

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

Name of Unit :State Crime Records Bureau

Section	Subject/Issue/ Event dealt with	Channels of Supervisors		Norms set by it for discharge of functions	Rules/Regulations/Instructions/Manuals/Records used by	Statement of categories of documents that are held by or other control	Any Other Information
		Action taken officer (Designation)	Supervisory officers designation				
A1 Section	1. Appointment, Transfer and posting	Clerk	JS/Manager /SP,SCRB/ IGP,SCRB	Manual of Office procedure (Police)	KSR, KSSR, Government Orders and circulars PHQ orders & Circulars	1. probation Register	Nil
	2. Sanctioning of Annual Increment					2. Working arrangement Register	
	3. Promotion					3. Increment Register	
	4. Regularisation, Probation and Higher Grade					4. Permanent Establishment Register	
	5. Charge Allowance					5. Strength Register	
	6. Deputation, Working Arrangement						
	7. DPB/DPC						
	8. Strength Management						
	9. SPARK PEN creation						
	10. NOC for PSC						
	11 OP						
A2 Section	1. Maintenance of Service Book	Clerk	JS/Manager /SP,SCRB/ IGP,SCRB	Manual of Office procedure (Police)	KSR, KSSR, KPD IP & A Rules, MD P, KCS-1960	1. PR Register	Nil
	2. Leave / ELS sanctioning					2. Service Book Despatch Register	
	3. Death/Retirement Pension						
	4. Departmental NOC						

Section	Subject/Issue/ Event dealt with	Channels of Supervisors		Norms set by it for discharge of functions	Rules/Regulations /Instructions/Manuals/Records used by	Statement of categories of documents that are held by or other control	Any Other Information
		Action taken officer (Designation)	Supervisory officers designation				
E 1 Section	1. All Kinds of purchase	Clerk	JS/Manager /SP,SCRB/ IGP,SCRB	Manual of Office procedure (Police)	Store Purchase Rules Govt.Circulars	1. Quotation Register 2. Auction Register 3. Bill Transfer Register	Nil
	2. Store						
	3. Stationery						
	4. Store Auctions						
	5. Tender/Quatations						
E2 Section	1. Motor Vehicle	Clerk	JS/Manager /SP,SCRB/ IGP,SCRB	Manual of Office procedure (Police)	KSR Circulars of PHQ Connected Gos	1. Medical Reimbursement Register 2. IFMA Register 3. Quotation Register 4. Bill Transfer Register 5. Repair & Maintenance of Vehicle Register 6. Bill Transfer Register	Nil
	2. POL Bills						
	3. Medical Reimbursement / IFMA						
	4. HRA and Quarters						
	5. Annual Insurance of Vehicles						
	6. Repair and Maintenance of Vehicle						
	7. Purchase of Spare parts						
	8. Vehicle auctions						
	9. Medical Insurance						
F1 section	1. Salary Bills (Gazetted and Non Gazetted)	Clerk	JS/Manager	Manual of Office	KSR	1. Pay Bill Register 2. Long Roll 3. Arrear Bill Register 4. Pending Salary Register	Nil
	2. Arrear Bills with DA Arrear				KSSR PHQ		
	3. SLS Bills				Circulars		
	4. Uniform Allowance						

Section	Subject/Issue/ Event dealt with	Channels of Supervisors		Norms set by it for discharge of functions	Rules/Regulations /Instructions/Manuals/Records used by	Statement of categories of documents that are held by or other control	Any Other Information
		Action taken officer (Designation)	Supervisory officers designation				
F2 section	5. Income tax		/SP,SCRB/ IGP,SCRB	procedur e (Police)			
	6. LPC						
	1. GPF related works	Clerk	JS/Manager /SP,SCRB/ IGP,SCRB	Manual of Office procedur e (Police)	KSR KSSR	1. GPF Bill Register 2. NLC Register 3.KPWA Fund Loan Register 4. Security Register 5. Police Welfare Bureau Loan & Fund Register	Nil
	2. NLC/Salary Certificate						
	3. KPW & A Fund and Welfare Fund						
	4. GIS/SLI/LIC/Other Insurance						
	5. Recovery from Salary						
	6. GST						
	7. Professional Tax						
	8. Cash Management						
G1 Section	1. Training /Course	Clerk	JS/Manager /SP,SCRB/ IGP,SCRB	Manual of Office procedur e (Police)	KSR KSSR	1. Transfer Register	Nil
	2. General Matters						
	3. Conference/Meeting/Seminar related works						
	4. Business Statement						
	5. General Petitions						
	6. Other Allied Matters						
	7. Election related works						
	8. Sanctioning of GSE/Cash Rewards						
	9. Police Medal						
	10. Annual Movable and Immovable property Statement						

Section	Subject/Issue/ Event dealt with	Channels of Supervisors		Norms set by it for discharge of functions	Rules/Regulations /Instructions/Manuals/Records used by	Statement of categories of documents that are held by or other control	Any Other Information
		Action taken officer (Designation)	Supervisory officers designation				
O1 Section	Police Medal	Clerk	JS , Mgr,IGP		KSR		Nil
	Election related works						
	Annual movable and immovable property statement						
	Cyber related works						