

PARTICULARS OF FUNCTIONS AND DETAILS OF EACH UNIT / OFFICE

Name of Unit: Thrissur City

Name of Post sanctioned	No: of posts at present		Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the officer/employee	Any other information
	Sanctioned	Existing			
District Police Chief, Thrissur City	1	1	Administrative jurisdiction over the entire Police District of Thrissur. He can exercise all the powers of all the Police officers and ministerial staff of Thrissur District. Administrative & Financial Powers are attached separate.	Maintaining Law and Order and preventing of crimes in the District and also supervising and monitoring the official duties of all the employees working under him.	
ACP (Admn)	1	1	Administrative jurisdiction is Confined to District Police Office only. No financial powers.	Assisting the Superintendent of Police in the Administration of District Police Office.	
ACP Special Branch	1	1	Thrissur Police District.No financial Powers.	Collection and dissemination of intelligence , preparation of Bandabust Schemes for all major Law and Order issues, PR enquiry, Petition enquiry and other duties entrusted by SP. He is also holding post as Nodal Officer of District Passport Cell, Thrissur.	
SI of Police Spl.Branch	4	4	"	Assisting the AC SB in all SB matters.	
ASI Spl. Branch	3	3	"	Attending foreigners section and incharge of District Passport Cell Thrissur.	
HC Spl. Branch	40	40	Concerned Police Stations.	Working at various Police Stations and collecting Intelligence and also Passport enquiry.	
ACP DCRB	1	1	Thrissur Police District.No financial Powers.	Collection and dissemination of Crime Data, Monitoring and Supervising of Crime investigation in the District and PR enquiry.	
SI, DCRB	2	2	"	Assisting the DySP DCRB in the official duties.	

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HC DCRB	5	5	"	"	
WHC DCRB			"	"	
PC DCRB	4	4	"	"	
ACP Crime Detachment	1	1	Thrissur Police District.No financial Powers.	Crime Investigation, conducting Departmental Enquiries, Petition Enquiry, Supervision of Vanitha Cell, Supervision of Highway Police, Incharge of District Juvenile Justice Police unit, Traffic awareness programe clases co-ordinator, monitoring the progress of investigation of women atrocity cases in Thrissur District.	
SI Crime Detachment			"	Giving assistance to DySP Crime Detachment for performing above duties.	
HC Crime Detachment	4	3	"	"	
PC "		4	"	"	
WCI of Police Vanitha Cell and Vanitha Helpline	1	1	Thrissur Police District.	Incharge of Vanitha Cell, Petition Enquiry and Disposal , Conducting Seminars and Classes.	
WSI of Police Vanitha Cell and Vanitha Helpline	1	2	"	Patrolling, Petition Enquiry and Disposal, attached to Vanitha Control Room, Thrissur for petition enquiry, Helpline duty etc..	
WHC "		Nil	"	"	
WPC "		20	"	"	
ACP Thrissur	1	1	Thrissur Sub-Division:- (Thrissur Town East, Traffic PS, Thrissur Town West, Viyyur, Anthikad, Ollur, Mannuthy, Peechi, Pudukkad, Varandarapilly, Vellikulangara and Kodakara Police Station Limits) No financial Powers.	Supervision of the Police work in all the 12 Police Stations under Thrissur Sub Division. Maintaining Law and Orders, Prevention and Detection of crimes, investigation of cases, petition enquiry, PR enquiry, monitoring and supervising the duties of all the police personnel in the Sub-Division, collection and dissemination of intelligence etc.	

