

Particulars of Functions and Details of Pathanamthitta

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

Name of unit Pathanamthitta					
Sl. No.	Name of Post Sanctioned	Number of Post at present	Jurisdiction & Powers (Administration financial & others)	Functions and duties of the officer/employee	Any other information
1	DPC	1	Pathanamthitta district Supervision of L&O and investigation of Grave Crimes. DPC, Pathanamthitta is also the foreigners registration officer	Supervision of office Administration work at District Police Office, Pathanamthitta. Inspection/visiting of DYSP, 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	Add.SP	1	Pathanamthitta district Supervision of office work in DPO, Pathanamthitta, 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, Pathanamthitta City, Night patrol checking and emergency L&O duties.	
3	DySP	5 (SDPOs)	Supervision of Grave crimes and preparation of grave crime reports, L&O duties, Police station visits, Investigation of sensational crimes, SC/ST(PA) Act cases, 304(B) IPC cases, etc; Jurisdictions are Pathanamthitta, Thiruvalla, Adoor or Ranni, Konni Sub divisions.	Supervision of L&O incidents, Grave crimes in Sub divisions concerned. Police station/Circle office visits, L&O duties, Enquiry of personal enquiry petitions and enquiry of petitions received directly, preparation of confidential reports of CIs in the sub divisions, Investigation of sensational cases etc;	
3	Asst.Commandant	1	AR Camp Pathanamthitta	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;	
	DYSP Special Branch Pathanamthitta	1	Pathanamthitta district Nodal Officer to District Passport Cell, Central Monitoring System, job verifications, PCC, KAPA Nodal officer 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.	
	DYSP District Crime Branch, Pathanamthitta	1	Pathanamthitta district Major L&O duties, Special duties assigned by DPC, Petition enquiry, further investigation of other cases entrusted by DPC ie, 498(A) and 304(B) etc;	Investigation of custodial death cases, sensational cases entrusted by DPC, Janamaythri, Nodal officer of SJPU, Anti Human trafficking, operation Kuberaetc. Supervision of District Women Cell etc	
	DYSP DCRB Pathanamthitta	1	Pathanamthitta district Supervision of DCRB works, preparation of LAI question replies, Emergency L&O duties entrusted by DPC.	Investigation of Crime Cases entrusted by DPC, CCTNS, Enquiry of SC/ST cases, Nodal officer of Child friendly PS, CAP, POCSO cases, GIS crime mapping, online class/conference monitoring etc;	
	DYSP Narcotic cell Pathanamthitta	1	Pathanamthitta district Supervision of narcotic works, Traffic related matters Emergency L&O duties entrusted by DPC.	Investigation of Crime Cases entrusted by DPC, SPC Project, Nodal officer of HOPE, CHIRI, HIGHWAY POLICE, Road safety, School Protection Group, National Trust Petitions, DANSAF etc;	
4	CI	23	SHOs of Police Stations in the district, Investigation of Crime cases etc;	Investigation of cases entrusted by superior officers, oral/Non-OE enquiry against police personnel, Enquiry of PRs, Law and order duties etc;	
5	RI	0	Pathanamthitta district, 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, Pathanamthitta	

