

**TSP V BATTALION**  
**RIGHT TO INFORMATION ACT – 2005.**  
**PRO – ACTION DISCLOSURES UNDER SECTION -4 (1) (B) OF THE RIGHT**  
**TO INFORMATION ACT -2005.**

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

This Battalion was formed on 04.09.1965 as per G.O.Ms.No.3092, Home Dept dt.28.08.1965 and this Battalion has been converted in to a Mahila Battalion vide G.O.Ms.No.421 Home [Pol-IX] Dept dt.21.05.2003. The Hon'ble Chief Minister of Tamil Nadu commissioned the Women Battalion on 30.01.2004 at Raja Rathinam Stadium, Egmore, Chennai-8. Tamil Nadu is the first State Police Force in the country to form a Mahila Battalion Tmt. D. Kalpana Nayak, IPS., was the first Commandant incharge of Mahila Battalion.

There are six active coys with one IRB coy ( A to G) . Each active coy has a sanctioned strength of 1 Inspector , 4 SIs, 12 Hav, 18 NKs and 90 GR II PCs . Apart from the executive strength each coy has a sanctioned strength of 4 cooks, 2 Dhobies, 1 Barber. The active coys are deployed on various L&O/Bandobust duties to different parts of Tamil Nadu as per directions of the DGP/TN and ADGP, AP, CNI. They are also deputed on exstate duties during polling periods and on other emergent situations.

Besides the active coys, there are groups like HQRS. MT, QM and RT. The HQR group takes care of the camp defence including quarters and their maintenance. The MT group is incharge of departmental police vehicles and their maintenance. This group is providing vehicles for coy movement and other official duties. The QM group is incharge of the Stores which includes , stationery, clothing equipment ,Arms & Ammunitions etc. All such store articles are procured and supplied to the personnel of all ranks by this group as per

indents. There is also a wireless station which attends to transmission of messages from the HQRS with all unit officers including superior officers.

The Commandant ( SP level officer) is the Administrative Chief of the Battalion who is assisted by one Dy.CMT and 3 ACs. The supervisory control of the groups rests with DC while the same falls in line with ACs in respect of the active coys. The OCs who are kingpins of the Battalion are incharge of the coys and responsible for the discipline, welfare , Health and deployment of duty. The auditing of various Government Accounts including private fund accounts of the groups is done by the DC while the same is attended to by the ACs in respect of active coys.

On the administrative side, the Commandant is assisted by two PAs one for administration and another for Accounts. The staff on the ministered side are responsible for drawal and disbursement of various monetary benefits to the executive staff like Pay, TA, SLS, Increment, GPF, LTC,MRB etc. The works like promotion transfer, leave etc. of the executive are also attended to by the ministerial wing of the Battalion.

The primary and foremost duty of the battalion is to provide adequate strength of women personnel /officers to the local police to assist in the various L&O/Bandobust duties including guard duties in various important places like foreign embassy, Government Treasuries, Banks etc.

When they are in the HQRS, they are given intensive Training, parade movements, arms cleaning , fatigue work etc.

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

The Battalion is a paramilitary and striking force of the DGP. Unlike local Police, the TSP is the security force of state whose duty is to provide adequate manpower to the local police in maintaining L&O particularly in times of clashes including communal clash , arson political unrest, strikes processions , mammoth festival riots etc. The duties and responsibilities of officers and employees have been formulated in the TSP manual.

III) All petitions /requisitions etc are routed through proper channel and decision is taken as per the powers / responsibilities delegated to each officer. Since CMT is the chief of the battalion the disputed cases are referred to him/her if it is well within his/her competence and will be settled at CMTs levels and in case of noncompetence, the same is be referred to superior officers for disposal.

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

##### **Adjutant Inspector:**

He is responsible for the discipline and administration of the Hqrs. Wing. He is incharge of all Govt. buildings in the camp including the family quarters and their maintenance. He is also maintaining the line/hut register and married Personnel waiting list.

He is responsible for the Annual Range Firing Practice. He is incharge of sports welfare and other cultural activities of this unit. He is the liaison officer of the camp. He is incharge of the various training and cadre courses, for active Coys and Hqr.

