

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

Name of Unit : CRIME BRANCH 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
ADGP	1	Financial Delegation vide G.O.(Ms)No. 9/2018/Home Dated 17.01.2018	Head of Crime Branch Over all control of Investigation of Crime Cases & Administrative matters of all Crime Branch Units in the Kerala.	
SP HQ	1	Financial Delegation vide G.O.(Ms)No. 9/2018/Home Dated 17.01.2018	The Superintendent of Police (HQ), Crime Branch Head Quarters will be the head of office and charge of all the administrative / Crime / Petition matters in Crime Branch Head Quarters.	
DySP HQ	1	Financial Delegation vide G.O.(Ms)No. 9/2018/Home Dated 17.01.2018	DySP (HQ) Crime Branch HQrs will be in charge of Sections dealing with Case Analysis and Scrutiny Section in the Crime Branch Headquarters along with matter related to crime work.	
DySP Admn	1	Financial Delegation vide G.O.(Ms)No. 9/2018/Home Dated 17.01.2018	The DySP (Admn) is the SHO of the Crime Branch, Police Station. He will attend and supervise the following matters / subjects.	
DySP SO	1	Financial Delegation vide G.O.(Ms)No. 9/2018/Home Dated 17.01.2018	He is the staff officer to ADGP, CB and such assist ADGP, CB in efficiently discharging his duties. DySP (SO) Crime Branch Head Quarters will be in Charge of Crime Records Bureau and conducting training programs for the staff and personnel in Crime Branch.	
DI	1		Scrutiny work of CD files received from all CB Ranges as per PHQ circular No.14/2019 and put up to DySP with Scrutiny note for further action, assisting DySP Headquarter in all office related work, supervision of all Court related work in Crime Branch and other works entrusted by Senior Officers.	
S.I./DSI	7		Normal functions and duties of SI/DSI	
ASI	12		Normal functions and duties of ASI	
Dvr. S.I.	1		Normal functions and duties of Dvr SI	
SCPO	23		Normal functions and duties of SCPO	
CPO	13		Normal functions and duties of CPO	
Dvr. HC / PC			Normal functions and duties of Dvr HC/PC	
Administrative Asst.	1	To assist in Administrative/ Financial and other matter	The Administrative Assistant, who is also the Drawing and Disbursing Officer of the office, will be responsible for supervising all the establishment activities and accounts matters of CB	
JS	1	To assist in Administrative/ Financial and other matter	Supervisory post	
Cashier	1		Normal functions and duties of Cashier	
Head Clerk	1		Normal functions and duties of Head Clerk	
Senior Clerk / Clerk	8	Clerical Works	Normal functions and duties of Clerk	

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CA	1		Stenography, Typewriting and other duties allotted to them by the concerned officers.	
FCS	4	Supervision of fair copy work	Supervisory post	
SGT / UDT / LDT	9		Typing work	
PTS	3		Normal functions and duties PTS	
Photographer	1		Normal functions and duties of Photographer	
Reporter	2		Normal functions and duties of Reporter	
Medico Legal Advisor	1		Normal functions and duties of Medico Legal Advisor	
Asst. Legal Advisor	3		Normal functions and duties of Asst. Legal Advisor	
Deputy Legal Advisor	1		Normal functions and duties of Deputy Legal Advisor	
MTI	1		Normal functions and duties of MTI	