

## HOME (A) DEPARTMENT

A1	<ul style="list-style-type: none"> <li>• All Establishment matters relating to Armed Police Battalions</li> <li>• Special Rules for Armed Police Battalion.</li> </ul>
A2	<ul style="list-style-type: none"> <li>• Establishment matters of Gazetted Officers in the General Executive from Deputy Superintendent of Police to Superintendent of Police (Non - IPS)</li> <li>• Establishment matters of all Executive Officers of Crime Branch.</li> <li>• Papers relating to Selection of State Police Officers to IPS cadre</li> </ul>
A3	<ul style="list-style-type: none"> <li>• Establishment matters of Circle Inspector of Police (GE)</li> <li>• Journey sanction of IPS Officers.</li> <li>• Papers relating to KEPA (Kerala Police Academy) and Police Training College</li> <li>• Special Rules for Kerala Police State Service.</li> <li>• Miscellaneous papers in the section.</li> </ul>

## HOME ( B ) DEPARTMENT

B1	<ul style="list-style-type: none"> <li>• Papers related to the release of prisoners.</li> <li>• Release of lunatics on acquittal by courts.</li> <li>• Jail Advisory Board.</li> <li>• Board of visitors.</li> <li>• Parole Review Committee.</li> <li>• Papers relating to State Level Advisory Committee.</li> <li>• Remission of sentences.</li> </ul>
----	---

	<ul style="list-style-type: none"> <li>• Commutation of sentences.</li> </ul>
B2	<ul style="list-style-type: none"> <li>• Annual Plan relating to Prisons Department and its implemntntation.</li> <li>• Welfare of Prisoners.</li> <li>• Purchase of Articles for Prisons.</li> <li>• All papers relating to construction, maintenance and repair of Prisons Department.</li> <li>• Papers relating to Public Accounts Committee.</li> <li>• Subject Committee connected to Prisons Department.</li> <li>• Papers of National Human Rights Commission and Kerala Human Rights Commission.</li> <li>• Budget papers of Prisons Department and APCA.</li> <li>• Papers relating to the vehicles of Prisons Department.</li> <li>• Finance Commission Awards of Prisons Department.</li> </ul>
B3	<ul style="list-style-type: none"> <li>• Establishment matters including post creation of Prisons &amp; Correctional Services Department.</li> <li>• Administrative report of Prisons Department.</li> <li>• Administrative report of APCA, Vellore.</li> <li>• Special Rules of Prisons Department.</li> <li>• Employment Assistance and Compassionate Employment Scheme.</li> </ul>
B4	<ul style="list-style-type: none"> <li>• Kerala Prisons Act and Rules.</li> <li>• Papers relating to disciplinary action against the personnel of Prisons Department.</li> <li>• Petitions received through Grievance Deposits Boxes.</li> <li>• Permission for visiting jails.</li> </ul>

	<ul style="list-style-type: none"> <li>• Jail Reforms Commission / Committee.</li> <li>• Petitions related to ordinary leave to prisoners in all prisons of the state.</li> <li>• Audit reports and inspection reports of the Jail Department and APCA.</li> <li>• Report on death of persons in jails and petitions relating to death.</li> <li>• Extension of emergency leave to convicts of all prisons in the State.</li> <li>• Regularisation of overstay of leave to Prisoners in all jails of the State.</li> <li>• Shooting permission at jails.</li> <li>• Miscellaneous papers in the section.</li> </ul>
--	---

### HOME (C) DEPARTMENT

C1	<ul style="list-style-type: none"> <li>• Establishment matters of Munsiff Magistrates and all connected papers.</li> <li>• Establishment of Courts / Special Courts / Family Courts / MACTs</li> <li>• Appointment of Part - Time Official Receiver.</li> <li>• Territorial Jurisdiction of Courts.</li> <li>• Opening of Criminal Courts deposit accounts.</li> <li>• Special Rules of Kerala State Judicial Service.</li> <li>• Establishment of New Courts/Tribunals.</li> <li>• Legislative Committee papers relating to Judiciary.</li> </ul>
C2	<ul style="list-style-type: none"> <li>• High Court Establishment.</li> <li>• Investiture of magisterial powers to act as Executive Magistrates.</li> </ul>

