



POLICE



DEPARTMENT

KERALA

**No. G1-13748/2026/KAP-V(8)**

Kerala Armed Police-V,

Idukki

Kuttikkanam

✉cmdtkap5.pol@kerala.gov.in

☎04869233072

Dated. 31-07-2026

**Particulars of Functions and Details of office**

Particulars of Functions and Details of each unit / office.

Name of Unit : KAP 5 Bn, Kuttikkanam

| Sl 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.                                                                                        |                       |
|        |                         |   |                        | As specified in                                                                                                                                                                                                   | As specified in                                                                                                                                                                                                   |                       |



G1-13748/2026/KAP-V(8)



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|    |             |     |     |                                                                                                                        |                                                                                                                        |  |
|----|-------------|-----|-----|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--|
| 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. | 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 | 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.             |  |
| 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                                                                                | Proper maintenance of arms and                                                                                         |  |



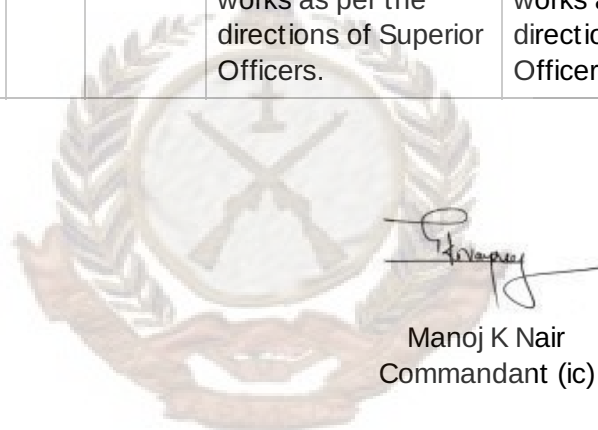
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|----|----------------|----|---|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--|
| 13 | Armourer SI    | 1  | 1 | Ammunitions in Battalion                                                                            | 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.              |  |
| 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 |  |

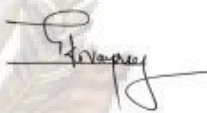


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|----|--------------------------|----|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 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 | Store Accountant         | 1  | 1  | Collection of store materials from Police Chief Store, TVM and disbursing the same to all companies and sections as                                                                                                        | Collection of store materials from Police Chief Store, TVM and disbursing the same to all companies and sections as                                                                                                        |  |



|    |                                  |    |    |                                                                                                                         |                                                                                                                               |  |
|----|----------------------------------|----|----|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--|
|    |                                  |    |    | demanded.<br>Upkeeping registers<br>and CUG SIM                                                                         | demanded.<br>Upkeeping registers<br>and CUG SIM                                                                               |  |
| 38 | Cashier                          | 1  | 1  | Management of<br>Cash. Encashment of<br>bills from the<br>Treasury and<br>disbursement.                                 | Management of<br>Cash. Encashment of<br>bills from the<br>Treasury and<br>disbursement.                                       |  |
| 39 | Sr. Clerk/ Clerk                 | 22 | 22 | To attend the clerical<br>works in the subject<br>files<br>allotted to them.                                            | To attend the clerical<br>works in the subject<br>files allotted to them.                                                     |  |
| 40 | Typist<br>(SLGT/SGT/UDT/LD<br>T) | 6  | 5  | To attend the typing<br>works of Bn.office.                                                                             | To attend the typing<br>works of Bn.office.<br>Creat physical<br>tappals from lower<br>offices after scanning<br>the document |  |
| 41 | Cl. Attender                     | 1  | 1  | Assist the despatch<br>works, record section<br>in the Battalion office.                                                |                                                                                                                               |  |
| 42 | Office Attendant                 | 2  | 2  | To ensure smooth<br>movement of files<br>and to assist other<br>works as per the<br>directions of Superior<br>Officers. | To ensure smooth<br>movement of files<br>and to assist other<br>works as per the<br>directions of Superior<br>Officers.       |  |



  
 Manoj K Nair  
 Commandant (ic)

