

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

ERODE DISTRICT

INTRODUCTION:

1.1. In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act,2005" which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Erode District Police has brought this manual for information and guidance of the stakeholders and the general public.

1.2. The purpose of this manual is to inform the general public about the organizational set-up, functions and duties of Erode District Police officers and employees, and documents available with the office.

1.3. This manual is aimed at the public in general and users of the service and provides information about the schemes, projects and programmes being implemented by Erode District Police Office and the organizations under its administrative control.

1.4 The Director General of Police, Tamil Nadu, Chennai -5 has designated the following officers as its Public information officer (PIO) for all matter concerning Police Department of Erode District.

RIGHT TO INFORMATION ACT – APPELLATE AUTHORITY,
PIO & APIO

1	Appellale Authority	Superintendent of Police, Erode District, Erode
2	Public Information officers	Addl. Superintendent of Police, (Crime) Erode District, Erode
3	Asst. Public Information officers	DSP, DCRB, Erode District.

1. 5. A person requiring any information under the Act may contact the Public information officers mentioned in Para 1.4 above.

1.6. The procedure for obtaining information under sub –section (1) of section 6 of the RTI Act shall be made in writing or through electronic means in person or by post to the Public information officer mentioned in Paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- by affixing court fee stamp worth Rs.10/- or by demand draft or

banker's cheque or by remitting the fee in the following head of account through Treasury /Pay and accounts office/ State Bank of India /Reserve Bank of India and enclose the chalan to the PIO as an evidence for having remitted the fee.

"0075-00 Miscellaneous General Services - 800- Other receipts - BK Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005 (DPC 0075 00 800 BK 0006)

1.7 For providing information under sub-section (1) of section of the Right to Information Act, the request shall be made as at 1.6 above and the fee as below should be paid as per the mode at 1.6 above.

- i) Rupees two for each page (In A-4 or A-3 Size paper) created or copied
- ii) Actual charge or cost price of a copy in larger paper Size.
- iii) Actual cost or price for samples or models; and
- iv) For inspection or records, no fee for the first hour, and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.

1.8 For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at 1.6 above and the fee as below should be paid as per the mode 1.6 above

- i) For information provided in diskette or floppy, Rs.50/- per diskette or floppy; and
- ii) For information provided in printed form, at the price fixed for such publication.

1.9. Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.6, 1.7 & 1.8 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

1.10. The Director General of Police, Tamil Nadu, Chennai-4 has designated Superintendent of Police, Erode District as appellate authority under section 19(1) of the Act, The contact address of the Appellate Authority is given below:-

Superintendent of Police,
Erode District,
Erode- 638001.

Telephone No. : (Office) - 0424 -2261100
(Residence) - 0424 - 2261200
(Camp) - 0424 - 2261200
(Cell) - -
(E - Mail) - -

ORGANISATION! FUNCTIONS AND DUTIES

The following Departments / wings / Units are functioning under the Administrative / Operation control of the Superintendent of Police, Erode District.

S.NO.	ORGANISATION	FUNCTIONS & DUTIES
1	DISTRICT POLICE OFFICE	This office is responsible for administration of Police, Establishment and service matters of Police Personnel implementation of law & order, prevention & detection of crime, redressal of public grievance petitions etc., in Erode District.
2	DISTRICT SPECIAL BRANCH	This office is responsible for collection advance intelligence and conduction discreet enquiries.
3	POLICE CON.TROL ROOM	This office is responsible for effective disciplined open communication throughout the district.
4	Office of ADSP (Crime)	Main responsibility of this office is to assist the Superintendent of Police in Police administration, implementation of law -order, prevention & detection of crime Erode District.
5	DIST CRIME RECORDS BUREAU	Main responsibility of this office is to maintain crime statistics, Issuance Advisory Memos, Monitoring Jail Release, Maintenance of History sheets for DCs HOs, Passport Verification and Foreigner Registration.
6	POLICE RADIO BRANCH	Maintenance and Service of Wireless set through out the district and ensuring uninterrupted communication is the main function of this unit.
7	ARMEDRESERVE	A body of armed men called the District Armed Reserve is kept in the district headquarters and this force must be available to deal promptly with ordinary tumults and local disturbances. Other functions of this unit is to provide Prisoners escort, VVIP escort, Guard duty and assisting the local police in bandobust duties, etc.
8	A.R. MOTOR TRANSPORT	Maintenance of Police vehicles in the district settlement of fuel bills, etc are the duties of this unit.
9	ARMOURY	Distribution and maintenance of Arms and Ammunitions in the district is the main function of this unit.

10	DOG SQUAD	To assist the Investigation officers in detection of Grave crimes is the main function of this unit.
11	MOBILEFORENSIC SCIENCE LAB	To assist the Investigation officers in detection of Grave crimes is the main function of this unit.
12	POLICE PHOTO SECTION	To assist the Investigation officers in detection of Grave crimes is the main function of this unit.
13	FINGERPRINT BUREAU	To assist the Investigation officers in detection of Grave crimes is the main function of this unit.
14	SHORT HAND BUREAU	The main function of this unit is to record the speeches of political, communal and caste organization leaders.
15	PROHIBITIONENF. WING	The main function of this unit is to curtail distillation and selling of LD. Arrack in district.
16	DISTRICT CRIME BRANCH	Main function of this unit is to register and investigate white collar crime.
17	S.J. &HUMAN RIGHTS UNIT	Main function of this unit is to maintain social justice and Human Rights in the district.
18	HOME GUARD	Main function of this unit is to assist the local police in bandobust duties, pickets, Night beats, election duties, etc.
19	TRAFFIC WARDEN	Main function of this unit is to assist the traffic police in regulating traffic.
20	FRIENDSOF POLICE	Main function of this unit is to assist the local police in bandobust duties, pickets, Night beats, election duties, etc.
21	VILLAGE VIGILANCE COMMITTEE	Main function of this unit is to provide information to the local police regarding crimes and movements of criminals in their villages
22	SUB-DIVISION OFFICES	Preparation of Grave Crime Reports in the Sub-division, supervising the SHOs Maintenance of C.D. Check Register, Personal Investigation of PCR and Dowry death within 7 years cases, Enquiry on Public grievance Petitions endorsed by the Supdt. of police, are the main functions of these offices.

