

## **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**

i	<b>Formation</b>	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	<b>Particulars of its Organisation (Section 4 (1) b (i))</b>	The TNUSRB comprises of one Chairman in the rank of Director General of Police, one Member in the rank of Additional Director 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	<b>Functions and Duties</b>	<p>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:-</p> <p>(i) Police Department : Sub Inspectors of Police (Men &amp; Women) Sub Inspectors (Technical) (Men &amp; Women) Grade II Police Constables (Men &amp; Women)</p> <p>(ii) Fire and Rescue Services Department : Firemen</p> <p>(iii) Prison Department : Grade II Jail Warders (Men &amp; Women)</p>
iv	<b>Powers and Duties of Officers and Employees (Section 4 (1) b (ii))</b>	<ul style="list-style-type: none"> <li>• Government have declared the Chairman of the Board as Head of the Department.</li> <li>• 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.</li> <li>• 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.</li> </ul>
v	<b>Procedure followed in the decision making progress (Section 4 (1) b (iii))</b>	<ul style="list-style-type: none"> <li>• The Member Secretary of the Board will convene the meeting of the Board with other Members as and when required to finalise the process of selection of candidates and for periodical review of the recruitment process. Important decisions pertaining to the recruitment are taken in such</li> </ul>

		<p>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.</p> <ul style="list-style-type: none"> <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	<b>Norms set for the Discharge of functions (Section 4 (1) b (iv))</b>	The prescribed norms of age, educational qualification, physical measurements, etc. are furnished in the Recruitment Procedure.
vii	<b>Rules, Regulations, Instructions, Manuals and Records held or under control or used by employees for discharging functions (Section 4 (1) b (v))</b>	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	<b>A statement of the categories of documents that are held (Section 4 (1) b (vi))</b>	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	<b>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))</b>	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.
x	<b>Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to</b>	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.

	<b>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))</b>	
x	<b>Directory of the Officers and Employees (Section 4 (1) b (ix))</b>	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 Senior Administrative Officer – 28413658
xii	<b>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))</b>	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	<b>Budget allocated to each of its agency indicating the particulars of all plans proposed expenditures and reports on disbursements made</b>	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	<b>The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes</b>	This aspect is not applicable to TNUSRB
xv	<b>Particulars of recipients of concessions, permits or authorizations granted</b>	Not application to TNUSRB
xvi	<b>Details in respect of the information available to or held by it, reduced in an electronic form</b>	The details of applications received, rejected, qualified for Endurance Test, Physical Measurement, Physical Efficiency Test, etc. are fed into computer.

xvii	<b>Particulars of facilities available to citizens for obtaining information including the working hours of a library for reading room, if maintained for public use.</b>	No reading room or library for public utility is available in TNUSRB
xviii	<b>Names, Designations and other particulars of the Public Information Officers</b>	<p>Public Information Officer in respect of TNUSRB  Superintendent of Police,  TNUSRB.  Ph : 28412907</p> <p>Appellate Authority in respect of TNUSRB  <b>Tr. Sunil Kumar</b>, I.P.S.,  Inspector General of Police/Member Secretary,  TNUSRB.  Ph : 28413654</p>
xix	<b>Such other information as may be prescribed; and thereafter update these publications every year</b>	The particulars will be updates as and when required/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 Police/Chairman.	Ph : 28413652 (Office)
2	Thiru.K.P.Maghendhran Additional Director General of Police/ Member	Ph : 28413655 (Office) 43551000 (Res.) 9445566777 (Mobile)
3	Thiru. SunilKumar I.P.S., Inspector General of Police/ Member Secretary	Ph : 28413654 (Office) 28361042 (Res.) 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)**

<b>Sl. No</b>	<b>Name of the post</b>	<b>No. of Ty. Posts</b>	<b>Scale of Pay</b>
<b>EXECUTIVE STAFF</b>			
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
<b>MINISTERIAL STAFF</b>			
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

