

Particulars of functions and details of each Unit/Office

NAME OF UNIT: POLICE TRAINING COLLEGE, TVPM

Sl.No.	Name of Post Sanctioned	No of Post at present		Jurisdiction & Powers (Administrative, Financial and Others)	Functions and duties of the Officer/employee	Any other Information
		Sanctioned	Existing			
1	Principal	1	1	Administrative/ Financial	He will have overall responsibility for the proper administration of the College efficient training of all the personnel who are deputed for the several courses.	
2	Vice Principal	1	1	Administrative/ Financial	. He will exercise supervision over all the Instructional staff of the College and should himself take lectures as per the instructions of the Principal. He will exercise the power of a Deputy Superintendent of Police, over the staff employed in the College and the School.	
3	Senior Law Instructor	2	2	Lecturing	He will exercise supervision over the other staff in Law and Studies and will allocate duties subject to the approval of the Principal. He will be responsible for the efficient maintenance and improvement of the College Library, the Museum and the Model Police Station.	
4	Armed Police Inspector	2	2	Chief drill instructor / disciplinary maintenance	He will supervise the work of the Assistant Drill Instructor of the School and will be in entire charge of the discipline and training in parade work of all the trainees of the School. The College mess will also be in his charge.	
5	APSI/RSI	2	2		Out door Training of parade / PT etc	\
6	Driver SI	1	1		Supervision of Dept: vehicle	
7	RSI (Orchestra)	1	1		Supervision of orchestra team	
8	APASI / ARASI	3	1		Asst: APSI / RSI in out door training	
9	Armourer ASI	1	1		Repair and maintenance of weapons	
10	AR HC	29	29		Training assistance	
11	HC Orchestra	1	1		Entertainment	
12	AR PC	33	31		Training assistance	
13	Driver HC/PC	21	16		Driving of Dept: vehicles	

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14	PC Orchestra	12	7		Entertainment	
15	Armourer PC	1	NIL		Asst: Armour ASI	
16	PC Painter	1	NIL		Painting official work	
17	PC Carpenter	1	NIL		Repairing the wood materials	
18	Librarian	1	1		maintenance of Library	
19	Junior Superintendent	1	1	supervision of office	Supervision of PTC office	
20	Cashier	1	1		Accounting and maintenance of cash book and cash	
21	Head Clerk	1	1		Supervision of UDC / LDC	
22	UDC/LDC	9	5		Office automation	
23	CA	1	1		Scribing the dictation of Principal, PTC	
24	SGT/UDT/LDT	4	4		typing the office works	
25	Peon	1	1		passing the office files from one section to other	
26	Gardner	1	1		maintenance of garden	
27	Barber	3	3		Hair cutting of trainees	
28	Dhoby	4	3		ironing the cloth of trainees and police personnel	
29	Cook	5	5		Preparing food in hygienic condition	
30	Sweeper/Scavenger	4	4		cleaning the campus	
31	Cobbler	1	1		repair of shoes and boots	
32	Cinema Operator	1	NIL		Maintenance of electronic equipments	
33	Binder	1	NIL		Maintenance of PTC press	
34	Part time sweeper	4	2		cleaning the office and surrounding	
		156	130			