

THANJAVUR DISTRICT
EXTRACT OF RULE 4(1) (B) OF THE RIGHT TO INFORMATION
ACT-2005

[i]The particulars of its organization, functions and duties.

Introduction :

The Home Department of Govt. of Tamil Nadu is responsible for the administration of Police Department. and the basic objective of the Home Department is to formulate policies , laws , regulations for the effective criminal justice and implementation of law and order in the state through Police Department. The gist of activities of Police Department is establishment and service matters of police personals – Recruitment and Administration of Police Force- Issue of Gun License under Arms Act- Opening of Police Station – Matters relating to Home Department – Railway Security – Verification of character and antecedents of candidates for recruitment to Central Government and its undertakings – Control of Nuisance under Nuisance Act.

ii) The State Police is headed by Director General of Police. The Thanjavur District is one of the three Districts in Thanjavur Range headed by the Deputy Inspector General of Police, and one of the Districts in Central Zone, Tirichirappalli headed by the Inspector General of Police. The District is under the control of the Superintendent of Police, who is assisted by two Addl. Superintendents of Police, (Crime and Prohibition) and 8 Sub-Divisional officers in the rank of Deputy Superintendents of Police. in maintaining 42 law and order Police Stations. Apart from this, the Armed Reserve Police Force is under the supervision of a Deputy Superintendent of Police.(Category.II) More over, the District Crime Branch is under the control of a Deputy Superintendent of Police and District Crime Record Bureau under the control of a Deputy Superintendent of Police and Prohibition Enforcement Wing is under the control of a Deputy Superintendent of Police. The overall performances of all police stations and Units are under the direct supervision of the Superintendent of Police.

[ii] The powers and duties of its officers and employees

The powers and duties of police officers and men are delegated and distributed among all DSPs, Circle Inspectors and Station Houser officers/Sub Inspectors, Head constables & Constables working under the control of the Superintendent of Police and performing the duties as noted below:

S.No.	Rank	Nature Duties
1.	Police Constables and GrI P.Cs. and Head Constables (Local Police)	Perform station sentry, service of summons, summoning of petitioners for enquiry, attending bandobusts, escort to prisoners, assisting the Station House Officers in investigation of Crimes, examination of witnesses, post-mortem duties, beat services, obtaining wound certificates from the hospitals concerned etc.
2.	Sub- Inspectors	Holding charge of Law and Order, Crime, and Traffic Investigation of the respective Police Stations. Registering of cases of cognizable offences, Prevention and detections of crimes and recovery of stolen property , enforcement of special and local laws, investigation, arresting of accused and filing of charge sheets/final reports in the courts concerned. Petition enquiry, execution of warrants, Checking of criminals, court attendance, men management and maintenance of station records.
3.	Inspectors of Police	Investigation of grave crimes, including murder, murder for gain, dacoity and robbery. Supervision and performances of S.Is and other subordinates. Verification of Foreign Passports. Verification of License of Arms and Ammunitions. Visits to Villages/wards.
4.	Dy. Supdt. of Police (Local)	Supervision on the performance of Inspectors and S.Is and other subordinates. Visiting and inspection of of Police Stations periodically and leaving instructions. Visiting of SOC in grave crimes, Supervision of investigation and monitoring progress . Investigation of SC/ST cases and Dowry Death cases.
5.	Addl. Superintendent of Police (Crimes) and Public Information Officer.	Supervision of Crimes and law and order cases in the District and assisting the Superintendent of Police in the District administration. He is the Public Information Officer of the District.

