

RIGHT TO INFORMATION ACT, 2005.

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

**INFORMATION OF HAND BOOK
Refer to Chapter-II Section 4(1) b.
Of
RTI Act- 2005**

**DISTRICT POLICE OFFICE,
PRAKASAM DISTRICT, ONGOLE
AS ON 11.10.2022**

CHAPTER – 1

INTRODUCTION

The Central Government have enacted Right to Information Act 2005 to provide for setting out the practical regime of Right to information for citizens to secure access to information under the control of public authorities in order too promote transparency and accountability in the working of every public authority.

According to 4(1) (B) of Right to Information Act a manual has to be published on or before 12-10-2005 on 17 items prescribed in therein.

This book is intended to be used by citizens, civil Society, organizations, public representatives and other general public.

SALIENT FEATURES OF PRAKASAM DIST

The Prakasam District was formed on 1.7.1970. The District occupies an area of 14,323 Sq.Kms. As per 2011 Census, the total population of the district is 22,88,026. The female population of the district is 11,27,398 and this forms 49.27% of the district and 4.55% of the State female population. According to the Latest Census, the Rural population of the district is 18,43,161 and it constitutes 80.56% of the district population and 5.27% to that of State Rural population. Similarly, the urban population of the district spread over in 9 Towns is 4,44,865 forming 19.44% of the district population and 3.05% of the State urban population. As regards community-wise population, the Scheduled Caste population of the district is 5,37,159 which is 23.48% of the district population and 6.34% of the State total Scheduled Caste population. Similarly, the Scheduled Tribe population of the district is 88,209 and it accounts for 3.86% of the district and 3.21% of the State Scheduled Tribe population. The Scheduled Caste and Scheduled Tribe population are based upon 2011 Census. The density of population according to 2011 Census is 160 per Sq.Km. whereas it is 304 per Sq.Km. for the State. The literacy rate of the district is 62.45% which is lower than the State literacy rate of 67.41%. The sex ratio of the district is 971 females per 1000 males as against 997 of the State. The number of Main workers as arrived at in 2011 Census is 9,74,923 forming 42.61% of total population of the district.

The Prakasam District was formed on 1.7.1970. The District is spread over an area of 17,626 Sq.KMs. According to the 2011 census, the total population of the District is 33, 97,448. Among them, 17,14,764 are male and 16,82,684 are female ingender. In total 6,64,582 people lives in urban areas of which males are 3,32,123 and females are 3,32,459. The National Highway No.16 (Madras to Calcutta) runs through Naguluppalapdu, Maddipadu, Ongole and Singarayakonda Circles, covering a distance of about 56 KMs. About 89,267 hectares of land is under cultivation. The remaining area depends on rain fall. The Nallamala Forest covers Giddalur, Cumbum, Markapur and Yerragondapalem taluks in the District. The Bay of Bengal covers the Eastern side border. Nellore and Cuddapah districts are on the Southern border, Guntur is on the Northern border and Kurnool and Mahaboob Nagar to the west. When the District was formed, it had three Police Sub-Divisions i.e., Ongole, Markapur and Kandukur transferred from Guntur, Kurnool and Nellore Districts respectively. When the new District was formed, there were only seven circles, 36 Police Stations and 6 out posts. After the formation of the District, one more circle was sanctioned with Addanki as Head Quarters and three more Police Stations were formed i.e., Ongole II Town, Epurupalem (Chirala Rural) and Karamchedu Police Stations. Another Sub-Division with Head-Quarters at Chirala Comprising of Chirala and Addanki Circles was formed on 1-9-1979. Podili Circle was attached to Ongole Sub-Division. Out Posts of Ardhaveedu and Pedda Alavalapadu were abolished in G.o.Ms.No.518 Home (Police-D) Dept, Dt. 26-7-1979. As on date Prakasam (Ongole) District consists of five Sub-Division 18 Circles, 69 Police Stations (including CCS, Traffic PS, Women PS, PCR, 21 Mandal and two marine Police Stations). At Ongole AR '16' active platoons and one Armed reserve head quarters are available for duties in Ongole District.

In G.O.Ms.No.62 Home (Police-D) Dept., Dt. 10-2-1986, 17 New Mandal Police Stations and 4 out posts were up-graded as Mandal Police Stations. In Chief Office Memo. 148/PL.2/87, Dt. 29.7.1987 orders were issued for opening of Mandal Police Stations at Kothapatnam, Chinnaganjam, Tripuranthakam, and Ardhaveedu which were

opened on 1-9-87. PedaCherlopalli Mandal P.S was opened on 1.7.1989.

In G.O.Ms.No.509 Home (Police-D) Dept., dt. 4.11.1987 as per recommendation of the Eight Finance Commission, creation of 3 New Rural Police Stations at Medarametla, Kandukur Rural and Rayavaram (Markapur Rural) were sanctioned with a strength of 1 SI, 1 ASI, 3 HCs, and 15 PCs, each (i.e. 3 SIs, 3 ASIs, and 45 PCs,) and they are now functioning.

Governments in G.O.Ms.No.506 Home (Police-B) Dept., Dt.21.8.1990 has sanctioned two platoons of AR. to DAR. Ongole.

Chirala and Ongole Circles were bifurcated into Inkollu Circle and Chirala Circle, Ongole Town Circle and Ongole Rural Circle respectively and sanction for creation of Inkollu and Ongole Rural Circle were accorded in G.O.Ms.No.716 Home (Police-D) Dept., Dt. 22.11.90. In addition to this a new P.S., called Kothapeta P.S, (Chirala II Town) was also sanctioned in the same G.O. The new circles and the P.S., are functioning since 8.12.1990 and 9.12.1990 respectively. Thus the district has 5 Sub-Division, 14 Circles and 66 PSs., including Traffic PS and Women PS & in AR there are 16 active platoons and one HQ. Platoon.

Government in G.O.Ms.No 628 Home, DT 24.12.1992 sanctioned 1 Sub-division with Head Quarters at Darsi and four circles with Head Quarters at 1) Darsi, 2) Yerragondapalem 3) S. Konda and 4) Pamur and same are functioning.

Government in G.O.Ms.No.199 Home (Police.D) Dept., dt:14.8.97 sanctioned Central Crime Station at Ongole and it is functioning from 03.10.1997.

Consequent to the formation of Ongole District with reference to G.O.Ms.No.903 (Home Police-E) Dept., Dt. 16.6.1970 and extent of Ac.64.66 cents of land was acquired for the construction of Police Complex including administrative building for this Department. This includes an extent of Acre.43.46 cents of private land acquired at a cost of 2.191 lakhs.

In G.O.Ms.No. 74 Finance (SMC. I) Dept., dt: 24/03/2012, and Chief Office Endt. No. 93/PL-2/2008, Dt: 28/04/2012, two Marine Police Stations has sanctioned at 1) Kothapatnam 2) Ramayapatnampallipalem and the same are functioning.

All Administrative office buildings viz., the District Police Office, the bell of Arms, Parade ground with Pavilion, Police Wireless Station, Motor sheds, Welfare center with lecture hall and the magazine rooms were constructed and handed over to this Department. The bell of Arms, Pavilion etc., were taken over on 23.3.1979 and the District Police Office, building was occupied on 20-06-1973.

As per the Gazette No. 939, Dt:- 26.01.2022 of District Re-organization of A.P State, total 13 mandals i.e., Addanki (5 Mandals), Chirala (2 Mandals) and Parchur (6 Mandals) Assembly Constituencies were merged into Bapatla District and Kandukur Assembly Constituency (5 Mandals) were merged into SPSR Nellore District. At present the New Prakasam District existing 38 Mandals.

