

Particulars of functions and details of each unit/ Office

Name of Unit : POLICE HEADQUARTERS

| Name of Post sanctioned | No of Posts at present | Jurisdiction & Powers (Administrative, Financial & Others) | Functions and duties of the Officer / Employees | Any Other Information |
|--------------------------|------------------------|--|---|-----------------------|
| DGP & State Police Chief | 1 | <p>The State Police Chief is the Head of the Police Department, whom vested the Administration of the Police throughout the state. He is the adviser to the Government in all matters relating to the administration of the Police Force. He is responsible to the Government for the internal economy, equipment, training and discipline of the Force, for its efficient organization as a means of preventing & checking crime and preserving Law & Order, and for the efficient discharge of duties by officers of all ranks. It is his duty to keep the government informed of the state of crimes and all political and communal movements throughout the state, and to advise the Government how such movements should be dealt with. Subject to the approval of the Government, he may from time to time frame such orders and rules not inconsistent with the Police Act, as he shall deem expedient, relative to the general administration and distribution of the force, the places of residents, the classification, rank and particular service of the members thereof, their inspection, the description of arms, accoutrements and other necessaries to be furnished to them, the collection and communication of intelligence and information and all such other orders and regulations relative to the said force as he shall from time to time deem expedient for preventing abuse or neglect, and for rendering such force efficient in the discharge of all its duties. He is the central authority to direct operations necessitated by strikes, industrial troubles, riots, disorders or political movements spread over a wide area. Police action and dispositions necessary to compact such disturbances or movements will be under his general direction and control. (Kerala Police Manual Sec. III 211) Financial Delegation, Vide GO(P)No.102/2017/FIN Dated 07.08.2017.</p> | <p>The SPC will correspond directly with the Government in respect of all the matters directly under his charge. He will also be in charge of Planning & Co-ordination of the work of the Department and matters relating to budgetary control.</p> | |

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| ADGP (HQ) | 1 | Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018. | <ol style="list-style-type: none"> 1. Staff Officer of State Police Chief. To assist him in Administrative matters. 2. ADGP (HQ) is the supervisory officer of IGP(HQ),IGP(Admn),AAIG,AIG(PG),SP (HQ),SP Spl Cell, SP MT, DySP Special Team, SFO & AO 3. ADGP (HQ) is the supervisory officer to C,D,F,H, H(Mod),H(Bld),J, K,K(Spl Cell),N, P, R,T2,T3,T5,T6,T7,T8,U Sections and Cashier | |
| IGP (SPT) (T&RSM) | 1 | Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018. | <ol style="list-style-type: none"> 1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters, IGP(SPT) is the Supervisory Officer of the SP(HQ), SP Special cell, SP (Women Cell) and sections: C,K,K(spl.cell),Q1,Highway alert, SMS Alert & VHF, Library | |
| Inspector General of Police (HQ) | 1 | Vide G.O.(Rt)No.4039/2020/GAD dtd. 31.12.2020, IGP (Admn) post has been redesignate as IGP (HQ), PHQ. Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018. | <ol style="list-style-type: none"> 1. Staff Officer to SPC 2. To Assist in Administrative matters 3. Staff Officer for AAIG,SP(HQ),AIG(CS) & SFO 4. IGP (HQ) is the supervisory officer of following sections- B, H, H (Blg),S & the seats T1,T4,T9. | |

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| DIG (Admn) | 1 | Vide G.O.(Rt)No.4039/2020/GAD dtd. 31.12.2020, DIG (HQ) post has been re designate as DIG (Admn), PHQ. Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018. | <ol style="list-style-type: none"> 1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters . IGP(HQ) is the Supervisory Officer of the AIG, SP HQ, AIG PG, AAIG, SP Women Cell,SP NRI Cell,SP Spl Cell,AIG CS and the sections: A,E,G,H(Mod),I,L,M and sections Q1,T2,T3,T5,T6,T7 & T8.IGP(HQ) will attend to the duties of IGP(Modernisation) if the said post is vacant. 3. IGP(HQ) will attend to the duties of IGP(Modernisation) if the said post is vacant 4. Dist. Women Cell, DySPs, District Crime Branch will also report IGP(HQ) through their respective SPs/CPs of the District. 5. IGP(HQ) will be responsible for Co-ordinating the functioning of all Women Cells and issue necessary instructions for improving the quality of the functioning of these Units. 6. Controlling Officer to Legal Advisor, Duty Officer, Service Help Desk, Police Information Centre, Police Press, Highway Alert, SMS Alert &VHF, Library,Public Window Cell. | |
| Asst Inspector General of Police | 1 | Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018. | <ol style="list-style-type: none"> 1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters. 3. AIG is the Supervisory Officer of A, E, L, M Sections and Service Help Desk, Police Information Centre | |
| Addl. Asst Inspector General of Police | 1 | Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018. | <ol style="list-style-type: none"> 1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters. Nodal officer of Nirbhaya Keralam Surakshitha Kearalam Project. 3. Supervisory Officer of H, H (Mod), H (Building), Police Press. | |
| Asst Inspector General of Police (PG) | 1 | Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018. | <ol style="list-style-type: none"> 1. Staff Officer of the SPC. 2. Nodal officer of Nirbhaya Keralam Surakshitha Kearalam Project. 3. Supervisory Officer of I1,D,U Sections, Public Window Cell and DySP Special Team. | |

