

Particulars of functions and details of each unit/office

Name of Unit : KAP 4 Battalion, Kannur

Name of post sanctioned	No of posts at present	Jurisdiction & Powers(Administrative,Financial & Others)	Functions and Duties of the Officer/Employee	Any Other Information
Executive Staff.				
Commandant-1	1	Head of the Battalion.Responsible for duties (a) to (n) as specified in Section -2.	Head of the Battalion.Responsible for duties as in Section 2.	
		"Commandant" in the standing orders for APBn- Duties and responsibilities of officers vide ROC No.998/SR/58 dated, 22-9-1958.	"Commandant" in the standing orders for APBn- under the caption duties and responsibilities of officers.	
		Dy-Commandant-1	1	
"Second in Command" in the standing orders for APBn-	in the Standing Oreders for APBn.			
Vide ROC No.998/SR/58 dated ,22-9-1958.	Vide ROC No.998/SR/58 dated ,22-9-1958.			
Asst.CMT - 4+ 1	4+1	As specified in section-5"Asst.Commandant"	As specified in Section-5 "Asst.Commandant"	* Temporary created for training purpose
		in the Standing Oreders for APBn.	in the Standing Oreders for APBn.	
API-7+ 3	2	As specified in section-9"Coy-Commandant"	As specified in section-9"Coy-Commandant"	* Temporary created for training purpose
		in the Standing Oreders for APBn.	in the Standing Oreders for APBn.	
		Vide ROC No.998/SR/58 dated ,22-9-1958.	Vide ROC No.998/SR/58 dated ,22-9-1958.	
APSI-19+9+1	28+1	As specified in section-10"Platoon-Commander"	As specified in section-10"Platoon-Commander"	* Temporary created for training purpose
		in the Standing Oreders for APBn.	in the Standing Oreders for APBn.	
		Vide ROC No.998/SR/58 dated ,22-9-1958.	Vide ROC No.998/SR/58 dated ,22-9-1958.	
APASI-6+3	5	As specified in section-10"Platoon-Commander"	As specified in section-10"Platoon-Commander"	
		in the Standing Oreders for APBn.	in the Standing Oreders for APBn.	
		Vide ROC No.998/SR/58 dated ,22-9-1958.	Vide ROC No.998/SR/58 dated ,22-9-1958.	
Hdr. - 143+46+30	143+9+ 4	As specified in section-11 to 16 in the standing orders for AP Bn vid ROC No.998/SR/58 dated, 22.9.1958	As specified in Section-11 to 16 in the standing orders for AP Bn.vide ROC No.998/SR/58 dated, 22-9-1958	
PC-646	535	To attend Guard Duties and other guard duties of the Battalion as per the directions of Superior Officers.	To attend Guard Duties and other guard duties of the Battalion as per the directions of Superior Officers.	

