

RIGHT TO INFORMATION ACT

CHAPTER – 1

INTRODUCTION

1.1 Back ground of this hand book (Right to Information Act – 2005)

All citizens shall have the right to information except the categories involving security, strategic, scientific and economic interests and other classified secrets. The Police shall restrict the right to information within the ambit of the maintenance of the Public order and crime and investigation. The functions of the Police thus cover under two broad categories – statutory and General. While discharging statutory function, the provisions of various Act particularly Police Act, Cr.P.C IEA., NDPS Act are self explanatory. As regard the general duties, the provisions under the Right to Information Act, 2005 are to be scrupulously and meaningfully followed. The Police department have already in Principle made known to the Public certain details and information about the Police Organisation in this territory through the Touch Screen Kiosk and Citizen Charter published already.

Therefore this manual is dedicated under the aegis of the Right to Information Act, 2005 in respect of the U.T. of Pondicherry.

1.2 Objectives / Purpose of this hand book

The organization will be transparently truthful to the public in all the matters except the restrictions and other provisions under the laws for the time being in force. Therefore, the aims of this manual are to provide suo-motu disclosure whenever charges or allegations of corruption and violations of Human Right are set in the organization will not, however compromise with the matters involving Security, Intelligence and Investigations of cases within the Criminal Justice System.

The Right to Information Act, 2005 received assent of the President of India on 15th June, 2005 and it has become a law since then. It has been extended to the whole of India except the state of Jammu and Kashmir. The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.

2. The above law envisages that all citizens shall have right to information, subject to the provisions of the Act and it casts obligation on Public Authorities to grant access to information and to publish certain categories of information within 120 days of the enactment. The responsibility about suo-motu disclosure / publication by public authorities has been considerably enlarged. The Act lays down the machinery for the grant of access to information. The Public Authorities are required to designate Public Information Officers and Assistant Public Information Officers within 100 days of the enactment and whose responsibility it is to deal with requests for information and also to assist persons seeking information. A time limit of 30 days has been prescribed for compliance with requests for information under the Act, which can be extended to 40 days where third-party interests are involved.

3. Certain categories of information have been exempted from disclosure under sections 8 and 9 of the Act. The categories, by way of illustration, include, information likely to affect security of the State, strategic, scientific, or economic interests of the State, detection and investigation of offences, public order, conduct of international relations and Cabinet and investigation of offences, conduct of

international relations and Cabinet papers. Trade or commercial secrets, information the disclosure of which would cause breach of privilege of Parliament or State Legislature and personnel information which has no relationship with public activity and could cause unwarranted invasion of the privacy of any person, are also exempted from disclosure. However, exemptions provided are not absolute and withholding of information must be balanced against disclosure in the public interest. Information to be released even if harm is shown to the public authority if the public benefit in knowing the information outweighs the harm that may be caused by disclosure.

4. Section 24 says that nothing contained in this Act shall apply to the intelligence and security organizations specified in the Second Schedule, being organizations established by the Central Government or any information furnished by such organizations to that Government. In the second schedule of said Act, the Intelligence and Security Organizations established by the Central Government covered under Section 24 have been declared. However, the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this cover. As per section 24 (2), of the Act, the Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organization established by that Government or omitting there from any organization already specified therein and on the publication of such notification on such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule. By virtue of Section 24(4) of the said Act, nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may from time to time, by notification in the Official Gazette, specify, provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this cover.

5. The Act shall apply to “Public Authority” which means any authority or body or institution of self-government established or constituted by or under the Constitution, by any law made by the appropriate Government or, any other body owned, controlled or substantially financed directly or indirectly by the appropriate Government, and includes non-government organizations, substantially financed by the Government. The ambit covers the two Houses of Parliament, State Legislatures, the Supreme Court, High Court, Subordinate Courts including their administrative offices, Constitutional Authorities like Election Commission, Comptroller & Auditor General, Union Public Service Commission, etc. Only domestic and foreign private bodies working within the country have been excluded from the purview of the Act.

6. Section 4 of the said Act makes it obligatory that every public authority shall maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated and publish within one hundred and twenty days from the enactment of this Act:

- (i) the particulars of its organization, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (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 thereof;

- (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;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (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;
- (xvi) the names, designations and other particulars of the Public Information Officers;
- (xvii) Such other information as may be prescribed;

Further the above particulars shall be updated and published every year.

1.3 Intended users of this hand book are all citizens

1.4 Organization of the information in this hand book-

Information is organized chapterwise manual wise as per the RTI ACT.

1.5 Definitions (definitions of various terms used in the hand book)

1.6 Contact person in case some body wants to get more information on topics covered in the hand book as well as other information also.

Respective PIO's shall provide necessary information as per the guidelines given in the Act.

1.7 Procedure and Fee Structure for getting information.

The citizens are free to download any portion of this Manual from Website free of charge.

However, in exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules, namely:-

- 1) **Short title and commencement** – (1) These rules may be called the Right to Information (Regulation of Fee and Cost) Rules, 2005.
(2) They shall come into force on the date of their publication in the Official Gazette.
- 2) **Definitions** – In the rules, unless the context otherwise requires,
 - (a) 'Act' means the Right to Information Act, 2005;
 - (b) 'Section' means section of the Act;
 - (c) All other words and expression used herein but not defined and defined in the Act shall have the meaning assigned to them in the Act.
- 3) A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority.

- 4) For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:-
 - (a) rupees two for page (in A-4 or A-3 size paper) created or copied;
 - (b) actual charge or cost price of a copy in larger size paper;
 - (c) actual cost of price for samples of models; and
 - (d) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- 5) For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:-
 - (a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
 - (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

Respective Public Information Officers shall provide the information as applicable to their areas of functioning.

CHAPTER -2 (MANUAL – I)

THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

2.1 Objective / Purpose of the public authority

The objective / purpose of the Police Department are primarily maintenance of Law and Order. Prevention and detective of crime and to facilitate social harmony while doing so instill confidence among the citizens.

2.2 Mission / Vision statement of the Public authority

MISSION STATEMENT FOR PONDICHERRY POLICE

- The mission of the Pondicherry police is to uphold the rule of law without fear or favour and to provide safety and security to the people without violating their Human Rights. The Police shall strive to maintain law and order and harmony in the society by performing duties in a non-partisan and unbiased manner and shall also focus on crime control in order to be able to instill confidence among the citizens.
- In doing so community policing by way of formation of community liaisoning groups, fishermen watch groups and peace committees in all Police Station limits at different levels shall be emphasized. The Police shall adopt a proactive approach and attempt to solve them by way of mutual understanding and exercise restraint in the use of force even in the face of violence and grave provocation.
- They shall create an environment for healthy growth and development of the society and shall educate the youth in social defence by promoting awareness about the evils like drug addiction, gambling, sex abuse, etc. and be sensitized to the problems of women and Schedule Castes & Tribes.
- Pondicherry Police shall also modernize itself with necessary equipments and machineries to be able to cater to the needs of today's society and will march towards e-governance with the help of information technology advancements so as to be able to provide speedy help to citizens in need.
- Welfare of the Police personnel shall be addressed and all attempts be made to facilitate a healthy and good lifestyle. To improve the skills of the Police force due emphasis shall be laid on proper training.

2.3 Brief history of the Public authority and context of its formation:

HISTORY OF PONDICHERRY POLICE

A civil police system seems to have been in existence in this part of the country even before the arrival of the French - Which apparently, the foreigners merely adapted to carry on their day to day affairs. The "Nayinar" was the native chieftain responsible for the maintenance of law and order, holding the office by hereditary rights. After the merger in 1954 the entire police force was placed under the command of an Inspector General of Police, who then was an officer of the rank of only a Superintendent of Police in the neighbouring Tamil Nadu. The Union Territory of Pondicherry was under the **French Administration for about 230 years** till its de facto transfer on November 1, 1954 and the **de jure transfer on August 16, 1963** under the Union Territories Act, 1963. The people of Pondicherry and Karaikal have similarly with those of the neighbouring areas of Tamil Nadu, of Mahe with the people of Kerala and of Yanam with the people of Andhra Pradesh. Their long and fairly intimate association with the French has, however, made them adopt some of the French ways of life. The official language in all these areas was French and higher education usually meant education in France during the French rule. French laws and practices were prevalent in the Union Territory till 30th September 1963. The Pondicherry Administration and also the Pondicherry Police followed and enforced French rules and regulations till that date. On 1st October, 1963 the Indian laws and procedures were introduced and the Police administration was brought under the Indian Police Act, 1861. The Central Government appointed Messrs. Pandey and Balakrishna Shetty as a two-member Committee in 1967 for reorganizing Pondicherry Police. As per the recommendations of the committee, the Pondicherry Police was reorganized on 1st January 1967. The Chairmen of the present commission happened to be the Inspector General of Police, Pondicherry between 1965 and 1968.

The police administration continued to be carried on thought in accordance with the French regulations up to 30th September 1963. Only with the extension of Indian laws to the territory with effect from 1st October 1963, the police administration came to be in accordance with the provisions of the Indian Police Act 1961.

