

**POLICE TRAINING COLLEGE**  
**Manual Under Right to Information Act**

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**Introduction**

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1)(b) of this Act, this manual is brought in connection with Police Training, for information and guidance of the general

public.

- 1.2 The purpose of this manual is to inform the general public about Police Training, organisational setup, functions and duties of its officers and employees, records and documents available concerning Police Training.
- 1.3 This manual is aimed at the public in general and users of the services, and provides information about the programmes being implemented.
- 1.4 For the Police Training, functioning under the control of D G P the following Officers are designated as Public Information Officers and Assistant Public Information Officers for all the matters concerning thereto.

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### **Right to Information Act - Appellate Authority, PIOs & APIOs**

<b>Name of the Office/Unit</b>	<b>Office of the Addl.D.G.P. (Trg) Chennai - 83.</b>
Designation under the Act	Appellate Authority
<b>Name</b>	<b>Thiru. Amit Varma, IPS</b>
Designation	Additional Director General of Police, PO, TNPA, CNI, i/c Additional Director General of Police, Training,
Phone	Office : 044 - 24892456
Fax	Fax : 044 - 24853434 044 - 24892382
Official Address	Office of the I.G.P. (Trg) Chennai-600 083
E-mail Address	tnpa@md3.vsnl.net.in

<b>Name of the Office/Unit</b>	<b>Office of the I.G.P. (Trg) Chennai - 83.</b>
Designation under the Act	Public Information Officer
<b>Name</b>	<b>Thiru. T. Radhakrishnan, IPS</b>
Designation	Inspector General of Police, Training,
Phone	Office : 044 - 24892175
Fax	Fax : 044 - 24853434 044 - 24892382
Official Address	Office of the I.G.P. (Trg) Chennai-600 083
E-mail Address	tnpa@md3.vsnl.net.in

There are permanent P R Ss under the control of D G P located as follows

1. PRS, Vellore
2. PRS, Coimbatore
3. PRS, Perurani, Thoothukudi District
4. PRS, Trichy

Each of these units is headed by a Principal who may be of the rank of an ADSP or even an S.P. The Principal of these units will also function as the State Assistant Public Information Officer (SAPIO) as far as their respective units are concerned and will perform the duties and functions as prescribed under the R.I. Act, 2005.

**Name of the Office/Unit**    **Police Recruit School, Vellore**  
 Designation under the Act    Assistant Public Information Officer  
**Name**    **Thiru. G.Paramanandam**  
 Designation    Addl. Superintendent of Police,  
 Principal, PRS, Vellore  
 Phone    Office : 0416 - 2220065  
 Official Address    Police Recruit School,  
 Vellore

**Name of the Office/Unit**    **Police Recruit School, Coimbatore**  
 Designation under the Act    Assistant Public Information Officer  
**Name**    **Thiru. M.Singaravelu,**  
 Designation    Addl. Superintendent of Police /  
 Principal, PRS/Coimbatore  
 Phone    Office : 0422 - 2212207  
 Official Address    Police Recruit School,  
 Coimbatore

**Name of the Office/Unit**    **Police Recruit School, Perurani**  
 Designation under the Act    Assistant Public Information Officer  
**Name**    **Thiru.K.P. Shanmugarajeswaran, IPS**  
 Designation    Superintendent of Police / Principal  
 Phone    Office : 0461 - 2271070  
 Official Address    Police Recruit School,  
 Perurani

**Name of the Office/Unit**    **Police Recruit School, Trichy**  
 Designation under the Act    Asst. Public Information Officer  
**Name**    **Thiru. C. Jayabalan**  
 Designation    Commandant, TSP I Bn  
 Phone    Office : 0431-2472695  
 Official Address    Police Recruit School,  
 Trichy - 12

There are 13 In Service Training Centres in the State and they are headed by DSP level Officers. The DSPs In Service Training will function as State Assistance Public Information Officer (SAPIO). They will have the territorial jurisdiction of the Districts that come under their charge. The following Officers are designated as Assistant Public Information Officers for the 13 In Service Training Centres in the State.