	<ul style="list-style-type: none"> <li>• Appointment of Honorary Special Judicial Magistrates for Railways.</li> <li>• Administration reports of Civil and Criminal Wings</li> <li>• Civil / High court Act and Rules of Judicial Department.</li> <li>• Miscellaneous papers of the Section.</li> </ul>
C3	<ul style="list-style-type: none"> <li>• Establishment matters of District Judges, Additional District Judges/Sub Judges.</li> <li>• Rent fixation for the accommodation of District Judges, Higher Judicial Officers.</li> <li>• Special Rules relating to Higher Judicial Service.</li> <li>• Grama Nyayalayas.</li> <li>• Financial Commission Awards.</li> </ul>

### HOME (D) DEPARTMENT

D1	<ul style="list-style-type: none"> <li>• All papers related to Kerala Police Housing &amp; Construction Corporation Limited. (except budget papers)</li> <li>• All papers relating to Motor Accident Claim Tribunals involving Police Vehicles and Government vehicles.</li> <li>• Miscellaneous LA questions</li> </ul>
D2	<ul style="list-style-type: none"> <li>• Community Policing.</li> <li>• Nirbhaya Keralam Surakshitha Keralam.</li> <li>• Student Police Cadet.</li> <li>• The general guidelines and policy matters in connection with the protection of women and</li> </ul>

	<p>children</p> <ul style="list-style-type: none"> <li>• Clean campus safe campus.</li> </ul>
D3	<ul style="list-style-type: none"> <li>• All matters relating to State and District Police Complaints Authority.</li> <li>• Allotment of Police Family Quarters.</li> <li>• Request for exemption from penal rent.</li> <li>• Request for continuance in Police Family quarters.</li> <li>• Payment of rent for the building hired for the use of Police Department.</li> <li>• Miscellaneous papers of the section.</li> </ul>

### HOME (E) DEPARTMENT

E1	<ul style="list-style-type: none"> <li>• Opening of Police Stations, Coastal Police Stations, Aid Post / Out Post etc</li> <li>• Redefining areas of jurisdiction of Police Stations.</li> <li>• Shifting of Police Stations, Circle Offices, Sub-Division, Aid / Out Posts etc</li> <li>• Creation / Shifting of posts in connection with the formation of new Police Stations, Coastal Police Stations, Aid / Out posts etc.</li> <li>• Notification related to stipulating the area of jurisdiction and shifting of Police Stations</li> <li>• Construction Work of Police Department.</li> <li>• Administrative Sanction for demolition and auction of buildings belonging to Police Department</li> <li>• Papers relating to State Security Commission.</li> </ul>
----	---

	<ul style="list-style-type: none"> <li>• Police Establishment Board.</li> <li>• Installation of Telephones</li> <li>• Land Acquisition of Police Department</li> <li>• Papers relating to Crime Criminal Tracking &amp; Networking (CCTNS) Project.</li> </ul>
E2	<ul style="list-style-type: none"> <li>• Establishment papers of Chemical Examiner's Laboratory Department.</li> <li>• Budget papers of Police Department, Chemical Examiner's Laboratory Department.</li> <li>• Draft Para, C &amp; AG Reports, PAC/PUC Reports in respect of Police and Chemical Examiner's Laboratory Department and KPHCC Limited.</li> <li>• Papers related to Subject Committee, Assurance Committee in respect of Police Department, Chemical Examiner's Laboratory Department &amp; KPHCC</li> <li>• Police Sports &amp; Sports Fund.</li> <li>• Papers relating to Kerala Police Welfare and Amenity Fund (KPW&amp;AF)</li> <li>• Police Canteen.</li> <li>• Papers relating to Welfare of Police Personnel.</li> <li>• Papers relating to Parade grounds.</li> <li>• Sanctioning of Police Stadium, Maidan etc.</li> <li>• Miscellaneous papers in the section.</li> </ul>
E3	<ul style="list-style-type: none"> <li>• Modernization of Police Department</li> <li>• All purchase papers of Police Department and Forensic Science Laboratory</li> <li>• Papers relating to purchase, repairs, hiring, condemnation of departmental vehicles of Police Department.</li> <li>• Inspection Reports of Police Department</li> </ul>