The new scheme of reorganisation as proposed by the team headed by Sri Balakrishna Shetty came into effect on 1st June 1967 and continues as such till date. For purposes of maintenance of law and order the entire Union territory was divided into 2 divisions, into Pondicherry division and Karaikal division. Subsequently, a Pondicherry Police Commission under Shri Pon Paramaguru was established in 1990, whose Report was submitted to the government in 1991 suggesting various changes, augmentation of manpower, and introduction of various policing wings as are prevalent and is required in any efficient modern police force.

Today the **bright red cap** (in the **French Kepi** pattern) continues to be retained as the headgear of the constabulary levels-both for the local Police, as also the armed police. This is now the only reminder left, of the French hangover in Pondicherry.

2.4 Duties of the public authority

Maintenance of law and order and prevent and detect crime. Details given in manual No.2

2.5 Main activities / functions of the public authority

Coordinate supervise instruct train the members of the police force of all ranks for effective performance of their duty. The Important functions of the police are:

- ✓ Maintenance of Law and order
- ✓ Prevention, detection and prosecution of crimes and offenders
- ✓ Providing security to the VIPs visits/crossing the U.T. of Pondicherry
- ✓ Maintenance of harmony among different communities, political parties
- ✓ Regulation of traffic and smooth vehicular movements
- ✓ Ensure peaceful conduct of various functions, festival of different religions.
- ✓ Arranging bandobust for various functions, public meetings etc. of political parties, organizations and unions.
- ✓ Collection of intelligence.
- ✓ Watching the activities of the potential criminals/Bad characters and looking them under relevant laws/rules.
- ✓ Details of functioning of each unit given in **manual No.2**

2.6 Services being provided by the Police Department with a brief write up on them

Enclosed as per manual No.13

2.7 Organization structure Diagram at various levels namely, State directorate, region district, block etc (which ever is applicable) Enclose as per manual No.8.

2.8 Expectation of the Police Department from the public for enhancing its effectiveness and efficiency

Help us to help you is the motto as far as effective policing is concerned. Police expects public to provide information to prevent and detect crime. Also to have regulation and discipline in society public are expected to follow all rules regulations.

2.9 Arrangements and methods for seeking public participation:

CLG is the tool for involving public participation details of which are given in Manual No.6

2.10 Mechanism available for monitoring the service delivery and public grievance resolution

Citizens may write petition or seek direct appointment for redressal of their grievances. In case of lack of satisfaction they may approach the supervisory officer and so on and so forth

For appeal, citizens may also approach collector or judicial process for grievance redressal.

2.11 Address of the main office and other offices at different levels.

Enclosed as per manual No.8 (Timings pls)

2.12. Office hours are 9 to 5 pm however police being an emergency on call department control room is available 24 hours for any immediate /urgent problem including respective police stations.

ORGANISATION CHART

DIRECTOR GENERAL OF POLICE			
			IGP (PRISONS)
DEPUTY INSPECTOR GENERAL OF POLICE			
LOCAL POLICE			IRBN
SSP (L&O)	SSP (C&I)	SSP (KARAIKAL)	COMMANDANT
SP's / CI's / SHO's / I/c OP's of (North / South / Rural / Traffic / Mahe / Yanam Sub-Divisions)	SP's, INSPECTORS, I/c UNITS of (HQ / SB / CID / PAP / PTS / HG / Welfare / Establishment / Wireless / MT / PCR)	SP / CI's / SHO's / I/c OP's of Karaikal Region	DY.CMDT. / Asst. CMDT

ORGANISATION

The General Police District for the Union Territory of Pondicherry consists of 6 regions namely, Pondicherry (North), Pondicherry (South), Pondicherry (Rural), Karaikal (Pocket in Tamil Nadu 165 kms. Away), Mahe (pocket in Kerala 650 kms. Away) and Yanam (pocket in Andhra Pradesh, 950 kms. away). Director General of Police hold the administrative control of Pondicherry Police assisted by Deputy Inspector General of Police. The organization is divided into two segments: I) Law and Order and ii) Crime and Intelligence. Each unit and sub-divisions are under Superintendent of Police. The disciplinary and administrative control is the Director General of Police, Pondicherry.

i) LAW AND ORDER:

The Law and Order wing consisting of six regions (sub-division), each under the control of one Superintendent of Police. Where as Yanam region is under the control of Circle Inspector of Police. The Puducherry & Karaikal District is under the control of **Senior Superintendent of Police**. There are 41 Police Stations in the U.T. of Pondicherry, which are responsible to maintain Law and Order in their respective jurisdiction. Armed Police under the control of SP(PAP) to assist (i) the law and order agencies in exigencies, (ii) performs static guard duties at the vital installations, (iii) Escorts the under trial prisoners etc.,. The Armed Police is divided into 5 company's each headed by the officer in the rank of Inspector of Police. Band and Armoury

Units are attached with the Armed Police. The Armed Police has been assigned Detachment Duty at other regions of U.T. of Pondicherry.

ii) CRIME AND INTELLIGENCE:

The Crime and Intelligence Wing functions under the overall supervision of the **Senior Superintendent of Police (Crime and Intelligence)**. The following units are in this wing, (i) Special Branch (ii) CID, (iii) SIGMA (Security), (iv) M.T., (v) Wireless, (vi) Head Quarters, (vii) PCR Cell, and (viii) PTS. Each unit is headed by the officer in the rank of Supdt. of Police.

Special Branch (SB / FRRO / Intelligence)	General Intelligence Collection, Passport, Character & Antecedence verification etc
C.I.D. / Crime Branch	Investigation of Specialized cases etc. and maintenance of Crime Records Bureau.
Head Quarters	Relates to administrative functions of Establishment, Accounts, Housing, Stores etc.
Protection of Civil Rights Cell	Registration and investigation of cases under PCR Act and SC/ST Atrocities Act.
Police Training School & Welfare	Importing Training to the Police Personnel and looking after the welfare activities of Police personnel.
Motor Transport	Maintenance of vehicles attached to the department and IRBn.
Wireless	Relates to communication
SIGMA Security	Relates to VIP Security.

FUNCTIONS OF POLICE – (UNIT-WISE)

3.1. LAW & ORDER:

The general Police District consisting of 6 regions, namely, Pondicherry (North), Pondicherry (South), Pondicherry (Rural), Karaikal (Pocket in Tamil Nadu, Mahe (Pocket in Kerala) and Yanam (Pocket in Andhra Pradesh). All Police Stations come under this broad wing. The primary duties of this wing is to maintain law and order, prevent and detect crimes, investigation of cases, to attend court related duties, such as prosecution of cases and service of process, to deal with Non-Cognizable cases, to provide bandobust to VVIP/VIPs, fairs and festivals, processions and demonstrations, to serve beats and patrols, to provide pickets, wherever necessary and to carry out duties relating to peace-making and crime controlling measures.

3.2. Traffic

This wing performs the function of traffic management including traffic regulation and investigation of accident cases for which separate Traffic Police Units are functioning at

Pondicherry, Villianur and Karaikal. The Education Cell of Traffic Police holds traffic education classes in schools and colleges. Traffic Engineering Cell does minor road engineering works, erects traffic signs, paints traffic lines on the roads and maintains the traffic signals and the solar traffic booths.

4. CRIME & INTELLIGENCE:

The Crime and intelligence wing functions under the overall supervision of the Senior Supdt. of Police(Crime and Intelligence). This wing consists of Special Branch Unit, Crime Branch(CID) Unit, Police Administration, Welfare and Police Training, Protection of Civil Rights Cell, Motor Transport and Wireless Unit, Sigma Security and Sigma Intelligence.

4.1. SPECIAL BRANCH:

It deals with the intelligence works including dissemination of information collected, assessment of Security environment and checking and verification of foreigners. The important work of the Special Branch Unit is to submit the Daily Situation Report to the Government on all occurrences, incidents and activities of all political parties, Service Organisations, Labour activities, Agriculturists activities and other Associations including communal and religious organisations. This wing is headed by a Superintendent of Police. A sub-unit of the Special Branch is the Security Unit which look after all security matters such as VVIP/VIPs programs, conduct of anti-sabotage checks any type of explosive devices and maintenance of surveillance against terrorists., etc.,

4.2. SIGMA (SECURITY):

Responsible for providing security to all VIPs during their visit to Pondicherry.

4.3. Crime Investigation Department (Crime Branch):

This wing is headed by a Superintendent of Police which deals with all white-collar crimes, cases involving political issues / persons, investigation of cases relating to counterfeit currency notes, important gang cases, cases involving custodial violence, cases involving interstate ramification and other cases as and when ordered by Senior Superintendents of Police or DIG or DGP, Pondicherry. Under this unit, District Crime Records Bureau, Finger Print Bureau, Photography Section and Police Dog Squad also function. The Crime Records Bureau, apart from maintenance of statistical data also deals with matters relating to the Parliament and Assembly and to furnish periodical statements to the Government and other Agencies.

