

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

**Name of Unit : KEPA, Thrissur.**

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 under control	Any Other Information
	Action taken officer (Designation)	Supervisory officers designation				
Administration	AA	ADGP & Director, KEPA ., DIG (Trg),  AD(Admn).	Govt.Rules &  regulations	MOP (Police).  KSR. KSSR. Financial Code. Treasury Code.		
Training	DYSP  (Indoor)         AC (Out Door)	Director KEPA.  IGP (Trg), DIG (Trg),   AD (Trg), AD(PS), AD (Outdoor) . AD(F&OP).	As per the syllabus issued for the training of police personnel and other department uniformed personnel	Account Code  Budget Manual   PHQ Circulars		