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ASI, ACP Office, Thrissur	1	1	"	Giving assistance to DySP Thrissur for performing above duties.	
ACP, Guruvayur	1	1	Guruvayur Sub Division:-(Guruvayur, Pavartty, Peramangalam, Viyyur Police Station Limits.) No financial Powers.	Supervision of the Police work in all the 4 Police Stations under Guruvayur Sub Division. Maintaining Law and Orders, Prevention and Detection of crimes, investigation of cases, petition enquiry, PR enquiry, monitoring and supervising the duties of all the police personnel in the Sub-Division, collection and dissemination of intelligence etc.	
ASI, ACP Office, Guruvayur	1	1	"	Giving assistance to ACP, Guruvayur for performing above duties.	
CI of Police Thrissur Town East	1	1	Villages:- Thrissur, Chembukkavu. Part of Peringavu, Ollukkara and Koorkkanchery Villages.	Crime Investigation, Law and Order duty, Supervise of Police work of circle, Control subordinates, Enquiries conducting, Visiting villages, P R enquiry and Checking Guards etc..	
CI of Police Control Room, Thrissur	1	1			
CI of Police Thrissur Town West	1	1	Thrissur Town West and Nedupuzha Police Station Limits.	"	
CI of Police Ollur	1	1	Ollur, Mannuthy and Peechi Police Station Limits.	"	
CI of Police Guruvayur	1	1	Guruvayur and Pavartty Police Station Limits.	"	
CI of Police Peramangalam	1	1	Peramangalam and Viyyur Police Station limits.	"	
SI of Police Thrissur Town East PS	4	4	Thrissur and Chembukkavu Village, portions of Peringavu, Ollukara, Chiyaram and Nadathara Village.	Maintains Low and Order, prevention of criminal offences, Disposal of Petitions, prevention of public nuisances, investigation of cases and prevention of crimes, Arrest, Execution of Warrants, Chargesheet of Criminal/ Petty cases and collecting information of current events etc..	

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WSI of Police Thrissur Town East PS		1	"	"	
ASI "	1	3	"	ASI & GASI :-To assist SI to perform the same duties as stated above and in the absence of SI and Addl. SI,ASI will hold the charge of Station.	
HC	21	21		Supervise the work of Constables, Catechism and drill,GD Charge,Aid Prosecution,Proclamation,Assist in the investigation of cases, Beat charge and maintain all routine records and Station order the directions of Sub-Inspectors.	
PC "	55	51	"	Station Sentry,Guard duty,Law and Order duty,NP duty,Emergency duty Petition enquiry,Assist in the investigation of cases ,Traffic duty,Beat duy,Escort duty and Process Service.	
WPC "		9	"	"	
SI of Police Thrissur Traffic	5	6	Villages:- Thrissur,Chembukkavu Peringavu, Ollukkara,Koorkkanchery,Ayyanthole,Pull azhy,Poonkunnam and Aranattukara.	Maintain Traffic control.	
HC	14	14	"	"	
PC	91	75	"	"	
WPC		1	"	"	
SI of Police Control Room Thrissur.	1		Thrissur Police District.	Controlling and supervising of Night Patrol duty (Flying Squad , 4 Jeep) and Day and Night Patrolling of 6 Romeos (Motor Cycles), VIP Bandabust duty, Escort duty,Pilot duty and detect all offence and inform to concerned Police Stations.	

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HC Control Room Thrissur.	5	4	"	Flying Squad , 4 Jeep and Day and Night Patrolling of 6 Romeos (Motor Cycles), VIP Bandabust duty, Escort duty, Pilot duty and detect all offence and inform to concerned Police Stations.	
PC Control Room Thrissur.	36	33	"	"	
SI of Police Thrissur Town West	2	2	Villages:- Aranatukara, Pullazhi, Ayyanthole, Poonkunnam and Thrissur Corporation.	Maintains Low and Order, prevention of criminal offences, Disposal of Petitions, prevention of public nuisances, investigation of cases and prevention of crimes , Arrest , Execution of Warrants, Chargesheet of Criminal/ Petty cases and collecting information of current events etc..	
WSI of Police Thrissur Town West			"	"	
ASI "	1	2	"	ASI & GASI :-To assist SI to perform the same duties as stated above and in the absence of SI and Addl. SI, ASI will hold the charge of Station.	
HC Thrissur Town West PS	8	8	"	Supervise the work of Constables, Catechism and drill, GD Charge, Aid Prosecution, Proclamation, Assist in the investigation of cases, Beat charge and maintain all routine records and Station order the directions of Sub-Inspectors.	
PC "	38	36	"	Station Sentry, Guard duty, Law and Order duty, NP duty, Emergency duty Petition enquiry, Assist in the investigation of cases , Traffic duty, Beat duy, Escort duty and Process Service.	
WPC "		9	"	"	

