

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

**Name of Unit : - APBn HQrs**

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				
<p><b>A1 Section</b> Establishment related matters of of officers of and above the rank of APASIs , Preparation of combined seniority list of Havildars of all Battalions , Preparationof select list of Havildars fit for promotion as APASI / APSIs , Promotion of Havildars as APASI , APASI as APSIs , Preparation of combined seniority list of Armourer Havildars , Preparation of select list of Armourer Havildars fit for promotion as Armourer ASI , Preparation of seniority list of Armourer ASIs , Preparation of select list of Armourer ASI fit for promotion as Armourer SIs , Preparation of seniority list of Armourer SIs , Promotion of Bugler / Drummer PC to Bugler / Drummer SI , Promotion of Band Havildar to Band SI , Transfer and posting of APASIs and APSIs , Establishment matters of all APBn HQrs Ministerial Staffs</p>	Senior Clerk	Junior Super intendent / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police) , Police Manual	KSR & SSRs , KSRs Special rules for AP Battalion , Special Rules for Armourer wing	Personal register , Distribution register , Establishment register , Transfer register	Nil

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<b>A2 Section</b> Punishment rolls and Appeals	Clerk	Junior Super intendent / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police)	KSR , KSSR , KPDIP& A Rules , MDP , KCS - 1960	Punishment roll Register , Transfer register , Distrubution register	Nil
<b>A3 Section</b> Leave , Probation , Maintanance of service books , Increment , Fixation , Pension , Charge Allowance	Senior Clerk	Junior Super intendent / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police)	KSR , KSSR , Connected Gos , Circulars of PHQ & Government	Service Book Check register , Probation Regiter , Increment Register	Nil
<b>A4 Section</b> Constitution Board for the selection of Armr / Band PC / Buglar PC , Category change of CFs to districts , Transfer and Posting of CFs , Preparation of Combined Seniority list of Band HDRs , Buglar HDRs	Clerk	Junior Super intendent / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police)	KSR , KSSR , Special rules	Distribution register , Despatch register	Nil

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<b>A5 Section</b> Recruitment of PCs and basic training , Compassionate Employment Scheme	Senior Clerk	Junior Super intendent / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police)	KSR , KSSR and connected Gos	Personal register , Register showing the details of PSC advice	Nil
<b>A6 Section</b> Transfer and posting of Driver PCs , Recruitment of Driver PCs and Woman Police Constables (Basic training)	Clerk	Junior Super intendent / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police)	KSR , KSSR	Transfer register	Nil
<b>A7 Section</b> AR Transfer of Armed Police Battalions , havildar promotion test , Issue of NOCs to PCs and Havildars of Battalions , Transfer and posting of Police Personnel to SISF , RRRF , Kochi Metro	Senior Clerk	Junior Super intendent / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police)	KSR , KSSR , PHQ Circulars	Transfer register	Nil

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<b>B1 Section</b> Budget , Construction & related matters , Repair & Maintaenace of buildings in Battalions , Uniform allowance of Officers in Battalions , Sanction of Telephone charges in APBn HQrs , Sanction of the cost of News papers supplied in this office , Rewards to Police personnel & Ministerial Staff , Audit Paras on AG's Audit , Sanction of the charge of Internet connection in APBn HQrs , Auction sale of the trees & usufructs in Battalions , Quarters related matters , Sanction of water charges in APBn HQrs	Clerk	Head Clerk / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police)	Budget Manual , GOs , Executive Directive & PHQ Circulars	Allottment register , Expenditure Statement , Telephone register , Distribution register , Despatch register	Nil
<b>B2 Section</b> Salary , TA Bills , Medical Reimbursement , General Provident Fund , Family Benefit Scheme , SLI , GIS , LIC , contigent Bills	Clerk	Head Clerk / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police)	KSR , KFC , KTC , MR Rules , GPF Rules , FBS Rules , Insurance Rules & Gos	Personal register	Nil
<b>B3 Section</b> Vehicles , Condemnation of vehicles	Clerk	Head Clerk / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police)	Connected Gos , Circulars of PHQ & Government	Personal register	Nil

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<b>G1 Section</b> General matters , Sabarimala , Election , Dog Squad (K9) & Petitions	Clerk	Head Clerk / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police)	Government Orders & Circulars of PHQ and Government , Executive direction , Private Fund Rules , KFC / KTC	Personal register	Nil
<b>G3 Section</b> Purchase related matters , Repair & Maintenance from private funds , Stationery , Stock & Issue , Forms Stock & Issue , Private Funds	Clerk	Head Clerk / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police)	Store Purchase Rule	Distribution register , Quotation register	Nil
<b>G4 Section</b> Arms & Ammunition related matters, Training , Course , RTI act , LA Interpellation , Audit , Inspection report	Clerk	Head Clerk / Manager , DIG ( APBn HQrs ) , ADGP ( APBn HQrs )	Manual of Office Procedure (Police)	Executive Directive & PHQ Circulars , RTI act - 2005	Distribution register , Despatch register , RTI register	Nil