

**Particulars of functions and details of each unit/office**

**Name of Unit : Office of the Deputy Inspector General of Police, Tvpm Range**

Name of Post	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
Deputy Inspector General of Police	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	Ministerial Head of O/o the DIG Tvpm Range	Administration and Supervision of all ministerial establishment	
Armourer Inspector	Inspection of Arms within Tvpm Range	Inspection of Arms and Ammunition kept in all PSs/AR Camp in Tvpm Range	
Junior Superintendent	Ministerial supervision in the O/o DIG Tvpm Range	Supervision of concerned sections in the O/o the DIG TR	
ISA	Inspection in the Police Stations of Tvpm Range	Inspection and audit duties in all Police Stations of Tvpm Range	
Head Clerk	Ministerial supervision in the O/o DIG Tvpm Range	Supervision of concerned sections in the O/o the DIG TR	
Sub Inspector of Police	NA	Enquiry of petitions and other duties entrusted by DIG TR	
Senior Clerk/Clerk	NA	Clerical duties	
Selection Grade/LD Typist	NA	Inward /fair copy works	
Clerk-Typist	NA	Clerical duties	
Confidential Assistant	NA	Confidential matters entrusted by the DIG TR	
Office Attendant	NA	To attend the office work	
Part Time Sweeper	NA	Cleaning of office premises	