

----- Original Message -----

From: [GENERAL SECTION DPO SHIMOGA](#)

To: dcshi@ksp.gov.in

Sent: Friday, February 01, 2013 4:30 PM

Subject: gnl

NO. GNL/ RTI/ 04/2012

**Office of the
Superintendent of Police,
Shimoga, Date : 23-02-2011**

NOTIFICATION

In exercise of the powers conferred by section 4(1)(b) of the Right to Information Act 2005 (central Act 22 of 2005) the detailed information relating to the police Department of Shimoga District is published hereunder for information of the general public.

The business of Police Department is transacted through the following wings.

1. Outpost
2. Police Station
3. Circle inspector of police office
4. Dy. Supdt. of Police office
5. Dist. Special branch
6. Dist. Crime Record Bureau
7. Dist. Crime and information Bureau
8. Finger Print Bureau
9. Police Control Room/Wireless Station
10. Dist Armed Reserve Police
11. Dist Police Office (Administration Wing)
12. Excise Enforcement and Lottery Prohibition Spl Police Station
13. Forest Mobile Squads

The organisation chart of the Department are as under.

ORGANISATION:

The Superintendent of Police is the head of the police department of the District. He is assisted by one Additional Superintendent of Police and 05 Deputy Superintendents of police. The Additional Superintendent of Police is in charge of Crime and Traffic. The Deputy superintendents of police are in charge of particular sub-divisions. Each sub-division is further divided into Circles, Each of which is under an Inspector of Police. Each circle is sub-divided into Police Stations each of which is under one or two Sub-Inspectors with a complement of ASIs, CHCs and CPCs/WPCs Generally ASI's are placed in charge of Outposts.

FUNCTIONS AND DUTIES :

The functions and duties of the Police Department are as follows:

- a) Protect the lives and liberties of the people from criminal and anti-social elements.
- b) Earn the good will, support and active assistance of the community.
- c) Co-ordination with other wings of the criminal justice system.
- d) Equal treatment regardless of caste, religion, social and economic status or political affiliations.
- e) Exhibit due consideration for women, children, senior citizens and weaker sections.

- f) Improve professional knowledge, skills and attitudes and adopt modern methods in police work.
- g) Accept and play the role in social transformation and bring about improvement in the quality of life in the society.
- h) Foster professional values in policing with special emphasis on integrity, impartiality and efficiency.

The Organisational Chart of the Shimoga District Police is as under:-

Superintendent of Police

Addl. Superintendent of Police

DSPs

C.P.I.s

P.S.I.s

A.S.I.s

H.C.s

P.C.s

The following are the Police Sub-Divisions of the district comprising Circles, Police Stations & Out Posts.

Sub-divisions	Circles	Police stations	Out Posts
Shimoga sub-Division	1.Doddapete Circle Shimoga 2. Kote Circle Shimoga 3.ShimogaRural Circle	1. Doddapete PS 2.Shimoga Traffic PS 3.Vinobanagar PS 1. Kote PS 2. Jayanagar PS 3.. Women PS 1. Shimoga Rural PS 2.Tunganagar PS 3. Kumsi P.S	1)Umblebailu 1)Ayanur
Bhadravathi Sub-Division	1.Bhadravathi Town Circle 2.Bhadravathi Rural Circle	1. Old Town PS Bhadravathi 2. New Town P.S Bhadravathi 3. Traffic P.S Bhadravathi 4.Hosamane Shivaji Circle PS 1. Bhadravathi (R) PS 2. Paper Town PS 3. Holehonnur PS	1)B.R.P-O.P.
Sagar Sub-Division	1.Sagar Town PS 1.Sagar Rural circle	1. Sagar Town P.S with Police Inspector as SHO 1. Sagar (R) PS 2 Kargal PS 3. Jog PS	1)APMC 2)Anandapura 3)Talaguppa 1)Linganamakki 2)Aralagodu 3)Byakodu 1)AB Site
Shikaripur Sub Division	1. Shikaripur Circle	1.Shikaripura Town P.S 2.Shikaripura Rural PS 3. Shiralkoppa P.S 1)Soraba P.S	1)Narasapur O.P

	2. Soraba Circle	2) Anavatti P.S	1)Chandragutti O.P 1) Jade O.P 2)Kamanavalli O.P
Thirthahalli Sub Division	1. Thirthahalli Circle	1. Thirthahalli PS 2. Agumbe PS 3. Malur PS	1)Konandur
	2. Hosnagara Circle	1. Hosanagar PS 2. Nagara PS 3. Rippenpete P.S	1)Mastikatte 1) Huncha O.P

The Police Stations are the lowest functional units of the police department. At present there are 31 Police Stations in the district. Kumsi PS, Malur, Paper Town, Holehonnur, Kargal, Joga, Hosanagar, Ripponpete, Shiralakoppa, Hosamane Shivaji Circle PS, Bhadravathi and Anavatti Police Stations are headed by single sub-inspectors who are the SHOs. Sagar town PS is Headed by a police Inspector as Station house officer. All the remaining police stations are provided with 2 sub Inspectors each for Law & Order and Crime Branches respectively.

SPECIAL UNITS:

There are Special Police Units at the District level to perform specialised police functions and to assist Civil Police Units in the effective discharge of their functions. They are as follows:-

DISTRICT SPECIAL BRANCH:

This Intelligence Wing is headed by an officer of the rank of Police Inspector. He is assisted by PSI, ASIs & Civil Head Constables. This wing is working directly under the control of Supdt. of Police. It deals with Bandubast of VVIPs, Collecting intelligence, Passport/Job verifications, issue of Character and conduct certificates etc.,

DISTRICT CRIME RECORD BUREAU :

This Wing is headed by an officer of the rank of Police Inspector, functioning under the direct control of Addl. Supdt. Of Police. Police Inspector is assisted by, 05 Civil Head Constables. It mainly deals with collection, collation and dissemination of information about Crime and Criminal of the district level. The staff allotted to the Police Computer Wing, DCRB, Crime Section of DPO, Single Digit Finger Print Unit, District Scientific Aid Unit and Dog Squad have been grouped together to form part of this District Crime Record Bureau.

