

## Particulars of functions and details of each Unit/Office

Name of Unit : KAP 3 Bn, Adoor

| Name of Post sanctioned          | No. of Posts at present | Jurisdiction & Powers (Administrative, Financial & Others) | Function and duties of the Officer/Employee   | Any Other information |
|----------------------------------|-------------------------|--|---|-----------------------|
| Commandant                       | 1                       | Unit Head (Administrative, Financial & Others)             | Supreme Authority of the Battalion/Drawing Officer/Head of Account                          | Nil                   |
| Deputy Commandant                | 1                       |  | II in charge of the Bn, charge of Courses/Training  | Nil                   |
| Asst. Commandant                 | 5                       |  | 1. AC (Adj) -Charge of Administration   | Nil                   |
|                                  |                         |  | 2. AC (QM)- Charge of movable and immovable properties                                      | Nil                   |
|                                  |                         |  | 3. AC I Wing – Charge of A,B & C Coys   | Nil                   |
|                                  |                         |  | 4. AC II Wing – Charge of D, E & F Coys   | Nil                   |
|                                  |                         |  | 5. AC - for Training purpose  | Nil                   |
| Armed Police Inspector           | 7                       |  | Coy Commander Charges of A, B, C, D, E, F & HQ Coys and Disbursing Authority                | Nil                   |
| Band Inspector                   | 1                       |  | Head & supervision of the Band team   | Nil                   |
| Armed Police Sub Inspector       | 19                      |  | Platoon Commanders  | Nil                   |
| Driver Police Sub Inspector      | 1                       |  | Supervision of the departmental vehicles  | Nil                   |
| Armourer SI                      | 1                       |  | Control & Supervision of the Armour Division of this Unit                                   | Nil                   |
| Armed Police Asst. Sub Inspector | 6                       |  | Assisting the Coy Commander in day to day functioning and administration of the Coy Offices | Nil                   |
| Havildar                         | 140                     |  | Section Commanders/Performing Law and Order duties, Guard duties etc.                       | Nil                   |
| Armourer HC                      | 2                       |  | Arms duty   | Nil                   |
| Band HC                          | 2                       |  | Supervision of Band team  | Nil                   |

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|--------------------------------|--------------------------------|---|---|------------------------------|
| Police Constables              | 644                            |   | Performing Law and Order duties, guard duties etc.        | Nil                          |
| Driver HC/PC                   | 45                             |   | Driving the departmental vehicles                         | Nil                          |
| Armour PC                      | 4                              |   | Arms duties   | Nil                          |
| Bugler                         | 9                              |   | Guard duties  | Nil                          |
| Tailor                         | 1                              |   | Tailoring   | Nil                          |
| Blacksmith                     | 1                              |   |   | Nil                          |
| Electrician                    | 1                              |   | Electrical work in the Battalion                          | Nil                          |
| Painter                        | 1                              |   | Painting  | Nil                          |
| Carpenter PC                   | 2                              |   | wood work in the Battalion                                | Nil                          |
| Mechanic HC/PC                 | 2                              |   | Repair works of deptl vehicles                            | Nil                          |
| Fitter                         | 2                              |   | Plumbing work of Battalion                                | Nil                          |
| Band PC                        | 24                             |   | Band duties   | Nil                          |
| AA/AO                          | 1                              |   | Administrative Head of Office functions                   | Nil                          |
| Manager/SS/AO                  | 1                              |   | Managerial work in Battalion office                       | Nil                          |
| JS/SGA                         | 4                              |   | Section Head of office Administration                     | Nil                          |
| ISA/HA/SA                      | 1                              |   | Issue, Maintenance and control of store purchase articles | Nil                          |
| Cashier                        | 1                              |   | Financial assistance/Cash chest                           | Nil                          |
| UDC/LDC                        | 25                             |   | Administrative works in each sections                     | Nil                          |
| CA (Gr.I&II)                   | 1                              |   | Confidential and important official work of CMT           | Nil                          |
| FCS                            | 1                              |   | Supervision of Fair Copy Section                          | Nil                          |
| SGCT/UDT/LDT                   | 6                              |   | Typing and computer operating works in the office         | Nil                          |
| Attender                       | 1                              |   | Office work   | Nil                          |
| Peon                           | 2                              |   | Office work   | Nil                          |
| Asst. Surgeon                  | 1                              |   | Battalion Hospital duties                                 | Nil                          |
| ANM/JPH Nurse                  | 1                              |   | Battalion Hospital duties                                 | Nil                          |
| Nurse Asst.                    | 1                              |   | Battalion Hospital duties                                 | Nil                          |
| Pharmacist                     | 1                              |   | Battalion Hospital duties                                 | Nil                          |

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| Hosp Attender Gr.I             | 1                              |   | Battalion Hospital duties                          | Nil                          |
| Hospital Attender Gr.II        | 1                              |   | Battalion Hospital duties                          | Nil                          |
| Cook (Hospital)                | 1                              |   | Battalion Hospital duties                          | Nil                          |
| PTS (Hospital)                 | 1                              |   | Battalion Hospital duties                          | Nil                          |
| Barber                         | 7                              |   | Hair dressing of the Police Personnel              | Nil                          |
| Dhobby                         | 14                             |   | Maintaining the uniform of the Police Personnel    | Nil                          |
| Cook                           | 28                             |   | Cooking  | Nil                          |
| Sweeper/Scavenger              | 14                             |   | Cleaning the Battalion premises and Building       | Nil                          |
| Water Carrier                  | 7                              |   | Assisting in the mess duty                         | Nil                          |

**NOTE: ONE POST OF AC, 3 POSTS OF API, 10 POSTS OF APSI, 3 APASI & 62 HAVILDARS HAVE BEEN CREATED IN THIS UNIT TEMPORARILY FOR TRAINING PURPOSE.**