

**TAMIL NADU POLICE****CHAPTER XXVII****THE TAMIL NADU POLICE TELECOMMUNICATION BRANCH.****PSO-508. Organization --**

The Tamil Nadu Police Telecommunication Branch was officially started in October 1948. The Tamil Nadu Police has an up-to date Telecommunication Network. Other States in India have also their own. It is under the administrative control of the Inspector General of Police, Technical Services, assisted by a Deputy Inspector General of Police. Investigating Officers can broadcast information to any Police Officer, in any of the important Cities or District Headquarters in any part of India at the quickest possible time, about crimes and criminals. All messages relating to law and order may also be passed over the Police Telecommunication.

**(G.O. No. 2236, Home 12th June 1948).**

(b) The object of this branch is to maintain uninterrupted communication for effective functioning of Police Department and installing communication and security equipment during VVIP/VIP, special bandobust, election etc and performing round the clock duties in addition to other duties.

**PSO-509.** (a) This organization will be called the "Tamil Nadu Police Telecommunication Branch" and will consist of the following subject to such additions as may be prescribed from time to time.

(i) **State High Frequency Telecommunication Network. (HF Communication is a long-distance communication existing between the State Capital and all the District Headquarters. The main mode of the Communication in this system is Radio Telephony and Morse. This system is being utilized as a Standby Communication arrangement.)**

(ii) State V.H.F., Telecommunication Network. (VHF Communication system is a line of sight Communication provided within the district. The District Headquarters is linked with all the Police Stations of the District. The VHF Mobile Communication is also extended to the Police Officers of and above the rank of Inspectors. As on date all the Police Stations as well as Police Outposts have been provided with VHF Communication.)

(iii) State Microwave Telecommunication Network.

(iv) The Chennai City Police Telecommunication Network.

(v) District Police Network.

(vi) The Police Telecommunication Signal School.

(vii) The General Maintenance workshops.

(viii) District Maintenance Workshops.

(b) The Tamil Nadu Police Battalion Networks will be district from the Tamil Nadu Police Telecommunication Network comprising of items (i), (ii), (iii), (iv) and (v).

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(c) The Inter-State Police Telecommunication Network, a separate organization run by the Government of India, has its own station at Chennai. Messages to Police Officers in other States in India and vice versa have to pass through this Station. This service will be utilized by all Police Officers, District Magistrates and Secretaries to Government for the transmission of messages pertaining to law and order and semi-law and order to New Delhi and other State Capitals. Through the State Capitals, Messages could be passed to all places provided with Police Wireless stations in the various States.

**PSO-510.**

(a) The present schemes of the State Police Telecommunication Network consist of the following: -

- (i) State H.F. Stations;
- (ii) V.H.F. Stations;
- (iii) Mobile V.H.F. Stations;
- (iv) Microwave Repeater Stations.

(b) Multi-channel Microwave system connects all the district headquarters with Chennai and provides dedicated channels for telephone, teleprinter and facsimile circuits.

(c) Tamil Nadu Police Battalion Radio Networks has its fixed stations at Avadi, Tiruchirappalli, Manimuthar and Kovaipudur and Transportable Stations connecting the headquarters of the Companies during their various movements.

(d) City and District headquarters control room.

The following Control Rooms are kept at the following important towns.

<b>Sl.No.</b>	<b>Place</b>
	Headquarters at Chennai
1	Master Control Room "A" Section
2	Master Control Room "B" Section
3	Master Control Room "C" Section
4	Control
5	Log Checking
6	Crypto Centre
7	General Administration
8	Signal Training School
9	Secretariat
10	Motor Transport Unit
11	Internal Monitoring Cell
	Commission rates Control Room
12	Chennai City Control Room

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13	Chennai Sub-Urban Control Room
14	Coimbatore City Control Room
15	Salem City Control Room
16	Trichy City Control Room
17	Madurai City Control Room
18	Tirunelveli City Control Room Out Station
19	Kancheepuram
20	Thiruvallur
21	Vellore
22	Villupuram
23	Cuddalore
24	Thiruvannamalai
25	Salem
26	Namakkal
27	Dharmapuri
28	Erode
29	Coimbatore
30	Nilgiris
31	Trichy
32	Thanjavur
33	Pudukottai
34	Nagapattinam
35	Thiruvarur
36	Perambalur
37	Karur
38	Dindigul
39	Theni
40	Madurai
41	Sivagangai
42	Ramnad
43	Virudhunagar
44	Tirunelveli
45	Thoothukudi
46	Nagercoil
47	Kumbakonam
48	Karaikudi
49	Krishnagiri

These are intended for use to maintain communication during times of emergency, disturbances the public tranquility, regulation of traffic and during the visits of important personages. These stations operate within the area of the respective -towns.

