

INFORMATION HAND BOOK

**In pursuance of Chapter 2
Section U/s 4(1)(b) of
Right to Information Act - 2005**

**O/o of the Superintendent of Police,
TIRUPATI**

**A Public authority as defined under section 2(h) of the
RTI- Act, 2005**

**ADDL.SUPDT. OF POLICE., (ADMIN)
PUBLIC INFORMATION OFFICER
DISTRICT POLICE OFFICE, TIRUPATI
CELL NO: 9440796703
LAND NO: 0877-2289041
EMAIL ID : asp.admntpt@gmail.com**

INDEX

Chapter	Topics	Page Nos
1.	Particulars of Organization, Functions and Duties	
2.	Powers and Duties of Officers and Employees	
3.	Procedure Followed in Decision-making Process	
4.	Norms set for the Discharge of Functions	
5.	Rules, Regulations, Instructions, Manual and Records, for Discharging Functions	
6.	Categories of documents held by the public authority under its control	
7.	Arrangement for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof	
8.	Boards, councils, committees and other bodies constituted as part of public authority	
9.	Directory of Officers and Employees	
10.	Monthly Remuneration Received by Officers and Employees of A.P. Information Commission including the System of Compensation as provided in Regulations	
11.	Budget Allocated to Each Agency including Plans etc	
12.	Manner of Execution of Subsidy Programmes	
13.	Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority	
14.	Information Available in Electronic Form	
15.	Particulars of Facilities available to Citizens for Obtaining Information	
16.	Name, Designation and other Particulars of Public Information Officer and Appellate Authority	
17.	Other Useful Information	

INTRODUCTION

1.1	<p>Back ground & Key objectives:-</p> <p>In order to ensure greater and more effective access to information and in order to promote transparency and accountability in the working of every public authority, this booklet contains Information on the powers and functions of the District Police Office, Tirupati Urban District, which was established on 28-08-2010, vide G.O.Ms.No.137/Home (PSC), Department, dated 08-06-2010 and later formed as District Police Office, Tirupati District vide G.O.Ms.No.198, Revenue (Lands-IV) Department, dated 02.04.2022 and G.O.Ms.No.52, Home (Service.III) Department, dated 11.04.2022.</p>
1.2	<p>Objective/Purpose of this information hand book :</p> <p>The purpose of this hand book is to create an awareness among the public and to provide standardized information for easy understanding of various functions, duties and powers of the officers and employees, the procedure followed in the decision making, the process, rules, regulations, instructions, manuals, records, documents, budget allocations, remuneration of officers, statement of boards, councils, committees and other information as may be prescribed within the organization and, thereafter, to update this publication every year.</p>
1.3	<p>Who are the intended users of the handbook?</p> <p>The Citizens, civil society organizations, public representatives, officers and employees of the public authorities, including public information officers and Asst. public information officers and Appellate Officers, Central and State information commissions etc are the intended users of the handbook.</p>
1.4	<p>Definitions of Key terms:-</p> <p>SP – Superintendent of Police. Addl. – Additional. Admn. – Administration. A.O. – Administrative Officer. APIO –Assistant public Information Officer. APPM – Andhra Pradesh Police Manual. AR – Armed Reserve. A.S.I – Assistant Sub Inspector of Police. BCs – Bad Characters. CCS – Central Crime Station. C.I – Circle Inspector CID – Crime Investigation Department. CM Peshi – Chief Minister’s Peshi. C.O. – Chief Office. Cr. P.C – Criminal Procedure Code. DAR – District Armed Reserve. DCs – Dossier Criminals. DGP – Director General of Police. DPO – District Police Office. FRO – Foreigners Registration Officer. GCR – Grave Crime Report. H.C. - Head Constable. HG. – Home Guard. Int. – Intelligence. I.O. – Investigation Officer. J.A. – Junior Assistant. L&O – Law & Order.</p>

	<p>NA – Not Applicable. NOC –No Objection Certificate. O.P – Out Post. P.C. – Police Constable P.F – Personal File. PIO – Public Information Officer. P.R. – Punishment Roll PRO – Public Relation Officer. RA – Record Assistant. RI – Reserve Inspector RSI – Reserve Sub-Inspector. RO – Ronio Operator SA – Senior Assistant. SHO – Station House Office. S.I. – Sub Inspector of Police. Supdt. – Superintendent VIP – Very Important Person.</p>
1.5	Organization of information:
	Chapter 2 to 18.
1.6	Getting additional information:
	For getting additional information Public Information Officer, District Police Office, Tirupati may be contacted on mobile No.9440796703.
1.7	Name & Address of Key contact points:
	<ol style="list-style-type: none"> 1. Sri P.Parameswar Reddy IPS, Superintendent of Police, Tirupati District -cum- 1st Appellate Authority under RTI Act, 2005. 9440796702. 2. Sri J.Venkata Rao, Addl. Superintendent of Police (Administration) Tirupati District. 9440796703. 3. Sri I. Kishor Kumar, Administrative Officer, District Police Office, Tirupati District. 9491086026.

Chapter – 1
(The particulars of its organization, functions and duties)

The Tirupati Urban Police District Unit with Head Quarters at Tirupati was formed, bifurcating from Chittoor District, w.e.f. 28-08-2010, vide G.O.Ms.No.137/Home (PSC), Department, dt: 08-06-2010. The office is functioning in an old SV High School building of TTD, Tirupati, Prakasam Road, Tirupati.

The Police Executive Force from the rank of PC/HC/ASI (Men and Women) (Civil & AR) has been bifurcated between Tirupati Urban Police District and Chittoor District vide Chief Office Proc. in Rc.No.167/R3/2016, dt:26.11.2014. Accordingly, after initial allotment of Police Executive Force from the rank of PC/HC/ASI (Men & Women) (Civil & AR) from erstwhile Chittoor District, the Tirupati Urban Police Unit started its functioning in full-fledged manner with effect from 01.01.2016.

Later, during restructuring of new Revenue Districts in Andhra Pradesh, Tirupati district was formed w.e.f. 4th April, 2022 vide G.O.Ms.No.198, Revenue (Lands-IV) Department, dt.02.04.2022. Police Stations, Police Circles and Police Sub-Divisions of the Tirupati District were defined vide G.O.Ms.No. 52, Home (Service.III) Department, dt. 11.04.2022. The District Police Office, Tirupati is being continued in the same premises of SV High School building of TTD, Tirupati, Prakasam Road, Tirupati.

After restructuring new Districts certain Police Executive Force from the rank of DSP/CI/SI/ASI/HC/PC (Men and Women) (Civil) has been provisionally allotted from Chittoor and Nellore Districts to the newly restructured Tirupati District vide Chief Office Memorandum Rc.No.08/Plg-1/2022 of the Dir. Genl. of Police, AP, Mangalagiri dt. 15.07.2022.

The AR force from the rank of Addl. SP /DSP/RI/RSI/ARSI/ARHC/ARPC (Men and Women) also provisionally allotted from Chittoor and Nellore Districts to the restructured Tirupati District vide GO.Ms.No.124, Finance (HR.I-Plg. & Policy) Department, dt. 27.06.2022. The Ministerial Staff/Outsourcing Staff/Class-IV employees have been provisionally allotted form Chittoor and Nellore Districts to the restructured Tirupati District vide GO.Ms.No.70, Finance (HR.I-Plg. & Policy) Department, dt. 03.04.2022.

CHAPTER – 2

Organization and Functions (Section 4 (1) (b) (2)

2. (i) Particulars of the Organization, Functions and Duties:-

Sl. No.	Name of the Organization	Address
01	Police Department	District Police Office, Tirupati

Functions:-

1. Maintenance of Law and Order.
2. Prevention and detection of crime
3. Traffic Regulation and prevention of Accidents.
4. Curbing of Ragging in educational institutions.
5. Exchange and collection of intelligence relating to policing.
6. Goal setting and SMART policing
7. Redressal of Grievances.
8. Establishment matters.

Duties:-

1. Inspections.
2. Drawl of Pay & Allowances.
3. Sanction of Leave.
4. Promotions.
5. Transfers.
6. Punishments.
7. Drawl of T.A. & Contingent Bills.
8. Petitions (Redressal of public grievances)
9. Bundobust Arrangements.
10. Home Guards Organization.
11. Foreigners Registration.
12. Central Complaint Cell.
13. Maintenance of Personal Files.
14. Maintenance of Grave Crime Digests.
15. District Crime Records Bureau.
18. District Traffic Records Bureau.
19. District Special Branch.

CHAPTER – 3

Powers and Duties of Officers and Employees (Section 4 (1) (b) (ii))

3. (i) Please provide details of the Powers and Duties of Officers and Employees of the authority by designation as follows:-

I) Superintendent of Police:

(As per Order No. 45 of APPM Part-1, Volume-1)

Superintendent of Police is the head of the district police. He is also called the District Chief of Police. This is a pivotal post in the Police organization. He has a considerable amount of operational independence, in matters relating to internal management of the police and of Law & Order in the district exercising direct command over policing. The role of the District Chief of Police is maintenance of peace and law and order, prevention and detection of crime, protection of lives, liberty and possessions of all sections of people and performance of all police functions in the district. He is the head of the District police administration. He is responsible for all matters relating to its internal economy, management, maintenance of discipline, punctual, and regular and efficient performance of all its preventive and investigative duties. The efficiency and the effectiveness of the SP impacts directly on the overall efficiency of policing within a jurisdiction. He should ensure by constant supervision and monitoring that prevention, investigation and detection of crime in the District are done on professional lines by all police personnel in his charge. He has diverse functions and responsibilities, and in the discharge of these, he is assisted by Addl. SP. As Dy. Commissioner of Police (L&O) he is head of the zone and follow internal circulars issued by the Commissioners of Police. However, his main functions remain the same, in addition to specific functions as Executive Magistrate where ever empowered u/s 20(5) Cr.PC. SRP Railways will be having additional responsibilities regarding safety and security in Railways. Main functions of SsP/SsRP/DCsP are:

A. Goal setting

Depending upon the key issues / problems in the district (including Railway District /Zone in a City) the SsP / SsRP / DCsP will have to set 'short term' and 'long term' goals and prepare the man-power to achieve the desired goals. Goals can be set / redesigned in the half yearly crime (strategy) meetings in the presence of Range DIG, and officers of Prosecution Department. Once the goals are circulated by Range DIG to SsP, or by CPTo DCP they have to be followed irrespective transfer of officers.

B. Targeted Policing

Targeted policing means SsP / SsRP / DCsP to study the crime pattern and after a thorough analysis focus on the type of crime i.e Bodily crime, property crime, White Collar crime etc,

(i) To organise brain-storming sessions with field officers to focus on the issues which are bothering the people and the police. For example, in the crime prone areas targeted policing has to be to detect, reduce crime and restore property to the owners. In extremist areas, the targeted policing aims at eradication of Left wing extremism from the area by adopting multi-pronged approach of policing and developing and winning the hearts of the tribals and others and exhibit zero tolerance regarding exploitation by middle-men.

(ii) The main function of police is to prevent crime, preservation of peace (Chapter 39 PSO 733 to 744), maintain law and order and promptly and effectively respond to incidents or calls from public for help.

(iii) To keep the Railway district / Railway zone peaceful and the public satisfied with the security afforded to people and property in running trains and at platforms.

(iv) To register cases (under Chapter 21 - PSO 409 to 416) promptly and investigation of all cases. (to follow Apex Court orders from time to time)

(v) To withdraw subordinate police officers except the personnel of Investigation Team, temporarily from police stations in his district / Railway District /Zone for duty at other police stations in the same district / Zone where additional manpower is required to deal with an emergency or bandobust or for Anti-naxal operations or to make arrangements in connection with fairs or festivals, meetings or processions or other emergent law and order situations.

C. Disaster Management

To visit the scenes and enquire personally into serious occurrences endangering life and property such as heavy floods, earthquakes, train or boat disasters and fire that involve heavy loss of life or property. Detailed instructions should be given regarding the measures to be taken by the police in respect of these natural calamities and other disasters as contained in this manual. He may entrust some of the duties connected with these to SDPO/DSP/ACP/ Addl.DCP/ Addl. SP. SsP / DCsP / SsRP should liaise with the Department of Fire Services and Civil Defence in rescue operations. They may involve local NCC / APSP Battalions staff and other uniformed personnel in such operations. Saving lives and property is the motto. The "District Control Room" should be empowered and all relevant phone numbers are given to them so as to enable the staff to contact concerned officers. Mock drills may be conducted.

D. Law and Order and Regulatory powers

(i) To exercise powers to process issuance of prohibitory orders under Sec.144 Cr.PC, (PSO-725) or orders u/s 145 Cr.PC (PSO 725-2) orders regulating processions, dharnas etc., issuance of licenses for public entertainment by the concerned for prevention of disorder. To implement Police Act, 1861 and other Acts in vogue for maintenance of peace, harmony and tranquillity.

(ii) Sec 149 Cr.PC envisages Police officer to interpose for the purpose of preventing and shall, to the best of his ability prevent the commission of any cognizable offence. All Bandobusts, Naka Bandi, Surveillance, opening of history sheets, cordon and search operations, erecting road blocks, developing traffic islands to prevent accidents come u/s149 Cr.PC.

(iii) Keep the civil and AR trained in use of crowd dispersal techniques with use of minimum force with non-lethal weapons.

(iv) To process documentation for Preventive Detention / Externment of those persons who are likely to cause danger alarm or harm to the life or property of any person or likely to commit violence affecting public order under various provisions of law.

(v) To ensure binding over of all dangerous and desperate elements under the relevant preventive sections of Cr.PC and other laws. (Chapter 38 - PSO- 723 to 732)

(vi) To open history-sheets, rowdy sheets, suspect sheets against those goondas / rowdies and others (PSO 576 to 603). read with sec. 149, Cr.PC .

(vii) To mount surveillance on history sheeted persons from committing offences. (Chapter 37 PSO 711 to 722) read with sec. 149, Cr.PC.

E. Crime prevention, detection, restoration of property to owners.

Short term /Long Term Strategies

The Govt. of AP in pursuance of the directions of Hon'ble Supreme Court of India in WP (Civil) 310 of 1996 dt 22.09.2006, issued G.O.Ms. No.190 Home (Legal II) dept. dt. 8-08-2013, have enhanced the strength of CCS in all the districts and the commissionerate and ordered for separation of Law & Order from crime to ensure speedy, effective and professional investigation.

(i) To accord high priority to all preventive and pro-active strategies and take action in respect of crimes (bodily/property/white collar/social/cyber) including terrorist / extremist crimes. - To hold Monthly Crime Meetings (Service Delivery meetings) with all SDPOs / CIs / SIs of one Circle with the Prosecutors. The DCsP will hold meeting with all SHOs (Inspectors of Police) including WPS, CCS etc., with ACsP and SIs of one-third of the PSs in his zone. The Crime Meeting to be held preferably on a Saturday to enable Prosecutors to be present. The Prosecutors are Legal Advisors to SsP under G.O.Ms.No.125 of Law (LA & J-Home-Courts-A2) Dept dt.24.9.2013, Govt of AP. (Chapter 32 - PSO 573 to 576). Inviting the District Judge/MSJ at the end of the Crime meeting to sort out Court related matters regarding speedy trials, escorts, audio-video electronic trials (275 Cr.PC), Lok Adalat cases, warrants executed etc., is a good initiative.

(ii) To ensure proper organization of result-oriented beats and full involvement of the police force in the management / checking of such beats along with necessary interface with local community.(Chapter 35).

(iii) To ensure effective implementation of community policing.(Chapter 19- PSO 401)

(iv) To collect, report, record, analyse and disseminate and use of information

both criminal and general, should be taken up utilizing the latest equipment Technology, (Internet, Intranet available) and by upgrading the skills of the personnel.

(v) To use investigation teams only for investigation duties. He may supplement investigation staff from other branches whenever he feels necessary but not *vice versa*.

(vi) To enquire and become acquainted with conditions in all-important villages/ Towns tours.

(vii) To enquire regarding the mode of life of local bad characters and the extent of control of police over the activities of anti social and goonda elements.

Check up whether sheets are documented properly.

(viii) To study the organization and functioning of the preventive /detective beats and their interaction with the public voluntary organizations and Community Contact committee members.

(ix) To ensure officers go on night rounds, by surprise visit at nights to police Units and stations at least 4 nights a month. These should not be confined merely to the district headquarters.

(x) To scrutinize grave crime / Specially Grave Crime reports (PSO-52 & 55) and make his remarks (plan of action, course correction) after being compiled / analysed by the Addl. SP /Addl.DCP and forward them to the concerned.

Range DIG / IG / CP while communicating a copy of his remarks to the concerned SDPO/ACP for urgent compliance (xi) To take up counselling of repeat property offenders at Circle/ Sub-division level once every quarter.

(xii) To join Discharged Prisoners Aid Society and take active interest and also may become an ex-Officio member.

(xiii) To hold “ half yearly strategy meeting” of all SDPOs, Inspectors, SHOs and prosecuting officers, in the presence of Range DIG to discuss various matters connected with law and order, crime investigation, traffic etc. and set goals for the next six months. The SP/ DCP shall be the convener of this meeting and take follow up action as per proceedings. District & Sessions Judge /MSJ may be invited for the concluding the session to sort out Court related matters.

(xiv) To ensure implementation of the Cable T.V. Net works (Regulation Act 1955-by the “**Authorized Officer**” i.e. by the SDPO /ACP/Addl.SsP/Addl.DCsP as per G.O. Ms. No. 41 HOME (General - A) Dept., dated :08.02.2011 of Government of AP.

(xv) To ensure recovered case property is handed over through Court to the Owners at the earliest soon after recovery.

(xvi) To ensure strict implementation of AP Protection of Depositors of Financial Establishment Act, 1999. In the Districts, Collectors are designated as competent authority, for asset forfeiture, while in the Commissionerates, CsP are the ‘competent authority’ to set this law into motion.

F. Intelligence and Special Branch

To organize good intelligence network, both criminal and general with specific

attention to the criminal records system and their effective use in prevention and detection of crime. An effective information system against terrorists and subversive elements should be developed and operations planned and conducted against them. He should be in constant touch with the SIB and Counter Intelligence cell.

(i) To acquire full and detailed knowledge of the district/zone and its current problems from police point of view, and be forewarned on emerging situations; plan and implement police bandobust for large gatherings, fairs, festivals, rallies, agitations, strikes etc.

(ii) To keep himself fully informed through the Special Branch as well as the field staff, of all communal, caste, regional, political or other movements that jeopardize safety, security and law and order in the district/Zone.

G. Investigation related duties

To supervise personally grave/Specially grave crimes listed in Police Standing Order No. 51 / 52 / 55. He should, at his discretion closely monitor, the more important of them while the Addl. SP depending upon competency be entrusted with personal supervision of grave crimes listed therein. He must ensure that the Investigating officers write down the statements in Telugu as per G.O.Ms.No.485, Home (courts-B) Dept.dt.29-3-1974, Govt of AP and resist 'cut, copy, paste'

(i) To ensure special responsibility of extending full cooperation and assistance to enquiries in connection with cases of torture; lock up deaths, and any incidence of human rights violation that has been brought to his notice. Take immediate action to entrust investigation to another SDPO.

(ii) Pre-Trial legal scrutiny : In all grave crime cases S.P/DCP should call for the file through concerned SDPO/ACP and analyse the evidence after discussing with the concerned A.P.P./Addl.PP./P.P.and take a decision to approve the charge sheet/Final report or return to the concerned I.O with specific remarks regarding collecting further evidence/Documents/M.Os etc. Such approval to find place in the part-I CD of the I.O. While Inspectors are the I.Os in Sec.3 r/w 4 of POCSO Act, 2012, SDPO/ACP is the I.O. of Sec.5 r/w 6 of POCSO Act. Since the Special Act is gender neutral, Childfriendly and triable in a Special court(Addl.Dist.Judge/1st MSJ in cities.), Police are mandated to implement with all dedication.

(iii) In case of custodial deaths/deaths in Exchange of Fire, the SsP/DCsP shall send a report to NHRC within 48 hrs. followed by a half yearly report in July/January every year till the case is disposed of.(*PUCL Vs State of Maharashtra*) in *Crl.Appeal No.1255 of 1999 dated: 23.09.2014*.

(iv) He shall also follow the statutory procedure in such cases as per the amended Sec.176 Cr.PC where parallel inquiry by a Judl. Magistrate is mandated in addition to the investigation by SDPO/ACP.

H. Traffic Management and Accident prevention

To take up issues with the National High way Authorities, Roads & Buildings,

Panchayat Raj, Municipal Corporation and others for ensuring smooth flow of traffic, timely preventive action.

I. Response Policing Mechanism

To ensure Dial-100 - Rakshaks / Blue Colts Traffic mobiles / Highway patrol are always operational and result-oriented in preventing crime and detecting offences. SsP/DCsP shall review this item of work separately every month.