As far as District Police Office, Prakasam is concerned, the Addl. Superintendent of Police, Prakasam is designated as Public Information Officer U/sec. 5(1) of the act

of prove information within the time specified and the Administrative Officer is designated as Asst. Public Information Officer who will receive applications for information under Right to Information Act 2005. Any aggrieved person against the orders of the Public Information Officer may appeal to District Superintendent of Police.

The Key contact persons in District Police Office are as follows.

- 1. Superintendent of Police, Prakasam. (Appellate Authority)
- 2. Addl. Superintendent of Police (Admn), Prakasam (Public Information Officer)
- 3. Administrative Officer (Asst. Public Information Officer).

The Prakasam District Police have been strengthened several specialized functional wings. The specialized wings of Prakasam District Police which have been strengthened are:-

- (1) Regular Policing/Department with 66 Police Stations.
- (2) Traffic Police Detachment
- (3) VIP Security Wing
- (4) An Armed Reserve Wing.
- (5) Special Branch
- (6) Counter – Intelligence Branch
- (7) A Finger Print Unit
- (8) A Scientific clues Team
- (9) A Motor Transport Wing
- (10) A Kanine Unit of Dog Squads
- (11) A District Crime Records Bureau.
- (12) Special Party Wing (working in combing operations and extremist areas)

The strength of the Prakasam District Police force is shown below:-

Sl. No.	Name of the Post	No. of posts sanctioned (Civil)	No. of posts sanctioned (A.R.)
1	Superintendent of Police	1	--
2	Addl. Supdt. of Police	2	1
3	Dy. Supdt. of Police	8	1
4	Inspectors of Police	19	3
5	Sub-Inspectors of Police	89	11
6	Asst. Sub-Inspectors of Police	121	35
7	Head Constables	297	117
8	Police Constables	953	390
9	Home Guards	482	0
	Total	1972	558

MINISTERIAL STAFF (D.P.O)		Sanctioned Strength
1	Administrative Officer	1
2	Asst. Administrative Officer	1
3	Section Superintendents	3
4	Sr.Asst	7
5	Jr.Asst	21
6	Typists	9
7	Record Assistants	1
8	Attenders	1
9	Sweeper	5
10	Scavenger	4
11	Barber	5
12	Dhobi	5
13	Cobbler	1
14	Waterman	1

Functions and Duties
CHAPTER – 2
Organization, Functions and Duties (Section 4 (1) (b) (i)

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

S.No.	Name of the Organization	Address
01	Police Department	Superintendent of Police, Prakasam District

Functions:-

1. He shall be responsible for all aspects of policing in respect of the Prakasam District Police.
2. He reports to Deputy Inspector General of Police and keeps him constantly informed of all developments in the District.
3. He should maintain close liaison with Deputy Inspector General of Police, Inspector General of Police, Guntur Region, Addl. Directors General of Police, L & O, Admin, CID, Intelligence and Director General of Police.
4. Continuous evaluation of emerging issues and formulate Police Policy for maintenance of L & O, prevention and detection of crime.
5. Effective co-ordination among different wings of District Police.
6. Organize community – policing system for building an effective Police – Public Relations for prevention and detection of crime and for maintenance of L & O.
7. Organization and implementation of policing beats, patrols and surveillance.
8. To keep all the members of the District Police in a state of high efficiency and morale.
9. Traffic education and enforcement.
10. Powers as Foreigners Registration Officer.
11. Powers to appoint Investigating Officers in SC/ST (P.O.A Act) Cases.

Duties:-

1. Annual inspection of police stations, Circle Offices and Sub-Divisional Police Officer's Offices.
2. Supervision of District Special Branch and Extremists work.
3. Supervision over investigation when special out-breaks of crime occurs.
4. Disciplinary authority for Minor Punishments upto the Rank of C.Is, Ministerial Staff upto the Rank of Supdts and Major Punishments up to the rank of HCs and Ministerial Staff upto the Rank of Senior Assistants.
5. Supervision of all bandobust arrangements for the visits of VIPs, Strikes and other Law and Order matters.
6. Preparation of Promotion Rolls.
7. Petition enquiries where reports are due to CM Peshi, Chief Office and Collector.
8. Grant of leaves up to the Rank of S.Is.
9. Transfer of PCs, HCs, ASIs and SIs in the District.
10. Promotions to the Rank of HCs from PCs and Senior Assistants from Junior Assistants.
11. Registration of Foreigners, issue of NOCs for Passports, Visas and allied Powers.

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)

Name of the Officer/Employee	Designation
Sri. A.R. DAMODHAR, IPS.,	Appellate Authority, Superintendent of Police, Prakasam District.

Statutory:-

1. He has power to detain persons under the Preventive Detention Laws.
2. Licensing Authority for Cinematography
3. Authorized Officer for Cable TV Network
4. He has the licensing authority under the Arms Act and other Acts.
5. Magisterial Powers as Addl. District Magistrate.

Administrative:-

1. He is head of 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.
2. Maintenance of peace and Law & Order, Prevention and detention of Crime, Protection of lives, Liberty and possessions of as sections of people and performance of all police functions in the District.
3. Keep the district peaceful and the public satisfied with the security afforded to persons and property:
4. Prompt registration and investigation of all cases.
5. Efficient functioning of each wing of police and performance of their allotted functions and duties and the efficient functioning of all police control rooms.
6. Supervise and coordinate various wings of the police in the district and with neighboring districts and other Organizations.
7. Accord high priority to all preventive and pro-active strategies and action both in respect of crimes and breaches of peace including terrorist crimes.
8. Ensure proper organization of beats and full involvement of the police force in the management of such beats along with necessary interface with local community.
9. Maintain cordial relations with the magistracy, other officials and non-officials;
10. 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;
11. Keep the force in good discipline, high morale, properly trained, professionally competent, honest and service oriented.
12. Ensure that the transport, arms, ammunition, stores, grounds, and buildings belonging to the department are well protected and maintained;
13. 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.
14. Acquire full and detailed knowledge of the district and its current problems from police point of view, and be forewarned on emerging situations; plan and implement police bando-bust for large gatherings, fairs, festivals, rallies, agitations, strikes etc.
15. Participation to the extent possible and permissible, in welfare activities sponsored by official and non-official agencies.

16. Ensure effective implementation of community policing (Maithri)scheme.
17. To gain knowledge of all Officers and men in his charge, redress their genuine grievances, motivate them, encourage those who show promise and punish those who are dishonest, inefficient and undisciplined.
18. Gain confidence and loyalty of subordinates by personal integrity, professionalism, impartiality, devotion to duty, fair play and a high sense of justice;
19. The main function of police is to prevent crime, maintain law and order and promptly and effectively respond to incidents or calls from public. Since policing through beats is the main plank of policing in the district, it shall be his foremost duty to ensure its functioning as prescribed.
20. Effective coordination, consultation between Investigating Officers and prosecutors - legal advisors and cooperation by IO's 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.
21. 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. The police beats have a special responsibility in this respect. Collection, reporting, recording, analysis and dissemination and use of information both criminal and general, should be organized utilizing the latest equipment available and by upgrading the skills of the personnel.
22. He reports to Deputy Inspector of General of Police, Guntur Range and keeps him constantly informed of all developments in the District.
23. He should maintain close liaison with Inspector of General of Police, Guntur Range, Guntur Region, Addl. Director Generals of Police L & O, Admin, CID, Intelligence and Director General of Police.
24. To keep all the members of the District Police in a state of high efficiency and morale.
25. Traffic education and enforcement.
26. Powers as Foreigners Registration Officer.
27. Annual inspection of Police Stations, Circle Offices and Sub-Divisional Police Officers Office.
28. Supervision of District Special Branch work and Extremist Work.
29. Supervision over investigation when special out-breaks of crime occur.
30. Disciplinary authority for Minor Punishments upto the Rank of C.Is, Ministerial Staff upto the Rank of Supdts. and Major Punishments up to the rank of HCs and Ministerial Staff upto the Rank of Senior Assistants.
31. Supervision of all bandobust arrangements for the visits of VIPs, Strikes and other Law and Order matters.
32. Preparation of Promotion Rolls.
33. Petition enquiries where reports are due to CM Peshi, Chief Office and Collector.
34. Grant of leaves up to the Rank of S.Is.
35. Transfer of PCs, HCs, ASIs and SIs in the District.
36. Promotions to the Rank of HCs from PCs and Senior Assistants from Junior Assistants.
37. Registration of Foreigners to issue of NOCs for Passports, Visas and allied powers.

