1.Functions & Duties of Officers

SI. No Name of Post (Administrative, Financial & Others) Punctions and distics of the Officer / Employees Any Other Internation 1 Addi.SP, Rural Supervision of office work in DPO, Rural Supervision of office work in DPO, Rural Investigation of Chine Cases entrusted by PCF, Kollam, Enguny of petitions, Enguny ethnicated by DPCF, Penal ducies Investigation of Chine Cases entrusted by PCF, Molan, Enguny of petitions, Enguny ethnicated by DPCF, Penal ducies Investigation of Chine Cases entrusted by PCF, Conducted Mice Cases, Relearchanton of datases etc. 2 DYSP Special Branch, Kollam Rural Nodal Officer to District Passport Coll, National Investigation of custodia and collection of Intelligence using St Edit, Verification of supervision and collection of Intelligence using St Edit, Verification of supervision and collection of an expension spectricty to VPF/VIPS during their visits, verification of corruption. 3 DYSP C Branch, Kollan Major L& Outles, Special duties estruction of text special dubies, Special duties estruction of Chine Cases, sensational cases entrusted by DCP, Dettilion Topany, DT and Non OT against dificatia and mark Supervision of Iobine rations entrusted by DCP, Dettilion Topany, DT and Non OT against dificatia and mark Supervision of Iobine rations entrusted by DCF, Dettilion Topany, DT and Non OT against dificatia and mark Supervision of Iobine rations entrusted by DCF. 4 DYSP C Branch, Kollan Function of Grave Crime reports of grave crime reports. Supervision of Grave Crime reports of grave crime reports. Supervision of Grave Crime reports of grave crime reports. Supervision of Grave Crime report		Name of Unit : Kollam rural		Year & Quarter:	
1 (Administration), Kollam Rural Kollam City, Emergency (& d) duties entrusted by CP, cond duties entrusted by CP, conducted fMG courses, Reorientation of classes etc; 2 DYSP Special Branch, Kollam Rural Nodai Officer to District Passport Cat, National level disaster management, District control room, Press/Media etc entrusted by CP, end duties entrusted by CP, end duties Verification of characters and anticedents on passport application, supervision and collection of intelligence using SB staff, verification of superclose activities of foreigners, security to VPS/VPS during their visits, erefication of corruption. 3 DYSP Special Branch, Kollam Rural Nodai Officer to District Passport Cat, National level disaster management, District control room, Press/Media etc entrusted by CP, Pettion Enquity, OE and Noome Catl, Cyber Citrue in the sector of the sector of the sector of the sector entrusted by CP, Pettion Enquity, OE and Noome Catl, Cyber Citrue PS, Night parto Indexing, annual Inspection of District Modal officer of Student Police cade, Janamathry Police etc. 4 DYSP DCRB, Kollam Rural Supervision of Grave Crime reports of grave crime reports, supervision of Lick Berger Vision of Lick Pettion, Engraver (Lick Quetter), sector of sector of student Police cade, Janamathry Police etc. 5 DYSP, Kotarakara Supervision of Grave Crime reports of grave crime reports, supervision of Lick Quetters, supervision of Lick Quetters, Engraver (Lick Quetter), sector of discore Crimes in sub division should be scutanized. Reports to DPC conducted IMG courses, Reorientation of ciases etc; 6 DYSP, Sastharmotta Supervision of Grave Crime repor	Sl. No	Name of Post		Functions and duties of the Officer / Employees	
2 DYSP Special Branch, Kollam Rural. Nodal Officer to District Passport Cell National level disaster management, District control norm, Press/Media etc. Application, supervision and collection of Intelligence using SB security to UPR/VMP during their visits, verification of foreigners in connection with registration, for display to the pression of Superior officer's petition. End/cation of corruption. 3 DYSP C Branch, Kollam Rural Major L&O dules, Special dules assigned by CP, Petition equity, further investigation of orus collad death cases, sensational cases entrusted by CP, Petition equity, further investigation of orus collad death cases, sensational cases entrusted by CP, Petition equity, Cint Mon DE against officials and men, Supervision of District Women Cell, Clyber critice of subdem of District Women Cell. Clyber critice of subdem of District Women Cell. Clyber critice of Student Police cadet, Janamaithry Police etc. 4 DYSP DCRB, Kollam rural Supervision of Craw Crime reports of grave crime reports, Supervision of L& Collaction of crime cerime reports Supervision of L& Collaction of Grave Crime reports of grave crime reports, Supervision of L& O Incidents, Supervision of SHOS Kadakal, Chithra, Kunikode, Chadaya Press Coincer Agentary and SHO Socorand& Kundary, West Kaldad, Puthor, Cyber PS; We cell. All major L & O Issues has to be supervised. Grave Crime s 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 SHOS Socorand& Kundary, Supervision of L& O Inc	1	(Administration), Kollam	Kollam City, Emergency L&O duties entrusted by DPC, Penal duties	of petitions, Enquiry of PRs, Supervision of collection of crime details using DCRB staffs, Emergency L&O duties entrusted by	
2 DYSP Special Branch, Kollam Rural. Nodal Officer to District Passport Cell Supervision and collection of Intelligence using SB start, <i>Merification of Supervision activities of foreigners</i> . Security to VIPS/VVPS during their visits, verification of computers in connection with registration/stary/visit etc.; Enquiry of superior officer's petition, Eradication of computers in connection with registration/stary/visit etc.; Enquiry of superior officer's petition, Eradication of Computers. 3 DYSP C Branch, Kollam Rural 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 District. 4 DYSP DCRB, Kollam rural Supervision of DCRB works, preparation of CRB works, preparation of Grave Crime reports of grave crime reports, Supervision of District. Investigation of Crime Cases entrusted by DPC. Enquiry of petitions, Enquiry of RB, Supervision of Classe etc.; 5 DYSP, Kottarakar Supervision of Grave Crime reports of grave crime reports, Supervision of SHOS & Cadakula, Chittar, Aurunikode, Chadaya mangalam, Pooryappall, Ethwane. All major L & O issues has to be supervised. Grave Crimes in sub division should be scutanized. Reports to DPC timely etc. 7 DYSP, Sp. Punalur Supervision of Grave Crime reports of grave crime reports, Supervision of LSHO & O incidents, Supervision of LSH			Kollam Rural	Verification of characters and anticedents on passport	