J. Bodily offender's data entry /analysis/ preventive action

New proforma Form 7 A is incorporated for data entry so as to monitor bodily offenders activities, which will enable SsP/DCsP to shortlist repeat bodily offenders and take action to bind them over u/s 107 Cr.PC open history sheets and suspect sheets, short-listing rowdies etc., for preventive detention and externment.

K. Armed Reserve

To form Special Teams to tackle various L and O, extremist problems, create SWAT Teams, Keep Riot gear equipment ready. Train people in the use of non-lethal weapons in crowd / mob dispersal. Skill building to handle Disasters / Boat tragedies / fires etc. and conducting mock drills.

L. Grievance Redressal

Since every Monday is set apart for grievance Redressal, SsP/DCsP/SsRP shall endeavour to sort out issues of people.

M. HRM (Human Resource Management)

a. To keep the force in good discipline, high morale, properly trained, professionally competent, honest and service oriented. Ensure every policeman / Officer is trained in capacity building of various police skills once a year either in DTC / PTC / Academy / Out of State Training Institution. SP/DCP to create a core group of trainers for conducting Training of Trainers (T.O.T)

b. To gain knowledge of all Officers and men in his charge, redress their genuine grievances, motivate them, encourage those who show promise. Punish those who are dishonest, inefficient and in disciplined. c. To gain confidence and loyalty of subordinates by high degree of personal integrity, professionalism, impartiality, devotion to duty, fair play and a high sense of justice;

d. To take up recruitment as per GO Ms. No. 87 of Home (Legal II) Dept. dt. 15-07-2016.

e. To project vacancies following chief office / SLPRB guidelines.

f. To use every human resource effectively and for efficient discharge of duties to take up counseling of errant/indifferent Police men/officers.

N. Human Resource Development (HRD)

a. To ensure that every PC/HC/ASI/SI/CI/DSP/Addl SP undergo 3 to 5 day skill-building, attitudinal/behavioural change/such other courses devised by PPA/PTCs/DTCs/CTCs once in a year.

b. SsP/CsP shall endeavour constantly to improve DTCs/CTCs, develop in house faculty from among the SIs/Inspectors/DSP/SDPOs.

c. SsP/DCP/SsRP conduct monthly written and physical test to Police personnel in accordance with C.O Circular memo RC.No.4037/C3/2012 dtd.7/9/2012

d. SsP/SsRP/DCsP shall organize one month physical fitness programme to Police men and officers who are above 85 KGs weight (C.O Circular Rc.No. 24 / M3 / 2012). Leverage is given to the District / Zonal Heads to make other measures that suit them to achieve the objective of weight reduction.

O. Victim-Witness friendly measures

a. To meet some of the victims of crime and complainants to know correctly the quality of police actions and whether they are receiving adequate attention in their cases, and take appropriate measures to correct lapses or negligence if any.

b. To implement Victim compensation (Sec.357-A Cr.PC) GO Ms.No. 43 (Courts - B) Dept.dt.15-4-2015 of A.P.

c. To assist victims kith & kin in road accident cases, in providing documents before MACT (Motor Accident Claims Tribunal) for payment of compensation. All Dist & Sessions Judges and all MSJs are designated as Chairman of MACT.

P. Welfare and Health

(Chapter 20 : PSO-403, 404, 405, 406 Bhadrata and Arogya Bhadrata schemes)

a. To participate to the extent possible and permissible, in welfare activities sponsored by official and non-official agencies.

b. To ensure all the subordinate officers go through medical check-up annually.

c. To hold regular conferences with representatives of people, with Welfare or Community Contact Committees and with important and reputed members of the public irrespective of their economic or social status at convenient centres.

d. To visit residential lines of policemen both at headquarters and outside whenever he visits police stations and liaise with A.P Police Housing Corporation Engineers.

e. To ensure physical fitness of all Police personnel and to enforce fitness level A (Fit), B (Moderately fit for above 50 years) Ref. PSO 967(4) Chapter 55.

Q. Police - Public Relations :

To promote and maintain good police public relations and convey necessary information to the media and the public to ensure transparency without jeopardizing efficacy of police action or investigations. To tour as often as possible through all parts of the district/zone, staying longer in the areas where public order and crime problems are high and identify crime hotspots. He shall not merely confine himself to inspecting police stations, but shall visit villages and remote areas and acquaint himself with the village secretariat and panchayat officials, non-officials, and representatives from sections of all social strata, endeavouring to gain their confidence and cooperation, at the same time ascertaining the state of crime, law and order, activities of violent groups operating in the area and enquire into the work of local police units and personnel. He should make enquiries about pensioners and widows drawing pension from widow fund and beneficiaries of police welfare schemes and about the proper receipt of the same. To take special steps to improve the cooperation between the police and the public. Towards this end, he should talk to members of the public to know whether the police in the area are performing their duties faithfully and honestly.

R. Inter - Departmental Liaison

To maintain cordial relations with the Magistracy, Prosecuting Staff, Judiciary, Child Welfare Committees, Project Directors of ICDs & WCD, other officials and non-officials. To provide accommodation at the DPO/C.P office for the Dy Director of Prosecution Department who are designated as Legal Advisors to the SsP /CsP. a. To ensure effective coordination, consultation between Investigating Officers and prosecutors - legal advisors and cooperation by IOs with prosecutors during court trials should be organized on a sound and formal basis. The cases should not be allowed to fail for want of attention either by the Investigating Officers or Prosecutors. (vide G.O.Ms.No.125, LAW(LA & J Home-Courts A2) Dept., dt.24-9- 2013, Govt of AP Deputy Directors of Prosecution Dept., are designated as Legal Advisors to SsP/CsP), The Supreme Court of India in its Judgment in State of Gujarat Vs Kishan Bhai in Cr.PC (Appeal) No.1485/2008 dt.7.01.2014 .mandated review of acquittal cases to fixup responsibility of prosecuting officer and the concerned Police Investigating officer.

b. To ensure Addl. SP/Dy.CP or Addl Dy.CP in each District and Jt. Commissioners/ Dy. CP (Crimes) in Commissionerates who are designated as SJPU's (Spl.Juvenile Police Units) to be intouch with Chairperson and Members of Child Welfare protection) and Child in conflict with law (CICL) as per J.J (CPC) Act, 2015.

c. SsP/CsP are also members of the District-level Committees headed by District Collector for taking up activities for Prevention, rescue and rehabilitation of victims of Commercial Sexual Exploitation vide G.O.Ms.No.1, Women Development, Child Welfare & Disabled.

Welfare (Prog) Dept.dt.3-1-2003, Govt of AP. SsP/DCsP are also designated as Anti-Human Trafficking (AHT) officers in their respective Districts/Zones (G.O. Ms. No.165 Home (PS & C-A2) Dept dt.25-06-2011 SsRP are designated as AHT officers in their Railway District vide G.O.Ms. No.138 Home (PS&C-A2) Dept dt.04-08-2012 of Govt of AP.

d. District Collector is notified as District officer to exercise powers and discharge function under the provisions of Sexual Harassment of Women at Work Place (prevention, prohibition and redressal) Act, 2013, to constitute a local complaints committee in the District concerned. SsP/SsRP/CsP in turn have to constitute a local complaint committee at the District level and also at DPO/Commissionerate level.

S. Office Administration/Financial Powers/Other Administrative Duties

a. To ensure efficient functioning of each wing of police and performance of their allotted functions and duties and the efficient functioning of all police control rooms.

b. To supervise and coordinate various wings of the police in the district and with neighbouring districts and other Organizations.

c. To ensure that the transport, arms, ammunition, stores, grounds, and buildings belonging to the department are well protected and maintained;

- d. To inspect the DPO, Reserve Police, DCRB, all Police Stations of one circle in each Sub Division and all Sub-Divisional offices at least once in a year.
- e. To visit / inspect informally all Police Stations and Police Units, Home Guards, Reserve Police and every Police Unit located in the DPO, Control Rooms, in the first year either by day or night personally to acquaint himself with the personnel, place and condition of each Unit. The visit can be a brief one. In the second and third years he may visit as many Units as is convenient. These visits need not be for the purpose of inspection nor should they be treated as formal visits. However, brief notes may either be left or be recorded.
- f. To send monthly reports to the Zonal IG/DIGP in the prescribed Form 2 before 5th of every month. The part 1 of this report should also be sent to the District Magistrate.
- g. To attend office on all working days when at headquarters, the SP/CP should attend so as to transact all official business in his office. He may, however, dispose of such confidential matters as he thinks proper at his residence. He should be accessible to officials and members of the public generally, and should ensure prompt and efficient response mechanism of the police to public needs.
- h. To make necessary arrangements for the transaction of all urgent and important work during leave taken by himself or any of the Senior Gazetted Officers in the District.
- i. Inspections :** While conducting inspections S.P. should ensure that the same P.S./Circle is not inspected in the calendar year by the DIG/Regional I.G. to preclude repetition. Inspections should enable to development of existing human resources.
- j. He should send various Returns to the DGP/Addl.DGP, CID/Addl.DGP, L&O besides sending Monthly reports in revised proforma and Crime Review meeting proceedings to Addl.DGP., CID every month.
- k. To enquire or cause to be enquired by Officers of repute in all cases of misconduct, wanton excessive use of force, willful registration of cases to harm others, extortion or bribery by police officers, the SP should take immediate action including placing an officer under suspension or recommending to the higher authorities for departmental action. If need be, criminal case be registered against such errant officers. (Chapter 10 of APPM).
- l. To follow the principle of *audi alterum partem* (hearing both the sides while deciding punishment in disciplinary matters)
- m. To meet officers and men during his visits to police stations, units and reserve police, available at the time, talk to them to know their performance as well as their problems and difficulties.
- n. Ensure implementation of personal conduct as envisaged in Chapter No.6 (PSO 112- 117)

T. Social Responsibilities of the police

- a. To ensure to bring about behavioural and attitudinal changes among the policemen to be people-centric, child-centric and victim-centric.

b. To ensure that the police personal behave in a dignified manner with due courtesy and decorum when people come to police station or when they interact with people while on duty or off-duty.

c. To ensure that the police personal are above the narrow sphere of caste, creed, religion, parochialism and treat everyone equal.

U. Enforcement of Social Legislations, Minor, Major and Special Acts

a. To ensure implementation of various social legislations, like The Prohibition of Child Marriage Act, 2006, The Juvenile Justice (Care & Protection of Children) Act, 2015, AP Gaming Act, 1974, The Pre-Conception and Pre- Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994, Dowry Prohibition Act, 1961, Dowry Prohibition (Maintenance of Lists of Presents to the Bride and Bridegroom) Rules, 1985, Protection of Civil Rights Act, 1955, Protection of Human Rights Act, 1993, AP Prohibition of Ragging Act, 1977 and other social legislations which provide a positive and adequate push to social change in a development-oriented society like ours.

b. To impress upon all ranks for effective implementation of various Local, Special and Minor Acts to ensure high-degree of safety and security to the people.

V. Anti - Ragging measures

The Superintendent of Police is the vice-chairman of the Review Committee constituted by the District Collector as Chairman with R.D.Os, SDPOs and College Principals as members in prevention of ragging in Educational Institutions vide G.O.Ms.No.67, High Education(EC) Dept.,dt.31-8-2002 of Government of AP and guidelines for prevention of ragging in Educational Institutions issued vide G.O.Ms.No.19, Higher Education(EC-2) Dept.dt.8- 3- 2010 of Government of AP.

II) Addl. Supdt. of Police (Admin):

(As per Order No. 49 of APPM Part-1, Volume-1)

1. His main role is to be fully in charge of the district police office and deal with all matters connected with administration, under the control of the SP.

2. The Addl. SP Administration must inspect one or two branches of DPO every quarter and complete the inspection of the whole office during the year. He must record his comments in the visiting book maintained in the office for the purpose. The Addl. SP will inspect the Armed Reserve, with emphasis on their training, morale and welfare, Office Stores, M.T. Office once a year.

3. He should keep the district police office including all Units at Head Quarters in high state of efficiency ensuring promptness in correspondence, timely payment of salaries, allowances and other dues and bills due to the police stations and staff, proper budgetary control, auditing of accounts and care of the government cash held as permanent advance. He shall regularly monitor the expenditure in the police stations ensuring observance of financial discipline and economy. He shall supervise the functioning of the DCRB effectively.

4. He shall supervise the work relating to disciplinary matters so as to ensure their prompt disposal as per SPs orders on behalf of SP. He should constantly bring to the notice of SP all important matters and obtain appropriate orders.
5. The reward rolls and the payment of amount sanctioned and all correspondence relating to medals should be handled with precision and promptness.
6. He shall assist the SP in maintenance of police buildings and residential quarters in good condition.
- 7 He should submit monthly report on the work done by him to Addl. DGP (L&O) through the SP and the Zonal IG/DIGP. He shall perform any other duty, which the SP entrusts to him particularly in relation to enquiries, welfare, training, public relations and vigilance functions.
8. He should personally visit and supervise cases of grave and specially grave nature and prepare necessary reports. He shall also give suitable instructions to the subordinates on all crime matters and compile grave crime reports sent to the SP by the subordinates.
9. Addl. SP/ Dy.CP or Addl Dy.CP in each District and Jt. Commissioners/ Dy. CP (Crimes) in Commissionerates are designated as Special Juvenile Police Units (SJPU) vide G.O.Ms.No.12, Home (Services-I) dept, dated.11- 02-2016, Govt of AP.

III) Sub Divisional Police Officer:

(As per Order No. 52 of APPM Part-1, Volume-1)

1 SDPO is an Asst. Supdt. of Police or Dy. Supdt. of Police in charge of a Sub-Division. The departmental status of a Deputy Superintendent of Police is equivalent to that of Assistant Superintendent of Police when they are posted as SDPOs. The role and functions and duties of Sub-Divisional Police Officers or ACPs, are set forth herein. These instructions are to be understood in the context of the Branch to which an SDPO or ACP has specific charge. The duties of DSPs in specialized branches, reserve police, and other wings of the police are detailed in the relevant Chapters. Chief Office will provide one Reader Sub-Inspector of Police, one writer PC and one e-COPS PC to the SDPO for efficient functioning of SDPO/ ACP Office.

2 Duties and Responsibilities of SDPOs / ASP /ACsP / DSsRP to be performed under the supervision, direction and control of SsP/SsRP/ DCsP/ CsP.(Law & order)

- a. Maintaining Law and Order, Public Order, Peace and tranquility in the Sub Division. Initiating Regulatory and Prohibitory orders.
- b. Protecting the life, liberty, property, human rights and dignity of all persons in accordance with Law.
- c. Protecting the internal security of the nation and act vigilantly against extremist's activities, Communal violence insurgency etc.

- d. Promoting and making arrangements for ensuring public safety and to keep order on public road.
- e. Keeping in constant touch with SsP / DIsGP/ SsRP/ CsP and other superior officers and concerned RDOs/ Sub- Divisional Magistrates and stake holders.
- f. Direct supervision of Police Stations and Outposts (PSO-61) to ensure effective, efficient, honest and regular functioning. Providing leadership and management of staff of police stations / Circles. Scrutiny of records of PS / Circle under his charge.
- g. Granting permissions for lawful processions / road shows etc. in the Sub Division after due remarks from the subordinate officers.
- h. Visiting scene of offence and submitting Grave Crime Reports (GCRs) after due investigation in grave crimes within seven (7) days from the date of FIR in the revised format after detailed discussion with concerned Investigating officers regarding plan of action, arrests property seized etc.,
- i. Collection, collation and dissemination of actionable intelligence, with all concerned.
- j. Direct handling of Law and Order situations and incidents that are likely to or have resulted in breach of peace, tranquility and communal harmony. Using non-lethal weapons in crowd dispersal (Sec.129/130, 131 Cr. PC) as far as possible.
- k. Knowledge-sharing at Dist/Sub-divisional level of crime and criminals, Rowdies, Goondas, extremists, sympathizers, stolen property receivers, other trouble mongers, including absconding warrantees.
- l. Ensuring identification of unidentified dead bodies (PSO 499) and updating data in AP Police intranet and taking follow up Legal action as expedient.
- m. Registration of missing children / missing persons cases as FIR cases (PSO-410) r/w Apex Court judgments. (Bachpan Bachao Andolan Vs Union of India W.P. (Civil) No. 75 of 2012 of dated: 10.05.2013.)
- n. Short listing trouble mongers/rowdy elements for preventive action including preventive detention (PSO 723 to 732) and externment.
- o. Documenting all Government lands given to Police Department in the subdivision and protecting the same.
- p. Ordering for opening of rowdy sheets, suspect sheets/ history sheets and closure of such sheets.
- q. Pursuing with District Magistrate in opening of habitual offender sheets and tracking their movements and providing corrective training under Habitual Offenders Act, 1962 r/w Rules, 1965.
- r. Assisting the Revenue Department in conducting Magisterial enquiries.
- s. Scrutiny of CD files and passing orders for closure of non-grave cases.
- t. Pursuing Anti-Human Trafficking drive from the Source / Transit / Destination (G.O.Ms.No.165 Home (PS & C-A2) Dept dt.25.6.2011 & G.O.Ms.No.138 of Home (PS & C-A2) Dept dt.4.8.2012 of Govt of AP) and liaison with accredited NGOs in rehabilitation ensuring payment of compensation to victims as per G.O. Ms No.28/2011 of WCD, Govt of AP.

- u. Initiating proceedings for binding over (PSO-726 to 730) trouble shooters / persons u/s 107 to 110 Cr PC. Special attention to be paid for people disrupting breach of peace or their presence is hazardous to the community U/s 110 (e)/(g).
- v. Securing conditional orders from Executive Magistrate / SDM u/s 133 Cr. PC in removal of unlawful obstruction or nuisance, securing fencing of tank / open wells etc.
- w. VIP Security and allied duties, including protection to public properties, (roads, bridges, vital installations and establishments).
- x. Anti-extremists/Anti Terrorist work in close coordination with all concerned.
- y. Counselling and resolving conflicts and promoting amity.
- z. Conducting border meetings (PSO-57) with neighboring districts / States for mutual cooperation / coordination.
- aa. To obey and execute lawfully all lawful commands of competent authorities and official superiors.
- ab. To take charge of and ensure the security of persons, especially women and children and senior citizens found helpless and without support in any public place or Street
- ac. Taking Legal action in unclaimed property and to furnish inventory to concerned Magistrates as per Sec.25 of Indian Police Act, 1859.
- ad. Performing such other duties enjoined on them by law for the time being in force.
- ae. To discharge such other functions as may be lawfully assigned to them by the Government from time to time.

VI) Inspector of Police:

(As per Order Nos.88 and 89 of APPM Part-1, Volume-1)

88. Every Police Officer is presumed to be always on duty and have the powers of a Police Officer in every part of the State. The duties in detail of each branch are provided in the relevant chapters.

However, the following duties in general, are mandated:

1. Safety and Security of the public is utmost concern of the Police Department. The Police Station being a public facility, the Police men are expected to be most accessible, interactive, dynamic and Child-friendly.
2. The Police organization has to uphold and enforce the law impartially, and to protect life, liberty, property, human rights and dignity of the members of the public.
3. The Police is mandated to preserve public order, protect internal security, to prevent crime and control terrorist activities, breaches of communal harmony, militant activities and other situations affecting internal security.
4. The Police are also mandated to protect public properties including roads, railways, bridges, vital installations and establishments etc., against acts of vandalism, violence, or any kind of attack.

5. The Police have to implement plans to prevent crimes and reduce the opportunities for the commission of crimes through result-oriented preventive action.
6. The Police are law-bound to investigate all cognizable offences coming to their notice and take up investigation, apprehend offenders and extend requisite assistance in the prosecution of offenders.
7. The Police have to render all possible help to people in situations arising out of natural calamities or man-made disasters and to provide active assistance to other agencies in relief and rehabilitation measures.
8. The Police have to provide help to an individual who is in danger of physical harm to his person or property.
9. The Police have to collect Intelligence relating to matters affecting public peace and all kind of crimes including social offences, communalism, extremism, terrorism and other matters relating to national security and disseminate the same to all concerned agencies, besides taking action.
10. The Police on finding unclaimed property take charge for their safe custody u/s 102 Cr.PC and dispose as per procedure prescribed.
11. The Police officers have to train, motivate and ensure welfare of Police personnel and categorize 'sub ordinates' physical fitness in accordance with C.O. circular Rc No. 64/Trg-2/2016, dt. 2-2-2016 where A.(fully fit) B. (moderately fit) C. (unfit) and inform the SP/CP for action.
12. All the Police officers have to behave with the members of public with due courtesy and decorum, particularly so in dealing with senior citizens, women & children and other weakest sections. Ensure right of way to Ambulance to save life of individuals.
13. Aid and cooperate with other agencies for the prevention of all offences and all wanton destruction of public property by violence, fire and accidents;
14. Prevent such conduct in public places as would prove to be dangerous for the persons indulging in such acts like overloading of boats during river crossing or spirited youngsters driving dangerously and recklessly;
15. Guide and assist members of the public particularly the poor and indigent, disabled or physically weak and children who are either lost or find themselves helpless on the streets or other public places;
16. Take charge of intoxicated persons and lunatics at large who in their ignorance may cause harm to themselves or other members of the public and their property;
17. Assist in preventing the poor and indigent persons from exploitation by any organized group;
18. Prevent harassment of women and children in public places;
19. Refrain from needless inconvenience to the members of the public in the discharge of his duties;
20. While taking a person into custody to ensure that he is not denied his rights and privileges and in particular ensuring that an arrested person in custody is able to inform a person of his choice the fact of his detention.

