

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

West Zone

Rule 4(1)(b) (i) Organization, functions and duties,

In accordance with the orders issued in Go.Ms.No.384, Home (Vol.I) Dept., dated.06.05.02, the post of Inspector General of Police, West Zone with head quarters at Coimbatore was created. In the same Go. it was ordered that the Commissioners of Police, Coimbatore and Salem Cities, the DIGs of Police, Coimbatore and Salem Ranges to work under the Inspector General of Police, West Zone and Inspector General of Police, West Zone was empowered to exercise the financial, administrative and disciplinary powers then exercised by the Inspector General of Police, L & O, Chennai-04 in so far as his jurisdiction is concerned. Since Inspectors General of Police are holding the posts of Commissioners of Police, Coimbatore and Salem Cities, now the DIGs of Police, Coimbatore and Salem Ranges are alone working under the control of Inspector General of Police, West Zone.

2) Coimbatore Range consist of Coimbatore, Tiruppur, Erode and Nilgiris Districts. Salem Range consist of Salem, Namakkal, Dharmapuri & Krishanagiri Districts.

3) West Zonal Office is functioning with the following Ministerial Staff.

Senior Administrative Officer	-1
Superintendent	-1
Assistants	-1
Steno – Typist	-1
Office Assistant	-1

Total	6

Duties and responsibilities of Zonal Inspectors General of Police are fixed in Go.Ms.No.116, Home (Pol-I) Dept., dated. 06.02.03 as follows:-

I) Duties & responsibilities of Zonal Inspectors General of Police

i) The Zonal Inspector General of Police will be responsible for all the Police functions including maintenance of Law and Order, crime control, internal security, civil defense, enforcement of all legislations including special laws empowering police force and various other public services in so far as his zone is concerned. He is also accountable for modernisation of police force and proposals should be routed through him as far as his zone is concerned.

ii) He is link in the chain of command between the Director General of Police and Range Deputy Inspector General of Police/Commissioner of Police/District Superintendent of Police in his jurisdictions.

iii) He should endeavour by frequent personal inspections to establish and maintain efficiency and discipline, to ensure uniformity of procedure and practice and to secure cooperation between the police of his ranges/cities/districts as well as harmonious working between the police, revenue and the judiciary.

iv) The Zonal Inspector General of Police will control, instruct and advise the range Deputy Inspectors General of Police/Commissioners of Police/Superintendents of Police while being careful not to supersede them in any of their proper functions or relations to their subordinates. He will not assume the role of Deputy Inspectors General of Police/Commissioners of Police/Superintendents of Police in times of grave disorder, taking over full control of the situation. He will pay particular attention to the training of and the discipline in the Armed Reserve and also supervise the functioning of AWPS in his Zone, so that

the highest possible standard of efficiency may be reached and maintained.

v) The Zonal Inspector General of Police will conduct inspection of the districts units once in two years and inspection of range/city units once in a year, besides taking up of 1/7th of police stations, circle officers and sub divisions. The Zonal Inspector General of Police should avoid inspection wherever it is programmed to be inspected by the Range Deputy Inspectors of Police concerned in the particular year. The Zonal Inspector General of Police will send a copy of the inspection notes to the Director General of Police through Additional Director General of Police (Law & Order). The Zonal Inspector General of Police must also review the inspection notes of the Deputy Inspectors General of Police/Commissioners of Police/Superintendents of Police.

vi) Copies of all weekly reports of Superintendents of Police/Deputy Inspectors General of Police/Commissioners of Police should be marked to the concerned zonal Inspector General of Police who shall review and send it up with his remarks.

vii) Fortnightly reports of Superintendents of Police/Deputy Inspectors General of Police/Commissioners of Police should be routed through the concerned zonal Inspector General of Police who shall review and send it up with his remarks wherever action is warranted.

Viii) He shall conduct periodic reviews on all the aspects mentioned under par 3(i) above along with review of performance of Deputy Inspectors General of Police, Commissioners of Police and Superintendents of Police in his jurisdiction. A monthly consolidated report reflecting the happenings in the zone should be sent by him to the Government through the Director General of Police not later than 7th day of the succeeding month and it shall reach the Government before the 15th day of the succeeding month with the remarks of the Director

General of Police. A reporting format will be evolved and standardized by the Director General of Police under information to the Government.

ix) He will have powers of review over all the special units in his zone whose performance appraisal also has to be incorporated in the monthly performance review report prescribed above.