23	POLICE STATIONS	Implementation of law & order, prevention. detection of crime and redressal of public grievances in their respective jurisdiction are the main functions of Police Stations.
24	ALL WOMEN POLICE STATIONS	Investigation in women and child related cases is the main function of these units.
25	TRAFFIC POLICE STATIONS	Maintaining free flow of traffic and implementing traffic rules and penalizing the persons violating traffic rules are the main functions of these units.
26	HIGHWAY PATROLS	Monitoring and attending the accidents and crime occurrences on Highways are the main functions of these units.

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

The Superintendent of Police, who is an I.P.S. Officer, heads Police Department in Erode District. He is assisted both by Executive staff and Ministerial staff. The Executive staff consists of two Addl. Superintendent of Police, one Dy. Supdt. of Police (DCRB), Sub-Divisional officers and Sub-ordinate Police officers in the ranks of Inspectors, Sub-Inspectors, Head Constables and Constables. The Ministerial staff consists Personal Assistant to SP, Section Superintendents, Assistants, Junior Assistants, Stenos, Typists, Record Clerks, Office Assistants. The powers and duties of the officers in Police Department of Erode District are indicated as follows.

Executives: -

i) Superintendent of Police

The Superintendent of Police exercises control over the sections placed in his charge both in regard to dispatch of business and in regard to discipline.

ii) Addl. Supdt. of Police (Crime)

The Addl. Superintendent of Police (Crime) exercises control over the sections placed in his charge both in regard to maintenance of Law & order, Prevention & detection of crime and in regard to discipline.

iii) Addl. Supdt. of Police (P.E.W)

The Addl. Superintendent of Police (P.E.W) exercises control over the sections placed in his charge and curtails illicit distillation, transport and selling of I.D. Arrack & toddy in the District.

iv) Dy. Supdt. of Police, DCRB

Deputy Superintendent of Police, D.C.R.B. exercises control over the sections placed in his charge and maintains crime statistics, issues advisory memos in crime cases, monitors jail release, maintains History Sheets for DCs & Hos, monitors Foreigners Registration and

Passport verification, furnishes particulars to Assembly questions, organizes monthly crime Review meeting, processes cases of missing persons and unidentified bodies etc.

(v) Sub-Divisional Officers

In Erode District 1) Erode Town 2) Erode Rural (Perundurai) 3) Bhavani ,) Gobi and 5) Sathyamangalam Police Sub –Division Viz each headed by one Deputy Superintendent of Police are existing after Bifurcation of Tiruppur District. The Sub-Divisional officers are supervisory officers monitoring the Station House Officers of their sub- division. They are empowered to conduct personal investigation of cases reporting uls 174 Cr.P.C., SC/ST Act " cases and Dowry death (within 7 years) cases. Case Diaries of all cases registered in the Police Stations under their control are collected, perused and filed in Sub-Divisional offices. Further the Sub-Divisional Officers prepare Grave Crime Reports and sent to the higher ups and maintain GCR Register and GCR Files.

(vi) Inspector of Police

In Erode District Inspector of Police mans most of the 'Police stations. The Inspectors are otherwise called as Station House Officer. Inspectors are empowered to deal with all kinds of cases reporting in their jurisdiction. The principal duty of the Inspector are to supervise the Police work of his station and its branches, to maintain discipline among his subordinates, to see to the upkeep of arms, accoutrements and other Government property and buildings, and to keep his immediate superior informed of the state of station from a Police point of view. The Inspectors supervision will in no way relieve the Sub-Inspectors of full responsibility for the Police work in his station area. The details of Police Stations functioning under each Sub-Division is as follows:

S.NO	SUB –DIVISION	POLICE STATION
1.	ERODE TOWN	ERODE TOWN
2.		TOWN CRIME
3.		ERODE SOUTH
4.		ERODE NORTH
5.		K.G.PALAYAM
6.		ERODE TALUK
7.		MODAKURICHI
8.	PERUNDURAI	PERUNDURAI
9.		UTHUKULI
10.		KANJIKOVIL
11.		KODUMUDI
12.		SIVAGIRI
13.		ARACHALUR
14.		VELLODE
15.		MALAYAM PALAYAM
16.	BHAVANI	BHAVANI
17.		APPAKUDAL
18.		AMMAPET
19.		ANTHIYUR
20.		VELLITIRUPPUR
21.		BARGUR
22.		CHITHODE

23.	GOBI	GOBI	
24.		SIRUVALUR	
25.		KUNNATHUR	
26.		KAVUNDAPADY	
27.		THINGALUR	
28.		NAMBIYUR	
29.		VARAPALAYAM	
30.		KADATHUR	
31.		SATHY	SATHY
32.			BANGALAPUDUR
33.	KADAMBUR		
34.	THALAVADY		
35.	HASSANUR		
36.	PULIAMPATTY		
37.	BHAVANISAGAR		

(vii) Sub- Inspector of Police

It is the duty of the Sub-Inspector to assign to his subordinates their duties and to see that they perform them correctly and to take measures for the preservation of the peace and the prevention and detection of crime within the limits of his station. He shall make it his business to acquire full local knowledge and to become acquainted with the people of his Station limits - especially the village headmen and ensure their co-operation. In certain stations, where, more than one Sub-Inspector is attached to or employed at a- Police Station, the junior Sub-Inspectors shall work under the orders of the senior most Sub-Inspector inquiring into crime and instructing and supervising the work of Head-Constables and Constables, etc.,

viii) Head Constables

Head Constables are employed in general duty in Police Stations under the Station House officer as Station Writers in important stations, and in charge of out posts and guards, and also in Reserves. They shall not be placed in station charge except under section 4 (p) of the Criminal Procedure Code in the absence of the Sub-Inspector 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 Sub-Inspector

