

1.Functions & Duties of Officers

Name of Unit :		Kollam Rural		
		Year & Quarter:2025 & II		
SL.NO	Name of Post	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
1	Addl.SP, (Administration), Kollam Rural	Supervision of office work in DPO, Kollam Rural, Emergency L&O duties entrusted by DPC, Penal duties entrusted by DPC etc;	Enquiry of petitions, Enquiry of PRs, Supervision of collection of crime details using DCRB staffs, Emergency L&O duties entrusted by DPC, conducted IMG courses, Reorientation of classes, District Nodal Officer of Sudents Police Cadets, Janamaithri Police, etc;	NIL
2	DySP, Special Branch, Kollam Rural.	Nodal Officer to District Passport Cell, National level disaster management, District control room, Press/Media etc;	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 foreigners in connection with registration/stay /visit etc;; Enquiry of superior officer's petition, Eradication of corruption.	NIL
3	DySP, Crime Branch, Kollam Rural	Major L&O duties, Special duties assigned by DPC, Petition enquiry, further investigation of other cases entrusted by DPC ie, 85 BNS & 80 BNS etc..	Investigation of custodial death cases, sensational cases entrusted by DPC, 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.	NIL
4	DySP DCRB, Kollam rural	Supervision of DCRB works, preparation of LAI question replies, Emergency L&O duties entrusted by DPC.	Investigation of Crime Cases entrusted by DPC. Enquiry of petitions, Enquiry of PRs, Supervision of collection of crime details using DCRB staffs, Emergency L&O duties entrusted by DPC conducted IMG courses, Reorientation of classes etc;	NIL
5	DySP,Kottarakara	Supervision of Grave Crime reports of grave crime reports ,Supervision of L & O incidents. Supervision of ISHOs Kadakkal, Chithra, Kunnikode, Chadayamangalam, Pooyappalli and Ezhukone.	All major L & O issues has to be supervised .Grave Crimes in sub division should be scrutinized. Reports to DPC timely etc.	NIL

6	DySP,Sasthamcotta	Supervision of Grave Crime reports of grave crime reports ,Supervision of L & O incidents. Supervision of ISHOs Sooranad, Kundara, East Kallada and Puthoor	All major L & O issues has to be supervised .Grave Crimes in sub division should be scrutinized. Reports to DPC timely etc.	NIL
7	DySP,Punalur	Supervision of Grave Crime reports of grave crime reports , Supervision of L & O incidents. Supervision of ISHOs Anchal, Kulathoopuzha, Pathanapuram,Thenmala, Achankovil and Yerror.	All major L & O issues has to be supervised .Grave Crimes in sub division should be scrutinized. Reports to DPC timely etc.	NIL
8	Inspectors of Police	Station House Officer of Police Station. All L& O issues in the jurisdiction of concerned police station. State Public Information Officer of Concerned Police Station.	All L& O issues in the jurisdiction of concerned Police station. Enquiry of Crime Cases and supervision of Crime Cases which are enquiring by other subordinate Officers. Report against police personnel to DySP/DPC. Enquiry of Disciplinary Procedures initiated by DPC or other Superior Officers.	NIL
9	IoP, Women Cell	District Women Cell, Kollam Rural	Supervision of Women Cell, Enquiry of petitions relating harassment against women.	NIL

True Copy Attached

21-8-25
State Public Information Officer RTI ACT - 2005
& Additional Superintendent of Police
District Police Office, Kollam Rural.