II) Administrative powers to Zonal Inspectors General of Police

i) Transfer of personnel upto the rank of Inspector of Police within the zone.

All inter Range transfers of personnel up to the rank of Inspector of Police including Inspector of Police (Armed Reserve) within the Zone will be decided by the Zonal Inspector General of Police. The Zonal Inspector General of Police will issue orders of transfers to Ranges/City in respect of Inspectors/ Sub-Inspector of Police and to the Districts/Cities in respect of constabulary within his zone. The concerned appointing authorities viz the Deputy Inspectors General of Police/Commissioners of Police in respect of Inspectors of Police/Sub Inspectors of Police and the Superintendent of Police/Deputy Commissioner of Police in respect of constabulary will issue necessary transfer and posting orders. All norms relating to transfers and postings prescribed in the Rules and Guidelines issued by the Government/Director General of Police should be followed. It should be ensured that the officer gets a chance to serve in different wings of the Department particularly the ones which are essential for promotion. It should be ensured that no one is transferred before completion of his tenure in the present station (except on adverse grounds). At the same time no one should be allowed to continue in the same police station after completion of 2 years in violation of G.O.Ms.No.661, Home (Police-I) Dept., dated.13.05.91. Those who have completed 2 years (or) will be completing 2 years on 1st April should be transferred out. In the case of pre-mature transfers on extra ordinary circumstances, Director General

of Police shall be addressed explaining the necessity for orders and ratification obtained.

ii) Sanction of Casual Leave/Holiday Permission / Permission to leave Headquarters:

The power of sanctioning Casual Leave/Holiday Permission/ Permission to leave headquarters to the district Superintendents of Police/Deputy Commissioners of Police, Range Deputy Inspectors General of Police and Commissioner of Police, hitherto exercised by the Director General of Police be now delegated to the Zonal Inspector General of Police.

iii) Sanction of MSEs upto the level of the Inspectors of Police. Now, this power has been vested with ADGP., (L&O), Chennai-04.

III) Others

Each Zonal Inspector General of Police may take up manpower audit and they may re-deploy the personnel when identified excess within his Zone, in consultation with Director General of Police.

(ii) Powers & duties of its officers and employees

Administrative powers of Inspector General of Police, West Zone has already been given above.

Senior Administrative Officer, Assists Inspector General of Police in administration besides supervises the work of Zonal Office Staff.

Camp Assistant and Steno – Typist are attached to Inspector's General of Police Camp Office.

iii) Procedure followed in the decision making process, including of supervision and accountability

West Zone is part of Police Department in Tamil Nadu abide to the Rules and Regulations of the Government. Decisions are taken based on the merits of the issues.

iv) Norms set by it for the discharge of functions

Zonal Inspector's General of Police Camp Office as well as Zonal Office are now functioning in the premises of Coimbatore City Commissionerate; construction of new building for Zonal Office is nearly completed.

Grievances of Public as well as Departmental people are being heard by the Inspector General of Police and redressed.

All the functions are done by the Zonal Inspector General of Police as prescribed in Go.Ms.No.116, Home (Pol-I) Dept., dated.06.02.03.

v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

(i) Cr.PC

(ii) IPC

(iii) Police Act

(iv) TNPSS (D&A) Rules, 1955

(v) TNPS Service Rules

(vi) Tamil Nadu Govt.Servant's Conduct Rules,1973

vii) Tamil Nadu Police Subordinate Officers' Conduct Rules,1964

viii) TNCS (CC&A) Rules, 1955

ix) Police Standing Order

- x) All India Service Rules
- xi) Service Manuals
- vi) Statement of the categories of documents that are held by it or under its control

- i) Current Register
- ii) Current Files
- iii) Circular Stock File
- iv) Cash Books
- v) Cash/Cheque memo book
- vi) Tapal distribution Register
- vii) Despatch Register
- viii) Stamp Register

- vii) The particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation there of;

At present there is no formal mechanism to seek consultation/ representation of public in relation to the formulation of its policy and implementation there of.

