Quarter IV - 2022

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

Name of Unit : KAP 4 Battalion. Mangattuparamba.

Sl. No.	Subject /issue/event/dealt with by the officer/Office.	Channel of Supervisors		Norms set by it for discharge of functions.	Rules/Regulations/ Instructions/ manuals/ Records used by the officers for Discharging it's functions.	Statement of categories of documents that are held by or under control.	Any other Information.
		Action taken officer (Desig-nation).	Super-visory officer (Desig-nation).				
1	**Commandant : Head of the Battalion.** 1) Responsible for duties(a) to (m) as specified in Section 4 'Commandant' in the standing orders for AP Bn. 2) Supervise the Sub Officers in discharging their duties. 3) To enforce discipline in the Bn.	CMT	DIG, IGP, ADGP, DGP.	AP SO, KPM, KPDIP & A Rules, KGSCR Bar MDP, KSR, KFC, KTC, MOP.	AP SO, KPM, KPDIP & A Rules, KGSCR Bar MDP, KSR, KFC, KTC, MOP.	1) Personal files of officers. 2) properties. 3) Stock registers of books. Instruments. 4) superior officer's visiting remarks book.	
2	**Deputy Commandant.** 1) Supervisors and Co-ordinator of the work of Bn. 2) Supervisor of the security arrangements of the Battlion (Battalion Security Officer). 3) Administrator of private funds 4) In charge of the educational training of the unit. 5) Inspection of BTO,Band Wing,Armourer unit, Battalion Store (QM) Branch	DC	CMT	AP SO, KPM, KPA, Drill manual, Guard Order KPDIP & A Rules, Deptl. Circulars.	AP SO, KPM, KPA, Drill manual, Guard Order KPDIP & A Rules, Deptl. Circulars.	Training details, Personal files, Inspection reports, Leave Register, Stoke File.	
3	**AssistantCommandant, (Adjt.)** 1) Commandant's staff Officer for all matters. 2) Supervisor of work and discipline of Police personnel. 3) Deployment, Routine duties, training, welfare and security arrangements of the Bn.	AC(Adjt)	DC CMT	AP SO, KPM, KPA, Drill manual, Guard Order KPDIP & A Rules, Stock file.	AP SO, KPM, KPA, Drill manual, Guard Order KPDIP & A Rules, Stock file.	Deployment Statement. Strength Statement, B R O Course, Details Movement Register, Aaudit/ Inspection reports	
4	**AssistantCommandant. (QM).** 1) SUPERVISION OF Govt. properties, private funds properties, Arms and ammunitions. 2) Supervise of land,building and trees of the Battalion. 3) Up keeping of firing ranges and training articles. 4) Welfare and discipline of Personnel working in stores, BTO and Armourer Wing.	AC(QM)	DC, CMT.	AP SO, KPM, KPA, Drill manual, Guard Order KPDIP & A Rules, PSO, Stock file.	AP SO, KPM, KPA, Drill manual, Guard Order KPDIP & A Rules, PSO, Stock file.	Stock registers of Government properties and private fund properties, indent book, LARS, stock registers of arms and ammunitions, local purchase registers and bell of arms registers, Repair registers, register of Land and building and auction registers.	

