

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

**Name of Unit : District Police office Kottayam**

Subject/Issue/Event dealt with	Channels of Supervision		Norms set by it for discharge of functions	Rules/Regulations/Instruction/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)				
1.Law and order duty	SHO	District Police Chief	We are following IPC and CRPC and other Special State Acts and Central Acts	Listed attached	SCH Part - I SCH Part -II SCH Part -III SCH Part -IV SCH Part -V SCH Part -VI SCH Part -VII	NIL
2.CRIMES	SHO	"				
3.Grave crimes	CI and above	"				
4.SC/ST Cases	DYSP	"				
5.Atrocities against women and children	WCI(Vanitha Cell)	"				
6.Traffic duties	SHO Traffic	"				
7.Police verification	DySP SB	"				
8.Intelligence collection	DySP SB	"				
9.Cases related to Money Lending Act	DySP DCRB	"				
10.Petition enquiry and disposal	Concerned SHO	"				
11.Crimes related to NDPS Act and temple theft	DySP Narcotic Cell	"				