21. Arrange for legally permissible sustenance and shelter to every person in custody and making known to poor persons in custody, provisions of legal aid schemes being enforced in the State and also inform the authority concerned to provide such aid.
22. Provide every kind of assistance to victims of road accidents and in particular ensuring that they are given prompt medical aid without waiting for formalities;
23. Assist accident victims or their heirs or their dependents where applicable, with such information and documents as would facilitate their compensation claims and making the victims of road accidents aware of their rights and privileges; and
24. Show by personal conduct that it is in the general interest of the society to abide by the law in operation.
25. To apprehend all person whom is legally authorized to apprehend, and for whose apprehension sufficient grounds exists.
26. It shall also be lawful for every Police Officer, without a warrant to enter and inspect, any drinking-shop, gaming house or other place of report of loose and disorderly characters.
27. Perform such other duties as may be enjoined on them by law for the time being in force.

Duties of Inspectors of Police

- 89.a) The Supdt of Police/CP concerned will post one data entry operator, one e-COPS PC for the office functioning of CIs (Circle Inspector of Police)
- b) To personally investigate all grave cases as per PSO 52-6 and assist SDPO/DSRP / DSP/ ASP/ ACP in the investigation of Dowry death, SC/ST (POA) Act, Sec.5 r/w 6 POCSO Act/custodial death of neighbouring sub division / death in exchange of fire and in other cases to be investigated by SDPOs personally communicated from time to time by the DGP Office.
- c) Supervision of police work of his circle in all its branches and providing guidance to the SHOs and staff.
- d) The main duties of Inspector of Police are investigation of important cases in his circle, to maintain discipline among his subordinates, and to keep the Superintendent of Police and the Sub Divisional Police Officer informed of the state of circle from the Police point of view from time to time.

V) Inspector of Police (as SHO in Urban Police Station):

And

VI) Sub Inspector of Police:

(As per Order No. 101 and 102 of APPM Part-1, Volume)

101. Duties of Officer-in-charge of police station

- i. The Officer-in-charge of the police station shall send a report of information about cognizable offence to the Judicial Magistrate. The report must be submitted through superior officer of Police if the state Government so directs (Sec. 157 and 158).

ii. The object sending copy of FIR to Magistrate is to keep the Magistrate informed of the investigation of cognizable offence so as to enable him to give appropriate direction if necessary under Sec. 159. Where the FIR was actually recorded without delay and the investigation started on the basis of that FIR and there is no other infirmity, delay in receipt of report by Magistrate does not make the investigation tainted. (Pala Singh v. State of Punjab - AIR 1972 SC 2679).

iii. Mere delay in sending the report to the Magistrate would not vitiate the trial in the absence of prejudice caused to the accused by such delay (Sarwan V. State of Punjab – AIR 1976 SC. 2304).

iv. The extraordinary delay in sending the FIR is a circumstance which provides a legitimate basis for suspecting that the first information report was recorded much later than the stated date and hour affording sufficient time to the prosecution to introduce improvements and embellishments and setup a distorted version of the occurrence. (Ishwar Singh v. State of U.P. 1976 Cr. L.J 1883 SC; AIR 1976 SC 2433).

The following are the powers and duties of the Officers-in-charge of Police Station :

1. If any information disclosing a cognizable offence is laid before an Officer-in-charge of a police station satisfying the requirements of Sec. 154(1) of the Cr. PC., the said Police Officer has no other option except to enter the substance thereof in the prescribed form, that is to say, to register a case on the basis of such information.

2. For recording a first information report is that

a. There must be information and

b. That information must disclose a cognizable offence.

3. A copy of the information as recorded under sub-section (1) Shall be given forthwith, free of cost , to the informant.

4. Every Officer-in-charge of a police station is empowered to investigate any cognizable case without the order of a Magistrate and the proceedings in any such case shall not, at any stage, be called in question on the ground that the case was one which such officer was not empowered to investigate.

5. An Officer-in-charge of a police station, upon satisfying himself that there is reason to suspect the commission of an offence which he is empowered under section 156 of the Cr.PC to investigate, he shall forthwith proceed to investigate the facts and circumstances of the case, if necessary to make measures for discovery and arrest of the offender.

6. At the stage of registration of a crime on the basis of the information disclosing a cognizable offence in compliance with the mandate of a Sec. 154 (1) of the Cr.PC., the concerned Police Officer cannot embark upon an enquiry as to whether the information, laid by the informant is reliable and genuine or otherwise and refuse to register a case on the ground that the information is not reliable or credible.

7. On the other hand, the Officer-in-charge of a Police Station is statutorily obliged to register a case and then to proceed with the investigation if he has reason to suspect the commission of an offence which he is empowered under Sec. 156 of the Cr.PC to investigate, subject to the proviso to Sec. 157 Cr.PC.

8. In case an Office-in-charge of police station refuses to exercise the jurisdiction vested on him and to register a case on the information of a cognizable offence, reported and thereby violates the statutory duty cast upon him, the person aggrieved by such refusal can send substance of the information in writing and by post to the Superintendent of Police concerned who is satisfied that the information forwarded to him discloses a cognizable offence, should either investigate that himself or direct an investigation to be made by any Police Officer subordinate to him in the manner provided by sub-sec (3) of Sec. 154 of the Cr.PC.

9. Police Officer as to satisfy himself only the allegations mentioned in the first information before he enters on an investigation as to whether those allegations do constitute a cognizable offence warranting an investigation.

10. The commencement of investigation by a Police Officer is subject to two conditions Firstly, the Police Officer should have reason to suspect the commission of a cognizable offence as required by Sec. 157 (1); and secondly, the Police Officer should subjectively satisfy himself as to whether there is sufficient ground for entering on an investigation even before he starts an investigation in to the facts and circumstances of the case as contemplated under Cl.(b) of the proviso to Sec. 157 (1) of the Cr.PC.

11. No Police Officer shall investigate a non-cognizable case without the order of the Magistrate having power to try such case.

12. It casts a duty on the officer-in-charge of a Police Station to reduce to writing every information relating to commission of a cognizable offence given to him and the same will be read over to the informant and a copy thereof shall be given to him.

13. If information given to the Officer-in-charge of Police Station discloses a non-cognizable offence, he as to enter the substance of information in a book to be kept by such Officer in such form as the State Government may prescribe in this behalf and to refer the informant to the Magistrate.

(S.155(1)). Sub-Clause(2) puts an embargo on the power of the officer in-charge of the Police station to investigate a non-cognizable offence without the order of a Magistrate having power to try the case or commit the case for trial.

14. Sec.157 of Cr.P.C. says an Officer of in-charge of a Police Station has reason to suspect the commission of an offence which he is empowered u/s 156 Cr.P.C. to investigate, he shall forthwith a send a report of the same to Magistrate empower to take cognizance of such offence upon a Police report and shall proceed in person or shall depute one of his subordinate officers not below such rank as the state Government may, by general or special order, prescribed in this behalf, to proceed, to the spot, to investigate the facts and circumstances

of the case, and if necessary, to take measures for the discovery and arrest of the offender.

15. If it appears to the officer in-charge of a Police station that there is no sufficient grounds for entering on an investigation, he shall not investigate the case. (157(1)(b)) of Cr.P.C.

16. When information as to the commission of any such offence is given against any person by name and the case is not a serious nature, the Officer in-charge of a Police station need not proceed in person or depute a subordinate officer to make an investigation on the spot.

17. If the Police officer refuses to investigate the case he shall also forthwith notify to the informant, the fact that he will not investigate the case or cause it to be investigated.

18. The Officer-in-charge of Police Station even in the case of refuse to investigate, he is bound to submit a report to the Magistrate under Section 158 of the Code.

19. As soon as any information regarding any accident involving death or bodily injury to any person is recorded or a report under this section is completed by a police Officer, the Officer-in-charge of the Police Station shall forward a copy of the same also to the Claims Tribunal having jurisdiction and a copy thereof to the concerned insurer. (Section 158(6) of Motor Vehicles Act, 1988)

20. Any complaint is referred by Magistrate u/s . 156(3) of Cr.PC Officer-in-charge of Police Station should register a case and submit police report u/s 173(2) of Cr.PC.

101-1.(a) The Sub-Inspector in charge of a Police Station is fully responsible for the Police Administration of his charge. The Sub-Inspector is an important and vital functionary in the police department. He shall be responsible for proper management of the station and optimum utilization of the resources and facilities available. It shall be his duty to manage the staff and work of the police station in accordance with the law and rules and to make the police station a place where the needy public get necessary and immediate response.

(b) The image of the police department basically reflects on the conduct and behaviour of the Sub-Inspector and his staff in the station, as it is at that point, public have a direct access with the police.

(c) The Sub-Inspector and his staff should behave politely and courteously with the public giving an impression of friendly approach. Active co-operation from community contact Committees shall be solicited in the matters of L&O, crime, prevention etc.

(d) All illegal methods or ill treatments against persons should be avoided at all costs giving way to an impression to the public that the police are there to extend their helping hand in the discharge of their duties.

(e) The Sub-Inspector must respect human values and human dignity and should know that powers are vested in him to discharge his duties legitimately but not to arrogate to satisfy his ego and vanity. If he crosses his limits he will be doing so at his risk as the department will not come to his rescue.

2. He should assign duties to his staff and personally ensure that these duties are correctly performed. He shall take measures for the prevention of crime, for the preservation of peace, for speedy investigation and prosecution of cases.

When more than one Sub-Inspector is employed in a police station, which is headed by a Sub-Inspector, the junior officer shall act in accordance with the orders of senior. He shall maintain a notebook in which he will write then and there his daily movements and activities in discharge of his duties. The completed notebook will be retained for 3 years with the station records. He will handover his current notebook to his successor when he goes on transfer.

Duties and Responsibilities of Sub - Inspector of Police (SHO) Local Area Knowledge

1. Population (particularly minority communities including foreigners and their locations, SCs/STs, Sr. Citizens living alone, poor communities not sending their children to schools)
2. Who is who (all Government Officials, different project directors / Officers of welfare schemes including Labor, Child welfare , women, SC/ST, water supply, Housing, / political leaders including contested corporators, panchyat ward members and others) with phone numbers and email IDs if possible.
3. Residence of trouble mongers, communal offenders BCs, KDs, DCs, Suspects, Offenders etc., with phone numbers.
4. Places of Worship with phone numbers of i/c persons along with their previous good and bad history.
5. Phone Nos. of Important People / Government Offices.
6. Names and addresses of the serving and retired Police Officers and military officers and other uniformed officers including revenue, water works etc., with phone numbers.
7. Names of the educational Institutions and names of Principals or Head masters and strength of students nature of student leaders and their affiliations wherever required.
8. Vital installations, other Government installations and their locations (such as Telephone Exchange, electricity substations, Power Projects, irrigation projects, Missile labs, Rocket facilities, Government Offices, Post Offices, Banks) cell tower operators.
9. Names of Tourist Spots with telephone numbers of i/c.
10. Farm houses / Lonely houses in far flung areas, resorts , guest houses, Places of public Resorts including wineshops, bars and *toddy* shops, gambling dens, propable dens of drugs etc.
11. Houses in which aged people / Senior citizens living alone
12. Police friendly people / community contact committee members, voluntary organization/ NGOs, etc., with cell number.
13. Check posts/Toll gate details including their cell phones.
14. Hospitals / Diagnostic centers/ Blood Banks / rehabilitation Centers, with phone / cell numbers

15. Knowledge of Crime Prone areas / earlier incidents that happened in the area.

16. Factories - labor issues

17. Active student/ labor/cultural / communal organizations with names and phone numbers and their previous good and bad history.

18. Weekly *shandies* locations with earlier Law and Order problems if any

19. Dates of Festivals with crowd control schemes of previous years.

20. Names of Superintendent/ i/c officers of Bus stand/ Railway Stations/ Ports and Airports.

21. Names of Hide out places of Criminals / Extremists /terrorists.

22. Names/ locations of Ashrams and their previous good or bad history if any.

Acquisition of local area knowledge

101 - 2 He shall acquire full local knowledge and become acquainted with the people of his station limits, especially the village secretariat and panchayat officials, revenue officials (executive magistrates) to enlist their co-operation in prevention of crime and breach of peace. He should also involve community contact Committees in this regard. The S.H.O. shall normally visit all the villages and localities in towns in his jurisdiction once in a quarter. Passing through a village with out doing any work cannot be treated as a visit. SHO has to visit the villages in addition to the visits of Village Police Officers (VPO). He should conduct '*grama sabha*' with the people to know their problems and to ensure police co-operation in prevention and detection of crime and social evils. He should also make night stay ('*palle - nidra*') at least weekly once.

Duties with regard to Law and Order and Crime Investigation

The duties of officer in charge of a police station are set out in various police Acts and Cr.PC. They broadly relate to maintenance of law and order, prevention and detection of crime, investigation and prosecution of offences as detailed below.

102 - 1. The Sub Inspector of Police / SHO is responsible for the maintenance of the law and order and public order in his jurisdiction. His duties in this regard include:

A. Personal leadership and supervision of duties and work of all the staff and men allotted to his charge including their welfare, discipline and morale.

B. Organising and active participation in crime prevention and detection, maintenance of law and order and anti-terror operations, dispersal of unlawful assemblies and prevention of breach of peace and public order.

C. Organising **result oriented beats and preventive** patrols and its personal supervision by organising **Naka bandi** etc., in co-ordination with neighbouring police stations with care and caution while checking suspected Armed Gangs etc., **u/s 149 CrPC.**

D. Designing and implementation of policing schemes suited to such beat areas and securing co-operation of public and community contact committees in preventive Policing.

E. Obtaining prompt information about activities in the field of Communal,

extremists, terrorists, Caste, Political, Student, or other segments of society including subversive elements. Identifying trouble spots and trouble mongers and to take effective preventive measures like launching security proceedings u/s 107 to 110 Cr.PC. Proper documentation of the activities is a pre-requisite for security proceedings. Documenting repeat bodily offences / offenders and sending proposals to DSP for opening suspects/ Rowdy sheets against them.

F. Maintenance of good public relations in his station limits and liaison with bordering police stations House Officers.

G. Visiting and spending adequate time in the villages, localities of his station limits and making due entries in part IV of Station Crime History.

H. Maintenance of effective surveillance over trouble mongers/ bad characters, anti-social elements, and rowdies of the area under his charge.

I. Constantly endeavour to maintain high professional standards and keep himself updated, with latest laws, procedures and regulations, well informed and motivated.

J. Verification of antecedents of persons applying for route permission for processions, Dharnas, Road Shows, Marriage or religious procession and furnishing specific inputs to CI/ DSP.

K. To secure “riot gear” equipment and keep it in Police Station Stores for use as and when required. To indent SsP/CsP for additional Police force and non-lethal weapons equipment in anticipation of any trouble keeping the CI/ DSP informed.

L. To pursue and apprehend offenders during investigation on available clues and information across the state/control.

M. Preparing *bandobust* schemes in a realistic manner based on proper intelligence in puts and to be rational while asking for manpower, equipment.

N. Collection of information on all important matters relevant to police duties and his functions and communicating the same to his immediate superior police officer and to other concerned superior police officers promptly.

O. Maintaining cordial relationship with Executive/ Judicial magistrates / PPs/ Addl. PPs/APPs of Court / Jail authorities and District Probation officers.

p. He should respond to all ‘Dial 100’ calls for help by people making necessary G.D. Entries. Proper use of patrolling vehicles.

Q. Calling on the District Judge/District Collector as and when they come to the Police Station limits.

R. Following the DGP Office instructions vide Rc.No. 556/F5/2012 dt: 04.08.2012 with regard to handling civil disputes (PSO. 322).

Crime Prevention and detection

2 - 1) Prevention, detection and restoration of recovered stolen property to owners u/s 451 Cr.PC. (Refer Sunderbhai Ambalal Desai vs. State of Gujarat, (2002) 10 SSC 283 : AIR 2003 SC 638

2) Crime prevention schemes.

3) Implementing crime prevention schemes u/s 149 Cr.PC with local Police/ People.

4) Collection of information /Intelligence on all matters of crime and criminals
 5) Ensuring community Policing / Police - Public relation Crime preventive village visits.

7) Surveillance over KDs/DCs/Suspects etc. (empowered u/s 149 Cr.PC).

8) Updating and using intranet crime / criminals data for prevention and detection. Watching Jail releases and mounting Surveillance.

9) Traffic Duty :

The Law and Order SI of Police is empowered to compound certain MV Act offences u/s 200 of MV Act vide GO Ms No. 108 Transport, Roads and Buildings (TR-I) Dept. dt. 18-8-2011.

Un-Claimed Property

3. Listing out all unclaimed property lying in the P.S, Bus stands, Railway Stations and other public places in his jurisdiction and where necessary, seize such unclaimed property u/s 102 Cr. PC, inform the Jurisdictional Court. Take up disposal of property less than Rs-500/- value (which in normal case is subjected to speedy and natural decay) instructions of SP/ DCP as per Sec.102 (3) Cr. PC. He Should uploaded such data in the 'Police intranet' to all SsP/SsRP/CsP for informing whether such property is wanted in any one of their reported cases also publish such information in local news papers. If not, inform the SP/DCP/ SsRP/ CP for further follow up action as laid u/s 457, 458 Cr. PC .

Human Resources Management /Human Resources Development.

4-1) Personal leadership and supervision in allotting duties to right person in right place.

2) Setting up goals for the forthcoming year collectively, preparing policing schemes accordingly.

3) Imparting specialized training to talented officers. Ensuring computer literacy for all police men in intranet uploading and down loading techniques 4) Conducting in-service/ in- house trainings. Deputing PCs/HCs/ ASIs to DTC/PTC/ Academies as the case be. Reading out and explaining the Circulars issued by DGP Office, S.P/ CP Office/ other superior officers.

5) Conducting minimum Law-awareness camps/ Traffic related matters / Anti Naxalite issues in schools and colleges and "AT HOME" programmes .

6) Encouraging volunteers in Bundobust duties especially during elections, P.M, C.M. bandobust, fairs, festivals, pushkaram duties and in important Bundobust duties, by taking able bodied people as special police officers, and ensuring the cooperation of NCC, NSS and Scouts and Guides also.

7) SI should undergo all the mandatory in- service course training programmes as stipulated in PSO number 72, and attend thematic trainings as and when nominated and submit the 'learning points' reports to SsP /CsP as case be. Learning Points Report (LPR) should be brief and reflect his/her assimilations of the training programmes material. The SsP/CsP should go through such reports and take action as deemed necessary.

Investigation, prosecution and Court Work – Court attendance

- 5- 1) Investigating non-grave cases, assisting the Inspectors or DSP in all Grave Cases Investigation.
- 2) Registration of all cognizable cases and giving the receipts of all petitions.
- 3) Keeping General Diary up to date.
- 4) Sending FIR / Express FIR to all the concerned.
- 5) Providing a copy of FIR to the compliant (Free of cost) / in case of electricity failure or server problem the manual FIR copy may be issued to the complainant and commence investigation without any further delay.
- 6) Investigation of cases where accused are outside the PS Jurisdiction.
- 7) Arranging good receptionist in PS, to receive people as if Front Officer in corporate sector, to assist them in writing complaint etc.,

Investigation and Prosecution

6. The Sub Inspector of Police / SHO is responsible for the investigation of all cases reported in his jurisdiction except for those where the investigation is entrusted to Inspector / DSP or other senior officers or CID. As officer in charge of police station he shall perform the following duties relating to investigation and prosecution of cases.

A. He shall register all cognizable cases furnishing a copy to the complainant invariably free of cost and send the original F.I.R to the courts concerned immediately and copies to his superior officer and to obtain the acknowledgment receipt with time and date also particularly in grave cases.

Failure to register FIR u/s 326A, 326B, 354, 354 B, 370, 370A, 376, 376 A to E and 506 IPC shall amount to an offence u/s 166 A IPC with reference to these specific offences. FIR in IIF No. 1 has to be uploaded in A.P. Police intranet.

