

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

Name of Unit : KAP II Bn, Palakkad

Subject/Issue/Event dealt with by the officer/Office.	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				
Commandant : Head of the Battalion. 1) Responsible for duties(a) to (m) as specified in Section 4 'Commandant' in the standing orders for AP Bn. 2) Supervise the Sub Officers in discharging their duties. 3) To enforce discipline in the Bn	Commandant	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 book, Instruments. 4) superior officer's visiting remarks book	
		AIG – I				
		IGP (Admn)				
Deputy Commandant. 1) Supervisors and Co-ordinator of the work of Bn. 2) Supervisor of the security arrangements of the Battlion (Battalion Security Officer). 3) Administrator of private funds 4) In charge of the educational training of the unit. 5) Inspection of BTO,Band Wing, Armourer unit, Battalion Store (QM) Branch	DC	CMT.	AP SO, KPM, KPA, Drill Mannual, Guard Order KPDIP & A Rules, Deptl. Circulars	AP SO, KPM, KPA, Drill Mannual, Guard Order KPDIP & A Rules, Deptl. Circulars.	Training details, Personal files, Inspection reports, Leave Register, Stoke File.	

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AssistantCommandant, (Adj.) 1) Commandant's staff Officer for all matters. 2) Supervisor of work and discipline of Police personnel. 3) Deployment, Routine duties, training, welfare and security arrangements of the Bn.	AC(Adj.)	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	
AssistantCommandant. (QM). 1) Supervision of Govt. properties, private funds properties, Arms & 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.	AC(QM)	DC, CMT.	AP SO, KPM, KPA, Drill Mannual, Guard Order KPDIP & A Rules, PSO, Stock file	AP SO, KPM, KPA, Drill Mannual, 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	
AssistantCommandant, I Wing. 1) Welfare and discipline of A, B and C Coys. 2) Auditing Accounts of A, B and C Coys.	AC I Wing	DC, CMT.	KPM, KPA, Drill Mannual, Guard Order KPDIP & A Rules, Stock file.	KPM, KPA, Drill Mannual, Guard Order KPDIP & A Rules, Stock file.	GD Check Registers, Casual leave Registers, PR Files, Govt. Property registers, orderly registers, training check registers.	

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Assistant Commandant II Wing. 1) Welfare and discipline of D, E and F coys 2) Auditing Accounts of D, E and F coys	AC II Wing	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	
AC (Trg.) 1) Basic Training of Rt.PCs. 2.) Welfare and discipline of Rt.PCs. 3) Conducting of Passing Out Parade.	AC (Trg)	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	
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.	API	AC, DC, CMT.	Police Manual, KPA, KPDIP & A Rules, KSR, KFC Pvt. Fund Rules, PSO, AP SO Stock file.	Police Manual, 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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Officers Commanding, A, B, C, D, E, F & HQ Coys. 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.	API	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.	
Band Wing 1)Supervise the band performance.	Band Inspector	AC, DC, CMT.	Rudiments of music.	Rudiments of music	Stock register of instruments, claning materials. Issue register, Individual issue register, History sheets of instruments.	
M.T.Wing 1) Maintenance of Govt.vehicles of the Battalion.	BTO	AC, 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.	
Armourer Wing, 1) Maintenance of arms and ammunitions of the Battalion.	Ar.SI	AC(QM), DC, CMT	Rules and orders issued from time to time	Rules and orders issued from time to time.	Stock register of arms and ammunitions.	
Battalion Office :						

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1) Administrative Assistant: Contingency. To sign all Bills sanctioned by the Commandant	Admn. Asst.	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.	

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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.
Establishment	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 Books, 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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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 - I 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 Books, 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	
4) Junior Superintendent - II Punishment Rolls, Private funds, Contingency Bills, TA.	JS	Manager, Admn. Assist., CMT	KFC, KTC, KSR, KPDIP & A Rules, and MOP.	KFC, KTC, KSR, KPDIP & A Rules, and MOP.	CB Register, TA Register, PR Register, Allotment Register	

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5) Junior Superintendent- III Pay bills, GPF Bills, FBS, GI, SLI, LIC, MR, Pay Certificate	JS	Manager, Admn. Assist., CMT	Pay revision Order, KSRs, GPF Rules, Medical attendance/ Rules, Cooperative Rules.	Pay revision Order, KSRs, GPF Rules, Medical attendance/ Rules, Co-operative Rules.	Pay Bill Register, Pay Certificate Register	
6) Junior Superintendent - IV Store purchase, construction and maintenance of buildings, Family quarters, Departmental vehicles, KPHCCS, KPHCS, NOC for Passports and General matters.	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, Quarters allotment register	
7) Fair Copy Superintendent. Supervise and distribution of fair copying work, Maintenance of office machine.	FCS	Manager, CMT,	KPM, MOP	KPM, MOP.	Fair Copy Register	
8) Police 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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9) Battalion Store. To purchase and distribute store articles.	SA	AA,CMT CMT	Store Mannual, Store purchase Rules.	Store Mannual, Store purchase Rules	Store register of Government properties, Store register of books and forms, Stock register of stationery articles.	
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	