PRO - ACTIVE DISCLOSURES OF UNDER SEC 4 (1) OF THE RIGHT TO INFORMATION ACT - 2005

OFFICE OF THE DIRECTOR GENERAL OF POLICE, CHENNAI-4.

(Extract of Rule 4(1) (b) of the Right to Information Act 2005.)

(i) The particulars of its organization, functions and duties:

The police force the Tamil Nadu State is headed by the Director General of Police who is assisted by officers and men who are primarily entrusted with the responsibility of maintenance of public order and prevention and detection of crimes. Besides the Civil Police, the Tamil Nadu Police also has special wings like Armed Police, Intelligence branch, Crime Branch etc.,. The staff officers of the Director General of Police are Additional Director Generals of Police, Law & Order, Administration, Head Quarters and Welfare, Inspector Generals of Police, Administration, Establishment, Head Quarters, Welfare and Modernization and Assistant Inspector Generals of Police, Administration, Head Quarters, Law & Order.

The function of the Office of the Director General of Police is to assist the Director General of Police in the exercise of overall supervision of the Tamil Nadu Police in all matters.

(ii) The Powers and duties of its officers and employee:

All works relating to Law & Order is handled by the Commissioners of Police, Zonal Inspector Generals of Police, range Deputy Inspector Generals of Police and District Superintendents of Police. Special Units viz., Railways, Technical Services, State Crime Records Bureau, Crime Branch Crime Investigation Department, Armed Police, Economic Offences Wing, Training, Prohibition Enforcement Wing, Civil Defence and Home Guards, Civil Supplies Crime Investigation Department, Coastal Security Group, Operations (Tamil Nadu Commando Force and Commando School), Social Justice & Human Rights, Special Branch Crime Investigation Department including Security, State Traffic Planning Cell and Crime etc., handle the specialized areas headed by the Additional Director Generals of Police / Inspector Generals of Police which is also supervised overall by the Director General of Police, Tamil Nadu. All the Officers and men are working for the safety and protection of the People and their properties. The Police Officers are entitled to exercise all the powers envisaged according to their ranks legally entitled as per the Indian Police Act, 1861, Major Act, Indian Penal Code, Criminal Procedure Code, Indian Evidence Act, Minor Act and the Police Standing Orders, etc.,.

Following are the Officers and Ministerial Staff who are assisting the Head of the Department that is the Director General of Police in all matters in the Headquarters:

i. Additional Director-General of Police (Law and order):-

Supervising and guiding the field officers in the maintenance of law and order in the State. In the Punishment Rolls, he is exercising the powers as Appellate Authority.

ii. Additional Director-General of Police (Administration):-

Looking after the establishment subjects relating to the Gazetted and Non Gazetted Branches, Recruitment, Training, compassionate appointment and re-allocation. He is the Appellate Authority for RTI petitioners.

iii. Additional Director-General of Police (Head Quarters):-

Looking after the subjects relating to Budget, Audit of accounts, procurement and maintenance of Motor Transport, Arms and ammunition, Stores, Uniform, building and settlement of Vehicle Hire Charges.

iv. Additional Director-General of Police (Welfare):-

Looking after the subjects relating to Tamil Nadu Police Benevolent Fund, Health Fund, Insurance and other Welfare matters.

v. Inspector-General of Police (Administration) –

Assisting the Additional Director General of Police (Administration) in dealing with establishment matters relates to the Gazetted, Non Gazetted Branches and the recruitment.

vi. Inspector-General of Police (Establishment):-

Assisting the Additional Director-General of Police (Administration) in dealing with subjects relating to training, supervising the Court Cases, RTI Act – 2005, follow up reports of Enquiries of Vigilance & Anti-corruption and Police Standing Order 151.

vii. Inspector-General of Police (Welfare):

Assisting the Additional Director-General of Police (Law and order) and (Welfare) in dealing with subjects relating to Crime matters and Police Welfare matters.