B. In respect of non-cognizable offences reported in the Police Station, he shall record the information in the General Diary (GD) and also in the Non-Cognizable Register (Form No. 101) and refer the complainant to the court by an endorsement, if further action is warranted.

C. In cases of non-cognizable offences referred by court or any cognizable offences presented by parties directly in courts but/when endorsed by the court to the S.H.O; he shall register such cases and investigate without power of arrest in non cognizable cases and send report to the Honourable court within stipulated time. If investigation is not completed, SHO should seek permission of the court seeking further time.

D. He shall promptly arrive at the scene of crime and make arrangements to protect the scene of offence . Inform CLUES teams, if needed.

E. He shall take video graph /photograph at the earliest, to thoroughly examine the same for clues and for other matters of investigation and upload the same in crime detail form IIF-2 in A.P. Police Intranet.

F. He shall promptly conduct investigation by identifying, preserving, collecting and forwarding of material objects to concerned experts, and collection of documentary, (Sec. 61 to 65 IE Act), Electronic Evidence (65A, 65 B IE Act) and oral evidence in addition to physical evidence. He should prepare the Plan

of action (P.O.A) of investigation and incorporate the same in the case diary Part - I it self from time to time.

G. He shall make use of various scientific methods available for investigation including using services of CLUES Team, DNA Finger Printing, dog squad and record the evidence of concerned experts.

H. He shall hold inquest where necessary and forward the bodies for the post mortem examination (PME) according to the necessity.

I. He shall examine witnesses including collection of documentary evidence, if required and record their statements accurately and promptly and be courteous to the witnesses. He shall use provisions u/s Sec. 161 (3) Cr. P.C. regarding audio video-electronic recording of statements. He should also examine and record the statement of accused person also to know his line of defence/alibi, which are to be verified to find out actual truth as per Police Standing Order No. 429-3.

J. Conduct searches, and seize material, if any, as per provisions of Cr.P.C.

K. Arrest of persons where necessary, observing the necessary provisions of law and the decisions of the court and send them to court in time with proper escort and making relevant entries in concerned records. Upload the data in form number 62 in A.P. Police Intranet.

L. The weapons and articles (Material Objects) seized from the accused as well as seizures affected from searches during course of investigation along with necessary reports and the results and Property Index number of court to be entered in CD also. The search and seizure form no. 58 (I.I.F.4) has to be uploaded in Intranet.

M. Obtain investigation reports from subordinate officers deputed for investigation.

N. He shall write the case diaries regularly with future plan of action and forward them to the superior officers promptly to enable them to give instructions for further investigation.

O. He shall finalise the cases without delay and file charge sheets in consultation with APPs /Addl. PP where the evidence is sufficient for prosecution within the period of limitation imposed by the Cr.P.C and Courts. As Dy. Directors of prosecution Department at District level are designated as legal advisors to the SsP (G.O. No. 125 LAW (LA & J – Home –Courts A2) Department of 24.09.2013, Govt of AP) he should obtain approval of draft charge sheet from him/her. Charge sheet / Case disposal form (form No. 65-IIF 5) should be uploaded in intranet.

P. SHO shall ensure return of recover stolen property to owners u/s 451 CRPC, so that owner of the article would not suffer because of its remaining un used (Sunbderbhai Ambalal Desai vs State of Gujarat (2002) 10 SCC 283. AIR 2003 SC 638)

Q. He shall promptly serve summons and execute warrants and obtain transit warrant u/s 267 Cr.PC. Initiate “Proclamation proceedings” for absconding

persons u/s 82 Cr.PC followed by property attachment proceedings u/s 83 Cr.PC.

R. He shall take all steps to assist the trial proceedings in the cases where evidence is sufficient by assisting the prosecutor by producing witnesses promptly, refreshing their memory before examining them as witnesses in Courts. He shall upload the court disposal i.e., either conviction /acquittal/ discharge in court disposal form (form -83 –IIF6) in AP police intranet.

S. Obtain copies of Judgments in cases of acquittal, read them and forward them to the concerned prosecutor for his opinion for preferring appeal. Assist the complainant in preferring appeal u/s 372 Cr. P.C . After the disposal of case in appellate court, the SHO shall enter the details in Result of Appeal Form (R.A.F) (form IIF-7) in A.P Police intranet.

T. Lok-Adalat : Listing out compoundable cases fit for Lok - Adalat and producing alleged accused and witnesses on the day of proceedings before the concerned Judicial Officers.

U. He should ensure payment of compensation to Victims and guide them and assist them to obtain legal compensations for which they are eligible particularly from Government, insurance, etc.,

Victims/ witness protection

7- 1) In all cases of rape, dowry death, rescue of trafficked children, acid attacks, love-laden throat-slitting, injuries, attack on SC/STs etc, the SI of Police/ SHO has to write to Project Director, ICDS, for payment of immediate compensation as per G.O. Ms. No. 28 of 2011 of WCD, Govt of AP or other existing G.Os.

Besides Govt. Orders, SHO should aim for securing Judicial orders u/s 357-A Cr. PC, and other existing laws and regulations. G.O. Ms. No. 43 HOME (Courts-B), Dept., dated: 15.04.2015 and GO.Ms. No. 132 Home (Courts-B) Dept. dt. 6-12-2016 of Govt. of Andhra Pradesh.

2) In case of threatening of any witnesses to give false evidence, prompt action to be taken u/s 195-A IPC.

3) To ensure that protection is given at the residence of the witness/ victim in case of apprehension of danger before /during trial and direct beat PCs to touch such places at frequent intervals keeping a special point book.

4) To assist the victim in preferring Appeal u/s 372 Cr. PC against any acquittal or lesser conviction.

5) To incorporate the residential addresses with phone numbers of such victims/ witnesses in the beat book, if need be.

6) To ensure compliance of Sec-357-C. of Cr.PC which mandates Hospitals, (Public/ Private) to give treatment free of cost to victims of offences u/s 326-A (Acid attack,) 376 (rape), 376-A, 376-B, 376-C, 376-D IPC, 376-E IPC or Sec. 509 IPC . Action should be taken against persons in –charge of such hospitals u/s 156 –B IPC for non-compliance

7) To liaise with APPs/ Addl. PPs and ensure that the witnesses are examined as per Sec. 309(2) Cr. PC, by the Court without adjournments to ensure speedy trails.

8) In case of dowry death (304-B, IPC), abetment of suicide (306-IPC), the SHO should assist the victim's kith & kin in getting justice.

9) In case of motor vehicle accidents, the SHO has to provide the documents to the District Judge – cum- MACT (Motor Accidents Claims Tribunal) u/s 165, 168 of MV Act 1988. or to the victims as the case be.

10) When vehicles are seized, recovered, stolen or involved, such information should be entered in form 85-(Automobiles forms)

11) To pursue with victims / witnesses with regard to recording of confessions and statements u/s 164- Cr.PC r/w Sec.25 POCSO Act. Audio-video recording.

12) To maintain secrecy of identity of details of children and juveniles in consonance with JJ (CPC) Act 2015 and liaising with child welfare committees (C.W.C.). To present traced child before C.W.C. and reintegrate with parents /guardian/NGO Home.

Inspection of drill and kit of subordinates, Training and instructions

8. He shall inspect the drill of his subordinates, hold inspection of their kits, catechise them upon the performance of their duty and examine their beat books and note books. The police men of the station should be briefed on all matters that have bearing on their work and conduct through written material, Television, Video and other visual aids, Radio programmes specially broadcast and also personal instructions so that they are psychologically oriented to discharge their allotted duties in an efficient manner.

Records

9. To maintain all records as per list in chapter-33.

Daily reports from Station House Officer

10. The station house officer shall forward daily to the Inspector a carbon or photostat copy of the station general daily with a docket in the form prescribed along with copies of F.I.R. registered and case diaries of that day.

Child Welfare Police Officer (CWPO):

11. As per Juvenile Justice (Care and Protection of Children) Act 2015, all the SHOs in AP are designated as C.W.P.Os vide G.O.Ms.No.12, Home (Services-I) Dept, dt.11-12-2016 of Govt of AP to take care of CNCP (Child in need of care and protection) and CICL (Child in conflict with law) and liaise with

i. Child Welfare Committee regarding CNCP.

ii. Juvenile Justice Board regarding CICL

iii. Children Court (1st Addl Dist & Sessions Judge (1st MSJ) regarding CICL between 16 and 18 yrs who committed heinous offence punishable with 7 yrs or upwards.

(VII) Asst. Sub Inspector of Police:

(As per Order No. 107 of APPM Part-I, Volume-1)

107. The following shall be the duties of the Assistant Sub-Inspector.

- A. He shall get acquainted and learn how to upload FIR to Charge sheet (seven integrated forms) in the AP Police Intranet and supervise such updation by station writer.
- B. Investigation of all summons cases as directed by S.H.O depending upon the knowledge ability and witting capacity and assisting investigation in all cases handled by S.H.Os and other superior officers.
- C. Investigation of missing person cases (other than abduction/kidnap) He shall go through intranet on missing person and upload data in intranet.
- D. Conducting Petition enquiry and submitting reports
- E. Supervision of service of summons and execution of warrants and help SHO in pursuing Sec.82/83 Cr.PC. proclamations / attachments.
- F. To function as an officer in charge of a beat area and check beats/patrols/mobile in-charge/ Rakshak in-charge supervision of handling of station scriptory work under the commands of SHO
- G. Supervision or handling of station scriptory work
- H. Detailing duties to the staff during Sub-Inspectors' absence and exercising supervision and control over the Constables and Head Constables under intimation to SHO
- I. Maintenance of cash book.
- J. Preparation of pay and travelling allowance bills (He should sign them only when the S.I. is absent)
- K. Maintenance of Arms and Ammunition registers connected there with L. Taking care of safety of persons in the lock-up.
- M. Attending to Court work and liaison with APPs/ Dy. Director of Prosecution Department.
- N. Assisting the SHO in the preparation of Monthly Reports
- O. Checking of KDs/DCs/Suspects and submitting reports to S.H.O.
- P. He shall visit all villages once in a month and check-up bodily/property offenders and stolen property receivers.
- Q. Such other work as may be entrusted to him by his superior officers He shall submit monthly report in Form II-A.

VIII. Head Constable:

(As per Order No. 108 of APPM Part-1, Volume-1)

108-1 Head Constables are mainly employed to be in charge of general duty in police stations, as station writer, as officer in charge of out post and guards and also in armed reserves, to be in charge of beat areas in rural and town police stations. He acts as S.H.O. in the absence of Sub- Inspector and Asst. Sub-Inspector. He is authorised to hold inquests and make investigation when asked by the Sub-Inspector to do so. All HCs shall submit monthly report in Form 11-A

General Duty Head Constable – Duties

2-A. To work with Constables and help them to understand instructions, catechism and drill.

- B. To perform duties allotted by S.H.O.
- C. To be in charge of guard or escort when deputed.
- D. To visit villages in the station jurisdiction when deputed for a specific purpose.
- E. To work as H.C. in charge of a particular beat area.
- F. To attend to court work under the orders of S.H.O.
- G. To investigate cases when deputed by the S.H.O. and to assist the I.O. in investigation.
- H. To conduct enquiries into petty complaints.
- I. To take care of arrested persons kept in police station.
- J. To take care of reception and proper behaviour with the persons coming to police station and to attend telephone calls.
- K. To be present in the police station in the absence of Sub-Inspector unless called away in an emergency. He should take approval of S.I. before leaving the station on routine duty.

Station Writer

3. Head Constable shall normally be assigned the duties of station writer. He will perform the ministerial work of the station under the direction of S.H.O. In the absence of S.I. or A.S.I. he will allocate urgent duties to the Constables and be in charge of station property including Arms and Ammunition and carry out the routine work of the station. In the absence of the S.I., A.S.I. and their senior HCs, he will function as station house officer, take steps for registration and investigation of cases reported under his charge. He may also be employed by S.H.O. to go on night rounds and may occasionally be kept in charge of beat area. He is also responsible to watch the arrested persons kept in police station and proper reception to persons visiting police station and also for answering telephone calls when S.H.O., S.I. or A.S.I. are not present in police station.

Head Constables as investigating assistants

4. The head constables form the main strength of investigating team. They assist the team leader in the investigation of cases especially in preserving, and collecting the clues like finger prints, foot prints, materials, photographs etc. and also in,

- A. Collection of information
- B. Process service
- C. Pursuit of clues and arrest of accused and recovery of property
- D. Assisting in searches and seizures
- E. Surveillance of specially marked persons
- F. Holding inquests where directed
- G. Securing the presence of witnesses
- H. Court duty to assist prosecutor when S.I. or Inspector are not able to be present
- I. Any other work connected with the investigation of crimes
- J. Submitting reports to S.H.O. on enquiries made by them

Head Constable as officers in charge of beat

5. Head Constable or Asst. Sub-Inspector is generally assigned a beat approximately covering 2000 households and around 10,000 populations in cities and towns and a group of villages in rural areas. He shall, with the help of Constables provided, be responsible in that area for A. Prevention of all offences.

B. Surveillance over criminals and bad characters.

C. Collection of information and intelligence, affecting crime, security and law and order.

D. Service of beats by night and day.

E. Preventing and dealing with public nuisances, maintaining order and incidence control.

F. Associating with community contact committees and keeping the S.H.O. informed of all happenings.

G. Discipline and conduct of Constables of his charge.

H. Conducting such enquiries as are entrusted to him.

(IX) Police Constable :

(As per Order No. 111 of APPM Part-1, Volume-1)

111-1. A Constable is one who has maximum interface with public. As the most accessible person for public he is expected to protect the needy, rescue people from danger, apprehend offenders and assist in securing prompt help and justice. Some of the important roles assigned to him are organising and securing community participation, activising himself in prevention and detection of crime and maintenance of law and order. Another main role of the Constable is, performance of all tasks connected with beat area and thereby help in prevention of offences and breach of peace. The constable on traffic duty has the task of regulating traffic. All constables in their dealings with public should inspire confidence in the efficacy of police to protect them. The police image is directly proportionate to their good conduct and behaviour in the public as they are the persons who are basically and directly in touch with them. At all costs they must avoid ill treatment either to the victims or to the accused as a first step to build the better police image.

All PCs shall submit monthly report in Form 11-A Powers and Duties of Constables

2. The main duties of civil Constables are;

A. To perform duties in beats, patrols and pickets

B. Surveillance over history sheeted and other potential criminals as per orders

C. Collection of information and intelligence relating to crimes and criminals, subversive, terrorist and anti social elements in their areas primarily and communication of the same to the authorised superiors.

D. Developing cordial relations with local community contact committees/ voluntary organisations and knowledge of households in the beat area.

- E. Convey information relating to persons and events that cause or likely to cause law and order situation or wide spread disturbances.
- F. Keep in touch with local disputes, caste/communal overtones and inform SHO.
- G. Assistance to investigating officers in the matter of arrests, recoveries, searches, identification and securing of witnesses or verification of information.
- H. Execute warrants and serve summons promptly.
- I. Escort prisoners, arrested persons.
- J. Escort injured or dead to the hospital.
- K. Guard of prisoners in custody and all station property.
- L. Help and assist in dealing with Floods, Earthquakes, Fires, Accidents, Epidemics etc. and put in responsible efforts to save lives and property.
- M. To perform allotted duties in Fairs, Festivals, Bandhs, Agitations, Riots, Large assemblies, Elections, Bandobust and security duties.
- N. To preserve and guard the scene of occurrence until necessity ceases.
- O. To behave courteously with all sections of public and treat poor people, children, women, aged and all weaker sections of society with consideration, sympathy and helpful attitude.
- P. To be regular and punctual in his duties, catechism, physical training and weekly parades.
- Q. To work as data entry operators in Computers and in the areas of reprography, photography and cartography wherever they have necessary skill.
- R. Make entries in the prescribed register and forms and maintain records entrusted to him particularly those relating to beat area.
- S. Any other duties allotted by SHO or other superior officers or elsewhere in this manual.

3. The entire preventive work of the police depends on the efficiency, commitment, professionalism and integrity of the beat area policeman. The Constable allotted to a beat should realise that his participation in the community even in a small measure is essential for successful policing. Professionalism and integrity but not power and authority shall command respect and bring in a large measure of co-operation from general public.

Officers responsible for kit

Every officer who is supplied with kit at government cost is responsible for keeping it in good condition, and shall be required to replace at his own cost any article carelessly lost or damaged.

Form No.11-A

Monthly performance proforma of PCs/HCs/ASIs (Civil/Armed Police)

To be submitted to SDPOs/DSsP/ACsP through SHO/CI with their specific remarks before 5th every succeeding month. SDPOs/ACsP/DSsP shall go through the Monthly Reports and offer their comments for improving the efficiency of the subordinate officers.

District Police Office of Ministerial Staff

❖ (As per Chapter – 58, APPM Part –I, Volume-III)

983.A. A District is created by the State Government by Gazette notification with certain geographical area to be administered by the District Magistrate and the District Superintendent of Police is the head of District Police Administration. All citizens shall have the right to efficient Police services from any police Station and at the District Police Office. Subject to reasonable practicality, all Citizens shall have the right to receive lawful services from a Police Station / Circle / Sub-Division / District Head Quarters and for peaceful entry, reception and response.

B. The District Police Office is the heart of district Police functioning, for redressal of Public grievances for public service delivery, for maintaining discipline, for ensuring the public order and for giving directions for maintenance of Law and Order. As per Sec. 2 (s) Cr.PC Police Station with specific area is declared by the Government, and a ‘Sub-Division’ is created as per Sec. 2 (v) Cr.PC. Sec.2 (K) Cr.PC. refers to declaring certain area as a ‘Metropolitan area, notified by the Government u/s 8 Cr.PC. The State Government may confer powers of Special Executive Magistrate on the Commissioner of Police, Deputy Commissioner of Police, Asst. Commissioner of Police to perform the function of a Addl. District Magistrate / Sub-Divisional Magistrate / Executive Magistrate respectively.

C. The SsP / SsRP / CsP are empowered to entrust any work to any one of the ministerial Staff.

D. The Administrative Officer of the DPO is accountable for ensuring efficient and effective performance of the staff under his control and brief the Addl.SP / SP / DCP (Admn) / CP concerned from time to time and upgrade his computer skills.

E. The SsP / SsRP/ CsP have to adhere to the time lines set by ‘meeseva’ and RTI Act.

F. The SsP / SsRP/ CsP are empowered to delegate duties to the Addl.SP (Admn), Addl.SP (Crimes), Addl.SP (Operation) depending on the capacity, efficiency, effectiveness of the officer.

984.a. Delegation of powers to Administrative Officer, including Financial Powers.

1. Execution of contracts and other instruments for the purchases, supply, conveyance or carriage of building materials, stores, machinery.
2. Sanctioning of expenditure on the purchase and repair of furniture upto a limit of Rs.100/- at any one time, subject to the general rules.
3. Incurring of expenditure on repairs to motor lorries or vans and on the purchase of spare parts or equipment for them.
4. Incurring of office expenses which a Superintendent of Police is authorized to incur.

5. Renting of houses for Sub-Inspectors of Police, Head Constable and Constables up to the limits up to which the Superintendent of Police are authorized to rent houses.
6. Incurring of expenditure up to a limit of Rs.35/- for shifting telephones from one place to another and other petty charges not exceeding Rs. 30/- in each case.
7. Incurring of expenditure on annual petty repairs to tents supplied to S.P. / CP.
8. Sanctioning of estimates for construction and repairs of buildings upto the limits up to which the Superintendent of Police is authorized to sanction such estimates.
9. Drawing of bills for the pay and allowances, contingencies and travelling allowances of the non-gazetted subordinates.
10. Incurring expenditure on repairs to bicycles which a Superintendent of Police is authorized to incur.
11. Sanctioning of expenditure on conveyance charges which a Superintendent of Police is authorized to sanction.
12. Incurring of expenditure on copy stamp papers required for obtaining copies of orders of records relating to civil or criminal cases.
13. Sanctioning of employment of unskilled menials of non-pensionable establishment subject to the conditions.
14. Sanctioning of the payment of fees to Honorary Medical Officers etc., which a Superintendent of Police is authorized to sanction.
15. Sanctioning of the payment of fees to Rural Medical Practitioners at the rate at which a Superintendent of Police is authorized to sanction.

b. Administrative and Other Routine Duties of Administrative Officer

1. Oral enquiries and personal hearing in disciplinary cases relating to the District Police Staff.
2. Signing fair copies of letter to the Chief Office and Deputy Inspector General of Police.
3. Audit of travelling allowance, bus warrants and contingent bills-Final orders.
4. Checking of cash books of District Police Office and Reserve Inspector of Armed Reserve Superintendent of Police may initial them once a fortnight.
5. Signing abstract of pay bills and contingent bills.
6. Attestation of Service Books and service rolls-Issue of Last Pay Certificate.
7. Punishment of office staff except Accountants and office Manager.
8. Disposal of petitions regarding pay, travelling allowance and contingencies.
9. Maintenance of confidential sheets of Junior Assistants and Senior Assistants.
10. Filing of quarterly returns of Government properties received from circles.
11. Passing of indents for clothing, stationery and other articles.
12. Disposal of papers of routine nature which do not require the attention of the Superintendent of Police.
13. General supervision of the work of the office staff, stores Reserve Inspector, Armed Reserve Staff (Clerk).
14. May act and transact as Vice-President of the Co-operative Stores and Credit Society and the Canteen, if any.

