

PARTICULARS OF FUNCTIONS AND DETAILS OF EACH UNIT/OFFICE

Name of Unit : District Police Office, Thiruvananthapuram Rural.

Sl.No	Name of Post sanctioned	No. of Post at present	Jurisdiction and powers (Administration/financial and others)	Functions and duties of the officer/employee	Any other information
1	District Police Chief Thiruvananthapuram Rural	1	Supervision of L&O and Investigation of Grave Crimes. SP, Tvpm Rural is also the foreigners registration officer in Tvpm Rural District. Appellate Authority under Right to Information Act-05	Supervision of office Administration Work at District Police Office, TvPm Rural. Inspection/visiting of DySP, CI offices & Police stations. Direct supervision of Grave crimes, Enquiry of petitions assigned by Superior officers. To deal with petitions, maintenance of L&O in the district, welfare of police personnel and ministerial staff etc; Appellate authority under RTI Act.	
2	Deputy Supdt. Of Police, Administration	1	Supervision of office work in DPO,	Supervision of office administration, Enquiry of petitions, Enquiry of PRs, Non-OE against officials and men, Inspection of Sections at DPO, State Public Information officer of the District. Additional Nodal officer of Sutharya Keralam.	
3	Deputy Supdt. Of Police, Special Branch	1	Nodal Officer to District Passport Cell, National level disaster management, District control room,	Verification of characters and antecedents on passport application, supervision and collection of intelligence using SB staff verification of suspicious activities of foreigners, security to VIPs/VVIPs during their visits, verification of foreigners in connection with registration/stay /visit	

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				etc;, Enquiry of superior officer's Petition, Eradication of corruption. DySP(SB) is the District Vigilance Officer.	
4	Deputy Supdt. Of Police, Narcotic cell	1	Supervision and collection of Information about substance coming under NDPS Act and steps to register cases,	Supervision of functioning of High way police, Petition enquiry etc; Petitions of cases of illicit distillation and transportation of alcohol and spirit. Inspection of cases entrusted by SP,, enquiry of petitions holding meetings of senior citizens and enquiry of petition matters, Investigation of cases regarding Govt. property and steps to recover damages, Emergency L&O duties entrusted by SP	
5	Deputy Supdt. Of Police, Crime Detachment	1	Major L&O duties, Special duties assigned by SP, Petition enquiry, further investigation of other cases entrusted by SP ie, 498(A) and 304(B) etc;	Investigation of custodial death cases, sensational cases entrusted by SP, Petition Enquiry, OE and Non OE against officials and men, Supervision of District Women Cell, Night patrol checking, annual inspection of police stations entrusted by DIG(TR).	
6	Deputy Superintendent of Police, DCRB	1	Supervision of DCRB works, preparation of LAI question replies, Emergency L&O duties entrusted by SP.	Investigation of Crime Cases entrusted by SP, Enquiry of petitions, Enquiry of PRs, Supervision of collection of crime details using DCRB staffs, Emergency L&O duties entrusted by SP, conducted IMG courses, Reorientation of classes etc;	

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7	Deputy Supdt. of Police 3 (3 SDPOs) ie. Attingal, Nedumangad , Neyyattinkara	3	Supervision of Grave crimes and preparation of grave crime reports, L&O duties, Police station visits, Investigation of sensational crimes, SC/ST(PA) Act cases, 304(B) IPC cases, etc;	Supervision of L&O incidents, Grave crimes in Sub divisions concerned. Police station/Circle office visits, L&O duties, Enquiry of personal enquiry petitions and enquiry of petitions. preparation of confidential reports of CIs in the sub divisions, Investigation of sensational cases etc;	
8	AC AR	2	AR Camp,	Treasury Guard duties, the visit of VIPs & VVIPs etc; Enquiry of punishment rolls against police personnel ., Implementation of security scheme effectively tackle the incidents like communal riot/natural calamities by using AR Police personnel.	
9	Circle Inspector of Police	14	Thiruvananthapuram Rural. Police circles concerned. Administration of office work and circle offices. Investigation of Crime cases etc;	Investigation of cases entrusted by superior officers, oral/Non-OE enquiry against police personnel, Enquiry of PRs etc;	
10	Women Circle Inspector	1	District Women Cell, (Kazhakkuttam)	Supervision of Women Cell, Enquiry of petitions relating harassment against women.	
11	Reserve Inspector	2	Thiruvananthapuram Rural AR Camp	Matter regarding functioning of AR Camp, Other emergency work entrusted by AC AR,	

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12	Sub Inspector of Police (GE)		SlIs are working in 34 Police stations functioning in Thiruvananthapuram Rural District with direct supervision of Station House Office.	L&O duties, Investigation of crime cases, police bandobust duties, Night patrolling duties etc	
13	Reserve Sub Inspector	10	AR Camp, Thiruvananthapuram Rural	Doing AR Camp office work & other works entrusted by AC/RI of AR Camp,	
14	Women Sub Inspector		District Women Cell, (Kazhakkuttam)	Enquiry of petitions relating harassment against women, Traffic control duty etc	
15	ASI of Police (GE)		With in the jurisdiction of 34 police stations in Thiruvananthapuram Rural District	L&O duties, Investigation of crime cases etc;	
16	ASI of Police (AR, TVPM Rural) AR Camp, TVPM Rural		Doing AR Camp office work, L&O duties entrusted by RI/RSI of AR Camp,	Doing AR Camp office work, L&O duties entrusted by RI/RSI of AR Camp, Kollam	
17	Head Constable AR Camp & GE Camp,		AR Camp, Thiruvananthapuram Rural and Within the jurisdiction of 34 police stations	L&O duties, Maintaining of court duties, Traffic duties, Guard duties, Patrolling duties assigned by SHOs and others With in the jurisdiction of 34 police stations	
18	Police Constable (GE)		Within the jurisdiction of 34 police stations	L&O duties, Guard duties, Police protection duties, Night patrolling duties etc; entrusted by SHOs concerned	