viii <u>Inspector-General of Police (Modernization):</u>-

Assisting the Additional Director-General of Police (Headquarters) in dealing with the subjects relating to modernization of police force and procurement of vehicles, arms and ammunition, etc.,.

ix <u>Inspector-General of Police (Headquarters):</u>-

Assisting the Additional Director-General of Police (Headquarters) in dealing with the subjects relating to procurement and maintenance Motor Transport, Vehicle Hire Charges, Buildings, Telephones, Stores Uniforms, Arms and Ammunition, Rectification of Pay Anomalies, Loans and Advances and Encashment of Bills and Cash Transaction.

x. <u>Assistant Inspector - General of Police (Head Quarters)</u> -

Assisting the Inspector-General of Police (Headquarters) in dealing with subjects relating to Motor Transport Vehicle Hire Charges, Buildings, Stores, Uniforms, Arms and Ammunition, Rectification of Pay Anomalies, Loans and Advances and Encashment of Bills and Cash transaction.

xi. Assistant Inspector - General of Police (Administration):-

Assisting the Inspector-General of Police (Administration) in dealing with establishment matters of Non – Gazetted Police personal subjects relating to mercy review petitions in cases of departmental action, preparation of Annual Administration Report, Ministerial staff establishment and Court cell.

xii.. Assistant Inspector - General of Police (Law and Order):-

Assisting the Assistant_Director-General of Police (Law and Order) in dealing with subjects relating to Law & Order, Crime matters, Appeal petitions in the cases of departmental action and functioning as Assistant Public Information Officer of the State Police Head Quarters Office for RTI Petitioners

xiii. Financial Controller:-

Dealing with subjects relating to Budget, Public Accounts Committee, Contingent, Cost Recovery and Food Subsidy Scheme.

xiv. Public Relations Officer

Dealing with subjects relating to the public relations and arranging press meets.

xv. <u>Assistant Director – Internal Audit</u> –

Dealing with subjects relating to audit the bills of police department.

xvi. <u>Assistant Director Statistics</u> -

Dealing with collection and maintenance of statistical data of the department, assisting to prepare answers to the Lok Sabha/Rajya Sabha and Legislative Assembly questions.

xvii. Legal Adviser -

Giving opinion in the legal matters and assisting the Director-General of Police in Court proceedings.

xviii. Chief Administrative Officer. -

Dealing with subject relating to ministerial staff establishment and overall supervision of the Ministerial Staff State Police Head Quarters.

xix Senior Administrative Officer. -

Dealing with subjects relating to Inspection Cell.

xix. Personal Assistants (Administration)

I. GB -subjects relating to Gazetted Officers.

II. NGB -subjects relating to Non Gazetted Officers.

III. R&T -subjects relating to Recruitment, Training, Acts and

Rules, Right to Information Act, Tapal, Record and

Despatch.

IV. CON -subjects relating to Confidential wing and Appeal wing.

V. Buildings - subjects relating to Buildings and Telephones.

VI. MPF -Modernisation of Police Force, Store General, Uniform,

Arms and Ammunitions.

VII. MT -subjects relating to Motor Transport and Vehicle Hire

Charges.

VIII. Crime - subjects relating to Crimes and Human Rights.

IX. Welfare -subjects relating to Tamil Nadu Police Health Fund,

Tamil Nadu Police Benevolent Fund, Pension,

Compassionate Appointment and regularization.

X. General -subjects relating to Public grievance, Chief Minister Cell,

Law & Order Matters and General Subjects.

XI. Accounts -subjects relating to pay Bill Audits, Pay section, Loans

and Advances, Encashment of Bills and Cash

Transaction and Contingent Bill.

XII. RA -subjects relating to award of various medals and re-

allocation.

III. The procedure followed in the decision making process, including channels of supervision and accountability:-

For the administrative convenience the State Police Headquarters office is functioning under the following 4 wings.