DISTRICT CRIME AND INTELLIGENCE BUREAU :

This unit is working under the direct supervision of the Supdt.of Police, which would collect, intelligence and take, action regarding gambling, prostitution, drugs and other Anti social elements. They are also supposed to work regarding offences of special importance and investigation of murder, dacoity and other sensational cases which are undetected. This unit is headed by a police inspector. He is assisted by a complement of Civil head constables.

FINGER PRINT UNIT :

This Wing is headed by an officer of the rank of Police Inspector. He is assisted by 01 Police sub-Inspector, 1 Civil Head Constable, 02 Civil Constables. This wing is working directly under the control of Addl. Supdt.of Police. It mainly deals with visiting the scene of offence in theft cases and important cases

EXCISE ENFORCEMENT AND LOTTERY PROHIBITION SPECIAL POLICE STATION :

Two Special Police Stations one at Sagar and another at Shimoga are functioning. These Police stations deals with the offences such as the manufacturing and sale of hooch, illicit liquors, violation of excise rules and sale of Lottery tickets etc.,

FOREST MOBILE SQUAD, CHANNAGIRI AND SAGAR

Two Forest mobile squads are functioning in this dist.

1. Forest Mobile Squad, Channagiri
2. Forest Mobile Squad, Sagar

These Squads deals with forest offences

DISTRICT ARMED RESERVE POLICE:-

There are two district armed reserve police Force in this district. One is located at Bhadravathi headed by 1 RPI and another at Shimoga headed by DSP(DAR).DAR Bhadravathi is headed by an officer of the rank of RPI who is working under the supervision of DSP(DAR) Shimoga. DSP(DAR) Shimoga who is head of the district armed reserve and is assisted by 02 RPIs, 07 RSIs, 11 ARSIs, AHC's and APC's. This unit is providing standing guards, escorts, and striking force in emergent law and order situations.

MOTOR TRANSPORT SECTION:

This wing is placed at DAR, Shimoga and is functioning under the Supervision of DSP (DAR) consisting of AHC Mechanic, AHC drivers, APC drivers, APC Motor cycle riders, APC mechanic and APC Cleaners. Motor vehicle section will look after the repairs and maintenance of all the Police Vehicles of the District..

(ii) THE POWERS & DUTIES OF OFFICERS(EXECUTIVE OFFICERS)

The duties and responsibilities are

- (1) Promote and preserve public order.
- (2) Investigate crimes and apprehend the offenders and participate in subsequent legal proceedings connected therewith.
- (3) Identify problems and situations that are likely to result in the commission of crime.
- (4) Reduce the opportunities for the commission of crimes through preventive patrol and other appropriate police measures.
- (5) Aid and co-operate with other concerned agencies in implementing other appropriate measures for prevention of crimes.
- (6) Aid individuals who are in danger of physical harm.
- (7) Create and maintain a feeling of security in the community.
- (8) Facilitate orderly movement of people and vehicles.
- (9) Counsel and resolve conflicts and promote amity.
- (10) Provide other appropriate services and afford relief to people in distress situations.
- (11) Collect intelligence relating to matters affecting public peace and crimes in general including social and economic offences, national integration and security.
- (12) Perform such other duties as may be enjoined on them by law.
- (13) The police officers have been given powers under the code of Criminal Procedure, 1973 (Act No.II of 1974), the Karnataka Police Act, 1963 (Karnataka Act No.4 of 1964), and several special acts notified by the Government of India and the Government of Karnataka in regard to these duties.

The powers and duties of Staff of Office Administration

Superintendent of police is assisted by an Assistant Administrative Officer in his head Quarters for discharging the duties connected with office administration. Asst. Administrative Officer is assisted by 3 section superintendents, 12 First Division

Assistants, 10 Second Division Assistants, 7 Typists and 4 Dalayaths. The duties of the above administration staff are as noted below.

Assistant Administrative Officer:-

Sri. H.Ramachandrappa

AAO is the chief of the ministerial staff. He is responsible for the efficient management and maintenance of discipline by exercising general supervision as follows:-

1. Exercising general supervision and control over the ministerial staff of the D.P.O. Shimoga.
2. Scrutinising all tappals received in the office and sending them to Supdt. Of Police for perusal.
3. Signing of fair copies of routine communications addressed to subordinate officers.
4. Sanction of CL to the ministerial staff
5. Acting as drawing and disbursing officer
6. Acting as Public Information Officer in Dist. Police Office.
7. Any other work entrusted by Supdt. Of Police. and Addl Supdt. Of Police. Shimoga.

The Section Superintendents are entrusted to supervise the sections mentioned below of their names.

Sri K. Maruthi, Section Superintendent.

1. Establishment Section.

Supervision of all sections of establishment branch.
Compliance report to the C.O. and R.O. Inspection notes.

Sri K.V. Gururaj, Section Superintendent.

2. Accounts Section.

Supervision of all sections of accounts branch.

Audit replies of A.G. and C.O. audits.

Maintenance of Super Bazar, Garden fund, Canteen fund, Kalayana Mantapa.

Sri G.N. Maharudrappa, Section Superintendent.

3. General Section.

Supervision of all sections of general branch.

Supervision of correspondence under rights to information act.

1. EST-1 :-

Sri. Manjunatha.H, FDA.

1. Recruitment of CPCs, APCs and WPCs.
2. Promotions of CPCs to CHCs and CHCs to ASIs
3. Promotions of APCs to AHCs and AHCs to ARSIs
4. Maintenance of Vacancy registers of all ranks and recruitment & Promotion Rosters of all Cadres.
5. Appointment of Drivers, M/C Riders, Cleaners etc. to M.T. Sections.
6. Maintenance of Allocation Register and all correspondence pertaining to Temporary Staff.
7. Transfers of all Officers and Men.
8. Preparation of monthly, Quarterly and Half yearly returns pertaining to Establishment-1 viz Place lists, Vacancy position, Employment Returns etc.
9. Applications received from K.A.T. pertaining subject matter of this section.
10. Correspondence regarding posting of O.O.D. Staff.
11. Preparation of Proposals for creations of units and augmentations of staff.
12. Preparation & Maintenance of Seniority lists in respect of CPCs, CHCs, ASIs, APCs, AHCs and ARSIs.
13. Any other work entrusted by Superiors.

