

## **TSP I BATTALION, TRICHY**

### **EXTRACT OF RULE 4(1)(b) OF THE RIGHT TO INFORMATION ACT 2005.**

#### **1. THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES.**

On the eve of reorganization of state on linguistic basis, the Malabar Special Police was divided into two, one for Kerala and the other for Madras state. The Headquarters of MSP or (Madras state) Tamilnadu was shifted to Trichy for maintaining the law and orders situation as per GO No. 4112(Home) Dept dt. 07.11.1947.

2. The erstwhile Madras state came to be called as "Tamilnadu " as per GO. Ms . No. 2051 dated 03.08.1972. The MSP and SAP battalions of this state were renamed as Tamilnadu Special Police Battalions. The SAP functioned at Trichy was renamed as TSP I Battalion, and is now doing meritorious service with utmost dedication and devotion in different parts of Tamilnadu.

3. This battalion is situated at Madurai Road near Trichy junction in a vast area of 99 acres.

4. Presently, this Battalion is functioning with Six active Companies and four groups, namely Headquarters, Signal group, Motor Transport and Quarter Master Group. The police personnel are being deputed for duty all over Tamilnadu to assist the local police in Law and Order duty, coastal security duty, Central prison guard duty etc., and the companies are moved to various places, as per the orders of the Director General of Police and Additional Director of Police, Armed Police, Chennai then and there.

5. Commandant (Superintendent of Police level officer) is the administrative head of TSP I Battalion. One Deputy Commandant (In the rank of ADSP), 4 Assistant

Commandants (In the rank of DSP), Inspectors and Sub Inspectors are under the control of Commandant. Inspectors are incharge of companies. Senior most Inspector is working as Adjutant Inspector. Assistant Commandants do audit the books of accounts of companies once in a month. They have to inspect the companies twice in a year. The books of Accounts of groups is audited by the Deputy Commandant every month. As a welfare measure, canteen, polish store, Aavin Commercial Booth, STD Commercial Booth and LPG dealership are being run in this Battalion. The books of Accounts of these concerns are audited by Deputy Commandant. All these instructions are mandatory as envisaged in Tamilnadu Special Police Manual.

6. In the administrative side, the commandant will be assisted by P.A, Superintendents, Assistants, Junior Assistants, Record Clerk and OAs. The Commandant is the pay drawing officer for all the executive and ministerial staff. Generally the Battalion is the striking force of Director General of Police. The companies will move to assist the City and Taluk Police under the orders of Director General of Police. Generally the coastal check post guard, Law and Order Bandobust and Central prison guard duty are being performed by the Battalion. When the companies are in Head Quarters, they will attend to routine physical training, parade movements and Arms cleaning duties. Generally the police constables after completing 6 month basic training are posted to Battalions. Only after completion of 3 years of service in Battalion, the PCs will be transferred to District Armed Reserve Police.

## **II) - Powers and Duties of its officer and employees.**

As far as TSP I Battalion is concerned, its officers and men are not having any investigation powers and arresting powers, When they are deputed for duties to assist Taluk Police in District/Cities they have to act under the instructions of police officer of Taluk Police. They will assist the Taluk Police.

## **III) Decision making process procedure**

In important matters with regard to organizational function utilization of funds for welfare matters etc., the suggestions of OCs, the company supervisory officers are taken up for consideration in consultation with Assistant Commandants and Deputy Commandant and final decision is made and action is taken.

#### **IV) OC'S (Inspectors)**

Adjutant Inspector is the senior most Inspector. He is incharge of all buildings, family quarters. He must maintain a line hut register, Married quarters register. He is incharge of parade ground, Main guard room, playing grounds. He should detail guards. He is responsible for annual range practice. He is the mess officer for groups mess. He will maintain attendance register for sanitary workers. He is incharge of all training materials, range requisites and sports. He will conduct band inspection once in 3 months. He must test buglers, once in 3 months. He is responsible for conducting all cadre courses.

#### **Company Commanders (Inspectors) :**

They are the king pin of Battalion. They are responsible for maintaining high standard of their companies in drill, discipline, administration, training and efficiency. Inspector will maintain all cash accounts. They will maintain General Diary. On every Saturday every Inspector of the Coys must check the arms and ammunitions of his company. They must conduct kit inspection for every quarter.

#### **Motor Transport Officer (Inspector) :**

All the motor transport vehicles are under the control of MTO (Inspr). He must see that the vehicles are kept in readiness at all times. He must see that the vehicles are kept greased, oiled and cleaned. He is incharge of all spare parts including tyres and tubes and keep the reserve stock replenished. He will inspect the vehicles every morning before they are out. He must put the vehicle for technical inspection before MVI, Once in a quarter. He is responsible for renewal of driving licenses of drivers and cleaners and for registration certificates.

### **Quarter Master (Inspector) :**

He is in charge of Battalion stores. He must maintain an account of receipt and issues of all articles in stock books. He will maintain all accounts like company commanders. He is responsible for auctioning condemned articles. He must produce the articles for condemnation before Commandant and Deputy Commandant.

