

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

POLICE HEADQUARTERS

III<sup>rd</sup> Quarter 2024

SL NO	NAME OF POST SANCTIONED	NO OF POSTS AT PRESENT	JURISDICTION & POWERS (ADMINISTRATIVE, FINANCIAL & OTHERS)	FUNCTIONS AND DUTIES OF THE OFFICER / EMPLOYEES	ANY OTHER INFORMATION
1	<b>DGP &amp; State Police Chief</b>	1	<p>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 &amp; checking crime and preserving Law &amp; 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 necessaries 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.</p>	<p>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 &amp; Co-ordination of the work of the Department and matters relating to budgetary control.</p>	

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2	<b>ADGP (HQ)</b>	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	Staff Officer of State Police Chief. To assist him in Administrative matters. ADGP (HQ) is the supervisory officer of IGP(HQ),IGP(Admn),DIG(Admn),AIG(Procurement),AIG(PG),AIG(Policy), AIG(Personnel),SP Spl Cell, SP MT, DySP Special Team, SFO & AO ADGP (HQ) is the supervisory officer to B,C,D,F,H, H8,H10,H14,H15,I4,K,K(Spl Cell), M5, P, R,T2,T3,T5,T6,T7,T8,X Cell, U Sections, Legal Advisor, State Police Media Centre, Police Press, Public Window Cell, DySP Special team and Cashier.	
3	<b>IGP HQ</b>	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	Staff Officer of the SPC. To Assist the SPC in Administrative matters, IGP(HQ) is	
4	<b>DIG (Admn)</b>	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.	Staff Officer of the SPC. To Assist the SPC in Administrative matters . DIG(Admn) is the Supervisory Officer of the AIG, AIG(PG),SP NRI Cell, and the sections: A,E,G,I1,I2,L,M	
5	<b>AIG PERSONNEL</b>	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	Staff Officer of the SPC. To Assist the SPC in Administrative matters. AIG is the Supervisory Officer of A, E, L, M, I4, Z3 Sections and Service Help Desk, Police Information Centre	
6	<b>AIG PROCUREMENT</b>	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	Staff Officer of the SPC. To Assist the SPC in Administrative matters. Supervisory Officer of H, H (Mod), H (Building), Police Press.	
7	<b>AIG POLICY</b>	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	Staff Officer of the SPC. To Assist the SPC in Administrative matters. Supervisory Officer of C,N, S sections, Highway Alert, SMS Alert, VHF and Library.	

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8	<b>AIG PG</b>	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	Staff Officer of the SPC. Supervisory Officer of I1,D,U Sections, Public Window Cell and DySP Special Team.	
9	<b>SP SPL CELL</b>	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	Staff Officer of the SPC. To Assist the SPC in Administrative matters. Supervisory Officer of I3,K and K (Special Cell)	
10	<b>SP NRI CELL</b>	1	Financial Delegation vide GO(MS)No.9/2018/Home Dated 17.01.2018.	Staff Officer of the SPC. To Assist the SPC in Administrative matters Supervision of NRI Cell. SP (NRI Cell) is the supervisory officer of G, I2 seats. <b>Main Functions</b> NRI Cell in PHQ enquire into the Petitions/grievances/complaints from the NRIs all over the state, received at the NRI Cell,either directly or forwarded from the Government to the PHQ Timely action by way of enquiry/investigation with the help of the local police station within whose jurisdiction the actionable wrong has been committed against NRIs/their family members. Furnishing information /legal advice to the needy NRIs/their family members regarding the initiation of Criminal action against the misdeeds committed against the NRIs /their family members. Furnishing periodic information to the complainants regarding the action taken by police with regard to the petitions filed in the cell. Closely following up the cases registered by the local police on the basis of the complaints received from NRIs and their family members. Following up the cases pending trail which were reported and investigated after the investigation of the Police NRI Cell. Any other matters entrusted to the NRI Cell by the SPC(vide order No.S1/115660/04 dated 03.08.05)	

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11	<b>AIG (Women &amp; Children)</b>	1	Administration	Staff Officer of the SPC.  To Assist the SPC in Administrative matters. To attend all matters relating to complaints from women against atrocities and in charge of District Women Police Cells. (vide GO(Rt)No. 2504/94/Home Dated 19.11.94)  SP (Women Cell) is the supervisory officer of Q1 & Q2 seat	
12	<b>SP MT</b>	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.	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 the enforcement of instructions regarding use and maintenance of departmental vehicles and to point out infringement of rules and instructions. He is to examine the existing arrangement and new proposals regarding maintenance facilities and mechanical staff pattern in the department and to suggest improvement, if necessary. He is to under take any other item of work specially entrusted to him  Supervisory Officer of R Section	
13	<b>DySP (MT)</b>	1	DySP (MT), PHQ is authorised to certify the need for repairs and replacement of spare parts and to scrutinize 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.	
14	<b>DySP, Special Team</b>	1	To assist SPC in petitioners those visit PHQ to file their petitions directly to offices.	Enquire into the allegations against police officials as authorized by SPC. Peruse the case files as authorized by SPC to ensure that the investigation conducted by the officers are on correct lines. Investigation of case as authorized by SPC. Conduct enquiry into the petitions received by SPC as authorized by SPC. Confidential Enquiry as authorized by SPC. Assisting SP SPI. Cell, PHQ in the matters of Helpline at PHQ Supervision of 'Spl. Team Office'	
15	<b>W DySP (Women Cell)</b>	1	To assist SP, Women Cell in Administrative matters	To assist SP, Women Cell in attending to all matters relating to compliance from women against atrocities.	

