



**MANUAL UNDER RIGHT TO INFORMATION ACT, 2005.**

**GOVERNMENT OF TAMIL NADU**

**POLICE DEPARTMENT**

**TAMIL NADU SPECIAL POLICE IV BATTALION,**

**KOVAIPUDUR, COIMBATORE - 42.**

# **1.INTRODUCTION**

The Battalion was originally formed as Special Armed Police II Battalion and was raised in a short notice on 21.11.1962 in the wake of the Chinese Aggression on India. After this, it was reformed as Reserved Armed Police by replacement of 8 Companies of Malabar Special Police and Special Armed Police with its Head quarters at Manimuthar. The Battalion was air lifted to Orissa State on 30<sup>th</sup> March 1964 to deal with the Communal riots and was reverted to this state on 10.01.1965 to deal with Anti -Hindi agitation and then moved to Nagaland on 10.10.1965, where the Battalion performed its duties upto December 1970 and then returned to the state in 1971. It was re-designated as Tamil Nadu Special Police IV Battalion and its permanent retention was sanctioned in G.O. MS No. 2598 (Home Department) dt. 05.11.1974.

## **2. PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES.**

This Battalion was stationed at Avadi temporarily and it was shifted to its present location at Kovaipudur with effect from 25.08.1973. There are five companies (including three women companies) and four Groups viz, R.T., M.T., Q.M and HQrs in this Battalion.

The Companies of this Battalion have been engaged in Law & Order duties, Guard duty at STF Camps, VIP, VVIP bandobust duties and Frisking duty at Central prison Coimbatore etc., Previously some of the companies of this Battalion were engaged in the operation against the sandal wood smuggler Veerappan for which some of the Officer and men got accelerated promotion and other benefits from the Government.

2) The Companies were moved to various places at short notice according to the orders of the senior officers. All sincere efforts have been taken to maintain the standard of training and discipline, and maintain a high morale in the force.

3) Due to mass transfer of Police Personnel to AR, a large number of vacancies have arisen in this Battalion. Hence in accordance with the orders issued in R.O.412/07 in C.No.A2/2563/07, dated 13.11.07 of the Additional Director General of Police, Chennai, the seven active companies were re-organized as three men companies (A, B & C) and two women companies (D & E) in this office B.O.698/07 in C.No.A2/17389/07, dated 16.11.07 and the then IRB company (G) was re-organized as present 'D' Company.

4) Due to induction of 258 RPCs (134 Men and 124 Women) on 01.11.08 the five active companies have been re-organized into three men companies (A, B & C) and three women companies (D, E & F) in this office B.O.615/08 in C.No.A2/13466/08, dated 30.11.08.

5) Consequent on the transfers and postings of 163 police personnel (160 men and 3 women) to AR in 12/08, the strength of men companies have come down. Hence, the left out strength of 'C' company after transferring to AR have been posted to 'A' and 'B' companies and issued orders to shelve the 'C' company temporarily, until fresh receipt of RPCs vide this office B.O.728/08 in C.No.A2/11434/08, dated 03.12.08.

### **3.STRENGTH**

#### **(A) EXECUTIVE OFFICERS AND SANCTIONED POST**

| <b>S.NO</b> | <b>RANK</b>                | <b>SANCTIONED STRENGTH</b> |
|-------------|----------------------------|----------------------------|
| 1           | Commandant                 | 01                         |
| 2           | Assistant Commandant       | 01                         |
| 3           | Deputy Commandant          | 03                         |
| 4           | Inspector of Police (ADJ)  | 01                         |
| 5           | Inspector of Police        | 09                         |
| 6           | Inspector of police (Tech) | 01                         |
| 7           | SI of police               | 33                         |
| 8           | SI of Police (Tech)        | 01                         |
| 9           | Havildars                  | 114                        |
| 10          | Naiks                      | 125                        |
| 11          | Police Constables          | 723                        |
|             | Total                      | 1013                       |

**(B) MINISTERIAL STAFF AND SANCTIONED POST**

| <b>S.NO</b> | <b>RANK</b>                       | <b>SANCTIONED STRENGTH</b> |
|-------------|-----------------------------------|----------------------------|
| 1           | Personnel Assistant to Commandant | 02                         |
| 2           | Superintendents                   | 05                         |
| 3           | Assistants                        | 12                         |
| 4           | Junior assistants                 | 11                         |
| 5           | Typist                            | 03                         |
| 6           | Steno Typist                      | 01                         |
| 7           | Record Clerk                      | 01                         |
| 8           | Followers/Cook                    | 24                         |
| 9           | Dhobies                           | 14                         |
| 10          | Barbers                           | 07                         |
| 11          | Sweepers                          | 20                         |
|             | Total                             | 100                        |

**3.POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.****DUTIES OF COMMANDANT**

1. Attending staff parades in Wednesday and Friday.
2. The Commandant should hold Orderly Room once a week.
3. Inspection of companies and group 50 percent once a year.
4. Surprise checking on Guard mounting.
5. Surprise Checking on Guard posts once in a month.
6. Conducting Annual Range Firing practice.
7. Check the maintenance of accommodation and buildings once in a Fortnight.

