

## PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

Name of Unit : KAP 4 Battalion Kannur

Sl. No.	Subject /issue/event/dealt with	Channel of Supervisors		norms set by it for discharge of functions	Rules/Regulations/Instructions/Manuals/Records used by the officers for Discharging it's functions	statement of categories of documents that are held by or under control	Any other Information
		Action taken officer (designation)	Super-visory officer (Designation)				
1	<p><b>Commandant.</b>                      Head of the Battalion. 1)                      Responsible for duties(a) to (m) as specified in Section 4 'Commandant' in the standing orders for AP Bn.                      2) Supervise the Sub Officers in discharging their duties. 3)                      To enforce discipline in the Bn</p>	CMT	DIG IGP ADGP DGP	AP SO KPM KPDIP&A Rules KGSCR Bar MDP KSR KFC KTC MOP	AP SO KPM KPDIP&A Rules KGSC Rules MDP KSR KFC KTC MOP	1)Personal files of officers. 2)properties 3)Stock registers of books instruments 4)superior officer's visiting remarks book.	
2	<p><b>Deputy Commandant.</b>                      1)Supervisors and Co-ordinator pf the work of Bn. 2)Supervisor of the security arrangements of the Battlion(Battalion Security Officer).                      3)Administrator of private fuynds                      4)In charge of the educational training of the unit. 5)Inspection of BTO,Band Wing,Armourer unit,Battalion Store(QM)Branch</p>	DC		AP SO KPM KPA Drill Manual. Guard Order KPDIP & A Rules. Deptl Circulars.	AP SO KPM KPA Drill Manual. Guard Order KPDIP & A Rules. Deptl Circulars.	training details files reports Register. File. Personal Inspection Leave Stoke	

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3	<b>AssistantCommandant, (Adj) .1)</b> Commandant's staff Officer for all matters. 2) Supervisor of work and discipline oPolicepersonnel. 3) Deployment,Routine duties,training ,welfare and security arrangements of the Bn	AC(Adj)		AP SO KPM KPA Drill Manual. Guard Order KPDIP & A Rules. Stock file	AP SO KPM KPA Drill Manual. Guard Order KPDIP & A Rules. Stock file	Deployment Statement. Strength Statement B R O Course Details Movement Register Audit/Inspection reports	
4	<b>AssistantCommandant,(QM)</b> 1)SUPERVISION OF Govt.properties, private funds properties,Arms and ammunitions. 2) Supervise of land,building and trees of the Battalion. 3) Up keeping of firing ranges and training articles 4) Welfare and discipline of Personnel working in stores, BTO and Armourer Wing	AC(QM)	DC CMT	AP SO KPM KPA Drill Manual. Guard Order KPDIP & A Rules. PSO Stock file	AP SO KPM KPA Drill Manual. Guard Order KPDIP & A Rules. PSO Stock file	Stock registers of Government properties and private fund properties, indent book, LARS, stock registers of arms and ammunitions, local purchase registers and bell of arms registers , Repair registers , register of Land and building and auction registers	
5	<b>AssistantCommandant I wing</b> 1. Welfare and discipline of A, B and C coys 2. Auditing Accounts of A,B and C coys	AC I Wing	DC CMT	KPM KPA Drill Manual. Guard Order KPDIP & A Rules. Stock file	KPM KPA Drill Manual. Guard Order KPDIP & A Rules. Stock file	GD Check Registers , Casual leave Registers, PR Files , Govt. Property registers, orderly registers, training check registers	

