

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

**Name of Unit: District Police Office, IDUKKI**

Sl.No	Name of post sanctioned	No. of posts at present	Jurisdiction & Powers (Administrative, Financial & Others)	Function and duties of the Officer /employee	Any Other Information
1	District Police Chief, Idukki	1	Supervision of L&O and Investigation of Grave Crimes. DPC, Idukki is also the foreigners registration officer in Idukki district. Authority under Right to Information Act-05	Supervision of office Administration Work at District Police Office, Idukki. 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	
2	Deputy Supdt. Of Police, Administration	1	Supervision of office work in DPO,	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., conducted IMG courses, Reorientation of classes etc;	
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 etc., Enquiry of superior officer's petition, Eradication of corruptio	

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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 Highway 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	
7	Deputy Supdt. of Police ( 3 SDPOs) Thodupuzha, Kattappana, Munnar	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 , Idukki	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.	

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9	Inspector of Police	12	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	Womencell, Idukki	Supervision of Women Cell, Enquiry of petitions relating harassment against women.	
11	Reserve Inspector	3	AR Camp , Idukki	Matter regarding functioning of AR Camp, Other emergency work entrusted by AC AR	
12	Sub Inspector of Police (GE)	40	Police Stations	L&O duties, Investigation of crime cases, police bandobust duties, Night patrolling duties etc	
13	Reserve Sub Inspector	16	AR Camp , Idukki	Doing AR Camp office work & other works entrusted by AC/RI of AR Camp,	
14	Women Sub Inspector	3	womencell, Idukki, Thodupuzha, Kattappana	Enquiry of petitions relating harassment against women, etc	
15	ASI of Police (GE)	69	Police Stations	L&O duties, Investigation of crime cases etc	
16	RASI of Police	12	AR Camp , Idukki	Doing AR Camp office work & other works entrusted by AC/RI of AR Camp,	
17	Sr.CPOs of AR Camp & GE	314	AR Camp & 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 police stations	
18	CPOs of AR Camp & GE	1252	AR Camp & Police Stations	L&O duties, Guard duties, Police protection duties, Night patrolling	
19	WCPOs	128	Police Stations	duties	
20	Camp,			entrusted by SHOs concerned	