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| Supdt. of Police (Special Cell) | 1 | Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018. | <ol style="list-style-type: none"> 1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters. 3. Supervisory Officer of K and K (Special Cell) | |
| Supdt. of Police (HQ) | 1 | Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018. | <ol style="list-style-type: none"> 1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters. 3. Supervisory Officer of C,I4, N, S sections, Highway Alert, SMS Alert, VHF and Library. | |
| Supdt. of Polce, NRI Cell | 1 | Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018. | <ol style="list-style-type: none"> 1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters 3. Supervision of NRI Cell. SP (NRI Cell) is the supervisory officer of G, I2 & I2(a),I3 seats. 4. Main Functions <ol style="list-style-type: none"> a. NRI Cell in PHQ enquire into the Petitions/grievances/complaints from the NRIs all over the state, received at the NRI Cell, either directly or forwarded from the Government to the PHQ b. Timely action by way of enquiry/investigation with the help of the local police station within whose jurisdiction the actionable wrong has been committed against NRIs/ their family members. c. Furnishing information /legal advice to the needy NRIs/their family members regarding the initiation of Criminal action against the misdeeds committed against the NRIs /their family members. d. Furnishing periodic information to the complainants regarding the action taken by police with regard to the petitions filed in the cell. e. Closely following up the cases registered by the local police on the basis of the complaints received from NRIs and their family members. f. Following up the cases pending trail which were reported and investigated after the investigation of the Police NRI Cell. | |

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| | | | 5. Any other matters entrusted to the NRI Cell by the SPC(vide order No.S1/115660/04 dated 03.08.05) | |
| Supdt of Police, Women Cell | 1 | Administration | <ol style="list-style-type: none"> 1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters. To attend all matters relating to complaints from women against atrocities and in charge of District Women Police Cells. (vide GO(Rt)No. 2504/94/Home Dated 19.11.94) 3. SP (Women Cell) is the supervisory officer of Q1 & Q2 seat. | |
| Supdt of Police, (MT) | 1 | SP(MT) will be the Motor Transport Officer and will be in over all charge of the Motor Transport Unit of the Police Dept. Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018. | <ol style="list-style-type: none"> 1. SP MT is to offer technical advise for the purchase of Motor vehicles, Motor Boats & other accessories for the Motor Transport Unit. He is to study the rules, standing orders and department instructions regarding maintenance of vehicles and suggest improvement if necessary. He is to assist the SPC in the enforcement of instructions regarding use and maintenance of departmental vehicles and to point out infringement of rules and instructions. He is to examine the existing arrangement and new proposals regarding maintenance facilities and mechanical staff pattern in the department and to suggest improvement, if necessary. He is to under take any other item of work specially entrusted to him 2. Supervisory Officer of R Section. | |
| DySP (MT) | | DySP (MT), PHQ is authorised to certify the need for repairs and replacement of spareparts and to scrutinise the repair bills in respect of the vehicles of PHQ and vehicles of the entire Special Units in Tvpm Dist. | DySP (MT), PHQ will offer technical advise in the purchase of Motor Vehicles for the Dept. | |
| DySP, Special Team | | | <ol style="list-style-type: none"> 1. Enquire into the allegations against police officials as authorized by SPC. 2. Peruse the case files as authorized by SPC to ensure that the investigation | |