Financial:-

- | | | |
|-----|-----------------------------------|--|
| 01. | Motor Vehicles – 1) Light Vehicle | Upto Rs.20,000/- |
| | 2) Heavy Vehicles | Upto Rs.40,000/- |
| 02. | Purchase of Stationery : | Full Powers |
| 03. | Rents for Office Building: | Full Powers according to Plinth Area values and Rent assessment by R & B Department. |
| 04. | Repairs to Type Writers | Full Powers |

05.	Condemnation of Vehicles	Full Powers subject to Technical Scrutiny by Public Works Department or Area Transport Officers.
06.	Repairs to Duplicators	Full Powers
07.	Printing Locally without referring to Government Press	Full Powers
08.	Printing and Binding	Full Powers
09.	Purchase of Fans	Full Powers
10.	Other Items	As per powers delegated in G.O.Ms.No.148, Finance & Planning (FW-Admin-ITFR), Dept. Dt:21.10.2000.
<u>Other:-</u>	NIL	

(III)

Sl. No.	Name of the Officer/Employee	<u>Designation</u>
02	Sri K. Nageswara Rao, Addl.Supdt. of Police.	Public Information Officer, Addl.Supdt. of Police, (Admn), Prakasam Dist., Ongole.

Statutory:-

Administrative:-

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. He should keep the D.P.O., in high state of efficiency ensuring promptness in correspondence, timely payment of salaries, allowances and other bills due to the Police Stations.
10. He is the disciplinary authority for giving Minor P.Rs up to the rank of HCs and Ministerial Staff upto the Rank of Senior Assistant.
11. Maintenance of crime digest and Grave Crime Registers.
12. Maintenance of Personnel Files.
13. The Addl. SP in all cases listed below shall personally supervise the investigation and personally investigate more important cases among them. The SP shall supervise the investigations in these cases whenever practicable.
 1. Dacoity
 2. Highway Robbery and robbery of railway passengers
 3. Murder
 4. Terrorist offences.
 5. Organized crime (Syndicated Mafia type of crime)
 6. Financial offences involving funds of Rs. 10 lakhs or above

7. House-breaking and theft of a specially grave nature
8. Any specially serious disturbances or riot
9. Conspiracy cases
10. Offences under sections 400 and 401 of the Indian Penal Code
11. Counterfeit coin and currency note cases
12. Cases of specially grave nature, not falling under the above heads serious cases
13. of rape, major economic offences, dowry deaths, Human rights violations.
14. Trafficking in women and children
15. Any Other offence directed to be supervised by competent authority

Financial:-

1. Sanction of T.A., contingent expenditure, Telephones, Electrical Bills and other contingent bills.
2. Drawal of Home Guard Bills (Duty allowances etc)

Others: - NIL

(IV)

Sl. No.	Name of the Officer/Employee	Designation
04	Sri. VAJJHALA VENKATA RAMA MOHAN Administrative Officer	Asst. Public Information Officer, Administrative Officer, District Police Office, Prakasam District.

Statutory:-

Administrative:-

1. Drawing and disbursement officer for entire force, Home Guards and office Staff.
2. Assist Superintendent of Police in all administrative matters.
3. Supervise the work of all office Superintendents and Staff.

Financial: -

- 1) Sanction of GPF Temporary Advance and Part Final Withdrawals upto the rank of HCs.
- 2) Sanction of Increments upto the rank of HCs.

Other: -

NIL

(V)

Sl. No.	Name of the Officer/Employee	Designation
01	Sri R. Srinivasa Rao	SDPO ONGOLE
02	Sri B. Lakshmi Narayana	SDPO DARSI
03	Sri U. Nagaraju	SDPO MARKAPUR
04	Sri P. Sai Eswar Yaswanth	SDPO KANIGIRI

Statutory:-

Administrative:-

1. Direct supervision of Police Stations to ensure efficient, honest and regular functioning and management of police stations, its records and staff under his charge.
2. Direct handling of situations and incidents that are likely to be or effected the breach of peace.
3. Crime preventive action, implementation of Community policing, effective beat system, police and public relations.
4. Inspection of Police Circles, Police Stations once a year.
5. Personal visits to the scenes of, serious occurrences endangering life and property, such as heavy floods, train or boat disasters, and fires in respect of which the commission of a cognizable offence is reported or suspected or which involve heavy loss of life or property.
6. Shall have supervision, control, planning, traffic education, promulgation and enforcement of traffic regulations in his jurisdiction including highways patrol, measures to prevent accidents and pollution and also inspection of traffic police stations under his charge.
7. Investigation of Grave Crimes – as laid down in Order No.52 (7) of APPM Vol.I.
8. They shall investigate all cases of attempted suicide or death in suspicious circumstances of young married women during the first 7 years of their marriage, offences under I.T. Act 2000, offences under the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989 and those in which the law requires personal investigation by an officer of rank of DSP.
9. After visiting the scene and investigating a grave crime by himself or by Inspector and in any case not later than a week of the issue of the FIR, the SDPO should send detailed grave crime report in Form 4 in duplicate to the Superintendent of Police.

Financial:-

No powers

Other:- **NIL**
(VI)