8. Visit the companies and group surprisingly once in a month and leave visiting notes. At least 1 company and group and check the cash balance and any registers.
9. Reports and Returns. Peruse reports are received from companies and groups.
10. Surprise checking of polish store, Canteen, etc., Check the cash balance, etc.,
11. Conducting weekly inspection of vehicles.
12. Conduct grievance, at least twice in a week.
13. Conduct monthly review meetings.
14. Surprisingly check on any one Bell of Arms. Check the Arms and Ammunitions.
15. Surprisingly check on accounts of any one company and groups.
16. Surprisingly checking the mess hall, distribution of food.
18. Conducting sports and games competition, Cultural programme, etc.,
19. President for sports committee.
20. Checking the seats in BNO and leave visiting notes.
21. Contact Higher ups daily and discuss about the day to day incidents and Happenings.

#### **DUTIES OF DEPUTY COMMANDANTS.**

1. Attending staff parades in Wednesday and Friday.
2. The Commandant should hold Orderly Room once a week.
3. Inspection of companies and group 50 percent once a year.
4. Transfer of Non-Commissioned Officers and other ranks between

companies.

5. Condemnation of store articles limited to Rs.50/-.
6. Passing of indents of store branch.
7. Checking of battalion office cash books and other accounts in the battalion.
8. Checking of store periodically
9. Grant of leave to other ranks.
10. Repairs of rifles up to Rs.10/-.
11. Repairs of M.T. up to Rs.150/- and purchase of spare parts.
12. Office expenses up to Rs.50/-.
13. Furniture up to Rs.50/-.
14. Purchase and repairs of cooking vessels up to Rs.100/-
15. Training and courses.
16. Range firing.
17. Audit report of companies.
18. Parade statements.
19. Petition enquiry.
20. General Supervision over the battalion Office Staff, Stores, Motor Transport, etc.,
21. Running of canteen, administration of cinema fund and other funds, if any.
22. Surprise checking on Guard mounting.
23. Surprise Checking on Guard posts once a month.
24. Conducting Annual Range Firing practice.

25. Check the maintenance of accommodation and buildings once in a Fortnight.
26. Visit the companies and group surprisingly once in a month and leave visiting notes.
27. Reports and Returns. Peruse reports are received from companies and groups.
28. Surprise checking of polish store, Canteen, etc., Check the cash balance, etc.,
29. Conduct grievance, at least twice in a week.
30. Conduct monthly review meetings convened by the Commandant.
31. Checking Bell of Arms which was given as incharge. Check the Arms and Ammunitions.
32. Surprisingly checking the mess hall, distribution of food.
33. Surprisingly conducting the cheek Roll-Call.
34. Contact Higher ups daily and discuss about the day to day incidents and Happenings.

## **DUTIES OF ASSISTANT COMMANDANTS.**

1. Attending staff parades in Wednesday and Fridays.
2. Assistant commandants contact Orderly room at least twice a week.
3. Audit all accounts of the company once a month and send the audit reports to the commandant before 10<sup>th</sup> of every month.
4. Punishments as indicated in Discipline and Appeal rules.
5. Hold Kit inspections and Alarm practices during their half-Yearly inspections of companies and also at other times by surprise.
6. Lively interest in sports and welfare activities of the companies under their charge.
7. Conduct annual range practices for their Companies.
8. Frequent tests and surprise checks of Guards, Barracks at night preferably post night, Cash Books of companies under them, Quality of Food supplied, cleanliness of Kitchen, dining halls and ration stores, Sanction in lines, lavatories, bath rooms, Maintenance of vehicles, Arms and Ammunitions, Company stores and company mess, various aspects of company administration.
9. Will inspect the seats in Battalion Office when ordered by the Commandant.
10. Deputy Superintendent of Police will take atleast one guard mounting parade during their inspection.
11. Reports and returns. Peruse reports are received from companies and groups.
12. Conduct grievance, at least twice in a week.
13. Attended monthly review meetings convened by the commandant.
14. Surprisingly checking the mess hall, distribution of food.