2 EST-2:-

Smt. S.B. Jyothikumari S.D.A.

1. Sanction of all kinds of leave to the CPCs.
2. Maintenance of S.R.s in respect of CPCs including entries in the S.R.s
3. Declaration of Probationary period in respect of CPCs.
4. Applications received from K.A.T. pertaining subject matter of this section.
5. Sanction of Time bound advancement in respect of all the CPCs who have completed Ten years of Service.
6. Sanction of Special automatic promotions to higher pay scale in respect of all the CPCs having completed 15 years of service and special increments in respect of men having completed 20 years of service.
7. Sanction of annual increments to all the CPCs and maintenance of watch register of Increments.
8. Sanction of Encashment Benefits to all the CPCs. (Surrender leave) including retirement and death cases.
9. Opening of S.R.s. in respect of newly appointed CPCs.
10. Sanction of HTC /LTC to the CPCs.
11. Correspondence regarding according permission to the CPCs to apply for higher posts.
12. Issue of Service Certificates to the CPCs for various genuine reasons.
13. Correspondence regarding Change of Name of CPCs.
14. Exemption from passing Kannada language Examination.
15. Sanction of Personal Pay/Allowances.
16. Acceptance of resignation tendered by the CPCs.
17. Basic training of CPCs.
18. Pay fixation in respect of all CPCs.
19. Permission to acquire moveable and immovable properties in respect of CPCs.
20. Any other work entrusted by Superiors.

3 EST-3:-

Smt. M. Yashodha, S.D.A.

1. Sanction of all kinds of leave, Maintenance of SRs including S.R. entries of D.S.P., P.I./CPI, WPI, PSI, WPSI, ASI, WASI, CHC, WHC, Wireless Staff, Ministerial Staff and Deputation Staffs.
2. Declaration of Probationary period in respect of Officers & staff.
3. Pay fixation in respect of all the above Officers & staff.
4. Sanction of Time bond advancement in respect of all the above Officers & staff who have completed Ten years of Service.
5. Sanction of Special automatic promotions to higher pay scale in respect of all the above Officers & staff who have completed 15 years of service and special increments in respect of men having completed 20 years of service.
6. Sanction of annual increments to the all the above Officers & staff and maintenance of watch register of Increments.
7. Sanction of Encashment Benefits to the all above staff. (Surrender leave) including retirement and death cases.
8. Opening of S.Rs. in respect of newly appointed Officers & staff.
9. Sanction of HTC /LTC to the above Officer & Staff.
10. Correspondence regarding according permission to apply for higher posts.
11. Issue of Service Certificates to the above staff for various genuine reasons.
12. Correspondence regarding Change of Name of the above staff.
13. Correspondence regarding exemption from attending the Parades by the Police Officers and Men.
14. Sanction of Personal Pay.
15. Exemption from passing Kannada language Examination
16. Applications received from K.A.T. pertaining subject matter of this section.
17. Appointment of Part time Sweepers.
18. Acceptance of resignation tendered by the Civil Police Officers/Men, FPB Unit/Wireless Staff and Ministerial Staff.
19. Permission to acquire moveable and immovable properties in respect of above Officers and Staff except PSIs and above.
20. Any other work entrusted by the Superiors.

**4. EST-4 :-
(Departmental Enquiries)**

Sri Manjappa, FDA.

1. Departmental Enquiries under Rule-6 of K.S.P.(D.P.) Rule-1965 (Amendment -1989)
2. D.Es Under Rule-11 of C.C.A. Rule-1957
3. Minor punishments under Rule-12 of C.C.A. Rules-1957.
4. All appeals and allied correspondence.
5. Applications received from K.A.T. pertaining subject matter of this section.
6. Writ petitions received from K.A.T. with regards to punishments.
7. Monthly, Quarterly and half yearly punishments returns.
8. Proposals and correspondence regarding discharge of staff under Probationary Rules.
9. Any other work entrusted by the Superiors.

5. EST-5 :- (Pension)

Sri. M.L. Gopalakrishna, SDA.

1. Preparation of Pension papers in respect of all Officer and men in superannuation, voluntary retirement and death cases.
2. Correspondence regarding death cases while in Service.
3. Monthly returns of pension papers.
4. Correspondence with regards to compulsory retirement under Rule-285(4) of K.C.S.Rs and preparation of half yearly statement in respect of Police Personnel.
5. Sanction of E.G.I.S. in respect of retirement & Death cases.
6. Maintenance of Order Book.
7. Sanction of uniform allowance, Charge allowance, Spl. Allowance, Spl. Pay etc Except Personnel Pay to Police Officers and staff.
8. Maintenance of seniority lists in respect of all other Cadres received from Range Office, Chief Office & Government.
9. Correspondence, Maintenance and preparation of Superannuation statements of all Cadres.
10. Applications received from K.A.T. pertaining subject matter of this section.
11. Correspondence regarding permission to acquire movable and

- immovable properties by Police Men.
12. Sending proposals for appointments on Compassionate grounds and allied correspondence.
 13. Any other work entrusted by the Superiors.

6 EST-6:-

Sri Lakshmana, FDA.