### **Signal Officer (Inspector) :**

He must supervise and control the entire Radio organization of the Battalion. The SO must inspect all sets, plants and batteries once in a Quarter. He must maintain records pertaining to signal group. He must maintain all records and registers like company commanders.

### **Assistant Commandants :**

The Assistant Commandant must audit the books of accounts of company once in a month. He may sanction leave to Sub Inspectors of companies. Assistant Commandant must program and inspect the companies once in 6 months. They must check the Guards, Barracks, Cash Books of Companies, Quality of food, Arms and Ammunitions. They conduct oral enquiry in disciplinary cases as and when ordered by the Commandant.

### **Deputy Commandant :**

The Deputy Commandant must audit all books of accounts of groups once in a month. He must inspect the groups. He must conduct annual range firing practice. He must audit the accounts of Battalion police fund and other non-official funds once in a month. He must properly plan to run all cadre courses.

### **Commandant :**

The Commandant is the Head and senior most officer of the Battalion. He is responsible for the functional operation of the Battalion and for the internal

Administration, economy, Efficiency, Discipline, Training and well being of all officers and men in the force.

**V)** Tamilnadu Special Police manual and all Police Subordinate Service Rules and other Government orders are used by the employees for discharging the functions.

**VI)** The following records are categorically maintained in companies .

1. Contingent Account Book 2) Company fund account 3) Cash memo book 4) File of Audit, Inspection Records 5) pay and mess cash book 6) Ammunition account register 7) Armoury acknowledgement register 8) Arms history sheets 9) Bell of Arms register 10) Clothing register 11) Daily stock books of Arms and Ammunition 12) History sheets of cycles 13) History sheet of Petromax and Harricane lamps 14) Indent Book 15) Kit Difficiency register 16) (LARS) List of articles returned to store 17) Register of Government properties 18) Register of company fund property 19) Stock book of stationary articles 20) Stores vouchers 21) Quarterly return file 22) Hospital register 23) Medical inspection Register 24) Medical officer visiting Book 25) Medical History sheet 26) Weight register 27) Blood grouping register 28) Daily ration issue register 29) Mess attendance register 30) Mess account register 31) Mess minute book 32) Ration purchase register.

**VII)** Tamilnadu Special Police Battalion is not a public related one. Whenever it is deputed for duty on the orders of higher officers, the Battalion strength as per instructions works under the Taluk Police. It is not directly related to common public.

**VIII)** The following committees have been constituted with Deputy Commandant, OC HQrs and other suitable officers as it members for administrative and for welfare of the men and officers of the Battalion . But the committees are purely welfare oriented of the Battalion and not open to public .

1. Quarters allotment committee.
2. women welfare committee.
3. Mess committee.

4. Polish store purchase committee.
5. canteen fund committee.

IX) Directory of officers and employees of the Battalion is maintained. The details are as follows.

Commandant	-	1
Deputy Commandant	-	1
Assistant Commandant	-	4
Inspectors	-	11
Sub Inspectors	-	36
Havildars	-	114
Naiks	-	125
PCs	-	720

**Strength Particulars of Ministerial Staffs :**

P.A	-	2
Superintendent	-	5
Assistants	-	12
Junior Assistants	-	11
Typist	-	3
Steno Typist	-	1
Record Clerk	-	1
Office Assistant	-	19
Cook	-	24
Dhobies	-	14
Barbers	-	7
Sweepers	-	49

X) The officers and police personnel of the Battalion are being paid monthly pay and allowances as per scale of pay and allowances fixed by the Government. The details of Time Scale of Pay are as below.

Sl.No	Rank	Scale of Pay
1	Commandant	12000-375-16500
2	Deputy Commandant	10000-325-15200
3	Assistant Commandant	8000-275-13500
4	Inspector of Police	6500-200-10500
5	Sub Inspector of Police	5300-150-8300
6	Havildar	4000-100-6000
7	Naik	3200-85-4900
8	PC	3050-75-3950-80-4590
9	PA	8000-275-13500
10	Superintendent	5700-175-9200
11	Assistant	4000-100-6000
12	Junior Assistant	3200-85-4900
13	Typist	3200-85-4900
14	Steno Typist	4000-100-6000
15	Record Clerk	2750-70-3800-75-4400
16	Office Assistant	2550-55-2660-60-3200
17	Cook	2550-55-2660-60-3200
18	Dhoby	2550-55-2660-60-3200
19	Barber	2550-55-2660-60-3200
20	Sweeper	2550-55-2660-60-3200

XI  
XII  
XIII  
XIV

Not applicable to Tamilnadu Special Police I Battalion.



XV) Generally this organization is not public oriented directly and nothing is maintained for public use.

XVI) The Deputy Commandant is nominated as public information officer in respect of TSP I Battalion, Trichy. His name is Tr. K. Veerasamy, Assistant Commandant III, I/c Deputy Commandant, Tamilnadu Special Police I Battalion, Trichy.

XVII) Generally Tamilnadu Special Police I Battalion, Trichy is not directly related to public. There is no correspondence between public and this organization. This organization is not dealing with the public directly. The officers of the organization is not empowered with any police powers. When the strength of Battalion goes out for duty, it functions under the command of Taluk police.