15. Contact higher ups daily and discuss about the day to day incidents and Happenings.

**PROGRAMME OF DAILY INSPECTION BY COMPANY/GROUP COMMANDER**

**MONDAY**

Inspect sanitation of the post, latrines, urinals, drains, wells incinerations. Examine weekly sick rates and if high take preventive measures in consultations with the medical officer. Check medical history sheets and send those who are due to the medical officer vaccination, protective inoculation/annual medical examination and Venereal Disease inspection.

**TUESDAY**

Inspect messing arrangements, dining halls, Kitchen, cooking utensils, canteen and company stores. Balance ration should also be checked and mess rates for the days of the week should be worked out and action taken to restrict the rates if high.

**WEDNESDAY**

Inspect training equipments and apparatus, sports equipment, W/T station and equipments, Recreation Room, Company fund properties, barber shops and Dhoby Shops.

**THURSDAY**

Inspect all areas barracks, guard rooms and all other buildings, Fire-fighting apparatus, clothing, boots and kits(A complete kit inspection should be carried out by the platoon Commanders on the second Thursday of every month)

## **FRIDAY**

Inspect transport and connected stores, bugles, drums, company office, stationery, Duty Roster and Note books of instructors, Sub-Inspectors and Non-Commissioned officers.

## **SATURDAY**

Inspect Bell of Arms, Ammunition, Accoutrements, equipments, Stores, Cycles, Furniture and Lighting arrangements.

Apart from the above inspection the company commanders and Group Commanders will inspect daily their men's barrack arrangements, sanitation, mess and meals, parades.

They will inspect the turn-out of the guards in the morning when their men are on guard duty. On the last working day of the week, ie., on Saturday, Company Commanders will personally check all arms and ammunitions on their charges and will record of having done so in their diaries. A rule the Company/Group Commanders and other Junior Officers shall attend the Night Roll Call and talk to the men to find out their difficulties and hear representations.

## **ALLOCATION OF WORK**

### **A-SECTION; 3 ASSISTANTS +2 JUNIOR ASSISTANTS**

#### **A1 – Seat: Assistant**

1. Subjects related to administrative matter relating SIs to Commandant, Office Staff and Basic Government Servant.
2. Transfer and posting and seniority of the above categories and promotion board and OD.
3. Probation of all categories.
4. Consolidated strength PDL & OD particulars.
5. Temporary establishment and Compassionate appointment.

#### **A2 – Seat: Assistant**

1. Administrative matters relating to PCs to Havildar.
2. Transfer and posting seniority and promotion board OD of the above categories.

#### **A3 – Seat: Assistant / Junior Assistant**

1. Movement to Selection Grade and Special Grade.
2. Recruitment of PCs.
3. Claiming of additional charge allowance.
4. Security deposit.
5. Medal

#### **A4 – Seat: Junior Assistant**

1. All training and Courses.
2. Entering of higher education qualification in Service Rolls.

#### **A5 – Seat: Junior Assistant**

1. Distribution of Tapals, maintenance of all Special Register and Call Book, Causal Leave Register.

## **B – SECTION;3 ASSISTANTS+2 JUNIOR ASSISTANTS**

### **B1 – Seat: Assistant**

1. Preparation of pay bills and allied correspondence.
2. Preparation of MR.
3. Issue and preparation of LPC.
4. Carrying over the B.O.s.
5. All transactions in the Long Toll giving effect of recovery.
6. CTD.

### **B2 – Seat: Assistant**

1. All loans & advances and allied correspondence except FA.
2. Increment, pay fixation, pay anomaly.
3. Preparation and auditing of S-Bills and issuing of NDC.

### **B3 – Seat: Assistant**

1. GPF/CPS – Medical reimbursement, PCA, Health Fund correspondences.

### **B4 – Seat: Junior Assistant**

1. Leave of all ranks including office staff.
2. Sanction of SLS, LTC, TLS for the above categories.
3. Maintenance of Service Rolls/Service Books.

