

PROFORMA - 1		Quarter-2nd 2021		
PARTICULARS OF FUNCTIONS AND DETAILS OF EACH UNIT /OFFICE.				
Name of unit: District Police Office, Palakkad.				
Name of Post Sanctioned	Number of Posts at Present	Jurisdiction & Powers (Administrative, Financial & Other)	Functions and duties of the fficer/Employee	Any other Information
District police chief	1	Law & Order and Administration	Maintaining Law & Order in District and Administration	
Additional.Suptd.of Police	1	Administration	Administratiion in DPO Palakkad.	
DYSP Special Branch	1	Intelegence Work	Maintaining Intelligence work in District.	
DYSP Crime Detachment	1	Crime Detachment	Crime Detachment and Women Cell in District.	
DYSP Crime Record Beureu	1	Crime Record Bureu	All Crime Records work in District.	
DYSP Narcotic Cell	1	Narcotic Cell	Narcotic Cell activities in District.	
DYSP (Sub Divisional Officers.)	6	Law & Order.	Law & Ordere in Palakkad, Alathur, Shornur, Chittur,mannarkkad and	
Inspector of Police	36	Law & Order.	Law and Order in Station.	
Women Circle Inspector of Police	2	Women Cell	Function of Women Cell and women Police station	
Sub Inspector of Police	72	Law & Order.	Maintaining Law & Order in Respective Jurisdiction.	
Women Sub Inspector of Police.	6	Law & Order.	Maintaining Law & Order in Respective Jurisdiction.	
Asst. Sub Inspector of Police	83	Law & Order.	Maintaining Law & Order in Respective Jurisdiction.	
Senior Civil Police Officers	356	Law & Order.	Maintaining Law & Order in Respective Jurisdiction.	
Women Head Constable	NIL	Law & Order.	Maintaining Law & Order in Respective Jurisdiction.	
Civil Police Officers	1062	Law & Order.	Maintaining Law & Order in Respective Jurisdiction.	
Women Police Constable	202	Law & Order.	Maintaining Law & Order in Respective Jurisdiction.	

Armed Reserve Camp Palakkad.				
Deputy Commandant	1	Administration in AR Camp	Administration in AR Camp Only	
Assistant Commandant	4	Administration in AR Camp	Administration in AR Camp Only	
Reserve Inspector.	3	Administration in AR Camp	Administration in AR Camp Only	
MTSI	1	Motor Transport	Charge of Dept. Vehicle in District.	
RSI	12	AR Camp Charge.	Camp Duties.	
RASI	19			
HC	57			
PC	500			
Bugler	3			
Drummer	3			
Carpenter	1			
Electrician	1			
Painter	1			
Hdr. Mech	1			
PC Fitter	2			
Driver SI	1			
Drivers (HC & PC)	123			
Armour SI	1			

Armour ASI	1			
Armour HC	2			
Armour PC	2			
Dog Squad				
RSI	1			
HC	1			
Tourism Police				
HC	1		Maintaining Law & Order in Tourism Places	
PC	5		Maintaining Law & Order in Tourism Places	
Police Hospital				
Asst. Surgeon	1	Hospital work	Hospital work	
ANM/JPHN	1	Hospital work	Hospital work	
Staff Nurse	1	Hospital work	Hospital work	
Pharmacist.	1	Hospital work	Hospital work	

Non Police				
Senior Administrative Assistant	1	Office Administration.	Administration in district Police Office Palakkad	
Manager	1	Office Administration.	Administration in district Police Office Palakkad	
Accounts Officer	1	Financial	Financial duties in District Police Office Palakkad	
Junior Superintendent	8	Office Work.	Supervision in Fileworks in district Police Office	
Head Clerk	1	Office Work.	Supervision in Fileworks in district Police Office	
Store Accountant	1	Office Work.	Collection and disbursing of store articles	
Cashier	2	Office Work.	All works related to cash in District Police Office Palakkad	
UD/LD Clerck	52	Office Work.	File works in District Police office Palakkad and S D P Os	
Confidential Assistant	1	Office Work.	Confidential works of S .P. Palakkad	
FCS	1	Office Work.	Supervision of FC Section in district Police Office Palakkad	
Selection Grade Typist	10	Office Work.	Fair copy works in district Police Office Palakkad	
Senior Grade Typist		Office Work.	Fair copy works in district Police Office Palakkad	
UD/LD Typist		Office Work.	Fair copy works in district Police Office Palakkad	
Attender	1	Office Work.	Office works	
Peon	4	Office Work.	Office works	
FT Sweeper	4	Sweeping	Sweeping	
Barber	5			
Water Carrier	NIL			
Sweeper cum Sanitation Worker	11			
Cook	11			

Sd/-

Name.P.B.Prasob

SPIO & Addl.S P