**Name of the Office/Unit** **IST, Chennai (West)**  
Designation under the Act Assistant Public Information Officer  
Name Tmt. J.Mutharasi  
Designation Deputy Superintendent of Police  
Phone Office - 044 - 22315751  
Official Address IST Centre (West), St. Thomas Mount,  
Chennai - 16

**Name of the Office/Unit** **IST, Chennai (East)**  
Designation under the Act Assistant Public Information Officer  
Name Tr.V.Rajendran  
Designation Deputy Superintendent of Police  
Phone Office - 044 - 22315752  
Official Address IST Centre, St. Thomas Mount, Chennai -  
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**Name of the Office/Unit** **IST, Kancheepuram**  
Designation under the Act Assistant Public Information Officer  
Name Thiru. A.Thanigaivel  
Designation Deputy Superintendent of Police  
Phone Office - 044 - 27236587  
Official Address IST, Kancheepuram Range,  
Kancheepuram

**Name of the Office/Unit** **IST, Vellore**  
Designation under the Act Assistant Public Information Officer  
Name Tmt. C.Thamilarasi  
Designation Deputy Superintendent of Police  
Phone Office - 0416 - 2254772  
Official Address Ty. Police Recruit School, Fort, Vellore

**Name of the Office/Unit** **IST, Coimbatore**  
Designation under the Act Assistant Public Information Officer  
Name Thiru. N.Lingaswamy  
Designation Deputy Superintendent of Police  
Phone Office - 0422 - 2216600  
Official Address IST, Coimbatore Range, Coimbatore

**Name of the Office/Unit** **IST, Trinelveli**  
Designation under the Act Assistant Public Information Officer  
Name Thiru. A. Chokkalingam  
Designation Deputy Superintendent of Police

Phone Office - 0462 - 2562027  
Official Address IST, Trinelvei Range, Trinelvei

**Name of the Office/Unit**

**IST, Trichy**

Designation under the Act Assistant Public Information Officer  
Name Thiru. Selvaraj  
Designation Deputy Superintendent of Police  
Phone Office - 0431 - 2473633  
Official Address IST, Trichy Range, Trichy

**Name of the Office/Unit**

**IST, Thanjavur**

Designation under the Act Assistant Public Information Officer  
Name Thiru.S.R.J. Indrajit  
Designation Deputy Superintendent of Police  
Phone Office - 04362 - 226166  
Official Address IST, Thanjavur Range, Thanjavur

**Name of the Office/Unit**

**IST, Ramanathapuram**

Designation under the Act Assistant Public Information Officer  
Name Thiru. H.Krishnan  
Designation Deputy Superintendent of Police,  
Phone Office - 04567 - 230356  
Official Address IST, Ramanathapuram Range,  
Ramanathapuram

**Name of the Office/Unit**

**IST, Salem**

Designation under the Act Assistant Public Information Officer  
Name Thiru. S.Thiagarajan  
Designation Deputy Superintendent of Police  
Phone Office - 0427 - 2411955  
Official Address IST, Salem Range, Salem

**Name of the Office/Unit**

**IST, Madurai**

Designation under the Act Assistant Public Information Officer  
Name Tmt. C. Kalavathy  
Designation Deputy Superintendent of Police  
Phone Office - 0452 - 2523008  
Official Address IST, Madurai Range, Madurai

**Name of the Office/Unit**

**IST, Villupuram**

Designation under the Act Assistant Public Information Officer

Name	Vacant
Designation	Deputy Superintendent of Police
Phone	Office - 04146 - 240111
Official Address	IST, Villupuram Range, Villupuram

<b>Name of the Office/Unit</b>	<b>IST, Dindigul</b>
Designation under the Act	Assistant Public Information Officer
Name	Tmt. M.Mala
Designation	Deputy Superintendent of Police,
Official Address	IST, Dindigal Range, Dindigul

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A person requiring any information under the Act may contact the public Information Officer in-charge of subjects mentioned above.