### **B5 – Seat: Junior Assistant**

1. LTC, PLI, Society, Private recoveries, Service verification, Quinquennial attestation, Festival Advance & LTC Bills.

## **C – SECTION: 1 ASSISTANTS + 3 JUNIOR ASSISTANTS**

### **C1 – Seat: Assistant**

1. Cash, Budget, Building and PCR

C2 – Seat: Junior Assistant

1. TA, Bus Warrant & ETR

C3 – Seat: Junior Assistant

1. All C-Bills including reward and wages bills, Telephones, ECC, Property Tax, Water Tax.

C4 – Seat: Junior Assistant

1. Private Fund, TNBPF and its correspondence, Guard charges & Reconciliation.

**D – SEAT: 2 ASSISTANTS + 2 JUNIOR ASSTANTS**

D1 – Seat: Junior Assistant

1. General nature, Meeting, CM Cell Petitions, BPL, All petitions, Reply to all proceedings and Company Movement Correspondence relating to Right to Information Act.

D2 – Seat: Assistant

1. Pension, SPFG, FSF, Allotment of Quarters, Rent recovery and allied correspondence.

D3 – Seat: Assistant

1. Motor transport, Repair Charges, Fuel advances, Checking of MTR.

D4 – Seat: Junior Assistant

1. Inspection Notes, Visiting Notes, Company Audit Notes, Preparation of all inspection notes (IG /DIG) and filing to all.

**E –SECTION:2 ASSISTANTS + 2 JUNIOR ASSISTANTS**

E1- Seat : Assistant

1. Store, Store recovery, Arms and Ammunitions, sanction of rewards.

E2- Seat : Junior Assistant

1. Despatch

E3-Seat : Junior Assistant

1. PR u/r 3(b), 17(b), TAT suspension and Appeal allied correspondence.

E4 – Seat : Junior Assistant

1. PR u/r 3(b), 17(b), DBE, Re-promotion, Conduct rules appeal issuing of Original Certificate and allied correspondence.

Es – Seat : Record Clerk

1. Typist – 3.

4. THE NAMES, DESIGNATIONS, AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

|  |   |  |
|--|---|--|
| Appellate Authority                            | } | Tr.G.Karthikeyan, I.P.S.,<br>Commandant,<br>TSP IV Bn., Kovaipudur,<br><b>(Phone –Office : 2607257)</b>                                |
| Public Information Officer (PIO)               | } | Tr.Selvaraj,<br>Dy.Commandant,<br>TSP IV Bn., Kovaipudur.<br><b>(Phone – Office : 2606866)</b>   |
| Assistant Public Information<br>Officer (APIO) | } | Tr. I.S.Ayyamperumal,<br>Assistant Commandant -II,<br>TSP IV Bn., Kovaipudur.<br><b>(Phone – Office : 2607261<br/>Extension : 35 )</b> |

5. BUILDINGS :

There are 754 quarters available in this Battalion. The annual ordinary repairs and maintenance is being done by this unit under the Budget allotment under the head of petty constructions and repairs. (Periodical Maintenance)



**NON - RESIDENTIAL BUILDINGS :**

|    |  |   |    |
|----|--|---|----|
| 1. | Battalion Office (Barracks)              | - | 1  |
| 2. | Polish Store                             | - | 1  |
| 3. | Canteen                                  | - | 1  |
| 4. | Library                                  | - | 1  |
| 5. | Cinema Hall                              | - | 1  |
| 6. | Headquarters Mess Hall                   | - | 1  |
| 7. | 'D' Company Mess Hall                    | - | 1  |
| 8. | WPCs rest house                          | - | 1  |
| 9. | All Coy Offices/Store/ ACs & DC Office - |   | 57 |

## 7. DETAILS OF QUARTERS

### A). QUARTERS

| Sl. No. | Particulars                             | CMT | Dy. Commandant | Asst. Commandant | Inspr.     | SI         | Hav/PC               | Total |
|---------|---|-----|----------------|------------------|------------|------------|----------------------|-------|
| 1.      | <b>Sanctioned strength of executive</b> | 1   | 1              | 3                | 12+1 (SNP) | 34+2 (SNP) | $\frac{14+848}{962}$ | 1016  |
| 2.      | <b>Actual quarters available</b>        | 1   | 1              | 3                | 7          | 36         | 706                  | 754   |
| 3.      | <b>Quarters required</b>                | -   | -              | -                | 6          | -          | 256                  | 262   |
| 4.      | <b>Quarters in Good condition</b>       | 1   | 1              | 3                | 7          | 16         | 669                  | 697   |
| 5.      | <b>Quarters under repair</b>            | -   | -              | -                | -          | 20         | 37                   | 57    |

