

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

Name of Unit: Crime Branch Hearquarters

Section	Subject/ Issue/ Event dealt with	Chanel 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)				
A1	Transfer and Posting all Ranks, Appointments, Working arrangement Regularization of waiting for posting Period, Pay Fixation, Increment Grade Service Book	Clerk	Junior Superitendent	Manual of Office Procedure (Police)	KSR, KSSR, Govt. /PHQ circulars, PSO etc	Establishment Register Working Arrangement Register, Increment Register	Nil
A2	Pension, Probation Declaration Service Certificate / NOC Training and courses Deputation, Internship, Leave, NPS, LTC	Typist	Junior Superintendent	Manual of Office Procedure (Police)	KSR, KSSR, Govt. /PHQ circulars, PSO etc	Casual leave Register Pension Register, Deputation Register Probation Register	Nil
A3	Seniority, Junior Superintendent DPC / DPB, Conference and Meeting Awards and Rewards, Sports and cultural affairs, General matters, Staff meeting Duty Meet, Summons ,Other works entrusted by Senior Officer	Clerk	Junior Superintendent	Manual of Office Procedure (Police)	KSR, KSSR, Govt. /PHQ circulars, PSO etc	Meeting Minutes	Nil
E1	Store Purchase, Junior Superintendent Non Recurring Contingent Charges Modernization, Computerization iAPS /CCTNS, Arms & Ammunitions Official SIM Collection and Distribution of Store Articles	Clerk	Junior Superintendent	Manual of Office Procedure (Police)	Store Purchase Rules, Govt. Circular etc.	Bill Register	Nil

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)	Supervisory officers (Designation)				
G1	LA Interpellation, RTI Act, Sabarimala Bandobust and Other, duty Arrangements Election, Departmental NOC, ID Card Police Canteen, Police Welfare Bureau	Typist	Junior Superintendent	Manual of Office Procedure (Police)	RTI Rules, Govt. Orders/ PHQ Circulars ..	RTI Register	Nil
E1(a)	KPA and KPOA allied matters, TA	Typist	Junior Superintendent	Manual of Office Procedure (Police)	KSR, KSSR, Govt. /PHQ circulars, PSO etc	Bill Register Allotment Register Advance Register	Nil
H1	PR, Disciplinary Action, Appeal Petition	Clerk	Junior Superintendent	Manual of Office Procedure (Police)	KSR, KSSR, KCCCA Rues, MDP KPDIP & A Rules, PSO	PR Registers	Nil
F1	Pay Bills, Arrear Bills, Contingement Bills Recoveries from Salary , NGO / NLC/ Salary Certificate , KPHCC Recoveries Wages Bill, AIS Officers Allowances GIS/SLI/LIC/PLI , Audit & Inspection	Typist	Head Clerk	Manual of Office Procedure (Police)	Store Purchase Rules, Govt. Circular etc.	Pay Bill Register Contingent Register, GST Reister, GIS Register..	Nil
E2	Department Vehicles and allied matters Telephone / Electricty/ Water Charges Recurring of Contigent charges, Quarters, Office Building Constructions	Clerk	Head Clerk	Manual of Office Procedure (Police)	Kerala Financial Code and Govt. Circular etc	Vehicle Register Telephone Register	Nil
F2	Budget, Reconciliation, HBA	Clerk	Head Clerk	Manual of Office Procedure (Police)	Kerala Financial Code and Govt. Circular etc	HBA Register	Nil
F3	PF matters & Bills, TA claims and Bills Railway Warrant and Bus Warrant, FBS, MR/ IFMA, Uniform allowance	clerk	Head Clerk	Manual of Office Procedure (Police)	Kerala Financial Code and Govt. Circular etc	MR Register FBS Register IFMA Register	Nil
D1	Crime Cases related with CB, Thiruvananthapuram	CPO/SCPO/ASI/SI	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	Nil

Section	Subject/ Issue/ Event dealt with	Chanel 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				
D2	Crime Cases related with CB Kollam & Pathanamthitta	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D3	Crime Cases related with CB Alappuzha	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D4	Crime Cases related with CB Idukki, BUDS ACT (Any other subject matter especially not allotted to any section)	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D5	Crime Cases related with CB Kottayam	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D6	Crime Cases related with CB Ernakulam	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D7	Crime Cases related with CB Thrissur	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D8	Crime Cases related with CB Palakkad	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D9	Crime Cases related with CB Malappuram	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII

Section	Subject/ Issue/ Event dealt with	Chanelns 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				
D10	Crime Cases related with CB Kozhikode & Wayanad	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D11	Crime Cases related with CB Kannur & Kasargod	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D12	Crime Cases related with CB Central Unit –I, TVPM	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D13	Crime Cases related with CB Central Unit –II, EKM	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D14	Crime Cases related with CB Central Unit –III, KKD	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D15	Crime Cases related with CB Central Unit –IV, TVPM	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D16	Crime Cases related with ATS	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D17	Crime Cases related with EOW TVPM Range, BUDS Act TvpM Range	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII

Section	Subject/ Issue/ Event dealt with	Chanel 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)				
D18	Crime Cases related with EOW EKM Range, BUDS Act EKM Range	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D19	Crime Cases related with EOW TSR Range, BUDS Act TSR Range	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII
D20	Crime Cases related with EOW KNR Range, SLCC, Kannur Range	CPO/SCPO	DySP HQ	Manual of Office Procedure (Police)	IPC , CrPC, KSR, Department Curculars, Police Mannual, KP Act etc	FIR Index Register	NII