1. Sanction of all kinds of leave, Maintenance of SRs including S.R. entries of APC, AHC, ARSI,RSI, RPI, & WPCs.
2. Declaration of Probationary period in respect of above Officers & Men.
3. Pay fixation in respect of all the above staff.
4. Sanction of Time bond advancement in respect of all the above staff who have completed Ten years of Service.
5. Sanction of Special automatic promotions to higher pay scale in respect of all the above staff who have completed 15 years of service and special increments in respect of men having completed 20 years of service.
6. Sanction of annual increments to the all the above staff and maintenance of watch register of Increments.
7. Sanction of Encashment Benefits to the all above staff. (Surrender leave) including retirement and death cases.
8. Opening of S.Rs. in respect of newly appointed APCs & WPCs.
9. Sanction of HTC /LTC to the above Officers & Staff.
10. Correspondence regarding according permission to apply for higher posts.
11. Issue of Service Certificates to the above staff for various genuine reasons.
12. Correspondence regarding Change of Name of the above staff.
13. Deputation of Officers and men to various trainings including P.D.M.S. training.
14. Exemption from passing Kannada language Examination
15. Sanction of Personal Pay.
16. Applications received from K.A.T. pertaining subject matter of this section.
17. Acceptance of resignation tendered by the DAR Police Officers and Men.
18. Basic training of APCs and WPCs

19. Permission to acquire moveable and immovable properties in respect of above Officers and Staff except RSIs and above.
20. Correspondence regarding exemption from attending the Parades by the Police Officers and Men.
21. Any other work entrusted by the Superiors.

7. EST-7 - Sri Venkatesha Raj Urs, SDA.

1. Sanction of all kinds of leave to the CPCs.
2. Maintenance of S.R.s in respect of CPCs including entries in the S.R.s
3. Declaration of Probationary period in respect of CPCs.
4. Applications received from K.A.T. pertaining subject matter of this section.
5. Sanction of Time bound advancement in respect of all the CPCs who have completed Ten years of Service.
6. Sanction of Special automatic promotions to higher pay scale in respect of all the CPCs having completed 15 years of service and special increments in respect of men having completed 20 years of service.
7. Sanction of annual increments to all the CPCs and maintenance of watch register of Increments.
8. Sanction of Encashment Benefits to all the CPCs. (Surrender leave) including retirement and death cases.
9. Opening of S.R.s. in respect of newly appointed CPCs.
10. Sanction of HTC /LTC to the CPCs.
11. Correspondence regarding according permission to the CPCs to apply for higher posts.
12. Issue of Service Certificates to the CPCs for various genuine reasons.
13. Correspondence regarding Change of Name of CPCs.
14. Exemption from passing Kannada language Examination.
15. Sanction of Personal Pay/Allowances.
16. Acceptance of resignation tendered by the CPCs.
17. Basic training of CPCs.
18. Pay fixation in respect of all CPCs.
19. Permission to acquire moveable and immovable properties in respect of CPCs.

- 20 Any other work entrusted by Superiors.
- 21 Minor punishments under R/7 of KSP DP Rules 1965

7 ACT-1:- (CASH-1)

Sri M.B. Shanmukhappa, FDA.

1. Maintenance of General Cash book and General Receipt Register and disbursement of all cheques, D.D.s under proper acknowledgement.
2. Maintenance of Sports Fund Account and Ex-Police Officers funds Account and Cash books and allied correspondence.
3. Preparation of Annual Budget in respect of District Police Force.
4. Any other work entrusted by the Superiors.

8 ACT-2:- (PAY SECTION)

Sri. Arunkumar, FDA.

1. Preparation of Monthly Salary Bill in respect of Officer and Men of all Cadres.
2. Preparation of 15/30 days salary in lieu of Gazetted Holidays in respect of Officers and Men.
3. Correspondence with regards to LIC,KGID etc.
4. Preparation of bills in respect of leave Encashment benefits of 30 days E.L. (Surrendered Leave)
5. Issue of L.P.C.s & Pay Certificates
6. Income tax Correspondence of all Officers & Men
7. Correspondence pertaining to all insurance claims including Oriental Insurance.
8. Any other work entrusted by the Superiors.

9 ACT-3:- (Supplementary Pay bills and Advances)

Sri D.V. SATHISH, SDA.

1. Preparation of Supplementary arrears Bills.
2. Preparation of leave encashment bills in respect of retirement & death cases
3. B.F. Accounts and allied correspondence.

4. Sanction & preparation of Festival Advance bills & maintenance of watch register
5. Sanction & preparation of bills towards HBA/Motor cycle/ Cycle Advance & maintenance of watch register
6. Preparation of bills towards E.G.I.S. bills.
7. Monthly Expenditure and Revenue Income Statement.
8. Any other work entrusted by the Superiors.

10 ACT-4:- (T.A.)

Smt. U.K. Chandrakala, SDA.

1. Sanction & Preparation of T.A. Bills in respect of Officers & Men of all Cadres.
2. Sanction & Preparation of HTC and LTC bills.
3. Sanction & Preparation of T.A. advance bills & Maintenance of watch register.
4. Sanction & Preparation of bus warrant bills.
5. All correspondence pertaining to T.A.
6. Any other work entrusted by the Superiors.

11 ACT-5:- (Building)

Kum. B.G. Vijayalakshmi, FDA.

1. Correspondence relating to construction of Govt. Building.
(Both Residential & Non-Residential)
2. Correspondence relating to repairs of old buildings.
(Both Residential & Non-Residential)
3. Correspondence relating to rented buildings.
4. Correspondence regarding acquisition of lands.
5. Correspondence regarding allotment of Police Quarters.
6. Maintenance of building register (Both Residential & Non-Residential).
7. Sanction & Preparation of Weekly-Off bills.
8. Any other work entrusted by the Superiors.

12 ACT-6:- (M.T.)

Smt. VAGISH M. ANNIGERI, SDA.

1. Maintenance of records in respect of all Police Vehicles.
2. Sanction & preparation of bills in respect of Police Vehicle repairs.
3. Sanction and preparation of P.O.L. Bills.
4. Preparation of expenditure statements towards P.O.L.
5. Preparation of expenditure statement towards Repairs.
6. Sanction of all tyres, Tubes, Batteries and re-treading of tyres and preparation of bills.
7. Sanction and payment of K.G.I.D. premium in respect of Police Vehicles well in time & maintenance of watch register.
8. Any other work entrusted by the Superiors.

13 ACT-7:- (Fund / Contingency)

Smt. C. Manjula, FDA.

