

## **Tamil Nadu Special Police, XV Battalion , Sundarampalli**

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

The Government of Tamil Nadu in their G.O.Ms.No: 935, Home (Police 9) Department, dt: 18.6.2007 sanctioned the formation of this Battalion with headquarters at Sundarampalli with effect from 6.8.2007. The Tamilnadu Special Police XV Battalion is to assist the local police in tackling law and order problems, in curbing activities of Naxalite and militants. Apart from these field duties, the Tamilnadu Special Police personnel are also utilized for providing security in Coastal areas, sensitive guards, Central Prisons and Sri Lankan Refugees Special Camp. The Tamil Nadu Special Police personnel are also utilized in assisting the local police in providing bandobust and security to VVIPs.

There are 7 companies in this Battalion. Besides groups are there like Head Quarters, Quarter Master, Motor Transport, and Radio Transmission with the sanctioned strength of 1 Commandant, 1 Deputy Commandant, 3 Assistant Commandants, 9 Inspectors of Police, 27 Sub-Inspectors of Police, 100 Havildars, 134 Naiks (Grade I Police Constables), 636 Grade II Police Constables, 2 Sub-Inspectors of Police (Technical) , 1 Sub-Inspector of Police (Band). But now there are vacancies in each rank.

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 in charge 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 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 in charge of all buildings, family quarters etc., in the Battalion Head Quarters. He must maintain a line hut register and married quarters register. He is in charge 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 in charge 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 Diary. 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 in charge 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 in charge 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 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 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) Pol. entry 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 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	-	9
Sub-Inspectors	-	27
Havildars	-	100
Naiks	-	134
PCs	-	636
S.I. (Tech)	-	2
S.I. (Band)	-	1
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Total	-	914
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**Strength Particulars of Ministerial Staff**

P.A.s	-	1
Superintendents	-	4
Assistants	-	11
Junior Assistants	-	13
Typists	-	3
Steno-Typist	-	1
RC	-	1
OA	-	7
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Total	-	41
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## **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	

XI - Covered by police Budget.

XII - Not applicable.

XIII - Not applicable.

XIV - Not applicable

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 vested 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.