

**CHAPTER - 2**  
**Powers and Duties of Officers and Employees**

STATEMENT SHOWING THE DETAILS OF THE POWER AND DUTIES OF OFFICERS AND EMPLOYEES OF THE ORGANISATION

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| DESIGNATION |  |   |
| POWERS      | ADMINISTRATIVE   | The Superintendent of Police in-charged Law and Order security as well as Administrative Control with Officers and men under him within his District. |
|             | FINANCIAL  | Financial Powers of the Superintendent of Police as per delegation of Financial Rule 1986 and subsequent amendment there on.                          |
|             | OTHERS   |   |
| DUTIES      | <ol style="list-style-type: none"> <li>1) Superintendent of Police – is responsible for the entire executive administration within his District including Ministerial Staffs under him.</li> <li>2) Superintendent of Police (City) – The function of Superintendent of Police(City) to Assist Superintendent of Police in his duties of control and supervision entrusted by Superintendent of Police from time to time.</li> <li>3) Addl. Superintendent of Police/Dy. Superintendent of Police – The function of Addl.S.P/D.S.P is to assist the Superintendent of police in his control of duties and supervision.</li> <li>4) Reserve Inspector :- The Reserve Office is a branch of Superintendent of Police Office which is concerned mainly with matters connected with equipments and discipline and general management of the whole force of the District. The Reserve Officer is in the charge of an Inspector (Reserve Inspector) who has for him to assist a Sub- Inspector called Reserve Officer for maintaining his day to day duty as allotted by the Superintendent of Police.</li> <li>5) Circle Inspector : A Circle Inspector is In-Charge of a circle (which comprise two or more police stations) on his responsibility is for the prevention and detection of crime in his circle and also supervise the duty of the police officers posted in his circle.</li> <li>6) Office-In-Charge: Officer in-charge of a police station is responsible for the prevention and detection of crime and also exercises power under the supervision of circle Inspector.</li> <li>7) Head Assistant: The primary duty of Head Assistant is to supervise the work of the ministerial staffs and any other work entrusted by the Gazetted officers</li> </ol> |   |