

1.Functions & Duties of Officers

Name of Unit : Kollam City

Year & Quarter : : Quarter II - 2023

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 Administration work of DHQ Camp, Kollam	Duty detailing officer. Supervision of Bandobust scheme arrangements in connection with Elections, Visits of VIP & VVIPs, Treasury guard,	
2	Asst Commissioner of Police	Supervision of Grave crimes and preparation of grave crime reports,	Supervision of L&O incidents, Grave crimes in Sub divisions concerned. Police station/Circle office	
3	Asst Commissioner of Police, Special Branch, Kollam City	Kollam City. 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	
4	Asst Commissioner of Police, C Branch, Kollam City	Kollam District. 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;	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	
5	Asst Police Commissioner, DCRB, Kollam City	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	
6	Addl.SP, (Administration), Kollam City	Kollam City. Supervision of office work in DPO, Kollam City, Emergency L&O duties entrusted by CP, Penal duties entrusted by CP etc;	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.	
		DHQ Camp, Kollam.		

7	Asst. Commandant	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.	
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 personela, 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. Conducting of Re-orientation classes for HC & PCs in District Level.	Matter regarding functioning of DHQ Camp, Other emergency work entrusted by DC DHQ/AC DHQ, Kollam.	

Signature with Date

Name
Designation

Sd/-

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District Police Office, Kollam City