- a) Law and Order Additional Director General of Police, (Law & Order), Assistant Inspector General of Police, (Law & Order) will supervise the state Law & Order works supported by Personal Assistants (Administration), Superintendents and Assistants concerned.
- b) Administration Additional Director General of Police
 (Administration), Inspector General of Police
 (Administration), Inspector General of Police
 (Establishment) and Assistant Inspector General of
 Police, (Administration) supervise the
 Administrative works with the assistance of
 Personal Assistants (Administration),
 Superintendents and Assistants concerned.
- c) Head Quarters -Additional Director General of Police (Head Quarters), Inspector General of Police, (Head Quarters), Inspector General of Police, (Modernization of Police Force). Assistant Inspector General of Police, (Head Quarters) will be the supervising the procurement maintenance of logistics and infrastructure for the department with the assistance of Personal Assistants (Administration), Superintendents and Assistants concerned.
- d) Welfare

 Additional Director General of Police (Welfare)
 Inspector General of Police, (Welfare) supervise
 the welfare works with the assistance of Personal
 Assistants (Administration), Superintendents and
 Assistants concerned.

IV. The norms set by it for the discharge of its functions:

The State Police Administration is handled by the State Police Headquarter Officers as mentioned above under the supervision of the Director-General of Police in the discharge of its functions with the support of the ministerial staff, i.e., Chief Officer. Senior Administrative Administrative Officer. Personal Assistants (Administration), Superintendents, Assistants Junior Assistant, Stenos, Typists, Record Clerks and Office Assistants. The procedures laid down in the Tamil Nadu Police Subordinate Service, Police Standing Orders, Fundamental Rules, Tamil Nadu Financial Code, Tamil Nadu Treasury Code, Tamil Nadu State and subordinate Service Rules, Tamil Nadu Government Servants Conduct Rules, Tamil Nadu Police Subordinate Officers Conduct Rules and All India Police Service Officers Conduct Rules are followed wherever applicable. Provisions under article 309 of Constitution of India in relation to the conduct of the members of Civil Service of the State in the performance of the duty with integrity and devotion to duty and all other rules and regulations in force are followed for discharging the function of Police Force in the State.

V. <u>The Rules, Regulations, Instructions Manuals and records, held by it or under the control or used by its employees for discharging its functions:</u>

Chief Administrative Officer Wing:-

- i. The Fundamental Rules.
- ii. Tamil Nadu Ministerial Service Rules
- iii. Tamil Nadu Government Servants Conduct Rules, 1973
- iv. Tamil Nadu State and Subordinate Services Rules
- v. Tamil Nadu Subordinate Police Officer's Conduct Rules 1964
- vi. Police Standing Orders
- vii. Tamil Nadu Pension Rules
- viii. District Office Manual
- ix. Special Provident Fund Cum Gratuity Scheme.
- x. Tamil Nadu Financial Code
- xi. Tamil Nadu Leave Rules 1933
- xii. General Provident Fund Rules
- xiii. Tamil Nadu Transparency of Tender Act

Inspection Cell:-

The Government in their Order Ms.No.1663 Home (Police XI) Department, dated:23.12.2008 and in Chief Office Memo in Rc.No.113949/IC/2009, dated:06.07.2009, issued various instructions to all unit officers with regard to adherence of the norms for inspection as per the revised schedule of inspection / visits and other circulars issued from time to time are maintained.

Budget Section:-

Budget Manual

Internal Audit Wing:-

- i. The Fundamental Rules
- ii. Travelling Allowance Rules.
- iii. Tamil Nadu Financial Code
- iv. Special Provident Found Cum Gratuity Scheme
- v. Tamil Nadu Leave Rules 1933

Gazetted Branch:-

- i. All India Services Rules
- ii. All India Services (Conduct) Rules
- iii. All India Services PF Rules
- iv. All India Services leave Rules
- v. All India Services DCRG Rules
- vi. All India Services Discipline & Appeal Rules
- vii. All India Services Pension Rules
- viii. Special Rules for Tamil Nadu Police Service
- ix. Tamil Nadu Government Servants Conduct Rules
- x. Tamil Nadu Civil Services (Discipline & Appeal) Rules
- xi. Tamil Nadu General Provident Fund Rules
- xii. Tamil Nadu State and Subordinate Service Rules
- xiii. Fundamental Rules.

