

FUNCTIONS & DUTIES OF OFFICERS PERIOD 01.04.2023 to 30.06.2023

KOTTAYAM SUB DIVISION

NAME OF POST	JURISDICTION&POWERS (Administrative ,Financial & others)	Functions and duties of the officer / Employees	Any other information
DySP		Crime Investigation, Law Order, Suupervisory Officer	DySP office Kottayam
STATION HOUSE OFFICER KOTTAYAM WEST P.S	Administration (Kottayam Municipality partially and Aymanam Panchayathu)	Crime Investigation, Law Order, VIP Security , Summons and Warrant execution	IP-SHO, SI-L/O AND INVESTIGATION, ASI- L/O AND INVESTIGATION, SCPO- L/O AND SCRIPTORY, CPO- L/O/PROCESS SERVING, JANAMAITRI AND AID PROCECUTION
STATION HOUSE OFFICER KUMARAKOM P.S	KUMRAKOM & THIRUVARPPU PANCHAYATH,	Crime Investigation, Law Order, VIP Security , Summons and Warrant execution	IP-SHO, SI-L/O AND INVESTIGATION, ASI- L/O AND INVESTIGATION, SCPO- L/O AND SCRIPTORY, CPO/WCPO - L/O/PROCESS SERVING,CCTNS/COMPUTER, JANAMAITRI AND AID PROCECUTION
STATION HOUSE OFFICER KOTTAYAM EAST P.S	IP- Administration & L/O (KOTTAYAM MUNICIPALITY - PART , PUTHUPPALLY VILLAGE VIJAYAPURAM VILLAGE , MUTTAMBALAM VILLAGE , PANACHICKAD PANCHAYATH -PART ,)	Crime Investigation, Law Order, VIP Security , Summons and Warrant execution	IP-SHO, SI-L/O AND INVESTIGATION, ASI- L/O AND INVESTIGATION, SCPO- L/O AND SCRIPTORY, CPO/WCPO - L/O/PROCESS SERVING,CCTNS/COMPUTER,SSG , JANAMAITRI AND AID PROCECUTION
STATION HOUSE OFFICER AYARKKUNNAM P.S	Ayarkunnam Panchayathu , Akalakkunnam Panchayatu (Mattakkara , Manal , Paduva) Koorappada Panchayathu (Channamattam) Manarcadu Panchayathu (Thiruvanchoor , Parambukara)	Crime Investigation, Law Order, VIP Security , Summons and Warrant execution	Law and order maintanance,Petition enquiry, Case registration,Crime Investigation,Process service,Warrant execution.
STATION HOUSE OFFICER ETUMANOOR	Administrative & Others(Etumanoor Municipality , Athirambuzha , Neendoor , 3 Wards of Kanakkari	Crime Investigation, Law Order, VIP Security , Summons and Warrant execution	Law and order maintanance,Petition enquiry, Case registration,Crime Investigation,Process service,Warrant execution.

STATION HOUSE OFFICER GANDHINAGAR	IP- Administration (1-12,51,52 Wards of Kottayam Municipality, Arpookara, Perumbayikadu,Athirampuzha(2,10,11,13,15,16,17,18,19 wards),Kaipuzha(9-12 wards of Neeendoor Panchayath) VILLAGES)	Crime Investigation, Law Order, VIP Security , Summons and Warrant execution	IP-SHO, SI-L/O AND INVESTIGATION, ASI- L/O AND INVESTIGATION, SCPO-L/O AND SCRIPTORY, CPO-L/O/PROCESS SERVING, JANAMAITRI AND AID PROCECUTION
KANJIRAPPALLY SUB DIVISION			
Dy.Suptd of Police Kanjirappally	Kanjirappally Subdivision	Crime investigation , Law and order, Super visory officer	Nil
ASI	” ”	Crime investigation and law and order	Nil
SCPO	” ”	Petition enquiry and law and order	Nil
ERUMELY POLICE STAION			
IPSHO & S.I	” ”	LAW AND ORDER, INVESTIGATION , PETITION ENQUERY	
ASI	” ”	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
MANIMALA POLICE STATION			
IPSHO & S.I	” ”	LAW AND ORDER, INVESTIGATION, PETITON ENQUERY	
ASI	” ”	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
KANJIRAPPALLY POLICE STATION			
IPSHO & S.I	” ”	LAW AND ORDER, INVESTIGATION, PETITON ENQUERY	Nil

