

Information Requested by SCRB as per Section 4(1)(b) of RTI Act 2005

4(1)(b)/1&2

PARTICULARS OF FUNCTIONS AND DETAILS OF EACH UNIT / OFFICE

Name of Unit: Thrissur Rural

DATE :30.09.2023

Rank-wise sanctioned strength of its officers and employees

Name of Post sanctioned	No: of posts at		Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the officer/employee	Any other information
	Sanctioned	Existing			
District Police Chief, Thrissur Rural	1	1	Administrative jurisdiction over the entire Police District of Thrissur Rural. He can exercise all the powers of all the Police officers and ministerial staff of Thrissur Rural District. Administrative & Financial Powers are attached separate.	Maintaining Law and Order and preventing of crimes in the District and also supervising and monitoring the official duties of all the employees working under him.	
Addl SP (Admn)	1	1	Administrative jurisdiction is Confined to District Police Office only. No financial powers.	Assisting the Commissioner of Police in the Administration of District Police Office.	
ADCP (Admn) (DHQ) PCs	150	85		"	
DySP Special Branch	1	1	Thrissur Rural Police District.No financial Powers.	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 SP. He is also holding post as Nodal Officer of District Passport Cell, Thrissur.	
SI of Police Spl.Branch	4	1	"	Assisting the AC SB in all SB matters.	
ASI Spl. Branch	3	3	"	Attending foreigners section and incharge of Disrtict Passport Cell Thrissur.	
PC Spl. Branch	19	14		Assisting the AC SB in all SB matters.	

HC Spl. Branch	13	10	Concerned Police Stations.	Working at various Police Stations and collecting Intelligence and also Passport enquiry.	
DySP DCRB	1	1	Thrissur Police District.No financial Powers.	Collection and dissemination of Crime Data,Monitoring and Supervising of Crime investigation in the District and PR enquiry.	
SI, DCRB	1	1	"	Assisting the DySP DCRB in the official duties.	
ASI, DCRB	0	3	"	"	
HC DCRB	4	1	"	"	
WHC DCRB	0	0	"	"	
DySP C Branch	1	1	Thrissur City Police District.No financial Powers.	Crime Investigation, conducting Departmental Enquiries, Petition Enquiry, Supervision of Vanitha Cell, Supervision of Highway Police, Incharge of District Juvenile Justice Police unit, Traffic awareness programe clases co-ordinator, monitoring the progress of investigation of women atrocitcy cases in Thrissur District.	
SI C Branch	4	1	"	Giving assistance to ACP C Branch for performing above duties.	
ASI C Branch			"	"	
HC C Branch	3	3	"	"	
PC "	0	6	"	"	
WCPO "	0		"	"	
WSI "	0		"	"	
WCI of Police Vanitha Cell and Vanitha Helpline	1	1	Thrissur Police District.	Incharge of Vanitha Cell, Petition Enquiry and Disposal , Conducting Seminars and Classes.	
WSI of Police Vanitha Cell and Vanitha Helpline	1	1		Patrolling, Petition Enquiry and Disposal, attached to Vanitha Control Room, Thrissur for petition enquiry, Helpline duty etc..	

DySP Chalakudy	1	1	Chalakudy Sub-Division:- (Chalkudy,Athirappilly, Malkkapprara, Koratty, Koadakara,Vellikulangara, Pudukkadu Station Limits) No financial Powers.	Supervision of the Police work in all the Police Stations under Thrissur Sub Division. Maintaining Law and Orders, Prevention and Detection of crimes,investigation of cases,petition enquiry,PR enquiry, monitoring and supervising the duties of all the police personnel in the Sub-Division,collection and dissemination of intelligence etc.	
ASI	1	1	"	Giving assistance to ACP Thrissur for performing above duties.	
DySP Irinjalakuda	1	1	Irinjalakuda Sub Division:- (Irinjalakuda,Vanitha, Cyber Crime, Kattur,Cherpu,Aloor,Anthikka du, Mala Police Station Limits.) No financial Powers.	Supervision of the Police work in all the Police Stations under Guruvayur Sub Division. Maintaining Law and Orders, Prevention and Detection of crimes, investigation of cases, petition enquiry, PR enquiry, monitoring and supervising the duties of all the police personnel in the Sub-Division,collection and dissemination of intelligence etc.	
ASI IJK	1	1	"	Giving assistance to ACP, Guruvayur for performing above duties.	
DySP Kodungallur	1	1	Kodungallur Sub Division:- (Kodungallur,Mathilakam,Vala ppad,Vadanappilly,Kaippaman galam,Coastal Police Station Azheekode police stations) No financial Powers.	Supervision of the Police work in all the Police Stations under Kunnankulam Sub Division. Maintaining Law and Orders, Prevention and Detection of crimes, investigation of cases, petition enquiry, PR enquiry, monitoring and supervising the duties of all the police personnel in the Sub-Division,collection and dissemination of intelligence etc.	
<u>DISTRICT POLICE</u> <u>OFFICE,THRISSUR</u> <u>Rural</u>			District Police Office, Thrissur Rural		

