

Administration – Chittoor Police :

'A' SECTION :-

Superintendent – A :

Supervision of work of 'A' section staff, inward and outward seats, Record section and F.C.S

A1 Seat (Sr.Asst.) :-

1. Service matters of Gazetted officers and other executive force.
2. Promotion of all Executive force.
3. Transfer of SIs, ASIs and HCs.
4. Maintenance of Deputation watch Register and Deputation of Officers and Men to various organisations.
5. Seniority list of all Executive Officers and men except PCs.
6. A-B-C list Register and M.T.List
7. Strength and allocation of Executive Force.
8. Confirmation of all Ranks in Executive Force.
9. Promotion Examination both Civil and A.R. from HC to SI or ARSI.
10. Statistical information and vacancy position of Executive force.
11. Probations of all ranks of AR and Civil of and above the rank of HCs.
12. Proposals for new sanctions.
13. Promotions and transfers of Ministerial staff.
14. Maintenance of seniority list and communal roster of Ministerial staff
15. Confirmation and probations of Ministerial staff.
16. Seniority list and allied correspondence relating to establishment matters including vacancy position of Ministerial staff.
17. WPs/RPs if any on his subject.

A2 Seat (Typist) :-

1. Service matters other than those allotted to A-1.
2. Security deposit Register (Fidelity Guarantee bond).
3. Appointments under G.Os. 687 & 539.
4. Transfer of AR personnel to Civil Police.
5. Promotion Examinations (both Civil and AR) from the rank of PC to HC.
6. Recruitment of PCs both AR and Civil.
7. Renewal of Temporary sanctions.
8. Recovery of Guard charges from various borrowing units.
9. Probation of PCs both AR and Civil.
10. Transfer of Civil PCs and AR PCs.
11. WPs/RPs if any on his subject.

A3 Seat (Jr.Asst.) :-

1. Superannuation of pensions and Gratuity to all cadres.
2. Voluntary & Compulsory Retirements.
3. Invalid pension, commutation, Family, Anticipatory pensions.
4. Alteration of date of birth.
5. RPs/WPs if any on pension matters.

A4 Seat (Jr.Asst.) :-

1. Pay fixation.
2. Stepping up of pay and par with juniors pay, fixation under FR 22(a) (i) and FR 22(b).
3. Maintenance of D.O.Book.
4. Grant of increments to all ranks (both Executive and Ministerial Staff) and maintenance of rough increment Register.
5. WPs/RPs if any on his subject.

A5 Seat (Civil Force) (Sr.Asst.) :-

1. Sanction of leave, surrender and Addl. Surrender Leave to all ranks of Executive staff and Office Staff, including retired personnel except AR personnel.
2. Maintenance of C.L. Register.
3. Annual Movable and Immovable property returns.
4. Permission to acquire movable and immovable properties including motor vehicles as per Govt. Servant's conduct Rules and recording them in SBs etc.,
5. Sanction of Leave and SLS
6. RPs/WPs if any on this seat subject.
7. Sanction of leave, Surrender leave and Addl. Surrender leave to all ranks in Civil Force
8. Maintenance of SRs/SBs of all ranks.
9. Making entries in service books i.e., Annual grade increments, SGP/SPP-I/SPP-II increments.
10. Promotional entries of PCs to HCs, HCs to ASIs, ASIs to SIs, SIs to CIs and CIs to DSsP.
11. Probation declaration entries of all cadres.
12. Transfers and postings entries in respect of all cadres of officers/men including ministerial staff.
13. Annual verification of service books by officers/men on every year.
14. Obtaining list of family member certificate from the concerned officers and men where there are no entries in the service book.
15. Making entries of movable, immovable property in the concerned service book as and when permission is accorded.
16. Filing of Annual property returns in the concerned service books.
17. Making entries of various training attended by the concerned police officers and men including ministerial staff.
18. Making entries of deputation and also repatriation of police officers and men.

A6 Seat (AR Force) (Jr.Asst.) :-

Sanction of leave, surrender and Addl. Surrender Leave to all ranks of AR personnel.

1. Annual Movable and Immovable property returns.
2. Permission to acquire movable and immovable properties including motor vehicles as per Govt. Servant's conduct Rules and recording them in SBs etc.,
3. Sanction of Leave and SLS
4. RPs/WPs if any on this seat subject.
5. Sanction of leave, Surrender leave and Addl. Surrender leave to all ranks in A.R.
6. Maintenance of SRs/SBs of all ranks.
7. Making entries in service books i.e., Annual grade increments, SGP/SPP-I/SPP-II increments.
8. Promotional entries of ARPCs to ARHCs, ARHCs to ARSIs, ARSIs to RSIs, RSIs to RIs and RIs to DSsP.
9. Probation declaration entries of all cadres.
10. Transfers and postings entries in respect of all cadres of officers/men including ministerial staff.
11. Annual verification of service books by officers/men on every year.
12. Obtaining list of family member certificate from the concerned officers and men where there are no entries in the service book.
13. Making entries of movable, immovable property in the concerned service book as and when permission is accorded or obtained with coordination with A5.
14. Filing of Annual property returns in the concerned service books with coordination with A5.
15. Making entries of various training attended by the concerned police officers and men including ministerial staff.
16. Making entries of deputation and also repatriation of police officers and men.