6	CI W Cell	1	District Women Cell, Pathanamthitta	Supervision of Women Cell, Enquiry of petitions relating harassment against women.	
7	WCI-PS	1	SHO of Women Police Station in Pathanamthitta district, Investigation of Crime cases etc;	Investigation of cases entrusted by superior officers, oral/Non-OE enquiry against police personnel, Enquiry of PRs ,Law and order duties etc;	
8	SI Local	64	SIs are working in 23 Police stations functioning in Pathanamthitta with direct supervision of Station House Officer.	L&O duties, Investigation of crime cases, police bandobust duties, Night patrolling duties etc;	
9	RSI	4	AR Camp Pathanamthitta	Doing AR Camp office work & other works entrusted by DC/AC/RI of AR Camp, Pathanamthitta.	
10	Driver SI	1	AR Camp Pathanamthitta	Officer in charge of Departmental vehicles	
11	WSI	4	District Women Cell and Vanitha PS, Pathanamthitta	Enquiry of petitions relating harassment against women, Traffic control duty etc;	
12	ASI Local	46	With in the jurisdiction of 23 police stations in Pathanamthitta	L&O duties, Investigation of crime cases etc;	
13	AR ASI	8	AR Camp Pathanamthitta	Doing AR Camp office work, L&O duties entrusted by RI/RSI of AR Camp, Pathanamthitta	
14	Driver ASI	1	AR Camp Pathanamthitta	Asst.Officer in charge of Departmental vehicles	
15	HC Local	210	Within the jurisdiction of 23 police stations in Pathanamthitta district	Traffic duties, L&O duties, sentry duties etc; assigned by SHOs & CIs	
16	HC AR	34	AR Camp Pathanamthitta	Doing AR Camp office work, L&O duties entrusted by RI/RSI of AR Camp, Pathanamthitta	
17	WHC	8	Within the jurisdiction of 23 police stations in Pathanamthitta district & Women cell Pathanamthitta	Traffic duties, L&O duties, sentry duties etc; assigned by SHOs & CIs	
18	Driver HC	2	AR Camp Pathanamthitta	Drivers in the Departmental vehicles.	
19	PC Local	748	Within the jurisdiction of 23 police stations and DHQ Reserve,Pathanamthitta	L&O duties, Guard duties, Police protection duties, Night patrolling duties etc; entrusted by SHOs concerned.	
20	AR PC - Closed AR	70	District Police office Pathanamthitta	L&O duties, Guard duties, Police protection duties, Night patrolling duties etc	
21	Dvr PC	66	AR Camp Pathanamthitta	Drivers in the Departmental vehicles.	
22	WPC	60	Within the jurisdiction of 23 police stations and DHQ Reserve,Pathanamthitta	Traffic duties, L&O duties, sentry duties etc; assigned by SHOs & CIs	
23	Armourer ASI	1	AR Camp Pathanamthitta	Officer in charge of Arms, AR Camp, Pathanamthitta	
24	Armourer HC	2	AR Camp Pathanamthitta	Armours, AR Camp, Pathanamthitta	
25	Armourer PC	1	AR Camp Pathanamthitta	Armours, AR Camp, Pathanamthitta	
26	Bugler	1	AR Camp Pathanamthitta	Bugler at AR Camp,Pathanamthitta	
27	Electrician PC	1	AR Camp Pathanamthitta	Bugler at AR Camp, Pathanamthitta	
28	Painter	1	AR Camp Pathanamthitta	Painter at AR Camp, Pathanamthitta	
29	Carpenter PC	1	AR Camp Pathanamthitta	Carpenter at AR Camp, Pathanamthitta	
30	Mechanic /Fitter PC	1	AR Camp Pathanamthitta	Mechanic at AR Camp, Pathanamthitta	
31	AA/AO	1	District Police office Pathanamthitta	Officer in charge of District Police Office, Pathanamthitta ,Supervision of Bill Branch and Accounts Branch	
32	Manager	1	District Police office Pathanamthitta	Supervision of Medical reimbursment , Pension branch, marking of tapals etc;	
33	JS	4	District Police office Pathanamthitta	Direct supervision of Establishment Branch,Branch handling PR , Budget,Purchase etc. , General branch and Bill Branch, at DPO,Pathanamthitta	
34	SA	1	District Police office Pathanamthitta	Distribution of Store articles.	
35	Cashier	1	District Police office Pathanamthitta	Distribution of Govt. moneys.	
36	UDC/LDC	25	District Police office Pathanamthitta	Doing various clerical works in DPO, Pathanamthitta	

37	CA	3	District Police office Pathanamthitta,DYSP PTA and DYSP Thiruvalla	Doing office work at DPC's office,O/O ,DYSP Thiruvalla, DYSP Pathanamthitta	
38	FCS	1	District Police office Pathanamthitta	Supervision of Typing work.	
39	SGT/UDT/LDT	5	District Police office Pathanamthitta	Doing typing work at DPO, Pathanamthitta	
40	Attender	1	District Police office Pathanamthitta	Assisting Store keeper	
41	Office Attendant	4	District Police office Pathanamthitta	Assisting Office work	
42	Scientific Officer	4	District Police office Pathanamthitta	Scientific ananlisis of cases etc	
43	Photographer	1	District Police office Pathanamthitta	Taking photographs for Police Department	
44	CF	5	AR Camp Pathanamthitta	Various works in AR Camp(cooking,washing cleaning etc.)	
45	PTS	30	Dist. Police Office and various police stations	Doing cleaning works.	
46	LDC Supernumerary	4	District Police office Pathanamthitta	Doing various clerical works in DPO, Pathanamthitta	