

**Particulars of functions and details of each unit/office**

**Name of Unit : Office of the Inspector General of Police, Ernakulam.**

Sl. No.	Unit Name	Name of Post sanctioned	No of post at present	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer/employee	Any Other Information
1	Office of the Inspector General of Police, Ernakulam Range.	IGP - 1	IGP - 1	Admn: Kottayam, Alappuzha, Idukki, Ernakulam Rural & Kochi City. Financial :As per G.O(MS) 217/92/Home dt.21.12.92	Supervision of the Police functions in the entire Ernakulam Range.	
2	Dy.Suptd of Police(MT), Central Zone, Ernakulam	DySP(MT) -1	DySP(MT) -1	Central Zone(Kochi City, Ernakulam Rural, Kottayam, Alappuzha, Idukki, Thrissur, KAP I Bn & All special units in the above police districts - Administrative	Supervising all MTI's & MTO's in central zone and giving technical opinions & certificate regarding approval of vehicle repairs, scrutiny of labour charge bills, recommend to condemn the vehicles and unserviceable MT items such as tyres, spares, tubes etc.	
3	Office of the Inspector General of Police, Ernakulam Range.	AA - 1	AA - 1	Office Supervision. Act as Duty Detailing Officer.	Supervision of the official works.	
4		JS - 1	JS - 1		Supervision of Clerical works	
5		ISA - 1	ISA - 1	Ernakulam Range	Police Station & Circle office auditing.	
6		CA -1	CA -1		Clerk & confidential assistance of IGP	
7		UDC - 8	UDC - 8		Clerical works	
8		LDC - 3	LDC - 3		Clerical works	
		Sl.Gr.Typist-1	Sl.Gr.Typist-1		Typing works	
9		SGT - 1	SGT - 1		Typing works	
10		PEON - 1	PEON - 1		Office Assistance	
11		PTS - 1	PTS - 1		Cleaning & sweeping jobs	