

POLICE



DEPARTMENT

No.A 1-1/2018/TC

City Police Office,
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04712320579
Dated.07-02-2018

Office Order No : 3/2018 TC

Sub : Police Estt - Ministerial estt : Police Estt - Creation of seats and re allocation of works in CPO,Thiruvananthapuram - orders issued.

Ref : This Office Order No.4/2017 TC dated 26-07-2017

At present the subjects of maintenance of Service Books, sanctioning of leave, sanctioning of periodical increments/higher grades and fixation of pay on promotion etc. are being done in seats of two branches in District Police Office, Thiruvananthapuram City. All the seats regularly need service books of police personnel and officers. Distribution of service books among the seats is a full time job to three seats. Non availability of SB in the concerned sections will cause delay in sanctioning increments/higher grades and sanctioning of leave. In order to overcome this situation all the above subjects are brought into a single branch under JS-II and the works allotted to the seats are reassigned as follows. For the re-organisation of the branches, A4, A5 and A8 sections now under the supervision of JS-I are allotted to JS-II while A7 and A15 sections are transferred to the supervision of JS I from JS-II. In addition to this A2(a) section, which was abolished as per this office order No. 4/17/TC is reconstituted, under JS-1 for dealing the works related to issue of smart card and ID cards as per Executive Directive No 01/2017 dated 04-02-2017.

Five clerks were attached to bill branch in addition to six clerks posted in sections as assistants. They have no independent charge and responsibilities. This seems unfair and causes difficulties in the bill branch. In order to assign independent charge to the clerks attached as assistants in bill branch the number of sections in that branch is enhanced to 10 from existing 6 and the works allotted to the sections are redistributed as follows. For streamlining the team work of preparation of pay bills etc, JS 6 will make necessary arrangements among the sections during the absence of a seat clerk.

In petition branch also a new seat is created viz G7(a) for handling the petitions received from CM's office and KLA committee.

Sl No.	Section	Subject	Units	Supervision by
1	A7	Pension (Local)		JS-1/Manager
2	A 15	Pension (AR/ministerial/PTS/CF etc)benefits of deceased employees		JS-1/Manager
3	A2(a)	Smart card/ID card to all personnel / staff including retired		JS-1/AA
4	G7(a)	Petitions from CM office, KLA		JS-1V / DCP Admn.



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5	A4	Maintenance of SB sanctioning of periodical increment, fixation of pay, TBHG, verificatio of Service Books, sanctioning of all kinds of leave and all correspondance related to the subjects.	NGOs in Fort subdivision	JS-II /AA
6	A5	-do-	NGOs in Cantonment Sub Division.	JS-II /AA
7	A8	-do-	Traffic & Spl.units	JS-II /AA
8	A10	-do-	C/Room, Poonthura/Valiyathura	JS-II /AA
9	A11	-do-	Cyber city Sub Division,Vanchiyoor, Pettah, Coastal , Vizhinjam Detachment	JS-II / AA
10	A12	-do-	All gazetted officers, ministerial, DHQ local and personnel on deputation	JS-II/AA
11	A13	-do-	AR Coys, HQ (including Dog Squad),A,AA,B	Js-II/AA
12	A14	-do-	C,D,E Coys and PTSS	JS-II/AA
13	A16	-do-	F,G,H coys, Band & Police Hospital	Js-II/AA
14	A17	-do-	MP unit, Driver and CF(337)	JS-II/AA
15	F1	Preparation of pay bill,pay arrear, income tax, pending salary, uniform allowance, suspense allowance, due drawn statement, merging of DA to GPF, Form 16 etc. All correspondence relating the above subjects.	Nemom Karamana Thampanoor Kovalam Vizhinjam Ministerial	JSVI / AO
16	F1(a)	-do-	Traffic Special Branch DCRB Vanitha Cell Vanitha PS Narcotic Cell	JSVI / AO
			Cantonment Museum	



17	F3	-do-	Poojappura Peroorkada Mannanthala Vattiyurkavu	JSVI / AO
18	F3(a)	-do-	Control Room DHQ (Local and personal on deputation) Fort Valiyathura	JSVI / AO
19	F4	-do-	Gazetted Officers A Coy, AA Coy, B Coy	JSVI / AO
20	F4(a)	-do-	C Coy, D Coy, E Coy, F Coy	JSVI / AO
21	F5	-do-	G Coy, H Coy, HQ Coy, BB Coy, Dog Squad	JSVI / AO
22	F5(a)	-do-	Hospital, Mounted Drivers, CF	JSVI / AO
23	F6	-do-	Kazhakkuttam, Sreekaryam, Medical College, Vizhinjam Coastal, Crime Detachment, Pettah	JSVI / AO
24	F6(a)	-do-	Thiruvallam, Cybercell, Poonthura, Thumba, Vizhinjam Detachment, Vanchiyoor	JSVI / AO

All the section clerks, including those who will post in the newly created and existing sections will deal the subjects allotted to that sections are directed to hand over/take over the existing Service Books / files / pending tapals if any and connected records, of the dealing subject to / from the sections on proper handing over list as detailed in the work distribution as above. The order will take effect from 14 02 2018. IP Tele (DCMU) will make necessary arrangements in providing computer and peripheral in the office to implement this order. The Administrator iAPS will make necessary changes in the work distribution in iAPS on 14.2.2018 itself.



P Prakash IPS
Commissioner of Police

To : All Staff in CPO, Thiruvananthapuram
Copy To : DCP L&O/Admn for information.
CA to CP for information.
IP Tele (DCMU) for necessary action.



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Administrator iAPS for necessary action.
Proceedings File.



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