Non Gazetted Branch

Special Rules for Tamil Nadu Police Subordinate Service,

Recruitment & Training wing

- Special Rules for Tamil Nadu Police Subordinate Services Rules 1955
- ii. Tamil Nadu Special Police Subordinate Services Rules 1978
- iii. Tamil Nadu Subordinate Services (Discipline & Appeal) Rules 1955
- iv. Madras Medical Code 576 (For Second Medical Examination)
- v. Tamil Nadu State and Subordinate Services Rules
- vi. Rules of Right to Information Act 2005
- vii. Tamil Nadu Subordinate Police Officer's Conduct Rules 1964
- viii. Tamil Nadu Government Servants Conduct Rules, 1973
- ix. Guidelines for various training, issued from time to time.

Confidential and Appeal Wing:-

- Tamil Nadu Police Subordinate Services (Discipline & Appeal) Rules, 1955.
- ii. Tamil Nadu Civil Services (Discipline & Appeal) Rules, 1955,
- iii. Vigilance & Anti-Corruption Manual,
- iv. Government instructions relating to disciplinary matters / Confidential Report.
- v. Police Standing Orders pertaining to disciplinary matters.

Buildings Wing:-

- i. Financial Code
- ii. Police Standing Order Volume IV
- iii. Office Manual Order 166(1)
- iv. Order of the Government relating to provide of the Telephone to the Government officers / Officers unit etc.,.

Modernisation of Police Force wing:-

i. The Tamil Nadu Transparency in Tenders Act, 1998.

Motor Transport Wing:-

Rate contract price approved by the DGS & D, New Delhi.

Crime Wing:-

- i. Indian Penal Code
- ii. Criminal Procedure Code
- iii. Indian Evidence Act of Major Acts and all Minor Acts

Welfare Wing:-

- i. Compassionate appointment
- ii. Government servant Health insurance Rules
- iii. Tamil Nadu Police Benevolent Fund Rules (up to the level Inspectors)
- iv. Food subsidy scheme
- v. Pension Rules

General Wing:-

- i. The Private Security Agencies (Regulation) Act, 2005
- ii. Tamil Nadu Private Security Agencies Rules, 2008
- iii. Tamil Nadu Home Guards Rules 1963

Accounts wing

- i. Fundamental Rules,
- ii. Tamil Nadu Financial Code,
- iii. Tamil Nadu Treasury Code,
- iv. District Office Manual.
- v. Tamil Nadu Leave Rules,
- vi. Travelling Allowance Rules.

Re-Allocation Wing:-

- i. Tamil Nadu Treasury Code Volume I
- ii. Tamil Nadu Treasury Rules
- iii. Note under S.R.7 in T.R.16
- iv. Various Medal Rules

(vi) A statement of the categories of documents that are held by it or under its control:-

- Chief Administrative Officer Wing
- ii. Inspection Cell
- iii. Budget Wing
- iv. Internal Audit Wing
- v. Gazetted Branch
- vi. Non Gazetted Branch
- vii. Recruitment & Training Wing
- viii. Confidential and Appeal Wing
- ix. Buildings Wing

x. Modernisation of Police Force Wing

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- xi. Motor Transports Wing
- xii. Crime Wing
- xiii. Welfare Wing
- xiv. General Wing
- xv. Accounts Wing
- xvi. Re-Allocation Wing

The above wings are functioning and handing files / Documents as per the subject allocation.

(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:

The following officers of State Police Headquarters Office can be approached for consultation, or representation by the members of the Public in relation to the formulation of its policy or implementation with regard to the wings mentioned hereunder.

- I) For any grievance by the Public Director General of Police
- II) For all Establishment service matters i.e., Administration.
 - (i) Additional Director General of Police (Administration)
 - (ii) Inspector General of Police (Administration)
 - (iii) Inspector General of Police (Establishment)
 - (iv) Assistant Inspector-General of Police (Administration)

III) For all Crime related & Law & Order issues

- (i) Additional Director General of Police (Law & Order)
- (ii) Assistant Inspector-General of Police (Law & Order)

IV) For all logistic related matters.

