

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY

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 (Designation).	Super- visory officer (Designation).				
1	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/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.	
2	M.T.Wing 1) Repair and Maintenance of Departmental Vehicles.	BTO	API/AC/C MT.	Hand book on Rules and orders for use, maintenance and repairs of Govt. vehicles.	Hand book on Rules and orders for use, maintenance and repairs of Govt. vehicles.	Stock register of vehicles, Repair register, POL register, stock register of other Govt. properties.	
Battalion Office :							
3	1) Manager Office Management.Over all administration of office (Chief Ministerial Officer in the office).Contingency, Pay and allowance, GFP, TA,Establishment matters,General, Vehicle, Construction, Store purchase, Budget, PR etc.	Manager	CMT.	KFC, KTC, MOP, KSR KPDIP & A Rules, and MDP, Store purchase Manual	KFC, KTC, and other rules and delegation of powers and ,Govt. orders and circulars	Quotation register, Stock register, Service Book, Long Roll, Establishment register, Probation register, Master register of pension, Attendance Special CL registers etc.	
	2) Head Clerk Supervision of all files related to establishment, contingent, pay and allowance and all othe general matters.Management of Store and Cash.	Head Clerk	Manager, CMT	KFC, KTC, MOP, KSR KPDIP & A Rules, and MDP,Store purchase Manual	KSR, KTC, KFC and Govt. Orders.		