(ix) Constables(Including GrI Constable)

Constables are employed on miscellaneous duties like VIP Escorts, Treasure Escorts, Prisoners Escort, Guard duties, Station Sentry duties, Execution of Warrants, Serving of Summons, Beats and Patrols, bandobust duties etc

Ministerial Staff (Powers and Duties)

i) P.A. (Admn.) to the Supdt. of Police

Over all supervision of Administrative sections placed under his charge.

ii) P.A. (Accounts) to the Supdt. of Police

Overall supervision of Accounts sections placed under his charge.

iii) Section Superintendents

Overall supervision of the section placed under his charge.

iv) Assistants

Duties of assistants are to carryout the duties allocated to his seat by the section Superintendent.

v) Junior Assistants

Duties of Junior assistants are to carryout the duties allocated to his seat by the section Superintendent. Stenos/ Typists / Record Clerks Duties of Stenos/ Typists/ Record Clerks are to carryout the duties allocated to them by the concerned section superintendent.

(vii) Office Assistants

Duties of Office Assistants are to carryout the duties allocated to them by the concerned section superintendent.

While considering the ministerial staff of this department in Erode District they are serving in various sections in the District Police Office. The District Police office in Erode District consists of 11 sections. The functioning of these sections is tabulated below:-

S.No.	Name of the section	Allocation of Subject
1	A Section	Transfer and postings of officers and men. Maintaining Seniority list up to rank of SIs.
2	B Section	Preparation of pay Bills, Arrear Claims and its auditing
3	C Section	Maintenance of various cash books, Budget Treasury bills etc.,
4	E Section	Annual Indent for all kinds of articles, auditing of CARS, issue of Railway and Bus warrants etc.,
5	F Section	Motor transport , AGs Audit objection etc.,
6	G Section	Petitions, NOCS to motor vehicles, Grievance petition and CM Cell petitions, Victim assistance fund.
7	J Section	Punishment Rolls u/r 3(a),3 (b) ,17 (a),17(b), V&AC, PSO 145 disciplinary proceedings.
8	K Section	Act & Rules Judgment and appeal, NBW & summons, BL, NDPS Act etc.,
9	M Section	GPF/GPF fund payment, Loans & advances.
10	N Section	TA, TTA, MISC TA bills etc.,
11	P Section	Preparation of DCRG, FEF, TLS bills, annual verification etc.,

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS:

District Police Office, Erode District, as part of Police Department of Tamilnadu Government, follows the procedure laid down in Criminal Procedure Code and Police Standing Order. Apart from this Tamil Nadu Police Sub-ordinate Service Rules, Tamil Nadu Government Servants Conduct Rules, 1973 are also followed wherever applicable.

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above.

The process of examination in executive side is initiated by the Sub-Inspector of Police and passes through the Inspector of Police, Dy. Supdt. of Police, Addl. Supdt. of Police and to the Supdt. of Police.

The Process of examination in Ministerial side is initiated by concerned seat assistant and passes through the Section Superintendent, P.A. to the Supdt. of Police and to the Superintendent of Police.

If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

NORMS SET FOR THE DISCHARGE OF FUNCTIONS PREMISES: -

- ❖ In Erode district, sign boards were kept at all main roads, feeder roads to show the direction of the Police Station.
- ❖ Complaint boxes were already put up in all Police Stations in prominent places. These complaint boxes will be opened daily and complaints will be looked into for necessary action.
- ❖ Premises of the Police Station will be kept neat and clean by forming small gardens. As an initiator support from NGOs will be obtained for creating the initial infrastructure.
- ❖ In all Police Stations in Erode district, a reception officer in the rank of Head Constable is nominated to receive the public. The Reception Officer HC has been briefed as to how to receive and treat the public in a warm manner. Briefing has been given to all SHOs to nominate the Reception Officer HC who can understand the plight and distress of public coming to the Police Station.
- ❖ From July' 2006 onwards in Erode district, plastic chairs have been purchased for all the public and they are being asked to sit first. Safe drinking water is provided for the public in the Reception room itself in all police stations.

INTERACTION WITH PUBLIC

- ❖ As per the instructions given to all Police Stations in West Zone, the complaints from any jurisdiction are being entertained. No dispute over jurisdiction is happening as of now. Prompt registration of complaints and upon investigation if there is need the cases are being transferred as per rules of practice. Decoy teams are being sent from district headquarters to see whether the SHOs are tossing the complainants here and there regarding the dispute over jurisdiction. The concerned officers will be dealt with if they are found wanting.
- ❖ It has been already instructed to all SHOs. All the necessary stationary items should be got from the district stores on regular basis and nothing should be purchased from private shops.
- ❖ Instructions are being given to answer the telephone queries in a very polite manner and not to show their own teatime of work and displeasure to the callers.
- ❖ All the oral/written complaints are being properly received and FIR registered within 30 minutes and a copy given to the complainant. In case of investigation to be done by the Inspector in cases like attempt to murder, grave property offences, the SIs and HCs hence forth need not get the permission from Inspector to register these cases. The decoy team at SDOs level will be monitoring this closely.
- ❖ On actionable complaints investigation will be taken up immediately and on petitions action will be speeded up without any loss of time. Good HCs are being selected in each police station to deal with the petitions and there will be even distribution of petition redressal among the SIs, HCs for speedy redressal.
- ❖ In all man made and natural distress situations, the available officers and men are instructed to quickly respond.
- ❖ Scientific methods of investigation like portrait building, available material clue collection would be given more importance in investigation of crime cases. Unlawful detention of accused persons and use of third degree methods will be avoided. Regular classes on monthly basis to all the SHOs on how to improve the ability of scientific methods of investigation will be imparted to them during the monthly crime meeting with assistance of Scientific Officer of RFSL and the Police Surgeon of the department of Forensic Medicine.
- ❖ In cases where two or more groups are in a conflicting position all SHOs have been instructed to adopt the conflict resolving mechanism by 'means of soft spoken, well mannered approach. Classes on Yoga and meditation will be taken at sub-divisional level to be imparted to the officers and men on regular basis to impart a positive outlook in such conflict situations.
- ❖ In Erode district, the AWPS Inspectors, SIs, WHCs are being separately addressed on the lines of how to enquire into cases of Dowry Harassment, exploitation of women in society. All women officers and PCs will be called for separate meeting on monthly basis and their out put will be reviewed thoroughly.