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16	<b>DySP (Arms)</b>	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.	
17	<b>DySP, (NRI Cell)</b>	1	To assist SP,NRI Cell in Administrative matters	To assist SP NRI Cell in enquiring in to Petition/Grievances/Complaints from the NRIs all over the State. DySp (NRI) is the SPIO under the RTI Act 2005.	
18	<b>CI, Special Team</b>	1	To assist DySP, Special Team, PHQ.	Enquire into the allegations against Police officials as authorized by SPC. Peruse the case files as authorized by SPC to ensure that the investigation conducted by the officers are on correct lines. Investigation of cases as authorized SPC. Conduct enquiry into the petitions received by SPC as authorized by SPC. Confidential enquiry as authorized by SPC.	
19	<b>CI NRI Cell</b>	1	To assist SP, NRI Cell in Administrative matters.	To assist SP NRI Cell in enquiring in to Petitions/Grievances/Complaints from the NRIs all over the State.	
20	<b>S.I./DSI (NRI Cell)</b>	4		Normal functions and duties of SI/DSI in NRI Cell	
21	<b>Dvr. S.I.</b>	1		Normal functions and duties of Dvr SI	
22	<b>WSI</b>	3	To assist SP Women Cell	Normal functions and duties of W SI	
23	<b>Armourer SI</b>	1	To assist Armourer DySP	Inspection and proper maintenance of all types arms.	
24	<b>WHC</b>	4		Normal functions and duties of W HC	
25	<b>Armourer HC / PC</b>	2		Normal functions and duties of Armourer HC	
26	<b>Dvr. HC / PC</b>	47		Normal functions and duties of Dvr HC/PC AR	
27	<b>WPC</b>	6		Normal functions and duties of W PC	
28	<b>Motor Rider</b>	2		Normal functions and duties of Motor Rider	
29	<b>Senior FO</b>	1	Administrative of all Financial matters.	Staff officer of SPC. On deputation from Government Secretariat. Staff officer of B, F, P sections & Cashier	
30	<b>Legal Advisor</b>	1	To assist legal matters	Staff officer of SPC. On deputation from Dept. of Law,Government Secretariat to assist in all Legal matters.	
31	<b>Manager</b>	1	To assist administrative matters in PHQ	Manager, PHQ performs over all supervision of the Ministerial Staff including Gazetted Ministerial Officers and direct control over the Last Grade Servants in PHQ. Manager is the supervisory officer of M, Z sections and Service Help Desk.	
32	<b>AO</b>	1	To assist in Administrative/ Financial and other matter	Supervision of Cashier, F, N, Sections	

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33	SS	9	To assist in Administrative/ Financial and other matter	Supervisory post	
34	Chief Store Keeper	1	Custodian of Stores	To receive and supply of store items.	
35	JS	20	To assist in Administrative/ Financial and other matter	Supervisory post	
36	ISA	1	State wide Jurisdiction	Inspection of stores, Cash Book of Spl.Units in the State	
37	Cashier	1		Normal functions and duties of Cashier	
38	Head Accountant	1		Normal functions and duties of Head Accountant.	
39	Senior Clerk / Clerk	117 (16 Super numerary)	Clerical Works	Normal functions and duties of Clerk	
40	CA	19		Stenography, Typewriting and other duties allotted to them by the concerned officers.	
41	FCS	4	Supervision of fair copy work	Supervisory post	
42	SGT / UDT / LDT	28		Typing work	
43	Malayalam Translator	1		All translation work of Police Department from English to Malayalam and Malayalam to English	
44	Attender	4		Normal functions and duties Attender	
45	Office Attendant	18		Normal functions and duties of Peons/Office Attendants	
46	Binder	2		Binding works	
47	Packer	2	Attached to Chief Store	To attend packing works at Chief Store. To assist Chief Store keeper.	
48	Lascar	2		To assist Chief Store Keeper	
49	FTS	3		Normal functions and duties FTS	
50	PTS	16		Normal functions and duties PTS	

  
**State Public Information Officer**  
**Police Headquarters**  
**Kerala, Thiruvananthapuram -**  
**695010**