

1.Functions & Duties of Officers

Name of Unit : Kollam rural

Year & Quarter:

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 City, Emergency L&O duties entrusted by DPC, Penal duties entrusted by DPCetc;	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;	
2	DYSP Special Branch, Kollam Rural.	Kollam Rural 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 foreigners in connection with registration/stay /visit etc;, Enquiry of superior officer's petition, Eradication of corruption.	
3	DYSP C Branch, Kollam Rural	Kollam Rural 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 Student Police cadet, Janamaithry Police etc.	
4	DYSP DCRB, Kollam rural	Kollam Rural District. 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;	
5	DYSP,Kottarakara	Supervision of Grave Crime reports of grave crime reports,Supervision of L & O incidents,Supervision of ISHOs Kadakkal,Chithra,Kunnikode,Chadaya mangalam,Pooyappalli,Ezhukone.	All major L & O issues has to be supervised. Grave Crimes in sub division should be scutanized.Reports to DPC timely etc.	
6	DYSP,Sasthamcottta	Supervision of Grave Crime reports of grave crime reports,Supervision of L & O incidents,Supervision of ISHOs Sooranad,Kundara,West Kallada,Puthoor,Cyber PS,W cell.	All major L & O issues has to be supervised. Grave Crimes in sub division should be scutanized.Reports to DPC timely etc.	
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,Yerror.	All major L & O issues has to be supervised .Grave Crimes in sub division should be scutanized.Reports to DPC timely etc.	
8	Inspectors of Police	Station House Officer of Police Station.All L& O issues in the jurisdiction of concerned police station.State Public Infor mation Officer of Concerned Police Station.	All L& O issues in the jurisdiction of concerned police station.Enquiry of Crime Cses and super vision 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.	
9	Women CI	District Women Cell, Kollam Rural	Supervision of Women Cell, Enquiry of petitions relating harassment against women.	