

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

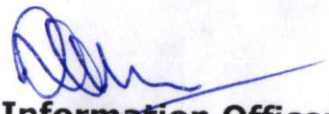
Name of Unit: PHQ (No Section)

Year & Quarter: IIIrd/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)			
A Tech branch - Establishment of Gazetted Ministerial Officers, AP Bn Officers, Technical wing officers & pension related matters.	Clerk/ Senior Clerk	JS-SS-AIG Personnel				
B branch - Budget/ Fund allocation, Bill of Cost, Reconciliation matters.	Clerk/ Senior Clerk	JS-SS-SFO				
C branch - General matters	Clerk/ Senior Clerk	JS-SS-AIG Policy				
D branch - Crime matters	Clerk/ Senior Clerk	JS-SS-AIG PG & LA		BNSS, BNS, BSA		
E branch - Establishment of Non Gazetted officers in Kerala civil	Clerk/ Senior Clerk	JS-SS-AIG Personnel				
F branch - Salary/ Medical Reimbursement/ Travelling allowance matters	Clerk/ Senior Clerk	JS-AO-SFO				
G Branch - Matters relating to Disciplinary action	Clerk/ Senior Clerk	JS-SS-SP NRI Cell				
H branch - Purchase of stores/equipment/Vehicles/weapons & PHQ purchases	Clerk/ Senior Clerk	JS-SS-AIG Procurement				

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	Action taken officer (Designation)	Supervisory officers Designation				
H Mod branch - Implementation of MoPF scheme/ KANSAP/ AHTU/ Plan scheme	Clerk/ Senior Clerk	JS-SS-AIG Procurement				
H building branch - Construction of police buildings	Clerk/ Senior Clerk	JS-SS-AIG Procurement				
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				
K branch - Matters relating to General petitions	Clerk/ Senior Clerk	JS-SS-SP Special cell				
K Spl. cell branch - Matters relating to SC, ST petitions/CMO portal	Clerk/ Senior Clerk	JS-SS-SP Special cell				
L branch - Establishment matters of non gazetted/ AP Bn/ DHQ/ Closed AR	Clerk/ Senior Clerk	JS-SS-AIG Personnel				
M branch - Establishment matters of non gazetted ministerial staff	Clerk/ Senior Clerk	JS-Manager- AIG Personnel				
N branch - Annual administration report/ Landed property statement/ HRA/ CPE etc	Clerk/ Senior Clerk	JS-AO-AIG Policy				
P branch - Matters relating to internal audit	Clerk/ Senior Clerk	JS-SS-SFO				
Q branch - Matters relating to Women & Children	Clerk/ Senior Clerk	JS-SS-SP Special cell				
R branch - Vehicles - Maintenance and repair matters	Clerk/ Senior Clerk	JS-SS-SP MT				

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	Action taken officer (Designation)	Supervisory officers Designation				
S branch - Proposals/ Road Safety/ Coastal Policing/ Special Rules/ State Plan Scheme/ MoPF Scheme/ iAPS & Strength Management	Clerk/ Senior Clerk	JS-SS-AIG Policy				
T branch - Confidential matters	Clerk/ Senior Clerk	JS-SS-DIG Admin.				
U branch - Court matters	Clerk/ Senior Clerk	JS-SS-AIG PG & LA		BNSS, BNS, BSA		
Z branch - Inward/ Despatch/ Record	Clerk/ Senior Clerk	JS/FCS- Manager- AIG Personnel				


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