

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
DGP 1	1	KEPA Unit Head	Head of office	
IGP (Trg) 1	1	Supervision of all training & Administrative activities of KEPA		
DIG (Trg) 1	0			
Asst.Directors Asst.Director (PS) Asst.Director (Outdoor) Asst.Director(Trg) Asst.Director (Admn) 4	3	Administration & Training	Supervision of outdoor& Indoor training.	
Asst.Director(Technical & MT studies) 1	1	Supervising MT wing	Supervision of Technical & MT studies	
AD (F&OP) 1	1	Asst.Director(Financial and Office Procedure)	Supervision of files dealing with financial matters and office procedures	
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	1	Head of the Department of Law	Administration and Co-ordination of law classes	
HOD(Computer application)1	0	Head of the Computer lab Computer training		
Chief Instructor(Law) & (PS) 5	5	Chief Law Instructor	In charge of Indoor Training and conduct Indoor classes to all recruits.	
Asst.CMT, AP 2	0	Supervision of Outdoor training	Conduct outdoor training to all recruits	
CI Local 5	4	Senior Law Instructor	Taking Indoor classes to all recruits	
Criminologist	1	Conduct Training & evaluation	Taking classes to officers & cadets in Criminology and penology	

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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 Lab	conducting computer training to all recruits	
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	9	Officers commanding of all coys	Administration of coy and supervision of outdoor training	
Inspector(Tele) 1	1	Senior.Instructor (Telecommunication)	Supervision of telecommunication training & supervision of wireless and Telecommunication wing, KEPA.	
WCI 2	2	Officer commanding of coy	Supervision of women Police training	
MT RI 1	1	Senior.Instructor(Motor Transport)	Supervision of Driving training to all recruits	
SI (GE) 10	3	Assistant Law Instructor	Taking Indoor classes to all recruits	
SI(Tele) 0	1	Instructor	Taking Indoor classes to all recruits in telecommunication & wireless	
RSI 6	5	Instructor	Assisting Outdoor training	
APSI 29	31	Instructors	Assisting Outdoor training	
WSI 6	5	Instructor	Assisting Outdoor training	
APASI 10	4	Assistant Instructor	Outdoor instruction	
ARASI 0	5	Assistant Instructor	Outdoor instruction	
HC Local 30	17		Assisting Indoor training	
AR.HC 20	20		Assisting Outdoor training	
WHC 20	20		Training Instructor	
HDRs 82	39	Instructor	Assisting Outdoor training	
Armour HC 1	1		Incharge of Arms KEPA	
Bugler 1	1			
Local PC/AR.PC/Bn.PC 57	54			
Dvr PC 21	15			
WPC 0	16			
Admn.Asst. 1	1		Supervision of Ministerial staff & the Administration of office	

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JS 4	4		Branch supervision	
Cashier 1	1			
Head Clerk 1	1			
LDC/UDC 15	15	Clerical Job		
(CA to IGP) CA Gr.I 1	1			
Gr.II (CA to DIG) 1	1			
SGT/UDT/LDT 5	3	Typists		
Sweeper 1	0			
CF Permanent 70	52			
CF Daily wages 65	65			
Part time sweeper 25	13			