

## Particulars of Functions and Details of each Unit / Office

Name of Unit : POLICE HEADQUARTERS

Name of Post sanctioned	No of Posts at present	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
State Police Chief	1	<p>The State Police Chief is the Head of the Police Department, in whom vested the Administration of the Police throughout the state. He is the adviser to the Govt. in all matters relating to the administration of the Police Force. He is responsible to the Govt. for the internal economy, equipment, training and discipline of the Force, for its efficient organization as a means of preventing and checking crime and preserving Law and Order, and for the efficient discharge of duties by officers of all ranks. It is his duty to keep the government informed of the state of crimes and all political and communal movements through out the state, and to advise the Govt. how such movements should be dealt with.</p> <p>Subject to the approval of the Govt., he may from time to time frame such orders and rules not inconsistent with the Police Act, as he shall deem expedient, relative to the general administration and distribution of the force, the places of residents, the classification, rank and particular service of the members thereof, their inspection, the description of arms, accoutrements and other necessaries to be furnished to them, the collection and communication of intelligence and information and all such other orders and regulations relative to the said force as he shall from time to time deem expedient for preventing abuse or neglect, and for rendering such force efficient in the discharge of all its duties. He is the central authority to direct operations necessitated by strikes, industrial troubles, riots, disorders or political movements spread over a wide area. Police action and dispositions necessary to compact such disturbances or movements will be under his general direction and control. (Kerala Police Manual Sec. III 211)</p>	<p>The SPC will correspond directly with the Government in respect of all the matters directly under his charge. He will also be in charge of Planning &amp; Co-ordination of the work of the Department and matters relating to budgetary control.</p>	

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Addl. Director General of Police (Admn)	1	Administration, Financial delegation, Disciplinary and Financial powers of the Addl. Director General of Police will be the same as those of Inspector General of Police, Vide circular No. 15/03 dated 25/08/2003 (A1/75109/03)	Staff Officer of the SPC. To Assist the SPC in Administrative matters . ADGP(Admn) is the spervisory Officer of All Sections in PHQ except K & K (Spl. Cell) Sections.	
ADGP(PCR)	1 ( Ex-cadre )	Administration, Financial delegation, Disciplinary and Financial powers of the DIG(PCR) will be the same as those of Deputy Inspector General of Police, Vide GO(MS)217/92 Home dated 21/12/92.	Staff Officer of the SPC. To Assist the SPC in Administrative matters <b>Main Functions</b> 1. SP,Spl Cell will report directly to the DIG (PCR) who functions as their Controlling Officer. 2. Petitions received from various committees of the Legislature will continue to be supervised by SP,Spl Cell under DIG (PCR) in consultation with PHQ as and when necessary. 3. DIG (PCR) will attend the Legislature Committee meetings when ever called for such meetings after seeking guidance from PHQ, as and when necessary. 4. DIG (PCR) is the supervisory officer K7,K8 and K10 seats (K Special Cell)	
Inspector General of Police (HQ)	1	Administration, Financial Delegation, Vide GO(MS) No. 217/92/Home Dated 21/12/92. ADGP (HQ) is the supervisory officer of C,H,S,T,U,W &Operation cell	1.Staff Officer of the SPC. 2.To Assist the SPC in Administrative matters . IGP (HQ) is the Supervisory Officer of the SP,Womencell and following Sections. C, H, H(modernisation), S, T, U , W sections, Ops Cell and NRI Cell. 3.IGP(HQ) will attend to the duties of IGP(Modernisation) if the said post is vacant. 4. Dist. Women Cell and Crime Dett. DySPs will also report IGP(HQ) through their respective SPs/CPs of the District. 5. IGP(HQ) will be responsible for Co-ordinating the functioning of all women cells and issue necessary instructions for improving the quality of the functioning of these Units.	