Administrative Assistant	1	1	District Police Office, Thrissur Rural	Promotion, Transfer, postings and DPB, Preparation of Select list related to Local, Working Arrangement of all categories of Local.	
				Promotion, Transfer, postings and DPB, Preparation of Select list related to AR and Ministerial Staff. Working arrangement of all categories of AR.	
				Recruitment, Training and Deputation, Issue of NOC for leaving the Department	
				Probation, Seniority and Confirmation of all categories of Local and AR	
				Pay fixation, Grade and Increment of Police personnel of Local Police & Special Units	
				Pay fixation, Grade and Increment of Police personnel. Officers of AR, Technical personnel, Ministerial Staff	
				Leave, Surrender of all categories of Local Police	
				Leave, Surrender of all categories of AR, Special Units and Ministerial Staff	
Manager	1	1	District Police Office, Thrissur Rural	Pension, Gratuity and allied matters of Gazetted Officers, SIs, ASIs Local and AR, Ministerial Staff, P.T.Sweepers	
				Pension, Gratuity of all HCs, PCs of Local and AR, CFs, Drivers and Technical Staff	
				Maintenance of SBs, Annual verification and reecording of entries based on the DOs from other Sections except entries of leave and increment.	
				Works related to Department vehicles, fuel, MACT cases of Department vehicles. Remittance of Insurance premium, MT stores etc.	
				Records, Inward & Despatch	
				Preparation of Budget, Expenditure, Allotment of Funds, Bill of Cost, Loans and advance (MCA, Cycle advance and Mosquito net advance etc.), Loss of Revenue, AG's Audit and Reconciliation of Treasury figures.	
				Processing and auditing of TA Bills of and above the Rank of CIs and Ministerial staff, TA advances, Transfer TA, Recovery of advance.	

Accounts Officer	1	1	District Police Office, Thrissur Rural	Preparation and auditing of TA Bills of AR personnel and Bus & Railway Warrant claims.	
				Preparation and auditing of TA Bills of Local Police Stations.	
				Feeding charges of Dogs, Hire charges, current, water Telephone, Medicine, Photographic charges, Burial charges and appointment of PT Sweepers, Pay, Surrender leave of the P.T. employees etc.	
				This section deals with works related to all AR Private Funds, auditing of all Contingent Bills, KPW&A Fund and Sports Fund, Auction sale of usufructs from Govt. lands.	
				Preparation of pay Bill of Contingent employees and all other Contingent Bills.	
				Purchase and supply of stationery. Store items. Arms and Ammunitions and condemnation of store items and all other local purchase.	
				Salary of all Officers of Local and AR, Ministerial staff, Pay advance, S.G. Bills, LPCs, Uniform Allowance of Officers, Festival Allowance and advance of all Officers and Ministerial staff, records related to PND cases.	
				Salary of Constabulary of Local and AR and furnishing PHQ Audit remarks, maintenance of PTA Register and records related to PND cases.	
				GIS and MR and assisting of Pay Bill branch	
				Auditing of Bills, Issue of LPC of AR and Local, Merging of DA arrears and assisting of F2, issue of Salary Certificate, Income Tax.	
				Salary arrear Bills, Supplementary Bills, Festival allowance. Festival advance of Constabulary, S.G. Bills and assist F2.	

				Day off claim. Preparation of Income Tax of all categories, claiming of Surrender Salary etc. All the Clerks posted in Pay Bill Branch will work as a team under supervision of JS VII for the preparation of Main Bills and Arrear Bills, SLS and for clea	
				GPF, Temporary Advance of Officers/Ministerial staff/Special Units/AR personnel.	
				GPF, Temporary Advance of Local police.	
				NRA, Conversion and Closure.	
				SLI and FBS	
				All recoveries.	
Junior Supdt.	6	6	District Police Office, Thrissur Rural	Supervision of concerned sections under their control	
Fair Copy Supdt.	1	1	District Police Office, Thrissur Rural	Supervision of Fair Copy Section in the Office	
Cashier	1	1	District Police Office, Thrissur Rural	Receipt and disbursement of payment	
Store Accountant	1	1	District Police Office, Thrissur Rural	Collecting and distribution of store articles	
Confidential Assistant	1	1	District Police Office, Thrissur Rural	Assist District Police cheif and ACP	
Senir Clerk/ Clerk	34	34	District Police Office, Thrissur Rural	Initiating,maintainig,Updating and keeping of all files in the District Police Office.	
Typist (Sr.Grade/UD/LD)	6	6	District Police Office, Thrissur Rural	Doing all the necessary Typing work.	
Office Attendant	3	3	District Police Office, Thrissur Rural	Assisting all officers and clerks.	
Photographer	1	1			
P. T. Sweeper	22	22	District Police Office, Thrissur Rural	Doing all the sweeping work.	
Attender	1	1	District Police Office, Thrissur Rural		