

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	No of post at present	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	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 Kochi Range.	
2	Dy.Suptd of Police(MT), Central Zone, Ernakulam	DySP(MT) -1	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	AA - 1	Office Supervision. Act as Duty Detailing Officer.	Supervision of the official works.	
4	"	JS - 1	JS - 1		Supervision of Clerical works	
5	"	ISA - 1	ISA - 1	Kochi Range	Police Station & Circle office auditing.	
6	"	CA -1	CA -1		Clerk & confidential assistance of IGP	
7	"	UDC – 5	UDC – 5		Clerical works	
8	"	LDC – 6	LDC – 5		Clerical works	
9	"	TYPIST -2	SENIOR GRADE TYPIST – 1		Typing works	
10	"	OFFICE ATTENDANT - 1	OFFICE ATTENDANT - 1		Office Assistance	
11	"	PTS - 1	PTS - 1		Cleaning & sweeping jobs	