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6	<b>Assistant Commandant II wing</b> 1. Welfare and discipline of D, E and F coys 2. Auditing Accounts of D,E and F coys	AC II Wing	DC CMT	KPM KPA Drill Mannal. Guard Order KPDIP & A Rules. Stock file	KPM KPA Drill Mannal. Guard Order KPDIP & A Rules. Stock file	GD Check Registers , Casual leave Registers, PR Files , Govt. Property registers, orderly registers, training check registers	
7	AC (Trg) 1. Basic Training of Rtpcs 2. Welfare and discipline of RtPCs 3. conducting of Passing out Parade	AC (Trg)	DC CMT	KPM KPA Drill Mannal. Guard Order KPDIP & A Rules. Stock file	KPM KPA Drill Mannal. Guard Order KPDIP & A Rules. Stock file	GD Check Registers , Casual leave Registers, PR Files , Govt. Property registers, orderly registers, training check registers	
8	<b>Officer Commanding HQ coy.</b> 1. Administration of HQ Coy 2. Maintenance of Private fund A/cs. 3. Welfare and discipline of HQ Coy. Personnel 4. Preparation of Pay, TA Bills and disbursement of money. 5. Dutydetailing of men.	API	AC DC CMT	Police Manual. KPA, KPDIP & A Rules. KSR, KFC Pvt. Fund Rules. PSO, AP SO Stock file.	Police Manual. KPA, KPDIP & A Rules. KSR, KFC Pvt. Fund Rules. PSO, AP SO Stock file.	GD Attendance Register , Duty Register , Leave register, Bus/Rail Warrant, Books, PR Files, Cash Books.	

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	2.Maintanance of private fund A/Cs	API	AC DC CMT	Police Mannual. KPA, KPDIP & A Rules. KSR, KFC Pvt. Fund Rules. PSO, AP SO Stock file.	Police Mannual. KPA, KPDIP & A Rules. KSR, KFC Pvt. Fund Rules. PSO, AP SO Stock file.	GD Attendance Register , Duty Register , Leave register, Bus/Rail Warrant, Books, PR Files, Cash Books.	
	3.Welfare and discipline of HQ coy personnel.						
	4. preparation of pay,TA Bills and disburse of money.						
	5.Duty detailing of men.						
9	<b>Officer Commanding</b> A,B.C,D,E,F, G & H Coys.	API	AC DC CMT	Police Mannual. KPA, KPDIP & A Rules. KSR, KFC Pvt. Fund Rules. PSO, AP SO Stock file.	Police Mannual. KPA, KPDIP & A Rules. KSR, KFC Pvt. Fund Rules. PSO, AP SO Stock file.	GD Attendance Register , Duty Register , Leave register, Bus/Rail Warrant, Books, PR Files, Cash Books.	
	1. Administration of respective Coys.						
	2.Welfare and discipline of the coy personnel.						
	3. preparation of pay,TA Bills and disbursement of money.						
	4. Duty detailing of men.						

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10	<b>Band Wing</b>	Band Inspector	AC DC CMT	Rudiments of music	Rudiments of music	Stock register of instruments, claning materials. Issue register, Individual issue register, History sheets of instruments.	
	1. Supervise the band performan						
11	<b>M.T.Wing</b> 1) Maintenance of arams and ammunitions of the Battalion.	BTO	AC QM DC CMT	Hand book on Rules and orders for use, maintenance and repairs of Govt. vehicles.	Hand book on Rules and orders for use, maintenance and repairs of Govt. vehicles.	Stock register of vehicles, Repair register, POL register, stock register of other Govt. properties.	
12	<b>Armourer Wing</b> 1) Maintenance of arms and ammunitions of the Battalion.	Ar.SI	AC QM DC CMT	Rules and orders issued from time to time	Rules and orders issued from time to time	Stock register of arms and ammunitions.	
13	<b>Battalion Office</b>	CMT	Admn. Asst. Junior supdt.	KFC, KTC, SPM/SPR and MOP	KFC, KTC, APM/SPR and other rules and delegation of powers and orders ordered from time to time	Contingent bill register Quotation register, Stock register, etc. Bill forms earmarked for each purpose.	Monetary limit prescribed in delegation of powers and amendment from time to time.
	<b>1) Administrative Assistant:</b> contingency.						