Sl. No.	Name of the Officer/Employee	Designation
06	Inspectors of Police	

Statutory:-
Administrative:-

1. Investigation of important cases in his circle besides supervision of police work of his circle in all its branches, 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.
2. Must thoroughly inspect each PS of his circle once in a year, constantly and systematically tour throughout his circle, making enquiries about bad characters, the state of crime, community policing (maithri) and general efficiency of police work.
3. Visit each of his Police Stations once in a month, check the current work of the Station, give necessary instructions, pointing out errors, entering the same in the visitors note book, sending a copy to the S.D.P.O. He shall enter in the visitors book the details of cases in which instructions issued relating to delay in investigation, finalization, and trials.
4. He shall discuss with the Sub Inspector, the cases under investigation, clues for detection and assist in the progress of the cases in finalizing them without unnecessary delay.
5. He should also supervise the prosecutions of cases, for quick disposal, and see that the witnesses are produced in courts regularly and co-ordinate the police with prosecutors and enlist co-ordination in the success of cases.
6. During his visits to the Police Stations, he shall scrutinize the station crime history part-I, and see whether all cases have been entered correctly and the register is maintained properly. He should peruse the K.D. check register and duty roster to see whether beats are properly served and checked. He should also check beats himself and visit as many villages as possible and see that he visits all villages once in a year.
7. The Inspector must inspect once in a half-year, the books, shops, premises and stocks of all licensed manufactures and vendors of arms, ammunition and military stores. He shall also inspect once in a quarter all places where petroleum is stored. He shall also inspect all licensed revolvers/pistols at the licensee's residence in the first quarter of each year.
8. All cognizable cases under the IPC and also cases under special and local laws shall be entered in the Inspectors crime register (Form 7) to enable him to maintain a check over their investigation and disposal either by himself or station house officers. Entry shall be made in column (6) of the points, which the Inspector wishes to keep in mind concerning the case.
9. The Inspector shall take care that the circle information book (Form 12) is properly compiled and kept up to date. The objective of this book is to pass on the knowledge gained by an officer to his successor. The Inspector shall also record in the circle information book the dates of changes of circle charge.
10. The Inspector must himself compile the annual review of crime and investigation of each station in part-I of the station crime history. He shall send it to the SDPO for approval before end of January. After approval he will send it to the station keeping a copy in his office for his use. He should also see that entries in part-IV of station crime history are properly made. He should enter in his circle information book a gist of the entries made in the part-IV of the station crime history of each station.
11. Supervision of the work and duties of guards and beat detachments.
12. Conduct of Drill, Physical Training and inspection of the Kit personally.
13. Arrange effective beat systems and patrols to prevent offences and to collect information.
14. Build and maintain good public relations.

15. Organize and maintain liaison with the maithri committees in various locations and enlist their participation, co-operation and support in the functioning of the Police.

Financial:- No powers

Other:- NIL
(VII)

Sl. No.	Name of the Officer/Employee	Designation
07	Sub - Inspectors of Police	

Statutory:-

Administrative:-

1. The Sub-Inspector is responsible for the maintenance of the Law and Order and public order in his jurisdiction.
2. Responsible for direct supervision, guidance and leadership in the field as Well as in the Police Station.
3. Supervision of duties and work of all the staff and men allotted to his charge including their welfare discipline and morale.
4. Maintenance of good public relations in his stations limits.
5. Organizing beats and patrols and its personal supervision.
6. Maintenance of effective surveillance over bad characters, anti-social elements and rowdies of the area under his charge.
7. Persuade the apprehension of offenders on available clues and information.
8. Visiting and spending adequate time in the villages, localities of his station limit.
9. To keep Inspector informed of all work performed from time to time.

Financial:- No powers

Other:- NIL

(VIII)

Sl. No.	Name of the Officer/Employee	Designation
08	Assistant Sub - Inspectors of Police	

Statutory:-

Administrative:-

- 1. Investigation of simple cases as directed by SHO and assisting investigation in all cases handled by S.H.O's and other superior officers.
- 2. Petition Enquiry.
- 3. Checking of enquiries in verification rolls.
- 4. Supervision of service of process work.
- 5. To function as an Officer in charge of a beat area and check patrols.
- 6. Direct supervision or handling of station scriptoria work.
- 7. Detailing duties to the staff during Sub-Inspectors absence and exercising supervision and control over the Constables and Head Constables.
- 8. Maintenance of cash book.
- 9. Preparation of pay and traveling allowance bills (He should sign the only when the S.I. is absent)
- 10. Maintenance of Arms and Ammunition and registers connected therewith.
- 11. To be Incharge of outpost or beat and perform these duties when post there.
- 12. Such other work as may be entrusted to him.

Financial: - No powers

Other: - NIL

(IX)

Sl. No.	Name of the Officer/Employee	Designation
09	Head Constables	

Statutory:-
Administrative:-

- 1. To work with Constables and held them to understand instructions, catechism and drill.
- 2. To perform duties allotted by SHO.
- 3. To be in charge of guard or escort when deputed.
- 4. To visit villages in the station jurisdiction when deputed for a specific purpose.
- 5. To work as HC in charge of a particular beat area.
- 6. To attend to court work under the orders of SHO.
- 7. To investigate cases when deputed by the SHO and to assist the I.O. in investigation.
- 8. To conduct enquiries into petty complaints.
- 9. To take care of arrested persons kept in police station.
- 10. To take care of reception and proper behavior with the persons coming to police station and to attend telephone calls.
- 11. To be present in the police station in the absence of Sub-Inspectors unless called away in an emergency. He should take approval of S.I. before leaving the station on routine duty.

Financial: - No powers

Other: - NIL

(X)

Sl. No.	Name of the Officer/Employee	Designation
01	Police Constables	

Statutory:-

Administrative:-

1. To perform duties in beats, patrols and pickets.
2. Surveillance over history sheeted and other potential criminals as per records.
3. Collection of information and intelligence relating to crimes and criminals, subversive, terrorist and antisocial elements in their areas primarily and communication of the same to the authorized superiors.
4. Developing cordial relations with local maithri committees/voluntary organizations and knowledge of households in the beat area.
5. Convey information relating to persons and events that cause or likely to Cause law and order situation or wide spread disturbances.
6. Keep in touch with local disputes, caste/communal overtones and inform SHO.
7. Assistance to investigating officers in the matter of arrests, recoveries, searches, identification and securing of witnesses or verification of information.
8. Execute warrants and serve summons promptly.
9. Escort prisoners, arrested persons.
10. Escort injured or dead to the hospital.
11. Guard of prisoners in custody and all station property.
12. Help and assist in dealing with Floods, Earthquakes, Fires, Accidents, Epidemics etc., and put in responsible efforts to save lives and property.
13. To perform allotted duties in Fairs, Festivals, Bands, Agitations, Riots, Large Assemblies, Elections, Bandobust and security duties etc.,
14. To preserve and guard the scene of occurrence until necessity ceases.
15. 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.
16. To be regular and punctual in his duties, catechism, physical training and Weekly parades.
17. To work as a data entry operators in Computers and in the areas of reprography, photography and cartography wherever they have necessary Skill.
18. Make entries in the prescribed register and forms and maintain records entrusted to him particularly those relating to beat area.
19. Any other duties allotted by SHO or other superior officers or elsewhere this manual.

Financial: - No powers

Other: - NIL

(XI)

Sl. No.	Name of the Officer/Employee	Designation
01	Smt. D. Sailaja, (A- Section)	Office Supdt
02	Smt. SK. Sandani Basha, (B- Section)	Office Supdt
03	Smt. Sk. Yasmin Bano , (P- Section)	Office Supdt

Statutory: -

--

Administrative:-

1. Supervise the work of office staff in their sections.
2. Assist Administrative Officer, in discharge of duties.

Financial: - No powers

Other: - NIL

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	NA	NA
Budgeting	Pay and Allowances and other Expenditure	Based on availability of funds	Superintendent of Police
Formulation of programmes, schemes and projects	NA	NA	NA
Recruitment/hiring personnel	Recruitment will be taken up by the Chairman, State Level Police Recruitment Board		
Release of funds	Administrative Expenses	Based on needs	Superintendent of Police
Implementation delivery of service/utilization of funds	-do-	-do-	-do-
Monitoring & evaluation	NA	NA	NA
Gathering feedback from public	e-Mail/ Complaint Cell	--	Superintendent of Police

4.2 Prepare Flow charts to the channels of supervision and accountability. You may also provide additional flow charts to indicate how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/delivering the service to the beneficiary.

You may provide flow charts as to how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/delivering the service to the beneficiary.

4.3 Describe the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged/services delivered to citizens.

CHAPTER – 5

Norms set for the Discharge of Functions [Section 4(1)(b)(iv)]

5.1 Please provide the details of the norms/ standards set by the public authority

For the discharge of its functions/delivery of services.