(e) List of VHF Microwave Repeaters functioning in the State:

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Sl.No.	District/Commissionerate	VHF/Microwave Repeater Location	Manned/ Unmanned
1	Chennai City	1 Sembium	Unmanned
		2 MMC – Moore Market Complex	Manned
		3 Vandalur	Unmanned
2	Kancheepuram	4 Kancheepuram DPO	Manned
		5 Malaivayavur	Unmanned
3	Chennai Sub-Urban	6 Pallavaram	Manned
4	Thiruvallur	7 Kavarapettai	Unmanned
		8 Thirutani Hills	Unmanned
		9 Cuddalore DPO	Manned
5	Cuddalore	10 Chidambaram	Unmanned
		11 Kadampuliyur	Unmanned
		12 Melpet	Manned
6	Thiruvannamalai	13 Pavalakundru	Unmanned
		14 Pappanthangal	Manned
		15 Villupuram	Manned
7	Villupuram	16 Mailam	Unmanned
		17 Kottakuppam	Unmanned
		18 Innadu	Manned
8	Vellore	19 Gudiyattam	Manned
9	Krishnagiri	20 Hosur	Unmanned
10	Salem City	21 Uthamalai	Unmanned
11	Salem	22 Shervary	Manned
		23 Sankagiri P.S.	Unmanned
		24 Erode DPO	Manned
12	Erode	25 Thattakkari	Unmanned
		26 Chennimalai	Manned
13	Namakkal	27 Thiruchengode	Unmanned
		28 Kolli Hills	Manned
14	Coimbatore City	29 Coimbatore PRS	Unmanned
15	Coimbatore	30 Perur	Unmanned
		31 Dodabetta	Unmanned
		32 Nellakottai	Unmanned
16	Ooty	33 Kodanadu	Unmanned
		34 Drumula Repeater	Manned
		35 Gandhi Market	Unmanned
17	Trichy City	36 Pachamalai	Manned
		37 Uppliyapuram	Unmanned
18	Trichy	38 Pullampadi	Manned
		39 Thuvarankurichi	Unmanned

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		40	Kumbakonam	Unmanned
19	Thanjavur	41	Thanjavur DPO	Manned
		42	Pattukottai	Manned
20	Thiruvarur	43	Thiruvarur	Unmanned
		44	Mannargudi	Manned
21	Pudukottai	45	Mimisal	Unmanned
		46	Machuvadi	Unmanned
		47	Nagapattinam	Manned
22	Nagapattinam	48	Vedaraniyam	Unmanned
		49	Mayiladuthurai	Unmanned
23	Madurai City	50	Madurai AR	Manned
		51	Madurai COP	Manned
		52	Thirupparamkundram	Unmanned
24	Madurai	53	Usilampatti	Unmanned
		54	Melur	Unmanned
		55	Kodaikanal	Manned
25	Dindigul	56	Arankanal	Manned
		57	Dindigul	Unmanned
		58	Ramnad DPO	Manned
26	Ramnad	59	Rameswaram	Unmanned
		60	Paramakudi	Unmanned
		61	Sivagangai DPO	Manned
27	Sivagangai	62	Thirupathur	Unmanned
		63	Karaikudi	Unmanned
		64	Devakottai PS	Unmanned
28	Theni	65	Theni Hillock	Unmanned
		66	Mayiladumparai PS	Unmanned
		67	Virudhunagar DPO	Manned
29	Virudhunagar	68	Sivakasi AR	Unmanned
		69	Srivilliputhur	Manned
30	Tirunelveli City	70	Tirunelveli DPO	Manned
		71	Manjolai	Manned
31	Tirunelveli	72	Therkkukallikulam	Manned
		73	Elathoor	Unmanned
		74	Thoothukudi	Manned
32	Thoothukudi	75	Kulasekarapattinam	Unmanned
		76	Kovipatti	Manned
		77	Vallimalai	Manned
33	Kanniyakumari	78	Nagercoil DPO	Unmanned
		79	Kanniyakumari PS	Unmanned
		80	Maliyadi	Unmanned

(f) Commissioners of Police/Superintendents of Police and Range Deputy Inspectors General of Police shall visit at least once in every three months, the Repeater Stations located in

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their jurisdiction to check the alertness of the Technical staff posted there besides having a personal knowledge of communication infrastructure available at that place. They shall send the visiting notes to the Director General of Police with a copy marked to the Deputy Inspector General of Police, Technical Services, Chennai for action.

(Memorandum Rc.No.023078/S.G. II (2)/2005 Dated: 02.02.2005 of the Director General of Police, Tamil Nadu)

(g) **Internal Monitoring Cell –**

In the interest of proper functioning of the Wireless Stations in the districts and to detect effectively and **check the transmission of unauthorized and non-official messages** over the Wireless, Internal Monitoring Cell is located at Police Telecommunication Branch, Chennai. The Internal Monitoring Cell will monitor the messages passing through the Wireless channels at odd hours and bring to the notice of the Superintendent of Police, Telecommunications, the irregularities detected, such as absence of the duty operator from the Wireless sets in the district stations, indulgence of the operators in key conversation, transmission of the unauthorized and non-official messages and non-observance of the prescribed procedures for the channel working.

(h) **Technical Cells –**

Technical Cells are formed in all the districts and Commissionerates by posting one Inspector (Technical) and Sub-Inspector (Technical) to maintain Security and Surveillance equipment. These cells also performing round the clock duties in-

(i) Distribution, maintenance and servicing of H.H.M.D., D.F.M.D., Multi Zone DFMD and N.L.J.D. etc.

(ii) Installation, maintenance and servicing of computer, Fax, copier machine and other accessories at Police Stations and other Police Offices.

(iii) Distribution, maintenance and servicing of Explosive Vapour Detector, Speed Dome Camera, Handy-Cam, DLP/LCD Projectors and other costly security gadgets.

(iv) Servicing and maintenance of Video Conference System.

(v) Technical support and guidance on all technical aspects.

