

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 / Employees	Any Other Information
Commandant	1	1	Head of the Battalion.Responsible for duties (a) to (n) as specified 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.	Head of the Battalion.Responsible for duties (a) to (n) as specified 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.	
Dy. Commandant	1	1	Second in Command. As specified in "Second in Command" in the standing orders for APBn. vide ROC No.998/SR/58 dated, 22-9-1958.	Second in Command. As specified in "Second in Command" in the standing orders for APBn. vide ROC No.998/SR/58 dated, 22-9-1958.	
Asst. Commandant	6 (4+2)	6 (4+2)	As specified in section- 5"Assistant Commandant" in the standing orders for APBn. vide ROC No.998/SR/58 dated, 22-9-1958.	As specified in section- 5"Assistant Commandant" in the standing orders for APBn. vide ROC No.998/SR/58 dated, 22-9-1958.	* Temporary post created for training purpose.
API	11 (7+4)	11 (7+4)	As specified in section-9 "Company Commandant" in the standing Orders for APBn.vide ROC No.998/SR/58 dated, 22-9-1958.	As specified in section-9 "Company Commandant" in the standing Orders for APBn.vide ROC No.998/SR/58 dated, 22-9-1958.	* Temporary post created for training purpose.
APSI	29 (18+11)	29 (18+11)	As specified in section-10 "Platoon-Commander" in the standing orders for APBn.vide ROC No.998/SR/58 dated, 22-9-1958.	As specified in section-10 "Platoon-Commander" in the standing orders for APBn.vide ROC No.998/SR/58 dated, 22-9-1958.	* Temporary post created for training purpose.
APASI	6	6	As specified in section-10 "Platoon-Commander" in the standing orders for APBn.vide ROC No.998/SR/58 dated, 22-9-1958.	As specified in section-10 "Platoon-Commander" in the standing orders for APBn.vide ROC No.998/SR/58 dated, 22-9-1958.	* Temporary post created for training purpose.
Band Master SI	1	1	Head of the Band Wing of the Battalion.	To supervise and lead the Band Wing	
Bug/ Drummer SI	1	1	This post was made exclusively for redressing the grievances of the personnel in these categories regarding the deprivation of promotion chances	Responsible for good band performance and sounding of Bugle	
Armourer SI	1	1	Responsible for the up keep of arms and ammunitions of this Battalion.	To keep the arms and ammunitions serviceable with the assistance of armourers.	

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SI Driver	1	1	Head of the Battalion Motor Transport Wing.	To supervise and lead the M.T. Wing of this Bn.	Post vacant due to retirement
AP Havildar	182 (139 +43)	182 (139+ 43)	As specified in section-11 to 16 in the standing orders for APBn vid ROC No.998/SR/58 dated, 22.9.1958.	As specified in section-11 to 16 in the standing orders for APBn vid ROC No.998/SR/58 dated, 22.9.1958.	* Temporary post created for training purpose
Armourer Havildar	2	2	Responsible to assist the Armourer SI.	Proper maintenance of arms and ammunitions	
Band Havildar	2	2	Responsible for Band performance.	To make best Band performance.	
AP PC	646	582 (include WPCs)	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.	
PC Driver	44	20	Responsible for the up keep of the vehicles allotted to them.	Careful driving of the vehicles allotted to them.	
Armourer PC	4	4	Responsible to assist the Armourer SI.	To keep the arms and ammunitions serviceable	
Tailor PC	1	1	Responsible for Tailoring works of the Bn	To do the Tailoring work of the Bn.	
Bugler PC	9	3	Responsible to play the Bugle in the Band and at the tune of revallie and retreat of Quarter Guard.	Responsible for good band performance and sounding of Bugle	
Drummer PC	0	0			
Blacksmith PC	1	1	responsible for the Blacksmith works of the Bn.	responsible for the Blacksmith works of the Bn.	
Electrician PC	2	0	Responsible to do electrical work of the Bn.	Responsible to do electrical work of the Bn.	
Painter PC	1	1	Responsible to do the painting work of the Bn.	Responsible to write the name boards etc.	
Carpenter PC	2	2	Responsible to do the Carpentry work of the Bn.	Responsible to do the Carpentry work of the Bn.	
Cleaner PC	4	0	Responsible to clean the vehicles	Responsible to keep the vehicle clean	
Havildar Mechanic	2	1	Responsible to assist the Driver SI.	To repair the mechanical defects of the vehicle.	
Fitter PC	2	1	Responsible to assist the Driver SI in the maintenance of vehicles.	To do the maintenance work of vehicles of the Bn.	
Bandmen PC	24	8	Responsible to play the Band instruments.	Responsible for good band performance	
Rt.PC	-	0			
Rt. HDRs (Sports)	-	0			