- viii) 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;

-NIL-

ix) A directory of its officers and employees;

S. NO	Name of the officer	Phone No.
1	IGP/WZ/CBE	0422-2303991
2	DIG/CBE RANGE/ CBE	0422-2221500
3	DIG/SLM RANGE/ SLM	0427-2317282
4	SP, CBE Dist	0422-2300600
5	SP, TPR Dist	0421-2470044
6	SP, ERD Dist	0424 – 2261100
7	SP, NIL Dist	0423-2223828
8	SP, SLM Dist	0427-2403399
9	SP, NKL Dist	04286-281000
10	SP, DPI Dist	04342-230989
11	SP, KGI Dist	04343-239600

x) Monthly remuneration received by each of its officers and employees

Executive

Sl.No.	Name of post	Scale of pay
<u>1</u>	Inspector General of Police	37,400-67,000 + Grade pay 10,000

Ministerial staff

Sl.No.	Name of the post		Scale of pay
1	SAO	1	9,100-275-14,050
2	Superintendent	1	5,700-175-9,200
3	Assistants (SG)	2	5,000-150-8000
4	Steno.Gr.III	Vacant	4,000-100-6,000
5	Office Assistant	1	2,550-55-2,660-60-3,200

Xi) The budget allotted to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Head of Account	Allotted fund	Expenditure
01 00 Salaries		
01 01 Pay	846000	1166338
01 02 Medical Allowance	3000	1905
03 03 Medical charges	7000	6891
01 04 Other Allowance	17000	14047
01 06 House Rent Allowance	41000	41859
01 07 Travel concession	9000	2196
01 08 City Compensatory Allowance	11000	11438
03 00 Dearness Allowance		
03 01 Dearness Allowance	581000	472453
03 03 Dearness Pay	279000	314899
01 06 House Rent Allowance	41000	41859
01 07 Travel concession	9000	2196

01	08	City	11000	11438
Compensatory Allowance				
03	01	Dearness	581000	472453
Allowance				
03	03	Dearness Pay	279000	314899
04 00 Travel Expences				
04	01	Tour Travelling	116000	107041
Allowance				
04	02	Transfer	6200	6124
Travelling Allowance				
05 00 Office expences				
05	01	Telephone	64000	58071
Charges				
05	02	Other	64000	63812
Contingencies				
05	03	Electricity	2000	1700
Charges				
19 00 Machinery and Equipments				
19	03	Maintenance	1000	450
49 00 Festival Advance				
49-01	Festival Advance – Debit.		2000	2000
49-02	Festival Advance – Credit		- 6000	- 3600
76 00 Computer and accessories				
76	02	Maintenance	13000	12944
76	03	Stationary	21000	20994
15	00	Secret Service	275000	275000
Expenditure				
39	00	Rewards	125000	125000

xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Food subsidy is the only subsidy availed by Police officials from the rank of PCs to Inspectors.

In accordance with the orders issued in Go.Ms.No.1162, Home (Pol.12) Dept., dated.11.09.08, new system of supply of essential commodities to Police Personnel through Public Distribution system outlets has been implemented with effect from 01.10.2008.

Xiii) Particulars of recipients of concessions, permits or authorizations granted by it

-NIL-

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

Crime statistics of each district in West Zone available with DCRBs of the respective district in electronic form.

xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, reduced in an electronic form;

At present no Library or Reading room is maintained for Public use. However, any information with regard to Police Department sought for by a person under RTI Act can be supplied by the Public Information Officers of the Districts.

xvi) The names, designations and other particulars of the Public Information Officers;

DIST	Appellate authority	Public Information officer	Asst. Public Information officer
CBE	SP, CBE district	ADSP, Crime, CBE Dist	ADSP, Crime, I/C DCRB, CBE Dist
ERD	SP, ERD district	ADSP, Crime, ERD Dist	DSP, Erode Dist

NIL	SP, NIL dist	ADSP, Crime, CBE Dist	DSP, Ooty Town, Nil Dist
SLM	SP, SLM district	ADSP, Crime, SLM Dist	DSP, DCRB, Salem Dist
NKL	SP, NKL district	ADSP, Crime, Dist	DSP, DCRB, NKL Dist
DPI	SP, DPI district	ADSP, Crime, Dist	DSP, DCRB, DPI Dist
KGI	SP, KGI district	ADSP, PEW, KGI Dist	DSP, DCRB, KGI Dist

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

As far as West Zone is concerned Crime statistics published by DCRBs in districts are being updated regularly.