

Particulars of Functions and Details of Kollam City as on 30/09/2022

RTI Act 05 4(1)(b)/1&2

Name of unit

Kollam City

30/09/2022

Sl. No.	Name of Post Sanctioned	Number of Post at present	Jurisdiction & Powers (Administration financial & others)	Functions and duties of the officer/employee
1	District Police Chief	1	Kollam City  Supervision of L&O and investigation of Grave Crimes. CP, Kollam is also the foreigners registration officer in Kollam City.	Supervision of office Administration work at District Police Office, Kollam City. 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)	Supervision of Grave crimes and preparation of grave crime reports, L&O duties, Police station visits,	Supervision of L&O incidents, Grave crimes in Sub divisions concerned. Police station/Circle office visits, L&O duties, Enquiry of personal
4	Asst Commissioner of Police, Special Branch, Kollam City	1	Kollam City.	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

			Nodal Officer to District Passport Cell, National level disaster management, District control room, Press/Media etc;	visit etc,, Enquiry of superior officer's petition, Eradication of corruption. ACP(SB) is the District Vigilance Officer.
5	Asst Commissioner of Police, District Crime Branch, Kollam City	1	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, 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 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;
7	Additional Deputy Commissioner of Police, Kollam City	1	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.
			AR Camp, Kollam.	

8	Asst. Commandant	2	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.
9	Inspector of Police	19	Inspector SHOs of 16 Police Stations in the district, CI Coastal PS and Inspector of Police, DPCC. Investigation of Crime cases etc;	Investigation of cases entrusted by superior officers, oral/Non-OE enquiry against police personnel, Enquiry of PRs etc;
10	Women CI	1	District Women Cell, Kollam	Supervision of Women Cell, Enquiry of petitions relating harassment against women.
11	Reserve Inspector	2	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.
12	Sub Inspector (GE)	78	SIs are working in 18 Police stations functioning in Kollam City with direct supervision of Station House Officer.	L&O duties, Investigation of crime cases, police bandobust duties, Night patrolling duties etc;
13	Women SI	4	District Women Cell and Vanitha PS, Kollam	Enquiry of petitions relating harassment against women, Traffic control duty etc;
14	Reserve SI	6	DHQ Reserve, Kollam	Doing AR Camp office work & other works entrusted by DC/AC/RI of AR Camp, Kollam.
15	ASI of Police (GE)	47	With in the jurisdiction of 18 police stations in Kollam City	L&O duties, Investigation of crime cases etc;
16	ASI of Police (AR, Kollam)	18	AR Camp, Kollam	Doing AR Camp office work, L&O duties entrusted by RI/RSI of AR Camp, Kollam

17	Head Constable KCP, Kollam City	Total-285 Local- 261,AR-24	With in the jurisdiction of 18 police stations and DHQ Reserve, Kollam.	L&O duties, Maintaining of court duties, Traffic duties, Guard duties, Patrolling duties assigned by SHOs and others.
18	Police Constable KCP, Kollam	Total-738	Within the jurisdiction of 18 police stations and DHQ Reserve, Kollam	L&O duties, Guard duties, Police protection duties, Night patrolling duties etc; entrusted by SHOs concerned.
19	WSCPO & WCPO	95 HC -7 PC – 88	Within the jurisdiction of 18 police stations & Women Cell, Kollam	Traffic duties, L&O duties, sentry duties etc; assigned by SHOs & CIs
20	Drummer PC	2	AR Camp, Kollam	Drummer at AR Camp, Kollam
21	Bugler PC	2	AR Camp, Kollam	Bugler at AR Camp, Kollam
22	Tailor	1	AR Camp, Kollam	Tailor at AR Camp, Kollam
23	Carpender	1	AR Camp, Kollam	Carpender at AR Camp, Kollam
24	Electrician	1	AR Camp, Kollam	Electrician at AR Camp, Kollam
25	Painter	1	AR Camp, Kollam	Painter at AR Camp, Kollam
26	SI(Armourer)	1	AR Camp, Kollam	Supervision/Controller of Arms
27	Fitter HC	1	AR Camp, Kollam	Fitter, AR Camp, Kollam
28	Mechanic HC	1	AR Camp, Kollam	Mechanic, AR Camp, Kollam
29	Mechanic PC	1	AR Camp, Kollam	Mechanic, AR Camp, Kollam
30	MTSI	1	AR Camp, Kollam	Supervision/Controller of motor Transport Vehicles in Police Deapartment
31	Driver HC/PC	82	AR Camp, Kollam	Drivers in the Departmental vehicles.
32	Armour ASI	1	AR Camp, Kollam	Officer in charge of Arms, AR Camp, Kollam
33	Armour HC/PC	2	AR Camp, Kollam	Armours, AR Camp, Kollam
<b>Ministerial Staff</b>				
1	Administrative	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

4	Junior Supdts	6	District Police Office, Kollam City	Direct supervision of Establishment Branch, General branch, Construction Branch, Petition Branch, Bill Branch, Account Branch & Pension at DPO, Kollam(1 vacancy at present)
5	Cashiers	2	DPO, Kollam & AR Camp, Kollam	Distribution of Govt. moneys.
6	Store Accountant	1	District Police Office, Kollam city	Distribution of Store articles.
7	UDC/LDC	30	District Police Office, Kollam	Doing various clerical works in DPO, Kollam City
8	CA Grade II Selection Grade	3	Kollam Sub Division and DPO, Kollam	Doing office work at CP's Camp office,O/O ACP,Kollam & Chathannoor.
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	2	District Police Office, Kollam City	Distributing files from section to officers and etc;
13	Photographer	1	Kollam District City	Taking photographs for Police Department
14	PTS	29	Kollam District City	Part time sweepers at Police stations, AR Camp, City Police office etc;
15	Barbers	2	AR Camp, Kollam	Doing hair cutting works
16	Dhobby	2	AR Camp, Kollam	Doing washing works.
17	Cook	5	AR Camp, Kollam	Cooking(1 vacant at present)
18	Sweeper cum Scavenger	5	AR Camp, Kollam	Doing cleaning works.(1 vacant at present)

**Hospital Staff**

1	Asst. Surgeon	1	Police Hospital, Kollam	Treating patients in Police Department.
2	Staff Nurse	1	Police Hospital, Kollam	To nurse the patients.
3	Nursing Assistant	1	Police Hospital, Kollam	Assisting to Staff nurse.(Vacant at present)
4	Pharmacist	1	Police Hospital, Kollam	Distributing medicines.
5	Attender Grade I	1	Police Hospital, Kollam	Assist Hospital staff
6	Attender Grade II	1	Police Hospital, Kollam	Assist Hospital staff(Vacant at present)
7	Cook	1	Police Hospital, Kollam	

8 Scientific Assistant

3 FSL,

Sd/-

Sony Oommen Koshy  
State Public Information Officer,  
District Police Office, Kollam City