The procedure and fee structure for getting information are as under: -

a) A request for obtaining information under sub-section (1) of Section 6 of the RTI Act shall be made in writing or through electronic means in person or by post to the Public Information Officer mentioned above and must be accompanied by an application fee of Rs.50/- by cash or by demand draft or banker's cheque. The Public Information Officer shall credit the amount to the following head of account:-

**"0075.00 Miscellaneous General Services - 800. Other receipts - BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005" (DPC 0075 00 800 BK 0006)**

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee.

b) For providing information under sub-section (1) of Section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

(i) Rupees two for each page (in A-4 or A-3 size paper) created or copied:

(ii) Actual charge or cost price of a copy in larger size paper:

(iii) Actual cost or price for samples or models: and

(iv) For inspection of records, no fee for the first hour: and a fee of Rs.5/- for each fifteen

minutes (or fraction thereof) thereafter.

c) For providing the information under sub-section (5) of Section 7 of the RTI Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

i) For information provided in diskette or floppy, @ Rs.50/- (fifty) per diskette or floppy: and

ii) For information provided in printed form, at the price fixed for such publication.

Persons below the poverty line are exempted from the payment of fee mentioned above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this

concession.

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## **Police Training**

### **Particulars of Organization, functions and duties under section 4(1)(b)(i) of Right to Information Act, 2005**

#### **Objectives / purpose of the Department**

The object is to impart Training in all aspects both indoor and Out door of police works to the newly inducted police personnel and also the serving personnel to meet the expectations of the public and to enable them to serve better.

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#### **Location**

Office of the I.G.P. (Trg) is situated at Ashok Nagar, Chennai, Tamil Nadu. It has been functioning from 13.10.1976 in a four-storied building. It is very near the Ashok Pillar on the 100 feet road. It comes under the jurisdiction of R3 Ashok Nagar Police station, under the Ashok Nagar sub division, Ashok Nagar District, South Zone of Greater Chennai City. Its Revenue Division comes under Guindy-Mambalam Taluk.

Control Room : 044-24892382, 24853434

Fax : 044-24892382, 24853434

Email : [tnpa@md3.vsnl.net.in](mailto:tnpa@md3.vsnl.net.in)

Website : [www.tnpa.tn.gov.in](http://www.tnpa.tn.gov.in)

Postal Address : Office of the I.G.P. (Trg), Ashok Nagar,  
Chennai - 600 083, Tamilnadu, India.

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## **Training Programme**

**Seven Months Basic Training for Recruit Police Constables** (includes 1 month practical training for AR Police Constables in District / City and also to impart 1 month compulsory Pre-Induction programmes for Armed Reserve Police Constables to be held in Police Recruitment Schools, before induction into Local Police.)

1. To train the recruits in Police work.
2. To improve their physical skills.
3. To acquire skills in other area essential to the Police like
  - a. Computer Handling
  - b. Petition enquiries
  - c. Law and order duties.
  - d. Assisting in crime investigation.
  - e. Driving

## **Specialized Capsule Courses**

Specialized Capsule Courses are conducted in office of the I.G.P. (Trg), Chennai

for all ranks of Police Personnel on various subjects such as Cyber Crime, Management and Media Management, SC & ST (POA) Act, Counseling Techniques, Policing with Human Face, Integrated Investigation Module, Geographical Profiling, Election Management, Preventing Torture and Ill-treatment in Detention and Illicit Drug Trade and Drug Scenario, etc. More subjects are added as and when the need arises.

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## **Police Training**

### **Particulars of Organisation, functions and duties under section 4(1)(b)(i) Right to Information Act, 2005**

#### **Objectives / purpose of the Department**

The object is to impart Training in all aspects both indoor and Out door of police works to the newly inducted police personnel and also the serving personnel to meet the expectations of the public and to enable them to serve better.

#### **Administrative Units**

The following Units / Training Institutions are functioning under the administrative control of the I G P, Training.

- i. Police Recruits Schools / Temporary Police Recruits Schools,
- ii. In Service Training Centres.

#### **The gist of activities in the above Training Institutions is given below:-**

Police Recruits Schools Four Permanent Police Recruit Schools, at Vellore, Coimbatore, Toothukudi and Trichy in Tamil Nadu are functioning under the administrative control of DIG, Training, IGP Training, ADGP, Training and Director General of Police.

