

Particulars of Functions and Details of City Police Office , Kochi City				
Name of Post	Number of Post at Present		Functions and Duties of the Officer/employee	Jurisdiction & Powers (Administrative, Financial)
	Sanctioned	Existing		
DIG & CP	1	1		Administrative jurisdiction over the entire Police District of Kochi City. He can exercise all the powers of all the Police officers and ministerial staff of Kochi City . . Administrative & Financial Powers are attached separate and preventing of crimes in the District, also supervising and monitoring the official duties of all the employees working under him.
DCP (L&O)	2	2		Maintaining Law and Order and traffic related matters.
DCP (Admn)	1	1		Administrative jurisdiction is Confined to City Police Office, Kochi City .And Assisting the Commissioner of Police in the Administration
<u>City Police Office, Kochi City</u>		<u>City Police Office, Kochi City</u>		
Senior Administrative Assistant 1	1	City Police Office, Kochi City	Promotions, Transfers and Posting of General Executive between Kochi City and Ernakulam Rural and within Kochi City limits. Preparation of select lists, Maintenance of vacancy Register, Permanent, Establishment Register.OPs related to the works.	
			Promotions, Transfers and Posting of Ministerial. Same of AR men and officers between Kochi City and Ernakulam Rural and within Kochi City limits. Inter Unit Transfer of AR. Strength statement. Granting Authorisation to drive Department Vehicles. OPs related to works.	
			Inter District Transfer of Police Personnel -Refresher Courses and Allied Training. Departmental Tests. Miscellaneous Establishment. PSC Appointment and allied matters, OPs related to the works allotted to the section.Opening of Service Book	
			Issue of SMART ID cards, Home Guard related matters, Details of SC/ST, Updation of Service matters in SPARK & related matters, Issuance of NOC for new Job, Employment/service certificates CES appointment, Recruitment and allied matters.	
			Probation,Maintenance of Probation Register & watch on completion of Probation. Confirmation.Gradation Lists of entire Establishment. Preparation of Seniority list including City and Rural.Maintenance of Temporary Establishment Registers- Deputation of Police personnel -General correspondence related to the works allotted to the section including OPs. Maintenance of DO Book.	
			Updation of E-Service Book & E-Roll, Grade Designation of all Police personnel in Kochi City, Updation of Designation, General Number etc. in SPARK in consequent to Promotion, Grade Designation & Battalion to KCP Transfer.	
			Maintenance of Service Books and Annual Verification in respect of all Officers, SCPOs (KCP),WSCPDs/WCPDs, Drivers, Technical Staff, AR HCs, Civil Police Officers (Both KCP & DHQ including closed AR), Ministerial Staff and CFs. Quinquennial attestation of Service Books.	
			Pay fixation, Increment, Higher Grade, Special Grade & Connected matters of all categories of General Executive wing (local) except Officers. General correspondence related to increments, Higher Grade & Pay fixation including OPs related to the works allotted to the section.	
			Leave, Surrender of all categories of Local Police	
			Leave, Surrender of all categories of AR, Special Units and Ministerial Staff	
Manager	1	City Police Office, Kochi City	Pension, Gratuity, DCRG, Family pension & communication of pension and connected matters. Issue of identity card to pensioners.	
			Allotment, Repair and maintenance of departmental vehicles classifieds as light motor vehicles.	
			Department vehicle - Repair and Maintenance - Correspondence relating to MV OPs. Excess fuel consumption. Insurance to departmental vehicles. NPS & allied matters.	
			Allotment, Repair and maintenance of departmental vehicles classifieds as heavy vehicles, two wheels and boats.	
			Private funds -KPW & A Fund, KPW B and Central Police Canteen and all correspondence there to.	
			Creation of Police Outposts, Police Stations, Circles and Sub Divisions - Shifting of Offices. - Enhancement of Strength - Reorganization of AR, Redefining of jurisdiction. Electrification of new Buildings. Annual maintenance of Govt. buildings. Construction and repair of Govt.building. Acquisition of Land. Lease of Govt. land.	
			Auction sale of usufructs in Govt. land. Allotment of quarters and correspondence there to. Govt. Servants Conduct Rules & Landed Property Statement. Business Statement Implementation of iAPS& matters of Office Procedure.	

				Processing of Medical reimbursement applications of all category, Preparation Auditing and Filing of MR bills, MEDISEP in respect of all members in police department.	