**PSO-511.(a)** This branch will be under the direct charge of the Deputy Inspector General of Police, Technical Services, Chennai will be under the general control of the Director General of Police, Chennai who will be assisted by the Addl. Director General of Police (Headquarters) and Inspector General of Police, Technical Services, Chennai. The Deputy Inspector General of Police, Technical Services, Chennai will exercise the same powers over the Police

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Telecommunication Branch as those exercised by the Range Deputy Inspector General of Police over the District Police.

(b) The Deputy Inspector General of Police, Technical Services, Chennai will exercise general technical supervision over the State Police Telecommunication Network and the Tamil Nadu Special Police Telecommunication Network.

(c) The Commandants of the Tamil Nadu Special Police Battalions will generally act in the consultation with the Deputy Inspector General of Police, Technical Services, Chennai in all important matters relating to the technical staff under their administrative control, as also in technical matters concerning their networks. The Commissioner of Police, Chennai and the Superintendents of Police will similarly consult the Deputy Inspector General of Police, Technical Services, Chennai in all technical matters relating to Chennai City and District Police Telecommunication Networks.

**PSO-512. Use of transportable stations and their control -**

(a) The Telecommunication sets supplied for transportable stations may be taken by the Superintendent of Police to Camp in a station Wagon which has been provided for the purpose, so that he can keep in touch with his headquarters. It may also be sent to such places where he anticipates trouble or where Armed Reserve bandobust party is sent so that he can be kept informed of latest developments.

(b) Transport for Transportable Stations -

When Police Officers move their transportable stations on camp they should provide proper transport. The Police Motor Vehicles attached to the Armed Reserve and particularly the Station Wagon allotted to each District, may be used for the purpose.

**PSO-513. Office:**

(a) The Police Telecommunication Office will function as a separate unit. The Personal Assistants (Administration) will be the Chief Ministerial Officer responsible for the day-to-day routine work of the Office. They will have overall control of office administration and one of the Personal Assistants will be the drawing officer.

(b) The work in the office will be regulated by the orders of the Government and the Director General of Police as issued from time to time and according to the rules and regulations laid down in the various Codes and Manuals issued by the Government and generally applicable to all Government Offices and Government servants in the State of Tamil Nadu.

**TAMIL NADU POLICE****CHAPTER XXVII****THE TAMIL NADU POLICE TELECOMMUNICATION BRANCH.****PSO-514. Personnel.**

(a) **The Police Telecommunication Branch will comprise of the following personnel:**

- 1. Inspector General of Police, Technical Services.**
- 2. Deputy Inspector General of Police, Technical Services.**
- 3. Superintendent of Police, Technical Services.**
- 4. Deputy Superintendent of Police, Communication (Category-I)**
- 5. Deputy Superintendent of Police, Cryptography (Category II).**

**(i) Executive**

- (a) Inspectors.**
- (b) Sub-Inspectors.**
- (c) Head Constable Operators.**
- (d) Grade I Police Constable Operators.**
- (e) Grade II Police Constable Operators.**
- (f) Messengers/Orderlies.**
- (g) Drivers.**

**(ii) Ministerial**

**Office staff of the Deputy Inspector General of Police, Technical Services.**

**(iii) Technical: --**

- (a) Deputy Superintendent of Police (Technical).**
- (b) Inspector (Technical).**
- (c) Sub-Inspector (Technical).**

**(b) The qualifications for appointment, the conditions of service of the personnel and such other matters will be governed by the adhoc rules, issued separately for these posts.**

**GAZETTED STAFF.****PSO-515. Duties of Deputy Inspector General of Police, Technical Services --**

(1) The Deputy Inspector General of Police, Technical Services, Chennai will be in-charge of the Tamil Nadu Police Telecommunication Network including the school and the workshop and will exercise the administrative and financial powers of a Range Deputy Inspector General of Police. He will exercise administrative powers over the entire



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technical staff of the State Police Telecommunication Network besides technical supervision. He will also exercise technical supervision over the Chennai City Police and the Tamil Nadu Special Police Battalion Telecommunication Net-works. He will be responsible for the efficient maintenance and operation of all the equipment in Tamil Nadu Police Telecommunication Branch and the Chennai City Police and Tamil Nadu Special Police Battalion Telecommunication Net-works.

(2) He will inspect all District Headquarters installations, Chennai City Police Control Room, Tamil Nadu Special Police installations and V.H.F. link and Repeater Stations at least once in "Two years" and submit the reports to the Director-General of Police through the Inspector General of Police, Technical Services/Additional Director General of Police (Headquarters). During his visits to District Headquarters he should ensure that all communication channels are personally checked for their reliability besides all other routine matters regarding maintenance, technical stores, General Stores, traffic handling, etc. During his visits to District Headquarters, he should also visit at least two of the Police Station level installation in the District and ascertain their maintenance, utilization, communication and discipline among the staff.

(3) He will work in close liaison with the Director, Police Co-ordination, Police Wireless, Ministry of Home Affairs, New Delhi and the Police Telecommunication Officers of other states.

[G.O. Ms. No. 2870 Home, 27 July 1948.]

(4) He will act in liaison with the Telecommunication services of the Defence Services, Department of Telecommunications and Railways and will co-ordinate with these agencies during times of emergency.

(5) He will represent the State Police Telecommunication on the Region Wireless Advisory Committee, Chennai.

(6) He will hold all examinations for promotion.