	<ul style="list-style-type: none"><li>• Arms and Ammunitions</li><li>• DNA Testing, Narco Analysis, Brain Mapping, and Polygraph Testing.</li><li>• Videographic / Photographic charges of Police Department</li><li>• Food supply to Police personnel</li><li>• Purchase of Medicines to Police Hospitals.</li><li>• Condemnation and Auction sale of trees in Police Department</li><li>• Annual Maintenance of arms and equipments in Police Department.</li><li>• Cyber Forensic Analysis of Computer Hard Disc.</li><li>• Miscellaneous papers of Police Department.</li><li>• Budget papers of Kerala Police Housing and Construction Corporation Limited</li><li>• Administration Report of Police Department.</li><li>• Kerala Police Manual</li></ul>
--	--

## HOME ( F ) DEPARTMENT

F1	<ul style="list-style-type: none"> <li>• Indian Arms Act and Rules</li> <li>• Explosive Act and Rules</li> <li>• Noise pollution and papers relating to Loud Speaker Licensing</li> <li>• Kerala Dramatic Performance Act</li> <li>• Petroleum Act and Rules</li> <li>• Quarry accidents and illegal quarrying related to explosives</li> <li>• Habitual Offenders Act</li> <li>• Young Persons Harmful Publications Act</li> <li>• Thrissur pooram</li> <li>• Kerala Gaming Act</li> <li>• Medical Reimbursement and Interest Free Medical Advance of Fire Force Department</li> <li>• Setting up of new Fire and Rescue Stations</li> <li>• Construction of Fire and Rescue Station buildings</li> </ul>
F2	<ul style="list-style-type: none"> <li>• Papers related to the modernisation of Kerala Fire and Rescue Service</li> <li>• Post creation in Kerala Fire and Rescue Services</li> <li>• Departmental Purchase Committee regarding the purchase of vehicles and equipments.</li> <li>• PAC / PUC</li> <li>• Audit Monitoring Committee</li> <li>• Subject Committee.</li> <li>• Papers related to the One – man Commission formed as part of the modernisation of Fire and Rescue Services.</li> <li>• Papers relating to Home Guards</li> </ul>
F3	<ul style="list-style-type: none"> <li>• All establishment and disciplinary papers relating to the staff of Kerala Fire and Rescue Services from Fireman to Director (Administration)</li> <li>• Formation of Special Rules for the Fire and Rescue Service Department</li> <li>• Compassionate Employment in Fire and Rescue Service</li> <li>• Miscellaneous papers in the section.</li> </ul>



## HOME (G) DEPARTMENT

G1	<ul style="list-style-type: none"> <li>• Papers relating to long term visa, Extension of stay, Deportation, Arrest &amp; Death of Foreigners.</li> <li>• Approval of Research Projects of Foreigners.</li> <li>• Verification of Nationality Status of Indians abroad.</li> <li>• Verification of antecedents for issuing new passport of Indians abroad.</li> <li>• Issuance of No Obligation to Return to India Certificate.</li> <li>• Police Clearance Certificate in respect of the whole Districts of the State.</li> <li>• Detention Centre for foreign nationals.</li> </ul>
G2	<ul style="list-style-type: none"> <li>• Passports Act and Rules.</li> <li>• Prosecution of persons for violation of the provisions of Passports Act and Rules.</li> <li>• Prosecution of persons for violation of the provisions of Foreigners Act and Emigration Act</li> <li>• Registration under Indian Citizenship Act (Except Pakistan and Bangladesh nationals)</li> <li>• Determination of Nationality Status (Except Pakistan and Bangladesh nationals)</li> </ul>
G3	<ul style="list-style-type: none"> <li>• Disposal of seized vehicles</li> <li>• Papers from National Human Rights Commission and State Human Rights Commission on general guidelines and policy matters</li> <li>• Police University.</li> <li>• General guidelines and policy matters under POCSO Act and Rules.</li> </ul>
G4	<ul style="list-style-type: none"> <li>• General papers of Home Department that are</li> </ul>

	not being dealt within other sections, including meetings.
--	--

### HOME (H) DEPARTMENT

H1	<ul style="list-style-type: none"> <li>Disciplinary action against Deputy Superintendents of Police and Superintendents of Police (Non – IPS) in General Executive</li> </ul>
H2	<ul style="list-style-type: none"> <li>Disciplinary action against Police personnel of Battalion</li> <li>Disciplinary action against Inspectors of Police in General Executive</li> <li>Amendment of KPDIP &amp; A Rules, 1958.</li> <li>Miscellaneous papers in the section</li> </ul>
H3	<ul style="list-style-type: none"> <li>Disciplinary action against the Police personnel in the rank of Sub Inspectors of Police in General Executive.</li> </ul>