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Administrative Assistant	1	1	Head of the Ministerial Wing. Drawal and disbursement of salaries to the non gazetted establishment of the Bn. 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 Bn. 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.	
Fair Copy Supdt.	1	1	To supervise the typing works of Bn.Office.	To supervise the typing works of Bn.Office. To act as a local record keeper. Forward Higher offices tappals to concerned sections.	
Confidential Assistant	1	1	To attend the confidential matters and typing work of Commandant's office.	To attend the confidential matters and typing work of Commandant's office.	
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.	
Sr. Clerk/ Clerk	23	21	To attend the clerical works in the subject files allotted to them.	To attend the clerical works in the subject files allotted to them.	2 clerks(1CES+1Regular) under orders of transfer to this unit but not yet relieved.
Clerk (Supernumerary)	0	1	To attend the clerical works in the subject files allotted to them.	To attend the clerical works in the subject files allotted to them.	9 for CES candidates and 2 for PH re-employment
Typist (SLGT/SGT/UDT/LDT)	6(5+1)	5	To attend the typing works of Bn.office.	To attend the typing works of Bn.office. Create physical tappals from lower offices after scanning the document	1 supernumerary PH for re-employment.
Attender	1	1	Assist the tappal and despatch works in the Battalion office.	Assist the tappal and despatch works in the Battalion office.	
Office Attendant	2	2	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.	
Part Time Sweeper (Battalion Office)	0	0	To sweep and clean the Battalion office and premises	To sweep and clean the Battalion office and premises	

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Assistant Surgeon	1	0	To provide medical treatment for the Battalion Officers and other personnel.	To provide medical treatment for the Battalion Officers and other personnel.	
Auxiliary Nurse cum Midwife/ PH Nurse	1	0	To provide nursing for the ill health of Battalion officers and other personnel	To provide nursing for the ill health of Battalion officers and other personnel	
Nursing Assistant	1	0	To assist nursing works	To assist nursing works	
Pharmacist	1	0	To supply medicines to the patients as per the prescription of duty Doctor	To distribute medicines to the patients as per the prescription of duty Doctor.	
Hospital Attendant Grade I	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 Attendant Grade II	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.	
Cook (Hospital)	1	0	To attend the cooking works in the hospital.	To attend the cooking works in the hospital	
Part Time Sweeper (Hospital)	1	0	To attend the sweeping works in the hospital.	To attend the sweeping works in the hospital.	
Barber	7	4	Haircutting and shaving works of Officers and other Personnel	Haircutting and shaving works of Officers and other Personnel	
Dhobi	14	7	Washing and ironing of uniform cloths of Officers and Men.	Washing and ironing of uniform cloths of Officers and Men.	
Cook	28	16	To attend the cooking works in the Coy. Mess.	To attend the cooking works in the Coy. Mess.	
Sweeper	13	8	Sweeping works in the Battalion.	Sweeping works in the Battalion.	
Water Carrier	6	1	To fetch water required for the Battalion.	To fetch water required for the Battalion.	