(7) He will submit fortnightly reports to the Director-General of Police through the Inspector-General of Police, Technical Services, Chennai and Additional Director General of Police (Headquarters), as laid down in Police Standing Order 145.

**PSO-516. Maintenance of Personal Files --**

The orders in Chapter XII will apply to the Telecommunication Branch also.

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(1) (a) He will be in charge of the Tamil Nadu Police Radio Network including Police Computer Communication Centre. He shall exercise the administrative and financial powers of Superintendent of Police. He shall exercise administrative powers only over Technical Staff of Police Telecommunication Branch.

(b) He shall exercise technical supervision over the complete Police Communication Network. He shall be responsible for the efficient maintenance and operation of all Technical equipment in Tamil Nadu Police Telecommunication Branch and Tamil Nadu Police Battalion Radio Networks.

(c) He shall inspect all Police Communication installations in Districts and Commissionerates, Tamil Nadu Special Police Installations and VHF/UHF/Microwave Installations at least once in "Two years" and submit reports to the Director General of Police through the Deputy Inspector General of Police and Inspector General of Police, Technical Services. During his visits to District Headquarters he shall ensure that all communication channels are personally checked for their reliability beside all other routine matters regarding maintenance of technical store, General Stores, traffic handling etc. During his visit to District Headquarters, he shall ascertain the maintenance, utilization of all communication and other technical equipments and discipline among the staff.

(d) He shall work in close liaison with the Director, Directorate of Co-ordination Police Wireless, Ministry of Home Affairs, New Delhi and the Police Radio Officers of other States.

(e) He shall act in liaison with the Radio Services of the Defence Services, Department of Telecommunications and Railways and will co-ordinate and co-operate with these agencies during times of emergency.

(f) He shall represent the State Police Radio on the Region Wireless Advisory Committee, Chennai.

(g) He shall submit weekly reports to the Inspector General of Police, Technical Services through the Deputy Inspector General of Police, Technical Services.

[G.O. (Ms) No.988 Home (Police.I) Department Dated: 17.10.2006]

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(h) He will be in charge of Technical Stores in Headquarter and inventory control. He will be responsible for the general upkeep of Stores in order to ensure smooth flow of stores to various district workshops in the State.

(i) He will inspect the Technical Stores once in 4 months and the Tamil Nadu Police Battalion Networks (Tamil Nadu Special Police II and V) once in a year and submit a report to the Deputy Inspector General of Police, Technical Services, Chennai.

(j) He will supervise all correspondence work pertaining to Technical Subjects and render assistance to the Deputy Inspector General of Police, Technical Services, Chennai.

(k) He will also render assistance on technical matters on vital subjects and apprise the Deputy Inspector General of Police, Technical Services, Chennai.

(l) He will have the control of the Technical Staff of Chennai Workshop and also installations in Headquarters complex. He will guide the Deputy Superintendent of Police (Technical), Inspectors (Technical) and Sub-Inspectors (Technical).

(m) He will be in charge of the H.F. net-work in Headquarters i.e., transmitting and receiving stations.

(n) He will prepare periodical Technical Reports of the Police Telecommunication Branch.

(o) He will be in charge of Research and Development Wing, General Maintenance Workshop and Aerial Section.

(p) He will be in charge of Micro-wave Terminal, Teleprinter Terminal and all the circuit, its terminating in Chennai. He will guide the staff for the maintenance and upkeep of the Trunk lines to various districts in co-ordination with other Technical Assistants to Police Telecommunication Officer in Ranges.

(q) He will be looking after the purchase of Technical Stores pertaining to the Police Telecommunication Branch. He will make a consolidated report once in a quarter and effect purchases after following the procedures prescribed.

(r) He will make training programme of Technical Personnel on the latest developments in Technical side. He will assist the Deputy Inspector General of Police, Technical Services, Chennai in conducting the courses.

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(1) He will be under the immediate control of Deputy Inspector General of Police, Technical Services, Chennai and hold charge of communication. He will hold direct charge of the Master Control Room at Chennai, closely watch the day to day functions of the Police Telecommunication Net-work and will exercise disciplinary and executive control over the staff under him.

(2) He will inspect all District Headquarters Stations, Sub-Divisional Headquarters stations and Transportable stations in the State Police Telecommunication Net-work at least once a year and submit his reports to the Inspector General of Police, Technical Services through Deputy Inspector General of Police, Technical Services, Chennai. He will co-ordinate his inspection with the Deputy Superintendent of Police (Technical) in such a manner that at least one half of the total number of Telecommunication stations is visited by him every year. These reports will be confined to general problems of communication, maintenance and upkeep of Telecommunication Stations etc., buildings or portion of their buildings where the Telecommunication Stations are accommodated.

(3) He will also be in liaison with signal units of the Defence Services, Department of Telecommunications and Railways during time of emergency.

(4) He will be in charge of Signal Training School and will be responsible for general proficiency of the trained personnel and conduct all gradation tests at Signal Training School, Chennai.

(5) He will be responsible for the upkeep of the Personal Files of the Inspectors, Sub-Inspectors and Head Constables.

(6) He will assist the Deputy Inspector General of Police, Technical Services, Chennai in all confidential matters connected with communications, security and will under take to arrange for specialized security work in performing confidential duties as and when required by the Deputy Inspector General of Police, Technical Services, Chennai.

(7) He will submit his weekly reports to the Deputy Inspector General of Police, Technical Services, Chennai.

