

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

The particulars of its organization, functions and duties

I) GENERAL ADMINISTRATION:-

History

Tamil Nadu Special Police XI Bn., Rajapalayam was formed as per G.O. Ms No. 1091. Home (Pol IX) department dated 24.07.1997 initially with headquarters at Sivakasi to curb the communal / caste clashes in the Southern Districts. Then, the headquarters was changed from Sivakasi to Rajapalayam as per G.O. Rt No. 1509. Home (Pol IX) department dated 16.10.1997. This Battalion office was functioned at 258/1 Thenkasi Road, Rajapalayam in a private rented building from 17.04.1998 to 31.12.2003. Thereafter the Battalion office is functioning in the Quarters of Assistant Commandant and Inspector quarters built in the acquired land of 40.24 Hecs in Survey Nos. 703, 704, 705, 706 and 752 at Pillaiarkulam village, Srivilliputhur Taluk. The Battalion Headquarters and Groups were also shifted to the newly constructed quarters from the private building at Rajapalayam on 10.12.2003.

The Battalion comprise 2 Men company's (i.e. A & B) and 3 Women companies (i.e. C, D & e) and 4 Groups such as Head Quarters, Quarter Master, Motor Transport, and Radio Telegraphy.

Commandant is the administrative head. One Deputy Commandant, 3 Assistant Commandants, Inspector Adjutant, Inspectors and Sub Inspectors are under the control of Commandant. Inspector Adjutant will be incharge of Hqr Group. Inspectors will be incharge of companies. Deputy Commandant is incharge of groups and the group commanders will serve under his supervision. Two

company's will be placed under the control of each Assistant Commandant and they will supervise the discipline and control of the officers and personnel. 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, are being run in this Battalion. The books of Accounts of these concerns would be audited by Deputy Commandant. The duties and responsibilities will be governed according to the rules in Tamil Nadu Special Police Manual.

In the administrative side, the Commandant will be assisted by 02 P.A, 04 Superintendents, 10 Assistants, 09 Junior Assistants, Steno, Record clerk and O.As. The Commandant will function as Head of office for all the executive and ministerial staff members. Generally the Battalion is the striking force of Director General of Police. The company's will move to assist the Taluk Police under the orders of DGP. Generally the coastal check post guard, Madras High Court Madurai Bench security duty, Electricity generating dam's security, Police Chief Office sentry duty are being performed by Battalion. When the company's 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 the officers and men do not have crime investigation and arresting powers. They are deputed for

duties to assist Taluk Police, and they perform their duties 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 incharge of all buildings, family quarters. He must maintain a line hut register, Married quarter register. He is incharge of parade ground, Main guard room, playing grounds. He should detail guards. He is responsible for annual range practice. He is the mess officer for groups mess. He will maintain attendance register for sanitary workers. He is incharge 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):

They are the king pin of Battalion and responsible for high standard of his company's drill, discipline, administration, Training and efficiency. They will maintain all company cash accounts. They will maintain a General Dairy. On every Saturday they must check the arms and ammunitions of their company. They 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

in a quarter. He is responsible for renewal of driving licenses of drivers and cleaners and registration certificates.

Quarter Master (Inspector):

He is in charge 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 nominated as Enquiry officer 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 are available at company's.

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.

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VIII) No such system is in vogue.

IX) Strength Particulars of Executive Staff

Commandant	-	1
Deputy Commandant	-	1
Assistant Commandant	-	3
Inspector	-	10
Sub – Inspector	-	31
Havildar	-	98
Naik	-	134
PC	-	630

Strength particulars of Ministerial Staff

P.A.	-	2
Superintendent	-	4
Assistant	-	10
Junior Assistant	-	13
Steno – Typist	-	1
RC	-	2
OA	-	8
Cook	-	24
Barbar	-	6

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
XIII
XIV

Not applicable in this office.

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

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.