6.	Addl. Superintendent of Police (Prohibition)	Holding charge of Prohibition Enforcement in the District. supervision and eradication of prohibition offences in the District and confiscation of seized vehicles. He is assisted by a DSP and 3 Inspectors, holding charge of PEW units at Thanjavur, Kumbakonam and Pattukkottai. The ADSP is assisting the Superintendent of Police in the District administration when major bandobust and law and order issues are arising.
7.	Armed Reserve Police.	The District Armed Reserve Police Camp is in the District Head Quarters under the supervision of a Deputy Superintendent of Police, assisted by two Reserve Inspectors and 13 Reserve Sub-Inspectors. The maintenance and control of all motor vehicles allotted to Police Department are under the control of the above DSP. This Force is utilized for escort of prisoners, providing guards to Banks, Treasuries and VIPs and VVIPs. Also being utilized for bandobust duties in the District, Range and whenever and wherever required in the State.
8.	District Crime Branch	This unit is functioning in the District Head Quarters under the supervision of a Dy. Supdt. of Police, assisted by one Inspector and 2 SIs. This unit is registering and investigating the cases of major white color crimes on the orders of the Supdt.of Police and by the court.
9.	District Crime Record Bureau.	This unit is functioning in the District Head Quarters under the supervision of a Dy. Supdt. of Police, assisted by one Inspector. The statistics of crimes and other connected particulars, the details of History Sheets, Criminals' Photo Album are maintained. After the receipt of situation reports on crimes, Advisory memorandums are issued to the Investigating Officers concerned for their guidance and follow up action. The publicity in Crime and Occurrence Sheet and State wide publicity of missing persons and unidentified dead bodies in Bulletins are also attended by this Unit.

10.	Dy. Superintendent of Police, District Crime Record Bureau, Thanjavur. and Asst. Public Information Officer	The Dy. Supdt. of Police, DCRB, is the Asst. Public Information Officer and her office is accommodated near the District Police Office, Court Road, Thanjavur. She has to conduct detailed enquiry on the petitions received under RTI Act and to send replies to the petitioners as per the procedures laid down in RTI Act within the time limit. The Foreigners Passport section is also functioning under the control of the Deputy Superintendent of Police,DCRB.
11.	District Police Office	Three Personal Assistants are assisting the Superintendent of Police in the District Administration of the Police Department with regard to finance, disbursement of pay, sanction of loans, welfare measures of police personnel , transfer and postings of police personnel and other relative correspondence with Chief Office, Zonal Office, Range Office, District Collectorate and other Departments.
12.	Finger Print Bureau, Photo Section and Scientific Assistant and Dog Squad	This unit (Finger Print Bureau)is functioning in the District head quarters under the supervision of Addl. Supdt. of Police, Finger Print assisted by Finger Print Experts. In this unit, the finger prints lifted from the scene of Crime is brought for comparison and identity of the criminals involved in the crime is established through the comparison . The experts also visiting the Scene of Crime for the above purpose. The photo section and Scientific Assistant and Dog Squad are assisting the investigating officers at the Scene of Crime, to establish the identity the accused / deceased and collection of evidence from the scene of crime.

[iii] The procedure followed in the decision making process, including channels of supervision and accountability.

In the Local Police Stations, on receipt of reports of cognizable offences, the Station House Officer/Incharge officers is to record it as First Information Reports, under appropriate section of law (Indian Penal Code, Special and local Laws } as per procedures and powers given in Criminal Procedure Code . The investigation is being taken up by the competent Police Officers as per guidelines given in Criminal Procedure Code and Police Standing Orders. The progress of investigation is monitored by the next higher rank and instructions are issued to the officers in person , over phone and wireless equipments and also after the perusal of records in writing .

[iv] The norms set by it for the discharge of its functions

The entire Police Department is functioning as per the guidelines laid down in Police Standing Orders and the registration of cases, investigation, arresting of accused, collection of evidence, seizure of properties, execution of warrants, laying of charge sheet/ final reports are followed as per the procedures laid down in the Criminal Procedure Code-1973. The Police Department is also enforcing various special and local laws enacted by the Central Government and State Government and prosecution of criminals/ bad characters/ Anti- Social elements as per the procedures and regulations laid in the acts concerned.

[v] The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its function.

The Rules, Regulations and instructions are laid down in Police Standing Order for the administration of the Police Department. The section of law for Cognizable and Non-cognizable offences as prescribed in the Indian Penal Code and other sections in special and local laws are taken into account before registering of cases and the nature of offence committed by the accused persons. The procedures laid down in Criminal Procedure Code is followed for investigation, arresting of accused, remanding them to judicial custody, laying of charge of sheet / Final reports in the courts.

[vi] A statement of the categories of documents that are held by it or under its control.