4.4. Police Administration:

In the Police Administration the Superintendent of Police (Head Quarters) is the Head of Office, who is assisted by the Ministerial Staff including one Officer on Special Duty one Senior Accounts Officer and one Junior Accounts Officer. All matters relating to Establishment and Accounts are dealt with by this Administrative Wing. Under his control, the Chief Office Store (Provisioning Unit), also function, which deals with matters relating to purchase of all items and issues thereof.

4.5. Police Training and Welfare:

This wing is headed by a Superintendent of Police(Training) who is the Principal of the Police Training School, which imparts training to Recruit Constables in in-service training to serving Police Personnel. This Superintendent of Police also handles issues and measures relating to the welfare of the Police Personnel.

4.6. Protection of Civil Rights Cell:

This cell has been created under the direct supervision of one Superintendent of Police. It deals with offences related to untouchability and atrocities against the members of the communities of Scheduled Caste and Scheduled Tribe.

4.7. Motor Transport and Wireless Unit:

The Wireless net work including the H.F. and V.H.F sets function in two channels in Pondicherry Region. The H.F. channels also links the outlying areas, namely Karaikal, Mahe and Yanam. All vehicles and Motor-cycles are placed under the control of the Superintendent of Police(M&W), who maintains the conditions of vehicles and History Sheets of all vehicles. This wing is also assisting the Chief Office in purchasing new vehicles and condemning the old vehicles. The Police Control Room also functions under this unit. Apart from collecting, collating and disseminating information to the concerned officers, this unit undertakes mobile patrolling at important areas for which six vehicles have been provided. They will perform the duties of crime prevention and peace-keeping.

4.8. Home Guards

The Home Guards Organisation is functioning as an auxiliary to the Police force. They assist the Police in maintaining law and order during strike, agitation, banth, etc., and also performing duties like traffic regulation, patrolling, picketing, security duty, service of summons, collection of intelligence, manning Police Control room. They are deputed for duties to the Pondicherry Legislative Assembly, Central Jail and All India Radio. The Women Home Guards assisting the women Police in Law and Order and other duties. They deployed for traffic, escort or women prisoners, welfare centre, etc..There is a sanctioned strength of 440 Home Guards and they were distributed in the four regions.

4.9. Pondicherry Armed Police:

There are five companies of the Pondicherry Armed Police, in order to assist the Law and Order Agencies; the Armed Police Personnel are deployed wherever and whenever necessary. They also perform escorts to convicts under trial prisoners and to the movements of treasury and cash and also to provide static guards for the public properties and offices.

5. INDIA RESERVE BATTALION, PONDICHERRY

In Pondicherry, India Reserve Battalion has been raised in the year 2004. A total number of 1007 posts was created for the IRBn by MHA, New Delhi. Currently 12 sub-Inspectors, 675 Constables and 26 Wireless Constables have been recruited in IRBn, Pondicherry and undergoing basic training at CTC II Coimbatore and RTC II, Avadi, Chennai respectively. In addition to that 67 numbers of Group D Staffs were recruited and have completed basic training at PTS, Pondicherry. The Commandant is the incharge of India Reserve battalion. The force would be deployed by the Central Government, MHA to maintain Law and Order in any part of the country.

CHAPTER – 3 (MANUAL II)

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Director General of Police

The Director General of Police is the head of the Department, having the administrative powers to look after the functioning of this department, disciplinary authority.

Deputy Inspector General of Police:

The Deputy Inspector General of Police is exclusively for IRBn and he will be the in-charge of Prisons and function as IGP Prison. He will be under the control of IGP Puducherry and for Prison Administration he will directly report to Chief Secretary, Puducherry.

Senior Supdt. of Police (Karaikal)

The Karaikal region is under the control of SSP and it is directly supervised by IGP. The Karaikal region consisting of three circles, six Police Station, two Out posts and other units which are functioning in Karaikal.

Commandant India Reserve Battalion:

The India Reserve Battalion is headed with Commandant. The main work is assist the Local Police at any emergency period.

Senior Supdt. of Police(C&I)

The Senior Supdt. of Police(C&I) is looking after the administrative functioning, functions of Special Branch, SIGMA, CID, PTS, MTO, Wireless etc.

Senior Supdt. of Police(L&O)

The Senior Supdt. of Police(L & O) is supervising officers of entire Law and Order in Puducherry Region, which is consisting of five regions such as North, South, Rural, Mahe, Yanam and Traffic Unit.

Supdt. of Police(North)

The SP(North) is having the controlling powers of north region and he have maintained the law and order in their respective region. The north region consist of 3 Circles, 6 Police Stations, 2 OPs and All Women Police Station, Puducherry is comes under his control. The functions are to control and maintaining the law and order and prevention and detection of crime.

Supdt. of Police(South)

The SP(South) is having the controlling powers of South region and he have maintained the law and order in their respective region. The South region consist of 3 Circles, 5 Police Stations, 2 OPs and All Women Police Station, Villianur is comes under his control. The functions are to control and maintaining the law and order and prevention and detection of crime.

Supdt. of Police(Rural)

The SP(Rural) is having the controlling powers of rural region and he have maintained the law and order in their respective region. The rural region consist of 4 Circles, 8 Police Stations, 3 OPs is comes under his control. The functions are to control and maintaining the law and order and prevention and detection of crime.

Supdt. of Police(Karaikal)

The SP(Karaikal) is having the controlling powers of Karaikal region and he have maintained the law and order in their respective region. The Karaikal region consist of three Circles, 6 Police Stations, 1 OP and other units which are functioning in Karaikal is comes under his control. The functions are to control and maintaining the law and order and prevention and detection of crime.

Supdt. of Police(Mahe)

The SP(Mahe) is having the controlling powers of Mahe region and he have maintained the law and order in their respective region. The Mahe region consist of one Circle, 2 Police Stations, 1 OP and other units which are functioning in Mahe is comes under his control. The functions are to control and maintaining the law and order and prevention and detection of crime.

Circle Inspector (Yanam):

The Circle Inspector is having the controlling powers of Yanam Region and he have maintain the law and order in their respective region. The Yanam regions having only one Police Station and other units which are functioning in Yanam is comes under his control. The functions are to control and maintaining the law and order and prevention and detection of crime.

Supdt. of Police(CID)

The SP(CID) is having the controlling powers of entire U.T. of Puducherry. He usually investigate the Heinous crime cases. He also holding the post of Director, Crime Records Bureau. CID, CRB, Photo Section, Finger Print Bureau are functioning under his control.

Supdt. of Police(Special Branch)

The state Special Branch unit is functioning under the head of one SP. This branches deal with collection, collation, dissemination and record of matter of political significant and public importance, it also deals with matters of interest from the security point of view. One of its important functions is to supply promptly to the Government and to IGP information on all matters political and public importance.

Supdt. of Police(SIGMA)

The SIGMA security is functioning under the head of one Supdt. of Police. This unit deals to give production to the VVIPS / VIPs / PPs who visit the U.T. of Puducherry. Anti Sabotage check of Helipad, functioning places, stay of VIP and other high risk category protectees. Verification of character and antecedents of the persons who are residing along with route, place of stay, function place etc.

Supdt. of Police(Motor Transport Officer)

The SP(MTO) is having the controlling powers of MT section and he is having power to allot the vehicle for all the officers of this department. The total numbers of vehicles are as follows.

1. HMV - 33 ,2. LMV 98,and 3. Two Wheelers - 209

Supdt. of Police(Wireless)

The SP(Wireless) is having the controlling powers of Police Radio Branch. The telecom centre, VHF Control Station, VHF Repeater, Radio Workshop, CCR, Scrutiny Cell, Planning Cell comes under his control. The above mentioned centre which are all functioning in the Puducherry, Karaikal, Mahe and Yanam region are all under his control.

Supdt. of Police(PCR Cell)

The PCR Cell is under the control of Supdt. of Police, this units registering and investigating the cases under the PCR Act. In addition to the investigation and protection of crime of criminal cases under this act, the officers of the cell are also making enquiries on the relating complaint and also indulge in the collection of intelligence about the atrocities, ill treatment and practice of the untouchability and other social evils.

Supdt. of Police(PTS)

Police Training School is headed by the office in the rank of SP, wherein the particulars of batches have been imparted training to the rank of constables, Sub-Inspectors. Apart from that the refresher courses imparted to the rank of Constables, ASIs and SIs who have been promoted to the respective ranks have also been on record. The registers have been maintained in this regard for future references.

Supdt. of Police(Home Guard)

The Inspector General of Police is the Commandant Home Guard. Under the direct supervision of the commandant, Home Guard. The SP (Home Guard) is looking after the overall functions of home guard unit of all regions. The routine duty of home guard is to assist the police on day to day basis. It shall be the duty of every Home Guard to assist in the maintenance of peace and tranquility of the State, to inculcate the habit of self-reliance and discipline and to develop sense of civil responsibilities among citizens of the state and to assist in the maintenance of essential services for which these volunteers may be trained specially.

