

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

STATE CRIME RECORDS BUREAU

(i) PARTICULARS OF ORGANISATION, FUNCTIONS & DUTIES

State Crime Records Bureau was established in 1995. The SCRB acts as the hub of all crime-related information and collects, collates and analyses data related to crimes and criminals. Furnish crime statistics of the State to the National Crime Records Bureau and to the state as and when required by them.

Composition of SCRB

- 1 Finger Print Bureau
- 2 Modus Operandi Bureau (under the administrative control of CB CID)
- 3 Police Computer Wing
- 4 Statistical Cell (under the administrative control of Chief Office)
- 5 SCRB Administrative Office

Finger Print Bureau

Finger print Bureau was established in the year 1895 where the finger print slips of the state criminals as well as bordering states and international criminals are recorded for aiding the police in the detection and prevention of crime. It has 35 Single Digit Finger Print Bureaux. Each SDFP headed by ADSP or DSP.

Functions & Duties of FPB

- 1 Aids the Investigating Officers with FPs of criminals.
- 2 Searching, Comparison and identification of finger prints.
- 3 Documenting finger prints of convicts and conviction details.
- 4 Depositing expert opinion in criminal and civil cases in courts.
- 5 Furnishing conviction particulars and finger print slips to NCRB.
- 6 Matching of FP slips of OV criminals with Finger Print database and advising the IOs.
- 7 Supervision of Photography section as well as SDFP Bureaux.

Role of SDFPB

- 1 To visit Scene of Crime & develop chance prints.
- 2 Comparison of chance prints with district records and bordering dist/other state records.
- 3 Transmission of convicted persons FP slips to SCRB
- 4 Jail visits to identify criminals.
- 5 Document and Maintain FP records.

Modus Operandi Bureau

Modus Oprandi Bureau is functioning since 18.01.1906. Re-Organised the strength, functions and powers vide G.O.Ms.No.783/ Home dated 14.03.1980. Brought under SCRB control vide G.O.Ms.100/Home dated 31.01.2003. MOB is under the functional control of CBCID.

Functions & Duties of MOB

- 1 To collect, consolidate, collate and disseminate information on crimes and criminals.
- 2 To maintain history sheets of MOB criminals.
- 3 To maintain general subject files for property offenders.
- 4 To maintain profiles of criminal gangs.

Police Computer Wing

Established under MPF scheme vide G.O.3111/Home dated 16.11.1971 to computerise crime/criminal Information.

Functions & Duties of PCW

- 1 To record all the crime and criminal data of the state, to aid in the investigation and for statistical purpose.
- 2 Maintenance of software Supplied by NCRB such as MVCS, CCIS, Talash, Potrait Building System.
- 3 Implementation of software supplied by NCRB such as CIPA & CCTNS
- 4 Preparation of Crime Review of Tamil Nadu, SCRB Bulletin and assist NCRB in compiling of Crime in India.
- 5 Maintenance and Up-dation of Tamil Nadu Police Website, en-RAS (Road Accident Statistic Software).
- 6 Imparting training to the District personnel in CCIS, PBS, CIPA.

Statistical Cell:

Statistical Cell was attached with SCRB vide G.O.Ms.1536/Home dated 13.10.1995. They are under the functional control of Chief Office.

Functions & Duties of Statistical Cell

- 1 Collection and compilation of all statistical data pertaining to the Office of the Director General of Police.
- 2 To prepare Policy Note, Governor's / Chief Minister's speech for Police Budget.
- 3 To prepare Statistical Hand book on Tamil Nadu Police.
- 4 To collect statistical data (Road Accident – Monthly & Annual, accidental death & Suicides) from the districts and to furnish data to the State and Central Government.

Administrative Office:

Administrative office is attached to SCRB for the administration purpose for the personnel of SCRB. It has a Personal Assistant (Administration) and 5 Superintendents, 11 Assistants, 2 Stenos, 2 Typists, 7 JAs, 7 Office Assistants, 3 Record Clerk and 4 Sweepers.

(ii) POWERS & DUTIES OF OFFICERS AND EMPLOYEES

The SCRB is headed by an Officer designated as Director in the rank of the Inspector General of Police. Director has administrative control over PCW, FPB and functional control over MOB & Statistical Cell.

FPB

Superintendent of Police (FP) is in-charge of the administrative works of Finger Print Bureau.

PCW

Headed by Additional Superintendent of Police and assisted by 1 Deputy Superintendent of Police, 8 Inspectors of Police, 8 Sub-Inspectors of Police and others. One Statistical Inspector on Deputation basis.

MOB

Deputy Superintendent of Police is in-charge of MOB assisted by 3 Inspectors, 3 Sub-Inspectors of Police and Others

Statistical Cell

Statistical Cell is under the control of the Assistant Director of Statistics assisted by 1 statistical Officer and 1 Statistical Inspector.

