

**FUNCTIONS & DUTIES OF OFFICERS PERIOD - 01.07.2022 to 30.09.2022**

**NAME OF UNIT : KOTTAYAM SUB DIVISION**

NAME OF POST	JURISDICTION & POWERS (Administrative, Financial & others)	Functions and duties of the officer / Employees	Any other information
<b>DySP</b>		Crime Investigation, Law Order, Suupervisory Officer	DySP office Kottayam
STATION HOUSE OFFICER <b>KOTTAYAM WEST P.S</b>	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 <b>KOTTAYAM EAST P.S</b>	IP- Administration & L/O (KOTTAYAM MUNICIPALITY - PART , PUTHUPALLY 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 <b>AYARKKUNNAM P.S</b>	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 <b>ETUMANOOR</b>	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 <b>GANDHINAGAR</b>	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
<b>KANJIRAPPALLY SUB DIVISION</b>			
NAME OF POST	JURISDICTION&POWERS (Administrative ,Financial &others)	Functions and duties of the officer / Employees	Any other information
Dy.Suptd of Police Kanjirappally	Kanjirappally Subdivision	Crime investigation , Law and order, Super visory officer	Nil
ASI	Kanjirappally Subdivision	Crime investigation and law and order	Nil
SCPO	" "	Petition enquiry and law and order	Nil
<b>ERUMELY POLICE STAION</b>			
IPSHO & S.I	" "	LAW AND ORDER, INVESTIGATION , PETITION ENQUERY	
ASI	" "	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
SCPO	" "	LAW AND ORDER, Assisting INVESTIGATION, Court duty , station Sentry duty	Nil
CPO	" "	LAW AND ORDER, Station sentry duty Assisting INVESTIGATION, Process duty,	Nil
<b>MANIMALA POLICE STATION</b>			
IPSHO & S.I	" "	LAW AND ORDER, INVESTIGATION, PETITON ENQUERY	
ASI	" "	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil

SCPO	" "	LAW AND ORDER, Assisting INVESTIGATION, Court duty , station Sentry duty	Nil
CPO	" "	LAW AND ORDER, Station sentry duty Assisting INVESTIGATION, Process duty,	Nil
<b>KANJIRAPPALLY POLICE STATION</b>			
IPSHO & S.I	" "	LAW AND ORDER, INVESTIGATION, PETITON ENQUERY	Nil
ASI	" "	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
SCPO	" "	LAW AND ORDER, Assisting INVESTIGATION, Court duty , Sentry duty	Nil
CPO	" "	LAW AND ORDER, Station sentry duty Assisting INVESTIGATION, Process duty,	Nil
<b>MUNDAKAYAM POLICE STATION</b>			
IPSHO & S.I	" "	LAW AND ORDER, INVESTIGATION	Nil
ASI	" "	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
SCPO	" "	LAW AND ORDER, Assisting INVESTIGATION, Court duty , station Sentry duty	Nil
CPO	" "	LAW AND ORDER, Station sentry duty Assisting INVESTIGATION, Process duty,	Nil

<b>PONKUNNAM POLICE STATION</b>				
IPSHO & S.I	"	"	LAW AND ORDER, INVESTIGATION	Nil
ASI	"	"	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
SCPO	"	"	LAW AND ORDER, Assisting INVESTIGATION, Court duty , station Sentry duty	Nil
CPO	"	"	LAW AND ORDER, Station sentry duty Assisting INVESTIGATION, Process duty,	Nil
<b>PALLICKATHODU POLICE STATION</b>				
IP SHO & S.I	"	"	LAW AND ORDER, INVESTIGATION , PETITION ENQUERY	
ASI	"	"	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
SCPO	"	"	LAW AND ORDER, Assisting INVESTIGATION, Court duty , station Sentry duty	Nil
CPO	"	"	LAW AND ORDER, Station sentry duty Assisting INVESTIGATION, Process duty,	Nil
<b>PAMPADY POLICE STATION</b>				
IPSHO & S.I	"	"	LAW AND ORDER, INVESTIGATION	
ASI	"	"	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
SCPO	"	"	LAW AND ORDER, Assisting INVESTIGATION, Court duty , station Sentry duty	Nil

