

## Particulars of Functions and Details of each unit / office.

Name of Unit :KEPA, Thrissur.

SI No	Name of Post sanctioned	No. of posts at present	Jurisdiction&Powers (Administrative, Financial & Others)	Functions and duties of the Office/employee	Any Other information
1	ADGP & Director	1	1	Supervision of all training & Administrative activities of KEPA	Supervision of all training & Administrative activities of KEPA
2	IGP (Trg)	1	1	Supervision of all training & Administrative activities of KEPA	Supervision of all training & Administrative activities of KEPA
3	Asst.Directors & SP	5	5	Administration & Training, Supervising MT wing	Supervision of outdoor & Indoor training, Supervision of Technical & MT studies
4	AD (F&OP)	1	1	Asst.Director(Financial and Office Procedure)	Supervision of files dealing with financial matters and office procedures
5	DYSP	5	4		
6	Administrative Assistant	1	1		Drawing and Disbursing officer, Supervision of Ministerial staff & Administration of office
7	HOD(FS)	1	1	Head of the department in forensic science	Supervision of Forensic wing of KEPA
8	HOD(FM)	1	0	Head of the department in forensic medicine	In charge of classes of forensic medicine.
9	HOD (Law)	1	1	Head of the Department of Law	Administration and Co-ordination of law classes
10	HOD (Behavioural Science)	1		Head of the Department of Behavioural Science	Incharge of Classes of Behavioural Science
11	HOD(Computer application)	1	1	Head of the Computer lab & Computer training	Head of the Computer lab & Computer training
12	Asst.CMT	2	2	Supervision of Outdoor TRAINING	Conduct outdoor training to all RECRUITS
13	CI Local	5	3	Senior Law Instructor.	Taking Indoor classes to all recruits
14	Criminologist	1	0	Conduct Training & evaluation	Taking classes to officers & cadets in Criminology and penology
15	Senior Instructor(Forensic science)	1	1	Taking classes to officers and cadets in forensic science	Taking classes to officers and cadets in forensic science
16	Senior Lecturer(Computer)	1	0	Incharge of computer Lab	conducting computer training to all recruits
17	Test.Inspr.(FPB)	1	1	Senior.Instructor	taking classes to all recruits and officers in finger print

SI No	Name of Post sanctioned		No. of posts at present	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Office/employee	Any Other information
18	RI	2	0	Officer Commanding of coy	Administration of coy and supervision of outdoor training	
19	API	8	6	Officers commanding of all coys	Administration of coy and supervision of outdoor training	As per the DGO No.2222/2021/PHQ dated 01.10.2021 1 API posting is kept abeyance.
20	Inspector(Tele)	1	1	Senior.Instructor (Telecommunication)	Supervision of telecommunication training & supervision of wireless and Telecommunication wing, KEPA.	
21	WCI	2	2	Officer commanding of coy	Supervision of women Policetraining	
22	MT I	1	0	Senior.Instructor(Motor Transport)	Supervision of Driving training to all recruits	
23	SI (GE)	1	6	Assistant Law Instructor	Taking Indoor classes to all recruits	
24	RSI	6	2	Instructor	Assisting Outdoor training	
25	APSI	15	17	Instructor	Assisting Outdoor training	
26	WSI	6	1	Instructor	Assisting Outdoor training	
27	APASI	10	2	Assistant Instructor	Outdoor instruction	1 ASI adjusted in APASI
28	SCPO/AR.HC	80	68		Assisting Outdoor training	
29	WSCPO	20	14		Training Instructor	
30	HDRs	52		Instructor	Assisting Outdoor training	
31	Armour HC	1	1		Incharge of Arms KEPA	
32	Bugler PC	3	1			2 posts shifted from Tyvm City
33	CPO/ARPC	57	56			
34	Dvr PC	21	21			
35	WCPO	0	2			Accommodate 10 WPCs adjusted in the CPO vacancies, vide Lr.No.E3/836/2022/PHQ dated 17.10.2022
36	Medical Officer	1	0		Duty at KEPA Hospital	Temporary strength shifted from IRB
37	Pharmacist	2	0		Duty at KEPA Hospital	Temporary strength shifted from IRB
38	Nursing Assistant	1	1		Duty at KEPA Hospital	Deputation from Health Department
39	JS	4	4		Branch supervision	
40	Cashier	1	1		Cash Management	
41	Head Clerk	1	1		Supervision of Branch	
42	Clerk/Sr. Clerk	15	15	Clerical Job	Clerical Job	
43	Supernumerary Clerk	1	nil			
44	CA	2	2		Confidential Assistant	
45	TYPIST	5	5	Typists	Typist	
46	Librarian Gr I	1	1		Librarian	
47	Full TimeSweeper	1	1		Full Time Sweeper	Working arrangement at ATS
48	CF Permanent	70	46		Barber/Cook/Dhobi/Sweeper/Water Carrier	
49	CF Daily wages	77	85		Barber/Cook/Dhobi/Sweeper	
50	Part time sweeper	25	25		Sweeping	