- (i) Additional Director General of Police (Head Quarters)
- (ii) Inspector General of Police (Head Quarters)
- (iii) Inspector General of Police (Modernisation)
- (iii) Assistant Inspector-General of Police (Head Quarters)

V) For all Welfare related matters:-

- (i) Additional Director General of Police (Welfare)
- (ii) Inspector General of Police, (Welfare)

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 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:

Gazetted Branch Wing:-

The Police Establishment Board consists of Additional Director General of Police (Law & Order), Addition Director General of Police (Administration), Additional Director General of Police (Intelligence) and Additional Director General of Police (Head Quarters) suggesting / recommending the transfer and postings of officers and above the rank of Deputy Superintendent of Police and drawl of panel.

Non Gazetted Branch Wing:-

Transfer Committee consists of Assistant Inspector General of Police (Administration), Assistant Inspector General of Police (Head Quarters) as members and Inspector General of Police (Administration) as Chairman for considering the transfer request of the Police personnel up to the rank of Head Constable.

Assistant Inspector General of Police (Administration), Inspector General of Police (Administration) are members and the Additional Director General of Police (Administration) is the Chairman for considering the transfer request of the Sub Inspector of Police.

Additional Director General of Police (Administration), Additional Director General of Police (Intelligence) are members and the Additional Director General of Police (Law & Order) is the Chairman for considering the transfer request of the Inspector of Police.

Inspector General of Police (Administration), Additional Director General of Police (Administration), Additional Director General of Police (Intelligence) are members and the Additional Director General of Police (Law & Order) considering the promotion of the Sub – Inspector of Police to Inspector of Police.

The minutes of the meeting of Police Establishment Board are not accessible for public.

Buildings wing

Standing Tender Committee and Uniform Quality Control Committee are constituted by the Director General of Police as per the instructions of the Government of Tamil Nadu.

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Modernisation of Police Force Wing

Modernisation of Police Force Tender Committee and MPF Working Group are constituted by the Director General of Police as per the instructions of the Government of Tamil Nadu.

Motor Transport wing

The Vehicle Purchase Committee is constituted by the Director General of Police and it is not open to public or the minutes of such meetings are not accessible for public.

Re-Allocation Wing:-

Medal Board

Director General of Police : Chairman

Additional Director General of Police, Crime Branch, CID.,

Additional Director General of Police, (Law & Order) and : Members

Additional Director General of Police, (Intelligence)

Additional Director General of Police, (Administration) : Member/ Secretary

ix. A Directory of its Officers and Employees: -

Designation	Office Phone
	Numbers
Director General of Police	044-28447777
Additional Director General of Police (Law & Order)	044-28447799
Additional Director General of Police (Administration)	044-28447705
Additional Director General of Police (Head Quarters)	044-28447706
Additional Director General of Police (Welfare)	044-28446866
Inspector General of Police (Administration)	044-28447709
Inspector General of Police (Head Quarters)	044-28443993
Inspector General of Police (Establishment)	044-28447712
Inspector General of Police (Modernization)	044-28447666
Inspector General of Police (Welfare)	044-28447630
Assistant Inspector General of Police (Law & Order)	044-28448000
Assistant Inspector General of Police (Administration)	044-28447710
Administration (Head Quarters)	044-28446686
Financial Controller	044-28448000
Public Relations Officer	"
Assistant Director – Internal Audit	ű

Assistant Director – Statistics	íí.
Legal Adviser	"

Chief Administrative Officer Wing

Chief Administrative Officer

Assisted by Superintendents, Assistants, Junior Assistants and Typists

Inspection Cell

Senior Administrative Officer

Assisted by Superintendent, Assistant

Gazetted Branch Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants and Typists

Non Gazetted Branch Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants and Junior Assistants

Recruitment & Training Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants and Junior Assistants

Confidential and Appeal Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants and Junior Assistants