CPO	" "	LAW AND ORDER, Station sentry duty Assisting INVESTIGATION, Process duty,	Nil
<b>MANARCADU POLICE STATION</b>			
IPSHO & S.I		LAW AND ORDER, INVESTIGATION, PETITON ENQUERY	
ASI	" "	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
SCPO	" "	LAW AND ORDER, Assisting INVESTIGATION, Court duty , station Sentry duty	Nil
CPO	" "	LAW AND ORDER, Station sentry duty Assisting INVESTIGATION, Process duty,	Nil
<b>PALA SUB DIVISION</b>			
<b>NAME OF POST</b>	<b>JURISDICTION&amp;POWERS (Administrative ,Financial &amp; others)</b>	<b>Functions and duties of the officer / Employees</b>	<b>Any other information</b>
<b>DySP</b>	Pala Sub Division	Crime Investigation, Personal Enquiry of the petition, Law and Order, Supervisory Officer	
IP SHO PALA P.S	<b>PALA POLICE STATION</b>	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	

<b>ERATTUPETTA POLICE STATION</b>			
<b>IPSHO &amp; SI</b>	Erattupetta Police Station Maintain Law & Order	Crime Investigation, Law and Order, Traffic control supervisory Officer	
<b>ASI &amp; SCPO&amp; CPO &amp; WCPO ERATTUPETTA POLICE STATION</b>	Erattupetta Police Station Maintain Law & Order	To keep Law & Order and keep peace and tranquility among public	Nil
<b>MELUKAVU POLICE STATION</b>			
<b>IPSHO &amp; SI</b>	” ”	L/O Duty, Traffic control, Beat patrol, Process service, Aid Prosecution and petition enquiry	
<b>ASI &amp; SCPO&amp; CPO &amp; WCPO MELUKAVU POLICE STATION</b>	” ”	Up keep law and order peace among in public.	Nil
<b>THIDANADU POLICE STATION</b>			
<b>IP SHO THIDANADU P.S</b>	” ”	Law and Order, Crime investigation, Traffic control ad petition enquiry	
<b>SI &amp; ASI &amp; SCPO&amp; CPO &amp; WCPO THIDANADU P.S</b>	” ”	Up keep law and order peace among in public.	Nil
<b>KIDANGOOR POLICE STATION</b>			
<b>INSPECTOR OF POLICE</b>	” ”	SUPERVISION AND MAINTANANCE OF L/O ISSUES, INVESTIGATION OF CRIME CASES	Nil
<b>SUB INSPECTOR (L&amp;O)</b>	” ”	SUPERVISING L/O ISSUES, CRIMINAL INVESTIGATION, INQUEST , PETITIOPN ENQUIRY, TRAFFIC CONTROLS , ETC.	
<b>GRADE S.I KIDANGORR P.S</b>	” ”	ASSISTING CRIMINAL INVESTIGATION	
<b>ASST. SUB INSPECTOR KIDANGORR P.S</b>	” ”	ASSISTING L/O ISSUES	

SENIOR CIVIL POLICE OFFICER	” ”	GD CHARGE DUTY, ASSISTING CRIMINAL INVESTIGATION, ASSISTING FOR MAINTAINING L/O ISSUES, PARADE INSTRUCTING DUTY, FILE PREPARATION, UPKEEPING OF ALL CASE RECORDS . , AID PROSECUTION DUTY ETC.	
CIVIL POLICE OFFICER	” ”	GUARD AND GARRISON DUTY, TRAFFIC , L/S DUTY, COURT DUTY , P/E DUTY, TAPPAL DUTY, JANMYTHRY POLICING	
WSCPO	” ”	GD CHARGE DUTY, ASSISTING CRIMINAL INVESTIGATION, ASSISTING FOR MAINTAINING L/O ISSUES, PARADE INSTRUCTING DUTY, FILE PREPARATION, UPKEEPING OF ALL CASE RECORDS . , AID PROSECUTION DUTY ETC.	
WCPO	” ”	GUARD AND GARRISON DUTY, TRAFFIC , L/S DUTY, COURT DUTY , P/E DUTY, TAPPAL DUTY, JANAMYTHRY POLICING	
PTS	” ”	PART TIME SWEEPER	
<b>RAMAPURAM POLICE STATION</b>			
<b>IPSHO &amp; SI &amp; ASI &amp; SCPO&amp; CPO &amp; WCPO RAMAPURAM P.S</b>	” ”	To keep Law & Order and keep peace and tranquility among public	
<b>MARANGATTUPALLY POLICE STATION</b>			
<b>IPSHO &amp; SI &amp; ASI &amp; SCPO&amp; CPO &amp; WCPO MARANGATTUPALLI P.S</b>	” ”	To keep Law & Order and keep peace and tranquility among public	
<b>TRAFFIC UNIT PALA</b>			
CRV,DRIVER DUTY TRAFFIC P.S PALA	” ”	CRV,DRIVER DUTY	
STATION WRITER TRAFFIC P.S PALA	” ”	Station Writer	