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SI of Police Nedupuzha	1	1	Villages:-Koorkkanchery, Chiyaram, Kanimangalam and Avinissery. Panchayaths:- Thrissur Corporation and Avinissery	Same as SI of Thrissur Town West PS	
ASI "	2	2	"	Same as ASI of Thrissur Town West PS	
HC "	6	6	"	Same as HC of Thrissur Town West PS	
PC "	24	24	"	Same as PC of Thrissur Town West PS	
WPC "		4	"	"	
SI of Police Ollur	2	1	Villages:- Ollur,Edakkunni,Marathakkara,Nadathara, Kainur,Puthoor and Manamangalam. Panchayaths:- Nadathara and Puthur.	Same as SI of Thrissur West PS	
ASI "	1	2	"	Same as ASI of Thrissur Town West PS	
HC "	7	7	"	Same as HC of Thrissur Town West PS	
PC "	29	27	"	Same as PC of Thrissur Town West PS	
WPC "		4	"	"	
SI of Police Mannuthy	1	2	Villages:- Nettissery,Ollukkara,Vellanikkara,Kozhukully and Mulayam Villages and part of Nadathara. Panchayaths:- Madakkathara and Nadathara.	Same as SI of Thrissur Town West PS	
ASI "	2	2	"	Same as ASI of Thrissur Town West PS	
HC "	6	6	"	Same as HC of Thrissur Town West PS	
PC "	25	25	"	Same as PC of Thrissur Town West PS	
WPC "		4	"	"	
SI of Police Peechi	1	1	.Villages:- Peechi and Pananchery. Panchayath:-Pananchery and part of Nadathara.	Same as SI of Thrissur Town West PS	
ASI "	2	2	"	Same as ASI of Thrissur Town West PS	
HC "	6	6	"	Same as HC of Thrissur Town West PS	
PC "	23	21	"	Same as PC of Thrissur Town West PS	
WPC		2	"	"	

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SI of Police Guruvayur	2	3	Villages:- Pookode, Kandanassery, Thykkad, Aloor and Guruvayur. Panchayaths:- Guruvayur Municipality, Thykkad, Pookode and Kandanassery.	Same as SI of Thrissur Town West PS	
ASI "	1	1	"	Same as ASI Thrissur Town West PS	
HC "	8	7	"	Same as HC Thrissur Town West PS	
PC "	25	24	"	Same as PC of Thrissur Town West PS	
WPC "		14	"	"	
SI of Police Guruvayur Traffic	1	1	Guruvayur Municipality.	Maintain Traffic Control.	
HC "	4	2	"	"	
PC	6	5	"	"	
SI of Police Pavartty	1	1	Villages:- Pavaratty, Elavally, Mullassery, Vengidangu. Panchayaths:- Pavaratty, Elavally, Mullassery and Vengidangu.	Same as SI of Thrissur Town West PS	
ASI "	2	2	"	Same as ASI of Thrissur Town West PS	
HC Pavartty PS	7	7	"	Same as HC of Thrissur Town West PS	
PC "	25	25	"	Same as PC of Thrissur Town West PS	
WPC "		4	"	"	
SI of Police Peramangalam	1	2	Villages:- Puzhakkal, Puranattukara, Adat, Chittilappilly, Edakkalathur, Tholloor, Chalakkal, Peramangalam, Anjoor, Kaipparambu, Avanoor, Thangaloor, Velappaya and Choolissery. Panchayaths: Tholloor, Avanoor, Kaipparambu and Adat.	Same as SI of Thrissur Town West PS	
ASI "	2	2	"	Same as ASI of Thrissur Town West PS	
HC	9	9	"	Same as HC of Thrissur Town West PS	
PC "	25	26	"	Same as PC of Thrissur Town West PS	
WPC "		4	"	"	

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SI of Police Viyyur	1	1	Villages:- Viyyur, Peringavu, Madakkathra, Killanoor, Kuttoor, Kurichikkara, Kolazhi, Pottor and Vilvattam. Panchayaths:- Kolazhy, Mulamkunnathukavu and part of Madakkathara.	Same as SI of Thrissur West PS	
ASI "	2	2	"	Same as ASI of Thrissur Town West PS	
HC "	7	7	"	Same as HC of Thrissur Town West PS	
PC "	24	21	"	Same as PC of Thrissur Town West PS	
WPC "		4	"	"	
LOCATION WISE DETAILS OF ALL HIGHWAY POLICE IN THRISSUR DISTRICT.					
BASE STATION		FROM TO		DISTANCE	CALL SIGNS
Peramangalam		Perumbilavu to Mannuthy		42 Kms	KILO 17
Guruvayur		Chavakkad to Kunnamkula		55 Kms	KILO 20
Mannuthy		Mannuthy to Vaniyampara		34 Kms	KILO 21
Strength :- 1 SI, 1 ASI/HC, 1 PC and 1 Dvr PC in each KILOs for 15 days on rotation basis.					

