

Particulars of functions and details of each unit/office

Name of Unit : Office of the DIG Thiruvananthapuram Range

Sl. No.	Unit Name	Name of Post Sanctioned Name of Post Sanctioned	No. of post At Present 01/2021	Jurisdiction & powers (Administrative, Financial & Others) Jurisdiction & powers (Administrative, Financial & Others)	Functions & Duties of the Officer/Employees Functions & Duties of the Officer/Employees	Any other information Any other information
1		Deputy Inspector General of Police	1	Range DIG for the Four Districts such as Tvpm Rural/Kollam City/Kollam Rural/PTA	Overall supervision/ administration to the Four districts of Tvpm Range such as Tvpm Rural/Kollam City/Kollam Rural/PTA	
2		Administrative Ass	1	Ministerial Head of O/o the DIG Tvpm Range	Administration and Supervision of all ministerial establishment	
3		Armourer Inspector	1	Inspection of Arms within Tvpm Range	Inspection of Arms and Ammunition kept in all PSs/AR Camp in Tvpm Range	

4		Junior Superintendent	1	Ministerial supervision in the O/o DIG Tvpm Range	Supervision of concerned sections in the O/o the DIG TR	
5		ISA	1	Inspection in the Police Stations of Tvpm Range	Inspection and audit duties in all Police Stations of Tvpm Range	
6		Head Clerk	1	Ministerial supervision in the O/o DIG Tvpm Range	Supervision of concerned sections in the O/o the DIG TR	
7		Sub Inspector of Police	2	NA	Enquiry of petitions and other duties entrusted by DIG TR	
8		Senior Clerk/Clerk	10	NA	Clerical duties	
9		Clerk(Supernumerary)	1	NA	Clerical duties	

10		Selection Grade/LD Typist	2	NA	Inward /fair copy works	
11		Clerk-Typist	1	NA	Clerical duties	
12		Confidential Assistant	1	NA	Confidential matters entrusted by the DIG TR	
13		Office Attendant	1	NA	To attend the office work	
14		Part Time Sweeper	1	NA	Cleaning of office premises	
15		Cashier	1			
16		Sr. Clerk/ Clerk	20			
17		CA	1			
18		FCS	1			
19		SGT/UDT/LDT	7			
20		OA	2			
21		PTS	11			