

**Particulars of Functions and Details of each unit / office.**

**Name of Unit : KAP 5 Bn, Kuttikkanam**

SI No.	Name of Post sanctioned		No of Posts at present	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
1	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.	
2	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.	
3	Asst. Commandant	5	5	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.	
4	API	9	9	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.	
5	APSI	27	24	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.	
6	Havildar	175	170	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.	
7	PC	642	310	Head of the Band Wing of the Battalion.	To supervise and lead the Band Wing	
8	WPC	64	31	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.	
9	RTPC	482		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.	
10	DVR PC	46	33	Responsible to assist the Driver SI in the maintenance of vehicles.	To do the maintenance work of vehicles of the Bn.	
11	SI Driver	1	1	Head of the Battalion Motor Transport Wing.	To supervise and lead the M.T. Wing of this Bn.	
12	BAND SI	1	1	Head of Band Wing	To lead the Band Wing	
13	Armourer SI	1	1	Responsible for the up keep of Arms and Ammunitions in Battalion	Proper maintenance of arms and ammunitions	
14	Bugler PC	5	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	
15	BAND HDR	2	2	Responsible for Band performance.	To make best Band Performance	
16	BAND PC	24	3	Responsible to play Band instruments.	Responsible for good Band Performance.	
17	ARMR HDR	2	1	Responsible to assist the Armourer SI.	Proper maintenance of arms and ammunitions	
18	Armourer PC	4	2	Responsible to assist the Armourer SI.	To keep the arms and ammunitions serviceable	
19	MECH HDR	2	2	Responsible to assist Driver SI	To repair the mechanical defects of the vehicle.	
20	Tailor PC	2	0	Responsible for Tailoring Works of the Bn	To do the tailoring works.	
21	Carpenter PC	2	0	Responsible to do the Carpentry work of the Bn.	Responsible to do the Carpentry work of the Bn.	
22	Blacksmith PC	1	0	responsible for the Blacksmith works of the Bn.	Responsible for the Blacksmith works of the Bn.	
23	Painter PC	1	0	Responsible to do painting work of the Bn.	Responsible to do painting work of the Bn.	
24	Electrician PC	2	0	Responsible to do the electrical work of the Bn.	Responsible to do the electrical work of the Bn.	

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25	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.	
26	Cleaner PC	4	0	Responsible to clean the vehicles	Responsible to keep the vehicle clean	
27	CF Barber	7	4	Haircutting and shaving works of Officers and other Personnel	Haircutting and shaving works of Officers and other Personnel	
28	CF Dhobi	14	6	Washing and ironing of uniform cloths of Officers and Men.	Washing and ironing of uniform cloths of Officers and Men.	
29	CF Water Carrier	5	3	To fetch water required for the Battalion.	To fetch water required for the Battalion.	
30	CF Sweeper	14	8	Sweeping works in the Battalion.	Sweeping works in the Battalion.	
31	CF Cook	23	15	To attend the cooking works in the Coy. Mess.	To attend the cooking works in the Coy. Mess.	
32	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.	
33	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.	
34	Junior Supdt.	3	3	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.	
35	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.	
36	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.	
37	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.	
38	Sr. Clerk/ Clerk	22	22	To attend the clerical works in the subject files allotted to them.	To attend the clerical works in the subject files allotted to them.	
39	Typist (SLGT/SGT/UD T/LD T)	6	5	To attend the typing works of Bn.office.	To attend the typing works of Bn.office. Creat physical tappals from lower offices after scanning the document	
40	Cl. Attender	1	1	Assist the despatch works, record section in the Battalion office.		
41	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.	