

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

4(1)(b)/3,4,5,6

Name of unit: Thrissur City

Date: 30.06.2019

Subject/Issue/Event dealt with	Channels of		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 under control	Any Other Information
	Action taken Officer (Designation)	Supervisory officers designation				
Law & Order issues and crimes.	SIs	CIs, ACPs and CP	Officer of the rank of SI is the officer in charge of the Police Station. All cases are to be registered and all complaints are to be enquired into at the Police Station level by the Officer in charge of the Police station and other subordinate Police officers working under him under his supervision. Law & order situations also are to be dealt with at the Police station level. Very serious cases like murder etc. are to be investigated by CIs. Cases u/s 304 B and under the provisions of SC/ST, (PA) Act are to be investigated by ACPs. Serious law & order situations will be dealt with under the direct supervision of CI/DySP/SP based on the gravity and magnitude of the issue.	a) Constitution and Criminal Laws now in force, Govt. orders. Orders and circulars and Executive Directives from PHQ, Police Standing Order, Manual of Office Procedures, Manual of Disciplinary Proceedings etc.-	Case files, petitions, History Sheet of DC's KD's and rowdies, various Registers pertaining to the day-to-day activities of the Police Station, CI office and ACP Office, District Police Office documents pertaining to strength, pay, service particulars, Punishment Rolls etc. of the member of the department, files relating to the arrival, stay and departure of the foreign nationals, Intelligence matters, files relating to the vehicles maintained and operated in the unit, files on disciplinary proceeding against the members of force, files relating to arms and ammunitions owned by the unit and also members of the public etc.	

**Signature with Date :****Name : Vahid P****Designation : Additional Deputy Commissioner of Police (ADMN.), Thrissur Ci**

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