

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

Name of Unit : KAP 5 Bn, Kuttikkanam

| 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 |  |   |  |                       |
| Handle Law and order and other duties as per the direction from superior officers. | DC                                 | CMT                              | Govt.of Kerala                             | Kerala Police Manual  | Various Register   |                       |
|  | AC                                 | DC                               | Govt.of Kerala                             | Kerala Police Manual  | Deployment Register  |                       |
|  | OC                                 | AC                               | Govt.of Kerala                             | Kerala Police Manual  | Duty Records   |                       |
|  | SI                                 | OC                               | Govt.of Kerala                             | Kerala Police Manual  | Rough Duty Book  |                       |
|  | ASI                                | OC                               | Govt.of Kerala                             | Kerala Police Manual  | GD   |                       |
|  | HC/PC                              | SI                               | Govt.of Kerala                             | Kerala Police Manual  | Sentry Relief Book   |                       |
| Service matters of Executive / Ministerial staff                                   | AA                                 | CMT                              | Govt.of Kerala                             | KSR, KPM, KTC, KFC  | File / iAPS  |                       |
|  | MANAGER                            | CMT                              |  |   |  |                       |
|  | JS                                 | AA                               |  |   |  |                       |
|  | CLERK                              | JS                               |  |   |  |                       |