- ❖ Instructions have been given in Erode district to make all the Policemen realize that they hail from a moderate back ground and therefore they should not avoid meeting the public. They should move freely with public and be more transparent in dealing with the public in all situations. Workshops enlightening this will be taken up at Sub-Divisional level with the project image team.
- ❖ Regular liaison with the judicial officers, Public Prosecutors by arranging for coordination meeting at Sub-Divisional level on bimonthly basis will be implemented for speedy disposal of cases. Once in 6 months a joint coordination meeting with judicial officers, Public Prosecutors is conducted in which all DSPs, Inspr, SIs and court constable attend.

COMMUNITY ACTIVITIES:

- ❖ In Erode district, awareness campaigns are being taken regularly with public participation. Traffic awareness campaigns have been held at Sub-Divisional levels in which large number of public, NGOs and Voluntary Organizations, Colleges and School children have participated. The road safety campaign are conducted by organizing Rallies, Poster campaigns, erecting hoardings at prominent road junctions, distribution of awareness pamphlets.
- ❖ In Erode District it has been planned to organize an Interaction meeting with citizens forum available in all Sub-Divisional headquarters and to reward and compliment the individuals who have done appreciable for the society.
- ❖ In Erode district Public-Police sports are being conducted regularly. Recently a Volley Ball tournament has been conducted at Erode. More such sports meet will be conducted at all sub-divisional level.
- ❖ It will be studied as to how to improve the livelihood of the slum dwelling people in liaison with the NGOs, Voluntary Organizations and with Govt. departments In Erode district, special camps on women related issues like dowry, domestic violence etc. will be organized on monthly basis at one sub-division per month highlighting the women issues along with the women voluntary organizations and women social activists
- ❖ In Erode district 893 Village Vigilance Committees are already functioning. Regular VVCMs meeting are being conducted at each Police Station level on monthly basis. FOP volunteers are being utilized.
- ❖ Police Assistance Booths are being established in all major fairs and festivals. Separate phone connection, Radio sets and watch towers are arranged them.

REDRESSAL OF PUBLIC GRIEVANCES:

- ❖ Specific SIs, SSIs & HCs are nominated in each Police Station in Erode district to receive and enquire petition. In heavier station even allocation of petition among officers and men are also being made.
- ❖ In all Police Stations in Erode district no petitioners are allowed to stand inside or outside the PS. Sufficient number of chairs are provided to the public. Petitioners are not made to wait for a long time at Police Station.
- ❖ Every Monday is earmarked as Grievance Day and all SHOs will receive petitions from the public from 10 AM to 2 PM on all Monday in the week.
- ❖ Minor issues like petty quarrel, tenant problem will be sorted out on the same day itself.
- ❖ Normally 3 days will be the time limit for disposing petitions and one day for disposing petitions on simple issues. It will be in practice in Erode district hereafter.
- ❖ Disposal on proper lines in a manner to satisfy the petitioner will be given. SHOs will be instructed not to refer the petitioner unnecessarily to other agencies or taking a biased stand on petition.
- ❖ Replies mostly by oral or in written form will be given. A separate reply format to all petitioners is being worked out.
- ❖ In all such written complaints, alternate suggestions for help will be mentioned in the reply format itself.
- ❖ The petitioners will be advised how to seek remedy through free legal aid. The contact numbers of the persons to be approached will be given to them and a display board on free legal aid will be erected in each PS.
- ❖ In Erode district, which has a good coverage of forest areas in places like and Sathy, Anthiyur areas the Liaison meeting on bimonthly basis with the officers and staff of Forest Dept. will be organized. Liaison with Social Welfare Department at Taluk level will also be organized to make the police men understand the societal needs of the public

CASES OF PROPERTY OFFENCES:

- ❖ In all property offences cases will be registered.
- ❖ The Scene of Crime will be visited immediately by the officers concerned. The reaction time to sensational cases like Snatching, Robbery, Dacoity will be very quick in Erode District.

- ❖ The service of finger Print staff. Science team, Dog Squad will be utilized without any loss of time. Since they have been provided with road worthy vehicles. Communication sets.
- ❖ The Dog Squad and Scientific vehicles are fitted with VHF sets for utilizing them in any time of need.
- ❖ In all sacs, Video-cameras available at all Police Stations utilized apart from taking photos.
- ❖ In Erode district one Tempo Traveler vehicle has been earmarked exclusively for the Investigation Team in all major cases.
- ❖ The Superintendent of Police have been visiting all the sacs and in all such cases, the victims are being addressed by him and spends at least one hour at the SOCs where ever he visits.
- ❖ Wherever a major crime has taken place, The Superintendent of Police will conduct meetings with his sub-ordinates with all the MO criminal lists, Suspect lists and available physical clues Proceedings of such meeting will be drawn for better investigation.
- ❖ Steps will be taken to verify the available foreign prints with SCRB within 3 days
- ❖ Portrait building techniques are being used at DCRB in all cases where the unknown culprits are noticed by the victim & witnesses In snatching, robbery and dacoity cases invariably the techniques: will be used.
- ❖ The victims in property offences will be called for and they will be . briefed about the progress in investigation for the first fortnight.
- ❖ In all sensitive grave property offences, DSP/DCRB will be the liaison officer who will keep the victims informed about the Investigation progress.
- ❖ In property cases where the recovery is low meeting will be conducted with concerned officers. A separate proceedings will be drawn and also informing the reason to the victim hereafter.
- ❖ Return of stolen properties to the victims will be addressed through the judicial and prosecution officers. The recovery of stolen properties is being highlighted twice in a year through a function in which senior officers participates. Recently the recovered stolen properties were returned to the owners concerned.
- ❖ Frequent function will be organized in which recovered properties will be returned. The general public and police men who have done work .in detection of cases will be suitably rewarded in that public function.

