

Section	Subject/Issue/ Event dealt with	Channels of Supervisors		Norms set by it for discharge of functions	Rules/Regulations/I nstructions/Manual s/Records used by officers for discharging its functions	Statement of categories of documents that are held by or other control	Any Other Information
		Action taken officer (Designation)	Supervisory officers designation				
F1 section	1. Salary Bills (Gazetted and Non Gazetted)	Clerk	JS/Manager/S P,SCRB/ADGP ,SCRB	Manual of Office procedure (Police)	KSR	1. Pay Bill Register	Nil
	2. Arrear Bills with DA Arrear				KSSR	2. Long Roll	
	3. SLS Bills				PHQ Circulars	3. Arrear Bill Register	
	4. Uniform Allowance					4. Pending Salary Register	
	5. Income tax						
	6. LPC						
F2 section	1. GPF related works	Clerk	JS/Manager/S P,SCRB/ADGP ,SCRB	Manual of Office procedure (Police)	KSR	1. GPF Bill Register	Nil
	2. NLC/Salary Certificate				KSSR	2. NLC Register	
	3. KPW & A Fund and Welfare Fund					3.KPWA Fund Loan Register	
	4. GIS/SLI/LIC/Other Insurance					4. Security Register	
	5. Recovery from Salary					5. Police Welfare Bureau Loan & Fund Register	
	6. GST						
	7. Professional Tax						
	8. Cash Management						
G1 Section	1. Training /Course	Clerk	JS/Manager/S P,SCRB/ADGP ,SCRB	Manual of Office procedure (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						
	11 Sanction for out side Journey						
	12 Verification						
	13 Kerala Police Association/Kerals Police Officers Association						
	14 Website and creation of email ID						
G1(a) Section	1. Sabarimala Festival	Clerk	JS/Manager/S P,SCRB/SP,IC T/ADGP,SCRB	Manual of Office procedure (Police)	KSR	1. Quotation Register	Nil
	2. iAPS and GIS (Geographical Information System), DMR				KSSR	2.Tender Register	
	(Reported to the Nodal Officer through the JS & Manager)				Store Purchase Rules		
	3. All Central and State Plan Projects						
	4. DMR Project						
	5. Construction, Maintenance and Repair of Buildings						
	6. Tender/Quatations						