985. Establishment

“A” Section

‘A’ section deals with establishment matters viz., proposals for new sanctions, promotion rolls, transfers, pension, disciplinary cases (Punishment Rolls), Appeals, rewards, probation of all ranks, maintenance of D.O. Book, Service Books, Leaves including Surrender and Additional Surrender leaves, increments, trainings (Contributing Pension Scheme) CPS etc.

986. A1 Seat deals with :

- 1) Establishment matters relating to appointments, promotions etc.
- 2) Court matters i.e., Original Applications 4) Fidelity Guarantee Bonds in respect of all Superintendents, the particulars of their fidelity guarantee bond to be furnished (in Statement No.5).
- 5) Transfer of Armed Reserve to Civil Police.
- 6) Conversion and Transfer of APSP to AR (Armed Reserve)
- 7) Maintenance of Communal Rosters: - Separate Communal Rosters are maintained for Civil, AR (Men & Women) and Ministerial staff and Class-IV employees Category Wise.
- 8) Seniority Lists: - Junior Assistants The seniority lists of Junior Assistants (J.As.), Typists, ARHCs, ARPCs, Civil PCs, HCs and Women PCs (WPCs) have to be prepared every year and communicated to all concerned.
- 9) Appointments made during the year : Compassionate Appointment made/ pending during year, proceedings, of the District Collector concerned and those pending with the District Collectors have to be compiled.

987. A2 - Seat

The A2 Jr. Asst. deals with the following subjects :

1. Sanction of increments to all categories.
2. Appointment to Special Grade Post (after 6 years), Special Promotion Posts – IA (12 Years), IB (18 Years) and Special Promotion Post – II (24 years) to all employees.
3. Fixation of Pay in the Special Grade Post, Special Promotion Posts – IA, IB and Special Promotion Post – II to all employees.
4. Re-grant of Annual increments to all employees.
5. Rough Increment Register :

Register is maintained showing the dates of increments to be sanctioned to the Police officers, Men, Ministerial Staff and Class- IV employees. It is maintained month wise. Annual increments have to be sanctioned to all eligible personnel every month regularly.

6. Uniform Allowance

As per G.O.Ms.No.130, Home dated: 17.04.2010 of Government of AP the Uniform allowance shall be drawn and paid to all the officers along with the pay bills in the month of March payable in the month of April. Uniform allowance for all eligible personnel has to be sanctioned for the financial year by the Unit Officer.

7. Automatic Advancement Scheme As per G.O.Ms.No.96, Finance (Pay Commission – II) Dept, dated:

20-05-2011, the Automatic Advancement Scheme number of years of services were changed from 8, 6, 24 years to 6, 12, 18, 24 years. The Special Grade Increments have to be sanctioned to all eligible Police personnel, Ministerial Staff and Class IV employees regularly.

988. A3 & A4 seats: (Leave Rolls)

A3 and A4 Jr. Assts. deal with the following subjects of all Executive and Ministerial Staff:

1. Leave Rolls
2. Sanction of Surrender Leaves (SL) /Addl. Surrender Leaves (ASL)
3. Annual Verification of Service Registers
4. Maintenance of D.O. Book.
5. PPT (Physical Proficiency Test) and Health data A (Fit), B (moderately fit), C (unfit) updation (PSO 967 (4)).
6. Pending Leave Rolls (Sick / medical leave etc.)
7. Pending Earned Leave / Paternity Leave / Maternity Leave Currents (i) Year- (ii) No. of applications (iii) No. of Applications Disposed (iv) Pending.
8. Desertion Cases.
9. Annual Service Verification.

Annual Service Verification :- The Annual Service Verification for the year ending March has to be completed and the verification for the succeeding year is to be commenced.

989. A5- Seat

The following subjects are being dealt by A-5 seat:

1. Pension and Gratuity
2. Family Pension
3. Maintenance of Superannuation Register / Voluntary / Compulsory retirement / Medical
4. Medical Invalidation Pension.
5. Anticipatory Pension
6. Contributory Pension Scheme (Statement)
7. Death of Police personnel while in service and Legal heir Registers have to be maintained according to the receipt of pension applications DCRG (Death Cum Retirement Gratuity) and Commutation pension.

990. Contributory Pension Scheme (C.P.S):

Number of Police Personnel appointed will come under the C.P.S. as per the G.O.Ms.No.655, Finance (Pension.I), Department. Dated 22.09.2004 and all of them have to be enrolled and CPS amount has to be recovered from their salaries regularly.

1. Superannuation Pension
2. Voluntary Retirement

3. Compulsory Retirement

4. Medical invalidation

Retirement

5. Death cases

991. A6 & A9 – Seats

1) A6 deals with all Major and Minor Punishment Rolls, Oral Enquires and Suspensions

2) All Appeals/Revision/Mercy petitions relating to Major and Minor Punishments.

A9 deals with all minor punishments.

992. A7 Seat

A7 Seat deals with :

1) Proposals for new Police Stations and establishments pending with chief office or Government.

2) Renewal of Temporary sanction of all posts (GOs to be obtained from time to time for continuation).

3) Trainings and annual physical fitness tests grading A(fully fit), B (moderately fit), C (unfit) and putting list of B, C to SsP/CsP for further action.

4) Audit reports of A.G.AP, Hyderabad

5) Internal Audit by Chief Office As per G.O.Ms. No. 34 dated: 23.01.1989 and G.O.Rt No. 1416, Finance and Planning Department dated: 01.07.1997 it is the responsibility of the Accounts branch of the Head of the Department to conduct internal audit of Regional Office, District Office, Unit Officers etc., periodically at least once in a year and furnish a report to AG Office.

6) Punitive tax.

7) Rewards: Meritorious Service Entry, Good Service Entry, Cash rewards. (MSE,GSE,CASH)

993. A8 Seat

A8 seat deals with the following subjects.

1. Transfer of S.Is, ASIs, HCs and PCs

2. District Transfer of HCs/PCs

3. Probation of all ranks except PCs (Statement 12 & 12A).

4. Deputation of all ranks to other units.

5. Monthly reports of all PCs / HCs/ ASIs / SIs (PSO 111-2)

994. A10 Seat

A10 seat deals with the following subjects:

1. Recruitment of PCs

2. Probation declaration of PCs (Statement 14)

3. Pay protection of PCs

4. No objection certificates to the PCs.

995. Budget Section

‘B’ Section is assisted by Sr. Asst., and Jr. Assts. The following books have to be maintained by him. The Cash books are checked regularly by the Administrative officer.

Cash Bank Fixed

Deposits

1. U.D.P. Cash Book
2. D.D.O.
3. Main Cash Book
- Permanent Advance under contingencies
Cash Book.
4. Dist. Police Welfare Fund Cash Book
5. Sports Fund Cash Book.
6. Education Fund Cash Book
7. Widow Fund Cash Book
8. Band Fund Cash Book
9. Commemoration flags fund cash book.
10. Passport applications process charges cash Book

996.a. B1- Seat :

B 1 Seat deals with :

1. Maintenance of TA check registers of TA Bills
2. Drawl of T.A. Bills of all Gazetted officers
3. Drawl of T.A. advance and Transfer T.A. Advance.
4. Maintenance of T.A. Advance Register
5. Drawl of L.T.C. (Leave Travel Concession)and Home Town T.A. bills

b. B2 Seat

B2 Seat deals with :

- 1) Scrutiny, drawl and auditing of T.A. Bills relating to certain Circles.
- 2) Preparation of Treasury Reconciliation statement.

c. B3 Seat

B3 seat deals with (i) scrutiny drawl and auditing of T.A. Bills some of the Sub-Divisions and also (ii) claiming of Police Bus Warrant Bills. (iii) Widow Fund, Sports Fund and Education Fund recoveries from the pay bills of Police personnel, officers and staff every month. A separate Register has to be maintained for Bus Warrant Bills. Details of Bus Warrant bills (i.e., passed, audited and pending audit) are to be furnished in the Statement No.19.

d. B4 Seat

B4 Seat deals with T.A. Bills pertaining to some of the Sub-Divisions, SB, DCRB, Special Units and office staff of DPO.

e . B5 - Seat

Payment of Maintenance of office vehicles and POL bills.

1. Budget related correspondence.
2. Police Buildings – Correspondence with A.P.S.P.H.C. Ltd.
3. Abstract Contingency Bills (ACB) and Detail Contingency Bills (DCB)

f. B6 - Seat

131 Telephones:-

133-Electrical charges:

140 House Rents:

300 Other Contractual Services:

g. B7 Seat :

B7 Junior Assistant deals with the following subjects :

1. **Huzur Treasury Bill Register** : All the budget and non budget (Plan/non plan) bills are entered with register and numbered, and all entries in connection with bill amount and date of encashment are posted and updated promptly.
2. **DDO Account Cash Memo book** : Of District Armed Reserve (DAR) and District Training Centre (DTC) Monthly non government recoveries such as Bhadratha Aarogya Bhadratha, Sports fund, Widow fund etc., from the salaries of officers and men are sent to the Chief office promptly.
3. Scrutiny of TA Bills :

h. B8 - Seat

B8 Seat deals the following subjects.

1. Contribution of funds to the bereaved family members of deceased police personnel.
2. Attendance to the administrative grievances of District Police Personnel.
 - a. Attendance to the administrative grievances of District Police Personnel. An opportunity has been given to district police personnel to express their administrative grievances directly to the Unit Officer through VHF Set conference on every Friday. The DPO staff will attend them, solve grievances and give compliance to Unit Officer besides transmitting the same copy to the concerned.
 - b. Public Grievances Redressal deny : Every Monday in a week is earmarked as a “public grievances day”. The SsP / SsRP/CsP have to be in PHQ (Police head quarters) to attend to the Public grievances and sort out matters with the concerned Police Officers / Administrative Officer of DPO

997. Pay Section

a. P1 Seat

P1 Seat deals with the following subjects :

1. Preparation of pay bills with the long roll of office staff and Long Roll-9
2. Preparation of monthly pay bills with the assistance of pay section staff.
3. Maintenance of pay advance register.
4. Issue of Last Pay Certificates.
5. Recording particulars of D.Os in Long Rolls.
6. Pay fixation of all ranks on promotions.
7. Maintenance of Arrear Claim Register.

Monthly pay bills of all categories have to be prepared and presented at the Huzur Treasury, well in advance. They have to be en-cashed on the first working day of the month and the salaries have to be credited to individual accounts through Banks.

b. P2 Seat

P2 Seat deals with the following subjects.

1. Preparation of the pay bills with the long roll of Vol.I.

2. Drawl of SLS (Surrender Leave Salary) and ASLS (Addl. Surrender Leave Salary) of all ranks.

3. Drawl of Regular Surrender leave S.L.S.

4. Income Tax :

For the current financial year Income Tax has to be calculated in respect of all employees who come under purview of Income Tax and the same will have to be recovered in three installments from their pay of December, January and February will have to be credited to the head of Income tax.

c. P3 Seat

P3 Seat deals with the following subjects:

1. Preparation of pay bills with the long roll of Vol-2.

2. Sanction and drawl of General Provident Fund / Temporary Advance, Part Final with drawl and Final With drawl and GPF Schedule.

3. GPF Bill Register

4. Death Cases.

5. Retired Cases.

6. G.P.F. : All employees working and enlisted have to be enrolled as subscribers to GPF.

7. GPF Bill Register : Bill register is maintained for drawl of 1) GPF. Temp. Adv., 2) PFW 3) FW 4) Booster Scheme.

d. P4-Seat

P4 Seat deals with the following subjects.

1. Preparation of pay bills with the long roll of Vol-3.

2. Sanction of House Rent Allowance, Festival Advance/SFA, House Building Allowance, Marriage Advance.

e. House Rent Allowance :

Addl. HRA at the rate of 8% of basic pay is being sanctioned (limited to a maximum of Rs.1000/-pm) in addition to the normal HRA at 20% of pay in some municipal towns, 12% to those working in the Moffusil areas and 14.5% at some towns (as per G.O.Ms.No.48, Finance (HR.V-PC.I) dept, dated : 30.04.2015 as provided in the revised pay scales of 2015).

f. P5 Seat

P5 Seat deals with the following subjects:

1) Preparation of pay bills with the long roll of Vol.4

2) GIS and Family Benefit Fund (FBF) of retired and deceased personnel of Executive and Ministerial Staff.

3) Recovery of LIC salary saving scheme etc.

4) Corpus Fund, Postal Life Insurance.

g. Pay Work :

Assistance to P1 Sr. Asst. in preparation of Pay Bills with Long Roll Vol.5. every month.

h. P6 Seat

P6 Seat deals the following subjects .

1. Preparation of Pay Bills with the long roll.

2. Preparation of all arrear Supplementary bills.

i. P7 – Seat

P7 seat deals with :

1. Preparation of pay bills with the long roll of Vol.6
2. APGLI and other correspondence.
3. Sanction and drawl of Education Advance / Educational Concession for all categories.
4. Reimbursement of Education fee.
5. Medical Reimbursement charges.

j. P8 – Seat

P8 Seat deals with the following subjects :

1. Preparation of pay bills with the long roll of Vol.7
2. Bhadratha and Arogya Bhadratha Scheme (Ref: Chapter 20 of APPM Part –I Vol-I)
3. Bhadrata Loans (Personal loans Computer loans and marriage loans).
4. Settlement of final amount of Bhadtatha on retirement and death cases.

General Seats :

998. G 1 Seat deals with the following subjects:

- 1) All petition currents except those of SCs & STs (Personal Register to be maintained)
- 2) Chief Minister's Peshi Petitions
- 3) State HRC Petitions
- 4) State Legal Services Authority SLSA / District Legal Services Authority DLSA / Petitions sent by VIPs
- 5) Medals and Pathakams
- 6) Measures taken to liquidate pending currents.

G2 - Seat

G 2 Seat deals with the following subjects.

1. Inspections and charge Transfer Certificates of transferred officers (form 26A)
2. Correspondence relating to Gun Licenses, Explosive Licenses and other Acts
3. Miscellaneous Subjects. (Year, total number of currents received, no. of reports received and disposed no. of compliance reports awaited) Block reminders in respect of pending IRs/General currents have to be issued to all the concerned every month regularly and also the same has to be reviewed in monthly crime meeting by the Superintendent of police / DCP / Addl. Superintendent of Police, to liquidate the pendency .

G3 –Seat

G3 Seat deals with the following subjects.

- 1) Monthly written tests of PCs/HCs/ASIs conducted by SHO.
- 2) RTI Act 2005
- 3) Movable and immovable property returns and allied correspondence.
- 4) Maintenance of long roll No.8

999.a. General matters :

Meaning of 'correspondence References'

- i. Number Disposal : N.Dis (Enquire and necessary action). There is no need to reply to the superior officers if did not warrant follow up action .
- ii. Lodged Disposal : L.Dis (Closed file will be kept for 3 to 4 years.)
- iii. Record disposal : R.Dis (Major enquiries – PRs). The correspondence is retained till retirement of the officer.

b. Right to Information Act : Assistant Public Information Officer (APIO) has to provide reply within 30 days from the date of receipt of request for information.

Public Information Office (PIO) is the appellate authority. SsP / SsRP/ CsP will have to designate an officer as APIO and a superior officer as P.I.O.

c. Opening of Correspondence : All named covers received in the name of Superintendent of Police or Commissioner of Police shall be opened by him/her. In his temporary absence, the officer holding full additional charge (FAC) is authorized to open the named covers. Under no circumstances the named covers are allowed to be opened by sub-ordinates.

- i. All covers received at the DPO/ Commissionerate will have to be opened by the Establishment Superintendent. Inward clerk enters into the register. C.M. Peshi, DGP Peshi, Range Register, District Register are maintained separately.
- ii. 'Confidential letters Double Cover' i.e. Covers with another cover with confidential letters are sent to SsP / CsP of other Districts / Commissionerates or to the ADGP Intelligence, IGP / DIG SIB / Counter Intelligence cell or DGP.

Chapter 4

Procedure Followed in Decision-making Process [Section 4(1)(b)(iii)]

4.1 Describe the procedure followed in decision-making by the public authority

Activity	Description	Decision Making Process	Designation of final decision making authority
Goal-setting & Planning	NA	In consultation with all the concerned officers	Superintendent of Police.
Budgeting	Pay and Allowance and other Expenditure	Based on availability of funds	Superintendent of Police
Formulation of programmes schemes and projects	NA	In consultation with all the concerned officers	Superintendent of Police
Recruitment / hiring personnel	Recruitment will be taken up by the State Level Recruitment		
Release of funds	Administrative Expenses	Based on needs	Superintendent of Police
Implementation delivery of service / utilization of funds	-do-	-do-	Superintendent of Police
Monitoring & evaluation	NA	NA	Superintendent of Police
Gathering feedback from public	e-Mail / Central Complaint Cell / Unified Police Services Centre	--	Superintendent of Police

Citizen Charter

Sl.No.	Category	Sub- Category	Fee (Rs) For processing	Period To be issued
1	Missing/Lost documents	Transfer Certificates	100	7 days
		Marks memo	100	7 days
		Driving license	100	7 days
		Insurance certificate	200	21days
		Share certificate	200	21days
		ID card	100	7 days
		Vehicle RC	200	21 days
		Vehicle insurance	200	21days
		Vehicle Fitness certificate	100	7days
		Bond Certificate	200	21 days
		Arms license	200	21days
		Credit/Debit card	200	21 days
		2	Permission for event/bandobust	At marriage function hall /House box type speakers
Public meeting	500			7days
Orchestra for small meeting	500			7days
Cultural/Fashion show	2000			7days
Commercial displays	100			7days
Corporate anniversary function	2000			7days
Film shooting	3000			7days
Audio release function	1000			7days
Cinema success function	700			7days
T V shooting	500			7days
Industrial exhibition	2000			7days
Mobile advertisement for auto	500			7days
Mobile advertisement for vans	1000			7days
Customer meet	700			7days
Rallies	100			7days
Religious functions	100	7days		

3	Issuance of certificates	Character certificate	100	7days
		Antecedent certificate	100	7days
		Certificate for job verification	100	7days
		NOC for transfer of vehicle	100	7days
4	Fresh licenses/ Renewals	Fresh license for 3 star	10000	7days
		Renewal of license for 3 star	3000	7days
		Fresh license for 5 star	15000	7days
		Renewal of license for 3 star	5000	7days
		Bars/Dhabs	2000	7days
		Theme/Entertainment Park/Rsorts	10000	7days
		Ordinary Hotels/Restaurants	2000	7days

Chapter 5
Rules, Regulations, Instructions, Manual and Records, for
Discharging Functions

Sl.No.	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			
1	A.P. State and Subordinate Service Rules	1. Promotions 2. Probations 3. Seniority 4. Appointments	Available in open market/Internet
2	A.P. Revised Pension Rules 1980	1. Pensions 2. Family Pension 3. Provisional Pension 4. Gratuity	-Do-
3	A.P. Leave Rules	1. Earned Leave 2. Half Pay Leave 3. Medical Leave 4. Commutation Leave, etc.	-Do-
4	Fundamental Rules	1. Pay 2. Joining time 3. Increments 4. Addl. Charge allowances	-Do-
5	A.P. Civil Services (CC & A) Rules 1991	1. Punishments 2. Appeals 3. Revisions 4. Mercy	-Do-
6	A.P. Civil (Conduct) Service Rules.	1. Movable and Immovable property matters accepting gifts etc.	-Do-
7	A.P. Ministerial Service Rules 1996	1. Promotions 2. Probations 3. Seniority 4. Appointments	-Do-
8	A.P. Last Grade Service Rules (Class IV Employees)	1. Promotions 2. Probations 3. Seniority 4. Appointments	-Do-
9	A.P. General Subordinate Service Rules (Record Assistants, Ronieo Operators, etc.)	1. Promotions 2. Probations 3. Seniority 4. Appointments	-Do-
Manuals			
1	A.P. Police Manual Part-I, II and Part-III	All Administrative matters of Police Department.	Available in open market

