

FUNCTIONS & DUTIES OF OFFICERS PERIOD 01.07.2023 to 30.09.2023

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
S.H.O 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
S.H.O 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
S.H.O KOTTAYAM EAST P.S	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
S.H.O 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 maintainance, Petition enquiry, Case registration, Crime Investigation, Process service, Warrant execution.
S.H.O ETUMANOOR	Administrative & Others (Etumanoor Municipality, Athirambuzha , Neendoor , 3 Wards of Kanakkari	Crime Investigation, Law Order, VIP Security, Summons and Warrant execution	Law and order maintainance, 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	Kanjirappally Subdivision	Crime investigation and law and order	Nil
IPSHO & S.I	ERUMELY POLICE STAION	LAW AND ORDER, INVESTIGATION , PETITION ENQUERY	
ASI	" "	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
IPSHO & S.I	MANIMALA POLICE STATION	LAW AND ORDER, INVESTIGATION, PETITON ENQUERY	
ASI	" "	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
IPSHO & S.I	KANJIRAPPALLY POLICE STATION	LAW AND ORDER, INVESTIGATION, PETITON ENQUERY	Nil
ASI	" "	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
IPSHO & S.I	MUNDAKAYAM POLICE STATION	LAW AND ORDER, INVESTIGATION	Nil
ASI	" "	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil

IPSHO & S.I	PONKUNNAM POLICE STATION	LAW AND ORDER, INVESTIGATION	Nil
ASI	" "	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
IP SHO & S.I	PALLICKATHODU POLICE STATION	LAW AND ORDER, INVESTIGATION , PETITION ENQUERY	
ASI	" "	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
IPSHO & S.I	PAMPADY POLICE STATION	LAW AND ORDER, INVESTIGATION	
ASI	" "	LAW AND ORDER, Assisting INVESTIGATION and GD Charge Duty	Nil
IPSHO & S.I	MANARCADU POLICE STATION	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	PALA POLICE STATION	Crime Investigation, Law and Order, Traffic control supervisory Officer	
SI, L/O PALA P.S	" "	Law and Order	
IPSHO & SI	ERATTUPETTA POLICE STATION	Crime Investigation, Law and Order, Traffic control supervisory Officer	
ASI	" "	To keep Law & Order and keep peace and tranquility among public	Nil

IPSHO & SI	MELUKAVU POLICE STATION	L/O Duty, Traffic control, Beat patrol, Process service, Aid Prosecution and petition enquiry	
ASI	" "	Up keep law and order peace among in public.	Nil
IP SHO	THIDANADU POLICE STATION	Law and Order, Crime investigation, Traffic control ad petition enquiry	
SI & ASI	" "	Up keep law and order peace among in public.	Nil
INSPECTOR OF POLICE	KIDANGOOR POLICE STATION	SUPERVISION AND MAINTANANCE OF L/O ISSUES, INVESTIGATION OF CRIME CASES	Nil
S.I (L&O)	" "	SUPERVISING L/O ISSUES, CRIMINAL INVESTIGATION, INQUEST , PETITIOPN ENQUIRY, TRAFFIC CONTROLS , ETC.	Nil
A.S.I	" "	ASSISTING L/O ISSUES	Nil
IPSHO & SI & ASI	RAMAPURAM POLICE STATION	To keep Law & Order and keep peace and tranquility among public	Nil
IPSHO & SI & ASI	MARANGATTUPALLY POLICE STATION	To keep Law & Order and keep peace and tranquility among public	Nil
CHANGANACHERRY SUB DIVISION			
I.P. S.H.O	CHANGANASSERY POLICE STATION	Station House Officer, L/O maitanance, Station administration, Traffic arrangement, Crime work and crime work supervision...etc	

I.P. S.H.O	CHINGAVANAM POLICE STATION	Station House Officer, L/O maitanance, Station administration, Traffic arrangement, Crime work and crime work supervision...etc	
I.P. S.H.O	KARUKACHAL POLICE STATION	Station House Officer, L/O maitanance, Station administration, Traffic arrangement, Crime work and crime work supervision...etc	
I.P. S.H.O	VAKATHANAM POLICE STATION	Station House Officer, L/O maitanance, Station administration, Traffic arrangement, Crime work and crime work supervision...etc	
I.P. S.H.O	Thrikkodithanam POLICE STATION	Station House Officer, L/O maitanance, Station administration, Traffic arrangement, Crime work and crime work supervision...etc	
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	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	
D , CPO , WCPO of V	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,NJEEZHOOR-14,KALLARA-13,MANJOOR-18,WARD 11,12,13 MULAKKULAM	SUPERVISORY OFFICER	
S.I & ASI ,	KADUTHURUTHY-19,NJEEZHOOR-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	Chempu, K.S. Mangalam . Udyanapuram, Vadakkemuri , vaikom, Naduvile, vaikom Thalayahzam, vechoor village	SUPERVISORY OFFICER	
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 Trans	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,V.V.I.P 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, Collection of 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	
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	