

Particulars of functions and details of each Unit/ Office.

Name of Unit : INDIA RESERVE BATTALION. THRISSUR.

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.
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.	
Dy.Commandant.	3	3	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.	
Asst: CMT.	7	7	As specified in section-5"Assistant Commandant" in the Standing Oreders 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.	
API	7	7	As specified in section-9 "Company Commandant" in the Standing Oreders 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.	
APSI	23 - 1	22	As specified in section-10 "Platoon-Commander" in the Standing Oreders 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.	(1 post temporarily shifted to SBCID HQ vide DGO No.121/2011/PHQ dated 03.01.2011)

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APASI	18	18	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.	
Hdr.	198	198	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.	
PC COMMANDO WING	460 - 38	422	To attend the special operations and out of state 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.	GO(MS) No.92/2020 dated 23.04.2020, 38 Commando Police Constable post upgraded as Havildar post. (460 - 38 =422)
PC REGULAR WING	475	475	To attend Guard Duties and other duties including out of state duties of the Battalion as per the directions of Superior Officers.	To attend Guard Duties and other duties including out of state duties of the Battalion as per the directions of Superior Officers.	
WRLS Inspector	1	1	Police Telecommunication is functioning as per the Rules and Procedures of Government of India viz. Wireless and Telegraphic Act 1932, Radio Procedures and relevant Manuals.	The basic duties and responsibilities of this Unit are to provide Telecommunication network to aid the day to day Policing in the districts, to maintain the equipment and to repair the same through regular monitoring.	
WRLS SI	2	2	Wireless and Telegraphic Act 1932, Radio Procedures and relevant Manuals.	The basic duties and responsibilities of this Unit are to provide Telecommunication network to aid the day to day Policing in the districts, to maintain the equipment and to repair the same through regular monitoring.	

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WRLS HC	4	4	Wireless and Telegraphic Act 1932, Radio Procedures and relevant Manuals.	The basic duties and responsibilities of this Unit are to provide Telecommunication network to aid the day to day Policing in the districts, to maintain the equipment and to repair the same through regular monitoring.	
DySP MT	1	1	Head of the Battalion Motor Transport Wing.	To supervise and lead the M.T. Wing of this Bn.	
MTI	1	1	Responsible for the up keep of the vehicles allotted to them.	up keep of the vehicles allotted to them.	
Driver PC	60	60	Responsible to assist the MTI	Careful driving of the vehicles allotted to them.	
Armourer SI	1	1	Responsible for the up keep of arms and ammunitions of this Battalion.	To keep the arms and ammunitions serviceable with the assistance of armourers.	
Armourer Hdr	2	2	Responsible to assist the Armourer SI.	Proper maintenance of arms and ammunitions.	
Armourer PC	4	4	Responsible to assist the Armourer SI.	Proper maintenance of arms and ammunitions.	
Mechanic Hdr	2	2	To repair the mechanical defects of the vehicle.	To repair the mechanical defects of the vehicle.	
Mechanic PC	4	4	To repair the mechanical defects of the vehicle.	To repair the mechanical defects of the vehicle.	
Bugler PC	2	2	Responsible to play the Bugle in the Band and at the tune of revallie and retreat of Quarter Guard.	To attend Guard Duties and other duties of the Battalion as per the directions of Superior Officers.	
Cleaner PC	2	2			

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AA	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.	
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.	
JS	4-1	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.	As per Order No : E7-213166/2016/PHQ Dated. 11-03-2020, 1 post of JS temporarily shifted to IPRTC, Thrissur.
Cashier	1	1	Management of Cash. Encashment of bills from the Treasury and disbursement.	Management of Cash. Encashment of bills from the Treasury and disbursement.	
Head Clerk	1	1	To attend the clerical works in the subject files allotted to them.	To attend the clerical works in the subject files allotted to them.	
Clerk/Sr. Clerk	25-2	23	To attend the clerical works in the subject files allotted to them.	To attend the clerical works in the subject files allotted to them.	As per Order No : E7-213166/2016/PHQ Dated. 11-03-2020, 2 post of clerks temporarily shifted to IPRTC, Thrissur.
CA	1	1	To attend the confidential matters and typewriting work of Commandant's office.	To attend the confidential matters and typewriting work of Commandant's office.	

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Attender	1	1	Assist the tappal and despatch works in the Battalion office.	Assist the tappal and despatch works in the Battalion office.	
Office Attendent	2	2	To ensure smooth movement of files and to assist other works as per the directions of Superior Officers.	To ensure smooth movement of files and to assist other works as per the directions of Superior Officers.	
Asst Surgeon	2	2	To provide medical treatment for the Battalion Officers and other personnel.	To provide medical treatment for the Battalion Officers and other personnel.	
JPHN	1	1	To provide nursing work for the ill health of Battalion officers and other personnel.	To provide nursing work for the ill health of Battalion officers and other personnel.	
Nursing Asst	2	2	To provide nursing work for the ill health of Battalion officers and other personnel.	To provide nursing work for the ill health of Battalion officers and other personnel.	
Pharmacist	3	3	To supply medicines to the patients as per the prescription of duty Doctor.	To supply medicines to the patients as per the prescription of duty Doctor.	
Hospital Attender Grade 2	1	1	To attend hospital works as per the directions of the duty Doctor.	To attend hospital works as per the directions of the duty Doctor.	
Hospital Attender Grade 1	1	1	To attend hospital works as per the directions of the duty Doctor	To attend hospital works as per the directions of the duty Doctor	
Barber	7	7	Haircutting and shaving works of Officers and other Personnel.	Haircutting and shaving works of Officers and other Personnel.	
Dhobi	8	8	Washing and ironing of uniform cloths of Officers and Men.	Washing and ironing of uniform cloths of Officers and Men.	

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Cook	24	24	To attend the cooking works in the Coy. Mess.	To attend the cooking works in the Coy. Mess.	
Sweeper	15	15	Sweeping works in the Battalion.	Sweeping works in the Battalion.	
Water Carrier	15	15	To fetch water required for the Battalion.	To fetch water required for the Battalion.	