| <u>VEHICLE POSITION</u> |                           |     |   |        |                 |          |                    |           |                                       |                                |                       |
|-------------------------|---------------------------|-----|---|--------|-----------------|----------|--------------------|-----------|---------------------------------------|--------------------------------|-----------------------|
| BN                      | Total sanctioned Vehicles |     | Replacement awaited against condemned vehicle | Actual | Break up actual |          |                    |           | Vehicle to attached to the other Bn., | Vehicle received from other Bn | Net vehicle available |
|                         |                           |     |   |        | on road         | Off road | under condemnation |           |                                       |                                |                       |
|                         |                           |     |   |        |                 |          | Normal             | Premature |                                       |                                |                       |
| [1]                     | [2]                       | [3] | [4]   | [5]    | [6]             | [7]      | [8]                | [9]       | [10]                                  | [11]                           |                       |
| TSP                     | Bus                       | 4   | 1   | 3      | 3               | --       | 1                  | --        | --                                    | --                             | 3                     |

|          |              |           |           |           |           |          |          |          |          |           |           |
|----------|--------------|-----------|-----------|-----------|-----------|----------|----------|----------|----------|-----------|-----------|
| IV<br>BN | Lorry O/T    | 6         | -         | 6         | 5         | 1        | --       | -        | --       | --        | 5         |
|          | Lorry C/T    | 17        | 1         | 16        | 16        | --       | --       | 1        | --       | --        | 16        |
|          | M/Bus        | 8         | 1         | 7         | 5         | 2        | --       | 1        | --       | --        | 5         |
|          | Van          | 2         | --        | 2         | 1         | 1        | --       | --       | --       | --        | 1         |
|          | Ambulance    | 2         | 1         | 1         | 1         | --       | --       | 1        | --       | --        | 1         |
|          | Jeep         | 12        | --        | 12        | 11        | 1        | --       | --       | 2        | --        | 9         |
|          | Car          | 1         | --        | 1         | 1         | --       | --       | --       | --       | --        | 1         |
|          | M/Cycle      | 4         | 1         | 3         | 3         | --       | 1        | --       | 1        | --        | 2         |
|          | <b>TOTAL</b> | <b>56</b> | <b>05</b> | <b>51</b> | <b>46</b> | <b>5</b> | <b>2</b> | <b>3</b> | <b>3</b> | <b>--</b> | <b>43</b> |

### WELFARE

#### 1. SIRUVANI SUPER MARKET:

A super market in the name of Siruvani, was started on 16.5.2001 for the welfare of the police personnel. A branch of this supermarket is functioning in the Western Police Quarters at 'O' Block. All goods including grocery items and vegetables are being sold in these stores at a cheaper rate to the police personnel with a minimum profit of 3% as margin. Civilians are also utilizing this supermarket.

#### 2. SIRUVANI CANTEEN :-

Siruvani Canteen was started from 10.09.01 and is functioning in the Battalion. It attracts police personnel, local public and near by College students since the quality of food is good and it is available at a very cheaper price compared to out side Hotels. This Canteen earns monthly profit about Rs.20,000/-per month which is also added to the welfare fund.

#### 3. LIBRARY :-

A library under the control of District Library Authorities is functioning in a separate building in the campus. Due to the existence of the library, the school and college going children of the police family and police personnel are very much benefited. More than 13,000 books available and utilized are used by the police personnel and their families in this Library.

#### **4. ATM CENTRE**

Considering the welfare of the men a tie up has been made with the AXIS Bank and an ATM centre has been installed in the Battalion campus itself. Salary, TA, SLS, GPF etc to the men/Officers are being disbursed through Bank/ATM centre so that the men/officers can draw their money anywhere in the country without any inconvenience. Apart from these, all the Police personnel are eligible for insurance coverage of Rs. Two lakhs, in case of Road accident death or permanent disability.

## **5. EPABX SYSTEM:**

To replace the Present Phone Board Exchange (PBX) system which was installed in the year 1972. and had become obsolete and the quality of communication had become very poor, a new EPABX system at the cost of Rs. 56,427/- has been purchased and installed. In this new EPABX system, 24 extension lines can be provided, where as only 9 extensions were functioning in the old one. Apart from this easy communication, the amount which was being paid to the BSNL as annual rent for the previous system need not be paid henceforth.

## **6. STD BOOTH:**

One STD Booth with two lines i.e one local, another with STD facility is functioning in the Battalion campus which is manned by the Police personnel A sum of Rs.1,686/- profit is being earned per month through this STD booth which is being utilized for the welfare of the men in the Battalion.