Sl. No	Function/ service	Norms/ Standards of performance Set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc.,)
1	Services	Registration of F.I.R	Immediate	Service Charter
2	Services	Supply copy of FIR	3 Hours	
3	Services	Reach scene of offence	Depending upon the Distance and circumstances	
4	Services	Completion of investigation		
5	Services	a) Simple cases	1 Month	
6	Services	b) Property and Grave cases	3 Months	
7	Services	c) White Collar	6 Months	
8	Services	Granting bail in Bailable offences	within 24 hours of Arrest	
9	Services	PM report after receipt from medical officer	Immediately	
10	Services	Mike permission	24 Hours	
11	Services	<u>Renewal of Arms Licenses:</u> i) SBBL for 3 years ii) DBBL for 3 years iii) Rifle for 3 years iv) Revolver/pistol for 3 years	15 Days 15 Days 15 Days 15 Days	
12	Services	New Arms License	20 Days	
13	Services	Issue of duplicate Arms License book	3 Days	
14	Services	Passport verification after receipt from passport office	21 Days	
15	Services	Report/ permission for clearance of license for	20 Days	
16	Services	Mike Permission per day	2 Days	
17	Services	a) Marriage procession without Mike	2 Days	
18	Services	b) Marriage procession with Mike	2 Days	
19	Services	Blasting operations	2 Days	
20	Services	Premier shows/ benefits shows	2 Days	
21	Services	Film/TV shootings	2 Days	
22	Services	No objection Certificates for petrol bunks, Theatres, Hotels	20 Days	
23	Services	Video Library Licenses	3 Days	
24	Services	Bandobust for private functions will be provided subject to availability of staff	2 Days	

CHAPTER - 6

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

[Section 4(1) (b) (v) (VI)]

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

S.No.	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			
1	A.P. State and Subordinate Service Rules	Service Rules	--
2	A.P. Fundamental Rules	Sanction of Increment, Leaves, Pay Fixation and other service matters	--
3	A.P. Ministerial Service Rules	Service Rules of Ministerial Staff	--
4	A.P. Revised Pension Rules, 1980	Pension Rules	--
5	A.P. C.C. & A Rules, 1991	Disciplinary Rules	--
6	A.P. T.A. Rules, 1996	Traveling Allowance Rules	--
7	A.P. Police Subordinate Service Rules	Service Rules of Police Force	--
8	A.P. Leave Rules	Leave Rules	--
9	A.P. Civil Service Rules	Conduct Rules	--
10	A.P. Special Pay and Allowance Rules	Drawl of Pay and Allowances	--
11	A.P. Medical Attendance & Loans and Advance Rules	Medical Reimbursement and Loans and Advance Rules.	--
12	A.P. General Provident Fund Rules	Provident Fund Rules.	--
Instructions			
1	NOT APPLICABLE		
Manuals			
1)	Andhra Pradesh Police Manuals Part – I & II	Duties and Function of Police Officers and Men.	--
2)	Andhra Pradesh Police Office Manual	Functioning of the District Police Office.	--
3)	A.P. Treasury Code Vol. I & II	Financial and Treasury Rules	--
4)	A.P. Financial Code	Financial Powers	--
5)	A.P. Budget Manual	Budget Rules	--
6)	A.P. Pension Code	Pension Rules	--
7)	A.P. Revised Pension Rules, 1980	Pension Rules	--
8)	A.P. Financial Code	Financial powers	--
Records			
1	NOT APPLICABLE		
Publications			
1	Suraksha		

CHAPTER – 7

Categories of Documents held by the Public Authority
Under its Control
[Section 4(1) (b) v (i)]

7.1 Provide information about the official documents held by the public authority or under its control.

Sl. No.	<i>Category of document</i>	<u>Title of the document</u>	Designation and address of the custodian (held by / under the control of whom)
1.	Drawl of salaries	Long rolls	P-1, Jr. Asst.
2.	Drawl of Supplemental bills	Arrears claims bills	P-2, Typist.
3.	General Provident Fund	Loans like GPF Part Final withdrawal, temporary GPF Advance bills. Final withdrawal of GPF after retirement and Deaths cases	P-6 Jr.Asst.
4.	Drawl of FBF/GIS	Retire/ death cases	P-5, Jr.Asst.
5.	Festival Advance, Education Advance.	Sanction of Festival advance , Education Advance	P-7, Typist
		Sanction of education fee.	P-4 Typist
6.	Making entries of service matters, leaves, increments, rewards & defaults, etc.	Service Book	A- 15 Jr.Asst.

CHAPTER – 8

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

[Section 4(1)(b) viii]

8.1 Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and Implementation of policies?

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 & Spandana Cell	O/o Superintendent of Police, Prakasam District.
2	Receipt of the grievances	through petitioners (E-Mail:sp_pkm@appolice.gov.in)	Superintendent of Police, Prakasam District.
3	Receipt of the grievances	Dial 100	Superintendent of Police, Prakasam District.
4	Receipt of the grievances against women	Dial 1090	Superintendent of Police, Prakasam District

CHAPTER – 9

**Boards, Councils, Committees and other Bodies constituted as part of Public Authority
[Section 4(1)(b)v(iii)]**

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council, Committee, etc.,	Composition	Powers & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public
Not Applicable	Not Applicable	Not Applicable	Not Applicable

9.2 If minutes of meetings are accessible to the public, describe the procedures as to how to access the minutes: contact point, hours of access, fee structure/cost of access and officer to be contacted.

CHAPTER - 10
Directory of Officers and Employees
[Section 4(1) (b) (ix)]

INFORMATION OF OFFICERS AND EMPLOYEES WORKING IN DIFFERENT UNITS OR OFFICES AT DIFFERENT LEVELS AND THEIR CONTACT ADDRESSES

S.No	Name of the Office/administrative Unit	Name of the Designation & Address of Officer/ Employee	Mobile phone & Fax Office Tel: Residence Tel: Fax:	e-Mail ID
1	Prakasam District, Ongole	Superintendent of Police, Prakasam Dist, Ongole.	9121102100	sp@pkm.appolice.gov.in
2	District Police Office, Ongole.	Addl. Supdt. of Police, (Admn), District Police Office, Ongole.	9121102101	addlsp_admn@pkm.appolice.gov.in
Sub-Divisional Level				
1	Ongole	Ongole Sub-Division	9121102120	sdpo_ogl@pkm.appolice.gov.in
2	Darsi	Darsi Sub-Division	9121102160	sdpo_dri@pkm.appolice.gov.in
3	Kanigiri	Kanigiri Sub-Division	9121102118	sdpo_kng@pkm.appolice.gov.in
4	Markapur	Markapur Sub Division	9121102180	sdpo_mkp@pkm.appolice.gov.in
Circle Level				
1	Ongole Rural Circle		9121102130	ci_oglr@pkm.appolice.gov.in
2	S.Konda Circle		9121102135	ci_skd@pkm.appolice.gov.in
3	Darsi Circle		9121102161	ci_dri@pkm.appolice.gov.in
4	Podili Circle		9121102172	ci_pdl@pkm.appolice.gov.in
5	Tripuranthakam Circle		9121102237	ci_tpkt@pkm.appolice.gov.in
6	Kanigiri Circle		9121102209	ci_kng@pkm.appolice.gov.in
7	Pamur Circle		9121102214	ci_pmr@pkm.appolice.gov.in
8	Kondapi Circle		9121102114	ci_kndp@pkm.appolice.gov.in
9	Markapur Circle		9121102181	ci_mkp@pkm.appolice.gov.in
10	Giddalur Circle		9121102187	ci_gdlr@pkm.appolice.gov.in
11	Cumbum Circle		9121102123	ci_cmbm@pkm.appolice.gov.in
12	Y.Palem Circle		9121102192	ci_ypm@pkm.appolice.gov.in
Police Station Level				
1	ONGOLE I Town		9121102121	sho_ogl1@pkm.appolice.gov.in
2	ONGOLE II Town		9121102124	sho_ogl2@pkm.appolice.gov.in
3	Ongole Taluq		9121102127	sho_oglt@pkm.appolice.gov.in