DUTIES / RESPONSIBILITIES:

Registration and Investigation of cases:

As regard registration of cases in the Police Stations / PCR Cell / CID / Food Cell, in accordance with the provision of Section 2(o) Cr.P.C. not below the rank of Head Constable is empowered to register the case and further investigation of ordinary cases will be taken up by the Sub-Inspector of Police, the investigation of ISR Cases will be taken up the CI concerned. The case under Narcotic Acts, Dowry Death (304 'B' IPC) etc investigations will be taken up by the Sub-Divisional Officer.

Maintenance of Law and order:

The Law and Order should be maintained by the SHO of each police stations in their respective jurisdiction under the direct control of CI and Sub-divisional officers. The additional forces will be drawn for maintaining Law and Order by the order of Senior Supdt. of Police, Law and Order.

Prevention and Detection of crimes:

Prevention and Detection of Crime should be ensured by the SHO. A Crime Team in each sub-division is functioning under the direct supervision of the Sub-divisional officer. In order to take preventive action against the suspects and offenders also institute security proceedings as preventive measures. Similarly that in under the supervision of above officer investigation of crime cases are being followed in order to detect the property offences.

Collection of Intelligence:

There are two intelligence agency in our Department namely 1) Special Branch and 2) SIGMA (Intelligence). Each wing is under headed by the officers in the rank of Supdt. of Police. They used to collect intelligence on hourly basis in different areas namely Political, Communal, Labour, Associations, Students etc. and they submit daily situation report to IGP, Puducherry. The Duties allotted to the Policemen, SHO and other Senior Offices are already defined in Cr.P.C. since it is a legal frame the same will continue.

The Important functions of the police are:

- _ Maintenance of Law and order
- _ Prevention, detection and prosecution of crimes and offenders
- _ Providing security to the VIPs visits/crossing the U.T. of Puducherry
- _ Maintenance of harmony among different communities, political parties
- _ Regulation of traffic and smooth vehicular movements
- _ Ensure peaceful conduct of various functions, festival of different religions
- _ Arranging bandobust for various functions, public meetings etc. of political parties, organizations and unions.
- _ Collection of intelligence.
- _ Watching the activities of the potential criminals/Bad characters and looking them under relevant laws/rules.

Subjects to any general or special orders of the Commandant General the **Home Guards** may be required to perform all or any of the following duties.

- _ Manning traffic points;
- _ Service of beats and night patrols;
- _ Collection of information and intelligence.
- _ Service of summons;
- _ To allay panic; organize rescue work, provide relief measures, organize fire fighting; and

CHAPTER – 4 (MANUAL – III)

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

The list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions are as follows:

Maintenance of Law and Order in the U.T. of Pondicherry is under the overall supervision of SSP's L&O (Puducherry / Karaikal). Respective SHO's of each Police Station is responsible for maintenance of Law and Order in their jurisdiction. The Circle Inspector and SPs is to give instructions time to time to maintain Law and Order. In case of necessity, additional forces will be drawn with the knowledge of the above SSP's L&O (Puducherry / Karaikal).

I) CASE FILE:

The cases registered in each Police Stations are being assigned number in serial. The respective investigating officers are the custodian of the case file. The day to day investigations are compiled in this case file and copy of the same is sent to sub-divisional officers through Sub-Inspector for necessary follow up instructions and guidelines.

II) FIR INDEX:

It is the register maintained for recording registration of cognizable offences in the respective Police Stations, wherein the particulars regarding brief facts of the case, name of the accused, date of arrest, CD dates, date of charge sheet and disposal of the case in the court. Moreover, cross reference of connect records are also available in this register.

III) GENERAL DIARY:

It is being maintained in every Police Station as per instruction 44 of Indian Police Act, 1861. It is meant for recording time to time events / happening such as receipt of complaint, registration of case, movement of the staff of the Police Station and other connected particulars for future reference.

IV) AND OTHER RELATED REGISTERS:

There are 72 registers are being maintained in each Police Station as per the standing order. There are permanent register and semi permanent register. The period of maintenance of those registers have been enumerated in the standing order. All the records are subject to periodical inspection namely Half-Yearly, Annually.

V) MT UNIT:

This unit is functioning under the control of Supdt. Of Police. This unit is in-charge of maintaining records pertaining to the Vehicles of our department. They will conduct periodical inspection of the vehicle and ensure well maintenance of the vehicles lies with Government Automobile Workshop. History Sheet have been

maintained for each vehicle, wherein details of repairs carried out, number of kilometers ran, so as to enable to send a proposal for condemnation etc.

VI) SUB-DIVISIONAL POLICE OFFICERS:

In the Union Territory of Pondicherry is divided into six sub-divisions. The SDPOs are in the rank of Supdt. Of Police, who is incharge of their jurisdiction in respect of maintenance of Law and Order, Prevention and detection of crimes etc. As regard the investigation of each case, the progress of investigation are being intimidated by the respective IOs. In the ISR cases i.e. heinous crimes ISRs and CSRs have to be sent to the supervisory officer to show the progress of the investigation and for necessary guidelines / instructions.

VII) CIRCLE INSPECTOR:

Each sub-division is divided into three or four circles. Each circle is under the Supervision of Inspector of Police, who will supervise routine functions of the Police Stations in their jurisdiction. The CIs are the investigation officers of the heinous crimes such as Murder, Dacoity, Robbery, Rape, Burglaries, in which property lost is more than 50,000/-.

From where one can get a copy of rules, The Supdt. of Police (Head Quarters) Regulations, Instructions, Manual and records. Office of the DGP, No.1, Dumas Street, 0413 – 2334006, 0413 – 2334002, sphq@pon.nic.in

Fee charged by the department for a copy of rules Rs.5/- per page

CHAPTER – 5 (MANUAL – IV)

PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF.

COUNSELING CENTRE:

The Pondicherry Police has started two Counseling Centres, one at AWPS, Pondicherry and the other at Karaikal. These Counseling Centres are exclusively meant for the women, who are either under distress or being harassed by in-laws on various issues. In order to curb the 'Crime against women', Pondicherry Police was the first in the Country to start 'Mahila Desk' in all the Police Stations of the UT of Pondicherry. Periodical drive on eve-teasing, counseling, interaction with NGOs, School students and rural women are being done to boost-up their morale and confident Gender sensitization for Police Personnel.

COMMUNITY LIAISON GROUP (CLG):

1. In all the Police Stations, Community Liaison Groups have been formed. The respected people from the Society are representing CLG.
2. Monthly meetings are held by SHO/CI/SP at different levels. The CLG meeting also play vital role as "peace committee" at the time of caste / group clashes.
3. They act as 'Permanent Peace Committee' during caste clashes in **outskirts of the Union Territory.**

To improve better police-public relations, it is felt necessary to involve the concept of 'Community Policing' for prevention and detection of the crime in the area. The BPR&D is also encouraging to involve the 'Community Policing' in maintaining law & order. In addition to the existing system of 'Community Policing', the following additional steps are also required to be taken by all concerned.

(i) **Community Liaison Group (CLG) :**

At present, the Community Liaison Group in all Police Stations are already activated and SHO/CI/SP are taking regular meetings with the CLG and involving them for better policing. However, it has been decided that at District level, the CLG should be constituted under the chairmanship of SSP/SSP of the district. All SHOs will send some names of the respectable persons from their area, which includes bureaucrats, politicians, social workers, NGOs, advocates, doctors, academicians, etc., to the concerned SPs. Committee will be constituted and regular meetings will be held with the members of the District-level Community Liaison Group. A new CLG called as SPO also be introduced to seek cop-operation of the public.

(ii) **Community Policing Resource Centre (CPRC):**

It is proposed to start 'Community Policing Resource Centre' at the Police Headquarters under the chairmanship of the Inspector General of Police. The CPRC Scheme will emphasis greater participation of the public in day-to-day affairs and will provide useful suggestions for improving Police functioning. The concerned SP will send the names of the respectable people.. Accordingly, a Committee will be constituted and regular meetings will be held at IGP Conference Hall by the IGP. The CPRC will act as a Resource Centre for the Police Department.

(iii) **Beat Boxes :**

It is proposed to start constructing of Beat Boxes initially at three places, i.e., (a) New Bus-Stand Police Out-Post, (b) Beach Road & (c) Grand Bazaar, Jawaharlal Nehru Street. SP (North) will arrange Beat Boxes mentioning in bold letters, such as, Beat Box, name of the Beat Officer and the timing in which the Beat Officer will be available for the general public. The Beat PC / Beat Officer will be available in the Beat Box during the specified time to hear complaints from the public and to get feedback from

the public. Care should be taken for the basic amenities, such as, water, electricity, communication, etc., are provided at the place where the Beat Box is going to be installed. SP (North) will take necessary steps to install the Beat Boxes in the above said places immediately.

(iv) ***Educating Public:***

Any attempt of Community Policing will not succeed unless the Police go about keeping the community educated and informed. Such education and information could be both with regard to the citizen's rights and duties under the law and the limitations and constraints of Police work and procedure. The guidelines issued by the National Human Rights Commission and Supreme Court of India regarding arrest of persons and protection of the human rights have been displayed in all the Police Stations. Secondly, a Pocket Diary has also been published and distributed to all the Police Personnel in the Police Stations to enable them to provide education to the public as well as themselves. However, the Duty Officer of the Police Stations should be trained in handling the public, whenever they approach the Police Stations. SP (PTS) shall arrange a Capsule Course for two days to all the Duty Officers of the Police Stations at PTS, Pondicherry. The Course should be completed by 25.04.05. This will help the Police in dealing with the public in the days to come in a better and efficient manner.

