

**KANCHIPURAM DISTRICT**  
**EXTRACT OF RULE 4(1)(b) OF THE RIGHT TO INFORMATION ACT-2005**

**(i) The particulars of its Organization, Function and Duties.**

This organization has to perform Crime prevention and detection, law and order duties, Prohibition works, rehabilitation, VIP Security and Bandobust duties in the district hear-quarters at District Police Office, Kanchipuram.

**(ii) The Powers and Duties of its Officers and Employees.**

All the officers and men are under the supervision of Superintendent of Police who is assisted by the officers and men. The work of this entire subject referred to in item No.(i) is distributed among all the Sub-Divisional Officers headed by Deputy Superintendent of Polices Under their Sub-Divisions, there are Inspectors of Police and Sub-Inspectors of Police who are having responsibility of maintaining law and order and crime detections etc. All the officers and men are ensuring the safety and protection to the people and their properties.

**ADMINISTRATION DIVISION:**

This division is responsible for handling of all administrative matter of the department and headed by the Personal Assistants deals with the above administration matters and assisting the Superintendent of Police for handling of all administration matters.

**(iii) The procedure followed in the decision making process, including channels of supervision and accountability.**

The cases registered in the Police Stations are generally process at the station level and surprised by the Sub-Divisional Officers as per the requirement of each case. The case details with case diaries are being submitted to the Sub-Divisional offices for securitization and further follow up action. At the Police Station level the Station House Officer is the decision making officer and above him is a Circle Inspector and above him there is Sub-Divisional Officer and above all there is a District Superintendent of Police.

**(iv) The norms set by it for the discharge of its functions.**

At the Police Station levels all cognizable offences reported should be registered and investigated by the Station House Officer without any loss of time.

**(v) The rules, regulations, instructions manuals and records, held by it or under its control or used by the employees for discharging its functions.**

All the Police Station level all laws reported in cognizable offences, rules and regulations enacted by the Government of India, State Legislature are enforced from time to time. Police Standing Order and the instruction manual is being kept in all the Police Stations which are used by the Officers and men for discharging their duties.

(vi) **A Statement of the categories of documents that are held by it or under its control.**

In a Police Station records related to crimes and other station routine matters mentioned in the Police Standing Order, the jurisdiction, total villages covered, total Bad Characters and Rowdy Elements available in their jurisdiction and their present activities along with records of Law and Order matters relating to the station are maintained.

(vii) **The particulars of any arrangement that exists for consultation with of representation by the members of the Public in relation to the formulation of its policy of implementation thereof.**

At the district level the implementation of Right to Information Act-2005 is done by the Additional Superintendent of Police, Crime who is the Public Information Officer nominated. Further appeal can be made to the District Superintendent of Police of the District.

(viii) **A Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advise 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 body is constituted in the district.

(ix) **A Directory of its Officers and Employees.**

List furnished in the Separate sheets.

(x) **The Monthly remuneration received by each of its officers and employees.**

Does not apply.

**The budget allocated to each of its agency, indicating the particulars of all Plans, Proposed expenditures and Reports on disbursements made.**

The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements are furnished below in respect of Kanchipuram District :-

<b>TITLE</b>	<b>POLICE BUDGET (CURRENT FINANCIAL YEAR)</b>	<b>AMOUNT IN Rs.</b>
<b>1.1</b>	<b>Establishment (Salary including Allowance)</b>	<b>22,23,78,000</b>

<b>1.2</b>	<b>Travelling Allowance</b>	<b>1,62,75,000</b>
<b>1.3</b>	<b>Office Expenses</b>	<b>6,21,000</b>
<b>1.4</b>	<b>Investigation Charges</b>	<b>-</b>
<b>1.5</b>	<b>Clothing and Account for personnel</b>	<b>1,60,000</b>
<b>1.6</b>	<b>Petroleum Oil and Lubricants</b>	<b>78,60,000</b>
<b>1.7</b>	<b>Maintenance expenses</b>	<b>2,98,000</b>
<b>1.7.1</b>	<b>Building</b>	<b>2,13,000</b>
<b>1.7.2</b>	<b>Motor Vehicles</b>	<b>-</b>
<b>1.7.3</b>	<b>Wireless Equipment</b>	<b>-</b>
<b>1.7.4</b>	<b>Others</b>	<b>-</b>
<b>1.8</b>	<b>Prisoner's Charges</b>	<b>-</b>
<b>1.9</b>	<b>Training</b>	<b>26,000</b>
<b>1.10</b>	<b>Others</b>	<b>1,15,80,000</b>
<b>2</b>	<b>Total (Police Budget)</b>	<b>25,94,11,000</b>
<b>3</b>	<b>Total Budget of State Government</b>	<b>-</b>
	<b>Total</b>	<b>51,88,22,000</b>

(xi) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

In Kanchipuram District **432** Police Personnel were received new Form A family cards and **1057** Police Personnel were received new Form B Family cards. They are purchasing the food grains at subsidized rates.

2) In **G.O.Ms.No.886 Home Department, Dated: 01.08.08** it is informed that a sum of Rs.80 lakhs had been provided to the Police Department towards the expenditure involved in providing pulses and cooking oil to the Police Personnel at 50% subsidized rate.

(xii) **Particulars of recipients of Concessions, Permits or Authorizations granted by it.**

Does not apply.

(xiii) **Details in respect of the information, available to or held by, it, reduced in an electronic form.**

Available.

(xiv) **The particulars of facilities of facilities available to citizens for obtaining information, including the working hours of a library or reading room in maintained for public use.**

The Unit Officers and men are sending the replies to the applications directly through post.

(xv) **The Names, Designations and Other particulars of the Public Information Officers.**

(1) Additional Superintendent of Police, PEW (I/C) Crime, Kanchipuram District is the Public Information Officer in the district.

(2) Superintendent of Police, Kanchipuram District is the Appellate Authority.

(xvi) **Such Other Information as may be prescribed and thereafter update these publications every year.**

**NIL.**

**ANNEXURE**

**KANCHIPURAM DISTRICT TELEPHONE NUMBERS**

Designation	Place of Posting	Office
IGP	North Zone	<b>22324232</b>
DIG	Kanchipuram Range	<b>27239009</b>
SP	Kanchipuram District	<b>27237720</b>

ADSP	PEW, Kanchipuram.	<b>27294739</b>
ADSP	-	-
DSP	DCRB, Kanchipuram.	<b>27238665</b>
DSP	DCB, Kanchipuram.	
DSP	PEW, Kanchipuram.	<b>27552480</b>
DSP	Kanchipuram Sub-division	<b>27233100</b>
DSP	Sriperumbudur -do-	<b>27162202</b>
ASP	Chengalpattu -do-	<b>27431424</b>
DSP	Maduranthakam -do -	<b>27553180</b>
DSP	Mamallapuram -do-	<b>27442100</b>
DSP	EOW, Kanchipuram	<b>27238900</b>
DSP	SJ & HR, Kanchipuram	<b>27236136</b>
DSP	AR Kanchipuram	<b>27239866</b>
Inspr.	SB, Kanchipuram.	<b>27238001</b>
Inspr.Q Branch	27237060	
Inspr. SB CID	27226061	

<b>Kalpakkam Atomic Energy</b>	<b>Office</b>
I.G.C.A.R. Director	27480267
MAPS Director	27480324
Bhavani	27480067
	27481210
CISF, Kalpakkam	27480334
MAPS	27480331
IGCAR	27480234
Bhavani	27480913

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