

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<br>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<br>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<br>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<br>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<br>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<br>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,<br>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  |                       |

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| 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  |  |

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