

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

Name of Unit: Kozhikode Rural

Subject/Issue/Event dealt with	Channels of Supervisors		Norms set by it for discharge of function	Rules/Regulations/Instructions/Manuals/Records used by officers for discharging its functions	Statement of categories of documents that are held by or under control	Any other information
	Action Taken Officer (Designation)	Supervisory Officers designation				
Transfer and posting of Police Personnel and Office Staff Promotions, DPC	A1 Section Clerk	Junior Supdt, Administrativ Assistant, DPC	MOP	KSR,MOP,Kerala Police Manual, Government orders and Circular, PHQ circular		
Practical Training to SIs, WPCs Etc, Nomination of officers to different courses, Deputation W/A, Seniority and identy Card	A2 Section Clerk	Junior Supdt, Administrativ Assistant, DPC	Kerala Police Manual and MOP	MOP (Police), Police Manual and KSR		
Pension, Declaration of Probation	A3 Section Clerk	JS,Managerr,AA, DPC	As per KSR and MOP	KSR	Service Book	Necessary detailes are to obtained from various units
Increment, Grade, Fixation of Pay	A4 Section Clerk	Junior Supdt, Administrative Assistant, DPC	MOP	KSR		
Application of leave of Police Personnel. Sanctioning of eligible leave such as EL.CML,Hospital leave, Maternity leave, 5years LWA etc. Leave of Ministerial staff, HCs and PCs	A5 (a) Section Clerk	Junior Supdt, Administrativ Assistant, DPC	Instruction contained in MOP	Rule 61 to 138 of KSR Part 1		

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Application of leave of Police Personnel (AR). Leave SI's and above, Leave CF,FTS, Etc, Hospital leave, Special disability leave, 5 years LWA, Leave surrender of AR PC's and HC's, Leave Surrender of SIS's and above	A5(b) Section Clerk	Junior Supdt, Administrative Assistant, DPC	Instruction contained in MOP	Rule 61 to 138 of KSR Part 1		
Budget, HBA,MCA,HCA, Reconciliation of expenditure Auction of trees	B1 Section Clerk	Junior Supdt.II, Managerr, DPC	MOP(Police and Police Manual	KFC,KTC,Budget Manual		
TA	B2 Section Clerk	Junior Supdt. Admn.Asst. DPC	KSR	KSR		
TA(AR and Special units) Tour TA/ Transfer TA	B3 Section clerk	Junior Supdt. Admn.Asst. DPC	MOP	KSR T A Rules		
Telephone Charges, Electricity Charges, Water Charges, Daily wages, PT Sweepers, fuel charges, Rent and Taxes photographic charges	C1 Section Clerk	Junior Supdt. Admn.Asst. DPC	MOP	KFC,KTC		
Preparation of Bills	C2 Section Clerk	Junior Supdt. Admn.Asst. DPC	MOP	KFC,KTC		
Crime and Investigation, Law and order report, Experts openion of Chemical examination report, Report on escape and death from Police custody. LA,LS, Rsinterpellation, Prohibitory orders	D1 Section Clerk	Junior Supdt, Dy Supdt.of Police(Admn), DPC	Instruction contained in MOP, Police Manual, Departmental orders etc.	IPC & Cr.PC, Police Manual, MOP, Departmental Orders, Arms Rules.		
GIS,SLI,PHQ Audit, Pay bill preparation HC's & PC's	F2 Section Clerk	Junior.Supdt. Admn.Asst. DPC	MOP (Police)	GO(P) 392/84, GO(P) 371/85, GO(P)6/92Fin, GO(P)No.840/88, GO(P)145/06		