**CHANGANACHERRY SUB DIVISION**

NAME OF POST	JURISDICTION&POWERS (Administrative ,Financial &others)	Functions and duties of the officer / Employees	Any other information
<b>DySP</b>	Changanacherry,Chingavanam,Thrickodithanam,Vakathanam & Karukachal P.S limits	L/O duties, Crime Investigation, Petition enquiry, Supervisory Officer etc	
<b>I.P &amp; SI,</b>	Changanacherry, Changanacherry Traffic Unit, Karukachal,Chingavanam,Thrickodithanam & Vakathanam	L/O duties, Crime Investigation, Petition enquiry,etc	

**VAIKOM SUB DIVISION**

NAME OF POST	JURISDICTION&POWERS (Administrative ,Financial &others)	Functions and duties of the officer / Employees	Any other information
<b>D.Y.S.P VAIKOM</b>	<b>Vaikom Sub Division</b>	<b>Supervisory officer</b>	

**THALAYOLAPARAMPU POLICE STATION**

<b>I.P SHO , S.I , A.S.I , SCPO ,CPO ,W CPO Thalayolaparambu PS</b>	Thalayolaprambu, Chempu, Maravanthuruthu, Velloor	TRAFFIC DUTY, L/O DUTY, JANAMAITHRI BEAT,GD, SSG, PROCESS Duty ETC	
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**KURAVILANGADU POLICE STATION**

<b>I.P SHO &amp; S.I ASI , SCPO ,CPO , WCPO KURAVILANGADU PS</b>	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	
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**VELLOOR POLICE STATION**

<b>I.P SHO , S.I , SCPO , CPO , WCPO of VELLOOR PS</b>	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	
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**KADUTHURUTHY POLICE STATION**

<b>I.P , S.I , ASI , SCPO , CPO , WCPO of Kaduthuruthy PS</b>	<b>KADUTHURUTHY-19,NJEEZHOOR-14,KALLARA-13,MANJOOR-18,WARD 11,12,13 MULAKKULAM</b>	TRAFFIC DUTY, L/O DUTY, JANAMAITHRI BEAT,GD, SSG, PROCESS Duty ETC	
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<b>VAIKOM POLICE STATION</b>			
<b>I.P SHO &amp; S.I &amp; A.S.I &amp; SCPO &amp; CPO , WCPO Of Vaikom P.S</b>	Vaikom, Thalayazham, Vechoor, Ambikamarket, Udayanapuram, Chempu, Murinjapuzha, T V Puram, Vallakam	TRAFFIC DUTY, L/O DUTY, JANAMAITHRI BEAT,GD, SSG, PROCESS Duty, CCTNS, SPG ETC	
<b>DHQ CAMP KOTTAYAM</b>			
	DHQ CAMP KOTTAYAM	Administrative DUTY AT MOTOR TRANSPORT OFFICE	
<b>Motor Transport Sub Inspector</b>	DHQ CAMP KOTTAYAM	Administrative DUTY AT MOTOR TRANSPORT OFFICE	
<b>Reserve Sub Inspector</b>	DHQ CAMP KOTTAYAM	DUTY OFFICER,VVIP DUTIES,STRIKER OFFICER,QRT OFFICER DUTIES	
<b>Reserve Assisant Sub Inspector</b>	DHQ CAMP KOTTAYAM	DUTY OFFICER,VVIP DUTIES,STRIKER OFFICER,QRT OFFICER DUTIES,P/E duty	
<b>HEAD CONSTABLE</b>	DHQ CAMP KOTTAYAM	STRIKER DUTY,QRT DUTY,P/E DUTY,VVIP DUTY, GUARD DUTY & TRAFFIC DUTIES	
<b>CIVIL POLICE OFFICER</b>	DHQ CAMP KOTTAYAM	STRIKER DUTY,QRT DUTY,P/E DUTY,VVIP DUTY, GUARD DUTY & TRAFFIC DUTIES	
<b>Driver HC/CPO</b>	DHQ CAMP KOTTAYAM	Driver Duty at Variors Deparment Vehicles	
<b>Armourer Sub Inspector</b>	DHQ CAMP KOTTAYAM	ARMOURER SHOP	