4	Traffic PS		9121102115	sho_ogltrf@pkm.appolice.gov.i n
5	Kothapatnam		9121102126	sho_kmpt@pkm.appolice.gov.in
6	Women PS		9121102117	sho_wps_ogl@pkm.appolice.g ov.in
7	Chimakurthy		9121102131	sho_chmk@pkm.appolice.gov. in
8	SN. Padu		9121102132	sho_snpu@pkm.appolice.gov.i n
9	Maddipadu		9121102133	sho_mdpu@pkm.appolice.gov. in
10	N.G. Padu		9121102134	sho_ngpu@pkm.appolice.gov.i n
11	S.Konda		9121102136	sho_sknd@pkm.appolice.gov.i n
12	Tangutur		9121102137	sho_tgtr@pkm.appolice.gov.in
13	Jarugumalli		9121102138	sho_jmli@pkm.appolice.gov.in
14	Darsi		9121102162	sho_drsi@pkm.appolice.gov.in
15	Thallur		9121102165	sho_tlur@pkm.appolice.gov.in
16	Mundlamur		9121102164	sho_mdldr@pkm.appolice.gov.i n
17	Podili		9121102173	sho_pdli@pkm.appolice.gov.in
18	Tadivaripalli		9121102176	sho_tvpi@pkm.appolice.gov.in
19	Konakanamitla		9121102174	sho_kkmt@pkm.appolice.gov.i n
20	Tripuranthakam		9121102196	sho_tpkt@pkm.appolice.gov.in
21	Donakonda		9121102175	sho_dkda@pkm.appolice.gov.i n
22	Kurichedu		9121102163	sho_kurc@pkm.appolice.gov.i n
23	Kanigiri		9121102210	sho_kngi@pkm.appolice.gov.i n
24	H.M. Padu		9121102211	sho_hmpu@pkm.appolice.gov. in
25	Pedacherlopalli		9121102213	sho_pcpi@pkm.appolice.gov.in
26	Pamur		9121102215	sho_pmur@pkm.appolice.gov.i n
27	C.S. Puram		9121102216	sho_cspu@pkm.appolice.gov.i n
28	Veligandla		9121102212	sho_vlgl@pkm.appolice.gov.in
29	Kondepi		9121102139	sho_kndp@pkm.appolice.gov.i n
30	Ponnalur		9121102207	sho_pnlr@pkm.appolice.gov.in
31	Marripudi		9121102177	sho_mrpd@pkm.appolice.gov.i n
32	Markapur town		9121102182	sho_mkpt@pkm.appolice.gov.in
33	Markapur Rural		9121102183	sho_mkpr@pkm.appolice.gov.i n

34	Giddalur		9121102188	sho_gidl@pkm.appolice.gov.in
35	Racherla		9121102191	sho_rchl@pkm.appolice.gov.in
36	Komarole		9121102190	sho_kmrl@pkm.appolice.gov.i n
37	Ardhaveedu		9121102185	sho_advd@pkm.appolice.gov.i n
38	Cumbum		9121102184	sho_cmbm@pkm.appolice.gov .in
39	Besthavaripeta		9121102189	sho_bvpt@pkm.appolice.gov.i n
40	Y.Palem		9121102193	sho_yplm@pkm.appolice.gov.i n
41	Dornala		9121102194	sho_dorl@pkm.appolice.gov.in
42	Pullalacheruvu		9121102195	sho_puch@pkm.appolice.gov.i n
43	Peddaraveedu		9121102186	sho_pdvd@pkm.appolice.gov.i n

CHAPTER – 11				
Monthly Remuneration received by Officers and Employees, including the System of Compensation as Provided in Regulations				
[Section 4(1)(b)(x)]				
11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:				
S. No .	Designation	Monthly Remuneration including its composition		System compensation to determine remuneration as given in regulation
		Basic (or) Pay Scale	Allowances	
1	SP	67700-208700	As applicable	PRC-2022
2	ADDL.SP	65360-154980	As applicable	
3	SDPOs	61960-151370	As applicable	
4	C.I.	48440-137220	As applicable	
6	S.Is; WSIs & RSIs	44570-127480	As applicable	
8	A.S.Is & ARSIs	35570-109910	As applicable	
10	ARHCs; HCs & WHC	32670-101970	As applicable	
13	ARPCs; PCs & WPCs	25220-80910	As applicable	
MINISTERIAL STAFF				
1	A.O.	54060-140540	As applicable	
2	OFFICE SUPDT.	44570-127480	As applicable	
4	SR.ASST	32670-101970	As applicable	
6	JR.ASST/TYPIST	25220-80910	As applicable	
8	RECORD ASSISTANT	23120-74770	As applicable	
9	CLASS -IV	20000-61960	As applicable	

CHAPTER -12

**Budget Allocated to Each Agency including Plans etc.
[Section 4(1) (b) (xi)]**

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority of each agency.

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 needs	NA	NA

12.2 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 2021-2022	Amount spent last year 2021-2022	Budget allocated current year 2022-2023	Budget spent current year 2022-2023
Police Department	Administrative Expenses	---	---	8,49,42,966	7,19,20,280

CHAPTER- 13

Manner of Execution of Subsidy Programmes				
[Section 4(1)(b)xii]				
13.1 Describe the activities / Programmes / Schemes being implemented				
by the public authority for which subsidy is provided.				
13.2 Provide information on the nature of subsidy, eligibility criteria for				
Accessing subsidy and designation of officer competent to grant subsidy				
Under various programmes/schemes.				
Name of programme/ Activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant Subsidy	
Not applicable				
13.3 Describe the manner of execution of the subsidy programmes				
Name of programme/ Activity	Application Procedure	Sanction Procedure	Disbursement Procedure	
Not applicable				

<u>CHAPTER - 14</u>				
Particulars of Recipients of Concessions, Permits or				
Authorization grant by the Public Authority				
[section 4(1)(b)xiii]				
14.1 Provide the names and addresses of recipients of benefits under each programme/scheme separately in the following format.				
Institutional Beneficiaries				
Name of programme/scheme:				
S.No.	Name & address of	Nature/	Date	Name &
	recipient institutions	quantum of	of	Designation of
		benefit	grant	Granting
		granted		Authority
Not applicable				
<u>Name of programme/scheme:</u>				
S.No.	Name & address of	Nature/	Date of	Name &
	recipient institutions	quantum of	grant	Designation of
		benefit		granting
		granted		authority
Not applicable				
<u>Individual Beneficiaries:</u>				
S.No.	Name & address of	Nature/	Date of	Name &
	recipient beneficiaries	quantum of	grant	Designation of
		benefit		granting
		granted		authority
Not applicable				
<u>Name of programme/scheme:</u>				
S.No.	Name & address of	Nature/	Date of	Name &
	recipient institutions	quantum of	grant	Designation of
		benefit		granting
		granted		authority
Not applicable				

<u>CHAPTER – 15</u>			
Information Available in Electronic Form			
[section 4(1)(b)x(iv)]			
15.1 Please provide the details of information related to the various Schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)			
Electronic Format	Description (site address/location where available etc.	Contents or title quantum of benefit Granted	Designation and address of the Constodian 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 - 16
Particulars of Facilities available to citizens for obtaining Information
[section 4(1)(b)xv]

16. 1 Describe the particulars of information dissemination mechanisms in place / facilities available to the public for accessing of information:

Facility	Description (Location of Facility / Name etc.)	Details of Information made available
Notice Board	All Police Stations	BCs, KDs, DCs, suspects Rowdies with name and Photographs.
News Paper Reports	Through PRO	Major crimes, bandobust, traffic routes, etc.
Public Announcements	NIL	NIL
Information Counter	NIL	NIL
Publications	NIL	NIL
Office Library	NIL	NIL
Websites	NIL	NIL
other Facilities (name)	NIL	NIL

20. Answers by the Department

Right to Information Act 2005 has been came into force w.e.f. 12.10.2005. The main intention of the Act is to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected there with or incidental thereto

So far the following applications have been received under RT Act 2005 as follows.