The Sub-Inspector of Police of Garrison Platoon is assisting the Inspector Adj. In his official routine, beside supervising the guards

posted in various sensitive points such as Chief Office Stores, Battalion Office, Bell of Arms etc., in the camp.

### **Group Commanders.**

The MTO is incharge of the Motor Transport Wing of the Battalion attending the Maintenance of all Police vehicles attached to this unit. He is also detailing vehicles for Company movements and other important Government work. He is responsible for the discipline and welfare of the men in the MT Group.

The Quarter Master is the Officer incharge of the stores of the Battalion. She is purchasing and supplying all clothing equipments, stationery, Arms and Ammunitions etc., required for all Coys and Groups including Battalion Office.

The Sub-Inspector, Armourer works under the Quarter Master and is responsible for the upkeep of the ammunitions. He must keep arms of the unit in serviceable condition and record in the Arms History sheets all major alterations, modifications and adjustments done to a particular arms, while finding faults. He is also responsible for training of the armourers in the unit armourer shop and should assist in conducting refresher course and pre-course cadres for armourers.

Another Sub-Inspector, Armourer is incharge of the Chief Office Armoury Stores in the TSP Camp at Avadi.

The Signal Officer is incharge of the RT Group. He is Supervising the RT Staff who move along with the active Coys with RT sets for transmission of messages both incoming and out going from the active Coys to Headquarters and superior officers. He is responsible for

administration and discipline of R.T. Staff, including the training and welfare of the personnel of the group.

### **Company Commanders :**

The active Company Commanders (Inspector) are responsible for its high standard of drill, discipline administration and efficiency of their Companies. They are responsible for maintenance of all accounts, upkeep of arms and ammunitions and all Govt. properties of their companies. The Company Commander also maintain a General Diary where in all happening in their Companies are recorded. They also inspect the Barrack arrangements, Kitchen Mess, Ration stores, Camp sanitation and record their observations in the G.D. The Company Commander take their Companies to various places according to the directions of the Director-General of Police, Inspector-General of Police and Dy. Inspector-General of Police, Armed Police, Chennai for Law and Order and restoring peace in the sensitive areas. They also attend to bandobust duty, Election duties, Guard duties, VVIP bandobust duty doing in all important Govt. functions and Temple Festivals.

### **The Sub-Inspectors :**

There are 4 Sub-Inspectors, in each active Companies assisting the Company Commanders in maintaining the discipline of their men. They also supervise the mess and responsible for the mess accounts. They are personally responsible to their Company Commanders for the up to date maintenance of all record sheets, Medical History sheets, equipment and clothing registers, and confidential records. They also conduct Kit Inspection for their platoon and maintain platoon

duty roster. They also see to the welfare of the men and cultivate sports and cultural activities in their Companies. They also inspect and physically-check the durabilities and cleanliness of all arms and ammunition.

**V)** TSP manual is the statutory guide for officers and personnel for discharging their duties & functions. PSO is also used for discharging official duties.

**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)** Since the TSP is a security force of the State assisting the of local police us maintaining L&O situation the member of public have no representation with this unit.

**VIII)** There is no such system in TSP

**IX) Strength Particulars of Executive Staff**

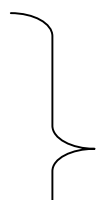
Commandant	-	1
Deputy Commandant	-	1
Assistant Commandant	-	3
Inspector	-	13
Sub – Inspector	-	34
Havildar	-	114
Naik	-	125
PC	-	720

**Strength particulars of Ministerial Staff**

P.A.	-	2
Superintendent	-	5
Assistant	-	12 + 1 C.O. Store
Junior Assistant	-	11
Typist	-	3
Steno – Typist	-	1
RC	-	1
OA	-	5
Cook	-	24
Dhobies	-	14
Barbar	-	7
Sweeper	-	25

**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	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**

**XII** Not applicable in this unit.

**XIII**

**XIV**

**XV)** This police organization has no direct link with the general public.

**XVI)** One public information officer in the rank of DC has been appointed to deal with all petition under RTI Act.

**XVII)** The TSP is a Government security force. Its various functions do not have direct link with public.