

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	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 necessities 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.	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.	
ADGP (HQ)	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	1. Staff Officer of State Police Chief. To assist him in Administrative matters.	
IGP (T&RSM)	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters, IGP(SPT) is the Library	
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.	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	
Asst Inspector General of Police	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters.	
Addl. Asst Inspector General of Police	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters. Nodal officer of	
Asst Inspector General of Police (PG)	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	1. Staff Officer of the SPC. 2. Nodal officer of Nirbhaya Keralam Surakshitha	
Supdt of Police (Special Cell)	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters.	
Supdt of Police(HQ)	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters.	
Supdt of Polce, NRI Cell	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters	
Supdt of Police, Women Cell	1	Administration	a. NRI Cell in PHQ enquire into the 1. Staff Officer of the SPC. 2. To Assist the SPC in Administrative matters. To attend all	
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.	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	
DySP (MT)	1	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	1	To assist SPC in petitioners those visit PHQ to file their petitions directly to offices.	1. 1. Enquire into the allegations against police officials as authorized by SPC.	
W DySP (Women Cell)	1	To assist SP, Women Cell in Administrative matters	To assist SP, Women Cell in attending to all matters relating to	
DySP (Arms)	1	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)	1	To assist SP,NRI Cell in Administrative matters	To assist SP NRI Cell in enquiring in to	
CI, Special Team	1	To assist DySP, Special Team, PHQ.	Enquire into the allegations against Police officials as	
CI NRI Cell	1	To assist SP, NRI Cell in Administrative matters.	To assist SP NRI Cell in enquiring in to	
S.I./DSI (NRI Cell)	4		Normal functions and duties of SI/DSI in NRI Cell	
Dvr. S.I.	1		Normal functions and duties of Dvr SI	
WSI	1	To assist SP Women Cell	Normal functions and duties of W SI	
Armourer SI	1	To assist Armourer DySP	Inspection and proper maintenance of all types arms.	
WHC	3		Normal functions and duties of W HC	
Armourer HC / PC	1		Normal functions and duties of Armourer HC	
Dvr. HC / PC	46		Normal functions and duties of Dvr HC/PC AR	

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WPC	6		Normal functions and duties of W PC	
Motor Rider	2		Normal functions and duties of Motor Rider	
Senior FO	1	Administrative of all Financial matters.	Staff officer of SPC. On deputation from Government	
Legal Advisor	1	To assist legal matters	Staff officer of SPC. On deputation from Dept. of	
Manager	1	To assist administrative matters in PHQ	Manager, PHQ performs over all supervision of the Ministerial	
AO	1	To assist in Administrative/ Financial and other matter	Supervision of Cashier, F, N, Sections	
SS	9	To assist in Administrative/ Financial and other matter	Supervisory post	
Chief Store Keeper	1	Custodian of Stores	To receive and supply of store items.	
JS	20	To assist in Administrative/ Financial and other matter	Supervisory post	
ISA	1	State wide Jurisdiction	Inspection of stores, Cash Book of Spl.Units in the State	
Cashier	1		Normal functions and duties of Cashier	
Head Accountant	1		Normal functions and duties of Head Accountant.	
Senior Clerk / Clerk	117 (14 Super numerary)	Clerical Works	Normal functions and duties of Clerk	
CA	19		Stenography, Typewriting and other duties allotted to them by	
FCS	4	Supervision of fair copy work	Supervisory post	
SGT / UDT / LDT	28		Typing work	
Malayalam Translator	1		All translation work of Police Department from English to	
Attender	4		Normal functions and duties Attender	
Office Attendant	18		Normal functions and duties of Peons/Office Attendants	
Binder	2		Binding works	
Packer	2	Attached to Chief Store	To attend packing works at Chief Store. To assist Chief Store	
Lascar	2		To assist Chief Store Keeper	
FTS	3		Normal functions and duties FTS	
PTS	16		Normal functions and duties PTS	