

Particulars of functions and details of each unit/office

Name of Unit :Kerala Armed Women Police Battalion

Name of Post Sanctioned	No. of post 1/2022	No. of post 02/2022	No. of post 03/2022	Jurisdiction & powers (Administrative, Financial & Others)	Functions & Duties of the Officer/Employees	Any other information
COMMANDANT	1	1	1	Over all Supervision of Administrative and Executive Functionaries of the Battalion		
HAVILDAR	20	20	20	Section Commander for a section of PCs, Training Instructor for a training Company, Guard Commander for Guard Duties		
POLICE CONSTABLE	730	730	730	Law & Order Duty, Guard Duty, Office Duties		
ARMOUR SI	1	1	1	Supervising the Maintenance and Upkeep of Arms and Ammunition at Women Battalion, Conducting periodic arms inspection		
CAMP FOLLOWER	20	20	20	Discharging of cleaning works in the office and premises.		
DRIVER	5	5	5	Driving Duty		
TECHNICAL WING						
Armour Havildar	2	2	2	Maintenance and Upkeep of Arms and Ammunition at Women Battalion. Helping Armourer Sub Inspector in conducting periodic inspection		
Armour Pc	2	2	2	Maintenance and Upkeep of Arms and Ammunition at Women Battalion.		

Havildar mechanic(MT)	1	1	1	Maintenance of the vehicles used at Women Battalion		
PC Mechanic(MT)	2	2	2	Maintenance of the vehicles used at Women Battalion		
Electrician PC	1	1	1	Electric Related Works at Women Battalion		
Carpenter PC	1	1	1	Maintenance of Furniture at Women Battalion		
Bugler Police constable	1	1	1	Work with the Ceremonial Guard at Women Battalion		
ADMINISTRATIVE ASST:	1	1	1	Supervision & Discharging of Administrative Duties.		
Manager	1	1	1			
JUNIOR SUPERINTENDENT	2	2	2			
CASHIER/SA	1	1	1	Maintenance, recording and upkeepment of money transactions in the unit.		
CLERK	15	15	15	Discharging of Administrative Duties.		
TYPIST	3	3	3			
Office Attendant	2	2	2	Discharging of auxilliary office works.		
Part Time Sweeper	1	1	1	Discharging of cleaning works in the office and premises.		