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

Name of Unit : State Crime Records Bureau **Quarter III - 2022**

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				
A1 Section	1. Appointment, Transfer and posting 2. Sanctioning of Annual Increment 3. Promotion 4. Regularisation, Probation and Higher Grade 5. Charge Allowance 6. Deputation, Working Arregement 7. DPB/DPC 8. Strength Management 9. SPARK PEN creation 10. NOC for PSC 11 OP	Clerk	JS/Manager/ SP,SCRB/AD GP,SCRB	Manual of Office procedure (Police)	KSR, KSSR, Government Orders and circulars PHQ orders &Circulars	1. probation Register 2. Working arrangement Register 3. Increment Register 4. Permanent Establishment Register 5. Strength Register	Nil
A2 Section	1. Maintenance of Service Book 2. Leave / ELS sanctioning 3. Death/Retirement Pension 4. Departmental NOC 5. PR and Appeal 6. Seniority List 7. Pay Fixation	Clerk	JS/Manager/ SP,SCRB/AD GP,SCRB	Manual of Office procedure (Police)	KSR, KSSR,KPDIP & A Rules,MDP, KCS-1960	1. PR Register 2.Service Book Despatch Register	Nil
B1 Section	1. Budget related works 2. Reconciliation 3. TA Bills 4. AG/Internal Audit 5. HBA/MCA/FBS and other advances 6. Bus/ Railway Warrant 7. LTC	Clerk	JS/Manager/ SP,SCRB/AD GP,SCRB	Manual of Office procedure (Police)	Budget Manual, Gos & PHQ Circulars	1. Tour TA Register 2. Transfer TA Register 3. Advance TA Register 4. HBA Register 5. Audit Register 6. FBS Bill Register 7. Reconcilation Register	Nil
C1 section	1. Contigent Bills 2. RTI Act and LAI 3. Installation of Telephone/Telephone Charges 4. Water and Electricity Charge 5. Wages Bill (salary/salary arrear/Leave surrender of PTS,salary bill of temperory employees)	Clerk	JS/Manager/ SP,SCRB/AD GP,SCRB	Manual of Office procedure (Police)	Govt.Circulars RTI Rules	1.Contingent Bill Register 2. RTI Register 3. Contingent Bill Advance Register	Nil
E 1 Section	1. All Kinds of purchase 2. Store 3. Stationery 4. Store Auctions 5. Tender/Quatations	Clerk	JS/Manager/ SP,SCRB/AD GP,SCRB	Manual of Office procedure (Police)	Store Purchase Rules Govt.Circulars	1. Quotation Register 2. Auction Register 3. Bill Transfer Register	Nil
E2 Section	1. Motor Vehicle 2. POL Bills 3. Medical Reimbursement / IFMA 4. HRA and Quarters 5. Annual Insurance of Vehicles 6. Repair and Maintenance of Vehicle 7. Purchase of Spare parts 8. Vehicle auctions 9. Medical Insurance	Clerk	JS/Manager/ SP,SCRB/AD GP,SCRB	Manual of Office procedure (Police)	KSR Circulars of PHQ Connected Gos	1.Medical Reimbursement Register 2. IFMA Register 3. Quotation Register 4. Bill Transfer Register 5. Repair & Maintenance of Vehicle Register 6. Bill Transfer Register	Nil
F1 section	1. Salary Bills (Gazetted and Non Gazetted) 2. Arrear Bills with DA Arrear 3. SLS Bills	Clerk	JS/Manager/ SP,SCRB/AD GP,SCRB	Manual of Office procedure	KSR KSSR PHQ Circulars	1. Pay Bill Register 2. Long Roll 3. Arrear 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				
	4. Uniform Allowance		GP,SCRB	(Police)		4. Pending Salary Register	
	5. Income tax						
	6. LPC						
F2 section	1. GPF related works	Clerk	JS/Manager/ SP,SCRB/AD GP,SCRB	Manual of Office procedure (Police)	KSR KSSR	1. GPF Bill Register 2. NLC Register 3.KPWA Fund Loan Register 4. Security Register 5. Police Welfare Bureau Loan & Fund Register	Nil
	2. NLC/Salary Certificate						
	3. KPW & A Fund and Welfare Fund						
	4. GIS/SLI/LIC/Other Insurance						
	5. Recovery from Salary						
	6. GST						
	7. Professional Tax						
	8. Cash Management						
G1 Section	1. Training /Course	Clerk	JS/Manager/ SP,SCRB/AD GP,SCRB	Manual of Office procedure (Police)	KSR KSSR	1. Transfer Register	Nil
	2. General Matters						
	3. Conference/Meeting/Seminar related works						
	4. Business Statement						
	5. General Petitions						
	6. Other Allied Matters						
	7. Election related works						
	8. Sanctioning of GSE/Cash Rewards						
	9. Police Medal						
	10. Annual Movable and Immovable property Statement						
	11 Sanction for out side Journey						
	12 Verification						
	13 Kerala Police Association/Kerals Police Officers Association						
	14 Website and creation of email ID						
G1(a) Section	1. Sabarimala Festival	Clerk	JS/Manager/ SP,SCRB/SP, ICT/ADGP,SCRB	Manual of Office procedure (Police)	KSR KSSR Store Purchase Rules	1. Quotation Register 2.Tender Register	Nil
	2. iAPS and GIS (Geographical Information System), DMR						
	(Reported to the Nodal Officer through the JS & Manager)						
	3. All Central and State Plan Projects						
	4. DMR Project						
	5. Construction, Maintenance and Repair of Buildings						
	6. Tender/Quatations						