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DISTRICT POLICE OFFICE, THRISSUR CITY					
Sr. Administrative Assistant	1	1	District Police Office, Thrissur City	Promotion, Transfer, postings and DPB, Preparation of Select list related to Local, Working Arrangement of all categories of Local.	
				Promotion, Transfer, postings and DPB, Preparation of Select list related to AR and Ministerial Staff. Working arrangement of all categories of AR.	
				Recruitment, Training and Deputation, Issue of NOC for leaving the Department	
				Probation, Seniority and Confirmation of all categories of Local and AR	
				Pay fixation, Grade and Increment of Police personnel of Local Police & Special Units	
				Pay fixation, Grade and Increment of Police personnel. Officers of AR, Technical personnel, Ministerial Staff	
				Leave, Surrender of all categories of Local Police	
				Leave, Surrender of all categories of AR, Special Units and Ministerial Staff	
Manager	1	1	District Police Office, Thrissur City	Pension, Gratuity and allied matters of Gazetted Officers, SIs, ASIs Local and AR, Ministerial Staff, P.T.Sweepers	
				Pension, Gratuity of all HCs, PCs of Local and AR, CFs, Drivers and Technical Staff	
				Maintenance of SBs, Annual verification and recording of entries based on the DOs from other Sections except entries of leave and increment.	
				Works related to Department vehicles, fuel, MACT cases of Department vehicles. Remittance of Insurance premium, MT stores etc.	
				Records, Inward & Despatch	

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Accounts Officer	1	1	District Police Office, Thrissur City	Preparation of Budget, Expenditure, Allotment of Funds, Bill of Cost, Loans and advance (MCA, Cycle advance and Mosquito net advance etc.), Loss of Revenue, AG's Audit and Reconciliation of Treasury figures.	
				Processing and auditing of TA Bills of and above the Rank of CIs and Ministerial staff, TA advances, Transfer TA, Recovery of advance.	
				Preparation and auditing of TA Bills of AR personnel and Bus & Railway Warrant claims.	
				Preparation and auditing of TA Bills of Local Police Stations.	
				Feeding charges of Dogs, Hire charges, current, water Telephone, Medicine, Photographic charges, Burial charges and appointment of PT Sweepers, Pay, Surrender leave of the P.T. employees etc.	
				This section deals with works related to all AR Private Funds, auditing of all Contingent Bills, KPW&A Fund and Sports Fund, Auction sale of usufructs from Govt. lands.	
				Preparation of pay Bill of Contingent employees and all other Contingent Bills.	
				Purchase and supply of stationery. Store items. Arms and Ammunitions and condemnation of store items and all other local purchase.	
				Salary of all Officers of Local and AR, Ministerial staff, Pay advance, S.G. Bills, LPCs, Uniform Allowance of Officers, Festival Allowance and advance of all Officers and Ministerial staff, records related to PND cases.	
				Salary of Constabulary of Local and AR and furnishing PHQ Audit remarks, maintenance of PTA Register and records related to PND cases.	

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				GIS and MR and assisting of Pay Bill branch	
				Auditing of Bills, Issue of LPC of AR and Local, Merging of DA arrears and assisting of F2, issue of Salary Certificate, Income Tax.	
				Salary arrear Bills, Supplementary Bills, Festival allowance. Festival advance of Constabulary, S.G. Bills and assist F2.	
				Day off claim. Preparation of Income Tax of all categories, claiming of Surrender Salary etc. All the Clerks posted in Pay Bill Branch will work as a team under supervision of JS VII for the preparation of Main Bills and Arrear Bills, SLS and for clea	
				GPF, Temporary Advance of Officers/Ministerial staff/Special Units/AR personnel.	
				GPF, Temporary Advance of Local police.	
				NRA, Conversion and Closure.	
				SLI and FBS	
				All recoveries.	
Junior Supdt.	5	5	District Police Office, Thrissur City	Supervision of concerned sections under their control	
Fair Copy Supdt.	1	1	District Police Office, Thrissur City	Supervision of Fair Copy Section in the Office	
Cashier	2	2	District Police Office, Thrissur City	Receipt and disbursement of payment	
Store Accountant	1	1	District Police Office, Thrissur City	Collecting and distribution of store articles	
Confidential Assistant	1	1	District Police Office, Thrissur City	Assist Supdt. of Police and DySPs	
U.D./L.D.Clerk	30	27	District Police Office, Thrissur City	Initiating, maintainig, Updating and keeping of all files in the District Police Office.	
Typist (Sr. Grade/UD/LD)	6	4	District Police Office, Thrissur City	Doing all the necessary Typing work.	
Peon	3	3	District Police Office, Thrissur City	Assisting all officers and clerks.	
P. T. Sweeper	11	9	District Police Office, Thrissur City	Doing all the sweeping work.	