### HOME (J) DEPARTMENT

J1	<ul style="list-style-type: none"> <li>All papers related to the Law and order issues related to Kasargod, Kozhikode and Ernakulam districts and filing appeal against judgment in criminal cases before the High Court or Supreme Court.</li> </ul>
J2	<ul style="list-style-type: none"> <li>All papers related to the Law and order issues related to Palakkad, Thrissur and Pathanamthitta districts and filing appeal against judgment in criminal cases before the High Court or Supreme Court.</li> <li>Miscellaneous papers in the section</li> </ul>
J3	<ul style="list-style-type: none"> <li>All papers related to the Law and order issues related to Kottayam, Kannur and Malappuram districts and filing appeal against judgment in criminal cases before the High Court or Supreme Court.</li> </ul>

J4	<ul style="list-style-type: none"> <li>• All papers related to the Law and order issues related to Wayanad, Kollam, Alappuzha and Idukki districts and filing appeal against judgment in criminal cases before the High Court or Supreme Court.</li> </ul>
----	--

### HOME (K) DEPARTMENT

K1	<ul style="list-style-type: none"> <li>• Establishment papers of Armed Reserve Police, Police Drivers, Motor Transport unit of Police Department.</li> <li>• Establishment papers of Armour Unit, Railway Police, Police Hospitals.</li> <li>• All papers relating to Cost, accommodation and allied matter of CRPF and other State Police Forces deputed to Kerala &amp; matters related to Kerala Police Personnel deputed to other state in connection with election duties and other duties.</li> </ul>
K2	<ul style="list-style-type: none"> <li>• Establishment matters relating to Forensic Science Laboratory, Finger Print Bureau, Telecommunication Unit, Personal Guard to Ministers, Mounted Police Unit, Police Orchestra Unit, Police Band and Dog squad.</li> <li>• Establishment matters of Technical categories in the Police Department, Boat crew.</li> <li>• Establishment matter of Director, Short Hand Bureau.</li> <li>• Establishment matter of India Reserve Battalion.</li> <li>• Special Rules of India Reserve Battalion</li> <li>• Miscellaneous papers of the section.</li> </ul>
K3	<ul style="list-style-type: none"> <li>• Employment assistance to the dependents of Police Personnel under public servants Dying in Harness Scheme.</li> <li>• Dying in Harness Quarterly reports.</li> <li>• Medical Reimbursement claims related to</li> </ul>

	<p>Forensic Science Laboratory, Finger Print Bureau, Police Telecommunication Unit, Personal Guard to Ministers, Mounted Police Unit, Police Orchestra Unit, Police Band and Dog squad, Boat crew, Armed Reserve Police, Police Drivers and Motor Transport Unit, Railway Police, Police hospitals and Technical Categories in the Police Department.</p> <ul style="list-style-type: none"> <li>• Payment of water charges.</li> </ul>
--	---

### HOME (L) DEPARTMENT

L1	<ul style="list-style-type: none"> <li>• Establishment matters of District Judiciary.</li> <li>• Employment assistance under Compassionate Employment Scheme of Judicial Department.</li> <li>• Special Rules for Kerala Judicial / Ministerial / Subordinate Service.</li> <li>• P.A.C/Draft Paras of District Judiciary.</li> <li>• Reimbursement claims in respect of all ministerial staff in Judiciary</li> <li>• Time barred TA bills</li> </ul>
L2	<ul style="list-style-type: none"> <li>• Withdrawal of prosecution cases in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Idukki, Kottayam, Kannur and Kasaragod districts</li> <li>• Withdrawal of Food Adulteration cases in all districts.</li> </ul>
L3	<ul style="list-style-type: none"> <li>• Withdrawal of prosecution cases in respect of Ernakulam, Thrissur, Palakkad, Malappuram Kozhikode and Wayanad districts,</li> <li>• L.A Interpellations.</li> </ul>

	<ul style="list-style-type: none"> <li>Miscellaneous papers in the section.</li> </ul>
L4	<ul style="list-style-type: none"> <li>Appointment of Special Public Prosecutors and fixing of their remuneration and related papers.</li> </ul>

