

## 1.Functions & Duties of Officers

Name of Unit : IGP, SZ, Tvpmm

Quarter III 2022

Name of Post	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
Inspector General of Police	Districts under South Zone (Tvpmm Rural, Kollam Rural, Kollam City, PTA, KTM, Idukki, Alpy, Ekm Rural)	Law and Order /Management and Administration of the Districts of South Zone	
Dy. Supdt. of Police, (MT)	Tvpmm Rural, Kollam City, Kollam Rural, PTA, KAP 3 <sup>rd</sup> Bn, SAP, Woman's Bn, AP Bn, CB Kollam & PTA, SSB	Maintenance of Motor Transport Wing of District under South Zone.(Tvpmm Rural, Kollam City, Kollam Rural, PTA, KAP 3 <sup>rd</sup> Bn, SAP, Woman's Bn, AP Bn, CB Kollam & PTA, SSB)	
Junior Supdt.	Supervision of administration matters in Zonal office, South	Supervision of office administration	
Confidential Asst.	South Zone Office	Important matters dealing in the camp office of IGP SZ	
Inspecting Store Accountant	South Zone	Inspection at Sub Divisional Police Offices and District AR, Special Units under South Zone.	
Senior Clerks / Clerk	Office management	Dealing administrative and functional matters in the office.	
Typist	Office Management	Inward, Despatch, Fair Copy Work	