(v) **Traffic – Public Co-operation Committee:**

Liaison Meeting with Citizens, Market Associations, 3 Wheeler / 4 Wheeler / Auto / Lorry Associations, Government Servant Associations, Jewellery / pawn brokers, Petrol bunk, Insurance Companies, etc. are being conducted once in a month regularly. High officials from PWD, Transport Department, Municipalities, LAD, Electricity, BSNL also are participating in this meeting and redressing public grievances.

(vi) **Traffic Education Cell :**

Traffic Education cell is being utilized for arousing the Road safety awareness regularly by conducting classes in various educational institutions and business establishments like factories and companies. Similarly the NGOs also being used for both educating and awareness programmes among the public. Pamphlets are being printed and distributed regularly for the same, also regularly in the fairs and festivals short films on awareness and road safety are also screened.

CHAPTER – 6 (MANUAL – V)
STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR
UNDER ITS CONTROL

Each unit is having documents of following categories such as top secret, secret, confidential and public.

Intelligence wing such as Special Branch, Sigma Intelligence, CID are usually deals with documents of top secret, secret and confidential.

LIST OF REGISTERS MAINTAINED IN THE OFFICES OF SP/CI/SHO AS APPLICABLE

- | | |
|--|------------------------------------|
| 1. FIR Book | 23. GOs Casual Inspection Register |
| 2. FIR Index | 24. Formal Inspection Register |
| 3. GD | 25. Attendance Register |
| 4. PSR | 26. Rough Duty Register |
| 5. Interrogation Register | 27. Order Room Register |
| 6. Property Seizure Magazer (Form 95) | 28. Welfare Meeting Register |
| 7. Cash Book for the respective office | 29. Deployment Register |
| 8. Welfare & Benevolent Fund Subscription Register | 30. Parade Attendance Register |
| 9. Welfare Fund Remittance Register | 31. IGP's Standing Order file |
| 10. Arms Register | 32. ACR Register |
| 11. Bus/Rail Warrant Register | 33. Weeded-out Records Register |
| 12. Duplicate Key Register | 34. Duty roster |
| 13. Stationery and other Consumables Register | 35. Log Book |
| 14. Government Property Register | 36. Annual Range Fire Register |
| 15. Clothing Register | 37. Casual Leave Register |
| 16. Current Register | 38. IGP's Circulars File |
| 17. Despatch Register | 39. Weekly Parade Register |
| 18. Stamp Account Register | 40. Indent Book |
| 19. Band Register | 41. LARS Book |
| 20. Call-out Register | 42. Petrol/Diesel Coupon Book |
| 21. Enrolment Register Vol.I & II | 43. Medical History Sheet |
| 22. Casual Inspection Register for Inspector | 44. Kit Cards. |

NOTE:

1. Free copy of FIR shall be given to every complainant as per 154 Cr.PC.
2. In case citizens want to see documents / case sheets in connection with any case they may seek necessary directions from the respective Court.
3. As regards other registers police work being confidential in nature if specific requirement is there the concerned Public Information Officer may check the information from secrecy point of view and order for furnishing of the requested information.

CHAPTER – 7 (MANUAL – VI)

STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

7.1 MEMBER OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES RELATED TO THE PUBLIC AUTHORITY ARE :

❖ Name and address of the affiliated Body

Traffic advisory committee

❖ Type of affiliated body (Board, Council, Committees, Other Bodies)

1. Community Liason Group (District/Sub-division/ Police Station)
2. Peace Committee Meeting.
3. Special Police Officers Meeting.
4. Fisherman Watch Group
5. Traffic Wardens

Traffic Education Cell :

Road safety education is very essential for all age groups. Road safety education for educated road users can be easily done through media, T.V. and video. For uneducated road users, road safety education should be simple and purposeful. For arranging regular Road Safety programmes at schools, colleges, industries, public places, etc. a Traffic Education Cell is functioning under direct control of one Superintendent of Police. Various Road safety films in regional language (Tamil), road safety exhibitions and use of Public Address systems was proved to be very useful in Pondicherry Traffic. It is experienced that propaganda and exhortation are powerful tools in the road safety campaign.

2) Children Traffic Corps Scheme :

Each and every year, the Pondicherry Traffic Police imparts training to 88 students of 11 various schools in Pondicherry Region with Traffic Rules & Regulations like Parking, No Parking, Use of Speed Breakers and Traffic Signs, provisions of Motor Vehicles Act, Accident Prevention tips, Tips for motorcyclists, Tips for Cyclists, Accident Scene, Traffic Control, etc. under “Children Traffic Corps” training scheme for creating Traffic Awareness among young generation as a Road Safety measure. They are also trained about saluting, marching in threes and are being allowed to participate in the Republic Day Ceremonial Parade.

Road Safety Week Celebrations :

On each and every year during the second week of January, the Pondicherry Police and Pondicherry Transport Department collectively celebrate the “Road Safety Week” as per the direction of Ministry of Road Transport and Highways. During the 14th Road Safety Week Celebration - 2004, the following measures were taken :

6. Traffic awareness created through mike propaganda in all important junctions and streets.
7. Traffic Awareness created among public through screening of Traffic Awareness Films at various public places.
8. Distributed Traffic Awareness axioms contained hand bills to public through school children at various public places.
9. Organized free eye camp for drivers through the Medical Officers of General Hospital, Pondicherry and arranged free spectacles to the drivers through public sponsorship.
10. Traffic Awareness created among students by conducting essay competitions relating to Road Safety.
11. Blood Donation Camp organized by the members of Pondicherry Police.
12. Combined Special Traffic Campaigns organized at various places by the officials of Transport Department and Police Department.

Brief introduction of the affiliated body (established year, objective/main activities)-Role of the affiliated body (Advisory / Managing / Executive/ Others)-Structure and member composition OF CLG

To improve better police-public relations, it is felt necessary to involve the concept of 'Community Policing' for prevention and detection of the crime in the area. The BPR&D is also encouraging to involve the 'Community Policing' in maintaining law & order. In addition to the existing system of 'Community Policing', the following additional steps are also required to be taken by all concerned.

(i) **Community Liaison Group (CLG)** : At present, the Community Liaison Group in all Police Stations are already activated and SHO/CI/SP are taking regular meetings with the CLG and involving them for better policing. However, it has been decided that at District level, the CLG should be constituted under the chairmanship of SSP. All SHOs will send some names of the respectable persons from their area, which includes bureaucrats, politicians, social workers, NGOs, advocates, doctors, academicians, etc., to the concerned SPs. The SP concerned will compile the names and will send some names to the SSP. A Committee will be constituted and regular meetings will be held with the members of the District-level Community Liaison Group.

(ii) **Community Policing Resource Centre (CPRC)** : It is proposed to start 'Community Policing Resource Centre' at the Police Headquarters under the chairmanship of the Inspector General of Police. The CPRC Scheme will emphasis greater participation of the public in day-to-day affairs and will provide useful suggestions for improving Police functioning. Accordingly, a Committee will be constituted and regular meetings will be held at IGP Conference Hall by the IGP. The CPRC will act as a Resource Centre for the Police Department.

(iii) **Beat Boxes** : It is proposed to start constructing of Beat Boxes initially at three places, i.e., (a) New Bus-Stand Police Out-Post, (b) Beach Road & (c) Grand Bazaar, Jawaharlal Nehru Street. SP (North) will arrange Beat Boxes mentioning in bold letters, such as, Beat Box, name of the Beat Officer and the timing in which the Beat Officer will be available for the general public. The Beat PC / Beat Officer will be available in the Beat Box during the specified time to hear complaints from the public and to get feedback from the public. Care should be taken for the basic amenities, such as, water, electricity, communication, etc., are provided at the place where the Beat Box is going to be

installed. SP (North) will take necessary steps to install the Beat Boxes in the above said places immediately.

(iv) **Educating Public** : Any attempt of Community Policing will not succeed unless the Police go about keeping the community educated and informed. Such education and information could be both with regard to the citizen's rights and duties under the law and the limitations and constraints of Police work and procedure.

❖ Head of the Body

PS CLG IS HEADED BY SHO

SUB DIVISION CLG IS HEADED BY SP INCHARGE OF LAW AND ORDER

❖ Address of main office and its Branches

Office of the Divisional SPs/ CIs / Police Stations.

