

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

Name of Unit : KEPA,THRISSUR

Name of Post sanctioned	No of Posts at present	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
ADGP & Director      1	0	Supervision of all training & Administrative activities of KEPA	Supervision of all training & Administrative activities of KEPA	
IGP (Trg)              1	1	Supervision of all training & Administrative activities of KEPA	Supervision of all training & Administrative activities of KEPA	
Asst.Director(PS) Asst.Director (Outdoor) Asst.Director(Trg) Asst.Director (Admn)      4	3	Administration & Training	Supervision of outdoor & Indoor training.	
Asst.Director(Technical & MT studies)              1	1	Supervising MT wing	Supervision of Technical & MT studies	
AD (F&OP)              1	1	Asst.Director(Financial and Office Procedure)	Supervision of files dealing with financial matters and office procedures	
Administrative Assistant      1	1		Drawing and Disbursing officer, Supervision of Ministerial staff & Administration of office	
HOD(FS)              1	1	Head of the department in forensic science	Supervision of Forensic wing of KEPA	
HOD(FM)              1	0	Head of the department in forensic medicine	In charge of classes of forensic medicine.	
HOD (Law)              1	0	Head of the Department of Law	Administration and Co-ordination of law classes	
HOD (Behavioral Science)      1	1	Head of the Department of Behavioural Science	Incharge of Classes of Behavioural Science	
HOD(Computer application) 1	0	Head of the Computer lab & Computer training	Head of the Computer lab & Computer training	
Asst.CMT              2	2	Supervision of Outdoor training	Conduct outdoor training to all recruits	
CI Local              5	5	Senior Law Instructor.	Taking Indoor classes to all recruits	
Criminologist              1	1	Conduct Training & evaluation	Taking classes to officers & cadets in Criminology and penology	

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Senior Instructor(Forensic Science) 1	0	Taking classes to officers and cadets in forensic science	Taking classes to officers and cadets in forensic science	
Senior Leacture(Computer) 1	0	Incharge of computer Lab	conducting computer training to all recruits	
Test.Inspr.(FPB) 1	1	Senior.Instructor	taking classes to all recruits and officers in finger print	
RI 2	0	Officer Commanding of coy	Administration of coy and supervision of outdoor training	
API 10	11	Officers commanding of all coys	Administration of coy and supervision of ourdoor training	As per the DGO No.2222/2021/PH Q dated 01.10.2021 1 API posting is kept
Inspector(Tele) 1	1	Senior.Instructor (Telecommunication)	Supervision of telecommunication training & supervision of wireless and Telecommunication wing KEPA	
WCI 2	2	Officer commanding of coy	Supervision of women Policetraining	
MT I 1	0	Senior.Instructor(Motor Transport)	Supervision of Driving training to all recruits	
SI (GE) 10	8	Assistant Law Instructor	Taking Indoor classes to all recruits	
RSI 6	5	Instructor	Assisting Outdoor training	
APSI 29	25	Instructor	Assisting Outdoor training	
WSI 6	3	Instructor	Assisting Outdoor training	
APASI 10	6	Assistant Instructor	Outdoor instruction	1 ASI adjusted in APASI
HC Local 30	30		Assisting Indoor training	
AR.HC 20	16		Assisting Outdoor training	
WHC 20	4		Training Instructor	
HDRs 82	68	Instructor	Assisting Outdoor training	
Armour HC 1	1		Incharge of Arms KEPA	
Bugler PC 3	1			
Local PC/AR.PC/Bn.PC 57	51			
Dvr PC 21	20			
WPC 0	10			
Medical Officer 1	0		Duty at KEPA Hospital	Temporary strength shifted

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Pharmacist 2	0		Duty at KEPA Hospital	Temporary strength shifted
Nursing Assistant 1	0		Duty at KEPA Hospital	Temporary strength shifted
JS 4	4		Branch supervision	
Cashier 1	1		Cash Management	
Head Clerk 1	0		Supervision of Branch	
Clerk/Sr. Clerk 15	14	Clerical Job	Clerical Job	
Supernumerary Clerk 1	1			
(CA to ADGP) 1	1		Confidential Assistant	
CA Gr.II	1			
Gr.II 1				
(CA to DIG)				
SGT/UDT 5	5	Typists	Typist	
Librarian Gr I 1	1		Librarian	
FullTime Sweeper 1	1		Full Time Sweeper	
CF Permanent 70	56		Barber/Cook/Dhobi/Sweeper/Water Carrier	
CF Daily wages 65+12	88		Barber/Cook/Dhobi/Sweeper	
Part time sweeper 25	25		Sweeping	