## **7. CLEAN AND GREEN PROGRAMME :-**

2006 Saplings were planted in the campus to make the Battalion Campus as greenish.

(ii) 150 Saplings were planted in the campus of TSP IV Battalion on 06.09.2008 in view of celebration of 150th year of establishment of Tamil Nadu Police (Chief Office instructions in C.No.170407/Genl.1/2008, dated 02.09.2008)

## **8. CHILDRENS PARK :-**

A Children's Park has been constructed in the Camp premises for the entertainment of the Children's of the Police personnel at a cost of Rs.20,000/-

## **9. MOSQUITO SPRAYER :-**

To protect the health of Police Personnel and their families from mosquito/insect a power sprayer was purchased for Rs.4400/- from the Officers club fund with the sanction of the Inspector General of Police, Armed Police, Tirchy in C.No.D1/12013/948A/2007 dated 30.11.2007.

#### **10. GYM :-**

In this financial year 2006-07 24 Gym articles were purchased for the use of Police Personnel.

#### **X. SPORTS ACTIVITIES**

Kabbadi and Volley Ball Teams have been formed in this Battalion and they practice regularly. The sports teams are participating in games organised in near by districts.

ii) Apart from these, Carom board, Chess Board, Chinese Checker, Badminton Rackets – two sets were supplied to all the Company/Groups personnel in the battalion to use their free time in proper way and to provide them some recreation and to promote sportsman spirit. Books of various subjects were also supplied to the men to constructively engage our police personnel during their free time.

#### **XI. NEW INITIATIVES**

##### **A) WELFARE**

i) With an aim to Constructively engage our Police personnel especially who are serving in outstation companies during their free time, provide them some recreation, promote sportsman spirit, promote free and cordial relations among men and officers, each company was supplied with a set of outdoor and indoor games namely Badminton Rackets, Net and shuttle, Volleyball Ball Net and Ball, Football,

Carom Board set, Chess, Chinese Checker, Ludo and Snake and Ladder set. A Tennis court is also available in the campus.

- ii) As per the orders of the Inspector General of Police, Armed Police, Trichy in Proceedings C.No.D1/3901/08, dt.07.05.2008, 5-DVD players purchased for Rs.13,750/- from this Coy fund.
- iii) As per orders of the Inspector General of Police, Armed Police Trichy in memo D1/4603/2008, dated 07.07.2008 two water cooler cum purified model-HIMA 7 NHC online purifier cum Normal, Hot and Cold disperser(125 liters/hour) were purchased for Rs.35,700/- each and installed in this Battalion on 16.07.2008.
- iv) Conducted training on “Professional Ethics and Human Rights and Stress Management” course to the Police Personnel of this Battalion on 25.09.2008 and 26.09.2008. 125 Police Officers and personnel have attended this training Tr. D. Kumaravelu, Chief Engineer(Retired) TNEB, Tr. N.K. Velu, ADSP(Retired) V& AC, Tr. A.P.Jeyachandran, MA BL, Advocate and Tr. Radhakrishnan, Psychologist have participated as Guest Lecturers.
- v) Celebrated 150<sup>th</sup> year of establishment of Tamil Nadu Police on 06.09.2008 and planted 150 saplings.
- vi) Conducted 2 ½ hours refreshment training on administrative rules to the ministerial staff of this Battalion on 26.09.2008. Tr. P. Murugesan, Personal Assistant(Admn.) to the Commandant has attended as Guest Lecture.
- Vii) Conducted Yoga Class with the help of Tr. Shree Kannan of Chennai. 75 Police Personnel have attended in the class.
- viii) Conducted class on “Professional Ethics” along with 13-Officers and 150-Police Personnel. Mr. Rajendran, Additional Superintendent of Police(Retired) Coimbatore has attended as Guest Lecture.