3 DYSP C Branch, Kollam Rural Major L&O duties, Special duties assigned by CP, Petition enquity, further investigation of other cases entrusted by CP, Petition Enquity, OF Petition 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 DCB8, Kollam rural Kollam Rural District. Investigation of Crime Cases entrusted by DPC. Enquity of petitions, Enquiry of PRS, Supervision of collection of crime details using DCBR Bataffs, Emergency, U&O duties entrusted by DPC. 5 DYSP, Kottarakara Supervision of Grave Crime reports, grave crime reports, Supervision of 15HOS Kadakka(Lhthra, Kumikoe, Chadaya mangalam, Poovpapalii, Ezhukone. All major L & O issues has to be supervised. Grave Crime reports of grave crime reports, Supervision of ISHOS Sooranad, Kundara, West Kallada Puthor, Cyber PS, Vell. 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 Supervision of Grave Crime reports of grave crime reports, Supervision of L Subervision of Grave Crime reports of grave crime reports, Supervision of L Subervision should be scutanized.Reports to DPC timely etc. 7 DYSP, Punalur Supervision of Grave Crime reports of grave crime reports, Supervision of L Subervision should be scutanized.Reports to DPC timely etc. 8 Inspectors of Police Station Allu & O issues in the jurisdiction of concerered police station.Stat	2		National level disaster management,	application, supervision and collection of intelligence using SB staff, verification of suspecious 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	
3 DYSP C Branch, Kollam Major L& O duties, Special duties assigned by CP, Pettition enquity, CE and Non DC against. officials and men, Supervision of District Women Cell, Cyber Crime PS, Night patrol checking, annual inspection of police stations entrusted by DC Pettion Enquity, Police actes. Entrusted by DC Pettion Enquity, Police actes. Supervision of DCRB works, preparation of LAI question replies, preparation of CRB surks, preparation of Grave Crime reports of grave crime reports, Supervision of LA Question replies, Supervision of CRB surks, preparation of Grave Crime reports, Supervision of LAI Question replies, Supervision of CRB surks, preparation of Grave Crime reports, Supervision of L& Quites 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& Quites entrusted by DPC timely etc. All major L & Q issues has to be supervised. Grave Crimes in sub division should be scutanized. Reports to DPC timely etc. 6 DYSP,Sasthamcotta Supervision of Grave Crime reports of grave crime reports, Supervision of L& Quites entrusted by CP. Prevision for Crime Cases and Supervision of L& Quites entrusted Supervision of SNOS scondard, Kundraz, West All major L & Q issues has to be supervised. Grave Crimes in sub division should be scutanized. Reports to DPC timely etc. 7 DYSP,Sasthamcotta Supervision of Grave Crime reports of grave Crime reports Supervision of L SNO ancha/Kulathoopuzha,Pathanapuram, Thermala, Achankovil,Yerror. All major L & Q issues has to be supervised. Grave Crimes in sub division should be			Kollam Rural District.	Investigation of custodial death cases sensational cases	
4 DYSP DCR8, Kollam rural Supervision of DCR8 works, preparation of LAI question replies, Emergency L&O duties entrusted by DPC. Investigation of PRs, Supervision of collection of crime details using DCR 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,Sasthamcotta 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 SHOS Nachad,KulathoogutA,Pathanaguram, 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.State Public Infor mation Officer of Concerned police 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 ipurisdiction of forme Cases which are enquiring by other subordinate Officers. 8 Ins	3		assigned by CP, Petition enquiry, further investigation of other cases entrusted by CP ie, 498(A) and 304(B)	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	
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5 DYSP,Kottarakara grave crime reports,Supervision of LNOs Kadakkal,Chithra,Kunnikode,Chadaya mangalam,PooyapaBli,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,Sasthamcotta Supervision of Grave Crime reports,Supervision of LNOs 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, Supervision of LNOs 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, Supervision of LNOs O incidents,Supervision of ISHOS Antchal,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.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 Drime Cases and super vision of Crime Cases which are enquiring by other subportinate Officers.Report against police personnel to DYSP/DPC.Enquiry of Disciplinary Procedures initiated by DPC or other Superior Officers. 9 Women Cli District Women Cell Kollam Rural Supervision of Women Cell, Enquiry of petitions relating </td <td>preparation of LAI question replies, Emergency L&O duties entrusted by</td> <td></td>			preparation of LAI question replies, Emergency L&O duties entrusted by		
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9 Women Classifict Women Cell Kollam Rural	8	Inspectors of Police	Station.All L& O issues in the jurisdiction of concerned police station.State Public Infor mation	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	
	9	Women Cl	District Women Cell, Kollam Rural		