Name of post sanctioned	No of posts at present	Jurisdiction & Powers(Administrative,Financial & Others)	Functions and Duties of the Officer/Employee	Any Other Information
Band API -1	0	Head of the Band Wing of the Battalion.	To supervise and lead the Band Wing.	
Driver SI - 1	1	Head of the Battalion Motor Transport Wing.	To supervise and lead the M.T. Wing of this Bn.	
0	28+4	Responsible for the up keep of the vehicles allotted to them.	Careful driving of the vehicles allotted to them	
Armourer SI -1	1	Responsible for the up keep of arms and ammunitions of this Battalion.	To ensure the arms and ammunitions are serviceable.	
Band Hdr -2	2	Responsible for Band performance.	To make best Band performance.	
Armourer Hdr -2	2	Responsible to assist the Armourer SI	Proper maintenance of arms and ammunitions	
Mech Hdr/PC -2	0	Responsible to assist the Driver SI	To repair the mechanical defects of the vehicle.	
Band PC - 24	20	Responsible to play the Band instruments	Responsible to make good the band performance.	
Bugler PC -9	7	Responsible to play the Bugle in the Band and at the tune of revallie and retreat of Quarter Guard.	Responsible to make good band performance.	
Armourer PC - 4	2	Responsible to assist the Armourer SI	To aware the arms and ammunitions are serviceable	
Cleaner PC - 4	0	Responsible to clean the vehicles	Responsible to clean the vehicle	
Painter PC - 1	0	Responsible to do the painting work of the Bn.	Responsible to do the painting work of the Bn.	
Carpenter PC - 2	2	Responsible to do the Carpentry work of the Bn.	Responsible to do the Carpentry work of the Bn.	
Electrician PC - 2	0	Responsible to do electrical work of the Bn.	Responsible to do electrical work of the Bn.	
Fitter PC - 2	0	Responsible to assist the Driver SI in the maintenance of vehicles	To do the maintenance work of vehicles of the Bn.	
Tailor PC -2	2	Responsible for Tailoring works of the Bn	To do the Tailoring work of the Bn.	
Blacksmith PC - 1	1	responsible for the Blacksmith works of the Bn.	Responsible for the Blacksmith works of the Bn.	
RtPCs - Nil	235			
Ministerial Staff				
Admin.Assistant -1	1	Head of the Ministerial Wing. Drawal and disbursement of salaries to the non gazetted establishment of the Battalion. Competent to sign all the other bills sanctioned by the Commandant. Administration in the Battalion office.	Head of the Ministerial Wing. Drawal and disbursement of salaries to the non gazetted establishment of the Battalion. Competent to sign all the other bills sanctioned by the Commandant. Administration in the Battalion office.	
Manager - 1	1	To ensure attendance, discipline and over all supervision in the Battalion office.	To ensure attendance, discipline and over all supervision in the Battalion office.	
Junior Supdt. - 4	4	To supervise the works in the Sections allotted to him in the office.	To supervise the works in the Sections allotted to him in the office.	
Store Accountant - 1	1	Management of Battalion Stores. Procurement and distribution of Store articles to all the officers in the Battalion.	Management of Battalion Stores. Procurement and distribution of Store articles.	
Cashier - 1	1	Management of Cash. Encashment of bills from the Treasury and disbursement.	Management of Cash. Encashment of bills from the Treasury and disbursement.	

Name of post sanctioned	No of posts at present	Jurisdiction & Powers(Administrative,Financial & Others)	Functions and Duties of the Officer/Employee	Any Other Information
F.C.S. -1	1	To supervise the typewriting works of Bn. Office	To supervise the typewriting works of Bn. Office	
UDC/LDC -25	13+12	To attend the clerical works in the subject files allotted to them	To attend the clerical works in the subject files allotted to them	
CA Grade -1	1	To attend the confidential matters and typewriting work of Commandant's office.	To attend the confidential matters and typewriting work of Commandant's office.	
SGT/UDT/LDT 6	5	To attend the typewriting works of Bn.office	To attend the typewriting works of Bn.office	
Attender 1	1	Assist the tappal and despatch works in the Battalion office	Assist the tappal and despatch works in the Battalion office	
Peon - 2	1	To ensure smooth movement of files and to assist other works as per the directions of Superior Officers.	To ensure smooth movement of files and to assist other works as per the directions of Superior Officers.	
PTS - 1	1			
Hospital staff				
Asst. Surgeon - 1	1	To provide medical treatment for the Battalion Officers and other personnel	To provide medical treatment to Battalion Officers and other personnel	
Staff Nurse - 1	1	To provide nursing work for the ill health of Battalion officers and other personnel	To provide nursing work for the ill health of Battalion officers and other personnel	
Nursing Assistant - 1	1			
Pharmacist - 1	1	To supply medicines to the patients as per the prescription of duty Doctor.	To supply medicines to the patients as per the prescription of duty Doctor.	
Hospital Attender Grade- 1	0	To attend hospital works as per the directions of the duty Doctor	To attend hospital works as per the directions of the duty Doctor	
Hospital Attender Grade-II -1	1	To attend hospital works as per the directions of the duty Doctor	To attend hospital works as per the directions of the duty Doctor	
Cook - 1	0	To attend the cooking works in the hospital	To attend the cooking works in the hospital	
P.T.Sweeper- 1	0	To attend the sweeping works in the hospital.	To attend the sweeping works in the hospital.	
Camp Followers.				
Barber - 7	2	Haircutting and shaving works of Officers and other Personnel	Haircutting and shaving works of Officers and other Personnel	
Cook -28	23	To attend the cooking works in the Coy. Mess	To attend the cooking works in the Coy. Mess	
Dhobi - 14	13	Washing and ironing of uniform cloths of Officers and Men.	Washing and ironing of uniform cloths of Officers and Men.	
Sweeper -14	8	Sweeping works in the Battalion	Sweeping works in the Battalion	
Water Carrier - 7	5	To fetch water required for the Battalion.	To fetch water required for the Battalion.	