

Particulars of functions and details of each Unit/ Office.

Name of Unit : KAP VI Battalion,Kozhikode

Rank-wise sanctioned strength of it's officers and employees.

| SL NO | Name of post | Sanctioned No. of posts | No. of posts at present. | Jurisdiction & Powers (Administrative, Financial & Others). | Function and Duties of the Officer/Employee. | Any Other Information. |
|-------|-------------------------|-------------------------|--------------------------|---|--|------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | API | 1 | 1 | As specified in section-9 "Company Commandant" in the Standing Orders for AP Bn.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. | |
| 2 | APSI | 2 | 1 | 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. | |
| 3 | Havildar | 4 | 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. | |
| 4 | Police Constable | 75 | 4 | To attend Guard Duties and other guard duties of the Battalion as per the directions of Superior Officers. | To attend Guard Duties and other duties of the Battalion as per the directions of Superior Officers. | |
| 5 | Women Police Constable | 25 | 1 | To attend Guard Duties and other guard duties of the Battalion as per the directions of Superior Officers. | To attend Guard Duties and other duties of the Battalion as per the directions of Superior Officers. | |
| 6 | Police Constable Driver | 5 | 3 | Responsible for the up keep of the vehicles allotted to them. | Careful driving of the vehicles allotted to them. | |
| 7 | Manager. | 1 | 1 | Administration and supervision of the Battalion office. | Head of the Ministerial Wing. DDO/Administration and over all supervision of the Battalion office. | |
| 8 | Head Clerk | 1 | 1 | Supervision of files, Store and cash management in Battalion | Supervision of all files in Battalion Management of Battalion Store and distribution of Store articles. Management of cash and encashment of bills from the Treasury and disbursement. | |
| 9 | Clerk | 2 | 2 | Clerical Work in the Battalion | Attend the clerical works of the section concerned | |
| 10 | LD typist | 1 | 1 | Clerical Work/typing/Inward/Despatch | Attend the clerical works of the section concerned , typing, management of inward and despatch section | |
| 11 | Office Attendant | 1 | 1 | Assistance of the other Mnisterial officers the Battalion | Assistance of the other Mnisterial officers the Battalion to the smooth functioning of Battalion | |