### HOME (M) DEPARTMENT

M1	<ul style="list-style-type: none"> <li>Law and order papers relating to Thiruvananthapuram District and filing appeal against judgement in criminal cases before the High Court or Supreme Court.</li> </ul>
M2	<ul style="list-style-type: none"> <li>Law and Order petitions from the Keralites living abroad (incident occurred outside Kerala)</li> <li>Referring cases to Economic Offence Wing (EOW) of Crime Branch,</li> <li>Miscellaneous papers in the section.</li> </ul>
M3	<ul style="list-style-type: none"> <li>All papers requesting consent of the State Government under Section 6 of the Delhi Special Police Establishment Act, 1946 to the extension of powers and jurisdiction of the members of Special Police Establishment in the whole State for investigation of offences punishable under the various Acts of the Government of India reflecting of cases for enquiry by CBI.</li> <li>Papers from Government of India related to Delhi Special Police Establishment.</li> <li>Formation of Special Squad for investigation</li> <li>All the general matters related to Medico Legal Policy; Medico Legal issues such as the Post-mortem etc.</li> <li>Immoral traffic cases.</li> <li>Papers related to IT Policies and guidelines in connection with Cyber Matters, Cyber Crimes, Social Media.</li> </ul>

## HOME (N) DEPARTMENT

N1	<ul style="list-style-type: none"> <li>• Establishment matters of Police Ministerial Staff (Gazetted and Non Gazetted)</li> <li>• Medical Reimbursement / IFMA of Ministerial Staff.</li> <li>• Establishment matters of Ministerial Staff (Gazetted &amp; Non Gazetted) of State Special Branch, Police Telecommunication, Crime Records Bureau, State Photographic Bureau.</li> <li>• Disciplinary action against Police Ministerial Staff (Gazetted &amp; Non Gazetted)</li> </ul>
N2	<ul style="list-style-type: none"> <li>• All papers relating to IFMA and Medical Reimbursement claim requests in respect of all Police Personnel including Women Police Personnel, Camp followers and Last Grade Part-time contingent employees of Thiruvananthapuram, Kollam, Kottayam, Alappuzha, Ernakulam, Pathanamthitta, Idukki districts.</li> <li>• Establishment and disciplinary papers of Camp followers, Last Grade Part-time contingent employees in Police Department.</li> <li>• Papers relating to NDRF and State Disaster Response Force (SDRF).</li> <li>• Miscellaneous papers in the section.</li> </ul>
N3	<ul style="list-style-type: none"> <li>• All papers relating to IFMA and Medical Reimbursement claim requests in respect of all Police personnel including Women Police Personnel, Camp followers and Last Grade Part-time contingent employees of Thrissur, Palakkad, Kozhikode, Kannur, Wayanad, Malappuram, Kasargod districts.</li> <li>• Disciplinary action against the Ministerial Staff</li> </ul>

(Gazetted & Non Gazetted) of State Special Branch, Police Telecommunication, Crime Records Bureau, State Photographic Bureau.

### HOME (P) DEPARTMENT

P1	<ul style="list-style-type: none"> <li>All Establishment papers relating to Kerala Police Subordinate Service upto Sub Inspector of Police (GE) of Thiruvananthapuram Range. (Thiruvananthapuram, Kollam, Pathanamthitta.)</li> <li>Miscellaneous papers in the section</li> </ul>
P2	<ul style="list-style-type: none"> <li>All Establishment papers relating to Kerala Police Subordinate Service upto Sub Inspector of Police (GE) of Kochi Range. (Alappuzha, Idukki, Kottayam, Ernakulam)</li> <li>Integration of Armed Reserve Police and Local Police</li> <li>Special Rules for Kerala Police Subordinate Service</li> </ul>
P3	<ul style="list-style-type: none"> <li>All Establishment papers relating to Kerala Police Subordinate Service upto Sub Inspector of Police (GE) of Thrissur &amp; Kannur Range. (Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasaragod)</li> <li>All papers relating to Establishment matters in General nature upto Sub Inspector of Police in all Districts.</li> </ul>
P4	<ul style="list-style-type: none"> <li>All papers relating to State Industrial Security Force.</li> <li>Establishment matters of Women Police</li> <li>Establishment matters of Coastal Police</li> <li>Creating / Shifting of posts in the existing Police Stations.</li> </ul>

