

Procedure followed in decision making process including channels of supervision and accountability.

Name of Unit : Armed Police Battalion

Subject / issue / Event dealt with	Channels of Supervisors		Norms set by it for discharge of functions	Rules/ Regulations/ Instructions/ Manuals/ Records used by Officers for discharging its functions	Statement of categories of documents that are held by or under control	Any other information
	Action taken officer (Designation)	Supervisory officers designation				
<p>A1 Section</p> <p>Establish-ment matters of officers of and above the rank of APASIs</p> <p>Preparation of combined seniority list of Havildars of all Battalions.</p> <p>Preparation of select list of Havildars fit for promotion as APASI/APSIs.</p> <p>Promotions of Havildars as APASI, APASI as APSIs.</p> <p>Preparation of combined seniority list of Band Havildars, Armr HC/Havs and select list of Band Havildars and Armr HC/Havs fit for promotion as Band SIs, and Armr</p>	LD Clerk	Junior Superintendent /Manager /IGP, APB Addl. Director General of Police, Armed Police Battalion	Manual of Office procedure (Police) Police Manual.	KSR & SSRs KSRS Special Rules for AP Battalion. Special Rules for Armr Unit	Personal Register Distribution Register Establishment Register Transfer Register	-

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ASIs/SIs. Transfer and posting of APASIs and APSIs.						
<u>A1(a) Section</u> 1. AR Transfer of Armed Police Battalions. 2. Transfer and posting of Driver PC 3. Havildar promotion Test 4. Constitu-tion of Board for the selection of Armr /Band PC/ Buglar PC / Driver PC	LD Clerk	Junior Superintendent/ Manager/ Inspector General of Police, Armed Police Battalion/ Addl. Director General of Police, Armed Police Battalion.	MOP (Police) PHQ Circular	KSR/KSSR and connected GOs	Personal Register AR Transfer Register Register regarding Transfer of Drivers.	
<u>A2 Section</u> Disciplinary Proceedings	LD Clerk	Junior Superintendent /Manager /Inspector General of Police, Armed Police Battalion Addl. Director General of Police, Armed Police Battalion	Manual of Office procedure (Police)	MDP, KPDIP & A Rules 1958, KC (CC&A) Rule 1960 and connected GOs	Personal Register PR Register Suspension Register Transfer Register	

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<u>A3 Section</u> Leave Probation Maintenance of Service Books Increment Fixation Pension Charge Allowance	UD Clerk	Junior Superintendent /Manager/ Inspector General of Police, Armed Police Battalion/ Addl. Director General of Police, Armed Police Battalion	Manual of Office procedure (Police)	KSR	Personal Register Increment Register Casual Leave Register Service Book Check Register	

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<p>A5 Section</p> <p>Recruitment of PCs and Compassio-nate Employment Scheme</p>	UD Clerk	<p>Junior Superintendent /Manager /Inspector General of Police, Armed Police Battalion Addl. Director General of Police, Armed Police Battalion.</p>	MOP (P)	KSR/KSSR and connected GOs	<p>Personal Register Register regarding the details of PSC advice</p>	
<p>B1 Section</p> <p>1. Budget 2. Construction 3. Repair & maintenance of buildings in Battalions 4. Uniform allowance of Officers in Battalions 5. Sanction of Telephone</p>	LD Clerk	<p>Head Clerk /Manager /Inspector General of Police, Armed Police Battalion/ Addl. Director General of Police, Armed Police Battalion</p>	Manual of Office procedure (Police)	<p>Budget Manual GOs & PHQ Circulars GOs & PHQ Circulars</p>	<p>Allotment Register Expenditure Statement.</p>	

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charges in this office 6. Sanction of the Cost of News Papers supplied in this office 7. Sanction of the charges Photo copies taken in this office 8. Sanction of the charge of Internet connection in this office 9. Auction sale of trees & usufructs in Battalions 10. Sanction rewards to police personnel				GOs & PHQ Circulars Executive Directive GOs GOs GOs	Telephone Register News Paper Register Xerox copy Register Register for entering monthly charge	

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<p>B2 Section</p> <p>Salary</p> <p>TA Bills</p> <p>Medical Reimbur-ement</p> <p>General Provident Fund</p> <p>Family Benefit Scheme</p> <p>SLI, GIS & LIC</p> <p>Contingent Bills</p>	LD Clerk	<p>Junior Superintendent/ Manager / Inspector General of Police, Armed Police Battalion/ Addl. Director General of Police, Armed Police Battalion</p>	<p>Manual of Office procedure (Police)</p>	<p>KSR/KFC/KTC</p> <p>KSR</p> <p>MR Rules</p> <p>GPF Rules</p> <p>FBS Rules</p> <p>Insurance Rules & GOs</p> <p>KFC/KTC/B.M</p>	Personal Register	

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<u>B3 Section & T Section</u> Audit Inspection Vehicles Training	UD Clerk	Head Clerk /Manager /Inspector General of Police, Armed Police Battalion Addl. Director General of Police, Armed Police Battalion	Manual of Office procedure (Police)	Connected GOs Circular of PHQ & Govt.	Personal Register	
<u>G1 Section</u> 1. Interpella-tion 2. Quarters 3. General matters 4. Petition 5. Depart-	LD Clerk	Head Clerk /Manager / Inspector General of Police, Armed Police Bns/ Addl. Director General of Police, Armed Police Battalion	Manual of Office procedure (Police)	Govt. Orders & Circulars of PHQ and Govt. Quarters Rule GOs and Govt. Circulars & PHQ Circulars GOs and Govt. Circulars & PHQ Circulars Executive Direction	Personal Registers - - -	

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<p>mental NOC</p> <p>6. Private Fund</p> <p>8. Cash</p>				<p>Private Fund Rules</p> <p>KSR,KFC/KTC</p>	<p>-</p> <p>Cash Book</p> <p>Bill Book</p> <p>Acquittance Register</p> <p>Security Register</p> <p>Money Memo Book</p>	
<p>G3 Section</p> <p>Purchase</p> <p>Repair</p> <p>Stationery</p> <p>Stock & Issue</p> <p>Forms Stock & Issue</p>	UD Clerk	Head Clerk /Manager /Inspector General of Police, Armed Police Battalion/ Addl. Director General of Police, Armed Police Battalion	MOP (Police)		<p>Personal Registers</p> <p>Intent Register</p> <p>Distribution Register</p> <p>Stock Register</p> <p>Furniture Register</p>	