❖ Frequency of Meetings MONTHLY

❖ YES public participate in the meetings

YES minutes of the meetings ARE prepared

YES minutes of the meetings available to the public

CHAPTER – 8 (MANUAL – VII)

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE

PUBLIC INFORMATION OFFICERS

Puducherry Police

SN	NAME & DESIGNATION OFFICE	PHONE	E-MAIL
1st Appellate Authority			
1	Senior Supdt. of Police (C&I)	2334368, 2231306	sspci@pon.nic.in
2	Senior Supdt. Of Police (Karaikal)	04368 - 223238	ssp@kkl.pon.nic.in
3	Senior Supdt. of Police (L&O)	2334696, 2231305	ssplo@pon.nic.in
Public Information Officer			
	Superintendent of Police (Head Quarters)	2338684, 2231307	sphq@pon.nic.in
	Superintendent of Police (North)	2338756	spn@pon.nic.in
	Superintendent of Police (South)	2201181, 2206584	sps@pon.nic.in
	Superintendent of Police(Rural)	2601474	spr@pon.nic.in
	Supdt. of Police (Karaikal)	04368 - 223238	sp@kkl.nic.in
	Supdt. of Police(Mahe)	2332513	sp@mahe.nic.in
	Supdt. of Police (Traffic cum Yanam)	2336701	sptraffic@pon.nic.in
	Supdt. of Police (Special Branch)	2337700, 2231308	spsb@pon.nic.in
	Superintendent of Police (CID)	2338604, 2231311	spcid@pon.nic.in
	Superintendent of Police (PTS)	2272733	sppts@pon.nic.in
	Supdt. of Police (Motor Transport)	2231312	spmto@pon.nic.in
	Superintendent of Police (PCR Cell)	2274944	sppcr@pon.nic.in
	Supdt. of Police (SIGMA - Security Cell)	2330940, 2231309	spsig@pon.nic.in
	Supdt. of Police (PAP)	2272182	sppap@pon.nic.in
	Supdt. of Police(Home Guard)	2231314	sphg@pon.nic.in
	Supdt. of Police(Wireless)	2231313	spwire@pon.nic.in
	Police Control Room	2231300	pcr@pon.nic.in
Additional Public Information Officers			
Respective Inspectors are the APIO's for the areas of responsibility assigned to them.			
INDIAN RESERVE BATTALION, PUDUCHERRY			
Ist Appellate Authority			
	Dy. Inspector General of Police for IRBn	2334030	dig@pon.nic.in
Public Information Officer			
	Commandant IRBn.	2337106	comirb@pon.nic.in
Additional Public Information Officers			
Dy. Commandants are the APIO's IRBn.			

GO. Ms. No: 5 / 2006 / A2 / ARW, Puducherry
Amended:

Dated: 15.11.2006

SN	Designation of the Public Information Officer	Concerned department / Commission / Corporation / Organizations / Government Undertaking etc.
6-B	The Joint Secretary to Government (Home)	Chief Secretariat (Home)
6-L	The Under Secretary to Government (Vigilance)	Chief Secretary (Vigilance Office)

SN	Designation of the Public Information Officer	Concerned department / Commission / Corporation / Organizations / Government Undertaking etc.
31	Superintendent of Police (Head Quarters)	Police Department, Head Quarters, Puducherry
31-A	Superintendent of Police (North)	Police Jurisdiction (North), Puducherry
31-B	Superintendent of Police (South)	Police Jurisdiction (South), Puducherry
31-C	Superintendent of Police(Rural)	Police Jurisdiction (Rural), Puducherry
31-D	Supdt. of Police (Special Branch)	O/o the Supdt. of Police (Special Branch)
31-E	Superintendent of Police (CID)	O/o the Superintendent of Police (CID)
31-F	Superintendent of Police (PTS)	O/o the Superintendent of Police (PTS)
31-G	Supdt. of Police (Motor Transport)	O/o the Supdt. of Police (Motor Transport)
31-H	Superintendent of Police (PCR Cell)	O/o the Superintendent of Police (PCR Cell)
31-I	Supdt. of Police (Traffic cum Yanam)	O/o the Supdt. of Police (Traffic cum Yanam)
31-J	Supdt. of Police (SIGMA - Security Cell / IRBn Nodal Officer)	O/o the Supdt. of Police (SIGMA - Security Cell / IRBn Nodal Officer)
31-K	Supdt. of Police (PAP)	O/o the Supdt. of Police (PAP)
31-L	Supdt. of Police(Home Guard)	O/o the Supdt. of Police(Home Guard)
31-M	Supdt. of Police (Karaikal)	O/o the Supdt. of Police (Karaikal)
31-N	Supdt. of Police(Mahe)	O/o the Supdt. of Police(Mahe)
31-O	Supdt. of Police(Wireless)	O/o the Supdt. of Police(Wireless)

FOR HOME DEPARTMENT:

GO. Ms. No: 224 / 2007 / Home

Dated: 27.12.2007

SN	Public Information Officer	First Appellate Authority
1	Superintendent (Home) dealing with Gazetted Police establishment and other Police related matters	Joint Secretary (Home)
3	Superintendent of Police (North / South / Rural / Traffic / PAP / Home Guards / Head Quarters / Motor Transport / PCR Cell / Sigma Security / Special Branch / CID / Training and Welfare)	Deputy Inspector General of Police
4	Superintendent of Police (Karaikal / Mahe)	
	Inspector of Police (Yanam)	
	Commandant Indian Reserve Battalion	

CHAPTER - 9 (MANUAL – VIII)

3. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY.

Supervision is as per the organization chart enclosed

ORGANISATION CHART

DIRECTOR GENERAL OF POLICE			
			IGP (PRISONS)
DEPUTY INSPECTOR GENERAL OF POLICE			
LOCAL POLICE			IRBN
SSP (L&O)	SSP (C&I)	SSP (KARAIKAL)	COMMANDANT
SP's / CI's / SHO's / I/c OP's of (North / South / Rural / Traffic / Mahe / Yanam Sub-Divisions)	SP's, INSPECTORS, I/c UNITS of (HQ / SB / CID / PAP / PTS / HG / Welfare / Establishment / Wireless / MT / PCR)	SP / CI's / SHO's / I/c OP's of Karaikal Region	DY.CMDT. / Asst. CMDT

Director General of Police				
DIG				
SSP(L&O)	SSP(C&I)	SSP(KKL)	SSP(PAP)	CMDT(IRBn)
SP North SP South SP Rural SP Traffic SP Mahe CI Yanam	SP HQ SP SB SP CID SP SIGMA(Sec) SP PTS / Welfare SP MT SP HG SP Wireless In-charge Units	SP(KKL) In-charge Units	SP(PAP) Inspectors	DY.CMDT. Asst. CMDT
CIs / SHOs / ASIs / HCs / PCs / Followers	Inspectors / SI s / ASIs / HCs / PCs / Followers	CIs / SHOs / ASIs / HCs / PCs/ Followers	SI s ASIs / HCs / PCs / Followers	Inspectors / SI s / ASIs / HCs / PCs / Followers

The chain of command is as per above organization chart. The above channel of supervision and accountability is followed strictly. DGP reports to the Chief Secretary to Govt. who is the Ex-Officio Home Secretary.

The Station House Officer who not below the rank of Head Constable is empowered to register the cases on the complaint, under section 154 Cr.P.C. The petitioners are being enquired by the SHOs / CIs. According to the gravity of the allegations / charges leveled, certain petitions are being enquired by the senior officers. To make a record on receipt and dispatch of petitions, a petition register is being maintained.

Home guards

In recruitment process:

- No person shall be appointed as a Member of the Home Guards unless he or she has completed the age of 18 years and has not completed the age of 50 years or has completed the age of 18 years and has not completed the age of 40 years respectively (Men / Women) or time to time specified in this regard.
- Is of good character and is physically fit. Is a resident of the UT of Puducherry.
- Is in the opinion of the Commandants of the respective regions suitable for appointment as a member of the Home Guards.
- Provided that the age limit and educational qualification specified above may for reasons to be recorded in writing, be relaxed in individual cases, by the Commandant General, to facilitate recruitment of candidates who are otherwise qualified. Must have passes S.S.L.C or equivalent examination. Must not be a Government employee or an earning member of any Institution”.
- Similarly for all ranks in Police Department recruitment is carried out by a board as per Govt. Orders and Statutory Orders.

