

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

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

Sl. No.	Name of Post Sanctioned	Number of Post at present	Jurisdiction & Powers (Administration financial & others)	Functions and duties of the officer/employee	Any other information
1	District Police Chief	1	Kollam City Supervision of L&O and investigation of Grave Crimes. SP, Kollam is also the foreigners registration officer in Kollam District.	Supervision of office Administration work at District Police Office, Kollam. Inspection/visiting of ACP, 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 Commandant	1	AR Camp, Kollam Administration work of AR Camp, Kollam	Duty detailing officer. Supervision of Bandobust scheme arrangements in connection with Elections, Visits of VIP & VVIPs, Treasury guard, Money escort, Prisoner's escort, L&O duty etc;	
3	Asst Commissioner of Police	3 ( 3 SDPOs) 5 Special DySPs viz. Cr. Dett., Narcotic Cell, DCRB, SB & Admin.	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; Jurisdictions are Karunagappally, Punalur and Kollam Sub divisions.	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 received directly, preparation of confidential reports of CIs in the sub divisions, Investigation of sensational cases etc;	

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4	Asst Commissioner of Police, Special Branch, Kollam City	1	Kollam District. Nodal Officer to District Passport Cell, National level disaster management, District control room, Press/Media etc;	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 corruption. DySP(SB) is the District Vigilance Officer.	
5	Asst Commissioner of Police, Crime Detachment, Kollam City	1	Kollam District. 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, Re orientation classes for HCs and PCs in District Level, Night patrol checking, annual inspection of police stations entrusted by DIG(TR).	
6	Asst Police Commissioner, DCRB, Kollam City	1	Kollam City Supervision of DCRB works, preparation of LAI question replies, Emergency L&O duties entrusted by SP.	Investigation of Crime Cases entrusted by SP, Kollam, 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	Asst Police Commissioner, Narcotic Cell, Kollam	1	Kollam City 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, Kollam, 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, Kollam.	
8	Deputy Supdt. of Police, Administration, Kollam	1	Kollam City. Supervision of office work in DPO, Kollam, Emergency L&O duties entrusted by SP, Penal duties entrusted by SP etc;	Enquiry of petitions, Enquiry of PRs, Non-OE against officials and men, Holding of meeting entrusted by SP, Visit police stations, Inspection of sections at DPO, Night patrol checking and emergency L&O duties.	
9	Asst. Commandant	2	AR Camp, Kollam. Implementation of Police bandobust scheme arrangement in connection with Election duties, Treasury Guard duties, the visit of VIPs & VVIPs etc; Enquiry of punishment rolls against police personnel at AR Camp, Kollam.	Implementation of security schemes, to effectively tackle the incidents like communal riot/natural calamities by using AR Police personnel.	
10	Circle Inspector	14	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 personela, Enquiry of PRs etc;	
11	Women CI	1	District Women Cell, Kollam (DPO, compound)	Supervision of Women Cell, Enquiry of petitions relating harassment against women.	

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12	Reserve Inspector	3	AR Camp, Kollam. Conducting of Re-orientation classes for HC & PCs in District Level.	Matter regarding functioning of AR Camp, Other emergency work entrusted by DC AR/AC AR, Kollam.	
13	Sub Inspector (GE)	74	SIs are working in 31 Police stations functioning in Kollam District with direct supervision of Station House Officer.	L&O duties, Investigation of crime cases, police bandobust duties, Night patrolling duties etc;	
14	Women SI	3	District Women Cell, Kollam (DPO, compound)	Enquiry of petitions relating harassment against women, Traffic control duty etc;	
15	Reserve SI	4	AR Camp, Kollam	Doing AR Camp office work & other works entrusted by DC/AC/RI of AR Camp, Kollam.	
16	ASI of Police (GE)	55	With in the jurisdiction of 31 police stations in Kollam District	L&O duties, Investigation of crime cases etc;	
17	ASI of Police (AR, Kollam)	12	AR Camp, Kollam	Doing AR Camp office work, L&O duties entrusted by RI/RSI of AR Camp, Kollam	
18	Head Constable (GE) & AR Camp, Kollam	242	With in the jurisdiction of 31 police stations.	L&O duties, Maintaining of court duties, Traffic duties, Guard duties, Patrolling duties assigned by SHOs and others.	
19	Police Constable (GE) & AR, Kollam	1303	Within the jurisdiction of 31 police stations	L&O duties, Guard duties, Police protection duties, Night patrolling duties etc; entrusted by SHOs concerned.	
20	Women HC & PC	161 HC -12, PC - 149	Within the jurisdiction of 30 police stations & Women Cell, Kollam	Traffic duties, L&O duties, sentry duties etc; assigned by SHOs Y CIs	
21	Drummer PC	3	AR Camp, Kollam	Drummer at AR Camp, Kollam	

