

**TSP VII BATTALION**  
**RIGHT TO INFORMATION ACT - 2005**

**(i) The Particulars of its Organization, functions and duties:-**

The Government of Tamil Nadu in their G.O.Ms.No: 375, Home Department, dt: 19.02.81 sanctioned the formation of this Battalion to be stationed at Gudalur in Nilgiris District with effect from 01.04.81 to prevent encroachments in forest area in Gudalur. In G.O Ms.No: 908, Home (Pol) dt: 20.04.1981 Communicated in Chief Office Endorsement in Rc.No. 114244/APTZ/80, dt: 30.04.81, the Government permitted this Battalion to be stationed at Manimuthar temporarily till the imparting of training to the recruits is completed. Subsequently the Head Quarters of this Battalion was shifted to Palani temporarily till necessary infrastructure facilities were provided at Gudalur as per G.O.Ms.No: 1905, Home dt: 28.07.1982 and this Battalion started functioning in Palani from 01.11.1982.

In accordance with the orders of the Government in G.O.Ms.No: 838, Home (Pol-IX) Department, dt: 22.08.2007 Communicated in Chief Office Endorsement Rc.No: 260061/RA-III(2)/02, dt: 03.09.2003, the Tamil Nadu Special Police VII Battalion hither to functioning at Palani was shifted to Pochampalli in Krishnagiri District and started functioning there with effect from 01.12.2007.

This Battalion has 7 companies. One company is having the sanctioned strength of 1 Inspector (OC), 4 Sub-Inspectors, 12 Havildars, 18 Naiks, 90 Police Constables, 4 Cook, 2 Dhobi, 1 Barbar (But now there are vacancies in each rank). Among 7 companies 5 are men companies and 2 are women companies. Besides groups are there like Head Quarters, Quarter Master, Motor Transport, and Radio Transmission.

Commandant (SP level officer) is the administrative head of this Battalion. One Deputy Commandant (In the rank of ADSP), Three Assistant Commandants (In the rank of DSP), Inspectors and Sub-Inspectors are under the control of Commandant. Inspectors will be incharge of companies. Senior most Inspector is designated as Adjutant Inspector. Assistant Commandants will audit the books of accounts of companies once in a month. They will inspect the companies twice in a year. The books of accounts of Groups will be audited by the Deputy Commandant every month. As a welfare measure, Canteen, Polish store and STD Commercial Booth are being run in this Battalion. The books of Accounts of these concerns would be audited by Deputy Commandant. All these instructions have been mandated in the Tamil Nadu Special Police Manual.

In the administrative side, the Commandant will be assisted by P.A, Superintendents, Assistants, Junior Assistants, Record Clerk and O.As. The Commandant is the pay drawing officer for all the executive and ministerial staff members. Generally the Battalion is the striking force of Director General of Police. The companies will move to assist the Taluk Police under the orders of Director General of Police and assist the Taluk Police in maintaining the law and order. When the companies are in Head Quarters, they will attend physical training, parade and arms cleaning duties. Generally the police constable after completing the basic training of six months is posted to the Battalions. Only after a periods of 3 years, they will be transferred to district Armed Reserve and from there subsequently to Taluk Police.

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

As far as Battalion is concerned its officers and men are not having any power of investigation power or arrest. When they are deputed for duties to assist Taluk Police, they have to act under the instructions of Taluk police. They will assist the Taluk Police.

III. Decision making process procedure does not arise.

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

### **Adjutant Inspector:**

He is the senior most Inspector. He is incharge or all buildings, family quarters etc., in the Battalion Head Quarters. He must maintain a line hut register and married quarters register. He is incharge of parade ground, Main guard room, playing grounds, etc. He should detail guards. He is responsible for conducting 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):**

He is the king pin of Battalion. He is responsible to maintain high standard of his companies in respect of drill, discipline, administration, training and efficiency. He will maintain all cash accounts. He will maintain a General Dairy. On every Saturday he must check the arms and ammunitions of his company. He must conduct kit inspection every quarter.

