

Particulars of Functions and Details of each unit / office.

Name of Unit : KAP 6 Battalion, Kozhikode

Name of Post sanctioned		No of Posts at present	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
Commandant	0	0	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.	Commandant, KAP IV Bn is holding the charge of Commandant, KAP VI Bn
API	1	1	As specified in section-9 "Company Commandant" in the standing Orders for APBn.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	2	2	As specified in section-10 "Platoon- Commander" in the standing orders 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.	
Havildar	4	4	As specified in section-11 to 16 in the standing orders for APBn vid ROC No.998/SR/58 dated, 22.9.1958.	As specified in section-11 to 16 in the standing orders for APBn vid ROC No.998/SR/58 dated, 22.9.1958.	
PC	75	43	To attend Guard Duties and other guard duties of the Battalion as per the directions of Superior Officers.	To attend Guard Duties and other guard duties of the Battalion as per the directions of Superior Officers.	
WPC	25	1	To attend Guard Duties and other guard duties of the Battalion as per the directions of Superior Officers.	To attend Guard Duties and other guard duties of the Battalion as per the directions of Superior Officers.	
Manager	1	1	Head of the Ministerial Wing. Drawal and disbursement of salaries to the gazetted and non gazetted establishment of the Bn. Competent to sign all the bills sanctioned by the Commandant. Administration in the Battalion office and to ensure attendance, discipline and over all supervision in the Battalion office.	Head of the Ministerial Wing. Drawal and disbursement of salaries to the gazetted and non gazetted establishment of the Bn. Competent to sign all the bills sanctioned by the Commandant. Administration in the Battalion office and to ensure attendance, discipline and over all supervision in the Battalion office.	

Name of Post sanctioned		No of Posts at present	Jurisdiction & Powers (Administrative, Financial & Others)	Functions and duties of the Officer / Employees	Any Other Information
Head Clerk /Cashier /S.A.	1	1	To supervise the works in the Sections allotted to him in the office, Management of Cash, Encashment of bills from the Treasury and disbursement, Collection and distribution of store items.	To supervise the works in the Sections allotted to him in the office, Management of Cash, Encashment of bills from the Treasury and disbursement, Collection and distribution of store items.	
Clerk	2	2	To attend the clerical works in the subject files allotted to them.	To attend the clerical works in the subject files allotted to them.	
Typist	1	1	To attend the typing works of Bn.office.	To attend the typing works of Bn.office. Create physical tappals from lower offices after scanning the document.	
Office Attendant	1	1	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.	