

Particulars of Functions and Details of each unit/ office

Name of Unit :State Crime Records Bureau

Name od post sanctioned	No. of posts at present	Jurisdiction & Power (Administrative, Financial & Others)	Functions and duties of the Officer/employees	Any other Information.
Inspector General of Police	1	Administrative and Financial Control of SCRB, State Finger print Bureau & Photographic Bureau	Administrative Control and supervision of SCRB, State Finger print Bureau & Photographic Bureau	Nil
Superintendent of Police IPS	1	Supervision of ICT	Supervision of ICT	Nil
Superintendnet of Police Non-IPS	1	Administrative and Financial Control of SCRB, State Finger print Bureau & Photographic Bureau	Administrative and Financial Control of SCRB, State Finger print Bureau & Photographic Bureau	Nil
Deputy Superintendent of Police	1	Supervisory Officer of Excecutive Staffs	Supervision of the various wings of SCRB, He also serve as the duty of State Public Information Officer	Nil
System Analyst	1	Supervisory Officer ICT	Supervision of software wing	Nil
Inspector of Police	5	Supervision of wings in SCRB and ICT		Nil
Sub Inspector of Police	6	Assist the duty of Inspectors of Police		Nil
Head Constable	33	Data collection and analysis		Nil
Police Constable	31			Nil
Statistical Officer	1	Supervision of Statistical Wing	Supervision of Statistical Wing	Nil
Statistical Assistant	1	Data collection and compilation		Nil
Driver Police Constable	12	Driving the department vehicles		Nil
Manager	1	Ministerial Head of SCRB and FPB	Drawing & disbursing officer, overall supervision of ministerial staffs in SCRB & FPB. Aslo serves as Assistant State Public Information Officer	Nil

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Junior Superintendent	1	Supervisory officer of all ministerial staffs in SCRB	Supervision of the work of all ministerial staffs in SCRB. Handling the files of all section in SCRB	Nil
Head Clerk	1	Supervise all the Ministerial staffs of Finger Print Bureau	Supervise the work of all the Ministerial staffs of Finger Print Bureau. Handling the files of all section Finger Print Bureau	Nil
Clerk/Senior Clerk	SCRB -10 Finger Print Bureau - 4	Clerikal work	Take Necessary action in all currents received in the respective seats	Nil
Typist	SCRB - 1 Finger Print Bureau - 1	Inward & Despatch	Malyalam Typing and handling the Inward & Despatch Section.	Nil
Confidential Assistant	SCRB -2 ICT - 1 Finger Print Bureau - 1	Confidential works	Personal assistance to ADGP,SCRB/SP,ICT/SP,SCRB/ Director, Finger Print Bureau	Nil
Office Attendant	SCRB - 1 Finger Print Bureau - 1	Assisting the sections	Assisting all the section in SCRB & Finger Print Bureau	Nil
Full Time Sweeper	1	Keeping the SCRB Office Clean	Sweeping and cleaning the SCRB Office & premises	Nil
Director FPB	1	Supervisory Officer of State Finger Print Bureau	General management, training impartation, work allotment, technological advancements, ensures standards and quality of consumables for FP work, resource and application of FP science to criminal justice system, co-ordination and periodical inspection of single digit finger print bureaus, guidance in research work, laboratory analysis, FP tests concerned with State and All India Police Duty Meet and other administrative functions are under the sway and supervision of the Director, Finger Print Bureau.	Nil
Deputy Director FPB	1	Supervisory Officer of State Finger Print Bureau		Nil

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Tester Inspector	21	Controlling officer of Finger Print Experts and Finger Print Searchers.	Duties include monitoring and supervision of all works of District Finger Print Bureaus and attending court duties. Also, they have to assist Director and Deputy Director in routine work of the bureau and periodical jail test. In addition, Tester Inspectors supervisethe recording of convictions, search references activities and work related to automation.	Nil
Finger Print Expert	49	Inspection of Scene of crimes, search and identification of chance prints, expedite expert opinion on identification and depose evidence before the court to ensure conviction	Recordingof fingerprint slips on conviction and furnish expert opinion in disputed document cases. Enrollment and comparison of finger prints through Automated Finger Print Identification System (AFIS).	Nil
Finger Print Searcher	26	Search of daily arrest FP slips and chance prints against records	Assisting Finger Print Experts in scene of crime inspection and attending court duties.	Nil
Part Time Sweeper	1	Keeping the State Finger Print Bureau Office Clean		Nil
Chief Photographer	1	Supervisory Officer of State Photographic Bureau	Supervision of over all functions of State Photographic Bureau	Nil
Photographer	3	Take Photos and videos of evidences, foot print, finger Print etc. from the scene of Crime department function and seminars		Nil
Photographic Attender	1	Assist the Photographers for editing the photos and Videos		Nil