- ❖ Meetings with all victims in crime cases which have been pending more than 3 months will be organized at district headquarters and victims will be informed about the progress of the investigation of such cases.

CASES OF ACCIDENTS:

- ❖ Traffic accidents awareness campaign on themes like Drunken Driving, Accident prevention, Road safety measures, Observations of Traffic Rules, First Aid have been taken in full swing at all sub divisional level. At present a Helmet Awareness Rally in which 50X2 persons will ride in two wheelers in the rally wearing awareness T-shirts and pasting stickers, distributing awareness pamphlets. Also a Mobile Propaganda Eicher Van has been readied recently in which a video documentary film will be shown highlighting the road safety measures.
- ❖ The accident victims are being hospitalized immediately through EARC ambulance, private ambulance etc. Necessary assistance to the victim family are being given.
- ❖ The traffic investigation team is rushing to the SOC immediately in all highways. Videography of all accident scenes will be done apart from taking photos. The Highway Patrol team is instructed to take videography of accident scenes.
- ❖ Tracking and tracing of the culprit vehicles involved in hit and run cases. by using communication net works are being done in Erode district and in such cases, all the check-posts of the border stations are also been alerted to trace the culprit vehicle.
- ❖ The witnesses to traffic accidents will not be summoned unnecessarily to visit the station. Liaison with road traffic officers to trace the unknown culprit in hit and run cases have been already taken. For example if only a part of the letters and numbers are being witnessed, the random sampling of probable numbers of the suspect vehicles are being followed up at RTO officers.
- ❖ Free copies of FIRs and how to obtain PMCs at the Govt. Hospital are being informed to the complainant/Victim for claiming insurance.

CASES OF L&O i.e Murder, Hurt Etc.:

- ❖ In all L&O offences, cases will be registered.
- ❖ The scene of crime visit will be done immediately by the officers concerned.
- ❖ The services of Finger print expert, Scientific Assistant and dog squad will be utilized without any loss of time since they have been provided with road worthy vehicles.
- ❖ In all SOCs, video-cameras available at all PS will be utilized apart from taking photos.

- ❖ In Erode district, a vehicle will be earmarked exclusively for the Investigation Team in all major sensational L & O cases to move around places.
- ❖ Portrait building techniques are used at DCRB in all cases the unknown culprits are noticed by the victims & witnesses.
- ❖ The Superintendent of Police will visit all the SOCs and in all such cases the victims are being addressed by him.
- ❖ The Superintendent of Police spends at least one hour at the SOCs wher ever he have visited.
- ❖ The Superintendent of Police conducts regular meetings with his sub-ordinates in all unlocated murder cases with the list of possible criminals and other available clues. Proceedings will be drawn at the end of such meetings.
- ❖ Steps will be taken to verify the available foreign prints with SCRB within 3 days.
- ❖ The victims in all L&O cases will be called for and they will be briefed about the progress in investigation for the first fortnight.
- ❖ In all sensitive grave law and order offences DSP/DCRB will be liaison officer who will keep the victim informed about the investigation. Whenever the culprits are nabbed they should be produced before the court and remand orders should be obtained from the magistrate within 24 hours.
- ❖ In cases of murder and other offences a meeting will be conducted with the public and they will be educated for the need to preserve the SOC for finger prints etc. and the same will be reflected in my weekly diaries.
- ❖ Hereafter a function will be organized every month in which the police men who have done good work will be recognized suitably with money rewards.
- ❖ Free copies FIRs and how to obtain PMCs at the GH are being the complainant/victims for claiming victims assistant Free copies informed to fund.
- ❖ Hereafter a meeting with all victims in all UI cases which are pending more then 3 months will be organized at district theadquarters and victims will be informed about the progress of the investigation of such cases.

❖
PASSPORT VERIFICATION AND ISSUE OF NOC :

- ❖ Steps will be taken to visit the houses *of* the applicants and verification done on the day itself.
- ❖ NOC, verifications will be disposed by the SHOs within 2 days

- ❖ Details of pending verification and reason for pendency will be informed to the SDOs by SHOs on weekly basis.
- ❖ On fortnightly basis all verifications and NOCs will be reviewed.

SITUATION OF L&O PROBLEMS :

- ❖ Collection of intelligence by the SHOs apart from service of Special Branch will be geared up. All L&O forecast will be brought to the notice of senior officers well in advance for instructions.
- ❖ In major bandobust, Temple ban do bust time, scheme will be drawn in culcating the opinion of the community leaders.
- ❖ In major sensitive festivals etc. the important events that have taken place will be catalogued and sent by the SDOs to the Supdt.of Police within 3 days.

TRAFFIC REGULATION DUTIES:

- ❖ Traffic and regular Police, are being visibly present during peak hours from 8 am to 10 am and 5 pm to 7.00 pm in towns like Erode, Bhavani, Gobi and Sathy etc.,
- ❖ Traffic Police is asked to involve in regulation duties. While penalizing they have been instructed to be polite towards the public.
- ❖ In emergency situations where traffic diversions are necessary, *it* temporary movable sign boards are being readied to show the alternate routes. Traffic men are also posted at such diversion points and they are briefed to suggest the public about the alternate routes.
- ❖ The reasons and the heads under which the public are being penalized will be informed before the issue of Police Notice.
- ❖ The accident vehicles will be referred to the MVI office as soon as possible and the vehicles returned to the owner quickly. Likewise the recovered vehicles will be returned to the public within 2 days. On weekly basis the details of non-dispersed vehicles will be brought to the knowledge of SP by SDOs in a separate format.

