						Quarter III-2024
Procedure followed in decision making process including channels of supervision and accountability Name of Unit : KAP 5 Bn, Kuttikkanam						
Action taken officer (Designation)	Supervisory officers designation	for discharge of	Instructions/Manuals/ Records used by officers for discharging its functions	of documents that are held by or other control	Any other information	
Handle Law and order and other duties as per the direction from superior officers.	DC	СМТ	Govt.of Kerala	Kerala Police Manual	Various Register	
	AC	DC	Govt.of Kerala	Kerala Police Manual	Deployment Register	
	OC	AC	Govt.of Kerala	Kerala Police Manual	Duty Records	
	SI	OC	Govt.of Kerala	Kerala Police Manual	Rough Duty Book	
	ASI	OC	Govt.of Kerala	Kerala Police Manual	GD	
	HC/PC	SI	Govt.of Kerala	Kerala Police Manual	Sentry Relief Book	
Service matters of Executive / Ministerial staff	AA	СМТ	-Govt.of Kerala	KSR, KPM, KTC, KFC	File / iAPS	
	MANAGER	СМТ				
	JS	AA				
	CLERK	JS				