintendent of police, for their redressal of grievance.

8) **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:**

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 alongwith 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, through who and constaller 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	:	12000 – 375 – 16,500
2.	Additional Superintendent of Police,	:	10,000 – 325- 15,200
3.	Dy. Supdt. of Police, (Selection Grade), PA (Selection Grade)	:	9,100- 275 – 14,050
4.	Dy. Supdt. of Police, PA, Inspr. of Police (Selection Grade)	:	8,000 – 275 – 13,500
5.	Inspr. of Police and Sub-Inspector of Police, Office Superintendent (Selection Grade)	:	6,500 – 200 – 10,500
6.	Senior Reporter.	:	5000- 200 – 9,900
7.	Office Superintendent, Statistical, Inspr.	:	5,500 – 175 – 9000
8.	Sub-Inspector of Police, Junior Reporter.	:	5,300 – 150 – 8,300
9.	Photographer, Assistant, (SG) Head Constable (Selection Grade)	:	5,000 – 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.	GRI Pc, GR II PC (Selection Grade)	:	3,200 – 85 – 4,900
13.	GR II PC	:	3,050 – 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 DISBURSEMENT 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 following main Head of Account.

“ 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 1912 Police personnel up to the Rank of Head Constable under beneficiaries are in the above scheme.

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

In Police department, Police verification were made for issuing foreign passports, extension of visa of foreign Nationals , No objection certificate for issuing permits to petroleum sellers, and for issuing gun Licensees, Crackers shop and forward the same to concerned authorities.

14) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTONIC FORM:**

Computers are provided to all Police stations for entering details of all cases reported in police 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.

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

1 Designation: Additional Superintendent of Police, Crime and Public Information Officer 1

1) Designation: Deputy Superintendent of Police, Crime Record Bureau. and Asst. Public Information Officer II.

17) **SUCH OTHER INFORMATION AS MAY BE PRESCIBED AND THEREAFTER UPDATE THIS PUBLICATIONS EVERY YEAR:**

For Right to information Act – 2008 the District Superintendent of Police, Madurai District is the appellate authority for giving information on appeal. All the above details will be updated every year, as per directions issued.