A7 Seat (Sr.Asst.) (Major PRs) :-

1. Major P.Roll involving O.Es and appeals of all ranks including Ministerial Staff and making entries in defaulter sheets of SRs/SBs.
2. Periodical returns on P.Rs.
3. WPs/RPs if any on his subject.
4. Appeal petitions/Revision petitions/ Mercy petitions correspondence.

A8 Seat Jr. Asst. (Minor PRs) :-

1. Minor PRs and appeals of all ranks including Ministerial staff, defaulter sheet entries in SRs/SBs.
2. Monitoring of Minor PRs initiated by CIs/RIs/SDPOS/DSP-AR/Addl.SsP
3. WPs/RPs if any on his subject.
4. Appeal petitions/Revision petitions/ Mercy petitions correspondence.

A9 Seat (Jr.Asst.) :-

1. Pay fixation in SGP/SPP-I/SPP-II scales after receipt of orders consequent on appointment to such scale.
2. Training Courses of all Ranks

A10 Seat (Jr.Asst) :-

M.R. entries in all the service books of police officers/men and Ministerial staff working in the district on the following subjects.

- 1) Sanction of annual grade increments.
- 2) Sanction of SGP/SPP-I /SPP-II increments.
- 3) Promotion entries of PCs to HCs, HCs to ASIs, ASIs to SIs, SIs to CIs and CIs to DSsP.
- 4) Probation declaration entries of all cadres.
- 5) Transfers and postings in respect of all cadres of officers/men including ministerial staff.
- 6) Annual verification of service books by officers/men on every year.

- 7) Obtaining list of family member certificate i.e., Form – 'A' (Nomination for Death Cum Retirement Gratuity) and Form – 'B' (List of Family Members of the Govt.Servant / Officer) from the concerned officers and men where there are no forms in their respective service books.
- 8) Making entries of movable/immovable property entries in the concerned service book as and when permission is accorded or obtained with coordination with A5 JA.
- 9) Filing of Annual property returns in the concerned service books with coordination with A5 JA.
- 10) Making entries of various training attended by the concerned police officers and men including ministerial staff.
- 11) Making entries of deputation and also repatriation of police officers and men.

'B' SECTION

Superintendent – B :

Maintenance of Cash Books (both Govt. and Non-Govt. funds) and supervision over staff of "B" section.

B1 Seat (Sr.Asst.) :-

1. TA Advance Check-Register.
2. T.A. check-Register of T.A.bills.
3. TA, TTA, LTC bills of all Gazetted officers (including Chittoor Sub - Divison, DSB, DCRB, SBX and Ministerial staff) and auditing of these bills.
4. A.G.Party audits and objections, Chief Office audits and objections and allied correspondence.
5. Budget estimate, control of budget and allied correspondence.

B2 Seat (Typist.) :-

1. Treasury Bill Register maintenance and their auditing.
2. Assistance to 'B' section Supdt. in writing cash memos, DD/Bank draft received from outside and their encashment.
3. Correspondence and auditing of records relating to drafts and cheque memos.

B3 Seat (Jr Asst.) :-

1. TA, TTA and LTC bills of Madanapalle Sub-Division and their auditing.
2. Corpus fund, Group Accident Insurance Scheme, Loans by Banks and other Financial under-takings and scheduled of cash Recovery of above items.
3. Cash recovery schedule for Non-Govt. funds.
4. Lumpsum Grant (Rs.200)
5. Death benefits watch register.

B4 Seat (Jr.Asst.) :-

1. TA, TTA and LTC bills of Puttur Sub-Division and their auditing.
2. Loan recovery schedules for Welfare funds.
3. Financial aid to NGO's (Merit scholarship) to be sanctioned from Chief Office.
4. Tuition fees Register.

B5 Seat (Jr. Asst.) :-

1. Motor Vehicles POL charges, repairs to vehicles etc (the processes of bills include sanctions etc.)
2. Drawal of A.C. Bills and submission of DC bills.
3. Drawal of Directory charges of dogs.
4. Sanction of Medical Re-imbusement.
5. House Building, Marriage advances.
6. Salaries of menials appointed part time and full-time contingent employees.
7. Investigation charges, Secret services
8. All other contingent bills i.e., furniture, equipment etc.,
9. Cremation charges of Rs.10,000/- of deceased Govt. employees.
10. Auditing of all bills attended in his seat.
11. Appointment of part-time, full-time contingent employees.