In each Police Station, records pertaining to crimes, law and order and station administration are maintained by the Station House Officers including a Map indicating the jurisdiction, crime prone areas, accident prone areas, important locations . A detailed comparative statement of crimes reported in the Police Station limits for 10 years is displayed in the Police Station. The list of History sheeted criminal, the details of mother villages, hamlets and important festivals are also displayed in the station.

[vii] The 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 there of.

The “Friends of Police” , Members of Non-Governmental Organization” and Members of Village Vigilance Committee are summoned for consultation whenever and wherever issues are arising in the area and information is collected from them to assess the situation and to take appropriate action for solving the problem amicably with their assistance and co operation or to take action under appropriate section of law.

[viii] A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

No such Board, Council, Committee is functioning in Thanjavur District.

[ix] A directory of its officers and employees.

The Directory of Phone Numbers of Police Stations, Units Offices and the officers name and address are given below.

THANJAVUR DISTRICT OFFICERS, SUB- DIVISIONS AND POLICE STATION'S PHONE NUMBERS

S.N	Dist - SDO - Circle - PS - Units	Phone Numbers	S.N	Dist-SDO-Circle-PS - Units	Phone Numbers
1.	Thanjavur Range office	04362-277577	45.	DSP TAN RURAL	04374-222711
2.	Thanjavur Range Chamber	04362-277477	46.	Papansasam	04374-222450
3.	DIG CAMP	04362-277222	47.	Kabisthalam	04374-222650
4.	SP-Personal Thanjavur	04362-277110	48.	Ammapettai	04374-232440
5.	SP-camp Thanjavur	04362-277220	49.	Ayyampettai	04374-242450
6.	Dist. Special Branch	04362-277466	50.	Valangaiman	04374-264450
7.	Control Room - 100	04362-277174	51.	Melattur	04374-273450

8.	Base control - Radio Branch	04362-277009	52.	Harithuvaramangalam	04374-275450
9.	DCRB - TAN	04362-277116	53.	AWPS Papanasam	04374-223350
10.	ADSP CRIME - TAN	04362-277474	54.	DSP KUMBAKONAM	0435-2403241
11.	ADSP PEW - TAN	04362-277667	55.	Kumbakonam East	0435-2403244
12.	DSP AR	04362-277738	56.	Kumbakonam West	0435-2403249
13.	Armed Reserve	04362-277287	57.	Kumbakonam Taluk	0435-2403294
14.	SDFPB	04362-277789	58.	Swamimalai PS	0435-2454452
15.	DCB	04362-277116	59.	Patteeswaram	0435-2445062
16.	PCR	04362-277360	60.	AWPS Kumbakonam	0435-2403291
17.	PEW - TAN	04362-239042	61.	Traffic Inv. Kumbakonam	0435-2403244
18.	PEW - Kumbakonam	04362-2410741	62.	Control Room	0435-2433100
19.	PEW - Pattukkottai	04362-235761	63.	DSP T V MARUTHUR	0435-2462255
20.	DPO, Thanjavur	04362-277190	64.	Thiruvaidaimarudur	0435-2460100
21.	Q BRANCH	04362-256588	65.	Nachiyarkoil	0435-2466546
22.	V & AC	04362-227100	66.	Thirupanandal	0435-2456100
23.	DSP TAN TOWN	04362-277266	67.	Pandhanallur	0435-2451100
24.	Thanjavur East	04362-277154	68.	Thirneelakudi	0435-2472177
25.	Thanjavur West	04362-277125	69.	AWPS Thiruvaidaimaruthur	0435-2410701
26.	Thanjavur South	04362-277188	70.	DSP PATTKKOTTAI	04373-255567
27.	TMCH PS.	04362-277199	71.	Pattukkottai	04373-252100
28.	AWPS Thanjavur	04362-277005	72.	Adhirampattinam	04373-242450
29.	AWPS Thanjavur	04362-1091	73.	Madukkur	04373-260450
30.	DSP VALLAM	04362-277791	74.	Sethubavachatram	04373-274450
31.	Vallam C1	04362-277224	75.	Peravurani	04373-232450
32.	Tamil Univeristy	04362-277794	76.	Thiruchitrambalam	04373-286450
33.	Kallaperambur	04362-277253	77.	AWPS Pattukkottai	04373-255300
34.	Thanjavur Taluk	04362-277256	78.	DSP ORATHANADU	04372-233280
35.	Thanjavur Taluk. Circle	04362-277256	79.	Orathanadu	04372-233270
36.	AWPS VALLAM	04362-277763	80.	Pappanadu	04372-258444
37.	DSP THIRUVAIYARU	04362-277340	81.	Vattathikkottai	04373-228350
38.	Thiruvaiyaru	04362-277244	82.	Thiruvonam	04372-241450
39.	Maruvor	04362-277322			
40.	Budalur	04362-277016			
41.	Naducauvery	04362-277429			
42.	Sengipatty	04362-277017			
43.	Thirukattuppali	04362-277350			
44.	Thogur	0431-2404020			