1. Sanction & Preparation of Telephone & Electricity Bills & maintenance of watch register.
2. Sanction & Preparation of Wages bills.
3. Sanction & Preparation of Feeding charges bills.
4. Sanction & Preparation of bills in respect of Dog feeding charges.
5. Sanction & preparation of obsequies bills.
6. Sanction & preparation of OPS charges bills & maintenance of watch register.
7. Purchase of Government stamps and supply of stamps to various units of the District & maintenance of stamp account register.
8. Sanction & preparation of free ration bills and allied correspondence & maintenance of watch register
9. All kinds of D.C. bills except M.T. Bills.
10. Preparation of reward roll bills.
11. Any other work entrusted by the Superiors.

13A ACT-7A:-

Smt. A. Prema, SDA.

1. All correspondence and preparation of bills with regard to the "Arogya Bhgya Yojane"
2. Sanction & Preparation of Investigation expenditure bills.

3. Any other work entrusted by the Superiors.

14. ACT-8:-

Smt. C.E. Shilpa, SDA.

1. Preparation of Lent establishment bills and Statements and allied correspondence.
2. Sanction & Preparation of medical reimbursement claim bills.
3. Correspondence, Sanction and Preparation G.P.F. bills.
4. Any other work entrusted by the Superiors.

GENERAL BRANCH

15 GENERAL BRANCH (G.B -1)

Sri K.G. GAJAJANA DAS, FDA.

1. Correspondence pertaining to higher including petitions received from Grievances cell, Government, SC/ST. & maintenance of Petition registers.
 1. Chief Office Grievance cell.
 2. Higher Petitions (Range Office, Chief Office and other units).
 3. Jantha Darshan Petitions.
 4. N.H.R.C. / H.R.C. Petitions.
 5. Petitions received from Government.
 6. C.M. & D.C.M. Petitions.
 7. MLA & M.P.s Petitions.
2. Correspondence pertaining to Arms licenses.
3. Sanction of Mike license, Cracker license, Video parlors and other entertainment licenses and all other N.O.C.s.
4. Maintenance of register and allied correspondence pertaining Right to information act.
5. Monthly Statements:-
 1. Government Public Grievance Cell petitions.
 2. N.H.R.C. Statements.
6. Maintenance of Scholarship recovery correspondence.
7. Action of All types of G.O.s and Instruction, Notification pertaining to General matters.

8. Any other work entrusted by the Superiors.

16 GENERAL BRANCH (G.B -2)

Sri K.G. Gajanana Das, FDA.

1. Correspondence pertaining to lower petitions and maintenance of Petition registers.
2. Correspondence pertaining to arrangements of the Escort Party for Transportation of Govt. money / stamps.
3. Fund Collections:- T.B. Society, Communal Harmony Week, Soldier Welfare Fund Flag Collection Etc..
4. Correspondence regarding paper title.
5. Maintenance of Gun Deposit Register & Release Correspondence files.
6. Monthly Kannada Progress statements., Public Grievances meeting files, Statement regarding action taken by paper cuttings.
7. Recommendation for Ashoka Chakara, Hoysala, Kittur Rani Channamma, Children Bravery Award, Civil Service Rewards Etc.
8. Any other work entrusted by the Superiors.

17 STORE

Sri Alunaik, FDA.

1. Purchase of office equipments including stationary electrical & other articles for office use.
2. Purchase of furniture as per Rule.
3. Maintenance of computers, machines, Xerox machines, typewriters, Fax machines & other machinery equipments.
4. Correspondence with regards to the supply of kit articles.
5. Maintenance of library registers in respect of books supplied / purchased to the office.
6. Maintenance of General Stock Register in respect of articles and equipments supplied /purchased.
7. Maintenance of issue register in respect articles issued to various units.
8. Maintenance & correspondence with regards to confiscated weapons.
9. Correspondence with regards to maintenance of Arms & Ammunitions.
10. Maintenance of individual kit ledger in respect of Police Staff.
11. Verification of periodical store & stock accounts.

- 12 Monthly, Half yearly & annual statements.
- 13 Any other work entrusted by the Superiors.

18 INWARD SECTION

Sri Mohankumar, SDA

1. Maintenance of General receipt registers in respect of tappals received from higher officer, General tappals, Fax and E-mail messages separately. (Form No-1)
2. Registration of all reference and tappals received in the Office in various tappal books.
3. Distribution of all the tappals to the caseworkers under proper acknowledgement.
4. Any other work entrusted by the Superiors.

19 DESPATCH SECTION

Sri Valyanaik, FDA.

1. Despatch of all outgoing tappal under proper entry in the dispatch register.
2. Maintenance of day to day stamp account register.
3. Maintenance of old records.
4. Any other work entrusted by the Superiors.

21 CONFIDENTIAL BRANCH.

1) Sri N. Shivaprakash, Stenographer.

1. Maintenance of all confidential records and correspondence including Annual performance report and Annual property returns in respect of Officer and men.
2. Correspondence regarding permission to acquire movable and immovable properties by Police Officers (PSI/RSI and above).
3. Recommendation rolls regarding promotions from the rank of PSIs to PIs and PIs to DSPs.
4. Recommendation for Presidents Police Medal and Chief Ministers Medals.
5. Any other work entrusted by the Superiors.

**2). Smt. Manjulamma. H.K.
Stenographer**

Taking dictations from Addl. Supdt of police and transcribing them.

1. Preparation of inspection notes.
2. Any other work entrusted by the Addl. S.P

TYPING SECTION

- 1. Smt. Margret Soans, Typist (EST Section)**
- 2. Ravi Puttappa Barangi, Typist (EST Section)**

1. Typing and preparation of fair copies of approved drafts in computers and return them to the case workers concerned under proper acknowledgement
2. Maintenance of fair copy register.

- 1. Kum. Priyanka, Typist (Accounts Section)**
- 2. Smt. Anitha, Typist (Crime Section)**

1. Typing and preparation of fair copies of approved drafts in computers and return them to the case workers concerned under proper acknowledgement
2. Maintenance of fair copy register.

3.Smt. D. Savithramma, Typist (General Section)

1. Typing and preparation of fair copies of approved drafts in computers and return them to the case workers concerned under proper acknowledgement
2. Maintenance of fair copy register.

