

## Quarter I 2024

### Particulars of functions and details of each unit / office

#### Name of Unit: Thiruvananthapuram City

Name of post sanctioned	Jurisdiction & Powers (Administrative, Financial & Others)	Function and duties of the Officer / employee	Any Other Information
District Police Chief	Administrative / Magisterial		IG Rank
Dy.Commissioners of Police	Administrative / Financial		SP Rank
Commandant	Administrative		City AR
Asst. Commissioner	The entire area of Cantonment, Museum Poojappura, Peroorkada, Mannanthala & Vattiyookavu PS Limits. To control the whole Law & Order problems & to supervise the duties of the subordinates		Cantonment
Asst. Commissioner	The entire area of Fort, Vizhinjam, Kovalam, Thiruvallam, Nemom, Karamana & Thampanoor PS Limits. To control the whole Law & Order problems & to supervise the duties of the subordinates		Fort
Asst. Commissioner	The entire area of Poonthura, Valiyathura, Pettah & Vanchiyoor PS Limits. To control the whole Law & Order problems & to supervise the duties of the subordinates		Sanghumughom
Asst. Commissioner	The entire area of Sreekaryam, thumba, Medical college, Kazhakuttom. To control the whole Law & Order problems & to supervise the duties of the subordinates		Cyber City Kazhakuttam
Asst. Commissioner	Traffic Supervision		Traffic North
Asst. Commissioner	Traffic Supervision		Traffic South
Asst. Commissioner		VIP Bandabust duty, Escort duty, Pilot duty and detect all offence and inform to concerned Police Stations.	Control Room
Asst. Commissioner		Collection and dissemination of intelligence , preparation of Bandabust Schemes for all major Law and Order issues, PR enquiry, Petition enquiry and other duties entrusted by CP	Special Branch

Asst. Commissioner		Narcotic Cell collects intelligence on Narcotic Drugs and Psychotropic Substances (NDPS) and pass it on to concerned police stations according to the gravity of cases. Monitoring and Supervising cases registered under NDPS Act is also done by this wing. Abkari raids are being conducted by Narcotic Cell on information. In addition to this it acts as Nodal office for Janamithry Suraksha Project, Senior Citizen Help Desk, Clean Campus Safe Campus and School Protection Group (SPG).	Narcotic Cell
Asst. Commissioner		Crime Investigation, conducting Departmental Enquiries, Petition Enquiry, Supervision of Vanitha Cell	Crime Detachment
Asst. Commissioner		Collection and dissemination of Crime Data, Monitoring and Supervising of Crime investigation in the District and PR enquiry.	DCRB
SHO	The entire area comprising of Cantonment Police Station Limits	Crime Investigation, Law and Order duty, Supervise of Police work, Control subordinates, Enquiries conducting, Visiting villages, P R enquiry and Checking Guards etc.	Cantonment

SHO	The entire area comprising of Poojappura Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Poojappura
SHO	The entire area comprising of Museum Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Museum
SHO	The entire area comprising of Vattiyoorkavu Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Vattiyoorkavu
SHO	The entire area comprising of Mannanthala Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Mannanthala
SHO	The entire area comprising of Peroorkada Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Peroorkada
SHO	The entire area comprising of Vanchiyoorkavu Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Vanchiyoorkavu

SHO	The entire area comprising of Pettah Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Pettah
SHO	The entire area comprising of Valiyathura Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Valiyathura
SHO	The entire area comprising of Poonthura Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Poonthura
SHO	The entire area comprising of Medical College Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Medical College
SHO	The entire area comprising of Kazhakkootam Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Kazhakkootam
SHO	The entire area comprising of Sreekaryam Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Sreekaryam

SHO	The entire area comprising of Thumba Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Thumba
SHO	The entire area comprising of Fort Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Fort
SHO	The entire area comprising of Vizhinjam Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Vizhinjam
SHO	The entire area comprising of Kovalam Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Kovalam
SHO	The entire area comprising of Thiruvallam Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Thiruvallam
SHO	The entire area comprising of Nemo Police Station Limits	Crime Investigation, Law and Order duty , Supervise of Police work, Control subordinates, Enquiries conducting , Visiting villages, P R enquiry and Checking Guards etc.	Nemo

SHO	The entire area comprising of Thambanoor Police Station Limits	Crime Investigation, Law and Order duty, Supervise of Police work, Control subordinates, Enquiries conducting, Visiting villages, P R enquiry and Checking Guards etc.	Thambanoor
SHO	The entire area comprising of Karamana Police Station Limits	Crime Investigation, Law and Order duty, Supervise of Police work, Control subordinates, Enquiries conducting, Visiting villages, P R enquiry and Checking Guards etc.	Karamana

<b>Name of post sanctioned</b>	<b>Jurisdiction &amp; Powers (Administrative, Financial &amp; Others)</b>	<b>Function and duties of the Officer / employee</b>	<b>Any Other Information</b>
Sub Inspectors			General Executive
Reserve Sub Inspectors			City AR
Vanitha Sub Inspectors			General Executive
Asst. Sub Inspectors			General Executive
RASIs			City AR
Grade Asst. Sub Inspectors			General Executive
Head Constables			General Executive
Head Constables			City AR
Vanitha Head Constable			General Executive
Constable			Local
Constable			City AR
Vanitha Constable			Local
Senior Adm. Assistant	Administrative		City Police Office
Manager	Administrative		City Police Office
Senior Superintendent	Administrative, Financial		City Police Office
Junior Superintendent	Supervision of Clerical Staff		City Police Office
Cashier	Financial		City Police Office
Head Clerk	Financial, Supervision of Clerical Staff		City Police Office
Upper Division Clerks	Clerical		City Police Office
Lower Division Clerks	Clerical		City Police Office
Office Attendant	Assisting the Office Staff		City Police Office
Fair Copy Superintendent	Supervision of FC Staff		City Police Office
Confidential Assistant	Assist IGP & DCP		City Police Office
UD Typist	Fair copy		City Police Office
LD Typist	Fair copy		City Police Office
Photographer	Photography unit		City Police Office
CFs			AR Camp/Mounted