

Particulars of functions and details of each unit/office

Name of Unit : District Police Office Kottayam

Name of post sanctioned	No of posts at Present	Jurisdiction & Powers (Administrative, Financial & Others	Functions and duties of the Officer / employee	Any other Information
District Police Chief	1	Kottayam District L&O Duty, Investigation of Crime, Enquiry of Petition, Office administration	Overall supervision of District Police Force	Nil
Dy Supdt of Police Narcotic Cell	1		Investigation of crimes, Enquiry of petition & Enquiry of PRs entrusted by superior authorities and investigation of temple theft and cases related to NDPS Act	Nil
Dy Supdt of Police DCRB	1	Kottayam	Assisting Supdt of Police in collection analysis and dissemination crime data, Inspection of crime records of Police station and other office on behalf of SP, Supervising the investigation of serious crimes.	Nil
Dy. Supdt of Police (Administration)	1		Assisting Supdt of Police in administration matter.	Nil
Dy Supdt of Police Crime Detachment, Kottayam	1	Kottayam District	Investigation of Sensational sensitive cases and enquiry of petition entrusted by superior authorities	Nil
Asst. Commandant.	2	Kottayam. Holding of all Companies. Responsible for all transactions including private fund. Armed Reserve Commandant, Kottayam	Man management and deployment of police personnel, Administration, also responsible to keep the discipline of subordinate officers and men.	Nil
Dy Supdt of Police SB, Kottayam	1	Kottayam District	Intelligence Collection, Security Police Verification, Confidential enquiries of petitions against police personnel's.	Nil

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Dy Supdt of Police Kottayam	1	Kottayam Subdivision		Nil
Dy. Supdt of Police Pala	1	Pala Subdivision	Maintenance of Law and Order, Investigation and enquiries of Petitions, Supervision of Sub Division	Nil
Dy. Supdt of Police Kanjirappally.	1	Kanjirappally Subdivision		Nil
Circle Inspector	14	Supervision of Police Stations in the Circle.	Law and Order duties, Crime Investigations, Supervision of Police Stations.	Nil
Women Circle Inspector	1	Unit Head of Vanitha Cell, Kottayam	Investigation of Crime against Women and Children.	Nil
Reserve Inspector	2	Holding the supervision charge of two or more companies	Man management and deployment of police personnel, administration, escort/ Pilot duties, VVIP duties, Night Patrol check, L & O duties , Guard officer duties etc. Responsible to keep the discipline of subordinate officers and men.	Nil
Reserve Sub Inspector	14	Holding the charge of a company in an Armed Reserve Camp	Camp routine duties, duties as duty officer, emergency etc. and also performing the escort/Pilot to VIPs, Night Patrol, anti-sabotage duties. Assisting the local police in urgent L&O duties also held the charge of Platoon Commander.	Nil
Sub Inspector (GE)	51	Police Stations, L&O duties, petition enquiry and disposal, crime enquiry investigation.	Crime investigation, L&O maintenance and prevention of crimes.	Nil

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Women Sub Inspector	3	Kottayam District	Petition enquiry - Investigation of Crime against Women and Children.	Nil
Asst. Sub Inspector (Local)	75	Police Station	Crime Investigation, L&O maintenance and prevention of crimes.	Nil
Head Constable (Local)	323	Concerned Police Station areas	L&O duties	Nil
Women Head Constable	7	Kottayam	Crime and petition enquiry of women and children	Nil
Police Constable (Local)	959	Kottayam	L&O duties	Nil
Woman Police Constable	144	Kottayam	L&O duties	Nil
Head Constable (Armed Reserve)	45	Section Commander – holding the charge of a writer of a company	Charge of a section of Platoon besides, guard duties, emergency duties, cash escort, prisoners escort, anti-sabotage check, other urgent L&O duties, Camp inside duties like ON CO. duty officer etc. Also assisting the company commander to maintain the discipline.	Nil
Police Constable (Armed Reserve)	444	NA	Prisoners escort, guard, cash escort, VIP duties, anti-sabotage, Traffic, assisting local Police to maintain L&O duties, night patrol, Tapal duties.	Nil
MT SI (Armed Reserve)	1	Charge of motor transport of Police Department in the district. Competent to conduct the repair and maintenance work of departmental vehicles below the rate of Rs. 500 without the prior sanction (with the concurrence of AC.	Proper repair and maintenance of vehicles and its records belonging to the district. Deployment of department vehicles and its drivers. Timely inspection of vehicles and to ensure the mobility of the Police force. Responsible to keep the discipline of drivers and other connected staff.	

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DVR. SI	1	Assisting MTO in discharging his duties and where the technically qualified MT SI's are not available the DVR. SI will be in charge of MT units	Initiate action for the timely repair of vehicles and to arrange periodical maintenance of vehicle including oil servicing. Initiate action for conducting the periodical eye test of drivers and the condemnation of vehicles. They are also responsible to maintain the registers like MTGD register of drivers, renewal of license register, unserviceable articles and maintain discipline among drivers and other MT staff.	
Arms SI	1		Timely conduct of inspections, proper repair and maintenance of arms and ammunitions issued to the Police stations and other units within the district and AR Camp and the proper maintenance of its records and maintain the discipline of other arm our staff	
RSI Dog Squad	1	Charge of Police Dog Squad in the district	Giving proper training (routine) to the Police dogs and its handlers, initiate action to conduct the timely medical checkup of Police dogs. Ensure the timely feeding of the dogs stipulated and sending of dogs for duties on request. Detailing of duties among subordinate staff and maintain their discipline.	
Technical ASI (Armour)	1	Arms ASI: assisting the arm our SI in discharging his duties.	Repair and maintenance of Arms and ammunitions and assisting the Arm our SI in his duties.	
HC/PC – (Drummer, Bugler, Mechanic, Carpenter and Electrician)	17		Routine duties like parade, Guard and performing the duties specified to their category. They are also used for urgent L&O, Election duties.	
DVR HC/PC	90		Driving of department vehicles, maintain the vehicle diary, proper cleaning and maintenance of department vehicles.	
Camp Followers	18		Last grade employees deputed for preparing food, cutting of hair, washing and ironing of uniform cloths, cleaning of camp premises and barracks	