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

All the motor Vehicles are under the charge of Motor Transport Officer. He must ensure that the vehicles are kept in readiness at all times. He must see that 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 a quarter. He is responsible for renewal of driving licenses of drivers and cleaners and registration certificates. He will arrange to produce the vehicles for the inspection by Commandant periodically.

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

He is incharge of Battalion stores. He must maintain an account of receipt and issues of all articles and stores in stock books. He will maintain all accounts like company commanders. He is responsible for auctioning condemned articles. He must produce articles for condemnation before Commandant and Deputy Commandant, periodically and ensure all condemned articles are disposed in time.

### **Signal officer (Inspector):**

He must supervise and control the entire Radio organization. Once in a quarter he must inspect all sets, plants and batteries. He must maintain records pertaining to signal group like company commanders.

### **Assistant Commandant:**

He must audit the books of accounts of Company once in a month. He is authorized to sanction leave to Sub-Inspectors of companies. He must inspect the companies once in 6 months. He must check the Guards, Barracks, Cash Books of companies, quality of food, Arms and Ammunition. He must conduct oral enquiry in disciplinary cases as and when ordered by the Commandant.

### **Deputy Commandant:**

He must audit all books of accounts of Groups once in a month. He must inspect the groups. He must organize annual range firing practice. He must audit the accounts Battalion polish fund and other non-official funds once in a month. He must plan to run all cadre courses.

### **Commandant:**

He is the senior most officer of the Battalion and is responsible for the internal administration, economy, efficiency, discipline, training and well being of all officers and men in the Battalion.

V. Tamil Nadu Special Police Manual is used by the Battalion for discharging its functions.

VI. 1) Contingent Account Book 2) Company fund account 3) Cash memo files 4) File of Audit, Inspection Records 5) Pay cash book 6) Pay and mess book 7) Ammunition account register 8) Armoury acknowledgment register 9) Arms history sheets 10) Bell of arms register 11) Clothing register 12) Daily stock books of Arms and ammunition 13) History sheets of cycles 14) Kit deficiency register 17) List of Articles returned to store 18) Register of government property 19) Register of company fund property 20) Stock book of stationery articles 21) Stores vouchers 22) Quarterly return file 23) Hospital

register 24) Medical inspection register 25) Medical officer visiting book 26) Medical History sheets 27) Paludrine register 28) Weight register 29) Blook grouping register 30) Daily ration issue register 31) Mess Attendance register 32) Mess account book 33) Mess minute book 34) Ration purchase register. All the above documents are available at companies.

VII. Tamil Nadu Special Police Battalion is not directly public related. When ever it is deputed for duty the strength of the Battalion is used to assist Taluk Police.

VIII. No such system is in vogue.

### **IX Strength Particulars of Executive staff**

Commandant	-	1
Deputy Commandant	-	1
Assistant Commandants	-	3
Inspectors	-	11
Sub-Inspectors	-	38
Havildars	-	112
Naiks	-	125
PCs	-	720

### **Strength Particulars of Ministerial Staff**

P.A.s	-	2
Superintendents	-	5
Assistants	-	9
Junior Assistants	-	17
Typists	-	3
Steno-Typist	-	1
RC	-	1
OA	-	-
Cooks	-	28
Dhobies	-	14
Barbers	-	7
Sweepers	-	28

## **X. Time Scale of Cadre in our Battalions Police personnel and Staff**

1.	Commandant	12000-375-16500	They are paid according to seniority and eligibility.
2.	Dy. Commandant	10000-325-15200	
3.	Asst. 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.	Barbar	2550-55-2660-60-3200	
20.	Sweeper	2550-55-2660-60-3200	

- XI - Covered by police Budget.  
XII - Not applicable.  
XIII - Not applicable.  
XIV -

XV and XVI. The State Public Information Officer for the entire police force is the Deputy Inspector General of Police Head quarters, Office of Director General of Police, Chennai – 04. There is no separate public information officer for Armed Police. (Tamil Nadu Special Police Battalions)

## XVII

Generally this Organization is not directly dealing with public. There is no scope for correspondence between public and this organization. This organization is not invested with any police powers. When it goes out for duty, it functions under the control of Taluk Police. So, if at all any information with regard to that duty is sought, this could be sought from Police Headquarters only.