### Introduction

- 1. In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Tamil Nadu Uniformed Services Recruitment Board has brought out this manual for information and guidance of the general public.
- 2. The purpose of this manual is to inform the general public about this Board's organisational set-up, functions and duties of its officers and employees, records and documents available with the Board.

#### TAMIL NADU UNIFORMED SERVICES RECRUITMENT BOARD

# Right to Information Act 2005

## Pro-active disclosure under Sec. 4(1) (b) of the Right to Information Act 2005

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i	Formation	The Tamil Nadu Uniformed Services Recruitment Board was constituted in November 1991 vide G.O. Ms. No. 1806, Home (Ser. F) Department, dated 29.11.1991 for the recruitment of personnel for the Uniformed Services like Police, Prison and Fire and Rescue			
		Services.			
ii	Particulars of its	The TNUSRB comprises of one Chairman in the rank of Director			
	Organisation	General of Police, one Member in the rank of Additional Director			
	(Section 4 (1) b (i))	General of Police, one Member Secretary in the rank of Inspector			
		General of Police one Superintendent of Police, one Legal Adviser,			
		one Senior Administrative Officer, one Deputy Superintendent of			
		Police, one Personal Assistant and 20 other office staffs			
iii	Functions and Duties	The Board is entrusted with the responsibility of recruiting personnel to the Police Department, Fire and Rescue Services Department and Prison Department for the following categories:  (i) Police Department : Sub Inspectors of Police			
		(Men & Women)			
		Sub Inspectors (Technical)			
		(Men & Women)			
		Grade II Police Constables			
		(Men & Women)			
		(ii) Fire and Rescue Services			
		Department : Firemen			
		(iii) Prison Department : Grade II Jail Warders			
		(Men & Women)			
iv	Powers and Duties of	Government have declared the Chairman of the Board as			
	Officers and Employees	Head of the Department.			
	(Section 4 (1) b (ii))	The DGP/Chairman is empowered to sanction and incur			
		expenditure as defined in Tamil Nadu Financial Code Vol. I			
		and II as being done by the Heads of Departments. He can delegate financial powers to the Member Secretary, TNUSRB as per Treasury Code.			
		The DGP and Chairman/Inspector General of Police and			
		Member Secretary are empowered to sanction pay and			
		allowances, T.A. etc to the executive and ministerial staff of TNUSRB.			
v	Procedure followed in	The Member Secretary of the Board will convene the meeting			
	the decision making	of the Board with other Members as and when required to			
	progress	finalise the process of selection of candidates and for			
	(Section 4 (1) b (iii))	periodical review of the recruitment process. Important			
		decisions pertaining to the recruitment are taken in such			

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		<ul> <li>meetings. The TNUSRB will take collective policy decision and individual responsibility will be fixed in the minutes after due deliberation. The Member Secretary will draw minutes of the Board and ensure the implementation of the decisions of the Board.</li> <li>The Member Secretary of the Board will liaise with the Heads of Department or other departments concerned for the smooth conduct of the selection.</li> <li>The SP, TNUSRB will assist the Member Secretary in all its function in carrying out the decision of the Board.</li> <li>The Senior Administrative Officer and the supporting ministerial staff and executive staff will be at the disposal of the Member Secretary of the TNUSRB.</li> </ul>
vi	Norms set for the Discharge of functions (Section 4 (1) b (iv))	The prescribed norms of age, educational qualification, physical measurements, etc. are furnished in the Recruitment Procedure.
vii	Rules, Regulations, Instructions, Manuals and Records held or under control or used by employees for discharging functions (Section 4 (1) b (v))	The Office procedures as laid down in Tamil Nadu Government Officer Manual are followed in TNUSRB. The Codal Rules of State Government are followed in respect of financial sanctions, monetary transactions and other accounting procedures. The service rules as laid down in Tamil Nadu Police Subordinate Rules, Tamil Nadu Fire Service Rules and Tamil Nadu Prison Service Rules are followed with regard to the conduct of recruitment of respective departments.
viii	A statement of the categories of documents that are held (Section 4 (1) b (vi))	Application of candidates, Rejection Slip, Coding Sheets, Call letters for PMT/ET/PMT, Call letters for Written Test, Disqualification slips, Master list, Address slips, Question papers, Answer sheets, Provisional select list, Waiting list.
ix	Particulars of any arrangements that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation (Section 4 (1) b (vii))	Any suggestion worthy consideration in the matter of recruitment is welcome from the general public. They can send in their suggestions by post to Tamil Nadu Uniformed Services Recruitment Board, 807, Anna Salai, Chennai – 2 or through email tnusrb @ tn.nic.in.
х	Statement of the Boards, Councils, Committees and other bodies consisting of two of more persons constituted as its part or for the purpose of its advice and as to	The TNUSRB is constituted by the Government of Tamil Nadu to conduct recruitment for the posts of Police Constables and Sub Inspectors of Police in Police Department, Firemen in Fire Rescue Service Department and Jail Warders in Prison Department. Participation of general public in the deliberations of the meetings of the Board is not permissible.