- ix) Conducted the HIV awareness program class along with Officers and Police Personnel in Headquarters with the help of Tr. Mahadevan, Assistant Professor, CMC, Tmr. Meenashi, HIV Counselor, Mr. Sreenivasan, HIV organizer, Coimbatore. Tamil Nadu State AIDS Control Team.
- x) Conducted the lecture class on Professional Ethics with Tr. Maharajan, Inspector of Police, in service Training Service Centre, PRS, Coimbatore City.
- xi) Conducted class for 105 Police Personnel on “Stress Management” Dr. N.S. Mani, MD FIPS, Balaji Medical Centre, Coimbatore has attended as Guest Lecture.
- xii) Medical Camp organized in this Battalion Headquarters in-association with Kovai Medical Centre and Hospital. A team of eight doctors, specialists in various fields and a dietician were called for to give consultation on common ailments 305 Police Personnel and their family members benefited in this camp.
- xiii) A screening for AIDS was also conducted in the campus on the same day in which 104 members subjected themselves voluntarily to the tests.
- xiv) Seminar programme of men on “Personality management and General Motivation”.
- xv) ‘Eye Camp’ organized in this Battalion Hqrs. In association with ‘Lotus Eye Care Hospital’. 342 Police Personnel and their families benefited in the camp.
- xvi) Organized Sports & Games meet in connection with “47th Battalion raising day” to the personnel, Ministerial Staff and Followers and distributed prizes to the winners, in view of the occasion.
- xvii) Guest lecture in RTI Act at Battalion Headquarters by Advocate Tr.Sanjayan of Coimbatore.
- xviii) ‘AIDS Awareness Class’ conducted at Battalion Hqrs.
- xix) Held inter company sports as a prelude for inter Battalion sports.
- xix) Computer Training given to 28-Police Personnel



- xxi) Ten numbers of one rupee coin boxes were installed in various places with in the Battalion campus/Residential quarters for the welfare of Police Personnel and their families.

**B) TRAINING :**

Various kinds of training were given to officers and men, as per TSP manual in this Battalion Small Arms, Swift Action force Training and First Aid were also given to all Officer and men including demonstration.

**C) ADMINISTRATION:**

Monthly meetings are regularly conducted in the Battalion Head quarters and the officers of the Battalion are briefed on Battalion administration and welfare of the men. The instructions issued by the Director General of Police, Additional Director General of Police Law & Order, Additional Director General of Police, Armed Police, Chennai, Inspector General of Police, Armed Police, Trichy and the Inspector General of Police, Armed Police, Chennai are conveyed to them during the meeting for strict compliance. TA upto December 2008 has been paid to the men and Officers. A total of 194 GPF petitions were received from the men in the year 2008 and all of them were settled.

**D) MOTIVATING THE PERSONNEL :**

A sum of Rs. 1,05,195/- has been awarded as money reward to the Police personnel during the year 2008. I.V.P has been disbursed to one Police Personnel during the year 2008. Note books were also supplied to the children of followers on free of cost. Sincere efforts have been taken in all aspects to maintain the morale and discipline of the force.

**DETAILS OF ANNUAL BUDGET SANCTION, EXPENDITURE AND BALANCE**

| Sl. No.                        | Head of Account                                 | B.E.        | R.E<br>2008-2009 | Expenditure<br>up to<br>28.02.2009 | Balance   | Remarks/<br>Required |
|--------------------------------|---|-------------|------------------|------------------------------------|-----------|----------------------|
| <b>01-Salaries</b>             |   |             |                  |                                    |           |                      |
| 1.                             | 01- Pay   | 5,77,71,000 | 4,36,77,000      |                                    |           |                      |
| 2.                             | 02- Medical Allowances                          | 6,65,000    | 6,02,000         |                                    |           |                      |
| 3.                             | 03- Medical Charges                             | 14,000      | 14,000           | 8,490                              | 5,510     |                      |
| 4.                             | 04- Other Allowances                            | 1,11,45,000 | 1,13,64,000      | 29,77,800                          | 83,86,200 |                      |
| 5.                             | 06- House Rent Allowances                       | 20,53,000   | 16,60,000        |                                    |           |                      |
| 6.                             | 07- Travel Concession                           | 1,00,000    | 2,59,000         | 2,58,736                           | 264       | 1,50,000             |
| 7.                             | 08- CC Allowances                               | 15,57,000   | 13,07,000        |                                    |           |                      |
| <b>02- Wages</b>               |   | 1,72,000    | 1,20,000         | 1,07,572                           | 12,428    |                      |
| <b>03- Dearness Allowances</b> |   |             |                  |                                    |           |                      |
| 8.                             | 01 Dearness allowances                          | 4,24,62,000 | 3,54,40,000      |                                    |           |                      |
| 9.                             | 03 Dearness Pay                                 | 2,88,86,000 | 2,18,76,000      |                                    |           |                      |
| <b>04-Travel Expenses</b>      |   |             |                  |                                    |           |                      |
| 10.                            | 01- Tour Traveling Allowances                   | 1,19,00,000 | 1,19,00,000      | 73,29,023                          | 45,70,977 |                      |
| 11.                            | 02- Transfer Traveling Allowances               | 21,000      | 21,000           | 18,806                             | 2,194     |                      |
| <b>05-Office Expenses</b>      |   |             |                  |                                    |           |                      |
| 12.                            | 01-Telephone Charges (Addl.allotment Rs.50,000) | 2,20,000    | 2,33,000         | 1,74,772                           | 58,228    |                      |
| 13.                            | 02-Other Contingencies                          | 1,70,000    | 2,30,000         | 1,32,218                           | 97,782    |                      |