Administrative Office

Personal Assistant (Admin) is in-charge of the Administrative office assisted by 5 Superintendents, 11 Assistants, 2 Stenos, 2 Typists, 7 JAs, 7 Office Assistants, 3 Record Clerk and 4 Sweepers.

The duties of the other officers in SCRB are

- 1) Collection of Information
- 2) Storage of information
- 3) Dissemination of information

(iii) PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION & ACCOUNTABILITY

The unit as part of the Police Department follows the procedure laid down in the Police Standing Orders. Apart from this, the provisions in the Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

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

For the discharge of functions allocated to the Police Department, the provisions contained in the "Police Standing Orders" 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.

(v) RULES, REGULATIONS, INSTRUCTIONS MANUAL & RECORDS, HELD BY IT OR UNDER ITS CONTROL ARE USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

For the discharge of functions allocated to the Police Department, the provisions contained in the "Police Standing Orders" 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) Police Standing Orders
- ii) The Tamil Nadu Government Servants conduct Rules, 1973
- iii) Tamil Nadu State and Subordinate Service Rules
- iv) The Tamil Nadu Land Acquisition Act, 1978
- v) Indian Penal Code 1860
- vi) Criminal Procedure Code
- vii) Indian Evidence Act
- viii) Police Act
- ix) All India Service Rules
- x) All India Services (D&A) Rules
- xi) Delhi Special Police Act
- xii) Tamil Nadu Police Subordinate Service Rules
- xiii) Tamil Nadu Police Subordinate Service (D&A) Rules
- xiv) Tamil Nadu Special Police Subordinate Service Rules
- xv) Explosives Act and Rules
- xvi) Explosive Substances Act and Rules
- xvii) Arms Act and Rules
- xviii) Poisons Act
- xix) PCR Act
- xx) Tamil Nadu Protection of Interests of Depositors (in Finance Establishments) Act, 1997 and Rules.
- xxi) Indian Citizenship Act, 1955 and Rules
- xxii) Indian Passport Act, 1967

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

Modus Operandi Bureau:

- 1 General Subject Files (Information of important crime cases)
- 2 MOB History Sheets of Criminals
- 3 Photographs of Criminals
- 4 Details of MO Criminals
- 5 Details of Gangs/Professional Kidnappers.
- 6 IPC & SLL cases with break up details for 10 years
- 7 Missing persons details & datas since 2003
- 8 Crime Against Women datas since 2003
- 9 Missing & Kidnapped children datas since 2005
- 10 Cyber crime cases since 2000

Publication

MOB

- 1 Criminal Intelligence Gazettes (Information on Missing Persons, Wanted Persons & Unidentified dead bodies – 2003 to 2008)

SCRB

- 1 Crime Review in Tamil Nadu

Statistical Cell

1 Road Accident Data

(vii) PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR THE CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE 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 formulation of policies of this Department.

(viii) STATEMENT OF THE BOARDS, COUNCIL, COMMITTEES & OTHER BODIES CONSISTING OF 2 OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND HAS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES & OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

There are no such boards, council, committees & other bodies in SCRB

(ix) DIRECTORY OF ITS OFFICERS & EMPLOYEES

Director / IGP	044- 2461 4924
ADSP PCW	044- 2495 8585
DSP PCW	044- 2495 7878
DSP MOB	044- 2462 2744
DSP Statistical Cell	--
DSP FP	044 - 2451 1182

(x) MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS & EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION

Other than salary (Pay & allowances), there is no remuneration or system of compensation is being given to staff of SCRB.

(xi) BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE IS FURNISHED BELOW:

Annuxere
Revised Estimte 2008-09

Name of the Unit

The Director / Inspector General of Police,
State Crime Records Bureau

Head of Account

2055 00 Police 001 Direction and
Administration 1 Non Plan AC Planning and
Co-

Ordination.

(Amount in thousands)

Deatailed Sub-head of Account		BE 2008-09	Additional Allotment including ASL if any	RE 2008-09
100	Salaries			
101	Pay	8323		4277
102	Medical Allowance	50		36
103	Medical Charges	67		50
104	Other Allowance	4672		696
106	House Rent Allowance	881		765
107	Trave; Concession	25		59
108	City compensatory Allowance	322		227
300	Dearnes Allowance			
301	Dearnes Allowance	6117		3456
303	Dearnes Pay	4162		2133
400	Travel Expences			
401	Tour Travelling Allowance	680		950
402	Transfer Travelling Allowance	13		40
500	Office Expence			
501	Telephone Exchange	104		182
502	Other Contingencies	85		75
503	Electricity Charges	850		900
600	Rent,Rate & Taxea			
603	Water Charges	0		0
1500	Secret Service Expenditure	150		150
2100	Motor Vehicles			
2102	M&V Maintenance of Functional Vehicles	57		69
3300	Payments for Professional and Special Services			5
3301	Pleader Fees	4		
3400	Other Charges			
3402	Purchase of Books/periodicals & Library etc.,	0.8		1
3900	Rewards	42		50
4500	Petroleum,Oil and Lubricants	510		634
4900	Festival Advance			
4901	Festival Advance- Debit	130		220
4902	Festival Advamce-Credit	-130		220
5900	Prizes and Awards	0.8		3
7100	Printing Charges	425		425
7600	Computer and Accessories			
7601	C&A Purchas			
7602	C&A Maintenance	40		50
7603	C&A Stationery	47		50

