

POLICE



DEPARTMENT

**No. G1-6180/2024/IRB(1)**  
 India Reserve Battalion,  
 Thrissur  
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 04872328720  
 Dated. 27-07-2024

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY

Name of Unit : INDIA RESERVE Battalion. THRISSUR.		Date : 31.03.2024 ( 2024, 1st quarter )					
Sl. No.	Subject /issue/event/dealt with by the officer/Office.	Channel of Supervisors		Norms set by it for discharge of functions.	Rules/Regulations/ Instructions/ Manuals/ Records used by the officers for Discharging it's functions.	Statement of categories of documents that are held by or under control.	Any other Information.
		Action taken officer (Designation).	Supervisory officer (Designation).				
1	Commandant : Head of the Battalion. 1) Responsible for duties(a) to (n) 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.	CMT	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 books. Instruments. 4)superior officer's visiting remarks book.	
2	Deputy Commandant(Admin). 1) Supervisors and Coordinator of the work of Bn. 2)Supervisor of the security arrangements of the Battalion (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 Manual, Guard Order KPDIP & A Rules, Stock file.	AP SO, KPM, KPA, Drill M annual, Guard Order KPDIP & A Rules, Stock file.	Deployment Statement. Strength Statement, B R O Course, Details Movement Register, Audit/ Inspection reports	
3	Deputy Commandant(Training). 1.Basic Training of Rt.PCs. 2.Welfare and discipline of Rt.PCs. 3.Conducting of Passing Out Parade.	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.	
4	Deputy Commandant(QM) 1)Supervision of Govt. properties, private funds properties, Arms and ammunition. 2)Supervise of land,building and trees of the Battalion. 3)Up keeping of firing ranges and training	DC	CMT.	AP SO, KPM, KPA, Drill Manual, Guard Order KPDIP & A Rules, PSO,	AP SO, KPM, KPA, Drill Manual, 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 ammunition, local purchase registers and bell of arms	
	articles. 4)Welfare and discipline of Personnel working in stores, BTO and Armourer Wing.			Stock file.		registers, Repair registers, register of Land and building and auction	



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						registers.	
5	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.	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.	
6	Officer Commanding, A, B, C, D, E,& F	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.	
	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.						
7	M.T.Wing Maintenance of arms & ammunition of the Battalion.	DySP MT	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.	
8	Armourer Wing, Maintenance of arms and ammunition of the Battalion.	Ar.SI	DC, CMT,	Rules and orders issued from time to time.	Rules and orders issued from time to time.	Stock register of arms and ammunition.	
9	Telecommunication Wing	Inspector (Tele)	DC, CMT,				
Battalion Office :							
13	1) Administrative Assistant: Contingency - To sign all Bills sanctioned by the Commandant. Budget, PR and disciplinary proceedings, appeal, NOC to Indian passport	AA	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. Loan recovery register, PR register, Budget statement and correspondence file.	Monetary limit prescribed in delegation of powers and amendment from time to time.
	Pay and allowance, Income tax.	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, Salary certificate, Recovery, KPHCS loan	Admn. Asst.	CMT	KFC, KTC.	GPF (Kerala) Rules.	Prescribed forms for different purpose, GPF Credit Cards, LR. etc.	
						TA check	Monetary limit prescribed in
	TA, POL, Telephone charges, Electricity charges	Admn. Asst.	CMT	MOP.	KSR, KFC, KTC and related orders.	register, allotment register, Bill register etc.	delegation of powers and amendment from time to time.
						Establishment register, Service Book, Probation register,	



Establishment Over all administration of office (Chief Ministerial Officer in the office), Recruitment Training, in service training, courses, Leave.	Admn. Asst.	CMT.	MOP.	NSR, NS & NSR, Govt servants conduct rules, MOP, PPSO and other related rules ordered from time to time MOP.	Seniority lists, Select list, BO Book, Enlistment register, ., Movement register, , CL Register, Special CL registers etc.	
2) Manager Tapal, Pension, General matters, LAI, RTI, Election, Vehicle, Construction, Store KPW & AF, Private Fund, Office Management, K9 Squad, file pending, awards and rewards, land and related proposals, quarters, Medical reimbursement, Medisep, professional tax, Video Conference, Special reports, CMO portal, .	Manager	CMT	IGP's Circular, KFC, KTC, MOP and other Govt. Orders.	KSR, KTC, KFC and Govt. Orders.	Attendance/Late attendance , Master register of pension case etc, TDR/Tapal registers in various categories, quarters register	
3) Junior Superintendent - Establishment Branch Recruitment and training of Police personnel, seniority, promotion, increment, grade, probation, pension, transfer and posting, Leave.	JS	Admn. Assist., Manager, CMT,	IGP's Circular, KFC, KTC, MOP and other Govt. Orders.	KSR, KTC, KFC and Govt. Orders.	Establishment register, Service Book, Probation register, Seniority lists, Select list, BO Book, Enlistment register, Master register of pension case etc. Movement register, TDR/Tapal registers in various categories, CL register, Special CL registers etc.	
4) Junior Superintendent -General Branch Punishment Rolls, Appeal, Private funds, Sports fund, KPW & AF, file pending details, Malayalabhasaha, construction and maintenance of buildings, KPHCS construction, plan fund, land and related proposals, building tax, NOC for Passports and General matters. Family quarters, LAI, RTI, Election, sports K9 Squad, awards and rewards,	JS	Manager, Admn. Assist., CMT	KFC, KTC, KSR, KPDIP & A Rules, and MDP.	KFC, KTC, KSR, KPDIP & A Rules, and MDP.	CB Register, PR Register, Allotment Register. Quarters allotment register.	
5) Junior Superintendent- Pay bill branch Pay bills, GPF Bills, FBS, GI, SLI, LIC, MR, Pay Certificate, income tax, recovery	JS	Admn. Asst., Manager CMT.	Pay revision Order, KSRs, GPF Rules, Medical attendance/ Rules, Co- operative Rules.	Pay revision Order, KSRs, GPF Rules, Medical attendance/ Rules, Co-operative Rules.	Pay Bill Register, Pay Certificate Register, .	
					Reconciliation Register ,Chalan	
6) Junior Superintendent- Contingent branch Budget, Fund, TA, Bus warrant Fuel, Electrical Charges, Auction, Bill of cost, HBA, Telephone charges	JS	Manager, Admn. Assist., CMT,	Pay revision Order, KSRs, Pay revision Order, KFC, KTC , MOP and other Govt. Orders.	Pay revision Order, KSRs, KTC	Register, AG Audit Register, Trees & Users frucks Register, Allotment Register, TA advance Register, Bill of Cost Register, House Building Advance Register	
7) Head Clerk		Manager, Admn.	Store purchase Rules, Store Manual, KPFQA & O Rules.	Store purchase Rules, Store Manual, KPFQA	Local purchase	



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Budget, Store purchase, Departmental vehicles,	Head Clerk	Admn. Assist., CMT,	Rules, HBRO, M R of vehicles, KPHCCCS Rules, KPHCS Rules.	& O Rules, HBRO, M R of vehicles, KPHCCCS Rules, KPHCS Rules.	Local purchase register,	
8) Battalion 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.	
9) Cashier. Bill encashment & disbursement. Maintenance of account of KPW & AF, SF	Cashier	AA., Manager, CMT.	KFC, KTC, KSR.	KFC, KTC, KSR.	Government Cash Book, KPW & AF Cash Book, SF Cash Book.	



SHAHUL HAMEED A IPS  
Commandant