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Salary Bill preparation SI, ASI,DVR,CFs and arrear bill preparation in respect of men and officers, Bonus, SFA	F3 Section Clerk	Junior.Suptd. Admn.Asst. DPC	MOP (Police)	GO(P) 145/06		
GPF Advance, GPF TA, GPF TA Conversion	F4 Section clerk	Junior.Suptd. Admn.Asst. DPC	MOP (Police)	GPF(K) Rules		
GPF,NRA,Closure,FBS	F5 Section Clerk	JS-IV, Admn.Asst,DPC	GPF(K) Rules, FBS, Hand Book	Same		
MR,SLA,MCA,OFACYA	F6 section clerk	Junior Suptd. Managerr,Admn. Asst, DPC	MOP (Police)	KGSMA Rules 1960, GO(P) 298/01 20.11.97.. Circular NO.64215/04 HWD 31.03.04. F1/10700/06 dt.15/02/06 PHQ		
Police Bandhobust arrangements, AR Sbha, Election, Welfare redressal of grievnces of Police personnel, Conference and meeting. Treasury and prisoner escort. General meeting.	G1 Section clerks	Junior Supdt, Dy Supdt.of Police(Admn), DPC	Inspections	PHQ Circular 01/05	Inspection reports and comparative statements	NIL
IR/VR of Cis,DySPs,DPC and Higer Officers, RTI Petitions, Police associal staff council meeting, Sports and games, KPHCS loan hire purchase.	G1(a) Section Clerk	Junior Supdt, Dy Supdt.of Police(Admn), DPC		RTI Act 2005		
Arms licence. Explosive licence, Sand mining, Illiegal quarrying, Traffic and HP, Withdrawal of cases, Cancellation of DL, Highway meeting	D2 Section clerk	Junior Supdt. Admn.Asst. DPC	MOP(Police)l	Kerala Police Manual	Enquiry resports, Report on case withdrawal	NIL
Registration and stay extension of foreigners	D3 Section Clerk	DySP(Admn),DP C	Foreigners ACT	The foreigners Act 1946, The citizenship Act 1955 Passport Act 1967		

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SC/ST Petition, Warrant summeons, High court judgment and appeal, Business statement, Presidency passport, SC/ST Meeting,	D4 Section Clerk	JS, DySP, DPC	MOP	SC/ST PA Act, Kerala Police Manual PHQ Executive directive No.18/03	Enquiry report and circle level SC/PT proceedings	NIL
Store Purchase, Audit report of ISA, Auction sale of usufruits	E1 Section Clerk	Junior Supdt. Admn.Asst. DPC	MOP	Store purchase Rules, Store Manual		
Repair and maintance of departmental Vehicles, MACT	E2 Section Clerk	Head Clerk, Manager, DPC.	MOP	Store purchase Rules, General Rules		NIL
Pay of officers and Men and LPC	F1 Section Clerk	Junior Supdt. Admn.Asst. DPC		Kerala Revenue Recovery Act 1968. GO(P)878/96 Fin dt.12.01.96. Rules 77 u/s 76 of Kerala Co-op Societies Act 1969(Act 21 of 1969), GO(P) 147/06 Fin dt 25.03.06, GO(MS) 125/90 dt 08.08.90		
Construction of buildings. Rewards,Medals etc., Land and property statement, MGP, Allotment of quarters, Reorganisation and creation new PS, Circles, SDPOs	G2 Section clerk	Head Clerk, Manager, DPC.		KFC, Kerala Police Manual, Kerala Service manual, Govt. orders regarding MGP, Quarters allotment and occupation rules 1976,		
Petitions from public, Petitions against police, Petition relating welfare of women, Children and Handicapped	G3 Section clerk	Junior Supdt., DySP(Admn), DPC		MOP		
Oral enquiry against officers/personnel and ministerial staff and its appeal	H1 Section clerk	Head Clerk, DySP(Admn), DPC.	As instructed in the rules as manuals in next column	KPDIP and A Rules, Manual for disciplinary proceedings, kerala Serive manual, KCSC classification control and appeal rules, MOP Police	PR Minutes, Memo of charges	NIL

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Non Oral enquiry against officers, personnel and ministerial staff and its appeal.	H2 Section Clerk	Head Clerk, DySP(Admn), DPC.	As instructed in the rules as manuals in next column	KPDIP and A Rules, Manual for disciplinary proceedings, kerala Serive manual, KCSC classification control and appeal rules, MOP Police	PR Minutes, Memo of charges	NIL