B6 Seat (Typist) :-

1. Buildings construction and repairs of quarters including land acquisition, electrification, water supply etc.
2. Correspondence relating to A.P.Police Housing Corporation.
3. E & L statements (Reconciliation)
4. HR to OPs/PCs/Circle offices/SDPO offices located in private buildings for non-residential purpose and HR to private building.
5. Bus warrants and bills.
6. TA, TTA and LTC bills of AR Chittoor and their auditing.
7. Water & Electricity charges.

B7 Seat (Typist) :-

1. Entire Home-Guard organisation correspondence and Pay bill of H.G.s
2. TA, TTA and LTC bills of Palamaner Sub-Division and their auditing.

B8 Seat (Typist) :- Bhadratha & Arogya Bhadratha

2. Telephone bills and Cell Phone bills.

B9 Seat (Typist.) :

1. Maintaining cash books and its correspondence.
2. Updating of cash books daily signed by 'B' Superintendent, DPO, Chittoor and produce before the Administrative Officer, DPO, Chittoor for checking of cash books.

"P" SECTION

Superintendent – P :- Supervision of work of 'P' section staff and 'G' Section

P1 (Sr.Asst) Seat :-

1. Preparation of Monthly pay bills of all ranks.
2. Carrying out DOs in Long rolls.
3. Issue of LPCs.
4. Income Tax statements.
5. NGOs certificates and details of pay drawn particulars.
6. Court attachments from salaries.
7. Arrears claims Register.
8. Checking of Long Rolls and effecting OD recoveries
9. Pay bills of Ministerial Staff and all name bills.
10. Checking of Long Roll No.10 and distribution of Long Rolls 1 to 9 among P2 to P6 by rotation every month.

P2. (Jr. Asst) Seat :-

1. Maintenance of pay acquaintances Check-Register.
2. Gross and net pay particulars Registers.
3. Drawal of arrear claims, supplementary bills and their auditing.
4. Uniform grants and other allowances with ref. to arrear claims register
5. Festival advance drawl and auditing.
6. Checking of Long rolls allotted by P1 SA.
7. Preparation of pay bills of all temporary sanctions with assistance of P.4. J.A.

P-3 (Jr. Asst.) Seat :-

- 1 H.R. to all Ranks of Executive personnel and to such those who are not provided with Rent-Free quarters. Maintenance of H.R. sanctioned register and showing police personnel who are in occupation of Govt. quarters.
- 2 All correspondence relating to residential quarters.
- 3 G.I.S and FBF correspondence.
- 4 Checking of long rolls allotted by P1 SA..
5. Drawl of H.R.A. arrears

P-4 (Jr.Asst.) Seat :-

1. Drawal of SLS and ASLS bills of Civil police, Gazetted officers and Ministerial staff and their auditing.
2. Drawal of money rewards and sevapathakam awards, entries of rewards in SRs/SBs.
3. Checking of long rolls allotted by P1 SA.
4. Prof. Tax schedules.

P-5 (Jr. Asst.) Seat :-

1. Sanction of GPF loans / part final withdrawals of Executive and Ministerial Staff
2. Correspondence relating of G.P.F. and allied matters.
3. D.A. arrears bills whenever D.A., is ordered to credit in GPF.
4. Checking of Long Rolls and effecting OD recoveries.
5. Final settlement of GPF for Retired / Died police personnel

P6 (Jr.Asst) Seat :-

1. Education advance
2. APGLI, and LIC matters including schedules.
3. Drawal of SLS and ASLS for A.R. Officers and Men.
4. Checking of long rolls allotted by P1 SA and effecting OD recoveries

"C" SECTION

Under supervision of DSP., DCRB, Chittoor

C1 (Typist) Seat:-

1. Detailed Reports in Grave crime and Specially Grave crimes
2. Judgement of copies, criminal appeals and revisions. crime ledgers
3. Quarterly/Monthly/Annual returns relating to crime/specially Grave crimes
4. ADRS and Financial ADRs.
5. Habeas corpus petitions.
6. Statistical returns.
7. Supervision over C2 and C3 Jr.Asst.
8. Bail petitions relating to crime.
9. Private complaints files against police officers and Men
10. Obtaining sanction of pleader's fees.
11. Monthly/Quarterly return on police firings.
12. NHRC
13. Sanction of Prosecution orders Arms Act and Rules and Explosives Act

C2 Seat:-

1. Misappropriation cases
2. Weekly diaries of APPs.
3. Withdrawal of cases including petty cases.
4. Closed C.D. files.
5. M.V. Act and periodicals relating to M.V. act.
6. Check-reports under M.V. Act and rules.
7. Supply of copies of FIRs and other records to private parties.
8. Other periodical returns relating to Crime/Monthly returns/review of U.T. Prisoners
9. Transfer of cases to CBCID
10. Cheating cases correspondence
11. Treasure Trove Act.
12. Assault on Govt. Servants
13. FIRs/RCs notice.
14. Foreign Pass-ports.
15. Execution of Warrants/Service of summons.
16. Directing Police Officers to attend courts and also to produce PWs and accused etc.

