

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

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

Sl. No.	Unit Name	Name of Post sanctioned	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer/employee	Any Other Information
1	Office of the Deputy Inspector General of Police, Ernakulam Range	DIG - 1	Admn: Kottayam, Alappuzha, Idukki, Ernakulam Rural Financial :As per G.O(MS) 217/92/Home dt.21.12.92	Supervision of the Police functions in the entire Ernakulam Range.	
2	Dy.Suptd of Police(MT), Central Zone, Ernakulam	DySP(MT) -1	Central Zone(Kochi City, Ernakulam Rural, Kottayam, Alappuzha, Idukki, Thrissur, KAP I Bn & All special units in the above police districts - Administrative	Supervising all MTI's & MTO's in central zone and giving technical opinions & certificate regarding approval of vehicle repairs, scrutiny of labour charge bills, recommend to condemn the vehicles and unserviceable MT items such as tyres, spares, tubes etc.	
3	Office of the Deputy Inspector General of Police, Ernakulam Range	AA - 1	Office Supervision. Act as Duty Detailing Officer.	Supervision of the official works.	
4	"	JS - 1		Supervision of Clerical works	
5	"	ISA - 1	Kochi Range	Police Station & Circle office auditing.	
6	"	CA - 1		Clerk & confidential assistance of IGP	
7	"	Senior Clerk - 6		Clerical works	
8	"	Clerk- 5		Clerical works	
9	"	Typist-2		Typing works	
10	"	OFFICE ATTENDANT-1		Office Assistance	
11	"	PTS - 1		Cleaning & sweeping jobs	