[x] The monthly remuneration received by each of its officers and employees.

Sl.No.	Designation	Scale of Pay
EXECUTIVE STAFF		
1.	Superintendent of Police	10,000-325-15200
2.	Addl.Suptd. of Police,	10,000-325-15200
3.	Deputy Suptd. of Police	8,000 – 275-12550
4.	Inspector of Police	5,500-175 -9000
5.	Sub- Inspector of Police	5,300-150-8300
6.	Head Constble	4,000-100-6000
7.	Grade I Constables	3200-85-4900
8.	Grade II Constable	3050-75-3950-80-4590
MINISTERIAL STAFF		
.1.	Personal Assistant	8,000-275-12550
2.	Superintendent	5,300-150-8300
3.	Assistant	4,000-100-6000
4.	Junior Assistnat	3,200-85-4900
5.	Record Clerk	2,750-70-3800-75-4400
6.	Office Assistant	2,550-55-2660-60-3200
7.	Sweeper	2,550-55-2660-60-3200

[xi] The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursementsmade.

Sl.No.	Police Budget (Current Financial Year)	Rupees in Lakhs.
01.	Establishment (Salary including Allowance)	3301.10
02.	Travelling Allowance	31.70
03.	Office Expenses	58.14
04.	Clothing & Account for personnel	8.24
05.	Petroleum Oil and Lubricants	90.45
06.	Maintenance Expenses	9.03
07.	Building	5.00
08.	Motor Vehicle	1.84
09.	Training	.52
	Total	3706.02

[xii] The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

In Thanjavur District all Police personnel up to the rank of Inspectors are getting subsidiary commodities as per the orders of the Govt. of Tamilnadu.

As per the G.O. Ms. NO. 174 (Salaries) Dept, dt. 28.04.08 a new scheme introduced regarding National Health Insurance Scheme in respect of all Government Servants w.e.f. 11.06.2008. A 1539 Police personnel of this District have been issued National Insurance Scheme Identity Cards have been issued.

[xiii] Particulars of recipients of concessions, permits or authorizations granted by it.

Does not apply.

[xiv] Details in respect of the information, available to or held by it reduced in an electronic form.

Available. In the District Head Quarters, “E- Governance cell” is functioning to get complaints through Internets and the grievances are attended properly through the Police Station/Unit concerned.

[xv] The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

All Police Stations, Units and other offices are provided with landline telephones. The particulars can be had from the Police stations , Circle offices, Sub-Divisional Offices, District Police Office through telephones. The Citizens may also approach the Public Information Officer / Asst. Public Information Officer may obtained information after submitting requisitions/reports as per the procedures laid down in the RTI Act. The replies will be sent from the above officers through registered post under Government cost within the time limit.

[xvi] The names, designations and other particulars of the Public Information Officers

Designation	Office Address	Designation under the Act	Contact	Phone/ Mobile Number
Superintendent of Police	District Police Office, Court Road, Thanjavur-1	Appellate Authorities		
			Resi.	04362- 277220
			Off.	04362- 277110

Additional Superintendent of Police	District Police Office Complex, Court Road, Thanjavur-1	Public Information Officer	Off.	04362-277474
Deputy Superintendent of Police	Opposite to the District Police Office, Court Road, Thanjavur.	Asst. Public Information Officer	Off.	04362- 277116

[xvii] Such other information as may be prescribed and thereafter update these publications every year.

-Nil-