(iii) The procedure followed in the decision making process, including channels of supervision and accountability;

- (1) The Superintendent of Police is assisted by the following Officers.
 - (a) Addl,Supdt.of Police,
 - (b) Deputy Supdt. of Police.
 - (c) Circle Inspector of Police,
 - (d) Police Inspector of special Units
 - (e) Police Sub-Inspectors.

- (f) Assit. Sub-Inepectors.
- (g) Head constables
- (h) Constables.

(iv) The norms set by it for the discharge of its functions:

The administration of the Police throughout district or part thereof, shall be fully vested in the Superintendent of Police.. His work is of varied nature as follows:

- a) To keep the district peaceful and the public satisfied with the security afforded to persons and property.
- b) To keep the force under control, in good discipline, well-trained, efficient and contented.
- c) To maintain cordial relations with the magistracy and other officials and non-officials.
- d) To ensure that the transport, arms and ammution, stores and buildings belonging to the department are maintained in good condition.
- e) To promote good police-public relations.
- f) To organize good intelligence arrangements.
- g) To acquire full and detailed knowledge of the district and its current problems from the Police point of view.
- h) To participate, to the extent possible and permissible, in welfare activities sponsored by official and non-official agencies.
- i) To gain the confidence and loyalty of sub-ordinates by personal integrity, impartiality, devotion to duty, and a high sense of justice.
- j) To ensure by consistent supervision that the prevention, investigation and detection of crime in his district are properly and efficiently dealt with by the force under his command.
- k) To get to know all officers and men serving under him, redress their grievances, if any, encourage those who are promising and effectively deal with those who are guilty of misconduct or remiss in the discharge of duty.
- l) To ensure the honesty and integrity of his subordinate officers.
- m) To study crimes and criminals in his district as a whole.
- n) To pay surprise visits to the police stations at irregular intervals and check up whether officers and men are alert.

(v) **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**

Following rules, regulations, instructions, manuals are used for discharging the functions:

- (1) Police manual
- (2) Police Act
- (3) Criminal procedure code

- (4) Indian Penal Code
- (5) Local laws
- (6) K.C.S.Rs
- (7) K.F.C.
- (8) M.C.E.
- (9) Office procedure
- (10) Other rules, regulations as per the requirements
- (11) K.C.S. (C.C. & A) Rules
- (12) K.S.P. (D.P) Rules

(vi) A statement of the categories of documents that are held by it or under its control

Following records are held by the Department:

- (1) Recruitment of police constables .
- (2) Records of cases registered in the Police stations.
- (3) Routine Office records.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof:

Supdt. of Police nominates the members of the public for rendering their assistance to assist the police in security of property, preservation of public order etc. Supdt. of Police also constitutes Mohalla committee, peace committee and neighbourhood watch committees, involving members of the public with regard to maintenance of public order.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

The decisions and advise since taken by the Departmental Officers, no public involvement is entertained. However at the time of communal clashes and other sensitive situations, members of the public will be invited for holding peace committee meeting for bringing normalcy in the affected areas.

(ix) A directory of its officers and employees:
Shriyuths:

SL.NO.	NAME (SRIYUTHS)	PRESENT CHARGE
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SPs		
1	RAMAN GUPTA, IPS.	SP, SHIMOGA
2	M.B. PAWIN	ADDL SP, SHIMOGA
Dy.S.Ps		
1	SHEKHARAPPA M	Dy.SP. SHIMOGA SUB-DIVISION
2	SHRIDHARA T.	Dy.SP. BHADRAVATHI SUB-DIVISION
3	Dr. S.D. SHARANAPPA, IPS	ASP, SAGAR SUB-DIVISION
4	K.M. SHANTHARAJU	Dy.SP. SHIKARIPURA SUB-DIVISION
5	SHEKHAR.H. TEEKANNAVAR	Dy.SP. THIRTHAHALLI SUB-DIVISION
6	K.H.NAGARAJAPPA	Dy.SP. DAR, SHIMOGA
C.P.I.s		
1	VASANTHAKUMAR.R.	CPI, KOTE CIRCLE, SHIMOGA
2	V.S. SIDDALINGAPPA	CPI, DODDAPET CIRCLE, SHIMOGA
3	T.M. BASAVARAJ.	CPI, SHIMOGA (R) CIRCLE, SHIMOGA
4	H.A. THIRTHARAJU	THIRTHAHALLI CIRCLE
5	J.J. THIRUMALESH	CPI, BDVT. (TOWN) CIRCLE, BDVT
6	PARASHURAMAPPA	CPI, BDVT. (RURAL) CIRCLE, BDVT
7	B.M.NA RAYANASWAMY	PI, SAGAR TOWN PS
8	MADAPPA	CPI, SAGAR (R) CIRCLE, SAGAR
9	GANAPATHI Y. GUDAJI	CPI, HOSANAGAR CIRCLE
10	T.V.SURESHA	CPI, SHIKARIPURA CIRCLE
11	LINGADAL.F.N.	CPI, SORABA CIRCLE
12	D. NAGARAJ	PI, DSB, DPO, SHIMOGA
13	M. NITYANANDA	PI, DCIB, DPO, SHIMOGA
14	NAGARAJA T.D.	PI, DCRB, DPO, SHIMOGA
15	S.C. MANJAPPA	BAN OF ARRACK & LOTTERY SQUAD - SMG
16	E. GANAPATHI	BAN OF ARRACK & LOTTERY SQUAD - SGR
RPIs		
1	SRINIVASA. N	RPI DAR BHADRAVATHI
2	VACANT	DUE TO TRANSFER OF SRI SRINIVAS RPI TO DAR, BHADRAVATHI
P.I.(WIRELESS)		
1	GOPALAKRISHNA	DCR, SHIMOGA
P.I.(F.P.B.)		
1	RAJASHEKAR	FPB UNIT, SHIMOGA