xi	whether meetings of those Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public (Section 4 (1) b (viii))  Directory of the Officers and Employees (Section 4 (1) b (ix))	Director General of Police/Chairman, TNUSRB — 28413652 Addl. Director General of Police/Member, TNUSRB — 28413655 Inspector Genl. of Police/MS, TNUSRB — 28413654 Superintendent of Police, TNUSRB — 28412907
xii	Monthly remuneration received by each of the officers and employees including the system of compensation as provided in its regulations  (Section 4 (1) b (x))	Senior Administrative Officer $-28413658$ The Chairman, Members of the Board and the Superintendent of Police hail from IPS Cadre. They are paid as per the scales applicable to IPS Officers. The ministerial staff and other police personnel are drawn and paid monthly salary calculated as per the scales prescribed by the State Government.
xiii	Budget allocated to each of its agency indicting the particulars of all plans proposed expenditures and reports on disbursements made	In G.O. (Ms) No. 633 Home (Pol. III) Department, dated 14.07.2010, the Government have sanctioned for opening of a Personal Deposit Account in the name of the Director General of Police and Chairman, TNUSRB with an operational ceiling of Rs. 2,00,00,000/- with special powers to incur expenditure on recruitment and procurement of recruitment related materials. The P.D. Account is being closed at the end of every financial year and re-opened for next financial year with the sanction of the Government.
xiv	The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes	This aspect is not applicable to TNUSRB
XV	Particulars of recipients of concessions, permits or authorizations granted	Not application to TNUSRB
xvi	Details in respect of the information available to or held by it, reduced in an electronic form	The details of applications received, rejected, qualified for Endurance Test, Physical Measurement, Physical Efficiency Test, etc. are fed into computer.

xvii	Particulars of facilities available to citizens for obtaining information including the working hours of a library for reading room, if maintained for public	No reading room or library for public utility is available in TNUSRB		
	use.			
xviii	Names, Designations and	Public Information Officer in respect of TNUSRB		
	other particulars of the	Superintendent of Police,		
	Public Information	TNUSRB.		
	Officers	Ph : 28412907		
		Appellate Authority in respect of TNUSRB		
		Tr. Sunil Kumar, I.P.S.,		
		Inspector General of Police/Member Secretary,		
		TNUSRB.		
		Ph : 28413654		
xix	Such other information	The particulars will be updates as and when required/every year.		
	as may be prescribed; and			
	thereafter update these			
	publications every year			

# ANNEXURE – I

# Directory of Officers Under Section 4(1) (b) (ix) of Right to Information Act, 2005

Sl. No	Name and Designation		Phone No.
1	Director General of	Ph:	28413652 (Office)
	Police/Chairman.		
2	Thiru.K.P.Maghendhran	Ph:	28413655 (Office)
	Additional Director General of		43551000 (Res.)
	Police/ Member		9445566777 (Mobile)
3	Thiru. SunilKumar I.P.S.,	Ph:	28413654 (Office)
	Inspector General of Police/		28361042 (Res.)
	Member Secretary		9444440557 (Mobile)
4	Superintendent of Police.	Ph:	28412907 (Office)

#### ANNEXURE – II

# MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE REGULATIONS Under Section 4(1)(b)(x)

Sl. No	Name of the post	No. of Ty. Posts	Scale of Pay	
EXECUTIVE STAFF				
1.	Director General of Police/ Chairman	1	75500-80000	
2.	Additional Director General of Police/ Member	1	67000-79000	
3.	Inspector General of Police/ Member- Secretary	1	37400-67000+GP 10000	
4.	Superintendent of Police	1	15600-39100+GP 7600	
5.	Deputy Superintendent of Police	1	15600-39100+GP 5400	
6.	Sub-Inspector of Police	1	9300-34800+GP 4800	
7.	Police Constable (Driver)	2	5200-20200+GP 1900	
MINI	STERIAL STAFF	1		
8.	Legal Adviser (in the rank of Additional Public Prosecutor )	1	15600-39100+GP 6600	
9.	Senior Administrative Officer	1	15600-39100+GP 5700	
10.	Accounts Officer	1	15600-39100+GP 5700	
11.	Personal Assistant	1	15600-39100+GP 5400	
12.	Superintendent	3	9300-34800+GP 4800	
13.	Assistant	9	5200-20200+GP 2800	
14.	Junior Assistant	4	5200-20200+GP 2400	
15.	Steno Typist	5	5200-20200+GP 2800	
16.	Typist	1	5200-20200+GP 2400	
17.	Record Assistant	1	4800-10000+GP 1400	
18.	Office Assistant	11	4800-10000+ GP 1300	

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