

PARTICULARS OF FUNCTIONS AND DETAILS OF EACH UNIT OFFICE

Name of Unit: Kozhikode Rural

SL NO	Name of Post Sanctioned	No. of Post at Present	Jurisdiction and powers (Administrative, Financial & Others)	Functions and duties of the Officer/Employee	Any Other Information
1	DPC	1	Kozhikode Rural District	Maintenance of Law and order Supervision and Administration maintenance of Law and Order	
2	Sub Divisional DYSPs	2	Vatakara Sub Division and Thamarassery Sub Division	Supervision of Crime work and Crime investigation	
3	DYSP (Admn)	1	Kozhikode Rural District	Supervision of Crime work and Crime investigation	
4	DYSP (CD)	1	Kozhikode Rural District	Investigation and Supervision of Passport Cases, supervision of Women Cell	
5	DYSP (NC)	1	Kozhikode Rural District	Collection of Intelligence and detection of NDPS and Abkari Act Cases	
6	DYSP (SB)	1	Kozhikode Rural District	Intelligence Collection and Passport Verification	
7	DYSP (DCRB)	1	Kozhikode Rural District	Supervision of Crime work and maintenance of Crime Records	
8	ACARs	2	Kozhikode Rural District	Maintenance of Discipline AR Personnel, Maintenance of Motor Transport, Arms and Ammunition	
9	Cis	9	Their Respective Circle Limit	Maintenance of Low and order Supervision of Crime works and grave Crime Investigation	
10	WCIs	1	Kozhikode Rural District	Enquiry of petitions filed by womens, Children. Supervision of Investigation of Crimes in Women Victim Cases.	
11	Ris	2	Kozhikode Rural District	Assisting AC AR in maintenance of disipline of AR Personnel	
12	SIs Local				

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13	RSIs	9	Kozhikode Rural District	Assisting AC AR in maintenance of discipline of AR Personnel	
14	SI Driver	1	Kozhikode Rural District	Maintenance of Motor Transport Unit	
15	WSIs	1	Kozhikode Rural District	Assisting WCI in maintenance of Crime Works	
16	ASIs Local		Their Respective Circle Limit	Assisting SIs in maintenance of Law and Order and Crime Works	
17	ASIs AR	10	Kozhikode Rural District	Assisting AC AR in maintenance of discipline of AR Personnel	
18	HCS Local	215	Their Respective Circle Limit	Assisting SIs in maintenance of Law and Order and Crime Works	
19	HC AR	40	Kozhikode Rural District	Guard and Law and Order Duty	
20	WHC	7	Kozhikode Rural District	Assisting SIs in maintenance of Law and Order and Crime Works especially for the	
21	Ar ASI	1	Kozhikode Rural District	Maintenance of Arms and Ammunition	
22	Ar HC	2	Kozhikode Rural District	Assisting in maintenance of Arms and Ammunition	
23	Tourism Police HC	1	Their Respective Circle Limit	Assuring the Security of Tourism	
24	PC Local	570	Their Respective Circle Limit	Assisting SIs in maintenance of Law and Order and Crime Works	
25	PC AR	297	Kozhikode Rural District	Guard and Law and Order Duty	
26	Drivers	70	Kozhikode Rural District	Driving and Maintenance of Department Vehicle	
27	WPCs	97	Kozhikode Rural District	Assisting SIs in maintenance of Law and Order and Crime Works especially for the matters related to Women	
28	Ar PC	1	Kozhikode Rural District	Assisting in maintenance of Arms and Ammunition	
29	Fitter PC	1	Kozhikode Rural District	Maintenance of Vehicles	
30	Bugler PC	1	Kozhikode Rural District	Playing Bugle in Parade and Guard	
31	Tailor PC	1	Kozhikode Rural District	Department tailoring	

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32	Administrative Assistant	1	Kozhikode Rural District	Over all administration and financial supervision	
33	Manager	1	Kozhikode Rural District	Over all supervision of Office	
34	JSs	4	Kozhikode Rural District	Supervision of Sections	
35	Cashier	2	Kozhikode Rural District	Handling of cash and allied matters	
36	Head Cleark	1	Kozhikode Rural District	Supervision of Sections	
37	Store Accountant	1	Kozhikode Rural District	Handling of Store items	
38	UDC/LDc	31	Kozhikode Rural District	Attending day to day works of sections allotted to them	
39	CA Grade 1	1	Kozhikode Rural District	Attending the confedential matters of SP	
40	FCS	1	Kozhikode Rural District	Supervision of Typist	
41	SGT/UDT/LDT	6	Kozhikode Rural District	Attending Typing Work	
42	Attender	1	Kozhikode Rural District	Assisting the work of Record Keeper	
43	Peon	4	Kozhikode Rural District	Assisitng office work	
44	Cook	6	Kozhikode Rural District	Preparing the food of AR personnel	
45	Barber	3	Kozhikode Rural District	Barber work	
46	Dhoby	3	Kozhikode Rural District	Washing work	
47	Sweeper	6	Kozhikode Rural District	Sweeping the office and camp premises	