RULES, REGULATIONS INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGE OF FUNCTIONS:

For the discharge of functions allocated to Police Department in Erode District, the provisions contained in "POLICE STANDING ORDER" are followed. The day-to-day administrative functioning is governed by various set of Acts and Rules and Instructions issued by the Government from time to time. Some of the commonly used Acts /Rules/ Manuals are as follows:-

- (i) CD Criminal Procedure Code
- (ii) Indian Penal Code
- (iii) Police Act
- (iv) All India Service Rules
- (v) All India Services (D&A) Rules
- (vi) Tamil Nadu Police Subordinate Service Rules
- (vii) Tamil Nadu Police Subordinate Service (D&A) Rules
- (viii) The Madras Police Dog Squad Manual
- (ix) Explosives Act and Rules
- (x) Explosive substances Act and Rules
- (xi) Arms Act and Rules
- (xii) Poisons Act
- (xiii) PCR Act
- (xiv) TamilNadu Prohibition of Harrassment of Women Act,1998
- (xv) Tamil Nadu protection of Interests of Depositors Cin Finance Establishments) Act, 1997 and Rules
- (xvi) Indian Christian Marriage Act, 1972
- (xvii) Child Marriage Restraint Act, 1972
- (xviii) Special Marriage Act, 1957
- (xix) Hindu Marriage Act, 1955
- (xx) Parsi Marriage Act, 1959
- (xxi) Traffic Control Act and Rules
- (xxii) Motor Vehicles Act and Rules
- (xxiii) Cinematograph Act, 1952 and Rules
- (xxiv) Tamil Nadu Exhibition of Films on TV Screen Through Video Cassette Records and Cable TV Net-work (Regulation) Act, 1984 and Rules.
- (xxv) Tamil Nadu Open Places (Prevention of Disfigurement Act, 1959
- (xxvi) Tamil Nadu Dramatic Performance Act, 1954
- (xxvii) Indian Citizenship Act, 1955 and Rules
- (xxviii) Indian Passport Act, 1967

The documents mentioned in items 1 to 27 are available with the Director of Stationery and Printing, Chennai. Apart from the documents intended only for official use, other documents are available for sale to the Public on payment of cost.

STATEMENT OF DOCUMENTS THAT ARE HELD BY IT:

The following Departments/wings /Units functioning under the Administrative control of Police Department in Erode District are maintaining the records noted against them.

S.No	ORGANISATION	STATEMENT OF DOCUMENTS HELD BY
1	DISTRICT POLICE OFFICE.	Files, Registers pertaining to the subject allocated to each seat of DPO an maintained by the concerned seat Assistant. Seat wise allocation of subject is furnish under Sub- Head III of this Manual.

2	Office of ADSP (Crime)	Current Register Current Paper Files Circular File Memos File Government Property Register RTI Register RTI Files Tapal Despatch Register GCR Files GCR Register
3	DIST CRIME RECORDSBUREAU	Foreigners Registration File Visa Extension File Issue of NOC File Sri Lankan Refugees File Sri Lankan non camping Refugees File C&O Sheet Advisory Memos Jail Release File Quarterly Visit File Crime Meeting Mirror Cut Index Crime Review Chief Office Replies Monthly Periodicals Grave Crime Reports DCs & HOs History Sheets 174 CrPC Talash Forms Files of Unidentified Dead Bodies Files of Missing Persons Prohibition cases Review Statistics of crime against women Statistics of Accidents Statistics of Highway patrol functioning Chief Office Replies Replies to Lok Sabha/Rajya Sabha/ assembly questions. Indian Passport Verification Issuance of NOC Passport Pre verification Issuance of Police Clearance Certificate Look out Notice. Tapal Incoming Register Tapal Despatch Register

4	DOG SQUAD	Cash Book Purchase, Issue & Stock Register Daily Feeding Register Calls Register Medical Book Superior Officer's Vesting Book Superior Officer's Inspection Book Dog History Sheet Purchase Bill file
5	MOBILE FORENSIC SCIENCE LA~	Scene of Crime Call Register R.V.Register LV.Register Govt. property Register Stationery Register Superior Officer's Visting Book Superior Officer's Inspection Book Report File
6	POLICE PHOTO SECTION	Superior Officers Visiting Book Job Note Stock Register Government Property Register
7	POLICE PHOTO SECTION	Superior Officers Visiting Book Job Note Stock Register Government Property Register
8	SINGLE DIGIT FINGER PRINT BUREAU	Finger prints of persons arrested daily in property offence Finger print slips of persons whose finger prints are identified through chance print maintained in 10 Digit collections. Finger print slips of Identified person received from other Distinct SDFP& maintained in 10 Digit collection.
9	SHORT HAND BUREAU	Superior Officers Visiting Book Message Files Government Property Register

10	PROHIBITION ENF. WING	General Diary FIR Index Current Register PSR Arrest Card Form- 95 Medical memo General Memo Indent Book Duty Roaster Superior Officers Inspection Book Superior Officers Visiting Book Summon Register Govt. Property Register
11	S.J. & HUMAN RIGHTS UNIT	FIR Index Current Register Duty Roaster Process Register Incident Register Monetary Relief Register Atrocity Prone Village Register Govt. Property Register General Information Register Cash Book
12	SUB- DIVISION OFFICES	Superior Officers Inspection Book Grave crime Check Register C.D.Check Register Crime Memo DSR Memo SDO information Book Victim Relief Fund Register Govt. Property Register C.JVLCeIlPetition Register DPO N.Ref.Register Explosive Check Register Inspector's Daily Diary Register