### HOME (R) DEPARTMENT

R1	<ul style="list-style-type: none"> <li>Disciplinary action against the Police personnel</li> </ul>
----	--

	in the rank of Senior Civil Police Officers / Civil Police Officers / Women Police Officers of Thiruvananthapuram, Kollam, Kottayam, Pathanamthitta Districts and Mounted Police, Police Band, Dog Squad, Bugler and Technical categories.
R2	<ul style="list-style-type: none"> <li>• Disciplinary action against the Police personnel in the rank of Senior Civil Police Officers / Civil Police Officers / Women Police Officers of Alappuzha, Ernakulam, Idukki, Thrissur Districts</li> <li>• Miscellaneous papers in the section</li> </ul>
R3	<ul style="list-style-type: none"> <li>• Disciplinary action against the Police personnel in the rank of Senior Civil Police Officers / Civil Police Officers / Women Police Officers of Palakkad, Malappuram, Kozhikode Districts.</li> <li>• Disciplinary action against Assistant Sub Inspectors.</li> </ul>
R4	<ul style="list-style-type: none"> <li>• Disciplinary action against the Police personnel in the rank of Senior Civil Police Officers / Civil Police Officers / Women Police Officers of Kannur, Wayanad and Kasargod Districts</li> <li>• Disciplinary action against Police Drivers.</li> </ul>

### HOME (S) DEPARTMENT

S1	<ul style="list-style-type: none"> <li>• Purchase of land.</li> <li>• Construction and maintenance of buildings relating to Court Complexes in Judicial Department</li> <li>• Providing infrastructure facilities relating to court complexes / buildings</li> <li>• Budget papers of Judicial Department and Directorate of Prosecution.</li> <li>• Budget preparation, allotment, reconciliation etc of Head of Account '2014-AJ-114-97-APPs' and '2014-AJ-114-IAC-96-DPP'</li> <li>• State Plan and Annual Plan.</li> </ul>
----	--



	<ul style="list-style-type: none"> <li>Centrally sponsored schemes under Ministry of Justice and Law.</li> </ul>
S2	<ul style="list-style-type: none"> <li>Papers relating to Criminal Procedure Code, Code of Civil Procedure, Criminal Rules of Practice, Civil Rules of Practice, IPC and amendments.</li> <li>Act and Rules of Civil / Criminal Courts.</li> <li>Formulation of guidelines for Victim Compensation Scheme.</li> <li>Fixing Rent for Court Complex / Buildings</li> <li>Miscellaneous papers in the section.</li> </ul>
S3	<ul style="list-style-type: none"> <li>All Establishment papers under the Directorate of Prosecution.</li> <li>Establishment papers of Director General of Prosecution, Director of Prosecution, Deputy Director of Prosecution and Assistant Public Prosecutors.</li> </ul>

### HOME (PS) DEPARTMENT

PS	<ul style="list-style-type: none"> <li>Follow up action on the reports of PAC/PUC.</li> <li>Subject Committee.</li> <li>Estimates Committee.</li> <li>Committee on Subordinate Legislation.</li> <li>Assurances Committee.</li> <li>Committee on official language.</li> <li>Follow up action of all Legislative Committees.</li> <li>Furnishing replies on L.A. Interpellation to the Legislature and consolidation of details for LA interpellation.</li> <li>Consolidation of Monthly business statements of</li> </ul>
----	--

	<p style="text-align: center;"><b>Home Department</b></p> <ul style="list-style-type: none"> <li>• Monthly Conference of Chief Secretary with secretaries.</li> <li>• Co-ordination/Monitoring/review and follow up of Annual Plan.</li> <li>• Budget announcements and meetings by Finance and Planning Departments.</li> <li>• General Loksabha and Rajya Sabha questions.</li> <li>• Nodal section of RTI Act.</li> <li>• All Miscellaneous applications under RTI Act.</li> <li>• Governor's Address</li> <li>• MP's Conference.</li> <li>• Budget Speech</li> <li>• Staff Meeting</li> <li>• Miscellaneous papers of the section.</li> </ul>
--	---

### HOME (SC) DEPARTMENT

SC1	<ul style="list-style-type: none"> <li>• Papers relating to Untouchability, Atrocities on SC/STs in the districts of Thiruvananthapuram, Pathanamthitta, Alapuzha, Kottayam &amp; Idukki.</li> <li>• Papers from NCSC on SC/ST atrocities.</li> <li>• All cases referred to Crime Branch.</li> <li>• Miscellaneous papers in the section</li> </ul>
SC2	<ul style="list-style-type: none"> <li>• Papers relating to Untouchability, Atrocities on SC/STs in the districts of Ernakulam, Palakkad, Malapuram, Wayanadu &amp; Kozhikode.</li> <li>• Secretariat Security, Operational cases of</li> </ul>