CHAPTER – 10 (MANUAL – VIII)

DIRECTORY OF ITS OFFICERS AND EMPLOYEES

SN	NAME & DESIGNATION	OFFICE PHONE	E-MAIL
1	Director General of Police	2334006, 2231301	dgp@pon.nic.in
2	Deputy Inspector General of Police	2337098, 2231359	dig@pon.nic.in
3	SSP (Crime and Intelligence)	2334368, 2231306	sspci@pon.nic.in
4	SSP (Law and Order)	2334696, 2231305	ssplo@pon.nic.in
5	SSP, Karaikal	(04368) 223238	ssp@kkl.pon.nic.in
6	SSP (PAP) (Vacant)		ssppap@pon.nic.in
7	SSP (ADC)	2333838	
8	Commandant, IRBn	2337106, 2231354	comirb@pon.nic.in
9	SP (Head Quarters)	2338684, 2231307	sphq@pon.nic.in
10	SP (North)	2338756	spn@pon.nic.in
11	SP (South)	2201181, 2206584	sps@pon.nic.in
12	SP (Rural)	2601474	spr@pon.nic.in
13	SP (Traffic)	2336701	sptraffic@pon.nic.in
14	SP (Special Branch)	2337700, 2231308	spsb@pon.nic.in
15	SP (CID)	2338604, 2231311	spcid@pon.nic.in
16	SP (PTS)	2272733	sppts@pon.nic.in
17	SP (Motor Transport)	2231312	spmto@pon.nic.in
18	SP (PCR Cell)	2274944	sppcr@pon.nic.in
19	SP (SIGMA – Security)	2330940, 2231309	spsig@pon.nic.in
20	SP (PAP)	2272182	sppap@pon.nic.in
21	SP (Home Guard)	2231314	sphg@pon.nic.in
22	SP (Wireless)	2231313	spwire@pon.nic.in
23	The Police Control Room		ccr@pon.nic.in
24	SP (Food Cell)	2272733, 2201677	
25	SP (VAC)	2238017, 2238016	spvac@pon.nic.in
26	SP (OSD at P. University)		spuni@pon.nic.in

27	SP (Karaikal)	(04368) 223238	sp@kkl.nic.in
28	SP (Mahe)	(0490) 2332513	sp@mahe.nic.in
29	SP(Yanam) looked after by SP(Traffic)	2336701	sptraffic@pon.nic.in

CHAPTER – 11 (MANUAL – X)

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND
EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN
ITS REGULATIONS**

The rank and basic scale of Police Officials in Pondicherry Police are as follows

SN	DESIGNATION	BASIC PAY
1	DGP	22,400 – 525 - 24,500
2	IGP	18,400 – 500 - 22,400
3	DIG	16,400 – 450 - 20,000
4	SSP (JAG)	12,000 – 325 -16,500
5	SSP	10,000 – 325 - 15,200
6	JAG – I	12000 – 375 -16500
7	JAG - II	14300 – 400 - 18300
8	Senior Grade SP (After 6 years)	10000 – 325 -15200
9	SP (After 3 years)	8000 – 275 - 13500
10	SP	6500 – 200 - 10500
11	Inspector	6500 -200 -10500
12	SI / WSI	5500 – 175 - 9000
14	ASI	4000 – 100 - 6000
15	HC / WHC	3200 – 85 - 4900
17	PC / WPC	3050 – 75 – 3950 – 80 - 4590
19	ACP1 PC	3200 – 85 - 4900
20	ACP2 PC	4000 - 100 - 6000
21	ACP HC	4000 - 100 - 6000
22	FPE (Finger Print Expert)	4000 - 100 - 6000
23	FPS (Finger Print Searcher)	3050 – 75 – 3950 – 80 - 4590
24	PHOTOGRAPHER	4000 – 100 - 6000
25	HC(PHOTOGRAPHER)	3200 - 85 - 4900
26	TSI (Tester SI)	5500 - 17 5 - 9000
27	RS Gr. I (Radio Supervisor)	5500 – 175 - 9000
28	RT Gr. I (Radio Technician)	5000 – 150 - 8000
29	WO Gr. I (Wireless Operator)	5000 – 150 - 8000
30	RS (RADIO SUPERVISOR)	4500 – 125 - 7000
31	WO (WIRELESS OPERATOR)	4000 – 100 - 6000
32	RO (RADIO OPERATOR)	3050 – 75 – 3950 – 80 - 4590
33	HRO (HEAD RADIO OPERATOR)	3200 – 85 - 4900
34	RTPC (Radio Technician Police Constable)	3050 – 75 – 3950 – 80 - 4590

35	Store Man Technical	3050 – 75 – 3950 – 80 - 4590
36	ACP HRO	4000 – 100 - 6000
37	Special Grade Driver	5000 – 150 - 8000
38	Driver GR-I	4500 – 125 - 7000
39	Driver GR-II	4000 – 100 - 6000
40	HC (Driver)	3200 – 85 - 4900
41	HC (Mechanical)	3200 – 85 - 4900
42	DRIVER GR.III	3050 – 75 – 3950 – 80 - 4590
43	PC (DRIVER)	3050 – 75 – 3950 – 80 - 4590
44	PC (Helper)	3050 – 75 – 3950 – 80 - 4590
45	PC (Electrician)	3050 – 75 – 3950 – 80 - 4590
46	Bugler Boy	2550 – 55 – 2660 – 60 - 3200
47	Follower	2550 – 55 – 2660 – 60 - 3200
48	Water Carrier	2550 – 55 – 2660 – 60 - 3200
49	Sanitary Assistant	2550 – 55 – 2660 – 60 - 3200
50	Sanitary Helper	2550 – 55 – 2660 – 60 - 3200
51	Dhobi	2550 – 55 – 2660 – 60 - 3200
52	Cook	2550 – 55 – 2660 - 60 - 3200
53	Barber	2550 – 55 – 2660 – 60 - 3200
54	OSD – Officer on Special Duty	8000 – 275 - 13500
55	SAO – Senior Accounts Officer	7500 – 250 - 12000
56	PS to DGP (Private Secretary)	6500 – 200 - 10500
57	JAO - Junior Accounts Officer	6500 - 200 - 10500
58	Office Superintendent	6500 – 200 - 10500
59	Assistant	5000 - 150 - 8000
60	Steno Gr. I	5500 – 175 - 9000
61	Steno Gr. II	5000 - 150 - 8000
62	Steno Gr. III	4000 – 100 - 6000
63	UDC – Upper Division Clerk	4000 - 100 - 6000
64	LDC – Lower Division Clerk	3050 – 75 – 3950 – 80 - 4590
65	Junior Reporter (Special Branch)	4000 – 100 - 6000
66	Luscar	3050 – 75 – 3950 – 80 - 4590
67	Home Guard	Rs. 200 / - PER DAY

CHAPTER – 12 (MANUAL – XI)

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY

(Particulars of all plans, proposed expenditure and report on disbursement made)

POLICE DEPARTMENT

BUDGET ESTIMATE 2008 - 2009	
	(Rs. in thousands)
HEAD OF ACCOUNT	Amount allocated
2055 – POLICE (Non Plan)	
001 Direction & Administration	68,273,000
104 Special Police	110,615,000
104(02) India Reserve Battalion	131,000,000
108 State Head Quarters	31,600,000
109 District Police	127,305,000
115(03) Modernization of Police Force with Central Assistance	20,423,000
800(02) Coastal Security with Central Assistance	3,000
Total 2055 - POLICE (Non Plan)	489,219,000
107 Home Guards	57,340,000
Total 2055 (Non Plan) & 2070 - OAS	546,559,000
2055 - POLICE (Plan)	
115(01) Modernization of Police Force	55,929,000
115(02) Introduction of e-Governance	1,500,000
116(01) Setting up of F.S.L.	4,000
800(01) Acquisition of Land	83,000
Total 2055 (Plan)	57,516,000
Total 2055 (NP, Plan) & 2070 - OAS	604,075,000
001(02) Enforcement of PCR Act 1955 & SC / ST (Prevention of Atrocities) Act, 1989 (CSS).	1,127,000
Grand Total 2055, 2070 & CSS	605,202,000

CHAPTER – 13 (MANUAL – XII)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,

THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Name of Programme/ Scheme:-

Pondicherry Police Welfare Society

➤ CASH AWARD:

- A cash award of Rs.1,000 each is granted to two students, who are the wards of the Police Personnel in recognition of their scoring of high marks in H.Sc. and SSLC level.

➤ MERIT & SPECIAL MERIT SCHOLARSHIP:

- Merit and Special Merit Scholarships are given to the Police Personnel for their wards in recognition of their scoring high marks in SSLC/H.Sc.

➤ WIDOW PENSION:

- Widows are being given pension grants @ Rs.200/- per month.

➤ SPECTACLE GRANT:

- Spectacle Grant @ Rs.150/- each are being given to the Police Personnel.

➤ FAMILY PLANNING GRANT:

- The members are receiving Family Planning Grant @ Rs.200/- each.

➤ DEATH GRANTS:

- An amount of Rs.10,000/- each from PPWS Fund and Superannuation Fund are given to the nominees of the deceased Police Personnel, who expired while in service.

➤ RETIREMENT BENEFITS:

- An amount of Rs.10,000/- each from PPWS Fund and Superannuation Fund are given to the Police Personnel, who retired on superannuation and also by voluntary retirement.

Details of above are available with Supdt of Police, Police Training School, / Inspector,
Pondicherry Police Welfare Society,

CHAPTER – 14 (MANUAL – XIII)**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION
GRANTED BY IT**

Permission for demonstration, picketing, fasting, hartal, public meeting, loud speaker are granted by the concerned SPs / SHOs of respective sub-divisions.

