

Particulars of functions and details of each unit/office

Name of Unit : Kerala Armed Women Police Battalion

Name of Post	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
Commandant	Over all Supervision of Administrative and Executive Functionaries of the Battalion	Administrative control and supervision of Women Police Battalion. He also serves as the Appellate authority of RTI Act 2005 in Women Battalion.	Nil
Administrative Assistant	Ministerial Head of Women Battalion Headquarters	Drawing & Disbursing Officer, over all supervision of ministerial staffs works at WPBn Office, He also serves as the State Public Information Officer.	Nil
Manager	Ministerial Sub-head of Women Battalion Headquarters	Supervision of the following subjects: Tapals, Budget, Motor Vehicles, General matters, Purchase, Attendance	Nil
Junior Superintendent (1)	Section Head	Supervision of the following subjects: Disciplinary Proceedings, Appointment, transfer and posting, Pension, Pay fixation, Seniority list Service book verification and other establishment matters.	Nil
Junior Superintendent (2)	Section Head	Supervision of the following subjects: Audit, Travel allowance, Various bills, Arms and ammunition, Various fund related matters. He also serves as the Asst. State Public Information Officer.	Nil
Cashier	Cashier cum Store Accountant	Supervision of the following subjects: Salary and allied matters, cash transactions, Store Purchase	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
LD Typist	Inward & Despatch	Malayalam Typing, doing Inward & Despatch	Nil
Office Attendant	Assisting Sections	Assisting all sections in their work	Nil
Part Time Sweeper	Keeping the Office clean	Sweeping and Cleaning of WPBn Office and premises.	Nil