2	Police Office Manual	All Administrative matters of police office and maintenance of records	-Do-
3	Treasury Code	Procedure of drawl of amounts from treasury	-Do-
4	Financial Code	Financial powers for all items of expenditure.	-Do-
5	Budget Manual	Procedure for incurring of expenditure for various categories of items.	-Do-
6	Special Pay and Allowances	TA Rules and Special Pay allowed to all categories.	-Do-

Chapter - 6
Categories of Documents held by the Public Authority
Under its Control
[Section 4(1) (b) (6)]

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	Drawal of salaries	Long rolls	P1, Jr. Asst.
2.	Drawal of Supplemental bills	Arrears claims bills	P3, JA
3.	General Provident Fund	Loans like GPF Part Final withdrawal, temporary GPF Advance bills. Final withdrawal of GPF after retirement and Deaths cases	P5, Jr .Asst.
4.	Drawal of FBF/GIS/Medical Reimbursement	Retire/ death cases of FBF/GIS	P7, Jr. Asst.
		Medical Reimbursement	B3 Jr. Asst.
5.	F.A., E.A. and Education Reimbursement	Sanction of Festival advance, Education Advance and	P5, Jr. Asst.
		Reimbursement of education fee.	P7, Jr. Asst.
6.	Making entries of service matters, leaves, increments, rewards & defaults, etc.	Service Book	A1 to 10 Assts in A Section and G3 JA

Chapter 7

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof

[Section 4(1)(b) [7]

S.No.	Function/Service	Arrangements for consultation with or representation of public in relations with policy Formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Receipt of the grievances	Central Complaints Cell	District Police Office, Tirupati
2	Receipt of the grievances	All currents, petitions, complaints and e-Mails at the Head quarter level and all the petitions at Police Station level are being listed and receipt duly showing receipt no. and date being handed over to petitioner or sent by e-Mail when e-Mail complaint received. e-Mail [(cpcyberabad@yahoo.com)	District Police Office, Tirupati
3	Seeking help in emergency	Dial 100 Police What's app No.8099999977	Command Control Center, Tirupati (PCR)

Chapter 8

8.1 Boards, Councils, Committees and other Bodies constituted as part of Public Authority			
[Section 4(1)(b)ix]			
Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its Meetings accessible for Public
NIL			
8.2 If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure / cost of access and officer to be contacted.			
Not applicable			

Chapter - 9
Directory of Officers and Employees [Section 4(1) (b) (ix)]

S.No.	Name of Office / Administrative Unit	Name, Designation & Address of Officer / employee	Telephone & Fax Office Tel: Residence Tel: Fax:	E.Mail
1.	Superintendent of Police, Tirupati District, Tirupati	Sri.P. Parameswar Reddy I.P.S., Superintendent of Police, Tirupati District, Tirupati	0877-2289000 (Off) 0877-2289001 (Fax) 0877-2289002 (Res) Cell: 9440796702	(sptirupatiap@gmail.com)
2.		Sri J. Venkata Rao, Addl. Supdt. of Police, (Admn) Tirupati.	0877-2289041 (Off) Cell: 9440796703	(aspadmntpt@gmail.com)
3.		Sri J. Kula Sekhar, Addl. Supdt. of Police, (L&O) Tirupati.	0877-2233216 Cell: 9491361257	(addlspotptu@gmail.com)
4.		Smt. Bh.Vimala Kumari Addl. Supdt. of Police,(Crimes) Tirupati.	0877-2289024 Cell: 8332970884	(aspcrimestpt@gmail.com)
5.		Sri. M. Muni Ramaiah Addl. Supdt. of Police, Tirumala.	0877-2289069 Cell: 7382296364	(asptml59@gmail.com)
6.		Sri I. Kishor Kumar, Administrative Officer, Tirupati District.	0877-2289040 (Off) Cell: 9491086026	ao.udpotpt@gmail.com
DSB, TIRUPATI				
7.		Sri V. Giridhar, DSP, Special Branch	0877-2248605 (Off) 9440796778	sbtirupati7hills@gamil.com
8.		Sri. Ramakrishnachari, CI, SB-1, Tirupati	9440796775	sbtirupati7hills@gamil.com
9.		Sri. Srinivasulu, CI, SB-2, Tirupati	9154141944	sbtirupati7hills@gamil.com
10.		Sri. Pradheep Kumar Reddy, SI, SB, Tirupati	9949664415	sbtirupati7hills@gamil.com
11.		Sri. Vishwanath Naidu, SI, SB Tirupati	9441611134	sbtirupati7hills@gamil.com
12.		Sri. C. Chandra Sekar, SI, SB Tirupati	8985336489	sbtirupati7hills@gamil.com
13.		Smt. M. Priyanka, SI, SB, Tirupati	8639156780	sbtirupati7hills@gamil.com
14.		Sri. D. Gopi, SI, SB, Tirupati	9704688900	sbtirupati7hills@gamil.com
DCRB, TIRUPATI				
15.		K.Chandra Sekhar Pillai, Inspector of Police, DCRB, Tirupati	Ph: 0877 2289042 Cell.No. 9491074535	dcrbtptu@gmail.com
16.		K.Nithyanandam Pillai SI of Police, DCRB, Tirupati	8106152344	dcrbtptu@gmail.com

		Smt. P.L.V.Devi, WSI of Police, DCRB, Tirupati	6281055112	dcrbtptu@gmail.com
17.	DTRB, TIRUPATI			
18.		M.Nagarjuna Reddy, Inspector of Police, DTRB, Tirupati	Ph: 0877 2289042 Cell.No. 9154141870	dtrbtpt@gmail.com
DAR, TIRUPATI				
19.		Sri S. Lakshmi Narayana Reddy, Addl. S.P., DAR, Tirupati	0877-2289019 (Off) Cell: 91541419233	
20.		Sri R. Sivananda Kishore, DSP AR(DSW), DAR, Tirupati	0877-2289019 (Off) Cell: 9491074534	
21.		Sri Y. Ravindra Reddy, DSP AR (Admn), DAR, Tirupati	0877-2289019 (Off) Cell: 9154141923	
22.		Sri D. Lakshman Kumar, DSP AR (HG), Tirupati	0877-2289019 (Off) Cell: 9398444465	
23.		Sri P. Chandra Sekhar, DSP AR, Attached from East Godavari.	8374106898	
24.		Sri S. Sreenivasulu, RI.AR(HG) DAR, Tirupati.	8500965119	
25.		Sri K. Reddappa Reddy, RI.AR (MTO), DAR, Tirupati	9491938389	
26.		Sri M. Chandra Sekjhar, RI.AR (Admn), DAR, TPT	9154141925	
27.		Sri G. Venkata Chalapathy, RI. AR (DSW), DAR, Tirupati	7989455721	
28.		Sri C. Nagabhushana, RI. AR (Welfare), DAR, Tirupati	7013885302	
29.		Duty Officer, DAR, Tirupati	9154141916	
COMMUNICATIONS, TIRUPATI				
30.		Sri M.V. Ramesh, Inspector of Police, Communications, Tirupati	0877-2289018- 9440627613	ictptupd@gmail.com
31.		Sri K.Chandra Sekhar, SI(C)-1606, Communications, Tirupati	0877-2289018 CellNo - 8331041753	ckattaboina412@gmail.com

SC/ST Cell – I & II				
32.		Sri M.Nagasubbanna DSP, SC/ST-Cell –I, Tirupati	9490617897	Scstcell1@gmail.com
33.		Sri V. Ramana Rao DSP, SC/ST-Cell –II, Tirupati	9440900737	scstcell2@gmail.com
CYBER CRIME, TIRUPATI				
34.		Sri O. Ramachandra Reddy, Cyber Crime, Tirupati	9154141884	
PCR, TIRUPATI				
35.		M. Janardhan DSP of ICCC, Tirupati (Not reported)	Ph:08772255484 8332970890	cccupdtpt@gmail.com
36.		C.Lakshmikanth Reddy, Inspector of Police, ICCC, Tirupati	9908506070	cccupdtpt@gmail.com
37.		V.V.Subba Naidu, SI of Police, ICCC, Tirupati	7013370113	cccupdtpt@gmail.com
CCS, TIRUPATI				
38.		Vacant	Ph: 0877 2289010 Cell.No. 9491086022	dsprimestptu@gmail.com
39.		Sri D.Challani Dora Inspector of Police, CCS, Tirupati	Ph: 0877 2289010 Cell.9440796757	shocstptu@gmail.com
40.		Sri B.V.Srinivaslu, Inspector of Police, CCS, Tirupati	Ph: 0877 2289023 Cell. 9398121412	shocstptu@gmail.com
41.		Sri R.S, MadhuBabu, Inspector of Police, CCS, Tirupati	Ph: 0877 2289010 Cell.9052752690	shocstptu@gmail.com
42.		Sri B.Praven Kumar, Inspector of Police, CCS, Tirupati	Ph: 0877 2289010 Cell. 9491886808	shocstptu@gmail.com
43.		Sri B.V.Venugopal, Inspector of Police, CCS	Ph: 0877 2289010 Cell. 9490060542	shocstptu@gmail.com
44.		Sri. O.Ramaswamy S.I. of Police, CCS, Tirupati.	Ph: 0877 2289010 Cell.9032570955	shocstptu@gmail.com
45.		Sri N.V.Rddeppa S.I. of Police, CCS, Tirupati.	Ph: 0877 2289010 Cell.6301856439	shocstptu@gmail.com
46.		Sri.M.Subhan Naick S.I. of Police, CCS, Tirupati.	Ph: 0877 2289010 Cell.9949376433	shocstptu@gmail.com
47.		Smt. P.Sumathi, WSI of Police, CCS.	Ph: 0877 2289010 Cell.9985406099	shocstptu@gmail.com
48.		Smt.Ch.Saraswathi, WSI of Police, CCS,, Tirupati	Ph: 0877 2289010 Cell.9704461984	shocstptu@gmail.com

DISHA WOMEN PS				
49.		B. Katam Raju, DSP, Disha Women PS, Tirupati	9440900719	mahilapstpt@gmail.com
50.		K. Rasool Saheb , Inspector of Police, Disha Women PS, Tirupati	9912959121	mahilapstpt@gmail.com
51.		N.Sivaji, SI of Police, Disha Women PS, Tirupati	9491294913	mahilapstpt@gmail.com
52.		M. Aruna, WSI of Police, Disha Women PS, Tirupati	8978220683	mahilapstpt@gmail.com
TIRUPATI SUB DIVISION				
53.		Sri A. Surendra Reddy, DSP, Tirupati Sub - Division	0877-2233243 Cell: 9491086021	(eastspotptu@gmail.com)
54.		Sri B.V.Siva Prasad Reddy, Inspector of Police, East PS-Tirupati.	Ph: 0877 2289006 Cell.No. 9440796748	eastpstirupati@gmail.com
55.		Sri.A.Jayaswamulu, SI, East PS-Tirupati.	Ph: 0877 2289006 Cell.. 7981068234	eastpstirupati@gmail.com
56.		Sri.M.Srinivaslu, Sub- Inspector of Police, East PS-Tirupati.	Ph: 0877 2289006 Cell.9502034359	eastpstirupati@gmail.com
57.		Sri.S.Nagendra Babu, Sub-Inspector of Police, East PS-Tirupati.	Ph: 0877 2289006 Cell.9502448310	snbabu8499@gmail.com
58.		Sri.K.Srinivasa Rao, SI East PS-Tirupati.	Ph: 0877 2289006 Cell. 9154141862	srinivas7cnu@gmail.com
59.		Sri. T. Abbanna, Inspector of Police, Alipiri PSTirupati.	Ph. 08772289013 Cell. 9440796752	shoalpr@gmail.com
60.		Sri V. Sai Prasad, Inspector, West PS TPT	0877- 2289008 9440796750	sho.westps@gmail.com
61.		Sri C.Chalapathi Sub Inspector Of Police, West PS	9492707027	sho.westps@gmail.com
62.		Sri T.Obaiah Sub Inspector Of Police, West PS	8186070102	sho.westps@gmail.com
63.		Smt. G.Rathnamala Sub Inspector Of Police, West PS	9492629311	sho.westps@gmail.com
64.		SriN. Ravindranath, Inspector, SVU Campus	0877- 2289009 9491074524	sho.svucampus@gmail.com
65.		Smt.Y. Anitha Sub- Inspector of police SVU Campus	6305014261	sho.svucampus@gmail.com

CHANDRAGIRI SUB - DIVISION

66.		Sri. T.D. Yaswanth DSP, Chandragiri Sub-division,	0877-2289004 Cell: 9440796747	sdpo.west1@gmail.com
67.		Sri B. Siva Prasad Reddy, Inspector of Police, Tiruchanur PS	Ph: 0877 2289015 Cell. 9440796755	sho.tiruchanurps89015@gmail.com
68.		Sri. A.Chiranjeevi, SI of Police, Tiruchanur P.S	Ph: 0877 2289015 Cell No.9885901901	sho.tiruchanurps89015@gmail.com
69.		Sri. T. Venkata Subbaiah, SI of Police, Tiruchanur P.S	Ph: 0877 2289015 9347949532	sho.tiruchanurps89015@gmail.com
70.		Sri. E.Jagannatha Reddy, SI of Police, Tiruchanur P.S	Ph: 0877 2289015 9959504860	sho.tiruchanurps89015@gmail.com
71.		Sri P. Surendranath Inspector, M.R.Palli PS	0877-2289014 Cell: 9491074525	mrpltpu@gmail.com
72.		Sri R.Vinod Kumar Sub- Inspector, M.R.Palli PS (Tirupati Rural PS)	9440796754	mrpltpu@gmail.com
73.		Sri M. Purya Naik Sub- Inspector, M.R.Palli PS (Tirupati Rural PS)	9440738827	mrpltpu@gmail.com
74.		Sri R.Deepika Sub- Inspector, M.R.Palli PS (Tirupati Rural PS)	9490701392	mrpltpu@gmail.com
75.		Sri S.K.Murthy Sub- Inspector, M.R.Palli PS (Tirupati Rural PS)	9573147744	mrpltpu@gmail.com
76.		Sri. G. Obulesh, Inspector, Chandragiri PS	0877- 2289020 94407 96760	chandragirips20@gmail.com
77.		Sri S. Vamsidhar Sub- Inspector, Chandragiri PS	9440900720	chandragirips20@gmail.com
78.		Smt. I.Himabindu Sub- Inspector, Chandragiri PS	9989291075	chandragirips20@gmail.com
79.		Sri E.Ravindranath Sub- Inspector, Chandragiri PS	9441287582	chandragirips20@gmail.com
80.		Sri K. Raja Sekhar Inspector of Police, Pakala PS	9440796717	pspakala@gmail.com
81.		Sri Y.Ramakrishna Sub- Inspector Pakala PS	9000390519	pspakala@gmail.com
82.		Sri S. Giri Babu Sub- Inspector of Police, R.C. Puram PS	9440796731	rcpuramps@gmail.com

83.		Vacant	9490617880	cipilerruralcircle@gmail.com
84.		Sri G. Prakash KumarSub-Inspector of Police, Bhagrpet PS	08584-243033 9440900711	bhakarapetpolice@gmail.com
85.		Sri M. Venkateswarlu Sub-Inspector , Y.V. Palem PS	08584-271933 9440900708	shoyvpctr@gmail.com
TIRUPATI TRAFFIC PS				
86.		Sri B. Narasappa DSP-I Traffic, Tirupati	0877-2289030 Cell: 9491086023	dspttraffictpt@gmail.com
87.		Vacant Traffic – II , Tirupati	0877-2289011 Cell: 9440796758	traffidsptpt2@gmail.com vijay.sekhar.k@gmail.com
88.		C.Bhaskar Reddy CI-I Traffic, Tirupati	0877-2289011 9440796759	inspectortrftpt@gmail.com
89.		G.Srinivasulu CI-II Traffic, Tirupati	9492377327	sreenilaya.srinivas@gmail.com
90.		S.Shaikshavali, SI,Traffic, Tirupati	6300102326	shaikafiya786@gmail.com
91.		A.Sanjeeva kumar SI,Traffic, Tirupati	9949192949	sanjeev.khooti@gmail.com
92.		E.V.V.Narasimham SI,Traffic, Tirupati	9676568121	
93.		B.Reddy Naik SI,Traffic, Tirupati	9440959507	reddynaik313@gmail.com
94.		P.Bhuvaneswari SI,Traffic, Tirupati	9676905355	bhuvaneswaripujari1@gmail.com
95.		R.Vijayalakshmi SI,Traffic, Tirupati	9490005071	Potturiviaylashmi1968@gmail.com
96.		S.Sridevi SI,Traffic, Tirupati	8978397966	srideviswamytkeri@gmail.com
97.		K.Balaji SI,Traffic, Tirupati	9533728978	balajibala1639@gmail.com
RENIGUNTA SUB-DIVISION				
98.		Smt S. Bhavya Kishore, Sub-Divl. Police Officer, Renigunta	Ph: 0877 2289066 Cell.No. 9491086025	sdpo.rgt@gmail.com
99.		Sri P.C.V. Subba Reddy Inspector of Police, Renigunta U.P.S	Ph: 0877 2289023 Cell.No.: 9491074540	reniguntapolicestation@gmail.com
100.		Sri G. Eswaraiyah, S.I. of Police, Renigunta PS	Ph: 0877 2289023 Cell.No.: 9440796765	reniguntapolicestation@gmail.com
101.		Sri P. Arohana Rao, C.I. of Police, Renigunta Rural Circle,	Cell No. 9440796764	ci.rgrural@gmail.com

102.		Sri K. Dharma Reddy, S.I. of Police, Gajulamandyam P.S.	Cell.No. 9440900728	gajulamandyamps@ gmail.com
103.		Sri V. Srihari, Inspector of Police, Yerpedu UPS	Ph. 08578 287533 Cell.No. 9440900729	ypdps.tptupd@ gmail.com
104.		Sri Ch. Rafi, S.I. of Police, Yerpedu UPS	Ph. 08578 287533 Cell.No. 7780375019	ypdps.tptupd@ gmail.com
105.		Sri D. Hari Narayana Reddy, ASI 478, Airport P.S.	Cell.No. 9393608511	airportps19@gmail.com
SRIKALAHASTI SUB-DIVISION				
106.		Sri. V. Bheema Rao, DSP, Sriakalahasti	08578-230615 Cell: 9440796761	sdpo.skht@gmail.com
107.		Smt CH Anju Yadav, Inspector, Sriakalahasti I town PS	08578-222333 Cell: 9440796762	sho.skht1t.tptu@gmail.com
108.		Sri Thimmaiah Sub- Inspector, Sriakalahasti I town PS	9440900721	sho.skht1t.tptu@gmail.com
109.		Sri T.Mallikarjuna, Inspector, Sriakalahasti II town PS	08578-223270 Cell: 9440900008	sho2townps@gmail.com
110.		P. Mahesh Babu Sub- Inspector, Sriakalahasti II town PS	9949130717	sho2townps@gmail.com
111.		K. Ajay Kumar Inspector, Sriakalahasti Rural PS	08578-222328 Cell: 9154141891	sho.skhtr@gmail.com
112.		Sri C.Venkatesh Sub- Inspector, Sriakalahasti Rural PS	9154141891	sho.skhtr@gmail.com
113.		Sri. N Vikaram, Inspector, B.N. Kandriga PS	08578-277333 Cell: 9440796763	ci.bnkandriga@gmail.com
114.		Sri.M.Manjunath Reddy, SI of Police, B.N.Kandriga PS	08578-277333 Cell: 9440900723	si.bnkandriga@gmail.com
115.		Sri. B Raghavendra, SI of Police, Thottambedu PS	08578-222633 Cell: 9440900724	si.thottambedu@gmail.com
TIRUMALA SUB-DIVISION				
116.		Sri N. Bhaskar Reddy SDPO, Tirumala (L&O)	0877-2289026 Cell: 9440796768	dsptml89026@gmail.com
117.		Sri P. Jagan Mohan Reddy Inspector, Tirumala I town PS	0877-2289027 Cell: 9440796769	tml1townps@gmail.com
118.		Sri K.Chandra Sekhar Inspector, Tirumala II town PS	0877-2289031 Cell: 9440796772	tml2townps@gmail.com

