

**TSP XII BATTALIAN**  
**RIGHT TO INFORMATION ACT 2005**

**I The particulars of its organization, functions and duties**

This Battalion was formed as per G.O.Ms.No.968 Home(Pol IX) Department dated: 14.10.05 in the name of TSP XII (Women) battalion for which nomenclature had ordered in G.O.Ms.No.1015 Home (Pol IX) Department dt.26.10.05 was disbanded with immediate effect, as ordered in G.O.Ms.No.266 Home (Pol. IX) Department dated: 31.03.06. Hence, the new sanctions towards the formation of TSP XV (CSG) Battalion as ordered in G.O.Ms.No. 32 Home (Pol IX) Department dated: 10.01.2006. It was formed exclusively for Coastal Security with Head Quarters at Mandapam Camp. This unit is functioning from 11.03.2006. In the G.O.Ms.No.36 Home Pol (IX) Department dated: 08.01.2007, change of nomenclature amendment to G.O.Ms.No.32 Home Pol-IX Department dated: 10.01.2006 was issued. Accordingly, the nomenclature amendment of TSP XV Battalion (CSG) at Mandapam has been changed as TSP XII Battalion (CSG) at Mandapam. Owing to Srilankan Refugee problem, Mandapam Camp has not been allotted to this unit. so this Battalion is now temporarily functioning at Manimuthar, Tirunelveli District, in the Building of TSP IX Battalion, Manimuthar. Securing of land in Ramnad District is under process. After acquisition of the lands in Ramnad District, master plan for the construction of Administrative Blocks, Barracks, Bell of Arms, Guard Rooms, Residential Quarters, etc., will be prepared with the assistance of Tamil Nadu Police Housing Corporation.

2. As per the orders, this Battalion is under the operational control of the Additional Director General of Police, CSG, Chennai. This Battalion is having 4 active companies. Among 4 active companies 3 are men companies and 1 is women company. In

addition to that one Head Quarter Group, one Motor Transport Group, one Quarter Master Group and one Signal Group. This Battalion is formed exclusively to perform Coastal Security duty through out the State.

Commandant (SP level officer) is the administrative head of each Battalion. One Deputy Commandant (In the rank of ADSP), 3 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 working 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 Aavin 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 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 DGP. Generally the coastal check post guard, Electricity generating dam's security, Police Chief office sentry duty are being performed by Battalion. When the companies are in Head Quarters, they will attend routine physical training, Parade movements and Arms cleaning duties. Generally the police constable after completing 6 month basic training is posted to Battalions. Only after a period of 3 years, they will be transferred to district Armed Reserve 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 investigation power and arresting power. 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)****Company Commanders (Inspectors):**

They are the king pin of Battalion. He is responsible for high standard of his companies 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 transports are under the charge of him. He must see 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.

**Quarter Master (Inspector):**

He is incharge 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 articles for condemnation before commandant and Deputy Commandant.

**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. He must maintain all records and registers like company commanders.

**Assistant Commandants:**

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

**Deputy Commandant:**

He 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 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 Battalion and is responsible for the internal Administration, economy, efficiency, Discipline, Training and well being of all officers and men in the force.

**V)** Tamil Nadu Special Police manual is used by its employees 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) History sheet of petromex and hurricane lamp 15) Indent book 16) 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) Blood 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 a public related one. When ever it is deputed for duty this Battalions workes under the Taluk Police. Directly it is not related to public.

**VIII)** No such system is in vogue.

**IX) Strength Particulars of Executive Staff**

Commandant	-	1
Deputy Commandant	-	1
Assistant Commandant	-	3
Inspector	-	9
Sub – Inspector	-	30
Havildar	-	100
Naik	-	134
PC	-	636

**Strength particulars of Ministerial Staff**

P.A.	-	1
Superintendent	-	4
Assistant	-	10
Junior Assistant	-	13
Typist	-	3
Steno – Typist	-	1
RC	-	1
OA	-	5
Cook	-	24
Dhobies	-	-
Barbar	-	6
Sweeper	-	-

**X) Time Scale of Cadre in our Battalion 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	Consolidated Pay per month Rs. 1500/-	
19.	Barbar	Consolidated Pay per month Rs. 1500/-	

**XI** }  
**XII** } Not applicable in this office.  
**XIII** }  
**XIV** }

**XV)** Nothing is maintained for public use. Generally this organization is not public oriented directly.

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