

## 1.Functions & Duties of Officers

Name of Unit : Kollam City

Year & Quarter : : Quarter I - 2024

SI No	Name of Post	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
1	Deputy Commandant	DHQ 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;	
		Administration work of DHQ Camp, Kollam		
2	Asst Commissioner of Police	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, Chathannoor 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;	
3	Asst Commissioner of Police, Special Branch, Kollam City	Kollam City.	Verification of characters and antedents 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	
		Nodal Officer to District Passport Cell, National level disaster management, District control room, Press/Media etc;		
4	Asst Commissioner of Police, C Branch, Kollam City	Kollam District.	Investigation of custodial death cases, sensational cases entrusted by CP, Petition Enquiry, OE and Non OE against officials and men, Supervision of District Women Cell, Cyber Crime PS, Night patrol checking, annual inspection of police stations entrusted by DIG(TR). District Nodal officer of Student Police cadet, Janamaithry Police etc.	
		Major L&O duties, Special duties assigned by CP, Petition enquiry, further investigation of other cases entrusted by CP ie, 498(A) and 304(B) etc;		
		Kollam City	Investigation of Crime Cases entrusted by CP	

5	Asst Police Commissioner, DCRB, Kollam City	Supervision of DCRB works, preparation of LAI question replies, Emergency L&O duties entrusted by CP.	Investigation of Crime Cases entrusted by CP, Kollam, Enquiry of petitions, Enquiry of PRs, Supervision of collection of crime details using DCRB staffs, Emergency L&O duties entrusted by CP, conducted IMG courses, Reorientation of classes etc;	
6	Addl.SP, (Administration), Kollam City	Kollam City.	Enquiry of petitions, Enquiry of PRs, Non-OE against officials and men, Holding of meeting entrusted by CP, Visit police stations, Inspection of sections at DPO, Kollam City, Night patrol checking and emergency L&O duties.	
		Supervision of office work in DPO, Kollam City, Emergency L&O duties entrusted by CP, Penal duties entrusted by CP etc;		
7	Asst. Commandant	DHQ Camp, Kollam.	Implementation of security schemes, to effectively tackle the incidents like communal riot/natural calamities by using AR Police personnel.	
		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.		
8	Inspector of Police	Inspector SHOs of 16 Police Stations in the district, Inspector of Police Coastal PS, Inspector of Police, Cyber Crime PS and Inspector of Police, Control Room. Investigation of Crime cases etc;	Investigation of cases entrusted by superior officers, oral/Non-OE enquiry against police personna, Enquiry of PRs etc;	
9	Women CI	District Women Cell, Kollam	Supervision of Women Cell, Enquiry of petitions relating harassment against women.	
10	Reserve Inspector	DHQ Camp, Kollam.	Matter regarding functioning of DHQ Camp, Other emergency work entrusted by DC DHQ/AC DHQ, Kollam.	
		Conducting of Re-orientation classes for HC & PCs in District Level.		

Signature with Date

Sd/-

Name  
Designation

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