(8) He will sanction causal leave to the operating staff.

(9) When in Headquarters he will attend office daily from 10.00 a.m. to 5.45p.m. with a break from 1.30 p.m. to 2.p.m.

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The Deputy Superintendent of Police (Cryptography) will inspect District Headquarters Cipher Cells once in a year with a tour programme duly approved by Deputy Inspector General of Police, Technical Services, Chennai by 5th of every month. During his visit, he will check the security arrangements, documents, as well, the discipline of the Crypto. He will report on strict adherence to the instructions on all matters relating to Crypto materials and traffic handled. He will be in charge of the Motor Transport of the Telecommunication Branch and exercise supervision over the work of the Motor Transport staff. He will also inspect Diesel Engines in various Telecommunication Stations and fuels supply to vehicles and engines.

**PSO-520. Duties of Inspectors (Executive Staff): -**

(1) Inspector in charge of Master Control, Chennai and Telecommunication Inspectors at District headquarters of the Police Telecommunication Net work will be responsible for the discipline and efficiency of the operating staff and efficient working of Telecommunication communication service.

(2) The Telecommunication Inspector (General Administration) will be responsible for carrying out the general instructions and orders given to the communication set up by the Head of Office from time to time, implement such orders in the Master Control. He will also inspect the Telecommunication Stations under his charge at least twice in a year and submit his reports to the Deputy Inspector General of Police, Technical Services, Chennai through the Deputy Superintendent of Police (Communications). These reports will be confined mainly to Administration and operations of the networks. He will also be responsible for the maintenance and upkeep of the Police Telecommunication Office building and the Police Quarters attached to the Telecommunication Branch at Chennai.

(3) He will also be in liaison with the signal units of the Defence Services, Railways, Department of Telecommunications and other technical institutions in the city.

(4) Inspector (Training) will be in charge of the Signal Training School at Chennai. He will be immediately responsible to the Deputy Inspector General of Police, Technical Services, Chennai for efficient training of the men, and will exercise disciplinary and executive control over the trainees and men under him. He will hold weekly tests and will submit results to the Deputy Inspector General of Police, Technical Services, Chennai. He will be in charge of the boarding, lodging and sanitary arrangements for trainees. He should take our men in the vehicles and give proper instructions in the practical installation and working of transportable, mobile and fixed stations. He should maintain personal sheets for each trainee and should enter the weekly results in the sheets.

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(5) He should be available to undertake special monitoring or specialized security work out of school hours and assist the Deputy Inspector General of Police, Technical Services, Chennai.

(6) He will be responsible for all the Government properties and various Telecommunication equipment of the Signal Training School.

(7) He will undertake refresher courses for Telecommunication Operators to improve their efficiency and conduct tests and examinations whenever required.

(8) He will sanction casual leave to the Trainees.

(9) He will assist the Deputy Superintendent of Police (Cryptography) in the maintenance of and use of vehicles in the Police Telecommunication Branch.

(10) When in headquarters he will attend Office daily from 8 a.m. to 5 p.m. with a break for lunch from 1 p.m. to 2 p.m.

(11) Telecommunication Inspectors in Districts will inspect the Telecommunication stations under their control at least twice in a year and submit their reports to the Deputy Inspector General of Police, Technical Services, Chennai. The Telecommunication Inspectors will be responsible for the maintenance of communication without any break. They will also under exercise overall control over the operational staff under them including those who are sent to Repeater Stations in their jurisdictions.

**PSO-521. (1) Duties of Sub-Inspectors --**

The Sub-Inspector will be in direct charge of the Master Control Station during his shift duty or the station of his district as the case may be and emergency Telecommunication networks whenever required. He will work in close co-operation with the officer in charge of the urban Telecommunication networks.

(2) He will be directly responsible for the control of the staff under him in the Master Control or Districts or District concerned and will also be responsible for the general control of the men in the various stations in his District.

(3) He will maintain close liaison with Defence Services, Signal organizations, if any, and the Telecommunication Stations of Department of Telecommunications and Railways located in his jurisdiction.

(4) He will also undertake operating work during emergencies and whenever necessary.

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(5) He will visit and check the fixed and transferable stations under his control as often as possible.

(6) He will scrutinize the daily of all his Telecommunication stations and take prompt action if any, slackness is noticed on the part of operators resulting the delays of messages etc.

(7) He will also attend to the proper maintenance of Telecommunication equipment and adjustment and minor repairs when technical staff is not readily available.

(8) During emergencies he will be immediately on the spot and take immediate action in the set up for Telecommunication net works.

(9) He will keep his stations and the Inspector informed of his movements.

(10) He will inspect the stations once a quarter and submit report to the Deputy Inspector General of Police, Technical Services, Chennai.

(11) He and the technical staff in his District or station will work at close co-operation.

(12) He will pay special attention to the operating efficiency of the men under him and arrange for refresher courses from tune to time.

(13) He will maintain a note-book and be responsible for all cash transaction of the District of which he is holding charge.

(14) He will be in charge of all Government Properties in his District or Chennai Headquarters as the case may be and will be responsible for their maintenance, upkeep and safe custody.

(15) He will be in charge of the cash received for disbursement to the Staff and he will maintain a cash Book. If on any occasion the cash on hand is Rs. 1,000/- or more, the cash box shall be deposited in the district Armed Reserve Armoury Guard.