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Inspector General of Police (Traffic)	1	Vide GO(Rt) 526/2009/GAD Dated 19.01.09	Staff Officer of the SPC. To Assist the SPC in Administrative matters. IGP(Traffic) shall, subject to the control of SPC Kerala, 1) be a member of Road Safety Authority ; 2) be a member of Executive Committee of the Road Safety Authority; 3) be a member of the State Transport Authority representing the Police Department; 4) be responsible for the enforcement of laws and rules relating to safety of traffic on all roads and public places in Kerala; 5) be responsible for the general management and co-ordination of Preventive Highway Patrolling on all National and State Highway and all other duties mentioned vide PHQ Circular No. 08/09 Dated 03/02/2009.	
Dy Inspector General of Police (Admn)	1	Administration, Financial Delegation Vide GO(MS) 217/92/Home Dated 21/12/92	Staff Officer of the SPC. To Assist the SPC in Administrative matters. DIG (Admn) is the Supervisory Officer of A, B, E, F J4 Seat, L, M, N, P, R, Y and Z Sections. He is also the staff officer of T section.	
Asst Inspector General of Police	1	Administration Financial Delegation Vide GO(MS) 217/92/Home Dated 21/12/92	Staff Officer of the SPC. To Assist the SPC in Administrative matters. Staff officer of G, H,H(Modernisations)& S sections.	
Addl Asst Inspector General of Police	1	Administration Financial Delegation Vide GO(MS) 217/92/Home Dated 21/12/92	Staff Officer of the SPC. To Assist the SPC in Administrative matters. Staff officer of A, C, E, L, M, Z sections and J(J4 seat).	
Asst Inspector General of Police (PG)	1	Administration, Financial Delegation Vide GO(MS) 217/92/Home Dated 21/12/92	Staff Officer of the SPC. To Assist the SPC in Administrative matters. Staff Officer of D,U and Y Sections.	
Supdt of Police, Special Cell	1	Administration, Financial Delegation Vide GO(MS) 217/92/Home Dated 21/12/92	Staff Officer of the SPC. To Assist the SPC in Administrative matters. Staff Officer of K Section and K (Special Cell - K6, K6(a), K7, K8, K8(a) and K10 Seats.)	

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Supdt of Police(HQ)	1	Administration, Financial Delegation Vide GO(MS) 217/92/Home Dated 21/12/92	Staff Officer of the SPC. To Assist the SPC in Administrative matters. Staff officer of J (J1-J3 seats), N and R sections.	
Supdt of Polce, NRI Cell	1	Administration, Financial Delegation GO(MS) 217/92/Home Dated 21/12/92	Staff Officer of the SPC. To Assist the SPC in Administrative matters Supervision of NRI Cell. Main Functions 1. NRI Cell in PHQ enquire into the Petitions/grievances/complaints from the NRIs all over the state, received at the NRI Cell, either directly or forwarded from the Govt. to the PHQ 2. Timely action by way of enquiry/investigation with the help of the local police station within whose jurisdiction the actionable wrong has been committed against NRIs/ their family members. 3. Furnishing information /legal advice to the needy NRIs/their family members regarding the initiation of Criminal action against the misdeeds committed against the NRIs /their family members. 4. Furnishing periodic information to the complainants regarding the action taken by police with regard to the petitions filed in the cell 5. Closely following up the cases registered by the local police on the basis of the complaints received from NRIs and their family members. 6. Following up the cases pending trail which were reported and investigated after the investigation of the Police NRI Cell. 7. Any other matters entrusted to the NRI Cell by the SPC(vide order No.S1/115660/04 dated 03.08.05)	
Supdt of Police, Women Cell	1	Administration Financial Delegation Vide GO(MS) 217/92/Home Dated 21/12/92	Staff Officer of the SPC. To Assist the SPC in Administrative matters. To attend all matters relating to complaints from women against atrocities and in charge of District Women Police Cells. (vide GO(Rt)No. 2504/94/Home Dated 19.11.94)	

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Supdt of Police, (MT)	1	SP(MT) will be the Motor Transport Officer and will be in over all charge of the Motor Transport Unit of the Police Dept.	SP MT is to offer technical advise for the purchase of Motor vehicles, Motor Boats & other accessories for the Motor Transport Unit. He is to study the rules, standing orders and department instructions regarding maintenance of vehicles and suggest improvement if necessary. He is to assist the SPC in the enforcement of instructions regarding use and maintenance of departmental vehicles and to point out infringement of rules and instructions. He is to examine the existing arrangement and new proposals regarding maintenance facilities and mechanical staff pattern in the department and to suggest improvement, if necessary. He is to under take any other item of work specially entrusted to him.	
DySP (MT)	1	Dy SP (MT), PHQ is authorised to certify the need for repairs and replacement of spareparts and to scrutinise the repair bills in respect of the vehicles of PHQ and vehicles of the entire Special Units in Tvpm Dist.	Dy SP (MT), PHQ will offer technical advise in the purchase of Motor Vehicles for the Dept.	
DySP, Special Team	1		<ol style="list-style-type: none"> <li>1. Enquire into the allegations against police officials as authorized by SPC.</li> <li>2. Peruse the case files as authorized by SPC to ensure that the investigation conducted by the officers are on correct lines.</li> <li>3. Investigation of case as authorized by SPC.</li> <li>4. Conduct enquiry into the petitions received by SPC as authorised by SPC.</li> <li>5. Confidential Enquiry as authorized by SPC.</li> <li>6. Assisting SP,SPI.Cell,PHQ in the matters of Helpline at PHQ</li> <li>7. Supervision of 'Alert Cell' at PHQ.</li> <li>8. Supervision of Hi-Tech Crime Enquiry Cell,PHQ.</li> <li>9. Supervision of 'Spl. Team Office' working under DySP,Special Team.</li> </ol>	
W DySP (Women Cell)	1	To assist SP,Women Cell in Administrative matters	To assist SP,Women Cell in attending to all matters relating to compliance from women against atrocities.	
DySP (Arms)	1	Chief Technical advisor to the DGP in the matters of all Arms & Ammunitions used in the State Police Force	Inspection and proper maintenance of all types of arms in the State.	
DySP, (NRI Cell)	1	To assist SP,NRI Cell in Administrative matters	To assist SP NRI Cell in enquiring in to Petition/Grievances/Complaints from the NRIs all over the State.	

