

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY

Name of Unit : India Reserve Battalion, Thrissur

Sl. No.	Subject /issue/event/dealt with by the officer/Office.	Channel of Supervisors		Norms set by it for discharge of functions.	Rules/Regulations/ Instructions/ Mannuals/ Records used by the officers for Discharging it's functions.	Statement of categories of documents that are held by or under control.	Any other Information.
		Action taken officer (Designation).	Supervisory officer (Designation).				
1	<p>Commandant : Head of the Battalion.</p> <p>1) Responsible for duties(a) to (n) as specified in Section 4 'Commandant' in the standing orders for AP Bn.</p> <p>2) Supervise the Sub Officers in discharging their duties.</p> <p>3) To enforce discipline in the Bn.</p>	CMT	DIG, IGP, ADGP, DGP.	AP SO, KPM, KPDIP & A Rules, KGSCR Bar MDP, KSR, KFC, KTC, MOP.	AP SO, KPM, KPDIP & A Rules, KGSCR Bar MDP, KSR, KFC, KTC, MOP.	1) Personal files of officers. 2) properties. 3) Stock registers of books. Instruments. 4) superior officer's visiting remarks book.	
2	<p>Deputy Commandant(Admin).</p> <p>1) Supervisors and Co-ordinator of the work of Bn.</p> <p>2) Supervisor of the security arrangements of the Battlion (Battalion Security Officer).</p> <p>3) Administrator of private funds</p> <p>4) In charge of the educational training of the unit.</p> <p>5) Inspection of BTO,Band Wing,Armourer unit, Battalion Store (QM) Branch</p>	DC	CMT	AP SO, KPM, KPA, Drill Mannual, Guard Order KPDIP & A Rules, Stock file.	AP SO, KPM, KPA, Drill Mannual, Guard Order KPDIP & A Rules, Stock file.	Deployment Statement. Strength Statement, B R O Course, Details Movement Register, Aaudit/ Inspection reports	

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3	Deputy Commandant(Training). 1. Basic Training of Rt.PCs. 2. Welfare and discipline of Rt.PCs. 3. Conducting of Passing Out Parade.	DC	CMT.	KPM, KPA, Drill Manual, Guard Order KPDIP & A Rules, Stock file.	KPM, KPA, Drill Manual, Guard Order KPDIP & A Rules, Stock file.	GD Check Registers, Casual leave Registers, PR Files, Govt. Property registers, orderly registers, training check registers.	
4	Deputy Commandant(QM). 1) SUPERVISION OF Govt. properties, private funds properties, Arms and ammunitions. 2) Supervise of land,building and trees of the Battalion. 3) Up keeping of firing ranges and training articles. 4) Welfare and discipline of Personnel working in stores, BTO and Armourer Wing.	DC	CMT.	AP SO, KPM, KPA, Drill Manual, Guard Order KPDIP & A Rules, PSO, Stock file.	AP SO, KPM, KPA, Drill Manual, Guard Order KPDIP & A Rules, PSO, Stock file.	Stock registers of Government properties and private fund properties, indent book, LARS, stock registers of arms and ammunitions, local purchase registers and bell of arms registers, Repair registers, register of Land and building and auction registers.	
5	Officer Commanding, 'HQ' Coy. 1. Administration of HQ Coy. 2. Maintenance of Private fund Accounts. 3. Welfare and discipline of HQ Coy. Personnel. 4. Preparation of Pay, TA Bills and disbursement of money. 5. Duty detailing of men.	AC	CMT. DC,	Police Mannual, KPA, KPDIP & A Rules, KSR, KFC Pvt. Fund Rules, PSO, AP SO Stock file.	Police Mannual, KPA, KPDIP & A Rules, KSR, KFC Pvt. Fund Rules, PSO, AP SO Stock file.	GD Attendance Register , Duty Register , Leave register, Bus/Rail Warrant, Books, PR Files, Cash Books.	

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6	Officer Commanding, A, B, C, D, E,& F	AC	DC, CMT.	Police Mannual. KPA, KPDIP & A Rules. KSR, KFC Pvt. Fund Rules. PSO, AP SO Stock file.	Police Mannual. KPA, KPDIP & A Rules. KSR, KFC Pvt. Fund Rules. PSO, AP SO Stock file.	GD Attendance Register , Duty Register , Leave register, Bus/Rail Warrant, Books, PR Files, Cash Books.	
	1. Administration of respective Coys.						
	2. Welfare and discipline of the coy personnel.						
	3. preparation of pay,TA Bills and disbursement of money.						
	4. Duty detailing of men.						
7	M.T.Wing 1) Maintenance of arams & ammunitions of the Battalion.	DySP MT	DC, CMT,	Hand book on Rules and orders for use, maintenance and repairs of Govt. vehicles.	Hand book on Rules and orders for use, maintenance and repairs of Govt. vehicles.	Stock register of vehicles, Repair register, POL register, stock register of other Govt. properties.	
8	Armourer Wing, 1) Maintenance of arms and ammunitions of the Battalion.	Ar.SI	DC, CMT.	Rules and orders issued from time to time.	Rules and orders issued from time to time.	Stock register of arms and ammunitions.	
9	Telecommunication Wing	Inspector (Tele)	DC, CMT.				