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	To sign all Bills sanctioned by the Commandant	Admn. Asst.	Junior supdt.	KFC, KTC, SPM/SPR and MOP			
	Pay and allowance	Admn. Asst.	Junior supdt. and cashier	To draw and disburse pay and allowances in due dates. Attendance.	KSR and orders related to revision of pay and allowances issued from time to time	Service Book, Long Roll, Bill register, PND register, Cash register, Cash book, Money Memos etc.	
	<b>GPF</b>	CMT/Admn. Asst.	Junior supdt.	MOP	GPF (Kerala) Rules.	Concerned forms for different purpose, GPF credit cards, L.R.etc.	
	<b>TA</b>	CMT	Admn. Asst. Junior supdt.	MOP	KSR, KFC, KTC and related orders.	TA check register, allotment register, Bill register etc.	Monetary limit prescribed in delegation of powers and amendment from time to time.

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	<b>Establishment</b>	CMT/Admn. Asst.	Admn. Asst. Junior supdt.	MOP	KSR, KS & SSR, Govt servants conduct rules, MOP, PPSO and other related rules ordered from time to time MOP	Establishment register, Service Book, Probation register, Seniority lists, Select list, BO Book, Enlistment register, Master register of pension case etc. MOP. Attendance/Late attendance register, Movement register, TDR/Tapal registers in various categories, CL Register, Special CL registers etc.	
	Over all administration of office (Chief Ministerial Officer in the office)	CMT	Admn. Asst. Junior supdt.	MOP/PRs			
	<b>2) Manager.</b> General, Vehicle, KPHCS Loan, Construction, Store purchase, Budget, PR, KPW & AF, Office Management.	CMT	JS II	IGP's Circular, KFC, KTC, MOP and other Govt. Orders	KSR, KTC, KFC and Govt. Orders	Loan recovery register, PR register, Budget statement and correspondence file.	
	<b>3) Junior Superintendent - I</b> Recruitment and training of Police personnel, seniority, promotion, probation, pension, transfer and posting.	JS	Manager, Admn.Assist. CMT				

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	<b>4) Junior Superintendent - II</b> Punishment Rolls, Private funds, Contingency Bills, TA	JS	Manager, Admn.Assist. CMT	KFC, KTC, KSR, KPDIP & A Rules, and MDP	KFC, KTC, KSR, KPDIP & A Rules, and MDP	CB Register, TA Register, PR Register, Stock file.	
	<b>5) Junior Superintendent- III</b> Pay bills, GPF Bills, FBS, GI, SLI, LIC, MR, Pay Certificate.	JS	Admn. Asst. CMT	Pay revision Order, KSRs, GPF Rules, Medical attendance /Rules, Co-operative Rules.	Pay revision Order, KSRs, GPF Rules, Medical attendance /Rules, Co-operative Rules.	Pay Bill Register, Pay Certificate Register, Stock file	
	<b>6) Junior Superintendent - IV</b> Store purchase construction and maintenance of buildings, Family quarters, Departmental vehicles, KPHCCS, KPHCS, NOC for Passports and General matters.	JS	Manager, Admn.Assist. CMT	Store purchase Rules, Store Manual, KPFQA&O Rules, HBRO, M R of vehicles, KPHCCS Rules, KPHCS Rules	Store purchase Rules, Store Manual, KPFQA&O Rules, HBRO, M R of vehicles, KPHCCS Rules, KPHCS Rules	Local purchase register, Quarters allotment register, Stock file.	

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	7) <b>Fair Copy Superintendent.</b> Supervise and distribution of fair copying work, Maintenance of office machine.	FCS	Manager, CMT	KPM, MOP	KPM, MOP		
	8) <b>Police Hospital.</b> To provide medical attendance to the Battalion personnel including their family members.	MO	CMT	Orders and Circulars issued by DHS	Orders and Circulars issued by DHS	OP Register, Stock book of medicine, Indent book of medicines, Govt. property stock register, Leave register.	
	9) <b>Battalion Store.</b> To purchase and distribute store articles.	SA	AA CMT	Store Mannual, Store purchase Rules	Store Mannual, Store purchase Rules	Store register of Government properties, Store register of books and forms, Stock register of stationery articles.	
	10) <b>Cashier.</b> Bill encashment & disbursement. Maintenance of account of KPW & AF, SF	Cashier	AA CMT	KFC KTC KSR	KFC KTC KSR	Government Cash Book, KPW & AF Cash Book, SF Cash Book	