[\(G.O.Ms.No. 443 Home \(Pol.IV\), dated 17 March 1989.\)](#)

(16) He will sanction casual leave to the men under him up to a limit of seven days.

Duties of Operators and General —

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**PSO-522.** The working hours in a **Static Telecommunication Station** will be divided into two shifts, the first from 08.00 to 13.00 hours and second from 14.00 to 17.00 hours with an interval from 13.00 to 14.00 Hours. One Head Constable and one constable will work together in the first shift and one Head Constable and one Constable will work together in the second shift, by turns. Though not actually on work, the men should be near at hand, if required during hours of heavy traffic. The Head Constable when not on work, will do supervisory duties of the station. The men can have off duties by turns, once a week.

**PSO-523. Duties of Head Constable Operators —**

(1) The Head Constables Operators will be in charge of fixed stations and all the transportable stations attached to them if any.

(2) They will do operating work, as stated in order 522 by turns in the station and they will be responsible to see that one operator is always present at the station to attend to emergency telephone calls and be ready to switch on the Telecommunication station on a warning from the Master Control station or any out-station.

(3) They will be responsible for the control of the staff under him subject to the general control exercised by the Sub-Inspector.

(4) They will be responsible for the technical efficiency and discipline of the staff in the station.

(5) They will scrutinize daily logs and submit them to the District Sub-Inspectors.

(6) During disturbances and other emergencies such as cyclones, floods, etc., the Head constable operator should take care to see that Telecommunication communication is not interrupted due to breakdown of mains, want of batteries, damage to serial installation or any such cause. They should take all the precautions and steps necessary during emergencies to keep up and maintain un-interrupted communications.

(7) They will be responsible for the routine maintenance and safe custody of the Telecommunication equipment and allied accessories and other Government properties in the station.

(8) They will sanction casual leave up to three days to the men under him in urgent cases when it is not possible to contact the Sub-Inspector personally or by R.T. Ordinarily the casual leave applications should be forwarded to the District Sub-Inspector for orders. The casual register and the Medical History sheet should be maintained by him.



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(9) They should maintain a high standard of security and guard against leakage of secret messages and Sabotage by subversive and hostile elements.

(10) They will maintain the visiting book, inspection book and other records relating to their station.

(11) They should undertake monitoring or any other specialized work, whenever required.

**PSO-524. Duties of Grade I and Grade II Constable Operators** —(1) The operator will operate on continuous waves and Radio Telephony and maintain log books and should be available for duty always. Two operators shall always be on duty in each station.

(2) They should manipulate and work all types of equipment available at the station and will work the auxiliary equipments for generating power and maintain them properly attending to their spot routine maintenance.

(3) They should install fixed and transportable stations, erect aerials and establish communications when and wherever required.

(4) They will attend refresher courses from time to time to improve their efficiency.

(5) One operator will always be on duty at the Telecommunication station to attend to emergency calls and be ready to switch on the Telecommunication station on a warning from the Master Control station or any outstation.

(6) They will do monitoring work and other specialized work whenever required.

(7) All operators in the station have a joint responsibility for the safe custody of the Telecommunication equipment from a security point of view and maintain 100 per cent secrecy over the intelligence passing through the Telecommunication network.

**PSO-525. Duties of Deputy Superintendents of Police (Technical) at Range Headquarters and Chennai City —**

(a) He will have jurisdiction over the various units and their staff in his respective ranges.

(b) He will inspect all District Workshops and Repeater stations once in 6 months in his region and submit notes to Deputy Inspector General of Police, Technical

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Services, Chennai through Superintendent of Police, Technical Services. He will also inspect the workshop of Tamil Nadu Special Police Battalions in his jurisdiction once in a year.

(c) He will be responsible for the maintenance and supervision of Telecommunication net-works of the districts in his region.

(d) He will be in liaison with the Deputy Inspector-General of Police and Superintendents of Police. He will also be in close coordination with the officers of Public Works Department, Electricity Department, Forest Department, Highways in connection with project work of Police Telecommunication Branch.

(e) All correspondence pertaining to the staff under his jurisdiction should be routed through him.

(f) He will be personally responsible for the maintenance and upkeep of personal files of Sub-Inspectors (Technical) working under him.

(g) In case of emergencies such as strike, cyclone and other natural calamities, Elections, Fairs and Festivals, visits of V.I.Ps, he will maintain a close supervision over the Telecommunication net-work in his jurisdiction and provide uninterrupted communication.

(h) He will deal with the staff' working under him in regard to leave, welfare and discipline, etc.

(i) He will submit proposals for purchase of spares etc., required for use in their range.

(j) The Deputy Superintendent of Police (Technical), Chennai City will have jurisdiction over (i) Chennai City Police Telecommunication Network and Repeater Station at Sembium, (ii) Maintenance Workshop of St.Thomas Mount District.

(k) He will be responsible for the maintenance and supervision over the various units of Chennai City Police Telecommunication Network besides the Public Address systems, C.C.T.V. and other Electronic aid to crime and investigation in Chennai City.

**PSO-526. Technical staff—Duties of Inspector (Technical)—**

(1) They will attend to all first line maintenance and servicing of all Telecommunication equipment under their charge. They should not undertake any major repairs and should keep the Superintendent of Police, Technical Services informed of any breakdown and take instruction.

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(2) They should from time to time visit the Telecommunication stations under their charge and check up the equipment.

(3) Any damage to equipment caused by careless handling will entail the recovery being made from them of the cost of damage done.

