

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	3	2	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	APASI	1	1	As specified in section-10 "Platoon-Commander" in the Standing Orders for AP Bn.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.	
4	Havildar	11	9	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.	
5	Police Constable	68	47	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	Women Police Constable	23	20	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.	
7	Police Constable Driver	5	2	Responsible for the up keep of the vehicles allotted to them.	Careful driving of the vehicles allotted to them.	
8	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.	
9	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.	
10	Clerk	2	2	Clerical Work in the Battalion	Attend the clerical works of the section concerned	
11	LD typist	1	0	Clerical Work/typing/Inward/Despatch	Attend the clerical works of the section concerned , typing, management of inward and despatch section	
12	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	