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CI, Special Team	1	To assist DySP, Special Team,PHQ.	Enquire into the allegations against Police officials as authorized by SPC. Peruse the case files as authorised by SPC to ensure that the investigation conducted by the officers are on correct lines. Investigation of cases as authorized SPC. Conduct enquiry into the petitions received by SPC as authorized by SPC. Confidential enquiry as authorised by SPC.	
CI, NRI Cell	1	To assist SP, NRI Cell in Administrative matters.	To assist SP NRI Cell in enquiring in to Petitions/Grievances/Complaints from the NRIs all over the State.	
S.I./DSI	4		Normal functions and duties of SI/DSI	
Dvr. S.I.	1		Normal functions and duties of Dvr SI	
WSI	3	To assist SP Women Cell	Normal functions and duties of W SI	
Armourer SI	1	To assist Armourer DySP	Inspection and proper maintainance of all types arms.	
HC	2		Normal functions and duties of AR HC	
WHC	4		Normal functions and duties of W HC	
Armourer HC	1		Normal functions and duties of Armourer HC	
PC	3		Normal functions and duties of AR C	
Dvr. HC / PC	48		Normal functions and duties of Dvr HC/PC AR	
WPC	9		Normal functions and duties of W PC	
Armourer PC	1		Normal functions and duties of Armourer PC	
Motor Rider	2		Normal functions and duties of Motor Rider	
Senior FO	1	Administrative of all Financial matters.	Staff officer of SPC. On deputation from Govt. Secretariat. Staff officer of B, F and P sections.	
Legal Advisor	1	To assist legal matters	Staff officer of SPC. On deputation from Dept. of Law,Govt. Secretariat to assist in all Legal matters.	
AO	1	To assist in Administrative/ Financial and other matter	Supervision of F & N Sections	
Manager	1	To assist administrative matters in PHQ	Manager, PHQ performs over all supervision of the Ministerial Staff including Gazetted Ministerial Officers and Direct supervision of Confidential Section (T1 – T8 Seats) and direct control over the Last Grade Servants in PHQ.	
SS	8	To assist in Administrative/ Financial and other matter	Supervisory post	
Chief Store Keeper	1	Custodian of Stores	To receive and supply of store items.	
JS	20	To assist in Administrative/ Financial and other matter	Supervisory post	
ISA	1	State wide Jurisdiction	Inspection of stores,Cash Book of Spl.Units in the State	
Cashier	1		Normal functions and duties of Cashier	
Head Accountant	1		Normal functions and duties of Head Accountant.	

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UDC / LDC	121	Clerical Works	Normal functions and duties of UDC/LDC.	
CA	19		Stenography, Typewriting and other duties allotted to them by the concerned officers.	
FCS	4	Supervision of fair copy work	Supervisory post	
SGT / UDT / LDT	28		Typing work	
Malayalam Translator	1		All translation work of Police Department from English to Malayalam and Malayalam to English	
Attender	4		Normal functions and duties Attender	
Peon	18		Normal functions and duties Peons	
Gardner	2		Gardening	
Binder	2		Binding works	
Duplicating Operator	1		Duplicating works	
Packer	2	Attached to Chief Store	To attend packing works at Chief Store.	
Lascar	2		To assist Chief Store Keeper	
FTS	3		Normal functions and duties FTS	
PTS	12		Normal functions and duties PTS	