

Particulars of functions and details of each Unit/Office

Name of Unit :KEPA, Thrissur.

Name of Post sanctioned	No.of posts at present	Jurisdiction&Powers (Administrative, Financial & Others)	Functions and duties of the Office/employee	Any Other information
ADGP & Director 1	1	Supervision of all training & Administrative activities of KEPA	Supervision of all training & Administrative activities of KEPA	
IGP (Trg) 1	0	Supervision of all training & Administrative activities of KEPA	Supervision of all training & Administrative activities of KEPA	
DIG (Trg) 1	1	Supervision of all training & Administrative activities of KEPA	Supervision of all training & Administrative activities of KEPA	
<u>Asst.Directors</u>				
Asst.Director (PS)				
Asst.Director (Outdoor) 4	2	Administration & Training	Supervision of outdoor& Indoor training.	AD(Trg) is under suspension
Asst.Director(Trg)				
Asst.Director (Admn)				
Asst.Director(Technical & MT studies) 1	1	Supervising MT wing	Supervision of Technical & MT studies	
AD (F&OP) 1	1	Asst.Director(Financial and Office Procedure)	Supervision of files dealing with financial matters and office procedures	
Administrative Assistant 1	1		Drawing and Disbursing officer, Supervision of Ministerial staff & Administration of office	
HOD(FSL) 1	1	Head of the department in forensic science	Supervision of Forensic wing of KEPA	
HOD(FM) 1	0	Head of the department in forensic medicine	In charge of classes of forensic medicine.	
HOD (Law) 1	0	Head of the Department of Law	Administration and Co-ordination of law classes	
HOD (Behavioral Science) 1	1	Head of the Department of Behavioural Science	Incharge of Classes of Behavioural Science	

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HOD(Computer application) 1	0	Head of the Computer lab & Computer training	Head of the Computer lab & Computer training	
Chief Instructor (Law) & (PS) 5	5	Chief Law Instructor.	In charge of Indoor Training and conduct Indoor classes to all recruits.	
Asst.CMT 2	2	Supervision of Outdoor training	Conduct outdoor training to all recruits	
CI Local 5	6	Senior Law Instructor. Sri Sunu P R , CI is under suspension.	Taking Indoor classes to all recruits	
Criminologist 1	1	Conduct Training & evaluation	Taking classes to officers & cadets in Criminology and penology	
Senior Instructor(Forensic Science) 1	0	Taking classes to officers and cadets in forensic science	Taking classes to officers and cadets in forensic science	
Senior Leacture(Computer) 1	0	Incharge of computer Lab	conducting computer training to all recruits	
Test.Inspr.(FPB) 1	1	Senior.Instructor	taking classes to all recruits and officers in finger print	
RI 2	2	Officer Commanding of coy	Administration of coy and supervision of outdoor training	
API 10	7	Officers commanding of all coys	Administration of coy and supervision of ourdoor training	
Inspector(Tele) 1	1	Senior.Instructor (Telecommunication)	Supervision of telecommunication training & supervision of wireless and Telecommunication wing, KEPA.	
WCI 2	1	Officer commanding of coy	Supervision of women Policetraining	

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MT I	1	0	Senior.Instructor(Motor Transport)	Supervision of Driving training to all recruits	
SI (GE)	10	4	Assistant Law Instructor	Taking Indoor classes to all recruits	
RSI	6	0	Instructor	Assisting Outdoor training	
APSI	29	41	Instructor	Assisting Outdoor training	
WSI	6	6	Instructor	Assisting Outdoor training	
APASI	10	10	Assistant Instructor	Outdoor instruction	1 ASI adjusted in APASI
HC Local	30	29		Assisting Indoor training	
AR.HC	20	17		Assisting Outdoor training	
WHC	20	5		Training Instructor	
HDRs	82	73	Instructor	Assisting Outdoor training	
Armour HC	1	1		Incharge of Arms KEPA	
Bugler PC	3	1			
Local PC/AR.PC/Bn.PC	57	49			
Dvr PC	21	18			
WPC	0	11			
Medical Officer	1	0		Duty at KEPA Hospital	Temporary strength shifted from IRB
Pharmacist	2	1		Duty at KEPA Hospital	Temporary strength shifted from IRB
Nursing Assistant	1	0		Duty at KEPA Hospital	Temporary strength shifted from IRB
JS	4	4		Branch supervision	
Cashier	1	1		Cash Management	
Head Clerk	1	1		Supervision of Branch	
Clerk/Sr. Clerk 15+3 Super Numerory Post		14+3	Clerical Job	Clerical Job	
(CA to ADGP)	1	1		Confidential Assistant	
CA Gr.II		1			
Gr.II	1				
(CA to DIG)					

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SGT/UDT 5	5	Typists	Typist	
Librarian Gr I 1	1		Librarian	
Full TimeSweeper 1	1		Full Time Sweeper	
CF Permanent 70	61		Barber/Cook/Dhobi/Sweeper/W ater Carrier	
CF Daily wages 65+12	65+10		Barber/Cook/Dhobi/Sweeper	
Part time sweeper 25	25		Sweeping	