YEAR	Applications Received	Applications Disposed	Applications Pending
2021	233 General - 201 Appeal - 32	233	--
2022	224 General - 184 Appeal - 44	209 General - 173 Appeal - 36	19 General - 11 Appeal - 8

Annul return / Quarterly return on the above subject is being sent to C.O. every quarter in Annexure-III (Proforma-B).

According to the Act, the list of the PIOs A.P.I.Os/ Appellate Authorities i.e., District Level, Sub-Divisional Level, Circle Level and Station Level have been prepared as per the Notification issued by C.O. vide C.O.Memo.C.No.153/A1/2005, Dtd.22.09.2005 and maintained.

According to the instructions issued in G.O.Rt.No.6488 General Administration Coordination GPM & Department, dtd.20.11.2006 two separate Registers are being maintained i.e., 1) Annexure- Register – Register for applications received and disposed of Under RTI Act by the Public Information maintained by PIO and 2) Register-II – Register for First Appeals maintained by the 1st Appellate Authority. Accordingly the said two registers are maintained.

CHAPTER – 17

Names, Designations and other particulars of Public Information Officers **[Section 4(1) (b) (xvi)]**

INFORMATION ABOUT THE PUBLIC INFORMATION OFFICERS AND ASSISTANT PUBLIC INFORMATION OFFICERS DESIGNATES FOR A VAROUSA OFFICES/ADMINISTRATIVE UNITS AND APPELLATE AUTHORITY/OFFICERS FOR THE PUBLIC AUTHORITY

Public Information Officer(s)

Sl.No	Name of office/ administrative Unit	Name & Designation of PIO	Mobile No	e-Mail ID
District Level				
1	District Police Office, Ongole	Public Information Officer Addl.Suptd. of police (Admn), District Police Office, Ongole.	9121102101	addlsp_admn@pkm.appolice.gov.in
Sub-Divisional Level				
1	Ongole	SDPO Ongole Sub-Division.	9121102120	sdpo_ogl@pkm.appolice.gov.in
2	Darsi	SDPO Darsi Sub Division.	9121102160	sdpo_dri@pkm.appolice.gov.in
3	Kanigiri	SDPO Kanigiri Sub Division	9121102118	sdpo_kng@pkm.appolice.gov.in
4	Markapur	SDPO Markapur Sub Division.	9121102180	sdpo_mkp@pkm.appolice.gov.in
Circle Level				
1	Ongole Rural Circle		9121102130	ci_oglr@pkm.appolice.gov.in
2	S.Konda Circle		9121102135	ci_skd@pkm.appolice.gov.in
3	Darsi Circle		9121102161	ci_dri@pkm.appolice.gov.in
4	Podili Circle		9121102172	ci_pdl@pkm.appolice.gov.in
5	Tripuranthakam Circle		9121102237	ci_tpkt@pkm.appolice.gov.in
6	Kanigiri Circle		9121102209	ci_kng@pkm.appolice.gov.in
7	Pamur Circle		9121102214	ci_pmr@pkm.appolice.gov.in
8	Kondapi Circle		9121102114	ci_kndp@pkm.appolice.gov.in
9	Markapur Circle		9121102181	ci_mkp@pkm.appolice.gov.in
10	Giddalur Circle		9121102187	ci_gdlr@Pkm.appolice.gov.in
11	Cumbum Circle		9121102123	ci_cmbm@pkm.appolice.gov.in
12	Y.Palem Circle		9121102192	ci_ypm@pkm.appolice.gov.in
Police Station Level				
1	ONGOLE I Town		9121102121	sho_ogl1@pkm.appolice.gov.in
2	ONGOLE II Town		9121102124	sho_ogl2@pkm.appolice.gov.in
3	Ongole Taluq		9121102127	sho_oglt@pkm.appolice.gov.in

4	Traffic PS		9121102115	sho_ogltrf@pkm.appolice.gov.in
5	Kothapatnam		9121102126	sho_kmpt@pkm.appolice.gov.in
6	Women PS		9121102117	sho_wps_ogl@pkm.appolice.gov.in
7	Chimakurthy		9121102131	sho_chmk@pkm.appolice.gov.in
8	SN. Padu		9121102132	sho_snpu@pkm.appolice.gov.in
9	Maddipadu		9121102133	sho_mdpu@pkm.appolice.gov.in
10	N.G. Padu		9121102134	sho_ngpu@pkm.appolice.gov.in
11	S.Konda		9121102136	sho_sknd@pkm.appolice.gov.in
12	Tangutur		9121102137	sho_tgtr@pkm.appolice.gov.in
13	Jarugumalli		9121102138	sho_jmli@pkm.appolice.gov.in
14	Darsi		9121102162	sho_drsi@pkm.appolice.gov.in
15	Thallur		9121102165	sho_tlur@pkm.appolice.gov.in
16	Mundlamur		9121102164	sho_mdldr@pkm.appolice.gov.in
17	Podili		9121102173	sho_pdli@pkm.appolice.gov.in
18	Tadivaripalli		9121102176	sho_tvpi@pkm.appolice.gov.in
19	Konakanamitla		9121102174	sho_kkmt@pkm.appolice.gov.in
20	Tripuranthakam		9121102196	sho_tpkt@pkm.appolice.gov.in
21	Donakonda		9121102175	sho_dkda@pkm.appolice.gov.in
22	Kurichedu		9121102163	sho_kurc@pkm.appolice.gov.in
23	Kanigiri		9121102210	sho_kngi@pkm.appolice.gov.in
24	H.M. Padu		9121102211	sho_hmpu@pkm.appolice.gov.in
25	Pedacherlopalli		9121102213	sho_pcpi@pkm.appolice.gov.in
26	Pamur		9121102215	sho_pmur@pkm.appolice.gov.in
27	C.S. Puram		9121102216	sho_cspu@pkm.appolice.gov.in
28	Veligandla		9121102212	sho_vlgl@pkm.appolice.gov.in
29	Kondepi		9121102139	sho_kndp@pkm.appolice.gov.in
30	Ponnalur		9121102207	sho_pnlr@pkm.appolice.gov.in
31	Marripudi		9121102177	sho_mrpdp@pkm.appolice.gov.in
32	Markapur town		9121102182	sho_mkpt@pkm.appolice.gov.in
33	Markapur Rural		9121102183	sho_mkpr@pkm.appolice.gov.in
34	Giddalur		9121102188	sho_gidl@pkm.appolice.gov.in