119.		DSP, Traffic, Tirumala (Vacant)	0877-2263333 cell:9491074539	trafficpstml@gmail.com
SRI CITY SUB-DIVISION				
120.		Sri. P. Jagadish Naick DSP Sri City	9440796776	sdposricity@gmail.com
121.		Sri V. Bhaskar-Inspector of Police Sri City Hi-Tech PS	9490617884	sricityps@gmail.com
122.		Sri. N. Praveen Kumar- Sub-Inspector of Police Sri City Hi-Tech PS	8333992295	sricityps@gmail.com
123.		Sri. P. Arun kumar-Sub- Inspector of Police Sri City Hi-Tech PS	9885883418	sricityps@gmail.com
PUTTUR SUB DIVISION				
124.		Sri Y. Srinivasa Rao Sub-Divl. Police Officer, PUTTUR	08577 295108 9440900746	dspputtur@gmail.com
125.		K.Lakshminarayana CI of police Puttur ups	08577 262333 9440796727	puttururban@gmail.com
126.		P.Venkatamohan SI puttur UPS	08577 262333 9440796728	puttururban@gmail.com
127.		P.Gowri Shankar SI puttur ups	08577 262333 9441330866	puttururban@gmail.com
128.		M Sureshkumar CI of Police, Puttur Rural Circle	9440900010	ciputturrural@gmail.com
129.		M.Parameshnayak SI N.VaramPS	08577 294433 9440900693	narayanavarampolicestation@gmail.com
130.		N. Sreekanthreddy SI Pichatur PS	08576 271078 9440900727	sipichatur@gmail.com
131.		P. Suneel SI KVB Puram PS	08578 274933 9440796767	kvbps@gmail.com
132.		E. Ramanjaneyulu SI Vadamalapeta PS	08577 289433 9440796729	vadamalapetapolicestation@gmail.com
133.		N.Siva Kumar Reddy, CI Sathyavedu	9440796766	cisathyavedu@gmail.com
134.		M.Nagarjuna Reddy, SI Varadaiahpalem PS	08576 275533 9440900725	Vpalem123@gmail.com
135.		G.Purushothama Reddy, SI Sathyavedu ps Sathyavedu PS	08576 226733 9440796767	sisathyavedu@gmail.com
136.		S.Hanumanthappa, SI Nagalapuram PS	08576 270233 9440900726	sinagalapuram@gmail.com
GUDUR SUB DIVISION				
137.		Sri M. Suryanarayana Reddy SDPO, Gudur.	Ph. No. 08624- 251506 Cell No. 9440796340	sdpogdrnlr@gmail.com

138.		Sri G. Hazaarath Babu, Inspector of Police, Gudur 1 town UPS	Ph No. 08624- 251883 Cell No. 99490413803	cigudurtowncircle@gmail.com
139.		Sri K.Venkateswara Rao, Inspector of Police, Gudur 2 town UPS	Ph No.08624-251643 Cell No.9440796343	Shogudur2townps@gmail.com
140.		Sri G DasaradhaRamarao, Inspector of Police, Gudur Rural Circle	Ph No. 08624- 251512 Cell No. 9440796341	cigudurrural341@gmail.com
141.		Sri V.Bramha Naidu, SI of Police, Gudur Rural	Ph No. 08624- 251505 Cell No. 9440796344	gudurruralps@gmail.com
142.		Sri B.Gopal , SI of Police, Chillakur PS	Ph No. 08624- 251043 Cell No. 9440796347	Sho.chillakurps@gmail.com
143.		Sri. K. Ramakrishna CI of Police, Venkatagiri Circle	Ph. No. 08625- 257002 Cell No. 9440796348	venkatagiricircleoffice@gmail.com
144.		Sri. SK. Jilani, SI of Police, Venkatagiri PS	Ph. No. 08625- 257033 Cell No. 9440796349	venkatagiripolicestation@gmail.com
145.		Sri. P. Veerananayana SI of Police, Balayapalli PS	Ph. No. 08625- 259833 Cell No. 9440796350	balayapallipolicestation@gmail.com
146.		Sri. K. Nagaraju SI of Police, Dakkili PS.	Ph. No. 08625- 226133 Cell No. 9440700022	dakkilipolicestation@gmail.com
147.		Sri B Harikrishna, Inspector of Police, Vakadu Circle	Ph.No.08624-240227 Cell No. 9440796351	ci.vakadu1@gmail.com
148.		Sri M. Raghunadh, SI of Police, Vakadu PS	Ph.No.08624-240233 Cell No. 9440796352	sho.vakadu1@gmail.com
149.		Sri G Pullarao, SI of Police, Kota PS	Ph.No.08624-228433 Cell No. 9440796353	sho.kotaps1@gmail.com
150.		Sri K Gopi, SI of Police, Chittamur PS	Ph. No. 08624- 257133 Cell No. 9440796354	sho.chittamuru1@gmail.com
NAIDUPET SUB DIVISION				
151.		Sri M. Rajagopal Reddy, Sub-Divl. Police Officer, Naidupeta	Cell.No. 9491086024	sdponaidupet.tpt@gmail.com
152.		Sri K. Narasimha Rao Inspector,Naidupet U.P.S	Ph: 08623-248033 Cell. 9440796357	shonaidupet@gmail.com
153.		Sri Y.V.Somaiah, Inspector ,Naidupet Rural Circle	Ph: 08623 248333 Cell.9440796356	naidupetci@gmail.com
154.		Sri J. Tirumala Rao, Sub-Inspector of Police,	Ph: 08623 279033 Cell.9440796359	sho.ozilips1@gmail.com

		D.V.Satram PS		
155.		Sri CH. Krishna Reddy, Sub-Inspector of Police, Pellakur PS	Ph: 08623 278533 Cell.9440796358	shopellakur@gmail.com
156.		Sri D. Adi Lakshmi, Sub-Inspector of Police, Ozili PS	Ph: 08624 256733 Cell. 9440796355	Sho.dvsatram1@gmail.com
157.		I.Venkateswara Reddy, Inspector of Police, Sullurpet Circle	Cell. 9440796360	cisullurpeta@gmail.com
158.		P Ravi Babu, S.I of Police, Sullurpet PS	08623-242033 Cell. 9440796361	sho.sullurupeta1@gmail.com
159.		JP Srinivasa Reddy S.I of Police,Tada PS	08623249133 Cell. 9440796362	tadapolicestation@gmail.com
160.		M.Manoj Kumar S.I of Police, Sriharikota PS	08623245733 Cell. 9440796363	shosriharikota@gmail.com

MINISTREAL STAFF, DPO, TIRUPATI

161.		Sri I.Kishore Kumar, Administration Officer, Tirupati	9491086026	ao.udpotpt@gmail.com
162.		Smt S.Jayalakshmi, A.A.O. DPO, Tirupati	99518 83233	ao.udpotpt@gmail.com
163.		Sri O.Muralikrishna Naidu A-Section DPO, Tirupati	9949900178	
164.		Sri P.Venkatesu, B- Section DPO, Tirupati	8985321640	
165.		Sri N.V.Ramana Rao, G- Section DPO, Tirupati	9985790533	
166.		Sri K. Bharthi, P - Section DPO, Tirupati	9866942536	
167.		Sri E. Raghupathi, Store-Supdt, DPO, Tirupati	9441323678	

Chapter-10
Monthly remuneration received by officer sand
 Employees, including the System of Compensation as
Provided in Regulations
[Section 4(1) (b)(x)]

Sl. No	Designation	Monthly remuneration including its composition Pay Scale	
		Basic	Allowances
1.	Supdt. of Police,	85800	36111
2.	Addl SP (Admin)	94,500	37119
3.	Addl SP P(L&O)	94,500	37119
4.	Addl SP (Crimes)	147760	51190
5.	Addl SP (Regular Scale of Pay)	801910-166680	
6.	Addl SP (6yearsSGPScale)	87480-170580	
7.	Dy.S.P(Regular Scale of Pay)	61960-151370	
8.	Dy.S.P(6YearsSGPScale)	65360-154980	
9.	Dy.S.P (12 Years&18 Years SPPI/A&I/B Scale)	70850-162780	
10.	CI/RI(Regular Scale of Pay)	54060-140540	
11.	CI/RI(6YearsSCPScale)	57100-147760	
12.	CI/RI(12 &18yearsSPP I/A&I/B Scale)	61960-151370	
13.	CI/RI(24yearsSPP-IIScale)	65360-154980	
14.	SI/RSI(Regular Scale of pay)	44570-127480	
15.	SI /RSI(6yearsSGPScale)	45830-130580	
16.	SI/RSI(12&18yearsSPP-I/A&I/B Scale)	48440-137220	
17.	Sub-Inspector/RSI(24yearsSPP-IIScale)	54060-140540	
18.	ASI/ARSI(Regular Scale of pay)	35570-109910	
19.	ASI/ARSI(6YearsSGPScale)	37640-115500	
20.	ASI/ARSI((12 &18yearsSPP-I/A&I/B Scale)	38720-118390	
21.	ASI/ARSI(24yearsSPP-IIScale)	40970-124380	
22.	Head Constable(Regular Scale of pay)	32670-101970	
23.	Head Constable(6YearsSGPScale)	34580-107210	
24.	Head Constable(12&18YearsSPP-I/A&I/B scale)	35570-109910	
25.	Head Constable(24yearsSPP-IIScale)	37640-115500	
26.	Police Constable(Regular scale of pay)	25220-80910	

27.	Police Constable(6YearsSGPScale)	27500-87480
28.	Police Constable(12&18yearsSPP-I/A&I/B Scale)	28280-89720
29.	Police Constable(24YearsSPP-IIScale)	29980-94500
30.	A.O.(Regular Scale of Pay)	57100-147760
31.	A.O.(6yearsSGPScale)	61960-151370
32.	A.O.(12 &18 years SPP-I/A&I/B Scale)	65360-154980
33.	A.A.O.(Regular Scale of Pay)	54060-140540
34.	A.A.O.(6yearsSGPScale)	57100-147760
35.	A.A.O.(12&18yearsSPP-I/A&I/B Scale)	61950-151370
36.	Supdt.(Regular Scale of Pay)	44570-127480
37.	Supdt.(6yearsSGPScale)	45830-130580
38.	Supdt.(12&18 years SPP-I/A&I/B Scale)	54060-140540
39.	SR.ASST.(Regular Scale of Pay)	34580-107210
40.	SR.ASST.(6yearsSGPScale)	35570-109910
41.	SR.ASST.(12&18 years SPP-I/A&I/BScale)	54060-140540
42.	JR.ASST./TYPIST(Regular Scale of Pay)	25220-80910
43.	JR.ASST./TYPIST(6yearsSGPScale)	27500-87480
44.	JR.ASST./TYPIST(12&18yearsSPP-I/A&I/B Scale)	28280-89720
45.	JR.ASST./TYPIST(24yearsSPP-IIScale)	29980-94500
46.	Record Asst.(Regular Scale of Pay)	23120-74770
47.	Record Asst.(6yearsSGPScale)	23780-76730
48.	Record Asst.(12 /18years SPP-I/A&I/B Scale)	25220-80910
49.	Record Asst.(18yearsSPP-IIScale)	32670-101970
50.	CLASSIV/LGS(Regular Scale of Pay)	20000-61960
51.	CLASSIV/ LGS(6yearsSGP Scale)	21200-63660
52.	CLASSIV /LGS(12&18years SPP-I/A&I/B Scale)	22460-72810
53.	CLASSIV/LGS(24yearsSPP-IIScale)	23120-74770

Chapter - 11**Budget Allocated to Each Agency including Plans etc.**

Agency	Plan/Programme/Scheme / Project/Activity/Purpose for which budget is allocated	Proposed	Expected Outcomes	Report on disbursements made or where such details are available (Website, reports, notice board etc.)
Police Department	Administrative Expenses	Budget on need	NA	NA

11.2 Provide information on the budget allocated for different activities under different programmes/schemes/projects etc. in the given format.

Agency	Plan/Programme/ Scheme/ Project/Activity/Purpose for which budget is allocated	Amount released last year	Amount spent last year	Budget allocated current year	Budget released current year
Police Department	--	--	--	--	--

Details of budget allocated to Tirupati District (Police Dept.)

S.No.	Head of Account		Budget allocated F.Y (2021- 22)	Amount released for last FY 2022-23	Budget allocated current year (2023- 24)
1.	110/111	Traveling Allowance	30000000	3,68,59,600	3,13,11,000
2.	110/112	Bus Warrants	1049588	49,31,943	1,50,00,000
3.	130/131	Postal, Courier, Telephone	501504	5,54,384	9,60,000
4.	130/133	Water & Electricity	7800000	82,08,000	0
5.	130/135	(03) Stationery	628500	1,19,000	6,25,000
6.	130/135	(05) SHO Stationery	504000	34,58,716	20,88,000
7.	130/136	Minor Repair	32600	0	4,50,000
8.	130/137	Administrative Expenses	411660	1,16,150	3,00,000
9.	130/138	Internet Charges	50000	2,00,000	0
10.	130/138	(23) DISHA Internet Charges	0	1,00,000	0
11.	130/139	Mobile phone charges	661476	6,11,489	5,30,160

12.	140/141	Rents	384084	5,91,021	5,88,203
13.	200/206	(05) Investigation charges	660000	30,94,000	27,84,000
14.	200/206	(23) (DISHA) Investigation Ch	544000	7,81,760	12,00,000
15.	210/211	(03) Material & Supplies	1538320	1,50,000	2,50,000
16.	210/211	(23) DISHA M&S	800000	1,00,000	0
17.	210/212	(113) Drugs & Medicines (Hosp)	180000	1,35,000	1,80,000
18.	210/212	(001) Drugs & Medicines (Dogs)	58500	55,250	1,68,000
19.	210/213	Office HW & Peripherals	0	1,00,000	2,00,000
20.	230/231	Diet Charges (Dogs)	5042025	39,81,800	28,14,000
21.	240/241	POL-office vehicle	23133986	5,03,92,375	4,37,64,494
22.	240/242	POL-other vehicle	272923	4,50,692	5,06,880
23.	250/253	Stitching Charges (GMSk)	77200	0	0
24.	250/256	Store Purchase cloth (GMSK)	340000	0	0
25.	330/333	DISHA Incentive	154264	1,54,512	2,55,046
26.	410/411	SSE	600000	4,00,000	4,00,000
27.	500/501	Compensation	0	1,00,000	0
28.	500/504	Cosmetic Charges (Dogs)	36000	19,968	1,08,000
29.	510/511	Maintenance of Vehicles	811390	23,95,801	23,42,320

CHAPTER – 12
Manner of Execution of Subsidy Programmes
(Section 4 (1) (b) (12)

Name of programme / activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Not applicable			
12.2 Describe the manner of execution of the subsidy programmes			
Name of programme / activity	Application procedure	Sanction procedure	Disbursement procedure
Not applicable			

Chapter 13				
Particulars of Recipients of Concessions, Permits or Authorization grant by the Public Authority				
[section 4(1)(b)(13)]				
Institutional Beneficiaries				
<u>Name of programme/scheme:</u>				
Sl.No.	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
Not applicable				
<u>Name of programme/scheme:</u>				
Sl.No.	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
Not applicable				
<u>Individual Beneficiaries:</u>				
Sl.No.	Name & address of recipient beneficiaries	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
Not applicable				
70				
<u>Name of programme/scheme:</u>				
Sl.No.	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
Not applicable				

<u>Chapter 14</u>			
Information Available in Electronic Form			
[section 4(1)(b)(14)]			
Electronic format	Description (site address/location where available etc.	Contents or title quantum of benefit granted	Designation and address of the custodian of Information (held by whom?)
Not applicable			
15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.			

Chapter 15		
Particulars of Facilities available to citizens for obtaining Information [section 4(1)(b)(15)]		
Facility	Description (Location of Facility / Name etc.)	Details of Information made available
Notice Board	All Police Stations	Citizen Services and etc.,
News Paper Reports	Through SB, DCRB	Major crimes, bandobust, traffic routes, etc.

Chapter 16
Names and Designations of Public Information Officers
[Section 4 (1) (b) (16)]

Sl No	Name of the Administrative Unit	Name & Designation Smt/Sri.	Office Tele: Residence Tele: Fax No.	E-Mail
1	District Police Office, Tirupati	Sri J. Venkata Rao, Addl. Supdt. of Police, (Admn) Tirupati.	0877-2289041 (Off) Cell: 9440796703	aspadmntpt@gmail.com
2	Addl.SP (L&O), office, Tirupati	Sri J. Kula Sekhar, Addl. Supdt. of Police, (L&O) Tirupati.	0877-2233216 Cell: 9491361257	(addlspotptu@gmail.com)
3	Addl. Supdt. of Police,(Crimes) office Tirupati	Smt. Bh.Vimala Kumari Addl. Supdt. of Police,(Crimes) Tirupati.	0877-2289024 Cell: 8332970884	(aspcrimestpt@gmail.com)
4	Addl. Supdt. of Police, Tirumala. office	Sri. M. Muni Ramaiah Addl. Supdt. of Police, Tirumala.	0877-2289069 Cell: 7382296364	(asptml59@gmail.com)
5	Disha Mahila PS	Sri B. Katam Raju, DSP, Disha Women PS, Tirupati	9440900719	mahilapstpt@gmail.com
6	Tirupati Sub-Division	Sri A. Surendra Reddy, SDPO, Tirupati Sub-division	Ph:0877 2289006 Cell. No. 9440796748	eastpstirupati@gmail.com
7	Chandragiri Sub-Division	Sri. T.D. Yaswanth DSP, Chandragiri Sub-division	0877-2289004 Cell: 9440796747	sdpo.west1@gmail.com
9	Renigunta Sub-Division	Smt. D. Bhavya Kishore, SDPO, Renigunta	Ph:0877 2289066 Cell. 9491086025	sdpo.rgt@gmail.com
10	Sriakalahasti Sub-Division	Sri V. Bheema Rao, DSP, Sriakalahasti	08578-230615 9440796761	sdpo.skht@gmail.com
11	Tirumala Sub-Division	Sri N. Bhaskar Reddy SDPO, Tirumala	0877-2289026 Cell: 9440796768	dsptml89026@gmail.com
12	Sri City	Sri. Jagadish Naick DSP Sri City	9440796776	sdposricity@gmail.com
13	Puttur Sub-Division	Sri Y. Srinivasa Rao SDPO, PUTTUR	08577 295108 9440900746	dspputtur@gmail.com
14	Gudur Sub Division	Sri M. Suryanarayana Reddy SDPO, Gudur.	08624-251506 Cell No. 9440796340	sdpogdrnlr@gmail.com
15	Niadupet Sub Division	Sri M. Rajagopal Reddy, Sub-Divl.	Cell.No. 9491086024	sdponaidupet.tpt@gmail.com

		Police Officer, Naidupeta		
16	Traffic – I Tirupati	Sri B. Narasappa, DSP-I Traffic, Tirupati	0877-2289030 Cell: 9491086023	dsptraffictpt@gmail.com
17	Traffic – II Tirupati	Vacant	0877-2289011 Cell: 9440796758	trafficsptpt2@gmail.com vijay.sekhar.k@gmail.com
18	SC/ST Cell - I	Sri Nagasubbanna, DSP, Tirupati	0877- 2289019(Off) : 9398444465	
19	SC/ST Cell - 2	Sri V. Ramana Kumar DSP, SC/ST-Cell –II, Tirupati	9440900737	scstcell2@gmail.com
20	East PS-Tirupati	Sri D. Maheswara Reddy, Inspector of Police, East PS- Tirupati.	Ph: 0877 2289006 Cell.No. 9440796748	eastpstirupati@gmail.com
21	Tiruchanur PS	Sri B. Siva Prasad Reddy, Inspector of Police, Tiruchanur PS	Ph: 0877 2289015 Cell. 9440796755	sho.tiruchanurps89015@gmail.com
22	Alipiri PS	Sri. T. Abbanna, Inspector of Police, Tirupati.	Ph. 08772289013 . 9440796752	shoalpr@gmail.com
23	West PS TPT	Sri V. Sai Prasad, Inspector, West PS TPT	0877- 2289008 9440796750	sho.westps@gmail.com
24	SVU Campus	SriV. Murali Mohan Rao, Inspector, SVU Campus	0877- 2289009 9491074524	sho.svucampus@gmail.com
25	M.R.Palli PS	Sri V. Subrahmanayam Reddy, Inspector, M.R.Palli PS	0877-2289014, 74 Cell: 9491074525	mrpltptu@gmail.com
26	Chandragiri PS	Sri. K. Rajasekhar, Inspector, Chandragiri PS	0877- 2289020 94407 96760	chandragirips20@gmail.com
27	Pakala PS	Sri G. Obulesh, Inspector of Police, Pakala PS	9440796717	pspakala@gmail.com
28	Bhagrpet Circle	Vacant	9490617880	cipilerruralcircle@gmail.com
29	Bhagrpet PS	Sri G. Prakash KumarSub-Inspector of Police, Bhagrpet	08584-243033 9440900711	bhakarapetpolice@gmail.com