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22	Bugler PC	2	AR Camp, Kollam	Bugler at AR Camp, Kollam	
23	Tailor	1	AR Camp, Kollam	Tailor at AR Camp, Kollam	
24	Carpender	1	AR Camp, Kollam	Carpender at AR Camp, Kollam	
25	Electrician	1	AR Camp, Kollam	Electrician at AR Camp, Kollam	
26	Painter	1	AR Camp, Kollam	Painter at AR Camp, Kollam	
27	RSI	1	AR Camp, Kollam	Supervision/Controller of motor Transport Vehicles in Police Department vehicles.	
28	Fitter HC	1	AR Camp, Kollam	Fitter, AR Camp, Kollam	
29	Mechanic HC	1	AR Camp, Kollam	Mechanic, AR Camp, Kollam	
30	Mechanic PC	1	AR Camp, Kollam	Mechanic, AR Camp, Kollam	
31	Driver SI	1	AR Camp, Kollam	Officer in charge of Departmental vehicles	
32	Driver HC/PC	91	AR Camp, Kollam	Drivers in the Departmental vehicles.	
33	Armour ASI	1	AR Camp, Kollam	Officer in charge of Arms, AR Camp, Kollam	
34	Armour HC/PC	3	AR Camp, Kollam	Armours, AR Camp, Kollam	
<b>Ministerial Staff</b>					
1	Administrative Assistant	1	District Police Office, Kollam City	Officer in charge of District Police Office, Kollam	
2	Manager	1	District Police Office, Kollam City	Supervision of construction, Pension branch, marking of tapals etc;	
3	Accounts Officer	1	District Police Office, Kollam City	Supervision of Bill Branch and Accounts Branch & Purchase	
4	Junior Supdts	6	District Police Office, Kollam City	Direct supervision of General branch, Construction Branch, Petition Branch, Bill Branch, Account Branch, Pension & Establishment Branch at DPO, Kollam	
5	Cashiers	2	DPO, Kollam & AR Camp, Kollam	Distribution of Govt. moneys.	

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6	Store Accountant	1	District Police Office, Kollam city	Distribution of Store articles.	
7	UDC/LDC	28	District Police Office, Kollam	Doing various clerical works in DPO, Kollam	
8	CA Grade II Selection Grade	2	Kollam Sub Division and DPO, Kollam	Doing office work at SP's Camp office & Kollam DySP Camp office.	
9	FCS	1	District Police Office, Kollam	Supervision of Typing work.	
10	Typists	6	District Police Office, Kollam City	Doing typing work at DPO, Kollam	
11	Attender	1	District Police Office, Kollam City	Assisting store keeper, DPO, Kollam	
12	Peon	4	District Police Office, Kollam City	Doing distributing files from section to officers and etc;	
13	Photographer	1	Kollam District City	Taking photographs for Police Department	
14	PTS	45	Kollam District City	Part time sweepers at Police stations, AR Camp, SP office etc;	
15	Barbers	4	AR Camp, Kollam	Doing hair cutting works	
16	Dhobby	4	AR Camp, Kollam	Doing washing works.	
17	Cook	8	AR Camp, Kollam	Cooking	
18	Sweeper cum slavenger	8	AR Camp, Kollam	Doing cleaning works.	
<b>Hospital Staff</b>					
1	Asst. Surgeon	1	Police Hospital, Kollam	Treating patients in Police Department.	
2	Staff Nurse	1	Police Hospital, Kollam	To nurse & administering medicines to patients.	
3	Nursing Assistant	1	Police Hospital, Kollam	Assisting to Staff nurse.	
4	Pharmacist	1	Police Hospital, Kollam	Distributing medicines.	
5	Attender Grade I	1	Police Hospital, Kollam		
6	Attender Grade II		Police Hospital, Kollam		