

**Particulars of Functions and Details of each unit/office**

**Name of Unit : Thiruvananthapuram Range**

Name of Post Sanctioned	Number of Posts at present	Jurisdiction and Powers (Administrative Financial and Other)	Functions and Duties of the Officer/Employees	Any other information
Deputy Inspector General of Police	1	Range DIG for the Four Districts such as Tvpm Rural/Kollam City/Kollam Rural/PTA	Overall supervision/ administration to the Four districts of Tvpm Range such as Tvpm Rural/Kollam City/Kollam Rural/PTA	
Administrative Assistant	1	Ministerial Head of O/o the DIG Tvpm Range	Administration and Supervision of all ministerial establishment	
Armourer Inspector	1	Inspection of Arms within Tvpm Range	Inspection of Arms and Ammunition kept in all PSSs/AR Camp in Tvpm Range	
Junior Superintendent	1	Ministerial supervision in the O/o DIG Tvpm Range	Supervision of concerned sections in the O/o the DIG TR	
ISA	1	Inspection in the Police Stations of Tvpm Range	Inspection and audit duties in all Police Stations of Tvpm Range	
Head Clerk	1	Ministerial supervision in the O/o DIG Tvpm Range	Supervision of concerned sections in the O/o the DIG TR	
Sub Inspector of Police	2	NA	Enquiry of petitions and other duties entrusted by DIG TR	
Senior Clerk/Clerk	10	NA	Clerical duties	
Clerk(Supernumerary)	1	NA	Clerical duties	
Selection Grade/LD Typist	2	NA	Inward /fair copy works	
Clerk-Typist	1	NA	Clerical duties	
Confidential Assistant	1	NA	Confidential matters entrusted by the DIG TR	
Office Attendant	1	NA	To attend the office work	
Part Time Sweeper	1	NA	Cleaning of office premises	