

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

**Name of Unit :State Crime Records Bureau**

Section	Subject/Issue/ Event dealt with	Channels of Supervisors		Norms set by it for discharge of functions	Rules/Regulation s/Instructions/M anuals/Records used by officers for discharging its	Statement of categories of documents that are held by or other control	Any Other Informatio n
		Action taken officer (Designation)	Supervisory officers designation				
A1 Section	1. Appointment, Transfer and posting	Clerk	JS/Manager/SP,S CRB/ IGP,SCRB	Manual of Office procedure (Police)	KSR, KSSR, Government Orders and circulars PHQ orders &Circulars	1. probation Register	Nil
	2. Sanctioning of Annual Increment					2. Working arrangement Register	
	3. Promotion					3. Increment Register	
	4. Regularisation, Probation and Higher Grade					4. Permanent Establishment Register	
	5. Charge Allowance					5. Strength Register	
	6. Deputation, Working Arregement						
	7. DPB/DPC						
	8. Strength Management						
	9. SPARK PEN creation						
	10. NOC for PSC						
	11 OP						
A2 Section	1. Maintenance of Service Book	Clerk	JS/Manager/SP,S CRB/ IGP,SCRB	Manual of Office procedure (Police)	KSR, KSSR,KPDIP & A Rules,MDP, KCS-1960	1. PR Register	Nil
	2. Leave / ELS sanctioning					2.Service Book Despatch Register	
	3. Death/Retirement Pension						
	4. Departmental NOC						
	5. PR and Appeal						
	6. Seniority List						
	7. Pay Fixation						
B1 Section	1. Budget related works	Clerk	JS/Manager/SP,S CRB/ IGP,SCRB	Manual of Office procedure (Police)	Budget Manual, Gos & PHQ Circulars	1. HBA Register	Nil
	2. Reconciliation					2. Audit Register	
						3. FBS Bill Register	
	4. AG/Internal Audit					4. Reconciliation Register	
	5. HBA/MCA/FBS and other advances						

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B2 Section	1. TA Bills 2. Bus/ Railway Warrant 3. LTC	Clerk	JS/Manager/SP,S CRB/ IGP,SCRB	Manual of Office procedure (Police)	KSR	1. Tour TA Register 2. Transfer TA Register 3. Advance TA Register	
C1 section	1. Contigent Bills 2. RTI Act and LAI 3. Installation of Telephone/Telephone Charges 4. Water and Electricity Charge 5. Wages Bill (salary/salary arrear/Leave surrender of PTS,salary bill of temperory employees)	Clerk	JS/Manager/SP,S CRB/ IGP,SCRB	Manual of Office procedure (Police)	Govt.Circulars  RTI Rules	1.Contingent Bill Register  2. RTI Register 3. Contingent Bill Advance Register	Nil
E 1 Section	1. All Kinds of purchase 2. Store 3. Stationery 4. Store Auctions 5. Tender/Quatations	Clerk	JS/Manager/SP,S CRB/ IGP,SCRB	Manual of Office procedure (Police)	Store Purchase Rules Govt.Circulars	1. Quotation Register 2. Auction Register 3. Bill Transfer Register	Nil
E2 Section	1. Motor Vehicle 2. POL Bills 3. Medical Reimbursement / IFMA 4. HRA and Quarters 5. Annual Insurance of Vehicles 6. Repair and Maintenance of Vehicle 7. Purchase of Spare parts 8. Vehicle auctions 9. Medical Insurance	Clerk	JS/Manager/SP,S CRB/ IGP,SCRB	Manual of Office procedure (Police)	KSR  Circulars of PHQ Connected Gos	1.Medical Reimbursement Register  2. IFMA Register 3. Quotation Register 4. Bill Transfer Register 5. Repair & Maintenance of Vehicle Register 6. Bill Transfer Register	Nil

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F1 section	1. Salary Bills ( Gazetted and Non Gazetted)	Clerk	JS/Manager/SP,S CRB/ IGP,SCRB	Manual of Office procedure (Police)	KSR  KSSR PHQ Circulars	1. Pay Bill Register 2. Long Roll 3. Arrear Bill Register 4. Pending Salary Register	Nil
	2. Arrear Bills with DA Arrear						
	3. SLS Bills						
	4. Uniform Allowance						
	5. Income tax						
	6. LPC						
F2 section	1. GPF related works	Clerk	JS/Manager/SP,S CRB/ IGP,SCRB	Manual of Office procedure (Police)	KSR  KSSR	1. GPF Bill Register 2. NLC Register 3.KPWA Fund Loan Register 4. Security Register 5. Police Welfare Bureau Loan & Fund Register	Nil
	2. NLC/Salary Certificate						
	3. KPW & A Fund and Welfare Fund						
	4. GIS/SLI/LIC/Other Insurance						
	5. Recovery from Salary						
	6. GST						
	7. Professional Tax						
	8. Cash Management						
G1 Section	1. Training /Course	Clerk	JS/Manager/SP,S CRB/ IGP,SCRB	Manual of Office procedure (Police)	KSR  KSSR	1. Transfer Register	Nil
	2. General Matters						
	3. Conference/Meeting/Seminar related works						
	4. Business Statement						
	5. General Petitions						
	6. Other Allied Matters						
	7. Election related works						
	8. Sanctioning of GSE/Cash Rewards						
	9. Police Medal						
	10. Annual Movable and Immovable property Statement						
	11 Sanction for out side Journey						
	12 Verification						
	13 Kerala Police Association/Kerals Police Officers Association						
	14 Website and creation of email ID						

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G1(a) Section	1. Sabarimala Festival	Clerk	JS/Manager/SP,S CRB/SP,ICT/IGP, SCRB	Office procedure	KSR	1. Quotation Register	Nil
	2. iAPS and GIS (Geographical Information System), DMR						
	(Reported to the Nodal Officer through the JS & Manager)						
	3. All Central and State Plan Projects						
	4. DMR Project						
	5. Construction, Maintenance and Repair of Buildings						
	6. Tender/Quatations						
O1 Section	Kerala Police Association and Kerala Police Office Association	Clerk	JS , Mgr,IGP		KSR		Nil
	Police Medal						
	Election related works						
	Annual movable and immovable property statement						
	Cyber related works						