35	Racherla		9121102191	sho_rchl@pkm.appolice.gov.in
36	Komarole		9121102190	sho_kmrl@pkm.appolice.gov.in
37	Ardhaveedu		9121102185	sho_advdpkm.appolice.gov.in
38	Cumbum		9121102184	sho_cmbmpkm.appolice.gov.in
39	Besthavaripeta		9121102189	sho_bvpt@pkm.appolice.gov.in
40	Y.Palem		9121102193	sho_yplmpkm.appolice.gov.in
41	Dornala		9121102194	sho_dorlpkm.appolice.gov.in
42	Pullalacheruvu		9121102195	sho_puch@pkm.appolice.gov.in
43	Peddaraveedu		9121102186	sho_pdvd@pkm.appolice.gov.in

Assistant Public Information Officer(s)

Sl. No	Name of office/ administrative Unit	Name & Designation of APIO	Mobile No	e-Mail ID
District Level				
1	District Police Office, Ongole	Administrative Officer, District Police Office, Ongole	9121102230	ao@pkm.appolice.gov.in
2	District Police Office, Ongole	Inspector of Police, DCRB, Ongole.	9121102241	dcrb@pkm.appolice.gov.in
Sub-Divisional Level				
1	Ongole	Camp Clerk	9985140609	sdpo_ogl@pkm.appolice.gov.in
2	Darsi	Camp Clerk	9849130447	sdpo_dri@pkm.appolice.gov.in
3	Kanigiri	Camp Clerk	9948228742	sdpo_kng@pkm.appolice.gov.in
4	Markapur	Camp Clerk	7036709169	sdpo_mkp@pkm.appolice.gov.in
Circle Level				
1	Ongole Rural			ci_oglr@pkm.appolice.gov.in
2	Singarayakonda			ci_skd@pkm.appolice.gov.in
3	Darsi			ci_dri@pkm.appolice.gov.in
4	Podili			ci_pdl@pkm.appolice.gov.in
5	Tripuranthakam			ci_tpkt@pkm.appolice.gov.in
6	Kanigiri Circle			ci_kng@pkm.appolice.gov.in
7	Pamur Circle			ci_pmr@pkm.appolice.gov.in
8	Kondepi			ci_kndp@pkm.appolice.gov.in
9	Markapur			ci_mkp@pkm.appolice.gov.in
10	Giddalur			ci_gdlr@pkm.appolice.gov.in
11	Cumbum			ci_cmbm@pkm.appolice.gov.in
12	Y.Palem			ci_ypm@pkm.appolice.gov.in

Police Station Level		
1	ONGOLE I Town	sho_ogl1@pkm.appolice.gov.in
2	ONGOLE II Town	sho_ogl2@pkm.appolice.gov.in
3	Ongole Taluq	sho_oglt@pkm.appolice.gov.in
4	Traffic PS	sho_ogltrf@pkm.appolice.gov.in
5	Kothapatnam	sho_kmpt@pkm.appolice.gov.in
6	Women PS	sho_wps_ogl@pkm.appolice.gov.in
7	Chimakurthy	sho_chmk@pkm.appolice.gov.in
8	S.N.Padu	sho_snpu@pkm.appolice.gov.in
9	Maddipadu	sho_mdpu@pkm.appolice.gov.in
10	N.G. Padu	sho_ngpu@pkm.appolice.gov.in
11	S.Konda	sho_sknd@pkm.appolice.gov.in
12	Tangutur	sho_tgtr@pkm.appolice.gov.in
13	Jarugumalli	sho_jmli@pkm.appolice.gov.in
14	Darsi	sho_drsi@pkm.appolice.gov.in
15	Thallur	sho_tlur@pkm.appolice.gov.in
16	Mundlamur	sho_mdldr@pkm.appolice.gov.in
17	Podili	sho_pdli@pkm.appolice.gov.in
18	Tadivaripalli	sho_tvpi@pkm.appolice.gov.in
19	Konakanamitla	sho_kkmt@pkm.appolice.gov.in
20	Tripuranthakam	sho_tpkt@pkm.appolice.gov.in
21	Donakonda	sho_dkda@pkm.appolice.gov.in
22	Kurichedu	sho_kurc@pkm.appolice.gov.in
23	Kanigiri	sho_kngi@pkm.appolice.gov.in
24	H.M. Padu	sho_hmpu@pkm.appolice.gov.in
25	Pedacherlopalli	sho_pcpi@pkm.appolice.gov.in
26	Pamur	sho_pmur@pkm.appolice.gov.in
27	C.S. Puram	sho_cspu@pkm.appolice.gov.in
28	Veligandla	sho_vlgl@pkm.appolice.gov.in
29	Kondepi	sho_kndp@pkm.appolice.gov.in
30	Ponnalur	sho_pnlr@pkm.appolice.gov.in
31	Marripudi	sho_mrpdp@pkm.appolice.gov.in
32	Markapur Town	sho_mkpt@pkm.appolice.gov.in
33	Markapur Rural	sho_mkpr@pkm.appolice.gov.in
34	Giddalur	sho_gidl@pkm.appolice.gov.in
35	Racherla	sho_rchl@pkm.appolice.gov.in
36	Komarole	sho_kmrl@pkm.appolice.gov.in
37	Cumbum	sho_cmbm@pkm.appolice.gov.in
38	Ardhaveedu	sho_advdp@pkm.appolice.gov.in
39	Besthavaripeta	sho_bvpt@pkm.appolice.gov.in
40	Y.Palem	sho_yplm@pkm.appolice.gov.in
41	Pullalacheruvu	sho_pchu@pkm.appolice.gov.in
42	Dornala	sho_dorl@pkm.appolice.gov.in
43	Peddaraveedu	sho_pdvd@pkm.appolice.gov.in

Appellate Authority

Sl. No	Jurisdiction of Appellate Officer (offices/administrative units of the authority)	Name, Designation & Address of Appellate Officer	Mobile No	e-Mail ID
District Level				
1	District Police Office, Ongole	Superintendent of Police, Prakasam Dist, Ongole.	9121102100	sp_@pkm.appolice.gov.in

Sub-Divisional Level				
1	Ongole	SDPO Ongole	9121102120	sdpo_ogl@pkm.appolice.gov.in
2	Darsi	SDPO Darsi	9121102160	sdpo_dri@pkm.appolice.gov.in
3	Kanigiri	SDPO Kanigiri	9121102118	sdpo_kng@pkm.appolice.gov.in
4	Markapur	SDPO Markapur	9121102180	sdpo_mkp@pkm.appolice.gov.in

Circle Level			
1	Ongole Rural Circle	9121102130	ci_oglr@pkm.appolice.gov.in
2	S.Konda Circle	9121102135	ci_skd@pkm.appolice.gov.in
3	Darsi Circle	9121102161	ci_dri@pkm.appolice.gov.in
4	Podili Circle	9121102172	ci_pdl@pkm.appolice.gov.in
5	Tripuranthakam Circle	9121102237	ci_tpkt@pkm.appolice.gov.in
6	Kanigiri Circle	9121102209	ci_kng@pkm.appolice.gov.in
7	Pamur Circle	9121102214	ci_pmr@pkm.appolice.gov.in
8	Kondapi Circle	9121102114	ci_kndp@pkm.appolice.gov.in
9	Markapur Circle	9121102181	ci_mkp@pkm.appolice.gov.in
10	Giddalur Circle	9121102187	ci_gdlr@Pkm.appolice.gov.in
11	Cumbum Circle	9121102123	ci_cmbm@pkm.appolice.gov.in
12	Y.Palem Circle	9121102192	ci_ypm@pkm.appolice.gov.in