

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

Name of Unit: Office of ADGP(L&O)							
Section	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 other control	Any Other Information
		Action taken officer (Designation)	Supervisor y officers designatio n				
A- Section	Establishment Matters - Transfer & Postings, Deputation, Leave etc, Office Administration, Manpower Strength statements, Manpower deployment, RTI Act & petitions, Election Cell, Cyber Policing related papers, Portals, CCTNS, Inspection Remarks, Reward , Award, Medals, General Meetings and other papers, Training, Proposals on General/Administrative matters and all other allied matters	Clerk	JS/ADGP	Manual of Office procedure (Police)	KSR,KSSR,Govt./PHQ Circulars, RTI Rules, PSO etc.	Establishment Register, Working Arrangement Register, Increment Register, Casual Leave Register, RTI Register	Nil
B- Section	Financial Matters, Plan Schemes, Budget, Bills, Store Purchase, Contingency, TA, Auction, Education Allowance, AIS Allowance, Medical reimbursement, Quarters, Construction, Infrastructure, Maintaining Stock Registers and distribution of stores/articles, Inward & Despatch and all other allied matters	Clerk	JS/ADGP	Manual of Office procedure (Police)	Store Purchase Rules Govt.Circulars etc.	TA Register, Stock Register	Nil
C- Section	Disciplinary proceedings, PR Appeal/Review petitions, legal matters, Passport verification, Special reports against Police Officers and other personnel, Legal matters and all other allied matters	ASI	JS/ADGP	Manual of Office procedure (Police)	KSR, KSSR,KCCCARules, MDP, KPDIP & A Rules, PSO etc.	Nil	Nil
D1- Section	Law & Order matters- Crime Review, Reports on KAAPA, Goonda Activity Review, POCSO Review, Review of NDPS cases and Drugs Project, SC/ST petitions and Meetings, SC/ST Commission petitions, NHRC and KSHRC petitions, Cyber Abuse Petitions, Cyberdome/Cyber cases review, LW/Mavoist, Traffic and Road Safety, Foreigners issues, Confidential Papers other than those handled by the SC-1, Sabarimala, VIP Visits-Security and other Security schemes, COVID-19 pandemic, Disaster Management, Law & Order issues and all other allied matters	SI	JS/ADGP	Manual of Office procedure (Police)	Govt./PHQ Orders, Circulars etc.	Nil	Nil
D2- Section	Crime & Court matters--Crime Case Transfer, Special Investigation Team (SIT ) formation, Court matters including writ petitions and PIL before Courts, Legal Cell matters, Legal Aid, KELSA, Amendments of CrPC, IPC etc, OA, Suites, Advocate notice, Prosecution sanction, Outside journey and all other allied matters	ASI	JS/ADGP	Manual of Office procedure (Police)	Govt./PHQ Orders, Circulars etc.	Nil	Nil
D3- Section	Crime & Petition Matters- Private petitions, General papers, CMO Portal Petitions, KLA Petitions and Meetings, KLA Committee reports, Petitions against Police, Mike Sanction, Independence day celebrations, Republic day celebrations etc, Nirbhaya, Aparajitha, Nirbhayam, Pink Patrol, Women-Gender issue related papers, Social Policing and all other allied matters.	Sr. Clerk	JS/ADGP	Manual of Office procedure (Police)	IPC, CrPC, KSR, KSSR, KPDIP & A Rule, Dept. Circulars, Police Manual, K.P Act etc.	Nil	Nil

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Special Cell-1	Information Reports/UO notes from SSB & PHQ and allied matters of confidential nature.	Head Constable(G)	JS/ADGP	Manual of Office procedure (Police)	Govt./PHQ Orders, Circulars etc.	Nil	Nil
Special Cell-2	News Watch-Print/Visual/Cyber Media Surveillance Reports and allied matters	CPO	JS/ADGP	Manual of Office procedure (Police)	Govt./PHQ Orders, Circulars etc.	Nil	Nil