(4) Whenever any emergency is proclaimed they should be on the spot and co-operate with the Sub-Inspector or the operator in charge in the maintenance of communication without interruption.

(5) They should fully co-operate with the Police Telecommunication - Executive staff and keep the Sub-Inspector and the Telecommunication stations under their charge, informed of their movements.

(6) They should maintain weekly diaries showing the work done by them date-wise. These should be submitted to the Superintendent of Police, Technical Services through the Deputy Superintendent of Police (Technical).

(7) They will be responsible for the upkeep of all the Telecommunication equipment under their charge.

(8) They will maintain History sheets for the Telecommunication equipments under their charge.

(9) They will distribute work to the Technicians under their control, their movements.

(10) They should be available for duty, outside normal working hours also, if called upon to do so.

(11) They are liable for transfer to any place in the State.

**PSO-527. Duties of Sub-Inspectors (Technical) --** (1) They will be under the immediate control of the Inspector (Technical) and carry out all their instructions.

(2) They will attend to all minor repairs and servicing and maintenance of equipment.

(3) Any damage to equipment done by them due to careless handling will entail the recovery being made from them, of the cost of damage done.

(4) They should co-operate fully with the executive staff.

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(5) During emergencies they should be on the spot and attend to the various technical work connected with the operation of the Telecommunication stations and help the executive staff to maintain uninterrupted communication.

(6) They should be available for duty outside normal working hours also, if called upon to do so.

(7) They are liable for transfer to any place in the state.

**PSO-528. Motor Transport ---**

Duties and responsibilities of personnel attached to Motor Transport Branch of various units in Police Department including Police Telecommunication Branch are given in Chapter XXIV. The powers and duties of the Inspector (Armed Reserve) will be exercised by the Headquarters Telecommunication Inspector and Telecommunication Sub-Inspector respectively.

**PSO-529. Duties of Messenger --**

(1) He will be a qualified motorcycle despatch rider at Chennai, but not so in the mofussil. His main duty will be the conveyance of message and their delivery to the respective addresses. He should have sufficient working knowledge of English to enable him to read and understand addresses and effect efficient delivery. He will also attend to routine miscellaneous duties in the Telecommunication stations. His hours of working will ordinarily be 8 a.m. to 1 p.m. and 2 p.m. to 5 p.m. He will, however, be on duty at other time as the exigencies of service may, demand.

(2) Duties of Orderly --

He will attend to all routine miscellaneous duties. His hours of working will ordinarily be 8 a.m. to 1 p.m. and 2.00 p.m. to 5.00 p.m. every day. He will however, be on duty as the exigencies of service may demand. He will also accompany officers on tour.

**PSO-530. Punishments --**

The Executive, Technical and Ministerial staff will, in matters of discipline and appeal, be governed by the rules governing the services to which they belong.

**PSO-531. Rewards —**

Money rewards may be granted to Constables, Head Constables, and Sub-Inspectors, Inspectors (Technical) and Sub-Inspectors (Technical) for

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exceptional and outstanding good work. The work should not be routine in nature or one of routine overtime.

**PSO-532. Schedule of working hours —**

This service will normally be available for 08.00 to 17.00 hours except with a break for lunch from 13.00 to 14.00 hours. subject to such modification, as may be ordered in times of emergency. During public holidays and on Sundays they will function from 15.00 to 17.00 hours. But during emergencies this will be waived. Regarding the time schedule of Inter-State Police Network Station, Chennai, this station works during all days including holidays from 08.00 to 13.00 hours, 15.00 to 17.00 hours and from 18.00 to 22.00 hours.

**PSO-533. Officers competent to use the Service —**

All Police Officers can use the Police Telecommunication Service for all Crime and Law and Order purposes. District Collectors can use the Police Telecommunication Service only for purposes of law and order. Messages of a private nature are strictly prohibited. In cases of emergency, Director General of Police may authorize officers of other departments to use the Wireless to clear messages subject to the license regulations.

**PSO-534. Liaison between Defence Services, Signal Organization and Posts and Telegraphs and Railways —**

Close liaison will be maintained between the Tamil Nadu Police Telecommunication Branch and Telecommunication Organizations of the Defence Services, the Department of Telecommunications and the Railways especially during the emergencies. Standing reciprocal arrangements for the transmission of messages of destinations covered by any one of the organizations will be made from time to time by the representatives of these organizations meeting in Conference. For a similar purpose, a message control organization has been set up at various State Capitals by the Ministry of Communications, Government of India.

**PSO-535. Records to be maintained in Telecommunication Stations —**

The following important registers will be maintained in the wireless stations. In addition, files will be maintained by them separately for circulars on each subject, that is for instructions on the maintenance and operation of sets, wireless procedure, tour programmes, and other such matters.

- (1)(a) Logs to be maintained in duplicate.
- (b) In and out register for registering IN and OUT messages
- (c) Cash book.
- (d) Superior Officers' visiting Book.

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- (e) Inspection Notes Registers.
- (f) Casual leave register.
- (g) Bus and Railway Warrants Register.
- (h) Attendance Register,
- (i) Tappal Book.
- (j) Police Telecommunication Office Standing Order file.
- (k) Sub-Inspector's memo file.
- (l) History sheets for various Telecommunication equipment and accessories (to be maintained by technical staff).
- (m) Duty roster.
- (n) Government property register.

