Quarter II - 2022

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

Name of unit: Office of the Deputy Inspector General of Police, Thrissur Range					
Subject/issue/Event dealt with	Channels of Supervisors		Norms set by it for discharge of functions	Rules/regulations/Instructions/Manuals/Records used by officers for discharging its functions	Statement of categories of documents that are held by or under control
	Action taken officers(Designation)	Supervisory officers(Designation)			
Establishment matters, PR and appeals of and below the rank of CIs, convening of DPB, preparation of select list of ASIs fit for promotion as SIs and HCs as ASIs (GE), ASI to RSI, General petitions received from public and police personnel, petitions and appeals on RTI Act.	DIG, AA, JS, ISA, ARMR. INSPECTOR, SIs AND SECTION CLERKS	IGP NZ	DIG is governed by All India Service(conduct) Rules 1954 and the rest are governed by Kerala Govt Servants(conduct)Rules	KSSR, KFC, KAC, MOP, Budget Manual, GOs, Govt. Circulars, PHQ Circulars, MDP, KPDIP, KSR etc.	The records held at this office are as per the standing rules of KSR, KSSR, KFC, KAC, MOP etc and other Govt. Circulars. These records are kept in the records room disposal wise as RDis, DDis, KDis,LDis etc. and CB system where files are kept temporarily. GOs, PHQ circulars etc. are filed in GSF and the same is kept in Record Section. Besides GOs, Circulars etc are also kept in SF of each section.