

## Particulars of functions and details of each Unit/Office

### NAME OF UNIT : POLICE TRAINING COLLEGE, TVPM

SI No.	Name of Post Sanctioned	No. of post at present		Jurisdiction & Powers (Administrative, Financial and Others)	Functions and Duties of the Officer/employee	Any other Information
		Sanctioned	Existing			
1	Principal	1	1	Administrative/ Financial	He will have overall responsibility for the proper administration of the College and provide efficient training to all the personnel who are deputed for several courses	In charge
2	Vice Principal	1	1	Administrative/ Financial	He will exercise supervision over all the Instructional staff of the College and should himself take lectures as per the instructions of the Principal. He will exercise the powers of a Deputy Superintendent of Police, over the staff employed in the College	
3	Senior Law Instructor	2	2	Lecturing	He will exercise supervision over the other staff in Law and Studies and will allocate duties subject to the approval of the Principal. He will be responsible for the efficient maintenance and improvement of the College Library, the Museum and the Model Police Station	
4	Armed Police Inspector	2	1	1 (vacancy) ----- Chief Drill Instructor/ Disciplinary Maintenance	He will supervise the work of the Assistant Drill Instructor of the School and will be the entire charge of the discipline and training in parade to all the trainees of the School. The College mess will also be in his charge	
5	APSI / RSI	2	2		Outdoor Training	

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6	Driver SI	1	1		Supervision of Departmental Vehicle	
7	RSI (Orchestra)	1	1		Supervision of Orchestra Team	
8	Armourer ASI	1	1		Repair and Maintenance of Weapons	
9	APASI/ ARASI	3	3		Asst..APSI/RSI in Outdoor training	
10	ASI (GE)	0	1 (Supernumerary)		Training Assistance	
11	HC (GE) /HC (AR) / Havildar	29	28	(One post kept in abeyance)	Training Assistance	
12	HC Orchestra	1	1		Entertainment	
13	CPO / PC	33	33		Training Assistance	
14	Driver HC / PC	21	19	2	Driving of Departmental Vehicle	
15	Armourer PC	1	1		Repair and Maintenance of Weapons	
16	PC Orchestra	12	5	7	Entertainment	
17	PC Painter	1	0	1	Painting of office articles / equipments	
18	PC Carpenter	1	0	1	Carpentary work	
19	PC Binder	1	0	1	Binding work	
20	Cinema Operator	1	0	1	Maintenance of Electronic equipments	
21	Librarian	1	1		Maintenance of PTC Library	
22	Junior Superintendent	1	1		Supervision of PTC Office	
23	Cashier	1	1		Accounting and Maintenance of Cash Book and Cash	
24	Head Clerk	1	1		Supervision of Senior Clerks and Clerks	

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25	Senior Clerk / Clerk	9 + 1 (Supernumerary)	7 + 1 (Supernumerary)	2	Administrative works	
26	Confidential Assistant	1	1		Scribing Dictation of Principal PTC	
27	UD Typist/Sr.GT/SI.GT	4	4		Typing	
28	Office Attendant	1	1		Passing of office files from one section to other and act as office assistant	
29	Gardner	1	1		Maintenance of Garden	
30	Barber	3	2	1	Hair cutting of trainees	
31	Dhobi	4	1	3	Ironing the Cloth of Trainees and Police Personnel	
32	Cook	5	4	1	Preparing of Food in hygienic condition	
33	Sweeper / Scavenger	4	3	1	Cleaning the Campus	
34	Cobbler	1	0	1	Repairing of Shoes and Boots	
35	Part Time Sweeper	4	4		Cleaning the Office and surrounding	
TOTAL		156 + 2 (Supernumerary)	132 + 2 (Supernumerary)	23	One post of HC kept in abeyance due to notional promotion of HCs	