

FUNCTIONS & DUTIES OF OFFICERS PERIOD 01.01.2022 to 31.03.2022

NAME OF UNIT : KOTTAYAM SUB DIVISION			
NAME OF POST	JURISDICTION & POWERS (Administrative, Financial & others)	Functions and duties of the officer / Employees	Any other information
DySP		Crime Investigation, Law Order, Suupervisory Officer	DySP office Kottayam
STATION HOUSE OFFICER KOTTAYAM WEST	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	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	IP- Administration & L/O (KOTTAYAM MUNICIPALITY - PART, PUTHUPALLY VILLAGE VIJAYAPURAM VILLAGE, MUTTAMBALAM	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,

STATION HOUSE OFFICER AYARKKUNNAM	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.
STATION HOUSE OFFICER ETTUMANOOR	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
NAME OF UNIT : KANJIRAPPALLY SUB DIVISION			
NAME OFPOST	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

	ERUMELY POLICE STAION		Nil
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
	MANIMALA POLICE STATION		Nil
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
	KANJIRAPPALLY POLICE STATION		Nil
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 , Sentry duty	Nil

CPO	" "	LAW AND ORDER, Station sentry duty Assisting INVESTIGATION, Process duty,	Nil
	MUNDAKKAYAM POLICE STATION		Nil
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
	PONKUNNAM POLICE STATION		Nil
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
	PALLICKATHODU POLICE STATION		Nil
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
	PAMPADY POLICE STATION		Nil
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
	MANARCADU POLICE STATION		Nil
IP SHO & SI	" "	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
NAME OF UNIT : PALA SUB DIVISION			

NAME OF POST	JURISDICTION & POWERS (Administrative, Financial & others)	Functions and duties of the officer / Employees	Any other information
DySP	PALA SUB DIVISION	Crime Investigation, Personal Enquiry of the petition, Law and Order, Supervisory Officer	
IP SHO	Pala PS	Crime Investigation, Law and Order, Traffic control supervisory Officer	
SI, L/O	" "	Law and Order	
SI, Crime Wing	" "	SI, Crime Wing	
	ERATTUPETTA POLICE STATION		Nil
I.P.S.H.O & SI & ASI & SCPO & CPO & WCPO	Erattupetta Police Station Maintain Law & Order	To keep Law & Order and keep peace and tranquility among public	Nil
	MELUKAVU POLICE STATION		Nil
I.P.S.H.O & SI & ASI & SCPO & CPO & WCPO	" "	Up keep law and order peace among in public.	Nil
	THIDANADU POLICE STATION		Nil
IP SHO	" "	Law and Order, Crime investigation, Traffic control and petition enquiry	
SI & ASI & SCPO & CPO & WCPO	" "	Up keep law and order peace among in public.	Nil
	KIDANGOOR POLICE STATION		Nil
IP SHO	" "	SUPERVISION AND MAINTANANCE OF L/O ISSUES, INVESTIGATION OF CRIME CASES	

SUB INSPECTOR (L&O)	” ”	SUPERVISING L/O ISSUES, CRIMINAL INVESTIGATION, INQUEST , PETITIOPN ENQUIRY, TRAFFIC CONTROLS , ETC.	Nil
GRADE S.I	” ”	ASSISTING CRIMINAL INVESTIGATION	Nil
ASST. SUB INSPECTOR	” ”	ASSISTING L/O ISSUES	Nil
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.	Nil
CIVIL POLICE OFFICER	” ”	GUARD AND GARRISON DUTY, TRAFFIC , L/S DUTY, COURT DUTY , P/E DUTY, TAPPAL DUTY, JANMYTHRY POLICING	Nil
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.	Nil
WCPO	” ”	GUARD AND GARRISON DUTY, TRAFFIC , L/S DUTY, COURT DUTY , P/E DUTY, TAPPAL DUTY, JANAMYTHRY POLICING	Nil
	RAMAPURAM POLICE STATION		Nil
I.P S.H.O & SI &ASI& SCPO & CPO & WCPO	” ”	To keep Law & Order and keep peace and tranquility among public	Nil

