

Particulars of functions and details of each Unit/Office

Name of Unit :KEPA, Thrissur.

Name of Post sanctioned	No.of posts at present	Jurisdiction&Powers (Administrative, Financial & Others)	Functions and duties of the Office/employee	Any Other information
IGP (Trg)&Director 1	1	KEPA Head of the Unit	KEPA	
DIG (Trg) 1	0	Supervision of all training & Administrative activities of KEPA		
Asst.Directors 4 Asst.Director (PS) Asst.Director (Outdoor) Asst.Director(Trg) Asst.Director (Admn)	4	Administration & Training	Supervision of outdoor & Indoor training.	
Asst.Director(MT) 1	1	Supervising MT wing		
AD (F&OP) 1	1	Asst.Director(Financial and Office Procedure)	Taking classes to Officers & Cadets	
HOD(FSL) 1	1	Head of the department in forensic science	Supervision of Forensic wing of KEPA	
HOD(FM) 1	0	Head of the department in forensic medicine	In charge of classes of forensic medicine.	
HOD (Law) 1	0			
HOD(Computer application)1	0			
Chief Instructor(Law) & (PS) 5	5		In charge of Indoor Training and conduct Indoor classes to all recruits.	
Asst.CMT, AP 2	2	Supervision of Outdoor training	Conduct outdoor training to all recruits	
CI Local 5	4		Taking Indoor classes to all recruits	
Criminologist 1	1	Taking classes to officers and cadets in forensic science		

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Senior Instructor(Forensic Science) 1	0	Taking classes to officers and cadets in forensic science		
Senior Leacture(Computer) 1	1	Incharge of computer training of KEPA	conducting computer training	
Test.Inspr.(FPB) 1	1	Senior.Instructor	taking classes to all recruits and officers in finger print	
RI 2	1	Officer Commanding of coy	Administration of coy and supervision of ourdoor training	
API 10	8	Officers commanding of all coys	Administration of coy and supervision of ourdoor training	
Inspector(Tele) 1	1	Senior.Instructor(Tele) communicative	Supervision of telecommunication training	
WCI 2	2	Officer commanding of coy	Supervision of women Policetraining	
MT RI 1	1	Senior.Instructor(Motor Transport)	Supervision of Driving trainingall recruits	
SI Local 10	3	Instructor	Taking Indoor classes to allrecruits	
SI(Tele) 0	1	KEPA Telecommunication Wing.	Supervision of wireless & Telecommunication wings of KEPA	
RSI 6	6	Instructor	Outdoor training supervision	
APSI 29	31	Instructors	Outdoor training supervision	
WSI 6	4	Instructor	Outdoor training supervision of W RtPCs	
APASI 10	4		Outdoor instruction	
ARASI 0	2		Outdoor instruction	

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HC Local	30	8			
AR.HC	20	21		Outdoor instruction	
WHC	20	20		Training Instructor	
HDRs	82	40		Training Instructor	
Armour HC	1	1		Incharge of Arms of KEPA	
Bugler	1	1			
Local PC/AR.PC/Bn.PC	57	48			
Dvr PC	21	18			
WPC	0	17			
Admn.Asst.	1	1		Supervision of Ministerial staff & the Administration of office	
JS	4	4		Branch supervision	
Cashier	1	1			
Head Clerk	1	1			
LDC/UDC	15	15	Clerical Job		
(CA to IGP) CA Gr.I Gr.II (CA to DIG)	1 1	1	1		
SGT/UDT/LDT	5	5	Typists		Appointed one LDT on temporary basis for 179 days w.e.f 26.09.11
Sweeper	1	0			
CF Permanent	70	48			
CF Daily wages	65	65			
Part time sweeper	25	13			