

**PARTICULARS OF FUNCTIONS AND DETAILS OF EACH UNIT/OFFICE**

Name of unit: Range Office, Thrissur			Quarter III - 2022
Name of post sanctioned	No. of posts at present	Jurisdiction & Powers (Administrative, Financial & others)	Functions and duties of the Officer/Employee
DIG	1	<p><b><u>Jurisdiction</u></b>– Thrissur City, Thrissur Rural, Palakkad &amp; Malappuram Districts <b><u>Administrative Powers:</u></b></p> <p>Establishment matters relating to officers of and below the rank of CIs, disciplinary authority of and below the rank of CIs. Financial Powers of DIG are delegated as per GO(MS) 09/2018 Home dt.17.01.2018.</p>	<p>Functions, duty and powers of each officer are as per duty definition in PSO and PHQ circulars. Duties of AA, JS, ISA, Clerks, and Typists etc. are as per the duty definition in KSR, KSSR and other relevant rules governing the ministerial staff and office orders issued by DIG.</p>
AA	1		
Ar. Inspector	1		
JS	1		
ISA	1		
Confidential Asst.	1		
Sis	2		
Buglar SI	0		
Clerks	11 (9 sanctioned + 2 Super numerary)		
Typists	2		
Office Attendant	1		
PT Sweeper	1		