13	POLICE STATIONS	General Diary Sentry Relief Book Cash Book FIR Book Comm. Service Register Petition receipt Book C.D.Files Petition File Prisoners such Register Arrest Card Bail Bond F.I.R. Index Village Roster Duty Roster KD Check Register Beat Book Beat index Current Register Despatch Register Gun Licence Register Arms Deposit Register Arms Deposit Form Rowdy Register CAGE Abstract Medical Memo Crime Memo Cash Memo Intimation Memo Store memo Govt.Property Register L.A.R.S form Court Property Return register Form 95 Part – I Register Part –II Chart Part –III General. Conv. Register Part –IV Village History Sheet Part – V BCs History Sheet Local Ex- convict Register Non –Local Ex –Convict Register Alphabetic Index H.S.Index PCR Forms A & B Finger Print Forms Conviction Memo Conviction Memo Des. Repr. LooseLeaf Index (MO.Index) Superior Officers Ins. Book
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	Superior Officers Visit Book Sample Signature Book Spl. Reward Book Arms Distribution Register Line Hut Register C.L.Register Process Register Mike Permission Register Foreigners Register Rough T.A.Register E.T .R.Register Court Calender Bus Warrant Train Warrant Incomming Message Book Outgoing Message Book Intimation Register Memos File Circular Files D.O.Files A- Z General Files Store Intend Book Explosive Register Circle Information Register C.D.Check Register Itenary Report Monthly Review Report Annual Crime Review Part -I review Passport Register Charge Sheets Form -86 (Postmortem)
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PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH. OR REPRESENTATION BY. THE MEMBERS OF PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:-

At present there is no formal mechanism to seek consultation / participation of public in implementation of law.

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:-

Boards, Councils Committees and other bodies are not constituted as part of District Police Office in Erode District and there is no formal mechanism to seek consultation with.

DIRECTORY OF OFFICERS AND EMPLOYEES:

S.NO	DESIGNATION	PHONE NUMBER
1.	IGP, WZ	0422 2300898
2.	DIG, CBE Range	0422 2221500
3.	SP, Erode Dist	0424 2261100
4.	ADSP(C)	0424 2252757
5.	ADSP, PEW	0424 2268087
6.	DSP DCRB	0424 2258100
7.	DSP DCB	0424 2402242
8.	DSP SDFPB	0424 2260100
9.	DSP Erode Town	0424 2269100
10.	DSP Perundurai	04294 22343
11.	DSP Bhavani	04256 230200
12.	DSP Gobi	04285 222027
13.	DSP Sathy	04295 222226
14.	PA to SP (Admin)	0424 2262100
15.	PA to SP (Acct)	0242 2262100
16.	PA to SP (General)	0424 2262100
17.	DCRB Inspr.	0424 -2258100
18.	DCB Inspr.	0424 2402242
19.	SJ & HR Inspr.	
20.	SB Inspr.	0424 2260100
21.	RI AR.	0424 2265100

Inspectors

S.No.	Station	Phone Number
1.	Erode Town L & O	0424 – 2217100
2.	Erode Town Crime	
3.	Erode South	0424- 2271872
4.	Erode North	0424 – 2411300
5.	Karungalpalayam	0424 – 2214100
6.	Erode Taluk	0424 – 2281100
7.	Chithode	0424 – 2533299

8.	Modakurichi	0424 – 2500225
9.	Bhavani	04256 - 230243
10.	Ammapet	04256 –227035
11.	Anthiyur	04256 – 260250
12.	Perundurai	04294 –220548
13.	Chennimalai	04294 – 250299
14.	Kodumudi	04204 – 222358
15.	Arachalur	0424 – 2357033
16.	Malayampalayam	0424 – 2351057
17.	Gobi	04285 – 222303
18.	Kavandapadi	04256 – 240381
19.	Sathy	04295 –220228
20.	Bungalapudur	04285 – 260225
21.	Thalavadi	04295 – 245228
22.	Nambiyur	04285 –267229
23.	Kadathur	04285 – 251231
24.	Puliampatty	04295 – 267035
25.	Bhavanisagar	04296 –240235
30.	Control Room, Erode	0424 – 2259100
31.	AWPS Erode	0424 – 2267100

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYS

S.No	Grade	Scale of Pay
1	Superintendent of Police	12000-375-16500
2	Add. Supdt. of Police	10000-325-15200
3	Dy. Supdt. of Police	8000-275-13500
4	Inspr. of Police	6500-200-10500
5	Sub- Inspector of Police	5300-150-8300
6	Ilead Constable	4000-100-6000
7	Gr.I. Police Constable	3200-85-4900
8	Gr.II. police Constable	3050-75-3950-80-4590

Ministerial Staff.

S.No	Grade	Scale of Pay
1	PA	8,000-275-13,500
2	Superintendent	5,700-175-9,200
3	Assistant	4,000-100-6,000
4	Junior Assistant/ Typist	3,200-85-4,900
5	Record Clerk	2,610-60-3,150-65-3,540
6	Office Assistant/ Sweeper	2,550- 55- 2,660-60- 3,600

BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATEING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISTRIBUTION MADE :-

