

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


Name of Unit: PHQ (No Section)


Year & Quarter: IVth/2024

Subject / Issue/ Event dealt with	Channels of Supervisors		Norms set by it for discharge of functions	Rules / Regulations/ Instructions/ Mannuals/ Records used by officers for dischargings its functions	Statement of Categories of documents that are held by or other control	Any other information
	Action taken officer (Designation)	Supervisory officers Designation				
A Branch - Establishment matters of IPS officers, Non IPS SsP and all gazetted officers.	Clerk/ Senior Clerk	JS-SS-AIG Personnel	Manual of Office procedure (Police)	KSR, KSSR, PSO etc		
A Tech branch - Establishment of Gazetted Ministerial Officers, AP Bn Officers, Technical wing officers & pension related matters.	Clerk/ Senior Clerk	JS-SS-AIG Personnel	Manual of Office procedure (Police)	KSR, KSSR, PSO etc		
B branch - Budget/ Fund allocation, Bill of Cost, Reconciliation matters.	Clerk/ Senior Clerk	JS-SS-SFO	Manual of Office procedure (Police)	Kerala Financial Code, Budget Manual, Account code		
C branch - General matters	Clerk/ Senior Clerk	JS-SS-AIG Policy	Manual of Office procedure (Police)	KSR, KSSR, PSO etc		
D branch - Crime matters	Clerk/ Senior Clerk	JS-SS-AIG PG & LA	Manual of Office procedure (Police)	BNSS, BNS, BSA		
E branch - Establishment of Non Gazetted officers in Kerala civil police	Clerk/ Senior Clerk	JS-SS-AIG Personnel	Manual of Office procedure (Police)	KSR, KSSR, PSO etc		
F branch - Salary/ Medical Reimbursement/ Travelling allowance matters	Clerk/ Senior Clerk	JS-AO-SFO	Manual of Office procedure (Police)	MR Hand book, KSR, KFC		
G Branch - Matters relating to Disciplinary action	Clerk/ Senior Clerk	JS-SS-SP NRI Cell	Manual of Office procedure (Police)	KSR, KSSR, PSO, KPDIP & A rules, KCCCA rules		
H branch - Purchase of stores/equipment/Vehicles/weapons & PHQ purchases	Clerk/ Senior Clerk	JS-SS-AIG Procurement	Manual of Office procedure (Police)	Store Purchase Manual, Government/ PHQ orders		
H Mod branch - Implementation of MoPF scheme/ KANSAP/ AHTU/ Plan scheme	Clerk/ Senior Clerk	JS-SS-AIG Procurement	Manual of Office procedure (Police)	Store Purchase Manual, Government/ PHQ orders		
H building branch - Construction of police buildings	Clerk/ Senior Clerk	JS-SS-AIG Procurement	Manual of Office procedure (Police)	Store Purchase Manual, Government/ PHQ orders, PWD manual		

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	Action taken officer (Designation)	Supervisory officers Designation				
I branch - Interpellation, NRI cell, RTI Act and training section	Clerk/ Senior Clerk	JS-SS-AIG Personnel/AIG PG & LA/ SP NRI cell/ DySP NRI cell	Manual of Office procedure (Police)	RTI Act rules		
K branch - Matters relating to General petitions	Clerk/ Senior Clerk	JS-SS-SP Special cell	Manual of Office procedure (Police)	Police Manual		
K Spl. cell branch - Matters relating to SC, ST petitions/CMO portal	Clerk/ Senior Clerk	JS-SS-SP Special cell	Manual of Office procedure (Police)	Police Manual		
L branch - Establishment matters of non gazetted/ AP Bn/ DHQ/ Closed AR	Clerk/ Senior Clerk	JS-SS-AIG Personnel	Manual of Office procedure (Police)	KSR, KSSR, PSO etc		
M branch - Establishment matters of non gazetted ministerial staff	Clerk/ Senior Clerk	JS-Manager- AIG Personnel	Manual of Office procedure (Police)	KSR, KSSR, PSO etc		
N branch - Annual administration report/ Landed property statement/ HBA/ GPF etc.	Clerk/ Senior Clerk	JS-AO-AIG Policy	Manual of Office procedure (Police)	KSR, KSSR, PSO etc		
P branch - Matters relating to internal audit	Clerk/ Senior Clerk	JS-SS-SFO	Manual of Office procedure (Police)	Introduction to Indian Audit and Accounts		
Q branch - Matters relating to Women & Children	Clerk/ Senior Clerk	JS-SS-SP Special cell	Manual of Office procedure (Police)	KSR, KSSR, PSO etc		
R branch - Vehicles - Maintenance and repair matters	Clerk/ Senior Clerk	JS-SS-SP MT	Manual of Office procedure (Police)	KSR, KSSR, PSO etc		
S branch - Proposals/ Road Safety/ Coastal Policing/ Special Rules/ State Plan Scheme/ MoPF Scheme/ IAPS & Strength Management	Clerk/ Senior Clerk	JS-SS-AIG Policy	Manual of Office procedure (Police)	KSR, KSSR, PSO etc		
T branch - Confidential matters	Clerk/ Senior Clerk	JS-SS-DIG Admin.	Manual of Office procedure (Police)			

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	Action taken officer (Designation)	Supervisory officers Designation				
U branch - Court matters	Clerk/ Senior Clerk	JS-SS-AIG PG & LA	Manual of Office procedure (Police)	BNSS, BNS, BSA		
Z branch - Inward/ Despatch/ Record	Clerk/ Senior Clerk	JS/FCS- Manager- AIG Personnel	Manual of Office procedure (Police)			
X Branch - Matters relating to cyber crime petitions	Clerk/ Senior Clerk	JS-SS-SP Special cell	Manual of Office procedure (Police)			


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