

**PARTICULARS OF FUNCTION AND DETAILS OF EACH UNIT OFFICE 4(1)(b)/1 & 2**

Name of Unit: Kozhikode Rural				Quarter III- 2022
SL NO	Name of Post Sanctioned	Jurisdiction and powers (Administrative, Financial & Others)	Functions and duties of the Officer/Employee	Any Other Information
1	DPC	Kozhikode Rural District	Maintenance of Law and order Supervision and Administration maintenance of Law and Order	
2	Sub Divisional DySP	Vatakara Sub Division ,Thamarassery Sub Division, Perambra Sub Division and Nadapuram Sub Division	Supervision of Crime work and Crime investigation	
3	DySP(C/R)	Nadapuram Control Room	Deployment of Manpower &Monitoring of mobilepatrols System	
4	Addl.SP (Admn)	Kozhikode Rural District	Assisting the District Police Chief in the Administration of District Police office, Kozhikode rural	
5	DySP (C-Branch)	Kozhikode Rural District	Investigation and Supervision of Passport Cases, supervision of Women Cell	
6	DySP (NC)	Kozhikode Rural District	Collection of Intelligence and detection of NDPS and Abkari Act Cases	
7	DySP (SB)	Kozhikode Rural District	Intelligence Collection and Passport Verification	
8	DySP (DCRB)	Kozhikode Rural District	Supervision of Crime work and maintenance of Crime Records	
9	ACAR	DHQ, Kozhikode Rural District	Maintenance of Discipline AR Personnel, Maintenance of Motor Transport, Arms and Ammunition	
10	IP	Their Respective Station/Unit Limit	Maintenance of Low and order Supervision of Crime works and grave Crime Investigation	
11	WCI	Women Cell,Kozhikode Rural District	Enquiry of petitions filed by womens, Children. Supervision of Investigation of Crimes in Women Victim Cases.	
12	RI	DHQ, Kozhikode Rural District	Assisting AC AR in maintenance of displine of AR Personnel	
13	SI (KCP)	Their Respective Station/Unit Limit	Maintenance of Law and Order and Crime Works	
14	RSI	DHQ, Kozhikode Rural District	Assisting AC AR in maintenance of displine of AR Personnel	
15	Inspector MTO	DHQ, Kozhikode Rural District	Maintenance of Motor Transport Unit	
16	WSI	Their Respective Station/Unit Limit	Assisting WCI in maintenance of Crime Works	
17	ASI (KCP)	Their Respective Station/Unit Limit	Assisting SIs in maintenance of Law and Order and Crime Works	

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18	RASI	DHQ, Kozhikode Rural District	Assisting AC AR in maintenance of discipline of AR Personnel	
19	SCPO (KCP)	Their Respective Station/Unit Limit	Assisting SIs in maintenance of Law and Order and Crime Works	
20	AR HC	DHQ, Kozhikode Rural District	Guard and Law and Order Duty	
21	WSCPO	Their Respective Station/Unit Limit	Assisting SIs in maintenance of Law and Order and Crime Works	
22	Armourer ASI	Kozhikode Rural District	Maintenance of Arms and Ammunition	
23	Armourer HC	Kozhikode Rural District	Assisting in maintenance of Arms and Ammunition	
24	CPO (KCP)	Their Respective Station/Unit Limit	Assisting SIs in maintenance of Law and Order and Crime Works	
25	AR PC	DHQ, Kozhikode Rural District	Guard and Law and Order Duty	
26	PC, HC & ASI Driver	Kozhikode Rural District	Driving and Maintenance of Department Vehicle	
27	WCPOs	Their Respective Station/Unit Limit	Assisting SIs in maintenance of Law and Order and Crime Works especially for the matters related to Women	
28	Armourer PC	Kozhikode Rural District	Assisting in maintenance of Arms and Ammunition	
29	Fitter PC	Kozhikode Rural District	Maintenance of Vehicles	
30	Bugler PC	Kozhikode Rural District	Playing Bugle in Parade and Guard	
31	Tailor PC	Kozhikode Rural District	Department tailoring	
32	Scientific Officer	Kozhikode Rural District	Collection of scientific evidences	
33	Administrative Assistant	Kozhikode Rural District	Over all administration and financial supervision	
34	Manager	Kozhikode Rural District	Over all supervision of Office	
35	JS	Kozhikode Rural District	Supervision of Sections	
36	Cashier	Kozhikode Rural District	Handling of cash and allied matters	
37	Head Clerk	Kozhikode Rural District	Supervision of Sections	
38	Store Accountant	Kozhikode Rural District	Handling of Store items	
39	Clerk/Senior Clerk	Kozhikode Rural District	Attending day to day works of sections allotted to them	
40	Clerk (SN)	Kozhikode Rural District	Attending day to day works of sections allotted to them	
41	CA	Kozhikode Rural District	Attending the confidential matters of SP	
42	FCS	Kozhikode Rural District	Supervision of Typist	
43	SGT/UDT/LDT	Kozhikode Rural District	Attending Typing Work	
44	Attender	Kozhikode Rural District	Assisting the work of Record Keeper	
45	OA	Kozhikode Rural District	Assisting office work	
46	Cook	Kozhikode Rural District	Preparing the food of AR personnel	
47	Barber	Kozhikode Rural District	Barber work	
48	Dhoby	Kozhikode Rural District	Washing work	
49	Sweeper	Kozhikode Rural District	Sweeping the office and camp premises	

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50	FTS	Kozhikode Rural District	Sweeping the office premises	
52	PTS	Kozhikode Rural District	Sweeping the office premises	