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| | | | <p>conducted by the officers are on correct lines.</p> <ol style="list-style-type: none"> 3. Investigation of case as authorized by SPC. 4. Conduct enquiry into the petitions received by SPC as authorised by SPC. 5. Confidential Enquiry as authorized by SPC. 6. Assisting SP,SPI.Cell,PHQ in the matters of Helpline at PHQ 7. Supervision of 'Alert Cell' at PHQ. 8. Supervision of Hi-Tech Crime Enquiry Cell,PHQ. 9. Supervision of 'Spl. Team Office' . | |
| W DySP (Women Cell) | | To assist SP,Women Cell in Administrative matters | To assist SP,Women Cell in attending to all matters relating to compliance from women against atrocities. | |
| DySP (Arms) | | Chief Technical advisor to the DGP in the matters of all Arms & Ammunitions used in the State Police Force | Inspection and proper maintenance of all types of arms in the State. | |
| DySP, (NRI Cell) | | To assist SP,NRI Cell in Administrative matters | To assist SP NRI Cell in enquiring in to Petition/Grievances/Complaints from the NRIs all over the State. DySp (NRI) is the SPIO under the RTI Act 2005. | |
| CI, Special Team | | To assist DySP, Special Team,PHQ. | <p>Enquire into the allegations against Police officials as authorized by SPC.</p> <p>Peruse the case files as authorised by SPC to ensure that the investigation conducted by the officers are on correct lines.</p> <p>Investigation of cases as authorized SPC.</p> <p>Conduct enquiry into the petitions received by SPC as authorized by SPC.</p> <p>Confidential enquiry as authorised by SPC.</p> | |
| CI NRI Cell | | To assist SP, NRI Cell in Administrative matters. | To assist SP NRI Cell in enquiring in to Petitions/Grievances/Complaints from the NRIs all over the State. | |
| S.I./DSI | | | Normal functions and duties of SI/DSI | |
| Dvr. S.I. | | | Normal functions and duties of Dvr SI | |

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| WSI | | To assist SP Women Cell | Normal functions and duties of W SI | |
| Armourer SI | | To assist Armourer DySP | Inspection and proper maintainance of all types arms. | |
| HC | | | Normal functions and duties of AR HC | |
| WHC | | | Normal functions and duties of W HC | |
| Armourer HC | | | Normal functions and duties of Armourer HC | |
| SCPO | | | Normal functions and duties of SCPO | |
| WSCPO | | | Normal functions and duties of WSCPO | |
| CPO | | | Normal functions and duties of CPO | |
| WCPO | | | Normal functions and duties of WCPO | |
| PC | | | Normal functions and duties of AR PC | |
| Dvr. HC / PC | | | Normal functions and duties of Dvr HC/PC AR | |
| WPC | | | Normal functions and duties of W PC | |
| Armourer PC | | | Normal functions and duties of Armourer PC | |
| Motor Rider | | | Normal functions and duties of Motor Rider | |
| Senior FO | 1 | Administrative of all Financial matters. | Staff officer of SPC. On deputation from | |

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| | | | Government Secretariat. Staff officer of B, F, P sections & Cashier | |
| Legal Advisor | 1 | To assist legal matters | Staff officer of SPC. On deputation from Dept. of Law, Government Secretariat to assist in all Legal matters. | |
| AO | 1 | To assist in Administrative/ Financial and other matter | Supervision of Cashier, F, N, Sections | |
| Manager | 1 | To assist administrative matters in PHQ | Manager, PHQ performs over all supervision of the Ministerial Staff including Gazetted Ministerial Officers and direct control over the Last Grade Servants in PHQ. Manager is the supervisory officer of M, Z sections and Service Help Desk. | |
| SS | | To assist in Administrative/ Financial and other matter | Supervisory post | |
| Chief Store Keeper | | Custodian of Stores | To receive and supply of store items. | |
| JS | | To assist in Administrative/ Financial and other matter | Supervisory post | |
| ISA | | State wide Jurisdiction | Inspection of stores, Cash Book of Spl.Units in the State | |
| Cashier | | | Normal functions and duties of Cashier | |
| Head Accountant | | | Normal functions and duties of Head Accountant. | |
| Senior Clerk / Clerk | | Clerical Works | Normal functions and duties of Clerk | |
| CA | | | Stenography, Typewriting and other duties allotted to them by the concerned officers. | |
| FCS | | Supervision of fair copy work | Supervisory post | |

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| SGT / UDT / LDT | | | Typing work | |
| Malayalam Translator | | | All translation work of Police Department from English to Malayalam and Malayalam to English | |
| Attender | | | Normal functions and duties Attender | |
| Office Attendant | | | Normal functions and duties of Peons/Office Attendants | |
| Gardner | | | Gardening | |
| Binder | | | Binding works | |
| Duplicating Operator | | | Duplicating works | |
| Packer | | Attached to Chief Store | To attend packing works at Chief Store. To assist Chief Store keeper. | |
| Lascar | | | To assist Chief Store Keeper | |
| FTS | | | Normal functions and duties FTS | |
| PTS | | | Normal functions and duties PTS | |