

PARTICULARS OF FUNCTIONS AND DETAILS OF EACH UNIT/OFFICE

Name of unit: Range Office, Thrissur

Name of post sanctioned	No. of posts at present	Jurisdiction & Powers (Administrative, Financial & others)	Functions and duties of the Officer/ Employee	Any other information
IGP	1	Jurisdiction – Thrissur, Palakkad & Malappuram Dists.	Functions, duty and powers of each officer are as per duty definition in PSO and PHQ circulars. Duties of AA, JS, ISA, Clerks, and Typists etc. are as per the duty definition in KSR, KSSR and other relevant rules governing the ministerial staff and office orders issued by IGP.	
AA	1	<u>Administrative Powers:</u> Establishment matters relating to officers of and below the rank of CIs, disciplinary authority of and below the rank of CIs. Financial Powers of IGP are delegated as per GO 217/92 dt.21.12.92		
JS	1			
ISA	1			
Ar. Inspector	1			
SIs	2			
Clerks	9			
Typists	2			
Peon	1			
PT Sweeper	1			