

PARTICULARS OF FUNCTIONS AND DETAILS OF EACH UNIT/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	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 Official instruction of officers under his command in all professional duties. Prepare training directives for individual and collective training based on the training policy laid down form time to time and will arrange to issue these etc company commanders at least a month before the commencement of training.	

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DEPUTY COMMANDANT – 1	1	-do-	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 men 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	4	-do-		
ASSISTANT COMMANDANT (Adj)-1	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	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 1 Wing – 1	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.	

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ASSISTANT COMMANDANT II Wing – 1	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.	
API – 6	6	-do-	Overall supervision of Admn, discipline training etc. of Coys under his charge	
BAND APSI –1	1	-do-	Supervision of band wing of this battalion	
APSI-19	13	-do-	Responsible to coy commanders for the Training, Discipline, Administration etc. of the men under his Command	
DRIVER SI – 1	1	-do-	Supervision of the drivers under his control	
ARMOURER SI-1	Nil	-do-	Supervision of Arms and Ammunitions	
APASI – 5	3	-do-	Responsible of the coy. Commander for the Training, Discipline, Administration etc. of men under his command.	

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HAVILDAR – 143	33	-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	
ARMOURER HDR-02	2	-do-	Servicing and maintenance of Arms and Ammunitions as pr the direction of the Superior Officers.	
BAND HAVILDAR – 02	2	-do-	Supervising and practising the Band Troop	
PC 645	405	-do-	Attend the duties in connection with L&O matters as per the direction of their Superior officers	
DRIVER PC-45	33	-do-	Upkeep the vehicle uptodate as entrusted to him.	
ARMOURER PC-04	3	-do-	Servicing and maintenance of Arms and Ammunitions as pr the direction of the Superior Officers.	
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	1	-do-	Attending the tailoring work as ordered by the Coy. Commander	
BLACKSMITH PC-01	1	-do-	To attend the works related to plumbing, smithy etc.	

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ELECTRICIAN PC- 03	3	-do-	Responsible to attend the repair, maintenance etc. of electrical equipments.	
PAINTER PC-01	NIL	-do-		
CARPENTER PC-02	2	-do-	To attend the carpentry work of the buildings, furniture etc.	
CLEANER PC-04	NIL	-do-		
HAVILDAR MECHANIC-02	1	-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	22	-do-	To attend the ceremonial parade and celebrations like R.D. Parade, I.D. Parade etc.	
MINISTERIAL STAFF				
ADMINISTRATIVE ASSISTANT – 01	1	-do-	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 – 12 LDC – 13	10 13	-do-	Attend the works allotted to section in which he/she is holding charge	

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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	
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			
PHARMACIST –01	1	KAP 2 BN Dispensary	Pharmacist	
HOSPITAL ATTENDENT GRADE –I – 01	NIL			
HOSPITAL ATTENDENT GRADE –II – 01	1			
COOK (HOSPITAL) 01	NIL			
PTS (HOSPITAL) 01	1	KAP 2BN Dispensary	PTS	
CAMP FOLLOWER				
BARBER – 07	7		Working as Barber	
DHOBY – 14	14		Working as Dhoby	
COOK-28	27		Working as Cook	
SWEEPER CUM SCAVENGER –14	10		Working as Sweeper – cum Scavenger	
WATER CARRIER – 07	5		Working as Water carrier	