

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

**Name of Unit: Kochi city**

<b>Name of post sanctioned</b>	<b>Jurisdiction &amp; Powers (Administrative, Financial &amp; )</b>	<b>Function and duties of the Officer /</b>	<b>Any Other Information</b>
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 Ernakulam Subdivision, To control the whole Law & Order problems & to supervise the duties of the		Ernakulam Sub Division
Asst. Commissioner	The entire area of Ernakulam Central Subdivision, To control the whole Law & Order problems & to supervise the duties of the subordinates		Ernakulam Central Sub Division
Asst. Commissioner	The entire area of Mattanchery Subdivision, To control the whole Law & Order problems & to supervise the duties of the subordinates		Mattanchery Sub Division
Asst. Commissioner	The entire area of Thrikkakara Subdivision, To control the whole Law & Order problems & to supervise the duties of the		Thrikkakara Sub division
Asst. Commissioner	Traffic Supervision		Kochi City Traffic East
Asst. Commissioner	Traffic Supervision		Kochi City Traffic West
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). DANSAF team is working under the supervision of ACP Narcotic cell.	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 Concerned 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.	Kochi City
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