	MARANGATTUPALLY POLICE STATION		Nil
I.P S.H.O & SI & ASI & SCPO & CPO & WCPO	” ”	To keep Law & Order and keep peace and tranquility among public	Nil
CRV,DRIVER DUTY	TRAFFIC UNIT PALA	CRV,DRIVER DUTY	Nil
STATION WRITER	” ”	Station Writer	Nil
CHANGANACHERRY SUB DIVISION			
NAME OF POST	JURISDICTION&POWERS (Administrative ,Financial & others)	Functions and duties of the officer / Employees	Any other information
D.Y.S.P	Changanacherry, Chingavanam, Thrickodithanam, Vakathanam & Karukachal P.S limits	L/O duties, Crime Investigation, Petition enquiry, Supervisory Officer etc	
IP SHO & SI & ASI & SCPO & CPO & WCPO	Changanacherry Traffic Unit, Karukachal, Chingavanam, Thrickodithanam	L/O duties, Crime Investigation, Petition enquiry, etc	
NAME OF UNIT :VAIKOM SUB DIVISION			
NAME OF POST	JURISDICTION&POWERS (Administrative ,Financial & others)	Functions and duties of the officer / Employees	Any other information
Dy.Suptd of Police, Vaikon	Vaikom Sub Division	Supervisory officer	
THALAYOLAPARAMPU POLICE STATION			
IP SHO & SI & ASI & SCPO & CPO & WCPO	Thalayolaprambu, Chempu, Maravanthuruthu, Velloor	TRAFFIC DUTY, L/O DUTY, JANAMAITHRI BEAT, GD, SSG, PROCESS Duty ETC	
KURAVILANGADU POLICE STATION			

IP SHO & SI & ASI & SCPO & CPO & WCPO	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		
IP SHO & SI & ASI & SCPO & CPO & WCPO	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		
IP SHO & SI & ASI & SCPO & CPO & WCPO	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		
IP SHO & SI & ASI & SCPO & CPO & WCPO	Vaikom, Thalayazham, Vechoor, Ambikamarket, Udayanapuram, Chempu. Muriniapuzha. T V	TRAFFIC DUTY, L/O DUTY, JANAMAITHRI BEAT,GD, SSG, PROCESS Duty, CCTNS, SPG ETC	
NAME OF UNIT :DHQ CAMP KOTTAYAM			
NAME OF POST	JURISDICTION&POWERS (Administrative ,Financial &others)	Functions and duties of the officer / Employees	Any other information

Motor Transport Inspector	DHQ CAMP KOTTAYAM	Administrative DUTY AT MOTOR TRANSPORT OFFICE	
Motor Transport Sub Inspector	DHQ CAMP KOTTAYAM	Administrative DUTY AT MOTOR TRANSPORT OFFICE	
Reserve Sub Inspector	DHQ CAMP KOTTAYAM	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	
HEAD CONSTABLE	DHQ CAMP KOTTAYAM	STRIKER DUTY,QRT DUTY,P/E DUTY,VVIP DUTY,GUARD DUTY & TRAFFIC DUTIES	
CIVIL POLICE OFFICER	DHQ CAMP KOTTAYAM	STRIKER DUTY,QRT DUTY,P/E DUTY,VVIP DUTY,GUARD DUTY & TRAFFIC DUTIES	
Driver HC/CPO	DHQ CAMP KOTTAYAM	Driver Duty at Variors Deparment Vehicles	
Armourer Sub Inspector	DHQ CAMP KOTTAYAM	ARMOURER SHOP	
Armourer ASSISATNT Sub Inspector	DHQ CAMP KOTTAYAM	ARMOURER SHOP	
TECHNICAL SUB INSPECTOR	DHQ CAMP KOTTAYAM	Duties at corresponding Technical wing	
CF	DHQ CAMP KOTTAYAM	Duties at DHQ Mess,Dobby,Bar Bar Shop duties assign by DHQ Quater Masher	
	NAME OF UNIT :WOMEN CELL,KOTTAYAM		
NAME OFPOST	JURISDICTION&POWERS (Administrative ,Financial &others)	Functions and duties of the officer / Employees	Any other information
Inspector Of Police	KOTTAYAM DISTRICT	SHO,GD,PETITION DISPOSAL, COLONY VISIT,HOUSE VISIT,CONDUCT AWARENESS CLASS	NIL

NAME OF UNIT :DISTRICT CRIME BRANCH

NAME OF POST	JURISDICTION & POWERS (Administrative, financial & others)	Functions and duties of the officer/employees	Any other information
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	
SI	(DCB) Kottayam	Assistance in Crime Investigation	
ASIs	(DCB) Kottayam	ASW, Assistance in Crime Investigation	
SCPOs	(DCB) Kottayam	SW, Assistance in Crime Investigation,	

NAME OF UNIT :DISTRICT CRIME RECORD BUREAU

NAME OF POST	JURISDICTION & POWERS (Administrative, financial & others)	Functions and duties of the officer/employees	Any other information
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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	
ASI & SCPO & CPO	DCRB Kottayam	Crime datas preperation	
NAME OF UNIT : NARCOTIC CELL			
NAME OF POST	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 <u>Women Self Defence programme</u>	