

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

**Name of Unit: District Police, Wayanad**

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				
1	Appointment posting and Transfer	A1 Section Clerk	JS/AA/SP	1)Manual of office procedure (Police)	1) Manual of office procedure (Police)	1)Nominal roll of Officers and men
2	Preparation of select list			2)Kerala Police Manual	2) Kerala Police Manual	2) Strength Register
3	NOC for applying other employment				3) KSSSR	
4	Preparation of list of AR PCs for transfer to Local Police				4) KSR	
5	Miscellaneous establishment matters				5) KFC	
					6) KTC	
					7) Kerala Budget Manual	
					8) Kerala Account code	
					9) Dept. Circular	
					10) Govt. Circular	
6	Training, Deputation, Department Test	A 2 Section Clerk	JS/AA/SP			1) DO Book
7	Compassionate employment scheme		"	"		2) Training Register
						3) Deputation Register
						4) Compassionate Employment Register

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				
8	Probation	A 3 Section Clerk				1) Probation Register	
9	Confirmation	A 3 Section Clerk	JS/AA/SP			2) Establishment Register	
10	Seniority list						
11	Pay fixation	A 4 Section Clerk	JS/AA/SP			Increment Register	
12	Sanction of Increment						
13	Higher Grade						
14	leave	A 5 Section Clerk				long Leave Register	
15	Earned leave surrender						
16	Maintenance of Service book and Annual verification of SBs	A 6 Section Clerk	JS/Manager/SP			Service Book Register	
17	Pension, Gratuity and Family pension						
18	Budget	B 1 Section Clerk	JS/Manager/SP		Kerala Budget manual	1) Register of Inspection Reports from AG (Audit)	
19	Allotment of funds					2) Auction Register of usufructs	
20	Receipt and Expenditure statement					3) bill of cost Register	
21	Audit objection						
22	Inspection reports of Accountant General						
23	Auction sale of usufructs						
24	Loan and Advances						
25	TA Bill of Officers	B 2 Section Clerk	JS/AA/SP			TA Check Register	
26	TA Bill of Local Police						

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				
27	TA Bill of Armed Reserve	B 3 Section Clerk	JS/AA/SP				
28	Bus warrant/Railway warrant					Bus warrant/Railway Warrant check Register	
29	Preparation of bill relating to POLI charges, Spare parts and repair charges of vehicle	C 1 Section Clerk	HC/AA/SP				Contigent Register
30	Building Tax and preparation of bill relates to it						
31	Hire charges of private vehicles	C 1 Section Clerk	HC/AA/SP				
32	Preparation of bills under Office Expenses, other charges and wages	C 2 Section Clerk	HC/AA/SP				
33	Appointment of PT Sweepers					1) Appointment Register	
34	Maintenance of Service book and Longroll of PT Sweepers					2) Long Rolls of PT Employees	
35	Telephone bills						
36	Feeding charges						
37	law & Order reports	D 1 Section Clerk	JS/DySP/SP		1) CRPC		
38	Crime & Investigation				2) IPC		
39	Vehicle Check reports				3) Spl & Local Laws		
40	Reports on adverse remarks in the Judgements	D 2 Section Clerk					
41	Correspondence relates to Arms Licences and Explosive Substance Act						

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	Statemnet of categories of documents that are held by or under control	Any Other Information
		Action taken officer (Designation)	Supervisory officers designation				
42	Prosecution sanction of cases under Arms Act, Explosive substance Act						
43	Review /appeal Judgements						
44	Withdrwval of cases						
45	Foreigners	D 3 Section Clerk	DySP (Admn) /SP		Foreigners Act		
46	Correspondance relating to citizenship						
47	Issuing NOC for obtaining Indian Pasport						
48	Store purchase	E 1 Section Clerk	HC/AA/SP		1) Store purchase manual		
49	Private funds				2) KFC		
50	Departmental Arms and Ammunitions				3) Kerala Police Manual		
51	Departmental Motor Vehicle	E 2 Section Clerk	HC/Manager/SP		Kerala Police Manual		
52	Hireing of Departmental vehicles and realisation of charges						
53	Maintanance of Long Rolls	F 1 Section Clerk	JS/AA/SP			Long Rolls PND Register	
54	Issue and Receipt of LPC						
55	Preparation of pay bill of PCs to SIs and Office staff						
56	Uniform allowance to Officers						
57	Aduting of pay bills						
58	Preparation of supplimentary pay bill and arrier pay bills	F 2 Section Clerk	JS/AA/SP				

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				
59	Preparation of Festival Advance and other advance bills	"				Onam Advance Register / OFA Register	
60	Medical Reimbursement	F 3 Section Clerk	JS/AA/SP		Kerala Govt. Servants Medical Attendance Rules	Medical Rules Register	
61	Surrender leave salary bills					SLS Bill Register	
62	Audit objection from PHQ					Audit objection Rules	
63	GPF Admissions	F 4 Section Clerk	JS/AA/SP		GPF(K) Rules	GPF Admission Register	
64	Temporary advance from GPF					GPF (TA) Register	
65	Non Refundable advance for GPF	F 4(a)Section Clerk	JS/AA/SP			GPF (NRA) Register	
66	GPF closure					GPF Bill Register	
						GPF closure Register	
67	Salary certificate	F 5 Section Clerk	JS/AA/SP			Salary Certificate issue register	
68	Court Attachment					Court attachment Register	
69	Co-Operative recavaries					Co-Op Recovery Register	
70	Correspondance relating to Police Housing Society	F 5 Section Clerk	JS/AA/SP				
71	Correspondance and maintanance of records relates to SLI,FBS, GIS	F 6 Section Clerk	JS/AA/SP		Govt. Orders	FBS Register cum Broadsheet	
72	Treasury and Prisoners Escorts	G 1 Section Clerk	JS/DySP(A)/SP				

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				
73	Mobilisation of AR						
74	Police Bandobust Arrangements						
75	Meeting and conference						
76	Presidency Passport						
77	Kerala Police Association						
78	Fair, Festivals, Loud Speakers permission etc						
79	Inspection Reports and visiting Remarks	G 1(b) Section Clerk	JS/DySP(A)/SP				
80	Summans and Warrants						
81	Installation/Shifting of Telephones	G 2 Section Clerk	JS/DySP(A)/SP				
82	Creation of new Police Station, Out Posts, Circle, Sub Divisions and other matter of departmental organisation and reorganisation						
83	Accommodation and shifting of Office						
84	Acquisition of Land and Construction of buildings						
85	Rewards and Police Medals						
86	General Petitions	G 3 Section Clerk	JS/DySP(A)/SP				
87	Petitions and atrocities against SC/ST						
88	Allegation against police personnel						
89	Welfare of serving Soldiers	G 3 Section Clerk	JS/DySP(A)/SP				
90	Punishment Rolls	H 1 Section Clerk	"		1) KPDIP & A Rules	PR Register	
					2) KCS(CCA) Rules		

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				
91	Appeals on Punishments	H 2 Section Clerk	"				
92	Records	R 1 Section Clerk	Manager/SP			RDis , DDis. Register, Disposal register of records	
						Records issue Register	
						Stamp account Register	
93	Inward	R 2 Section Clerk	Manager/SP			Inward Register	
94	Despatch	R 3 Section Clerk	"			Despatch Register	
95	Stores	Store Accountant	AA/SP		1) Store Purchase manual	Stock Register/Day Book, IV/RV Register	
					2) Kerala Police Store Manual		
96	Cash Transactions	Cashier	AA/SP		Kerala Treasury Code	Cash Book	
						Security Register	
						RV File	
						EV File	
						Permanat Advance Register	
Money Memo Book							