		PS		
30	Y.V. Palem PS	Sri M. Venkateswarlu Sub-Inspector of Police, Y.V. Palem PS	08584-271933 9440900708	shoyvpctr@gmail.com
31	Renigunta PS	Sri P.C.V. Subba Reddy Inspector of Police, Renigunta U.P.S	Ph: 0877 2289023 Cell. 9491074540	reniguntapolicestation @ gmail.com
32	Renigunta Rural Circle	Sri P. Arohana Rao, C.I. of Police, Renigunta Rural Circle,	Cell . 9440796764	ci.rgtrural@gmail.com
33	Gajulamandyam P.S.	Sri K. Dharma Reddy, S.I. of Police, Gajulamandyam P.S.	Cell.. 9440900728	gajulamandyamps@ gmail.com
34	Yerpedu UPS	Sri V. Srihari, Inspector of Police, Yerpedu UPS	Ph. 08578 287533 Cell.. 9440900729	ypdps.tptupd@ gmail.com
35	Srikalahasti I town PS	Smt CH Anju Yadav, Inspector, Srikalahasti I town PS	08578-222333 Cell: 9440796762	sho.skht1t.tptu@gmail. com
36	Srikalahasti II town PS	Sri T.Mallikarjuna, Inspector, Srikalahasti II town	08578-223270 Cell: 9440900008	sho2townps@gmail.co m
37	Srikalahasti Rural PS	Sri C.Venkatesh Inspector, Srikalahasti Rural PS	08578-222328 9154141891	sho.skhtr@gmail.com
38	B.N. Kandriga Circle	Sri. N Vikaram, Inspector, B.N. Kandriga PS	08578-277333 Cell: 9440796763	ci.bnkandriga@gmail.c om
39	B.N.Kandriga PS	Sri.M.Manjunath Reddy, SI of Police, B.N.Kandriga PS	08578-277333 ₇₅ Cell: 9440900723	si.bnkandriga@gmail.c om
40	Thottambedu PS	Sri. B Raghavendra, SI of Police, Thottambedu PS	08578-222633 Cell: 9440900724	si.thottambedu@gmail. com
41	Tirumala I town PS	Sri P. Jagan Mohan Reddy Inspector, Tirumala I town PS	0877-2289027 Cell: 9440796769	tml1townps@gmail.co m
42	Tirumala I town PS	Sri K.Chandra Sekhar Inspector, Tirumala I town PS	0877-2289031 Cell: 9440796772	tml2townps@gmail.co m
43	Tirumala Traffic	DSP, Traffic, Tirumala (Vacant)	0877-2263333 cell:9491074539	trafficpstml@gmail.co m
44	Sri City Hi-Tech PS	Sri V. Bhaskar- Inspector of Police Sri City Hi-Tech PS	9490617884	sricityps@gmail.com

45	Puttur ups	K.Lakshminarayana CI of police Puttur ups	08577 262333 9440796727	puttururban@gmail.com
46	Puttur Circle	M Sureshkumar CI of Police, Puttur Rural Circle	9440900010	ciputturrural@gmail.com
47	Sathyavedu Circle	N.Siva Kumar Reddy, CI Sathyavedu	9440796766	cisathyavedu@gmail.com
48	Sathyavedu ps	G.Purushothama Reddy, SI Sathyavedu	08576 226733 9440796767	sisathyavedu@gmail.com
49	N.VanamPS	M.Parameshnayak SI N.VanamPS	08577 294433 9440900693	narayanavarampolicestation@gmail.com
50	Pichatur PS	N. Sreekanthreddy SI Pichatur PS	08576 271078 9440900727	sipichatur@gmail.com
51	SI KVB Puram PS	P. Suneel SI KVB Puram PS	08578 274933 9440796767	kvbpsi@gmail.com
52	SI Vadamalapeta PS	E. Ramanjaneyulu SI Vadamalapeta PS	08577 289433 9440796729	vadamalapetapolicestation@gmail.com
53	Varadaiahpalem PS	M.Nagarjuna Reddy, SI Varadaiahpalem PS	08576 275533 9440900725	Vpalem123@gmail.com
54	SI Nagalapuram PS	S.Hanumanthappa, SI Nagalapuram PS	08576 270233 9440900726	sinagalapuram@gmail.com
55	Gudur 1 town UPS	Sri G. Hazaarath Babu,Inspector of Police, Gudur 1 town UPS	08624-251883 99490413803	cigudurtowncircle@gmail.com
56	Gudur 2 town UPS	Sri K.Venkateswara Rao,Inspector of Police, Gudur 2 town UPS	08624-251643 9440796343	Shogudur2townps@gmail.com
57	Gudur Rural Circle	Sri G DasaradhaRamaraao, Inspector of Police, Gudur Rural Circle	Ph No. 08624- 251512 76 Cell No. 9440796341	cigudurrural341@gmail.com
58	Gudur Rural PS	Sri V.Bramha Naidu, SI of Police, Gudur Rural PS	Ph No. 08624- 251505 Cell No. 9440796344	gudurruralps@gmail.com
59	Chillakur PS	Sri B.Gopal , SI of Police, Chillakur PS	Ph No. 08624- 251043 Cell No. 9440796347	Sho.chillakurps@gmail.com
60	Venkatagiri Circle	Sri. K. Ramakrishna CI of Police, Venkatagiri Circle	Ph. No. 08625- 257002 Cell No. 9440796348	venkatagiricircleoffice@gmail.com
61	Venkatagiri PS	Sri. SK. Jilani,	Ph. No. 08625-	venkatagiripolicestation

		SI of Police, Venkatagiri PS	257033 Cell No. 9440796349	n@gmail.com
62	Balayapalli PS	Sri. P. Veerananarayana SI of Police, Balayapalli PS	Ph. No. 08625- 259833 Cell No. 9440796350	balayapallipolicestation @gmail.com
63	Dakkili PS.	Sri. K. Nagaraju SI of Police, Dakkili PS.	Ph. No. 08625- 226133 Cell No. 9440700022	dakkilipolicestation@g mail.com
64	Vakadu Circle	Sri B Harikrishna, Inspector of Police, Vakadu Circle	Ph.No.08624- 240227 9440796351	ci.vakadu1@gmail.com
65	Vakadu PS	Sri M. Raghunadh, SI of Police, Vakadu PS	Ph.No.08624- 240233 9440796352	sho.vakadu1@gmail.co m
66	Kota PS	Sri G Pullarao, SI of Police, Kota PS	Ph.No.08624- 228433 9440796353	sho.kotaps1@gmail.co m
67	Chittampur PS	Sri K Gopi, SI of Police, Chittampur PS	Ph. No. 08624- 257133 Cell No. 9440796354	sho.chittamuru1@gmai l.com
68	Naidupet U.P.S	Sri K. Narasimha Rao Inspector of Police, Naidupet U.P.S	Ph: 08623- 248033 Cell. 9440796357	shonaidupet@gmail.co m
69	Naidupet Rural Circle	Sri Y.V.Somaiah, Inspector of Police, Naidupet Rural Circle	Ph: 08623 248333 Cell. 9440796356 77	naidupetci@gmail.com
70	D.V.Satram PS	Sri J. Tirumala Rao, Sub-Inspector of Police, D.V.Satram PS	Ph: 08623 279033 Cell.944079635 9	sho.ozilips1@gmail.co m
71	Pellakur PS	Sri CH. Krishna Reddy, Sub-Inspector of Police, Pellakur PS	Ph: 08623 278533 Cell.944079635 8	shopellakur@gmail.co m
72	Ozili PS	Sri D. Adi Lakshmi, Sub-Inspector of Police, Ozili PS	Ph: 08624 256733 9440796355	Sho.dvsatram1@gmail. com
73	Sullurpet Circle	I.Venkateswara Reddy, Inspector of Police,	Cell. 9440796360	cisullurpeta@gmail.co m

		Sullurpet Circle		
74	Sullurpet PS	P Ravi Babu, S.I of Police, Sullurpet PS	08623-242033 Cell. 9440796361	sho.sullurupeta1@gmail.com
75	Tada PS	JP Srinivasa Reddy S.I of Police,Tada PS	08623249133 Cell. 9440796362	tadapolicestation@gmail.com
76	Sriharikota PS	M.Manoj Kumar S.I of Police, Sriharikota PS	08623245733 Cell. 9440796363	shosriharikota@gmail.com

**ASST. PUBLIC INFORMATION OFFICERS AT
DISTRICT/SUB DIVISION/ STATAION LEVEL**

Sl No.	Name of the Administrative Unit	Name & Designation Smt/Sri.	Office Tele: Residence Tele: Fax No.
1	Dist. Police Office, Tirupati	Sri I. Kishor Kumar, Administrative Officer, Tirupati District.	0877-2289040 (Off)Cell: 9491086026
2	Addl. SP (L&O), Office	Devaraj, CC to Addl. SP (L&O), Tirupati	8019989606
3	Addl. SP Crimes, Office	Rama Krishna PC. CC to Addl. SP Crimes, Office	9441105692
4	Addl. SP Tirumala, Office	Lokanadham HC. CC to Addl.SP Tirumala	9492372399
5	SDPO Office, West Division	M. Sreenivasulu, HC 658	9440105511
6	Disha Mahila PS	Munira HC	8247481277
7	SC/ST Cell I	Dileep PC	9052982313
8	SC/ST Cell II	Yvaraj pC	9441633827
9	West PS	J.Bhanu Prakash Rao, PC 1807	7799999673
10	SVU Campus PS	R Chandra Sekhar, HC 2582	8121977790
11	M.R.Palli PS	S.Chengaiyah, ASI 567	9490842479
12	Chandragiri PS	G.Sudhakar, ASI 518	9440214242
13	R.C.Puram PS	E. Subramanyam, PC 1677	9705530260
14	Pakala PS	A.Mogileswara Reddy, HC 2839	9182042512
15	Bhakarapet Circle	P.Shobha, WPC 2761	9959384858
16	Bhakarapet PS	N.Siva Prasad, ASI 2467	9440929335
17	Y.V.Palem PS	K.Varendra, PC 2957	8328172446
18	SDPO Tirupati East	Markandeyulu HC 729,	9441136219
19	Alipiri PS	K. Vasanth Kumar HC.637	9491119275
20	Tiruchanur PS	P. Sunil kumar PC 1137,	9866626864
21	East PS	Rambabu PC	7659991560
22	D. S. P office Sri City	T. Prahlad PC-2888	9705737445
23	Sri City Hi-Tech PS	V. Srinivasulu	9440254356
24	SDPO Office, Renigunta	P. Dhananjaya, HC 770	9912743363
25	Renigunta Rural Circle Office	T. Gopi, PC 446	9959010604
26	Renigunta UPS	N.V. Krishnamurthy, HC 649	7013593252
27	Yerpedu UPS	M. Ramesh Babu, HC 2509	7989875147
28	Gajulamandyam P.S.	D. Saradhi, HC 367	8309018456
29	Airport P.S.	D. Harinarayana Reddy, ASI 478	9441023222

30	SDPO Tirumala	Murali CC	8309574127
31	Tirumala Traffice	ASI	9440539396
32	Tirumala 1 Town	JVK Raju ASI.	9515087200
33	Tirumala 2 Town	N. Subrahmanyam HC.	9652458350
34	Tirumala Traffic PS	Purushotham PC.	9505433477
35	SDPO Srikalahasti	M. Vijay Kumar PC-884	9652621985
36	Srikalahasti 1 town	A.Kesavan PC 890	9989770305
37	Srikalahasti 2 town	K Nandha Kumar Pc 380	9491774450
38	Srikalahasti Rural	N Praveen pc 1652	9951373323
39	B.N.Kandriga circle office	K Hemanth Kumar pc 950	9502524336
40	B.N.Kandriga PS	Suresh Babu pc 388	8309349494
41	Thottambedu PS	A Vasu PC 2103	8106905791
42	PUTTUR SDPO	Venkata Muni Raja HC.	966746333
43	Puttur Circle	N. AyyappaPC.2951	9052009950
44	Narayanavanam Circle	T. Gopi HC.2881	9441776178
45	Sathyavedu Circle	B. Muniraja HC.2739	8977668798
46	Puttur UPS	K. Balasubramanyam ASI.2882	9704453426
47	Narayanavanam	B. Bhaskar PC.2879	9704740064
48	Pichatur	K. Venkata Raju ASI.2720	9000250839
49	KVB Puram	M. Lokanadham ASI.2808	7013820142
50	Vadamalapeta	C.V. Ramana Reddy HC.1563	8121560345
51	Sathyavedu	A. Chandra Sekhar Naidu ASI.2716	8106447626
52	Varadaiahpalem	N. Shanmugam ASI.2810	9966788415
53	Nagalapuram	K.M. Haneef HC.2924	9440938710
54	SDPO office, Naidupet	SK Abdul Raheem HC 1910	9491081910
55	Naidupet UPS	M.Mastanaiah HC 2345	9393281391
56	Naidupet Rural Circle	M. Ravikumar PC 971	9441150001
57	D.V Satram PS	Y. NagarjunaPC 2698	89705205637
58	Pellakur PS	T Kranthi KumarPC 2500	8886939443
59	Ozili PS	B. Madhu Sudhan Rao HC 2077	9441766530
60	Sullurpet Circle	K.Charan Teja PC 2854	9491237236
61	Sullurpet PS	K.Ramanaiah ASI 1306	9440935401
62	Tada PS	Y. Vijay Kumar PC 2690	7382272690
63	Sriharikota PS	P Muni Sekhar PC 2569	9908747317
64	SDPO's Office, Gudur	V. Jayaramaiah, HC 1915	7013302340
65	Gudur 1 Town UPS	E. Srinivasulu, HC.2098	9985362975
66	Gudur Rural Circle office	P. Supriya, WPC 3094	9989685124
67	Chillakur PS	K. Navooraiyah, HC 2186	9493919116
68	Gudur Rural PS	S. Venkateswarlu, PC 150	9490014916

69	Venkatagiri Circle office	O. Dileep, PC 1204	9494754694
70	Venkatagiri PS	N. Venkataiah, HC 427	9440741117
71	Balayapalli PS	R. Hari Gopal, HC 2157	9440853745
72	Dakkili PS	O. Ajaya, PC 1104	9963691104
73	Vakadu Circle Office	S. Tharakaramaiah, PC 2816	8186828161
74	Vakadu PS	P. ThirupathiRao, HC 1933	9440797568
75	Kota PS	B. Subbarao, HC 1934	9949068209
76	Chittamuru PS	M. Kotaiah, HC 2121	9000904526

**1ST APPELLATE AUTHORITIES AT
DISTRICT/SUB DIVISION/ STATAION LEVEL**

Sl. No.	Name of the Administrative Unit	Name & Designation Smt/Sri.	Office Tele: Residence Tele: Fax No.
1	District Police Office, Tirupati	Sri J. Venkata Rao, Addl. Supdt. of Police, (Admn) Tirupati.	0877-2289041 (Off) Cell: 9440796703
3	Tirupati Sub-Division	Sri A. Surendra Reddy, SDPO, Tirupati Sub-division	Ph: 0877 2289006 Cell.No. 9440796748
5	Renigunta Sub-Division	Smt. D. Bhavya Kishore, SDPO, Renigunta	Ph: 0877 2289010 Cell. 9491086022
6	Sriakalahasti Sub-Division	Sri V. Bheema Rao, DSP, Sriakalahasti	Ph: 0877 2289066 Cell. 9491086025
7	Tirumala Sub-Division	Sri N. Bhaskar Reddy SDPO, Tirumala	08578-230615 Cell: 9440796761
8	Sri City	Sri. Jagadish Naick DSP Sri City	0877-2289026 Cell: 9440796768
9	Puttur Sub-Division	Sri Y. Srinivasa Rao SDPO, PUTTUR	9440796776
10	Gudur Sub Division	Sri M. Suryanarayana Reddy SDPO, Gudur.	08577 295108 9440900746
11	Chandragiri Sub-Division	Sri. T.D. Yaswanth DSP, Chandragiri Sub-division	0877-2289004 Cell: 9440796747
12	Niadupet Sub Division	Sri M. Rajagopal Reddy, Sub-Divl. Police Officer, Naidupeta	Cell.No. 9491086024
13	Traffic – I Tirupati	Sri B. Narasappa, DSP-I Traffic, Tirupati	0877-2289030 9491086023
14	Traffic – II Tirupati	Vacant	0877-2289011 9440796758
21	East PS-Tirupati	Sri B.V.Siva Prasad Reddy, Inspector of Police, East PS-Tirupati.	Ph: 0877 2289006 Cell.No. 9440796748
22	Tiruchanur PS	Sri V. Subramanyam Reddy, Inspector of Police, Tiruchanur PS	Ph: 0877 2289015 Cell. 9440796755
23	Alipiri PS	Sri. T. Abbanna, Inspector of Police, Tirupati.	Ph. 08772289013 Cell. 9440796752
24	West PS TPT	Sri J. Jaya Naik, Inspector, West PS TPT	0877- 2289008 9440796750
25	SVU Campus	SriN. Ravindranath, Inspector, SVU Campus	0877- 2289009 9491074524
26	M.R.Palli PS	Sri P. Surendranath Inspector, M.R.Palli PS	0877-2289014 Cell: 9491074525
27	Chandragiri PS	Sri. G. Obulesh, Inspector, Chandragiri PS	0877- 2289020 94407 96760
28	Pakala PS	Sri K. Raja Sekhar CI Police, Pakala PS	9440796717

29	Bhagrapet Circle	Sri M.Thulasi Ram Inspector of Police, Bhagrapet Circle	9490617880
30	Renigunta PS	Sri P.C.V. Subba Reddy Inspector of Police, Renigunta U.P.S	Ph: 0877 2289023 Cell. 9491074540
31	Renigunta Rural Circle	Sri B. Subbarayadu, C.I. of Police, Renigunta Rural Circle,	9440796764
32	Yerpedu UPS	Sri V. Srihari, Inspector of Police, Yerpedu UPS	Ph. 08578 287533 Cell.. 9440900729
33	Srikalahasti I town PS	Smt CH Anju Yadav, Inspector, Srikalahasti I town	08578-222333 Cell: 9440796762
34	Srikalahasti II town PS	Sri T.Mallikarjuna, Inspector, Srikalahasti II town PS	08578-223270 Cell: 9440900008
35	Srikalahasti Rural PS	Sri C.Venkatesh Inspector, Srikalahasti Rural PS	08578-222328 Cell: 9154141891
36	B.N. Kandriga Circle	Sri. N Vikaram, Inspector, B.N. Kandriga PS	08578-277333 Cell: 9440796763
37	Tirumala I town PS	Sri P. Jagan Mohan Reddy Inspector, Tirumala I town PS	0877-2289027 Cell: 9440796769
38	Tirumala II town PS	Sri Chandra Sekhar Inspector of Police	
39	Tirumala Traffic	DSP, Traffic, Tirumala (Vacant)	0877-2263333 cell:9491074539
40	Sri City Hi-Tech PS	Sri V. Bhaskar-Inspector of Police Sri City	9490617884
41	Puttur ups	K.Lakshminarayana CI of police Puttur ups	08577 262333 9440796727 83
42	Puttur Rural Circle	M Suresh kumar CI of Police, Puttur Rural Circle	9440900010
43	Sathyavedu Circle	N.Siva Kumar Reddy, CI Sathyavedu	9440796766
44	Gudur 1 town UPS	Sri G. Hazaarath Babu, Inspector of Police, Gudur 1 town UPS	Ph No. 08624- 251883 Cell No. 99490413803
45	Gudur 2 town UPS	Sri K.Venkateswara Rao, Inspector of Police, Gudur 2 town UPS	Ph No.08624- 251643 Cell No.9440796343
46	Gudur Rural Circle	Sri G Dasaradha Ramarao, Inspector of Police, Gudur Rural Circle	Ph No. 08624- 251512 Cell No.

			9440796341
47	Venkatagiri Circle	Sri. K. Ramakrishna CI of Police, Venkatagiri Circle	Ph. No. 08625- 257002 Cell No. 9440796348
48	Vakadu Circle	Sri B Harikrishna, Inspector of Police, Vakadu Circle	Ph.No.08624- 240227 9440796351
49	Naidupet U.P.S	Sri K. Narasimha Rao Inspector of Police, Naidupet U.P.S	Ph: 08623-248033 Cell. 9440796357
50	Naidupet Rural Circle	Sri Y.V.Somaiah, Inspector of Police, Naidupet Rural Circle	Ph: 08623 248333 Cell.9440796356
51	Sullurpet Circle	I.Venkateswara Reddy, Inspector of Police, Sullurpet Circle	Cell. 9440796360

Appellate Authority				
Sl. No.	Name, Designation & Address of Appellate Officer	Jurisdiction Appellate Officer (Officers/ administrative units of the authority)	Office Tel: Residence Telephone Fax	Email
1	Sri P. Parameswar Reddy, IPS, Superintendent of Police, Tirupati District, Tirupati.	Tirupati District	0877-2289000 (Off) 0877-2289002 (Res) 0877-2289001 (Fax) Cell: 9440796702	sp_tptu@ctr.appolice.gov. in

Chapter17
Other Useful Information [section4(1)(b)(17)]
Such other information as may be prescribed -Nil-

Superintendent of Police,
Tirupati District,
Tirupati.