S.NO	HEAD OF ACCOUNT	SUB HEAD OF ACCOUNT	BUDGET ALLOCATED
01	2055-00 Police 109	Pay	8,70,94,000
02	District 109 Police I	Medical Allowance	12,19,000
03	Non Plan AA district.	Medical Charges	26,000
04		Other Allowances	2,00,13,000
05		HRA	39,54,000
06		Travel concession	2,98,000
07		CCA	-
08		Wages	6,22,000
09		DA	6,65,50,000
10		DP	4,13,90,000
11		Tour Travails Allowance	2,21,34,000
12		Transfer Traveling Allowance	1,28,000
13		Tele Phone Charges	22,00,000
14		Other contingencies	4,00,000
15		Electricity Charges	30,00,000
16		Rent	2,59,000
17		Property tax	8,50,000
18		Water charges	26,000
19		Grants and Aids	1,00,000
20		Secret service Expenditure	1,00,000
21		M&E machinery Maintenance	1,00,000
22		M& V Maintenance of vehicles	2,55,000
23		Hire charges	38,000
24		Pleader fees	49,000
25		Purchase of Books & periodicals	8,000
26		Rewards	1,33,000
27		Petroleum oil & Lubricants	92,92,000
28		Clothing Tentage & Stores	4,00,000
29		Prizes and awards	1,000
30		Feeding/ dietary charges	3,00,000
31		Cost of Books & Note Books	2,000
32		Training	26,000
33		Transport charges	2,000
34		Comp & Access Maintenance	84,000
35		Comp & Access Stationery	1,28,000

S.No	HEAD OF ACCOUNT	SUB HEAD OF ACCOUNT	BUDGET ALLOCATED
36	2235 Social	Pay	19,22,000
37	Security and welfare	Medical Allowance	23,000
38	02	Medical Charges	-
39	social welfare 105	Other Allowances	3,83,000
40	Prohibition I Non	HRA	1,13,000
41	Plan AB District	Travel concession	22,000
42	Establishment wing	CCA	-
43		DA	16,26,000
44		DP	9,51,000
45		Tour Travails Allowance	4,80,000
46		Transfer Traveling Allowance	30,000
47		Tele Phone Charges	55,000
48		Other contingencies	3,000
49		Electricity Charges	-
50		Rent	81,000
51		M& V Maintenance of vehicles	9,000
52		Rewards	-
53		Petroleum oil & Lubricants	3,25,000
54	2055-00	Pay	13,02,000
55	Police 109 District	Medical Allowance	19,000
56	Police I Non AM	Other Allowance	3,52,000
57	Temple Protection	HRA	36,000
58		DA	12,02,000
59		DP	6,16,000
60		Contract Payment	18,02,000
61	2055 00 Police 109	Pay	12,60,000
62	District Police I Non	Medical Allowance	24,000
63	Plan AN Highway	Other Allowance	5,59,000
64	Patrols Police Force	HRA	53,000
65	and Highway Patrols	Travel Concession	
66	Police Force and		-
67	Highway schemes	CCA	-
68		DA	11,60,000
69		DP	7,90,000
70		Tour Traveling Allowance	-
71		M& V Maintenance of vehicles	21,000
72		Petroleum oil & Lubricants	3,52,000
73	2055 -00 Police 101	Pay	5,95,000
74	Criminal	Medical Allowance	4,000
75	Investigation. and	Other Allowances	6,000
76	vigilance I Non Plan AE Finger Print Bureau.	HRA	42,000

77		Travel concession	4,000
78		CCA	-
79		DA	4,57,000
80		DP	2,29,000
81		Tour Traveling Allowance	1,35,000
82		Other Allowance	2,000
83		Transfer Traveling Allowance	3,000
84		M& V Maintenance of vehicles	1000
85		Rewards	-
86		Petroleum oil & Lubricants	63,000
87	2055 -00 Police 101 Criminal Investigation and vigilance I Non Plan AF Short Hand Bureau	Pay Medical Allowance	1,82,000
88		Other Allowance	2,000
89		HRA	11,000
90		Travel Concession	17,000
91		CCA	-
92		DA	2,19,000
93		DP	1,11,000
94		Tour Traveling Allowance	58,000
95		Other Contingencies	-
96		Rewards	100
97	2055-00 Police 109 District Police I Non Plan AO Petrol Oil and Lubricants charges for hired vehicles by the Director General of Police	Petroleum, Oil Lubricants	45,000

98	2070 00 Other Administrative service 107 Home AB Guards I Non Plan AB Home Guards in Districts	Rent	-
		Service/ Commitment charges	5,00,000
		Training	10,000
99	2059 Public works 01 office Buildings 053 maintenance and Repairs I Non Plan AP Building Police Department Administered by the Director General of Police	Periodical Maintenance.	6,00,000
100	2235 Social Security And Welfare 60 other social security and programmers 200 other programmers I Non Plan C1 Assistance fund.	other Compensation	1,64,000
100	2055 00 Police 800 Other Expenditure I Non Plan AL Settlement ogf Bus/ Train warrants controlled by Director. General of Police.	Tour Traveling Allowance	1,30,000

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES ,
INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF
BENEFICIARIES OF SUCH PROGRAMMES**

Food subsidy is the only subsidy availed by the officers of this department from the rank of Constables to the rank of Inspectors. By this subsidy the officers and Men of this department is allowed to procure things from Public Distribution System by paying 50% of the PDS rate. 50% of the amount is borne by the Government as subsidy.

**PARTICULARS OF RECEIPTS OF CONCESSIONS, PERMITS OR
AUTHORISATIONS GRANTED BY IT :**

Concessions, Permits, Authorizations are not granted by the District Police Office of Erode district. But, NOCs to Arms license, Pollution license, Homeopathy License, etc., are issued by the District Police Office.

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

Crime Statistics of Erode District is available with District Records Bureau of Erode district in Electronic Form.

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION. INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

At present Library or Reading Room are not maintained for Public Use in Erode District Police office. However, a person requiring any Information pertaining to Police Department of Erode District may contact the Public Information Officer, in accordance to the RTI Act.

**NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC
INFORMATION OFFICERS :-**

1	Appellale Authority	Superintendent of Police, Erode District, Erode
2	Public Information officers	Addl. Superintendent of Police, (Crime) Erode District, Erode
3	Asst. Public Information officers	DSP, DCRB, Erode District.

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER
UPDATE THESE PUBLICATIONS EVERY YEAR

Crime statistics of Erode District may be published by the DCRB, Erode District and updated thereafter.