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		Action taken officer (Desig-nation).	Super-visory officer (Desig-nation).				
5	**AssistantCommandant, I Wing.** 1. Welfare and discipline of A, B and C Coys. 2. Auditing Accounts of A, B and C Coys.	AC I Wing	DC CMT	KPM, KPA, Drill manual, Guard Order KPDIP & A Rules, Stock file.	KPM, KPA, Drill manual, Guard Order KPDIP & A Rules, Stock file.	GD Check Registers, Casual leave Registers, PR Files, Govt. Property registers, orderly registers, training check registers.	
6	**AssistantCommandant, II Wing.** 1. Welfare and discipline of D, E and F coys 2. Auditing Accounts of D,E and F coys	AC II Wing	DC, CMT.	KPM, KPA, Drill manual, Guard Order KPDIP & A Rules, Stock file.	KPM, KPA, Drill manual, Guard Order KPDIP & A Rules, Stock file,	GD Check Registers, Casual leave Registers, PR Files, Govt. Property registers, orderly registers, training check registers	
7	**AC (Trg.)** 1. Basic Training of Rt.PCs. 2. Welfare and discipline of Rt.PCs. 3. Conducting of Passing Out Parade.	AC (Trg) Indoor and Outdoor	DC, CMT.	KPM, KPA, Drill manual, Guard Order KPDIP & A Rules, Stock file.	KPM, KPA, Drill manual, Guard Order KPDIP & A Rules, Stock file.	GD Check Registers, Casual leave Registers, PR Files, Govt. Property registers, orderly registers, training check registers.	
8	**Officer Commanding, 'HQ' Coy**. 1. Administration of HQ Coy. 2. Maintenance of Private fund Accounts. 3. Welfare and discipline of HQ Coy. Personnel. 4. Preparation of Pay, TA Bills and disbursement of money. 5. Duty detailing of men.	API	AC, DC, CMT.	Police manual, KPA, KPDIP & A Rules, KSR, KFC Pvt. Fund Rules, PSO, AP SO Stock file.	Police manual, KPA, KPDIP & A Rules, KSR, KFC Pvt. Fund Rules, PSO, AP SO Stock file.	GD Attendance Register , Duty Register , Leave register, Bus/Rail Warrant, Books, PR Files, Cash Books.	
9	**Officer Commanding,** A, B, C, D, E, F, G & H Coys. 1. Administration of respective Coys. 2. Welfare and discipline of the coy personnel. 3. preparation of pay,TA Bills and disbursement of money. 4. Duty detailing of men.	API	AC, DC, CMT.	Police manual. KPA, KPDIP & A Rules. KSR, KFC Pvt. Fund Rules. PSO, AP SO Stock file.	Police manual. KPA, KPDIP & A Rules. KSR, KFC Pvt. Fund Rules. PSO, AP SO Stock file.	GD Attendance Register , Duty Register , Leave register, Bus/Rail Warrant, Books, PR Files, Cash Books.	

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		Action taken officer (Desig-nation).	Super-visory officer (Desig-nation).				
10	**Band Wing** 1) Supervise the band performance.	Band Sub Inspector.	AC, DC, CMT.	Rudiments of music.	Rudiments of music.	Stock register of instruments. Issue register, Individual issue register, History sheets	
11	**M.T.Wing** 1) Repair and Maintenance of Departmental Vehicles.	BTO	AC(QM), DC, CMT,	Hand book on Rules and orders for use, mainte-nance and repairs of Govt. vehicles.	Hand book on Rules and orders for use, mainte- nance and repairs of Govt. vehicles.	Stock register of vehicles, Repair register, POL register, stock register of other Govt. properties.	
12	**Armourer Wing,** 1) Maintenance of arms and ammunitions of the Battalion.	Ar.SI	AC(QM), DC, CMT.	Rules and orders issued from time to time.	Rules and orders issued from time to time.	Stock register of arms and ammunitions.	
	Battalion Office :						
13	**1) Administrative Assistant**: Contingency. To sign all Bills sanctioned by the Commandant.	AA	CMT.	KFC, KTC, MOP.	KFC, KTC, and other rules and delegation of powers and orders ordered from time to time.	Contingent bill register Quotation register, Stock register, etc. Bill forms	Monetary limit prescribed in delegation of powers
	Pay and allowance.	Admn. Asst.	CMT	To draw and disburse pay and allowa nces in due dates. Maintenance of Attendance Register.	KSR and orders related to revision of pay and allowances issued from time to time.	Service Book, Long Roll, Bill register, PND register, Cash register, Cash book, Money Memos etc.	
	GPF	Admn. Asst.	CMT	KFC, KTC.	GPF (Kerala) Rules.	Prescribed forms for different purpose, GPF Credit Cards, LR. etc.	
	TA	Admn. Asst.	CMT	MOP.	KSR, KFC, KTC and related orders.	TA check register, allotment register, Bill register etc.	Monetary limit prescribed in delegation of powers and amendment from time to time.
	Establishment Over all administration of office (Chief Ministerial Officer in the office).	Admn. Asst.	CMT.	MOP.	KSR, KS & SSR, Govt servants conduct rules, MOP, PPSO and other related rules ordered from	Establishment register, Service Book, Probation register, Seniority lists, Select	
	2) Manager. General, Vehicle, KPHCS Loan, Construction, Store purchase, Budget, PR, KPW & AF, Office Management.	Manager	Admn. Assist., CMT	IGP's Circular, KFC, KTC, MOP and other Govt. Orders.	KSR, KTC, KFC and Govt. Orders.	Loan recovery register, PR register, Budget statement and correspondence file.	

