

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

**Name of Unit : KAP 1 Bn ,Thrippunithura**

Subject/Issue/Event dealt with by the officer/Office.	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)	Supervisory officers designation				
This Force will be deployed normally for handling riots, Riotous situations arising out of religious and communal clashes. Only in case of emergencies will this Force be deployed Handle other Law and Order situations, with the specific sanction from the Director General of Police. The Force may take up relief and rehabilitation work on disaster condition and emergency remedial action on the situation arise and this force is also bound with VIP Security and socially useful work in the area of its deployment or in the area of their general responsibility with a view to establishing report with all classes of citizens for promoting communal harmony and to enhance the image of the Kerala Armed Police 1st Battalion.	DC	CMT	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	CMT	Govt.of Kerala	Kerala Police Manual	IAPS	
	MANAGER	CMT				
	JS	AA				
	CLERK	JS				