

Particulars of Functions and Details of each unit / office.

Name of Unit : - APBn HQrs

Name of Post sanctioned	No of Posts at present	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
ADGP	1	Statewide jurisdiction	Administrative control and supervision of Armed Police Battalions	Nil.
DIG	1	Statewide jurisdiction	Administrative control and supervision of Armed Police Battalions	Nil.
Armourer Inspector	1	Supervision of Armourer Unit of all Battalions	Armourer Inspector (APBn) is authorised to supervise the Armourer staffs and to carry out periodical inspection of arms & ammunitions within the Battalions.	Nil.
Manager	1	Ministerial Head of APBn HQrs	Drawing & Disbursing officer, over all Supervision of ministerial staffs works at APBn HQrs Office. He also serves as the State Public Information Officer.	Nil.
Junior Superintendents	1	Section head	Supervision of following subjects :- Appointments , Transfer and posting , Pension , Pay fixation , Disciplinary proceedings	Nil.
Head Clerk cum Cashier	1	Section head cum Cashier	Supervision of following subjects :- Salary and allied matters , Budget , Purchase , RTI act , MT section and also deals with cash transactions	Nil.
Senior Clerk / Clerk	Sanctioned = 10 Existing = 9 In addition to this 2 supernumerary Clerks are working in this office	Clerical work	Taking necessary action in all currents received in the respective seats and to submit the same to the immediate superiors. Taking further action as per the orders of the superior officers.	Nil.
UD Typist/ LD Typist	Sanctioned = 3 Existing = 2	Inward & Despatch	Malayalam Typing , Doing inward & despatch	Nil.
Confidential Assistant (Grade	Sanctioned = 1 Existing = 1	Confidential work	Personal assistance ADGP / DIG APBn HQrs	Nil.
Office Attendant	Sanctioned = 2 Existing = 1	Assisting sections	Assisting all sections in their work	Nil.
Part Time Sweeper	1	Keeping the office clean.	Sweeping and Cleaning of APBn HQrs office and premises	Nil.