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Photographer	1	1			
Attender	1	1			
DISTRICT AR, THRISSUR					
Deputy Commandant, AR, Thrissur	1	1	District AR, Thrissur	The overall control and supervision of District AR. He is the District Nodal Officer for Prisoner's Escort duties. He will assist the Supdt. of Police to supervise the AR duties. He command the entire force of AR Camp to assist Local Police. He will be the co-ordinator of the duties in connection with the election, ID Parade and RD Parade etc.. He maintains the force in disciplined condition for the emergency duties and other unexpected duties like VIP Visits, Natural Calamities, Hartal, Strikes etc.	
Assistant Commandant(AC - I)	1	1	District AR, Thrissur	AC - I is in charge of HQ, E & F Coy of AR, Thrissur, MT Wing, Armourer Wing, QM, Canteens, Library, Maintenance of land and buildings and all Govt. properties of District AR.	
Assistant Commandant AC - II)	1	1	"	AC - II is in charge of A, B, C & D Coys of AR, Thrissur. He is responsible for imparting basic/periodical training, PT parade, Tear Gas, Drill, Refresher courses, intensive training to AR and Local Police and recruits.	
Reserve Inspector	3	1	District AR, Thrissur	RI-I is in charge of E, F & HQ Coys, RI-II is in charge of A & B Coys, RI-III is in charge of C & D Coys	
Reserve Sub Inspector	18	18	District AR, Thrissur	Supervising Policemen in special duties, escort duties etc. They will be Platoon commanders while in L & O duties	
Reserve Asst. Sub Inspectors	22	19	District AR, Thrissur	Do	

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RASI Dog Squad	1	1	District AR, Thrissur	Assisting in the functions of Dog Squad.	
Head Constables	72	51	District AR, Thrissur	They will be Guard Commanders of various Guards manned by AR. They are section commanders while on special duties.	
Police Constable	597	84	District AR, Thrissur	Guard duties, L & O duties, Escort duties etc.	
HC Forest	1	1	District AR, Thrissur	Deputation to Forest Department	
PC Forest	5	5	District AR, Thrissur	Deputation to Forest Department	
MT Sub Inspector	1	1	District AR, Thrissur	He is in charge of allocation and maintenance of all the vehicles allotted to the district and distribution of drivers	
Dvr Sub Inspector	1	1	District AR, Thrissur	He will assist MT SI in discharging his duties	
Dvr HCs/PCs	120	112	District AR, Thrissur	Driving various types of Police vehicles	
Armourer SI	1	1	District AR, Thrissur	He is in charge of of all the Arms and Ammunitions in the district. He will inspect arms in time to time and ensure good condition of the arms.	
Armourer ASI	1	NII	District AR, Thrissur	He will assist AR SI in discharging his duties	
Armourer HC	2	2	District AR, Thrissur	Assist AR SI and AR ASI	
Armourer PC	2	1	District AR, Thrissur	Assist AR SI and AR ASI	
Mechanic HC	1	1	District AR, Thrissur	Maintenance of department vehicles of the district.	
Mechanic PC/Fitter PC	3	2	District AR, Thrissur	Assisting Mechanic HC	
Painter PC	1	1	District AR, Thrissur	Painting departmental properties	
Carpenter PC	1	1	District AR, Thrissur	Maintenance of deartmental furniture	
Tailor PC	1	1	District AR, Thrissur	Stitching and sewing uniform of Police personnel and other cloths of departmental needs such as flags, banners etc.	
Electrician PC	1	1	District AR, Thrissur	Auto Electric works of departmental vehicles, other electrical works of the departmental buildings	
Bugler HC/PC	6	4	District AR, Thrissur	Member of various ceremonial guards	
Barber	6	6	District AR, Thrissur	Hair cutting of Police personnel	
Dhobi	6	6	District AR, Thrissur	Ironing uniform of police personnel	
Sweeper / Scavenger	11	9	District AR, Thrissur	Cleaning the departmental buildings and its premises	

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Cook	12	12	District AR, Thrissur	Cooking food for Police personnel in Police Mess	