Police Constables are being recruited by the Tamilnadu Uniformed Services Recruitment Board. The selected Police Constables are being given training in indoor and outdoor at these Police Recruit Schools.

The above four Police Recruit Schools are headed by a Principal, in the rank of Additional Superintendent of Police, assisted by Vice-principal, in the rank of Deputy Superintendent of Police. The indoor training is given by Chief Law Instructor, in the rank of Inspector of Police, assisted by Asst. Law Instructors in the rank of Sub-Inspectors of Police. The instructors are being selected, based on their experience and qualification. The outdoor training is given by Chief Drill Instructor, in the rank of Inspector of Police (Cat. II), who is assisted by Reserve Sub-Inspectors of Police and Asst. Drill Instructors in the rank of Head-Constables. The trainers are being imparted training of Trainers course under the direct control of the I.G.P. Training.

When ever more constables are recruited and the four permanent Police Recruit School are not sufficient to give training, temporary Police Recruit Schools will be opened on the orders of the Government of Tamilnadu with the concerned District Superintendent of Police/Commandants as Principal.

Here also the Principal will be assisted by one Vice Principal in the rank of Deputy Superintendent of Police (Category-I), One Chief Law Instructor in the rank of Inspector of Police (Category-I) and sufficient Assistant Law Instructors in the rank of Sub-Inspector of Police (Category-I) and one Chief Drill Instructor in the rank of Inspector of Police (Category-II) and sufficient Drill Instructors in the rank of Sub-Inspectors of Police (Category –II or III) and sufficient Assistant Drill Instructor in the rank of Head Constables (Category – II or III) and other Ministerial staff will be nominated by the Director General of Police, Tamilnadu.

In service  
Training  
Centres

Total Centres : 13

1. DSP, IST, Chennai East
2. DSP, IST, Chennai West
3. DSP, IST, Chengai Range
4. DSP, IST, Vellore Range
5. DSP, IST, Coimbatore Range
6. DSP, IST, Trichy Range
7. DSP, IST, Madurai Range
8. DSP, IST, Tirunelveli Range
9. DSP, IST, Ramanathapuram
10. DSP, IST, Salem Range
11. DSP, IST, Thanjavur Range
12. DSP, IST, Villupuram Range
13. DSP, IST, Dindugal Range

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## Police Training

### **Powers and duties of Officers and employees under section 4(1)(b)(ii) of Right to Information Act, 2005**

A. The Police Training at Police Recruit Schools, In-Service Training Centres and Organisation of capsule courses | Workshop | seminar and supervised by I.G.P. (Training). He is assisted by D.I.G (Training), Supdt. of Police / Principals of PRSs, DSPs of ISTCs. IGP (Trg) will oversee the implementations of the instructions issued Home Dept. and Office of the DGP Tamilnadu.

#### **B. Principals Police Recruit Schools**

The Principals of Police Recruit Schools will be in charge of imparting basic training to the newly recruited police constables ( Men | women)

#### **C. DSPs In-Service Training Centres:**

They will be in charge of training programme to be conducted at their place for the police personnel in the range from the rank of PCs to Inspectors in order to update their professional skill.

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## Police Training

### **Procedure followed in decision-making process under section 4(1)(b)(iii) of Right to Information Act, 2005**

This branch, as part of police force follows the procedure laid down in the Office manual and the Tamil Nadu Government business rules and instructions issued from time to time by the State Government. Apart from this the provisions of the

Tamil Nadu financial code, Tamil Nadu State and Sub-Ordinate service rules and The Tamil Nadu Government Servants conduct rules are also followed wherever applicable.

If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

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## **Police Training**

### **Norms set for the discharge of functions under section 4(1)(b)(iv) of Right to Information Act, 2005**

For the discharge of functions of the Police Training the prospectus, the Training Manuals for the D S Ps, S Is and other ranks are followed. The day today administrative functioning is governed by the procedure laid down in the Office manual and the Tamil Nadu Government business rules and instructions issued from time to time by the State Government. Apart from this the provisions of the Tamil Nadu financial code, Tamil Nadu State and Sub-Ordinate Service rules and The Tamil Nadu Government Servants conduct rules are also followed wherever applicable.