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	Battalion Office :						
13	1) Administrative Assistant: Contingency. To sign all Bills sanctioned by the Commandant.	AA	CMT.	KFC, KTC, MOP.	KFC, KTC, and other rules and delegation of powers and orders ordered from time to time.	Contingent bill register Quotation register, Stock register, etc. Bill forms earmarked for each purpose.	Monetary limit prescribed in delegation of powers and amendment from time to time.
	Pay and allowance.	Admn. Asst.	CMT	To draw and disburse pay and allowances in due dates. Maintenance of Attendance Register.	KSR and orders related to revision of pay and allowances issued from time to time.	Service Book, Long Roll, Bill register, PND register, Cash register, Cash book, Money Memos etc.	
	GPF	Admn. Asst.	CMT	KFC, KTC.	GPF (Kerala) Rules.	Prescribed forms for different purpose, GPF Credit Cards, LR. etc.	
	TA	Admn. Asst.	CMT	MOP.	KSR, KFC, KTC and related orders.	TA check register, allotment register, Bill register etc.	Monetary limit prescribed in delegation of powers and amendment from time to time.

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	Establishment Over all administration of office (Chief Ministerial Officer in the office).	Admn. Asst.	CMT.	MOP.	KSR, KS & SSR, Govt servants conduct rules, MOP, PPSO and other related rules ordered from time to time MOP.	Establishment register, Service Book, Probation register, Seniority lists, Select list, BO Book, Enlistment register, Master register of pension case etc. Attendance /Late attendance register, Movement register, TDR/Tapal registers in various categories, CL Register, Special CL registers etc.	
	2) Manager. General, Vehicle, KPHCS Loan, Construction, Store purchase, Budget, PR, KPW & AF, Office Management.	Manager	Admn. Assist., CMT	IGP's Circular, KFC, KTC, MOP and other Govt. Orders.	KSR, KTC, KFC and Govt. Orders.	Loan recovery register, PR register, Budget statement and correspondence file.	
	3) Junior Superintendent - Establishment Branch Recruitment and training of Police personnel, seniority, promotion, probation, pension, transfer and posting.	JS	Manager, Admn. Assist., CMT,	IGP's Circular, KFC, KTC, MOP and other Govt. Orders.	KSR, KTC, KFC and Govt. Orders.	Establishment register, Service Book, Probation register, Seniority lists, Select list, BO Book, Enlistment register, Master register of pension case etc. Attendance/Late attendance register, Movement register, TDR/Tapal registers in various categories, CL register, Special CL registers etc.	

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	4) Junior Superintendent - General Branch Punishment Rolls, Private funds, Contingency Bills, TA.construction and maintenance of buildings, KPHCCS, KPHCS, NOC for Passports and General matters.Family quarters,	JS	Manager, Admn. Assist., CMT	KFC, KTC, KSR, KPDIP & A Rules, and MDP.	KFC, KTC, KSR, KPDIP & A Rules, and MDP.	CB Register, TA Register, PR Register, Allotment Register.Quarters allotment register.	
	5) Junior Superintendent- Pay bill branch Pay bills, GPF Bills, FBS, GI, SLI, LIC, MR, Pay Certificate.	JS	Admn. Asst., CMT.	Pay revision Order, KSRs, GPF Rules, Medical attendance/ Rules, Co-operative Rules.	Pay revision Order, KSRs, GPF Rules, Medical attendance/ Rules, Co-operative Rules.	Pay Bill Register, Pay Certificate Register, .	
	6) Head Clerk Budget, Store purchase, Departmental vehicles,	JS	Manager, Admn. Assist., CMT,	Store purchase Rules, Store Mannual, KPFQA & O Rules, HBRO, M R of vehicles, KPHCCCS Rules, KPHCS Rules.	Store purchase Rules, Store Mannual, KPFQA & O Rules, HBRO, M R of vehicles, KPHCCCS Rules, KPHCS Rules.	Local purchase register,	
	8)Battalion Hospital. To provide medical attendance to the Battalion personnel including their family members.	Medical Officer.	CMT,	Orders and Circulars issued by DHS.	Orders and Circulars issued by DHS.	OP Register, Stock book of medicine, Indent book of medicines, Govt. property stock register, Leave register.	

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	10) Cashier. Bill encashment & disbursement. Maintenance of account of KPW & AF, SF	Cashier	AA., CMT.	KFC, KTC, KSR.	KFC, KTC, KSR.	Government Cash Book, KPW & AF Cash Book, SF Cash Book.	