<b>Armourer ASSISATNT Sub Inspector</b>	DHQ CAMP KOTTAYAM	ARMOURER SHOP	
<b>TECHNICAL SUB INSPECTOR</b>	DHQ CAMP KOTTAYAM	Duties at corresponding Technical wing	
<b>CF</b>	DHQ CAMP KOTTAYAM	Duties at DHQ Mess,Dobby,Bar Bar Shop duties assign by DHQ Quater Masher	
<b>WOMEN CELL,KOTTAYAM</b>			
<b>NAME OFPOST</b>	<b>JURISDICTION&amp;POWERS (Administrative ,Financial &amp;others)</b>	<b>Functions and duties of the officer / Employees</b>	<b>Any other information</b>
Inspector Of Police	KOTTAYAM DISTRICT	SHO,GD,PETITION DISPOSAL, COLONY VISIT,HOUSE VISIT,CONDUCT AWARENESS CLASS	NIL
<b>DISTRICT CRIME BRANCH</b>			
<b>NAME OF POST</b>	<b>JURISDICTION &amp; POWERS (Administrative, financial &amp; others)</b>	<b>Functions and duties of the officer/employees</b>	<b>Any other information</b>

DySP	C-BRANCH (DCB) Kottayam	1. Special Investigation of Cases, 2. Illegal Money Lending Act/Operation Kubera,3. Aparajitha on Line petition, 4. Fake currency/Hawala activities, 5. Lottery case, 6. Women panchyath visit/NirbhayaScheme/Women Self Defence, 7. Anti-piracy Activities, 8. Anti Human-Trafficking Units 9. Single Digit Finger Print Bureau 10. Forensic District Team 11. Photographic Bureaus 12. Man Missing (DMPTU) 13. Investigaion Abroad 14. SJPU (Special Juvenile Police Unit) 15. IT Act/Cyber Cell 16. Women Cell -Supervisory Officer 17. Cyber PS -Supervisory Officer 18.CCTV FOOTAGE/KMRL/RAILWAYS,19 WILD LIFE, 20.SENIOR CITIZEN	
SI	(DCB) Kottayam	Assistance in Crime Investigation	
ASIs	(DCB) Kottayam	ASW, Assistance in Crime Investigation	
SCPOs	(DCB) Kottayam	SW, Assistance in Crime Investigation,	
<b>DISTRICT CRIME RECORD BUREAU</b>			
<b>NAME OF POST</b>	<b>JURISDICTION &amp; POWERS (Administrative, financial &amp; others)</b>	<b>Functions and duties of the officer/employees</b>	<b>Any other information</b>
DySP	DCRB Kottayam	Crime review, KD/DC monitoring, Parole & Premature release, Migrant labour matter, Passport verification, Factual reports scrutiny, SC/ST cases, CCTNS, GIS, POCSO cases etc	

SI	DCRB Kottayam	Scrutiny of Factual reports and CD files	
A.S.I & SCPO & CPO	DCRB Kottayam	Crime datas preperation	
<b>NARCOTIC CELL</b>			
NAME OFPOST	JURISDICTION&POWERS (Administrative ,Financial &others)	Functions and duties of the officer / Employees	Any other information
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)	