(2) Range Headquarters - -Records to be maintained:---

- (a) Cash book.
- (b) Logs for all the fixed and transportable stations in the Range to be retained for one year and then to be destroyed under the orders of the Police Telecommunication Officer.
- (c) Superior Officer's visiting book.
- (d) Inspection Notes register.
- (e) Casual leave register.
- (f) Bus and Railway warrant and books,
- (g) Small service books and Defaulter sheets of operators in the Range including constable operators.
- (h) Tappal book.
- (i) Police Telecommunication Officer Standing Order file.
- (j) Sub-Inspector's memo book.
- (k) Log check register.
- (l) Government Property Register.
- (m) Stock register.
- (n) Police Gazette file.

**PSO-536. Musketry Practice ----**

The Superintendents of Police concerned will arrange for musketry practice for Head Constables and Constables, according to Taluk Police scale. Inspectors and Sub-Inspectors will be given revolver practice according to the prescribed scale. The Commissioner of Police, Chennai, will arrange for musketry and revolver practice for the personnel employed in Chennai City.

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All the intelligence passing through the various Telecommunication Networks will be considered as secret and will be protected under Sections 123, 124 and 162 of Indian Evidence Act, 1874.

**PSO-538. Source of Power ---**

(1) For securing economy all fixed stations at District Headquarters will be worked off local commercial supply of A.C. power. As an uninterrupted communication service will depend upon uninterrupted supply of this power mainly the Superintendents of Police will be in touch with the local Electrical Engineer in charge and make arrangements to get advance information for the Telecommunication stations about temporary shut downs or breakdowns of this supply and they should be vigilant especially during emergencies. Arrangements should be made for UPS wherever feasible.

(2) The fixed stations should not be moved by any officer except under orders of the Director-General of Police. The transportable stations attached to the Director-General of Police, the Deputy Inspectors-General of Police, Superintendents of Police, and other officers can be moved by them only within their jurisdictions but the Director-General of Police can order the transfers of these stations for emergency employment anywhere in the State. All requirements for Telecommunication service should be addressed to the Director-General of Police, Chennai.

**PSO-539. Security watch over Telecommunication staff --**

As this is mostly a security service and considerable damage could be caused by an unscrupulous operating staff employed in the Branch, an unobtrusive security watch should be maintained over them by the Superintendents of Police concerned.

**PSO-540. Protective measures for Telecommunication installations --**

These installations should be treated as vital and protected areas and the security of such installations is the responsibility of the concerned Superintendents of Police in Districts and of the Commissioner of Police in the City of Chennai.

(ii) All the static wireless stations are located in the district police offices, armed reserve headquarters or police stations. The mobile radio stations when taken by officers on tour should also be located where there is police guard as far as possible. At places where no guard is available, the officer using shall be responsible for the security of the mobile station.

**PSO-541. Inter--State Police Network --**

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This service will be utilized for purposes of law and order by Police officers, Collectors and Secretaries to Government. This group, links all the States and Cities in the Indian Union and thus messages could be passed to any of the District Headquarters in any State.

**PSO-542. Uniform --**

The officers and men will wear such uniform as may be prescribed.

**PSO-543. Message instruction** — (1) All Telecommunication messages should be sent as written in the prescribed Telecommunication message forms for transmission and signed by the originator with his designation affixing proper priority. Messages must be written legibly, preferably typewritten in the standard Form. If standard message forms are not used, sufficient space as given in standard form may be left in the paper for use by Police Wireless staff.

(2) As far as possible it is safer to send messages in writing to Telecommunication stations than by phone in order to avoid phonetic errors which will lead to the mutilation of messages.

(3) Oral instructions to an operator for transmitting messages to be framed by him should be avoided.

(4) All code or cipher messages should be necessarily sent as written to avoid phonetic errors and consequent mutilation of messages.

(5) As far as possible messages should be in telegraphic language, clear, concise and easily understood.

(6) Ordinarily a message should not exceed 30 words.

(7) Originators of Telecommunication Messages will avoid sending lengthy messages for transmission over V.H.F.

(8) Normally, only one copy of the message is to be sent for transmission and the same will be retained in the wireless station. In the case of messages addressed to more than one authority, the number of copies required will be equal to the number of wireless channels. This will avoid delay in as much as no time would be wasted in the wireless station in making out copies of the message for transmission by different nets. All copies must be legible to prevent errors in transmission.

(9) Use of Police Wireless in emergency –



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The Police Wireless should be normally employed only for the transmission of messages pertaining to law and order and semi-law and order. In times of anticipated emergencies, the prior approval of the Ministry of Communications, Government of India, should be obtained through the Directorate of Co-ordination, Police Wireless, New Delhi, for the use of the Police Wireless for purposes other than those for which the Police Wireless stations are licensed. But in times of sudden emergency like floods, cyclones and such other natural calamities, the Chief Secretary to the State Government can authorize the use of the Police Wireless for passing messages pertaining to those events in anticipation of the sanction of the Government of India. The Ex-Post-facto sanction of the Ministry of Communications, Government of India, should, however, be obtained as quickly as possible, preferably within 24 hours. Such sanction may even be obtained over the Police Wireless, in case the Posts and Telegraphs channels go out of commission due to disturbances.

**PSO-544**

**Conditions of service, qualifications, method of appointment and promotion to various categories in the subordinate service of the Police Telecommunication Branch are laid down in the respective Adhoc rules issued.**