Building Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants, Junior Assistants and

Typists

Modernization of Police Force Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants and Typists

Motor Transport Wing

Personal Assistant (Administration)

Assisted by Superintendents and Assistants

Crime Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants and Typists

Welfare Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants, Junior Assistants and

Typists

General Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants, Junior Assistants and

Typists

Accounts Wing

Personal Assistant (Administration)

Assisted by Superintendents and Assistants

Re- Allocation Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants and Typists

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Modernization of Police Force Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants and Typists

Motor Transport Wing

Personal Assistant (Administration)

Assisted by Superintendents and Assistants

Crime Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants and Typists

Welfare Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants, Junior Assistants and

Typists

General Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants, Junior Assistants and

Typists

Accounts Wing

Personal Assistant (Administration)

Assisted by Superintendents and Assistants

Re- Allocation Wing

Personal Assistant (Administration)

Assisted by Superintendents, Assistants and Typists

(x) The monthly remuneration received by each of its officers and employees:-

S.No	Name of the Post	Number	Scale of pay + Grade Pay	Subsequent
		of the	(w. e. f. 1.1.2006)	revision, if any
		Posts		
1	Director General of Police	1	80,000 (fixed)	
2	Additional Directors General of Police	5	37400-67000+12000	Nil
3	Inspector Generals of Police	5	37400-67000+10000	Nil
4	Assistant Inspector Generals of Police	3	15600-39100+7600	Nil
5	Public Relations Officer	1	15600-39100+5400	Nil
6	Assistant Director – Statistics	1	15600-39100+5700	Nil
7	Legal Adviser	1	15600-39100+5700	Nil
8	Chief Administrative Officer	1	15600-39100+6600	Nil
9	Senior Administrative Officer	1	15600-39100+5700	Nil
10	Personal Assistant	12	15600-39100+5400	Nil
11	Superintendent	77	9300-34800+4800	Nil
			(w.e.f.12.12.07)	
12	Assistant	162	5200-20200+2400	5200-20200+2800
13	Junior Assistant	14	5200-20200+2000	5200-20200+2400
14	Typist	37	5200-20200+2000	5200-20200+2400

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-

Head of Account	Budget Estimate 2010-11
Tour Travelling Allowances	25,00,000
Transfer Travelling Allowances	1,05,000
Telephone Charges	24,90,000
Other Contingencies	13,49,000
Electricity Charges	56,58,000
Property Tax	38,000
Water Charges	5,95,000
Leave Travel Concession	8,33,000
Air Travel	56,72,000
Budget allocation are MPF Fund	11,16,16,000
Budget allocation are State Fund	21,89,00,000
2010-2011	
Welfare Wing	1,00,00,000
Police Health Fund Scheme	1,00,00,000
New Food Subsidy Scheme	1,00,00,000
Tamil Nadu Police Benevolent Fund	60,00,000

xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Welfare Wing:

New Food Subsidy Scheme to the Police Personnel up to the rank of Inspectors is executed through the Government fair price shops at the rate of 50% subsidy. Rs.1,00,00,000/- have been allotted for this scheme and 70,973 Police Personnel have been benefited under this scheme.

(xiii) <u>Particulars of recipients of concession, permits or authorizations</u> granted by its:

Does not apply.

(xiv) <u>Details in respect of the Information, available to or held by it reduced in an electronic form:</u>

Does not apply.

(xv) The Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if mentioned for public use:

Nil.

(xvi) The names, designation and other particulars of the Public Information Officers:

Name	Designation	RTI Officer
Thiru Sanjeev Kumar, IPS.,	Additional Director General of Police (Administration)	Appellate Authority
Thiru Sunilkumar, IPS.,	Inspector General of Police(MPF) i/c (Establishment)	Public Information Officer
Thiru M.John Chelliah	Assistant Inspector General of Police (Law & Order)	Assistant Public Information Officer

(xvii) Such other information as may be prescribed and thereafter update these publications every years:

Nil

Sd/- Sanjeev Kumar Additional Director General of Police (Administration)