	<p>Security Staff</p> <ul style="list-style-type: none"> <li>• Issuing of Identity Cards &amp; NLC to Secretariat Staff and staff of O/o Ministers, Non Secretariat staff of I&amp;PRD, P&amp;EA(CPMU),WGC.</li> <li>• Issuing of ID cards to Heads of Departments Chairman/Managing Director of Government owned companies, Elected members of LSGD Institution etc.</li> <li>• Issuing temporary pass to Government approved organisation for entry in Secretariat.</li> <li>• General papers related to Law and Order including L.A interpellations.</li> </ul>
SC3	<ul style="list-style-type: none"> <li>• Papers relating to Untouchability, Atrocities on SC/STs in the districts of Kollam, Thrissur, Kannur &amp; Kasaragod.</li> <li>• Traffic Regulations</li> <li>• Prize Competition Act.</li> <li>• Papers related to all financial fraud cases under KPID Act.</li> <li>• Papers related to SLCC, SLSC, SLBC meetings.</li> <li>• Papers related to RBI/SEBI except PMLZ, FICN and FCRA.</li> <li>• All the training which are not allowed to any other section like Cyber training.</li> </ul>

### HOME (ATTESTAION) DEPARTMENT

	<ul style="list-style-type: none"> <li>• Attestation of the Certificate/Documents such as Police Clearance Certificates, Finger Print Certificates, Birth/Death/Marriage Certificates, Medical Certificates, Marksheets, Affidavits, Court Orders, Transfer Certificates, Experience Certificates, One &amp; Same Certificates, Residential</li> </ul>
--	--

	Certificates, Dependency Certificates, Certificates, abroad.	No-objection Certificates, Power of Attorney	Certificates, Legal-heirship etc for use
--	--	--	--

### HOME ( SSA) DEPARTMENT

SSA1	<ul style="list-style-type: none"> <li>• KAAPA cases relating to Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod District.</li> <li>• Lawful Interception of Telephone</li> <li>• Tower Dump, CDR</li> <li>• KANSAF</li> <li>• PITNKPS</li> <li>• NDPS cases registered by Police</li> <li>• NSA</li> </ul>
SSA2	<ul style="list-style-type: none"> <li>• Commissions of Inquiry Act, 1952.</li> <li>• Papers related to NHRC &amp; KSHRC on Custodial Death in Police Action only.</li> <li>• Fake currency cases.</li> <li>• Victim compensation papers of Emergency Fighters only.</li> <li>• Miscellaneous papers of the section.</li> </ul>
SSA3	<ul style="list-style-type: none"> <li>• Unlawful Activities (Prevention) Act.</li> <li>• Activities of extremists.</li> <li>• All papers related to Secret and Sensational issue (Political )</li> <li>• VIP Security</li> <li>• Internal Security.</li> </ul>

	<ul style="list-style-type: none"> <li>• Arrangements in Police Department in connection with General Election.</li> </ul>
SSA4	<ul style="list-style-type: none"> <li>• COFEPOSA Cases relating to all Districts in Kerala</li> <li>• COFEPOSA Detention orders issued by Government of India and other State Governments.</li> <li>• Papers relating to ESMA</li> <li>• VIP/VVIP visit.</li> <li>• Religious Institution (Prevention of Misuse) Act.</li> <li>• Communal Harmony</li> <li>• Place of worship</li> <li>• Communal Harmony Award</li> <li>• Kabir Puraskar</li> <li>• Intelligence reports of confidential &amp; sensitive nature.</li> </ul>
SSA5	<ul style="list-style-type: none"> <li>• KAPPA cases relating to Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki and Ernakulam District.</li> <li>• F.C.R.I</li> <li>• KAPPA Advisory Board.</li> </ul>

### HOME ( SSB) DEPARTMENT

SS.B1	<ul style="list-style-type: none"> <li>• Declaration of places of vital importance to the country as Prohibited Place under The Official Secrets At 1923.</li> <li>• All matters including Visit, Stay, Exit of Pakistan and Bangladesh nationals in the State.</li> </ul>
-------	--