				Record Keeping - Issue of stationery items in CPO, Allotment of Periodical Number and Issue of Library Books and Stamps.	
				Despatch	
				Inward section	
				Preparation of Salary Bills & arrear bills, maintenance of connected Long Rolls and Auditing of Bills in respect of SIs/ASIs Local and AR, Drivers, Women Cell , CFs and Ministerial Staff. Pay advance and maintenance of advance registers of all categories.	
				Works related to Admission, maintenance of passbook, correspondence & final payment of GPAIS, FBS, LIC and PLI, Family Health Card	
				GIS - Deduction statement, Pass Book Entry, Final payment (Closure) in respect of all members in police department and correspondence thereto.	
				SLI - Admission, maintenance of passbook, Final Payment (Closure) in respect of all members in police department and correspondence thereto.	
				Preparation of Salary Bills and issue of LPCs in respect of Local Constabulary of Thrikkakara and Ernakulam Sub Divisions & Control Room, DCRB, CD, NC, SB. Maintenance of Long Rolls and connected Registers of all local constabulary. All connected correspondence there to Auditing of local bills . Assistance to F 1(c) for Disbursing salary of all categories through Bank.	
				Preparation of Salary Bills and issue of LPCs in respect of Local Constabulary of Mattanchery Sub Division, Vanitha PS & Traffic unit. Auditing of bills.	
				Preparation of Salary bills and Sanctioning Arriers of Gazetted Officers, Sanctioning Uniform Allowance and issue of LPC/NLC of Gazetted Officers, Maintenance of Long Rolls and connected Registers of Gazetted Officers and all connected correspondence	
				Arrear Bill of Local& AR SCPOs/HCs , CPOs/PCs.	
				Preparation of Salary Bills, Issue of LPCs, Auditing of Bills in respect of DHQ, AR Constabulary and Technical category. Maintenance of Long Rolls and Maintenance of all connected Registers. All connected correspondence there to.	
				Budget, Allotment of Funds, Excess and Savings Statements, Expenditure and Receipt Statements, Reconciliation/Verification of Treasury/AG Figures, Loans and advances - House Building, Motor conveyance Mosquito Net advances, House Construction advance sanctioning of. Bill of Cost towards Guards. Bill of Cost for Money Escort. Permanent Advance. All works related to AG's Audit, PHQ Audit and ISA Audit.	
				Contingent Establishment including posting of casual sweepers on daily wages. Hire charge of private vehicles. Feeding charges and cost of medicine of police dogs. Tax on government building. All connected correspondence there to.	
				Preparation of Contingent Bills-Checking & Passing of vouchers relating to Contingencies including fuel charges for department vehicles and generators & general correspondence. Fuel charges/Repair and maintenance of Department Vehicles/Kerosine Bill. Maintenance of Contingent and other connected Registers. Auditing of Contingent Bills.	
				Preparation of wages of Contingent Employees. Preparation of Contingent Bills - Other Charges/Other Items/RRT/Telephone charge/Electricity charge/Water charge, etc. Fuel charge of Harbour P.S. Auditing of Contingent Bills.	
Junior Supdt.	7	7	City Police Office, Kochi City	Supervision of concerned sections under their control	
Fair Copy Supdt.	1	1	City Police Office, Kochi City	Supervision of Fair Copy Section in the Office	
Cashier	2	2	City Police Office, Kochi City	Receipt and disbursement of payment	
Store Accountant	1	1	City Police Office, Kochi City	Collecting and distribution of store articles	
Confidential Assistant	1	1	City Police Office, Kochi City	Assist District Police chief and ACP	
Head Clerk	1	1	City Police Office, Kochi City	Supervision of concerned sections under their control	
Senior Clerk	23	20	City Police Office, Kochi City	Initiating,maintainig,Updating and keeping of all files in the District Police Office.	
Clerk	28	30+*3	City Police Office, Kochi City	Initiating,maintainig,Updating and keeping of all files in the District Police Office.	*3 supernumerary post
Typist (Sr.Grade/UD/LD)	11	11	City Police Office, Kochi City	Doing all the necessary Typing work.	
Office Attendant	6	6	City Police Office, Kochi City	Assisting all officers and clerks.	
Photographer	1	1	City Police Office, Kochi City		
Scientific Officer	3	4	City Police Office, Kochi City		
P. T. Sweeper	25	14	City Police Office, Kochi City	Doing all the sweeping work.	