

1.Functions & Duties of Officers

Name of Unit : District Police Office Kasaragod

Year & Quarter:2023- Qtr 3rd

Name of Post	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
State Public Information officer & Addiional Superintendent of Police	District Police Office & Special Uints under District Police Office(SB, DCB, DCRB,NC, W.cell)	<p>To deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information, taking the assistance of any other officer, if considered necessary by him or her for the proper discharge of duties [Section 5(3) & 5(4)];</p> <ul style="list-style-type: none"> • to render 'all reasonable assistance', where request for information cannot be made in writing, to the person making the request orally to reduce the same into writing [Section 6(1)]; • to dispose request for information under the Act, either providing the information requested on payment of prescribed fee or rejecting the request for reasons to be specified within the time period stipulated under the Act [Section 7(1)]. <p>National Implementing Agency - Capacity Building for Access to Information Project</p>	
Assistant Public Information Officer& Manager	District Police Office & Special Uints under District Police Office(SB, DCB, DCRB,NC, W.cell)	<ul style="list-style-type: none"> • to receive applications for information or appeals under the Act for forwarding the same forthwith to the Central Public Information Officer 2 or the State Public Information Officer or Appellate Officer or the Central Information Commission or the State Information Commission, as the case may be [Section 5 (2)]. 	
Ist Appelt Authority & District Police Chief	District Police Office & Special Uints under District Police Office(SB, DCB, DCRB,NC, W.cell, Kanhangad Subdivision, Kasaragod Subdivision, Bekal Sub division)	Isrt Appeal	
IInd Appelt Authority	State Right to Infomration Commissioner	IInd Appeal	

State Public Information officer & Sub Divisional Officer	Kasaragod Sub division	To deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information, taking the assistance of any other officer, if considered necessary by him or her for the proper discharge of duties [Section 5(3) & 5(4)]; • to render ‘all reasonable assistance’, where request for information cannot be made in writing, to the person making the request orally to reduce the same into writing [Section 6(1)]; • to dispose request for information under the Act, either providing the information requested on payment of prescribed fee or rejecting the request for reasons to be specified within the time period stipulated under the Act [Section 7(1)]. National Implementing Agency - Capacity Building for Access to Information Project	
State Public Information officer & Sub Divisional Officer	Kanhangad Subdivision	"	
State Public Information officer & Sub Divisional Officer	Bekal Sudivision	"	
Ist Appelt Authority & District Police Chief	District Police Office & Special Uints under District Police Office(SB, DCB, DCRB,NC, W.cell, Kanhangad Subdivision, Kasaragod Subdivision, Bekal Sub division)	Isrt Appeal	
IInd Appelt Authority	State Right to Infomration Commissioner	IInd Appeal	
State Public Information officer & Inspector of Police	Kasaragod Police Station	"	
State Public Information officer & Inspector of Police	Vanitha Police station Kasragod	"	
State Public Information officer & Inspector of Police	Kumbla Police station	"	
State Public Information officer & Inspector of Police	Manjeswaram Police stion	"	
State Public Information officer & Inspector of Police	Vidyanagar Police station	"	
State Public Information officer & Inspector of Police	BadiadkaPolice station	"	
Ist Appelt Authority & Sub Divisional Police Officer	Kasargod Subdivision	Ist Appeal	
IInd Appelt Authority	State Right to Infomration Commissioner	IInd Appeal	

State Public Information officer & Sub Divisional Officer	Kanhangad Sub Subdivsion	<p>To deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information, taking the assistance of any other officer, if considered necessary by him or her for the proper discharge of duties [Section 5(3) & 5(4)];</p> <ul style="list-style-type: none"> • to render 'all reasonable assistance', where request for information cannot be made in writing, to the person making the request orally to reduce the same into writing [Section 6(1)]; • to dispose request for information under the Act, either providing the information requested on payment of prescribed fee or rejecting the request for reasons to be specified within the time period stipulated under the Act [Section 7(1)]. <p>National Implementing Agency - Capacity Building for Access to Information Project</p>	
State Public Information officer & Inspector of Police	Chandera police station	"	
State Public Information officer & Inspector of Police	Cheemeni Police station	"	
State Public Information officer & Inspector of Police	Chittarikkal Police station	"	
State Public Information officer & Inspector of Police	Nileswaram Police station	"	
State Public Information officer & Inspector of Police	Vellarikund Police station	"	
State Public Information officer & Inspector of Police	Hosdug Police station	"	
Ist Appelt Authority & Sub Divisional Police Officer	Kanhangad Subdivsion	Ist Appeal	
IInd Appelt Authority	State Right to Infomration Commissioner	IInd Appeal	

State Public Information officer & Sub Divisional Officer	Bekal Sub Subdivision	<p>To deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information, taking the assistance of any other officer, if considered necessary by him or her for the proper discharge of duties [Section 5(3) & 5(4)];</p> <ul style="list-style-type: none"> • to render 'all reasonable assistance', where request for information cannot be made in writing, to the person making the request orally to reduce the same into writing [Section 6(1)]; • to dispose request for information under the Act, either providing the information requested on payment of prescribed fee or rejecting the request for reasons to be specified within the time period stipulated under the Act [Section 7(1)]. <p>National Implementing Agency - Capacity Building for Access to Information Project</p>	
State Public Information officer & Inspector of Police	Rajapuram police station	"	
State Public Information officer & Inspector of Police	Ambalathara Police station	"	
State Public Information officer & Inspector of Police	Melparamba Police station	"	
State Public Information officer & Inspector of Police	Adhur Police station	"	
State Public Information officer & Inspector of Police	Bedakam Police station	"	
State Public Information officer & Inspector of Police	Bekal Police station	"	
Ist Appelt Authority & Sub Divisional Police Officer	Bekal Subdivision	Ist Appeal	
IInd Appelt Authority	State Right to Infomration Commissioner	IInd Appeal	