ASI	” ”	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
MUNDAKAYAM POLICE STATION			
IPSHO & S.I	” ”	LAW AND ORDER, INVESTIGATION	Nil
ASI	” ”	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
PONKUNNAM POLICE STATION			
IPSHO & S.I	” ”	LAW AND ORDER, INVESTIGATION	Nil
ASI	” ”	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
PALLICKATHODU POLICE STATION			
IP SHO & S.I	” ”	LAW AND ORDER, INVESTIGATION , PETITION ENQUERY	
ASI	” ”	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
PAMPADY POLICE STATION			
IPSHO & S.I	” ”	LAW AND ORDER, INVESTIGATION	
ASI	” ”	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
MANARCADU POLICE STATION			

IPSHO & S.I	”	”	LAW AND ORDER, INVESTIGATION, PETITON ENQUERY	
ASI	”	”	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
PALA SUB DIVISION				
DySP	PALA SUB DIVISION		Crime Investigation, Personal Enquiry of the petition, Law and Order, Supervisory Officer	
IP SHO PALA P.S	”	”	Crime Investigation, Law and Order, Traffic control supervisory Officer	
SI, L/O PALA P.S	”	”	Law and Order	
SI, Crime Wing PALA P.S	”	”	SI, Crime Wing	
	ERATTUPETTA POLICE STATION			
IPSHO & SI	”	”	Crime Investigation, Law and Order, Traffic control supervisory Officer	
ASI & SCPO& CPO & WCPO	”	”	To keep Law & Order and keep peace and tranquility among public	Nil
	MELUKAVU POLICE STATION			
IPSHO & SI	”	”	L/O Duty, Traffic control, Beat patrol, Process service, Aid Prosecution and petition enquiry	
ASI & SCPO& CPO & WCPO	”	”	Up keep law and order peace amoung in public.	Nil
	THIDANADU POLICE STATION			

IP SHO THIDANADU P.S	” ”	Law and Order, Crime investigation, Traffic control ad petition enquiry	
SCPO& CPO & WCPO THI	” ”	Up keep law and order peace amoung in public.	Nil
	KIDANGOOR POLICE STATION		
INSPECTOR OF POLICE	” ”	SUPERVISION AND MAINTANANCE OF L/O ISSUES, INVESTIGATION OF CRIME CASES	Nil
SUB INSPECTOR (L&O)	” ”	SUPERVISING L/O ISSUES, CRIMINAL INVESTIGATION, INQUEST , PETITIOPN ENQUIRY, TRAFFIC CONTROLS , ETC.	Nil
ASST. SUB INSPECTOR KIDANGORR P.S	” ”	ASSISTING L/O ISSUES	Nil
IPSHO & SI & ASI & SCPO& CPO & WCPO RAMAPURAM P.S	RAMAPURAM POLICE STATION	To keep Law & Order and keep peace and tranquility among public	Nil
IPSHO & SI & ASI & SCPO& CPO & WCPO MARANGATTUPALLI P.S	MARANGATTUPALLY POLICE STATION	To keep Law & Order and keep peace and tranquility among public	Nil
	TRAFFIC UNIT PALA		Nil
DRIVER DUTY TRAFFIC P.	” ”	CRV,DRIVER DUTY	Nil
STATION WRITER TRAFFIC P.S	” ”	Station Writer	Nil
CHANGANACHERRY SUB DIVISION			

STATE PUBLIC INFORMATION OFFICER & INSPECTOR OF POLICE	CHANGANASSERY POLICE STATION	Station House Officer, L/O maitanance, Station administration, Traffic arrangement, Crime work and crime work supervision...etc	04.02.22 TO TILL RICHARD VARGHESE-
STATE PUBLIC INFORMATION OFFICER & INSPECTOR OF POLICE	CHINGAVANAM POLICE STATION	Station House Officer, L/O maitanance, Station administration, Traffic arrangement, Crime work and crime work supervision...etc	01.01.2022 TO 07.07.23 JIJU T R 13.07.23 to till Binu B S
STATE PUBLIC INFORMATION OFFICER & INSPECTOR OF POLICE	KARUKACHAL POLICE STATION	Station House Officer, L/O maitanance, Station administration, Traffic arrangement, Crime work and crime work supervision...etc	16.02.23 to till- Maheshkumar K M
STATE PUBLIC INFORMATION OFFICER & INSPECTOR OF POLICE	VAKATHANAM POLICE STATION	Station House Officer, L/O maitanance, Station administration, Traffic arrangement, Crime work and crime work supervision...etc	01.07.2022 TO 17.05.23 -RANEESH T S, 17.05.23 to Till - Anilkumar
STATE PUBLIC INFORMATION OFFICER & INSPECTOR OF POLICE	Thrikkodithanam POLICE STATION	Station House Officer, L/O maitanance, Station administration, Traffic arrangement, Crime work and crime work supervision...etc	16.02.23 To TILL - Anup G

VAIKOM SUB DIVISION

Additional supdt: of police vaikom	Vaikom Sub Division	Supervisory officer	
	THALAYOLAPARAMPU POLICE STATION		

