

1.FUNCTIONS & DUTIES OF OFFICERS

Name of Unit: Kozhikode Rural

Quarter I- 2024

| 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 | |
| 2 | Sub Divisional DySP | Vatakara Sub Division ,Thamarassery Sub | Supervision of Crime work and Crime investigation | |
| 3 | DySP(C/R) | Nadapuram Control Room | Deployment of Manpower &Monitoring of mobilepatrols | |
| 4 | Addl.SP (Admn) | Kozhikode Rural District | Assisting the District Police Chief in the | |
| 5 | DySP (C-Branch) | Kozhikode Rural District | Investigation and Supervision of Passport Cases, supervision of | |
| 6 | DySP (NC) | Kozhikode Rural District | Collection of Intelligence and detection of NDPS and Abkari | |
| 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 | |
| 10 | IP | Their Respective Station/Unit Limit | Maintenance of Law and order Supervision of Crime works | |
| 11 | WCI | Women Cell,Kozhikode Rural District | Enquiry of petitions filed by womens, Children. Supervision of | |
| 12 | RI | DHQ, Kozhikode Rural District | Assisting AC AR in maintenance of disipline 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 disipline 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 | |
| 18 | RASI | DHQ, Kozhikode Rural District | Assisting AC AR in maintenance of disipline of AR Personnel | |
| 19 | SCPO (KCP) | Their Respective Station/Unit Limit | Assisting SIs in maintenance of Law and Order and Crime | |
| 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 | |
| 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 | |
| 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 | |
| 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 confedential 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 | Assisitng 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 | |
| 50 | FTS | Kozhikode Rural District | Sweeping the office premises | |
| 52 | PTS | Kozhikode Rural District | Sweeping the office premises | |