

PARTICULARS OF FUNCTIONS AND DETAILS OF EACH UNT/OFFICE

NAME OF UNIT: KAP 2 BATTALION, MUTTIKULANGARA, PALAKKAD

| NAME OF POST SANCTIONED | NO.OF POSTS AT PRESENT | JURISDICTION AND POWER (ADMINISTRATIVE FINANCIAL AND OTHERS) | FUNCTIONS AND DUTIES OF THE OFFICER/EMPLOYEE | ANY OTHER INFORMATIONS |
|-----------------------------|------------------------|--|--|------------------------|
| COMMANDANT | 1 | KAP 2 Battalion | Responsible for Discipline Administration Training of Police personnel, Responsible for the training and operational efficiency of the unit. Responsible for the systematic and Efficient instruction of officer under his command in all professional duties. Prepare training directives for individual and collective training based on the training policy laid down from time to time and will arrange to issue these etc. company commanders at least a month before the commencement of training. | |
| DEPUTY COMMANDANT | 1 | KAP 2 Battalion | Supervision of Bn.Hqrs. He is the unit security officer and bring to the notice of the Commandant, all matters relating to the security of the man and material of the unit. He will carryout inspections of the companies as and when directed by the Commandant. He is responsible for the proper administration of all private funds in the unit. | |
| ASSISTANT COMMANDANT | 4 | -do- | | |
| ASSISTANT COMMANDANT (ADJT) | 1 | -do- | AC(Adj) - Commandants Staff Officer for assigning all Administrative matters. He is responsible for the work and discipline of the staff in the Battalion office. He assists the Commandant in the preparation of training directives for individual and collective training. | |

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| ASSISTANT COMMANDANT(QM) | 1 | -do- | AC(QM) - Supervision of proper receipts, issues care and preservation and correct accounting of all Government and correct accounting of all Government Stores.. He is responsible to the Commandant to ensure that all items of clothing and equipment to which personnel are entitled, are issued to them in due time. Transactions of stores will be carried out as laid down in Police standing orders and other instructions issued by higher authorities from time to time to suit local conditions. | |
| ASSISTANT COMMANDANT I WING | 1 | -do- | General Supervision of over the Administration, Discipline, Training of Coys.under his charge. He will carry out a through inspection of all companies under him once in six months. He will report on the work of company commanders and platoon commanders to the Commandant at such intervals as may be prescribed. | |
| ASSISTANT COMMANDANT II WING | | -do- | General Supervision of over the Administration, Discipline, Training of Coys.under his charge. He will carry out a through inspection of all companies under him once in six months. He will report on the work of company commanders and platoon commanders to the Commandant at such intervals as may be prescribed. | |
| API - 6 | 4 | -do- | Overall supervision of Administration, Discipline, Training etc. of Coys. Under his charge | |
| BAND APSI-1 | 1 | -do- | Supervision of band wing of this battalion. | |
| APSI-19 | 24 | -do- | Responsible to coy. commanders for the Training, Discipline, Administration etc. of the men under his command. | |
| DRIVR SI- 1 | Nil | -do- | Supervision of the drivers under his control | |
| ARMOURER SI- | 1 | -do- | Supervision of the drivers under his control | |
| APASI-5 | 2 | -do- | Responsible of the coy.Commander for the training, Discipline, Administration etc. of men under his command | |
| HAVILDAR -143 | 24 | -do- | Keep the coy. Duty Roster, Correct furnishing of arrival and departure reports parade statement, strength statement detailing of men for guards, escorts etc. as ordered by the coy. commander. | |

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| ARMOURER HAVILDAR -2 | 2 | -do- | Servicing and maintenance of Arms and Ammunitions as per the direction of the Superior Officer. | |
| BAND HAVILDAR -02 | 2 | -do- | Supervising and practising the Band Troop | |
| PC 646 | 105+1 | -do- | Attend the duties in connection with L&O matters as per the direction of their Superior officers. | |
| DRIVER PC - 45 | 35+1 (LWA) | -do- | Upkeep the vehicle upto date as entrusted to him. | |
| ARMOURER PC -04 | 4 | -do- | Servicing and maintenance of Arms and Ammunitions as per the direction of the Superior Officer. | |
| BUGLER PC -09 | 9 | -do- | He ought to attend duty only a Band troop with his musical instrument as per the instruction of superior officer. | |
| TAILOR PC -01 | 0 | -do- | Attending the tailoring work as ordered by the Coy.Commander | |
| ELECTRICIAN PC -03 | 3 | -do- | Responsible to attend the repair, maintenance etc. of electrical equipments | |
| PAINTER PC 01 | 0 | -do- | | |
| CARPENTER PC -02 | 2 | -do- | To attend the carpentry work of the buildings, furniture etc. | |
| CLEANER PC -04 | 2 | -do- | | |
| HAVILDAR MECHANIC-02 | 2 | -do- | Overall Mechanical works of the Battalion | |
| FPC -02 | 1 | -do- | For attending the duties of servicing and maintenance of various electrical and other equipments. | |
| BAND PC -24 | 23 | -do- | To attend the ceremonial parade and celebrations like R.D.Parade, I.D.Parade etc. | |
| MINISTERIAL STAFF | | | | |
| ADMINISTRATIVE ASSISTANT-01 | 1 | KAP 2 Battalion | Ministerial head of the Battalion and also drawing and disbursing officer | |
| MANAGER -01 | 1 | -do- | Direct supervision of the Battalion, Office Staff and allied matters etc. | |
| JUNIOR SUPERINTENDENT-04 | 4 | -do- | Supervision of the Branch under his charge | |
| CASHIER-01 | 1 | -do- | Accounting of Govt.Cash, receipt and expenditure and allied matters. | |
| UDC-17 | 8 | -do- | Attend the works allotted to section in which he/she is holding charge. | |
| LDC-12 | 17 | | | |
| CA GRADE -01 | 1 | -do- | Personal assistance to the Commandant in personal, confidential etc. | |
| FCS-01 | 1 | -do- | Supervise the fair copy section | |
| SGT/UDT/LDT-06 | 6 | -do- | Working as Typist | |
| ATTENDER -01 | 1 | -do- | Working as attender | |

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| PEON -02 | 2 | -do- | Working as Peon | |
| PT Sweeper -01 | 1 | -do- | Working as PTS | |
| HOSPITAL STAFF | | | | |
| ASSISTANT SURGEON-01 | 1 | KAP 2 BN.Dispensary | Doctor | |
| ANM-01 | 1 | KAP 2 BN.Dispensary | Nurse | |
| NURSING ASSISTANT-01 | NIL | KAP 2 BN.Dispensary | | |
| PHARMACIST-01 | NIL | KAP 2 BN.Dispensary | Pharmacist | |
| HOSPITAL ATTENDENT GRADE -I -01 | NIL | KAP 2 BN.Dispensary | | |
| HOSPITAL ATTENDENT GRADE -II -02 | NIL | KAP 2 BN.Dispensary | | |
| COOK (HOSPITAL)-01 | NIL | | | |
| PTS(HOSPITAL)-01 | 1 | KAP 2 BN.Dispensary | PTS | |
| CAMP FOLLOWERS | | | | |
| BARBER -07 | 6 | | Working as Barber | |
| DHOBY- 14 | 13 | | Working as Dhoby | |
| COOK-28 | 27(26+1) LWA | | Working as Cook | |
| SWEEPER CUM SCAVENGER | 12 | | Working as Sweeper-cum-scamenger | |
| WATER CARRIER -07 | 5 | | Working as Water carrier | |