

## **PRO-ACTIVE DISCLOSURES OF UNDER SEC 4(1) OF THE RIGHT TO INFORMATION ACT - 2005**

### **The Regional Police Transport Workshop, Tiruchy**

- (I) THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:

The Regional Police Transport Workshop, Tiruchy was declared opened on 08.12.1987 by Hon. Thiru.R.Sowndarrajan, formerly Minister for Social Welfare, and Government of Tamil Nadu in the presence of Thiru. K. Ravindran,I.P.S., the then Director General of Police, Tamil Nadu, in order to carry out repairs and maintenance of Police Department vehicles in and around Tiruchy. The Regional Police Transport Workshop, Tiruchy has started its functioning from 10.03.1988, after the sanction of the Technical Staff and Ministerial Staff in G.O. Ms.No.141, Home Department, dated. 23.01.1988. In G.O. (3D) No.5, Home (Pol.XI) Department dated.12.01.2005, one post of Electrician Gr.II has been redeployed to this Unit. At present the sanctioned strength of the workshop under various categories is 32 Temporary post ( Technical -21 Executive 2 Grade II Police Constables to work as drivers to the two vehicles sanctioned to this workshop and 9 Ministerial staffs ). The Workshop started functioning from 10.03.1988. Thiru.T.K.Rajendra Singh, B.E., is the Automobile Engineer from 01.08.2008 FN and he is the head of office. The Workshop is accommodated within the campus of TSP I Battalion.

This workshop is functioning in one shed with full equipment including service station. All major and minor repairs for light and heavy vehicles of Police Department are being attended by this workshop. The Administrative office of the workshop is functioning in the upstairs of the M.T. stores of the workshop.

### **Nature of works /Duties:**

- (i) The Police vehicles of the following District/Units are being admitted for repairs and maintenance in Regional Police Transport Workshop,

Tiruchy:-

- i) Vehicles of Tiruchy, Karur, Perambalur and Pudukkottai Districts.

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- ii) Vehicles of Tiruchy City Police.

- iii) Vehicles of Tamil Nadu Special Police Battalions of Tiruchy  
Armed Police Range.

- iv) Vehicles of Railway Police Tiruchy, and

- v) Vehicles of Special Units having detachments at Tiruchy.

- (ii) Monthly servicing of vehicles of all Units of this Department in Tiruchy, Karur, Perambalur and Pudukkottai Districts, Tiruchy City Police Tamil Nadu Special Police Battalions of Tiruchy Armed Police Range, Railway Police Tiruchy Armed Police Range and the Vehicles attached to Special Units .
- (iii) Conducting of promotion tests in mechanism for promotion from Police Constables Drivers to Havildar Driver/Havildar Mechanic.
- (iv) Scrutinizing and furnishing of reasonableness certificate on the bills of Private Workshops approved by Director , MVMD, received from Unit Officers.

**TRAINING:-** NIL

**APPRENTICE TRAINING:** NIL

- (ii) **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:**

Inspection of vehicles , nature of repairs required to be carried out to the admitted vehicles and after obtaining required spare parts carrying out the repairs and timely delivery of the repaired vehicles.

- (iii) **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

Scrutinizing the estimates for repairs, their reasonableness and sending proposals to the Armed Police Headquarters for getting financial sanction to repair the admitted vehicles and settling the cost of repairs.

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

The financial sanction up to Rs.3000 for Light Motor Vehicles and Rs.4000/- for Heavy Motor Vehicles to Automobile Engineer financial sanction up to Rs310,000/- to the Deputy Inspector General of Police, Armed Police Chennai financial upto Rs.60,000/- to the Inspector General of Police, Armed Police Chennai and financial sanction up to Rs.70,000/- to the Additional Director General of Police, Armed Police Chennai are vested for repairs the Police vehicles. The Deputy Inspector General of Police , Armed Police Chennai is also vested to the powers of Rs.30,000/- to spend for purchase of spare parts required for repairs at any one time on any one item subject to budget provision in the repairs as Chairman of Purchase Committee with the assistance of two members as per G.O. Ms.No.675 Home (Pol.XI) Department, dated 14.03.1986 and G.O. Ms.No.154 Home (Pol.XI) Department, dated 16.02.2009.

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

The employees of the workshop are governed as per Go. Ms.No.1111, Home (Pol.XIII) dated 04.05.1985. Various registers from the stage of admission of the vehicles for repairs, till their delivery after carrying out the repairs as described below are maintained.

1)	JOB REGISTER	Entries are made in the Job Register, as soon as a vehicle is admitted in the Workshop for carrying out the repairs and Job number will be provided.
2)	INVENTORY REGISTER	Next, entries regarding condition of tyres, battery, actual quantity of diesel/petrol available etc. in the vehicle will be entered in the Inventory Register.
3)	JOB FILE	Then the Mechanic and Fitter will check the admitted vehicle as per the instructions of the Automobile

		Engineer and find out the defects and send a report to the Automobile Engineer through the Foreman and Technical Assistant along with the list of required spare parts to repair the vehicle. If the spare parts are available in the workshop stores, the same will be used for repair works.
4)	PURCHASE FILE	If the required parts are not available in the Workshop stores, competitive quotations under Limited Tender System will be obtained from the Government approved companies. The quotations will be opened in the presence of the Automobile Engineer and orders placed to the Company, who has given lowest quotation for supply of spares. Before placing the purchase order, based on the price of the spare parts, sanction of purchase orders will be obtained from the concerned officer i.e. Automobile Engineer/ Deputy Inspector General of Police, Armed Police/ Inspector General of Police Armed Police/ Additional Director General of Police, Armed Police, Chennai as per their financial powers.
5)	JOB FILES	After purchasing the spare parts, the same will be handed over to the Mechanic and Fitter for carrying out the repairs. After carrying out the repairs, the vehicle will be checked by the Foreman, Technical Assistant and Automobile Engineer and delivered.

(vi) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;**

--NIL--

(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;**

--NIL--

(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 MINUTIES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;**

--NIL--

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(ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

The Automobile Engineer is the head of the workshop. He is assisted by one Technical Assistant and 2 Foreman. It is the responsibility of this officers to ensure that vehicles admitted are repaired properly and delivered in time. The P & T Telephone number of the Workshop is 0431-“2473436”

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

The staff of the workshop are employees of the Government of Tamil Nadu and they are paid pay and allowances in the time scale of pay covered for each category.

(xi) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;**

On an average amount of Rs.12,50,000/- are allotted for repairs to the vehicles under the head of account “2055 00 Police 003 Education and Training I Non Plan AD Training School 21 02 Maintenance of Functional Vehicles”, every year by the Head of Department and this amount is being spent by duly following in the procedure and rules in force.

(xii) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;**

--NIL--

(xiii) **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;**

--NIL--

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(xiv) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;**

--NIL--

(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;**

The Workshop is not maintained for public use, but it is to repair the Police Department Vehicles only. However any one is at liberty to get any information of the working of the workshop under Right To Information Act, 2005.

(xvi) **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

Thiru.T.K.Rajendra Singh, B.E., Automobile Engineer who is the head of this workshop is the Public Information Officer.

(xvii) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;**

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