C3 (Typist) Seat :-

1. Atrocities on Minorities.
2. Complaints/cases and crime statistics
3. Harijan harassment.
4. PCR Act (SC & ST) Cases.
5. Submission of SC/STs periodicals on PCR Act.
6. Dowry death cases, harassment of women and women protection cell references and returns.
7. Illicit Fire arms and ammunition.
8. Loss of Fire Arms and statistical information of Arms and Ammunition
9. Grievances cell 15 point programme (PMs) and 20 point formula Vide DO.1205/96, dt. 4.8.96.
10. Arms Act and rules i.e. processing and issuing of Gun licences
11. N.O.C. to petroleum products, Match factories, Adulteration of petroleum products
12. Cinematography Act, Grant of NOC for Cinema licence

"D" SECTION

D1 (Sr. Asst.) Seat :-

1. Parole/Furlough of prisoners
2. Welfare of Army personal and allied correspondence.
3. Replies to LAQs., RSQs. and LSQs etc.
4. Enquiries and apprehension of deserters/absentee arm men.
5. Procedure regarding issue of R/Ms and A/Ms.
6. Enquiries about pensioners who fail to draw pension.
7. Exemption from shaving and hair-cutting on religious grounds, permission to wear saree in respect of women SIs/HCs/PCs.
8. Bonded labour.

D-2 (Typist) :-

All correspondence, returns relating to foreigners (to work in Dist. S.B, Chittoor).

'G' SECTION

G1 (Jr.Asst.) Seat:-

1. Inspection notes and their compliance reports.
2. Bandobust scheme for fairs and festivals.
3. All sorts of examinations.
4. Award of State Police Pathakams, IPMS/President's Police medal etc.,
5. Gazettes of State/Districts etc.
6. Exhibition of auction/tender notices etc.,
7. Protection of properties of Religious Institutions.
8. All other miscellaneous correspondence which does not specifically
9. Celebration of National/State Public functions.
10. RTI Act - 2005

G2 (Sr.Asst) :-

1. Petition currents other than SCs/STs. and women harassment.
2. Block reminders

G3 (Jr.Asst) :

- 1) RTI Act and its correspondence.
- 2) Collecting and consolidating of information relating to all proposals and related correspondence concerned with all the seats of DPO, Chittoor (Proposals).

STORE SECTION

Store Superintendent : Maintenance of stock ledgers, and other ledgers pertaining to stores personally allied correspondence pertaining to stationery and supervision on EL seat.

E1 Seat: (Jr.Asst.):-

1. Indents to be submitted to Chief Office including H.G. Indents.
2. Maintenance of Govt. Property register, Distribution Register.
3. Repairs of Typewriters, Wall Clocks, furniture etc.,
4. Recovery of Govt. Property shortages in all PSs/Circle Offices/SDPO Offices.
5. Clothing articles both Police and H.Gs.
6. Suspension Register, Desertion and Causality Register.
7. IVs, CARs, LARs. and condemnation Registers and other correspondence relating to store section.
8. Collection of used M.V. Act compounding books
9. Suraksha subscriptions.

FAIR COPYING SECTION

FCS (Senior Asst.) :-

He will attend to comparing work and distribution of Fair copies to Typists, maintenance of F.C. Register, Service postage Stamps, distribution of work to Typists and supervision over their work, comparing fair copies, machine cards for type writers and Roneo machine. Also supervision over Record Room and Staff.

F-2 Seat (Jr. Asst.) :-

Despatch of all sorts of Tappals, Regarding Post/Ordinary Post / Local delivery and Service stamp account.

F-3 Seat (Jr. Asst.) (TAPPAL CLERK) :-

NOTE:- One Attender will assist F-3 in the distribution of tappals to seats.

RECORD SECTION, DPO, CHITTOOR :

1. Maintenance of records in record room.
2. Distribution of records.
3. Maintenance of Govt. property register of DPO.
4. To assist inward. J.A. in making entries in D.R.

K1 Seat :-

1. To assist the R.I. and DSP,AR in maintaining MRTS and Arms and Ammunition Registers.
2. Police sports, Duty Meet etc.,
3. Other correspondence of A.R. Office.
4. Mike licences, Video parlours, Narcotic drugs/Civil Supplies.
5. Bills relating to Treasury Escort, Postal Escort and realisation of cost for providing escorts.