| S1. No   | Head of Account                                       | B.E.      | R.E 2008-2009 | Expenditure up to 28.02.2009 | Balance   | Remarks/ Required |
|--|---|-----------|---------------|------------------------------|-----------|-------------------|
| 14   | 03- Electricity Charges<br>(Addl.allotment Rs.50,000) | 5,60,000  | 6,50,000      | 6,37,986                     | 12,014    |                   |
| <b>06- Rent, Rates &amp; Tax</b>                       |   |           |               |                              |           |                   |
| 15   | 02- Property Tax                                      | 1,88,000  | 2,22,000      | 1,74,892                     | 47,108    | 3,71,000          |
| 16   | 03- Water Charges<br>(Addl.allotment Rs.35,000)       | 2,30,000  | 2,30,000      | 2,39,091                     | (-) 9,091 | 35,000            |
| <b>18-Maintenance of Building</b>                      |   |           |               |                              |           |                   |
| 17   | 01-Periodical Maintenance(PCR)                        | 5,00,000  | 5,00,000      | --                           | --        |                   |
| <b>19-Machinery &amp; Equipments</b>                   |   |           |               |                              |           |                   |
| 18   | 03- Maintenance                                       | 18,000    | 22,000        | 5,625                        | 16,375    |                   |
| <b>21- Motor Vehicles</b>                              |   |           |               |                              |           |                   |
| 19.  | 02-Maintenance of functional Vehicles                 | 2,12,000  | 2,50,000      | 1,56,256                     | 93,744    |                   |
| <b>33 Payment for professional and Special Service</b> |   |           |               |                              |           |                   |
| 20   | 01-Pleader Fees                                       | 2,000     | 3,000         | 3,000                        | ---       |                   |
| 21   | <b>39-Rewards</b>                                     | 1,27,000  | 2,18,000      | 1,57,775                     | 60,225    |                   |
| 22   | <b>45-Petroleum Oil &amp; Lubricants</b>              | 25,50,000 | 30,00,000     | 18,62,412                    | 11,37,588 |                   |
| 23   | <b>46 Clothing Tentage &amp; Stores</b>               | 2,67,000  | 7,13,000      | 2,51,331                     | 4,61,669  |                   |
| <b>49- Festival Advance</b>                            |   |           |               |                              |           |                   |
| 24   | 01-Festival Advance-Debit                             | 20,00,000 | 20,00,000     | 9,00,000                     | 11,00,000 |                   |
| 25   | 02-Festival Advance Credit                            | 20,00,000 | (-) 20,00,000 | 800                          | 19,99,200 |                   |
| 26   | <b>59-Prizes &amp; Awards</b>                         | 6,000     | 6,000         | 500                          | 5,500     |                   |

| <b>Sl. No.</b>                       | <b>Head of Account</b>                               | <b>B.E.</b> | <b>R.E<br/>2008-2009</b> | <b>Expenditure<br/>up to<br/>28.02.2009</b> | <b>Balance</b> | <b>Remarks/<br/>Required</b> |
|--------------------------------------|--|-------------|--------------------------|---|----------------|------------------------------|
| 27.                                  | <b>68-Cost of Books/Notes<br/>Books/States etc.,</b> | 4,000       | 6,000                    | ---   | ---            |                              |
| 28.                                  | <b>72-Training</b>                                   | 3,82,000    | 3,82,000                 | 52,771                                      | 3,29,229       |                              |
| <b>76-Computer &amp; Accessories</b> |  |             |                          |   |                |                              |
| 29.                                  | 02-Maintenance                                       | 20,000      | 24,000                   | 19,319                                      | 4,681          |                              |
| 30.                                  | 03 Stationeries                                      | 16,500      | 65,000                   | 25,264                                      | 39,736         |                              |
| 31.                                  | <b>67 Feeding</b>                                    | --          | --                       | --  | --             |                              |
| <b>04 Travel Expenses</b>            |  |             |                          |   |                |                              |
| 32.                                  | 01 Tour Traveling Allowance<br>(Bus Warrant)         | 1,28,000    | 1,28,000                 | 68,484                                      | 59,516         |                              |