SL.NO.	NAME (SRIYUTHS)	PRESENT CHARGE
	SHIMOGA SUB-DIVISION - P.S.Is	

1	SANDEEP. G.S.	KOTE PS (L & O), SHIMOGA
2	SIDDARAMESHWARA	KOTE PS (CRIME) , SHIMOGA
3	CHINNAPPA	JAYANAGAR PS (L&O), SHIMOGA
4	BANKALI NAGAPPA, PSI,	JAYANAGAR PS (CRIME), SHIMOGA
5	NAGAMMA, W PSI	WOMEN PS, PSI-1, SMG
6	SANNASWAMY, PSI	WOMEN PS, PSI-2, SMG
7	MANJUNATHA, PSI	DODDAPET PS (L&O), SHIMOGA
8	SUBHASHCHANDRA, PSI	DODDAPET PS (CRIME), SHIMOGA
9	DEVARAJA. G, PSI.	Traffic-1, Shimoga.
10	H.M. JAGANNATHA, PSI	TRAFFIC-2, SHIMOGA
11	E.O. MANJUNATH , PSI	VINOZHANAGARA PS (L&O), SHIMOGA
12	VACANT	VINOZHANAGARA PS (CRIME), SHIMOGA
13	K. RAMESH, PSI.	RURAL PS, SHIMOGA (L&O)
14	CHIKKEGOWDA, PSI	RURAL PS, SHIMOGA (CRIME)
15	SHANMUGHAM, PSI	KUMSI PS
16	M. SRINIVASA RAO, PSI	TUNGANAGAR PS (L&O) SHIMOGA
17	SHAFIULLA, PSI.	TUNGANAGAR PS (CRIME) SHIMOGA.
18	ANAND.N., PSI	THIRTHAHALLI PS (L&O)
19	K. SEETHARAM., PSI	THIRTHAHALLI PS (CRIME)
20	N. NANJAPPA, PSI.	MALUR PS
21	VACANT.	AGUMBE PS (L&O)
22	KARIYAPPA B. BANNE, PSI.	AGUMBE PS (CRIME)
	BHADRAVATHI SUB DIVISION PSIs	
23	M.M. BHARATH, PSI	NEWTOWN PS (L&O) BDVT.
24	BASAVARAJA ROTE, PSI	NEWTOWN PS (CRIME) BDVT.
25	VACANT.	OLDTOWN PS (L&O) BDVT.
26	SIDDANAIAK, PSI.	OLDTOWN PS (CRIME)
27	RAGHUNATH, PSI.	TRAFFIC-1, BHADRAVATHI

28	SHANKAR NAIK, PSI.	TRAFFIC-2, BHADRAVAHI
29	KUMAR K. PSI	HOSAMANE SHIVAJI CIRCLE PS.
30	B. MANJUNATH., PSI.	PAPERTOWN PS, BHADRAVATHI
31	Y. THIMMAPPA, PSI.	RURAL PS, BHADRAVATHI
32	RAGHAVENDRA KANDIKE.	HOLEHONNUR PS
	SAGAR SUB DIVISION PSIs	
32	SHASHIKANTH, PSI	SAGAR TOWN PS
33	P. SEETHARAM, PSI.	SAGAR RURAL PS (L&O)
34	THIRTHAPPA, PSI.	SAGAR RURAL PS (CRIME)
35	VACANT.	KARGAL PS
36	GURURAJA , PSI	JOG PS
37	B.DEVARAJU, PSI	HOSANAGARA PS
38	R. SANTHOSH RAM., PSI	NAGARA PS (L & O)
39	VACANT.	NAGARA PS (CRIME)
40	VACANT.	RIPPONPET PS
	SHIKARIPURA SUB DIVISION- PSIs	
41	GURURAJ MYLAR, PSI	SHIKARIPURA TOWN PS (L&O)
42	VACANT.	SHIKARIPURA TOWN PS (CRIME)
43	UMAPATHI, PSI	SHIKARIPURA RURAL PS (L&O)
44	OBANAIAK, PSI.	SHIKARIPURA (R) PS (CRIME)
45	HARISH K. PATIL, PSI	SHIRALAKOPPA PS.
46	MAHABALESHWARA NAIK, PSI	SORABA PS (L&O)
47	VACANT.	SORABA PS (CRIME)
48	M. SURESH, PSI.	ANAVATTI PS
49	MEHBOOB ALI P.S.I.	DSB, DPO, SHIMOGA
50	THIPPESWAMY	DSA, DPO, SHIMOGA
51	DEVENDRAPPA, PSI	DCRB, DPO, SHIMOGA

52	H.LAKSHMANA, PSI	COMPUTER WING, DPO
53	VACANT.	FOREST SQUAD, CHANNAGIRI
54	VASIM AHMED, PSI.	FOREST SQUAD, SAGAR
	RSIs	
1	ABDUL GAFUR, RSI	DAR SHIMOGA
2	MAHESH, RSI	DAR SHIMOGA
3	PRADEEP KUMAR, RSI	DAR SHIMOGA
4	GANESH, RSI	DAR BHADRAVATHI
5	PRABHAKAR KONDLI	DAR SHIMOGA
6	PETER, RSI	DAR BHADRAVATHI
7	A. MANJAPPA, RSI	DAR BHADRAVATHI
	WIRELESS	
1	SHIVAPPA, PSI.	SHIMOGA DCR
2	VACANT.	SHIMOGA DCR
3	VACANT.	SHIMOGA DCR
4	VACANT.	SHIMOGA DCR
	PSI (FPB)	
1	RUDRESH, PSI	FPB, DPO, SHIMOGA

x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

- | | | |
|-----|-----------|---------------------------------|
| 1) | SPs | 24450-31800 - pay as applicable |
| 2) | Addl.SP | 18150-26925 - pay as applicable |
| 3) | DSPs | 14050-25050 - Pay as applicable |
| 4) | PIs | 10800-20025 - pay as applicable |
| 5) | PSIs | 10000-18150 - pay as applicable |
| 6) | ASIs | 7275-13350 - pay as applicable |
| 7) | HCs | 6250-12000 - pay as applicable |
| 8) | PCs | 5800-10500 - pay as applicable |
| 9) | AAO | 11400-21600 - pay as applicable |
| 10) | Sec.Suptd | 10000-18150 - pay as applicable |

- 11) FDA 7275-13350 - pay as applicable
 12) SDA 5800-10500 - pay as applicable
 13) Dalayath 4800-7275 - pay as applicable

Pensionary Benefits etc. are allowed as per the Rules applicable from time to time.