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## **Police Training**

### **Rules, Regulations, Instructions, Manuals and records for discharging functions under section 4(1)(b)(v) of Right to Information Act, 2005**

The business in the branch is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

- i. Tamil Nadu Government Business Rules
- ii. The Training Manuals prepared for the various category of police personnel
- iii. Tamil Nadu Budget Manual
- iv. Tamil Nadu State and Subordinate Service Rules
- v. Tamil Nadu Civil Services (Discipline and Appeal) Rules
- vi. Tamil Nadu Government Servants Conduct Rules, 1973
- vii. Tamil Nadu Pension Rules
- viii. Fundamental Rules
- ix. Tamil Nadu Financial Code
- x. Tamil Nadu Accounts Code
- xi. Tamil Nadu Treasury Code
- xii. The Tamil Nadu Land Acquisition Act, 1978
- xiii. Guidelines issued by the Government of India and the State Government.

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## **Police Training**

### **A Statement of categories of documents that are held by it for its control under section 4(1)(b)(vi) of Right to Information Act, 2005**

S.no	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Training Manuals	Details of training given to various categories of police personnel	Application to PIO	PIO

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## Police Training

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof under section 4(1)(b)(vii) of Right to Information Act, 2005**

At present there is no formal mechanism to seek consultation / participation of public in the Training activities. However, various resource persons are utilized for imparting training on specialized subjects connected to police department. The suggestion and views for the improvement of police training received from the public / Non - Governmental organizations are given due weight age for the improvement of the police training.

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## Police Training

**A Statement of boards, councils, committees and other bodies under section 4(1)(b)(viii) of Right to Information Act, 2005**

- Nil -

## Police Training

**Directory of Officers and Employees under section 4(1)(b)(ix) of Right to Information Act, 2005**

Sl.no	Name and Designation	Phone number
1.	Thiru. T. Radhakrishnan, IPS IGP, Training (Rs.18400-500-22400)	Office : 044 - 24892175
2.	Thiru. Su. Arunachalam, IPS DIG, Training (Rs.44480+Grade pay+DA)	Office : 044 - 24715856
3.	Thiru K.P.Shanmugarajeshwaran,IPS SP, Training (Rs.12000-375-16500)	Office : 044 - 23717699
4.	Thiru. K. Mohan ADSP, Training (Rs.10000-325-15200)	Office : 044 - 24719271
5.	Thiru. R. Mohan ADSP / Vice Principal (Rs.10000-325-13500)	Extn. 207
6.	Thiru. M.V. Poornachander DSP, Training (Rs.8000-275-13500)	Extn. 208

## Law Instructors

Sl.no	Name and Designation	Phone No
1.	Thiru. J.Sivakumar, Inspr / Law Instructor	Extn. 361
2.	Thiru. M. Muralitharan Inspr / Law Instructor	Extn. 361
3.	Thiru. B. Subramani, Inspr / Head Drill Instructor	Extn. 362
	Control Room	24853434,24892382

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## Police Training

Monthly remuneration received by each of the office employees including the system of compensation as provided in the regulation under section 4(1)(9b)(x) of Right to Information Act,2005

Superintendents (Rs. 5500 - 150 - 9000 + Allowances)

Assistant (Rs. 4000 - 100 - 6000 + Allowances)

Junior Assistant (Rs. 3200 - 85 - 4900 + Allowances)

Typist (Rs. 3200 - 85 - 4900 + Allowances)

Record Clerk (Rs. 3200 - 85 - 4900 + Allowances)

Office Assistant (Rs. 2550 - 55 - 2600 - 60 - 3200 + Allowances)

Law Instructors (Rs. 6500 - 200 - 10500 + Allowances)

Note: The Basic pay of the officers and employees is fixed under the provisions contained in rule 22 of fundamental rules. In addition to basic pay, the officers and employees are entitled to draw other allowances such as Dearness Pay, HRA, CCA as per the orders in force.