| Ouarter | IV - | 2022 |
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| Quarter | IV - | 2022 |

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

| Name of | Unit : State Crime Records Bure | au | | | | | |
|-------------|---|--|--------------------------------------|--|--|---|--------------------------|
| Section | Subject/Issue/ Event dealt with | Channels of Supervisors Action taken Supervisory | | Norms set by it for discharge of functions | Rules/Regulations/I nstructions/Manual s/Records used by officers for | | Any Other Information |
| | | officer (Designation) | officers designation | or functions | discharging its functions | or other control | |
| | 1. Appointment, Transfer and | | | | | 1. probation Register | |
| | posting 2. Sanctioning of Annual Increment | | | | | 2. Working arrangement Register | |
| | 3. Promotion | - Clerk | JS/Manager/S P,SCRB/ADGP ,SCRB | | KSR, KSSR, Government Orders and circulars PHQ orders &Circulars | Register | |
| | 4. Regularisation, Probation and Higher Grade | | | | | 3. Increment Register | |
| A1 Section | 5. Charge Allowance | | | | | 4. Permanent | Nil |
| | 6. Deputation, Working | | | | | Establishment Register | |
| | Arregement | | | | | | |
| | 7. DPB/DPC 8. Strength Management | | | | | 5. Strength Register | |
| | 9. SPARK PEN creation | | | | | | |
| | 10. NOC for PSC | | | | | | |
| | 11 OP | | | | | | |
| | 1. Maintenance of Service Book 2. Leave / ELS sanctioning | | | | KSR, KSSR,KPDIP & A Rules,MDP, KCS- 1960 | 1. PR Register | |
| A2 Section | 3. Death/Retirement Pension | Clerk | JS/Manager/S P,SCRB/ADGP | | 1700 | 2.Service Book Despatch Register | Nil |
| | 4. Departmental NOC | | ,SCRB | | | | |
| | 5. PR and Appeal 6. Seniority List | | | | | | |
| | 7. Pay Fixation | | | | | | |
| | 1. Budget related works | | | | | 1. Tour TA Register | |
| | 2. Reconciliation | | | | | 2. Transfer TA Register | |
| | 3. TA Bills | Clerk | | Manual of | Dudget Manual Con | 3. Advance TA Register | N/1 |
| | 4. AG/Internal Audit 5. HBA/MCA/FBS and other | | | | Budget Manual, Gos & PHQ Circulars | 4. HBA Register | Nil |
| | advances | | JS/Manager/S | | a mg chreatais | 5. Audit Register | |
| | 6. Bus/ Railway Warrant | | P,SCRB/ADGP | procedure | | 6. FBS Bill Register | |
| B1 Section | 7. LTC | | ,SCRB | (Police) | | 7. Reconcilation Register | |
| | 1. Contigent Bills | Clerk | | | Govt.Circulars | | |
| | 2. RTI Act and LAI | | | | RTI Rules | 1.Contingent Bill Register | |
| | | | | | | 5 5 | |
| | 3. Installation of | | JS/Manager/S P,SCRB/ADGP ,SCRB | | | | Nil |
| C1 section | Telephone/Telephone Charges | | | | | RTI Register Contingent Bill Advance | |
| di section | 4. Water and Electricity Charge | GICIN | | | | Register | |
| | | | | | | | |
| : | 5. Wages Bill (salary/salary arrear/Leave surrender of PTS,salary bill of temperory | | | | | | |
| | employees) | | | | | | |
| | 1. All Kinds of purchase | Clerk | | Manual of | Store Purchase Rules | | |
| E 1 Section | | | JS/Manager/S P,SCRB/ADGP | Office | | | |
| E 1 Section | 2. Store | 0.01 K | ,SCRB | procedure | Govt.Circulars | 1. Quotation Register | Nil |
| | 3. Stationery 4. Store Auctions | - | | (Police) | | 2. Auction Register | |
| | 4. Store Auctions 5. Tender/Quatations | | | | | 3. Bill Transfer Register | |
| | 1. Motor Vehicle | | | | | | |
| E2 Section | 2. POL Bills | - Clerk | JS/Manager/S P,SCRB/ADGP ,SCRB | Manual of Office procedure (Police) | KSR | 1.Medical Reimbursement Register | |
| | 3. Medical Reimbursement / IFMA | | | | Circulars of PHQ | 2. IFMA Register | |
| | 4. HRA and Quarters | | | | Connected Gos | 3. Quotation Register | Nil |
| | 5. Annual Insurance of Vehicles | | | | | 4. Bill Transfer Register | |
| | 6. Repair and Maintenance of Vahielo | | | | | 5. Repair & Maintenance of | |
| | Vehicle 7. Purchase of Spare parts | | | | | Vehicle Register 6. Bill Transfer Register | |
| | 8. Vehicle auctions | | | | | o. Sin fransier register | |
| | | | | | | | |

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