

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

Name of Unit : KAP 3 Battalion, Adoor

Name of Post sanctioned	No. of Posts at present	Jurisdiction & Powers (Administrative, Financial & Others)	Functions 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
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

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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
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.