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		Action taken officer (Desig-nation).	Super-visory officer (Desig-nation).				
	3) Junior Superintendent - I Recruitment and training of Police personnel, seniority, promotion, probation, pension, transfer and posting.	JS	Manager, Admn. Assist., CMT,	IGP's Circular, KFC, KTC, MOP and other Govt. Orders.	KSR, KTC, KFC and Govt. Orders.	Establishment register, Service Book, Probation register, Seniority lists, Select list, BO Book, Enlistment register, Master register of pension case etc. Attendance/Late attendance register, Movement register, TDR/Tapal registers in various categories, CL register, Special CL registers etc.	
	4) Junior Superintendent - II Punishment Rolls, Private funds, Contingency Bills, TA.	JS	Manager, Admn. Assist., CMT	KFC, KTC, KSR, KPDIP & A Rules, and MDP.	KFC, KTC, KSR, KPDIP & A Rules, and MDP.	CB Register, TA Register, PR Register, Allotment Register.	
	5) Junior Superintendent- III Pay bills, GPF Bills, FBS, GI, SLI, LIC, MR, Pay Certificate.	JS	Admn. Asst., CMT.	Pay revision Order, KSRs, GPF Rules, Medical attendance/ Rules, Co-operative Rules.	Pay revision Order, KSRs, GPF Rules, Medical attendance/ Rules, Co-operative Rules.	Pay Bill Register, Pay Certificate Register, .	
	6) **Junior Superintendent - IV** Store purchase, construction and maintenance of buildings, Family quarters, Departmental vehicles, KPHCCS, KPHCS, NOC for Passports and General matters.	JS	Manager, Admn. Assist., CMT,	Store purchase Rules, Store manual, KPFQA & O Rules, HBRO, M R of vehicles, KPHCCCS Rules, KPHCS Rules.	Store purchase Rules, Store manual, KPFQA & O Rules, HBRO, M R of vehicles, KPHCCCS Rules, KPHCS Rules.	Local purchase register, Quarters allotment register.	
	7) Fair Copy Superintedent. Supervise and distribution of fair copying work, Maintenance of office machine.	FCS	Manager, CMT,	KPM, MOP.	KPM, MOP.	Fair Copy Register	
	8) Police Hospital. To provide medical attendance to the Battalion personnel including their family members.	Medical Officer.	CMT,	Orders and Circulars issued by DHS.	Orders and Circulars issued by DHS.	OP Register, Stock book of medicine, Indent book of medicines, Govt. property stock register, Leave register.	

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		Action taken officer (Desig-nation).	Super-visory officer (Desig-nation).				
	9) Battalion Store. To purchase and distribute store articles.	SA	AA., CMT	Store manual, Store purchase Rules.	Store manual, Store purchase Rules.	Store register of Government properties, Store register of books and forms, Stock register of stationery articles.	
	10) Cashier. Bill encashment & disbursement. Maintenance of account of KPW & AF, SF	Cashier	AA., CMT.	KFC, KTC, KSR.	KFC, KTC, KSR.	Government Cash Book, KPW & AF Cash Book, SF Cash Book.	