Annuxere
Revised Estimte 2008-09

Name of the Unit

The Director / Inspector General of Police,
State Crime Records Bureau

Head of Account

2055 00 Police 101Criminal Investigation
and
Vigilance I Non Plan AE Finger Print
Bureau.
Ordination.

(Amount in thousands)

Deatailed Sub-head of Account		BE 2008-09	Additional Allotment including ASL if any	RE 2008-09
100	Salaries			
101	Pay	13536		10015
102	Medical Allowance	38		31
103	Medical Charges	83		92
104	Other Allowance	26		118
106	House Rent Allowance	1459		2258
107	Trave; Concession	31		47
108	City compensatory Allowance	301		701
200	Wages	0		0
300	Dearnes Allowance			
301	Dearnes Allowance	5814		6332
303	Dearnes Pay	6880		5206
400	Travel Expences			
401	Tour Travelling Allowance	29		58
402	Transfer Travelling Allowance	13		39
500	Office Expence			
501	Telephone Exchange	17		24
502	Other Contingencies	84		84
503	Electricity Charges	0		0
505	Furniture	0		0
2100	Motor Vehicles			
2102	M&V Maintenance of Functional Vehicles	13		17
3300	Payments for Professional and Special Services			
3301	Pleader Fees	0.85		1
3900	Rewards	15		15

4500	Petroleum,Oil and Lubricants	136		136
4900	Festival Advance			
4901	Festival Advance- Debit	96		186
4902	Festival Advance-Credit	-96		-186
5900	Prizes and Awards	4		5
7600	Computer and Accessories			
7603	C&A Stationery	37		50

Annuxere
Revised Estimte 2008-09

Name of the Unit

The Director / Inspector General of Police,
State Crime Records Bureau

Head of Account

2055 00 Police 001 Direction and
Administration 1 Non Plan AD Computer Wing

(Amount in thousands)

Deatailed Sub-head of Account		BE 2008-09	Additional Allotment including ASL if any	RE 2008-09
1900	Machinery and Equipments			
1903	M&E Machinery Maintenance	170		170
4700	Stores and Equipments	0		0
7600	Computer and Accessories			
7602	C&A Maintenance	44		50

Annuxere
Revised Estimte 2008-09

Name of the Unit

The Director / Inspector General of Police,
State Crime Records Bureau

Head of Account

2055 00 Police 800 Other Expenditure I Non
Plan AL Settlement of Bus/Train Warrants-
Controlled by Director General of Police.

(Amount in thousands)

Deatailed Sub-head of Account		BE 2008-09	Additional Allotment including ASL if any	RE 2008-09
0400	Travel Expenses			
0401	Tour Travelling Allowance	17		100

(xii) MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNT ALLOCATED & THE DETAIL OF BENEFICIARIES OF SUCH PROGRAMMES

Police Personnel are provided with Brown Ration card. They are eligible to get provisions at

50% subsidy.

(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

Reports Generated to Home Secretary and DGP

- 1 Daily - Report on Missing Persons
- 2 Weekly – Criminal Intelligence Gazettes
- 3 Monthly – Property crime reports statements and reviews
- 4 Bi-monthly – Kidnapping and Abduction of women and girls
- 5 Quarterly – Cyber crimes and Theft and Burglary of Nationalized bank
- 6 Annual – Crime Review, Policy note for police demand
- 7 Monthly report on NBW, OV and BCs.
- 8 Jail release particulars.
- 9 Weekly arrest particulars.

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

Tamil Nadu Official Police Website (www.tnpolice.gov.in) is available to citizens for obtaining information.

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

Right to Information Act – Appellate Authority, PIOs & APIOs

- | | | |
|---|---|-------------------------------------|
| 1 | Addl. Superintendent of Police,
State Crime Records Bureau | Appellate Authority |
| 2 | Deputy Superintendent of Police,
Modus Oprandi Bureau | Public Information Officer |
| 3 | Inspector of Police,
Hqrs, SCRB | Asst. Public Information
Officer |

(xvi) OTHER INFORMATION

NIL