I.P SHO	Thalayolaprambu, Chempu, Maravanthuruthu, Velloor	SUPERVISORY OFFICER	
S.I& A.S.I.	Thalayolaprambu, Chempu, Maravanthuruthu, Velloor	TRAFFIC DUTY, L/O DUTY, JANAMAITHRI BEAT,GD, SSG, PROCESS Duty ETC	
	KURAVILANGADU POLICE STATION		
I.P SHO	whole area of Kuravilanagadu Panchayath(1 to 14 ward) Whole area of Uzhavoor Panchayath (1 to 13 wards) Kanakkary panachayath (1 to 11) and 1,2,12 and 14 wards of marangattuypilly panchayath	SUPERVISORY OFFICER	
S.I & A.S.I	whole area of Kuravilanagadu Panchayath(1 to 14 ward) Whole area of Uzhavoor Panchayath (1 to 13 wards) Kanakkary panachayath (1 to 11) and 1,2,12 and 14 wards of marangattuypilly panchayath	TRAFFIC DUTY, L/O DUTY, JANAMAITHRI BEAT,GD, SSG, PROCESS Duty ETC	
	VELLOOR POLICE STATION		
I.P SHO	VELLOOR PANCHAYATH WARD 2 TO 10 & MULAKKULAM GRAMA PANCHAYATH WARD I TO 17 EXCEPT 10 & 11 Janamithry beat duty , Patrolling Duty, Petition Enquiry	SUPERVISORY OFFICER	
PO , CPO , WCPO of VE	VELLOOR PANCHAYATH WARD 2 TO 10 & MULAKKULAM GRAMA PANCHAYATH WARD I TO 17 EXCEPT 10 & 11 Janamithry beat duty , Patrolling Duty, Petition Enquiry	TRAFFIC DUTY, L/O DUTY, JANAMAITHRI BEAT,GD, SSG, PROCESS Duty ETC	
	KADUTHURUTHY POLICE STATION		

I.P S.H.O	KADUTHURUTHY-19,NJEEZHOO-14,KALLARA-13,MANJOOR-18,WARD 11,12,13 MULAKKULAM	SUPERVISORY OFFICER	
S.I & ASI ,	KADUTHURUTHY-19,NJEEZHOO-14,KALLARA-13,MANJOOR-18,WARD 11,12,13 MULAKKULAM	TRAFFIC DUTY, L/O DUTY, JANAMAITHRI BEAT,GD, SSG, PROCESS Duty ETC	
VAIKOM POLICE STATION			
I.P SHO & S.I & A.S.I	Chempu, K.S. Mangalam . Udyanapuram, Vadakkemuri , vaikom, Naduvile, vaikom Thalayahzam, vechoor village	TRAFFIC DUTY, L/O DUTY,AP Duty, JANAMAITHRI BEAT,GD, SSG, PROCESS Duty ETC	
DHQ CAMP KOTTAYAM			
Inspector & Motor Transport	DHQ CAMP KOTTAYAM	Administrative DUTY AT MOTOR TRANSPORT OFFICE	
Reserve Sub Inspector	” ”	DUTY OFFICER,VVIP DUTIES,STRIKER OFFICER,QRT OFFICER DUTIES	
Reserve Assisant Sub Inspector	DHQ CAMP KOTTAYAM	DUTY OFFICER,VVIP DUTIES,STRIKER OFFICER,QRT OFFICER DUTIES,P/E duty	
DISTRICT CRIME RECORD BUREAU			

DySP	DCRB Kottayam	Crime Review, KD/DC monitoring, Parole & premature release, , passport verification, Factual reports, scrutiny, SC/ST Cases, CCTNS, Crime Drive, IcOPS, GIS, POCSO Cases, Traffic Nodel Officer etc	
SI	DCRB Kottayam	Petition Enquiry, Scrutiny of Factual reports and CD Files	
A.S.I	DCRB Kottayam	Crime datas preperation	
	NARCOTIC CELL		
DYSP & ASI& HEAD CONSTABLE & CIVIL POLICE OFFICER	Office duty	Daily reports to Higher Offices, Collectionof NDPS Case details, Petition enquiry, Source report enquiry, P R Preparation, Supervision of NDPS, COTPA , Abkari cases , Monitoring Students Police cadet project, DANSAF, Janamithri Project Women Self Defence programme , Supervision of Special Action Group aganist Organoised Crimes(SAGOC)	
	DISTRICT CRIME BRANCH		

DySP	Kottayam District	Administration and controlling authority of DCB & Crime Investigation	Nodal officer in 20 various Projects
SI	Kottayam District	Investigating cases & Petition enquiry	
	WOMEN CELL,KOTTAYAM		
CI		Administration and controlling authority of women cell Petition disposal and Petition enquiry	