- ❖ Name of Programme
- ❖ Type (concession / Permits / Authorization)
 - Loudspeaker Permit
 - NOC – No Objection Certificate
 - NCC – Non-Conviction Certificate
 - IDL - International Driving License
 - Licence – Arms / Hotels – Recommendation only – On request from the Collector
 - Burial of dead body – Permission – Addressed to Municipality
 - FRO – Registration of foreigners – Registration as per Rules.
 - Passport Verification by Special Branch
 - No Objection Certificate for Govt Servants to travel abroad.
 - Appointment of Compassionate Grounds

CHAPTER 15 (MANUAL – XIV)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION

The details of the norms /Standards set by the Department for execution of various activities / programmes:

- For IPS Officers - All India Civil Services conduct rules.
- For Gazetted PPS Officers - Pondicherry Police Service Rules.
- For Non-Gazetted Police Officers - Police Rules as per the Police Act 1861.

- Police Act 1861, Indian Penal Code, Code of Criminal Procedure, Evidence Act, Minor Acts and Special and Local Laws including Pondicherry Police Act are the acts governing the working of the Police Officer.
- As per the standing order serial numbers 1/89 to 2/2004 and as per Indian Penal Code and Criminal procedure code.

- Non Gazetted Police Officers of Pondicherry Police are governed by the Pondicherry Police Subordinate services (Discipline and Appeal) Rules 1968.
- While departmental enquiries against HCs and Constables are conducted by Inspectors, those against ASIs, Sis and Inspectors are conducted by the Supdt. Of Police.
- Conducting Departmental enquiries which is a quasi-judicial proceedings is an important aspect of an officer's duty. Since, it is necessary that all the normal rules and regulations are followed and the principle of natural justice is always kept in mind.
- The **Home Guards** when assigned duty, perform duty with out any neglect or refused to obey such orders (or) refuse to discharge his functions and duties as a Home Guard and is if found guilty of any misconduct or breach of discipline, they are punishable.
- The Commandant General shall have authority to discharge any Home Guard on the ground of conduct which has led to his conviction on the criminal charge. The Pondicherry Home Guards Act 1965 (Act. No.14 of 1965) and the Pondicherry Home Guards Rules 1966 both are inexistence which are notified by the Government of Pondicherry which are enclosed herewith in annexure for kind Perusal. These Acts & Rules are used by its employer for discharging the functions.

CHAPTER – 16 (MANUAL – XV)

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

16.1 The information related to the various scheme are also available in the electronic formats:

The particulars are available in the websites

www.police.pondicherry.gov.in

www.police.puducherry.gov.in

www.pondicherry.police.org

CHAPTER – 17 (MANUAL – XVI)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

17.1 Public can meet the concerned officers during office working hours from 09.00 hrs to 17.50 hrs.

To maintain the police public relation touch screen kiosk were installed at two places one at New Bus Stand, Pondicherry and other is at the office of the ASSP, beach Road, Pondicherry. The name and addresses of the senior police officers of police officer are available in the kiosk and public related item such as bus timings, organisation chart etc are also available.

- ❖ Office Library
- ❖ Drama and shows
- ❖ Through News Paper
- ❖ Exhibition
- ❖ Notice Board
- ❖ Inspection of records in the office
- ❖ System of issuing of copies of documents

The First Information Report is issued to the complainant with free of cost.

- ❖ Printed manual available
- ❖ Website of the police authority www.pondicherry.police.org
- ❖ Email crb@pondy.pon.nic.in

The organization details alongwith duties are provided in the KIOSK and also in the Police Web site for day to day information to the public. The NCRB has also introduced web enabled CCIS for online query formtor vehicles.

- ❖ Other means of advertising in cable TV cinema halls ,banner etc which is carried out on need basis.

CHAPTER – 18 (MANUAL – XVII)

OTHER USEFUL INFORMATION

Special Branch, Sigma Intelligence, CID inquiries and other records not for public view as they are top secret, Secret, Confidential are barred by courts from being shown to public. Since it may adversely affect security of country, safety of public life and property, or hamper investigation of cases.

18.1 Frequently asked questions and their answer by public

FAQs (Frequently Asked Questions)

1. What is FIR?

FIR is the abbreviation of First Information Report. Any complaint for occurrence of crime should be reported to the Police Station and should be signed by the complainant.

2. How to lodge a FIR?

The complainant should make his complaint orally/writing in the Police Station.

3. To whom to lodge the FIR?

The FIR should be lodged to the officer in-charge of the police station.

4. Which time the public can lodge the FIR?

The public can lodge an FIR at any time.

5. Can FIR complaint be given orally?

Yes.

6. Can FIR be given without mentioning witness?

It is always better to mention witnesses in the FIR to establish the occurrence of crime.

7. After registering the FIR, can the complaint be withdrawn?

A FIR registered at the Police Station cannot be withdrawn by the complainant.

18.2 Related to seeking information

- Application from (a copy of filled application from for reference)
- **Fee:-**
- Photostat charges of Rs. 5 per page shall have to be paid as per the information requested & Rs. 50 per category of information requested.
- Cost of Compact Disc of this Hand Book shall be Rs.100/-
- However citizens are free to download any portion of this Manual from Website free of charge.
- Procedure and fee structure for getting information not available in the handbook shall be Rs.100/- with additional Rs.5/- per page of matter requested.
- Respective Public Information Officers shall provide the information as applicable to their areas of functioning.
- How to write a precise information request – Tips

To, From, Subject, Date, Reference to be given whether informed to Control Room / Police Station etc. to be given to whom?

- Right of the Citizen in case of denial of information and procedure to appeal Supervisory Officer to be approached in case information not registered.

18.3 With relation to certificate, no objection certificate etc issued by the Police Dept. included in Manual – 13.

- Name and description of the certificates and NOCs
- Eligibility for applying – Citizen of any country
- Contact information for applying – Single Window Counter, Police Head Quarters.
- Application Fee (Wherever applicable) – Rs.100/-
- Other Fees (Wherever applicable)
- Applications Form (In case the application is made on plain paper, please mention the details which the applicant has to provide) – Copy available with Single Window Counter, Police Head Quarters.
- List of enclosures / documents – Ration Card, Election ID Card, Birth Certificate etc.
- Format of enclosures / documents – Attested copies to be enclosed
- Procedure of application – Subject written application with 3 Passport size Photos.
- Process followed in the Public Authority after the receipt of application – Inquiry by CID, Special Branch & Local Police.
- Normal time taken for issuance of certificate – 15/30 Days
- Validity period of certificate (If applicable) – 3 Months
- Process of renewal (If any) – Fresh application.

18.4 Details of any other public services provided by the Police Department:

Traffic Education Cell :

Road safety education is very essential for all age groups. Road safety education for educated road users can be easily done through media, T.V. and video. For uneducated road users, road safety education should be simple and purposeful. For arranging regular Road Safety programmes at schools, colleges, industries, public places, etc. a Traffic Education Cell is functioning under direct control of one Superintendent of Police. Various Road safety films in regional language (Tamil), road safety exhibitions and use of Public Address systems was proved to be very useful in Pondicherry Traffic. It is experienced that propoganda and exhortation are powerful tools in the road safety campaign. This cell also undertaking the following tasks for public beneficial :

- a) Analyzing Road Accidents
- b) Printing and distributing various traffic awareness pamphlets among the road users.
- c) Placing banners with Traffic Awareness Slogans at various heavy traffic places.
- d) Organizing Children rallies with Road safety slogan written plough cards.

2) Children Traffic Corps Scheme :

Each and every year, the Pondicherry Traffic Police imparts training to 88 students of 11 various schools in Pondicherry Region with Traffic Rules & Regulations like Parking, No Parking, Use of Speed Breakers and Traffic Signs, provisions of Motor Vehicles Act, Accident Prevention tips, Tips for motorcyclists, Tips for Cyclists, Accident Scene, Traffic Control, etc. under “Children Traffic Corps” training scheme for creating Traffic Awareness among young generation as a Road Safety measure. They are also trained about saluting, marching in threes and are being allowed to participate in the Republic Day Ceremonial Parade.

ii) Designation of Public Information Officers and Assistant Public Information Officers has to be done at sub-divisional level appropriate within 100 days of enactment.

The respective SPs shall be the PIOs for their respective Units. APIOs shall be the Inspectors working under the given SP for the given section / Circle as applicable.

iii) Designation of authorities to whom the first appeal lies.

Present system of the Police Dept. shall be continued with SSPs / ASSP as the 1st Appellate Authority

iv) Amendments of existing Acts, Rules, etc.

Not applicable

v) Intelligence and Security Organisation.

- Special Branch SIGMA (Security) and CID (Crime Team) may be exempt from the Act and requisite modification may be issued by the Govt. as done for other intelligence and security organizations in other UTs.
- Further all top secret /Secret / confidential documents in any unit may be exempted from the purview of this Act.
- Also all records pertaining to investigation shall not be divulged. However, any citizen is free to approach the necessary Court for copies of necessary orders as required.
- As regards enquiry the resultant of the same only can be asked for and not the details of the statements given by different individuals in order to maintain the confidentiality which a witness shall desire.

vi) Framing Rules

As applicable respective PIOs shall frame necessary rules if not already available in the IGPs Standing Orders and get the same approved from the respective supervisory officer.

vii) Annual Report of the Central Information Commission

The concerned Public Information Officers and Assistant Public Information Officers shall send Annual Report for compilation annually at State / Central level