- (xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :**

Sl. No.	Details	Bud. Provision
1	Salary of officers and men	46,37,41,030-00
2	Non-Salary (Contingency)	16,30,49,114-00

The unit officers will incur expenditure as per the powers vested with them

- (xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

Not applicable

- (xiii) **Particulars of recipients of concessions, permits or authorizations granted by it:**

-NIL-

- (xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form:**

Crime Criminal Information System & Crime Statistics are available with all Police Stations & District Police Office.

- (xv) **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

General public can obtain information from the following Offices under Right to Information Act-2005

SL No	Unit	Public information Officer	Appellate authority
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1	Dist. Police Office	Asst. Admn. Officer	Supdt. Of Police Shimoga Dist.
SHIMOGA SUB-DIVISION			
1	DSP, Shimoga Sub-Division	Senior writer of DSP	DSP, Shimoga
2	CPI Kote Circle, Shimoga	Senior HC/Writer of CPI	Circle Inspector of Police
3	Kote PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
4	Jayanagar PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
5	Women PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
6	Vinobanagar PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
7	Doddapete Circle, Shimoga	Senior HC/Writer of CPI	Circle Inspector of Police
8	Doddapete PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
9	Traffic PS, Shimoga	Asst. Sub-Inspector of Police	Sub-Inspector of Police
10	Rural Circle, Shimoga	Senior HC/Writer of CPI	Circle Inspector of Police
11	Rural PS, Shimoga	Asst. Sub-Inspector of Police	Sub-Inspector of Police
12	Tunganagar PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
13	Kumsi PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
BHADRAVATHI SUB-DIVISION			
14	DSP, Bhadravathi Sub-Division	Senior writer of DSP	DSP, Bhadravathi
15	Town Circle, Bdv. t.	Senior HC/Writer of CPI	Circle Inspector of Police
16	Old Town PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
17	New Town PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
18	Traffic PS, Bdv. t.	Asst. Sub-Inspector of Police	Sub-Inspector of Police

19	Rural Circle, Bdv. t.	Senior HC/Writer of CPI	Circle Inspector of Police
20	Paper Town PS, Bdv. t.	Asst. Sub-Inspector of Police	Sub-Inspector of Police
21	Rural PS, Bdv. t.	Asst. Sub-Inspector of Police	Sub-Inspector of Police
22	Holehonnur PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
SAGAR SUB-DIVISION			
23	DSP, Sagar Sub- Division	Senior writer of DSP	DSP, Sagar
24	Town PS, Sagar	Sub-Inspector of Police	Police-Inspector
25	Rural Circle, Sagar	Senior HC/Writer of CPI	Circle Inspector of Police
26	Rural PS, Sagar	Asst. Sub-Inspector of Police	Sub-Inspector of Police
27	Kargal PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
28	Joga PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
SHIKARIPURA SUB-DIVISION			
29	DSP, Shikaripura Sub-Division	Senior writer of DSP	DSP, Shikaripura
30	Shikaripura Circle	Senior HC/Writer of CPI	Circle Inspector of Police
31	Shikaripura Town PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
32	Shikaripura Rural PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
33	Shiralakoppa PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
34	Soraba Circle	Senior HC/Writer of CPI	Circle Inspector of Police
35	Soraba PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
36	Anavatti PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
THIRTHAHALLI SUB-DIVISION			
37	DSP, Thirthahalli	Senior writer of	DSP, Thirthahalli

	Sub-Division	DSP	
38	Thirthahalli Circle	Senior HC/Writer of CPI	Circle Inspector of Police
39	Thirthahalli PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
40	Agumbe PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
41	Malur PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
42	Hosanagar Circle	Senior HC/Writer of CPI	Circle Inspector of Police
43	Hosanagar PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
44	Nagara PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police
45	Ripponpete PS	Asst. Sub-Inspector of Police	Sub-Inspector of Police

(xvi) **Such other information as may be prescribed:**

The other information of the Police Department is as under:

Sanctioned Strength of Executive Staff:

SL. NO.	RANK	Sanctioned Strength
	Civil Posts	
1	S.P	01
2	Additional SP	01
3	DSP	05
4	PI/CPI	14
5	PSI/WPSIs	55
6	ASI/WASIs	106
7	CHC/WHCs	357
8	CPC/WPC	1030
Excise Enforcement and Lottery Prohibition special Police Station (Civil Staff)		
1	PI	02

2	PSI	07
3	CHC	14
4	CPC	45
5	WPC	14
6	Typist	01
DAR Staff		
1	DSP, DAR	01
2	RPI	02
3	RSI	07
4	ARSI	11
5	AHC	148
6	APC	267
Excise Enforcement and Lottery Prohibition special Police Squad (DAR Staff)		
1	RSI	01
2	AHC	21
3	APC	76
Finger Print Bureau		
1	PI	01
2	PSI	01
3	CHC	01
4	CPC	02
Wireless Staff		
1	PI (Wireless)	01
2	PSI (W)	04
3	ASI(W)	09
4	HC(W)	19
5	PC(W)	09
6	APC(Messenger)	02

(xvii)

**STATEMENT SHOWING THE SANCTIONED STRENGTH OF
MINISTERIAL STAFF**

1. Asst. Administrative Officer	-	01
2. Section Superintendent.	-	03
3. First Division Assistant	-	12
4. Second Division Assistant	-	10
5. Stenographers	-	02
6. Typists	-	07
7. Dalayath	-	04

Total	-	39

STATEMENT SHOWING THE NUMBER OF SUB DIVISIONS/CIRCLES/POLICE STATIONS,AND OUT-POSTS IN SHIMOGA DISTRICT.

Sl. No.	Name of the Unit	No.of Divisions	No. of Sub Divisions	No. of Circles	No. of Police Stations	No. of Out Posts
1	SHIMOGA	01	05	10	31	17

**Superintendent of Police
Shimoga Dist.**