	<ul style="list-style-type: none"> <li>• Verification of Character and antecedents in respect of candidates selected for appointment to the post of LDC / equated posts and all non – gazetted posts / equated posts in Government / Public Sector undertaking under State / Central Government and National &amp; International Educational Institutions.</li> </ul>
SS.B2	<ul style="list-style-type: none"> <li>• All matters related to Private Securities Agency Regulation Act, 2005 and Kerala Private Security Agencies Rules 2010.</li> <li>• All matters including issuance of Private Security License under Private Security Agencies Regulation Act 2005 &amp; Rules.</li> <li>• All matters related to the Kerala Private Security Agencies (Private Security to Cash Transportation) Rules 2020</li> </ul>
SS.B3	<ul style="list-style-type: none"> <li>• Verification of Character and antecedents in respect of candidates selected for appointment in uniform service of Police, Prison, Excise, Fire Force and Forest departments in State / Central Government and National &amp; International Educational Institutions including forces</li> <li>• Medical negligence cases – legal aspects only.</li> </ul>
SS.B4	<ul style="list-style-type: none"> <li>• Coastal Security in the State ( Security aspects only)</li> <li>• Recommendation of State Government for the award of President's Police / Fire / Prison &amp; Correctional Service medals declared on the Republic / Independence Day.</li> <li>• Award of Kerala Chief Minister's Police / Fire /Prisons and Correctional Services medals on the occasion of Republic Day.</li> <li>• Papers related to action and activities of Police Associations in the State.</li> </ul>
SSB5	<ul style="list-style-type: none"> <li>• Prosecution sanction under Section 196 Cr.P.C for offences punishable under section 153 (A) of</li> </ul>

Indian Penal Code.

- Subject of Union War Book.
- Papers relating to Hawala.
- Action under Cr.P.C/IPC for proscription of books, periodicals etc.
- Monthly Statement on conversion to Islam
- Processing of Daily /Weekly Intelligence Summary /Digest of Intelligence
- Correspondence relating to Budget estimates and expenditure booked under 252(a) 7 from the Central Government.
- Papers relating to Civil Military Liaison Conference.
- Unkeep & maintenance of classified documents on internal security.
- Verification of Character and antecedents in respect of candidates selected for appointment to the post of LGS / equated posts and all gazetted posts / equated posts in Government / Public Sector undertaking under State / Central Government and National & International Educational Institutions
- Miscellaneous papers of the Section.

Existing Seat	Proposed Change
A1	A1
A2	A2
A5	A3
B1	B1
B2	B2
B3	B3
	B4 (NEW ASSISTANT - 1)
C5	C1
C2	C2
C3	C3
	D1 (NEW ASSISTANT -2 )
D2	D2 (NEW WORK)
D3	D3 (NEW WORK)
E1	E1
E4	E2
E3	E3
F1	F1
F2	F2
F3	F3
G1	G1
G2	G2
G3	G3
	G4 (NEW ASSISTANT -3)
H1	H1
	H2 (NEW ASSISTANT -4)
H3	H3



J1	J1
J2	J2
J3	J3
D1	J4
K1	K1
K2	K2
K3	K3
L1	L1
L2	L2
L3	L3
L4	L4
M1	M1
M2	M2
M3	M3
N1	N1
N2	N2
	N3 (NEW ASSISTANT -5)
A3	P1
A6	P2
A4	P3
	P4 (NEW ASSISTANT -6)
H4	R1
H5	R2
H6	R3
	R4 (NEW ASSISTANT - 7)
C4	S1
	S2 (NEW ASSISTANT -8)

	S3 (NEW ASSIATANT -9)
PS	PS
SC1	SC1
SC2	SC2
SC3	SC3
ATTESTATION	ATTESTATION
SSA1	SSA1
SSA2	SSA2
SSA3	SSA3
SSA4	SSA4
SSA5	SSA5
SSB1	SSB1
SSB2	SSB2
SSB3	SSB3
SSB4	SSB4
SSB5	SSB5

<b>Section</b>	<b>Officer</b>
A, SSA, SSB	SS
B, J, F, Attestation	JS - I
P, D, N	JS - II
G, SC, PS, OS	JS - III
E, K	JS - IV
C, L, M, S	JS- V
H, R	JS-VI
SSA, SSB	DS
A, N, P	US-I
K, L	US-II
D, J, PS	US-III
E, SC	US-IV
G, Attestation, OS	US-V
B, F	US-VI
C, M,S	US-VII