

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

Name of Unit: KEPA,Thrissur

| Subject/Issue/ Event dealt with | Channels of Supervisors | | Norms set by it for discharge of functions | Rules/Regulations/Instruction s/Manuals/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 | | | | |
| Administration | AA | ADGP & Director, KEPA ., IGP (Trg),AD(Admn). | Govt.Rules & regulations | MOP (Police).KSR,KSSR,Financial Code,Treasury Code | | |
| Training | DYSP(Indoor),A C(Out Door) | Director KEPA, IGP (Trg),AD (Trg),AD(PS),AD (Outdoor), AD(F&OP). | As per the syllabus issued for the training of police personnel and other department uniformed personnel | Account Code,Budget Manual,PHQ Circulars | | |