

Particulars of functions and details of each unit/office

Name of Unit : APBn HQrs

Name of Post	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
ADGP	Statewide jurisdiction	Administrative control and supervision of Armed Police Battalions	Nil.
DIG	Statewide jurisdiction	Administrative control and supervision of Armed Police Battalions	Nil.
CMT	Statewide jurisdiction	Administrative control and supervision of Armed Police Battalions	Nil.
Armourer Inspector	Supervision of Armourer Unit of all Battalions	Armourer Inspector (APBn) is authorised to supervise the Armourer staffs and to carry out periodical inspection of arms & ammunitions within the Battalions.	Nil.
Manager	Ministerial Head of APBn HQrs	Drawing & Disbursing officer, over all Supervision of ministerial staffs works at APBn HQrs Office. He also serves as the State Public Information Officer.	Nil.
Junior Superintendents	Section head	Supervision of following subjects :- Appointments , Transfer and posting , Pension , Pay fixation , Disciplinary proceedings	Nil.
Head Clerk cum Cashier	Section head cum Cashier	Supervision of following subjects :- Salary and allied matters , Budget , Purchase , RTI act , MT section and also deals with cash transactions	Nil.
Senior Clerk / Clerk	Clerical work	Taking necessary action in all currents received in the respective seats and to submit the same to the immediate superiors. Taking further action as per the orders of the superior officers.	Nil.
UD Typist/ LD Typist	Inward & Despatch	Malayalam Typing , Doing inward & despatch	Nil.
Confidential Assistant	Confidential work	Personal assistance ADGP / DIG/ CMT APBn HQrs	Nil.
Office Attendant	Assisting sections	Assisting all sections in their work	Nil.
Part Time Sweeper	Keeping the office clean.	Sweeping and Cleaning of APBn HQrs office and premises	Nil.