



GOVERNMENT OF KERALA

PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT

THIRUVANANTHAPURAM

WORK STUDY REPORT

ON

**POLICE DEPARTMENT
2013**

PREPARED BY

P & A R (AR-VII) DEPARTMENT

WORK STUDY REPORT

ON THE

POLICE DEPARTMENT

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Table of Contents

Chapter No	Particulars	Page No
I	Introduction	4
II	Methodology	9
III	Organizational set up	11
IV	Organizational Analysis	14
V	Facts & Analaysis I Police Head Quarters	16
VI	Facts & Analaysis II District Police Offices	37
VII	Facts & Analaysis III Other Units	110
VIII	General Recommendations	161
IX	Cost Fctor	169
X	Summary of Recommendations	173
	Acknowledgements	181

Chapter-1

INTRODUCTION

1.1 A professional, trained, skilled, disciplined and dedicated Police System is essential in the State of Kerala. It is to protect the integrity and security of the State and to ensure the Rule of Law with due transparency and by giving due regard to life, property, freedom, dignity and human rights of every person in accordance with the provisions of the Constitution of India. It is necessary to make the police capable by giving adequate statutory powers and responsibilities to exercise the powers and discharge the duties effectively.

1.2 Kerala State Police (KSP) was formed on 1st November, 1956 with the motto “Mridu Bhava Dhrida Krutye – soft temperament, firm action. Royal Travancore Police, Cochin State Royal Police and Malabar Special Police of Madras Presidency were the predecessors of Kerala State Police.

1.3 The Police Force is a service functioning category as a part of the administrative system. It is subject to the Constitution of India and the laws enacted therein to ensure that all persons enjoy the freedom and rights available under the law by ensuring peace and order, integrity of nation, security of State and protection of human rights. To enforce the law impartially and to protect the life, liberty, property, human rights and dignity of all persons in accordance with the law are the main functions of Police. The Police Department comes under the direct control of the Department of Home Affairs, Ministry of Kerala State headed by the Home Minister. The State Police Chief (SPC/DGP) is the head of Kerala Police with its headquarters at Thiruvananthapuram, the State Capital. The Police Organisation in the State is primarily governed by Kerala Police Act (Act 5 of 1961). This Department has strength of 56240 employees with two categories viz. Executive and Ministerial. The Ministerial Staff in the Police Department is entrusted with the administrative work and the

executive with maintenance of Law and Order.

1.4 Kerala Police underwent tremendous changes in the last decade and the Strength of the executive staff has been increased and the activities of the Police have broadened. *In the changed Scenario, however, hardly any change in the Strength, promotional prospects or their welfare measures has been brought to the Ministerial Wing of the Police Department.* The strength of ministerial staff was fixed during 1995 based on the work study report of Personnel and Administrative Reforms Department and the strength is almost same even now. The duties of the police force are no longer confined to law and Order and Crime Investigations alone. Kerala Police has entered into several new Schemes and Missions. The Police have to face new challenges like Cyber Crimes, hi-tech Crimes and new generation Crimes including issues connected with demographic changes. The new projects such as Student Police Cadet, Janamaithri, Coastal Police, NRI Cell, Citizen Help Desk, Kadalora Jagratha Samithi, Disaster Management, Police Canteen, Service Act etc have increased the burden of the Police force in general. This has led to tremendous increase in the work load of the ministerial staff.

Genesis of study

1.5 Three work studies were conducted earlier in the CPO/DPO of Kerala Police for assessing the work load of Ministerial staff and to prescribe a ratio for fixing the ministerial staff strength.

1.6 First work study which was conducted in 1970 proposed a ratio of 1:60 i.e., one clerk for every 60 executive staff for City Police Offices and 1:40 for District Police Offices. Second study, held in 1986 proposed a ratio of 1:51 in CPO and 1:47 in DPO. Ministerial staff strength was re-fixed vide G.O.(Ms) 159/94/Home dated 5/10/94 in the wake of a Third study conducted by P&ARD which proposed a ratio of 1:42.

1.7 The representatives of the Ministerial Staff (Kerala NGO Association)

in Police Department submitted a memorandum before the Hon'ble Chief Minister of Kerala demanding re-fixation of the number of Ministerial Staff proportionate to the increase in the number of executive staff. They have been requesting that the strength of the executive staff in Police Department was increasing tremendously. But the strength of the ministerial staff had not been changed accordingly. They have also requested that all the recommendations of the previous work study report conducted by Personnel & Administrative Reforms Department in 1995 have not been implemented so far.

1.8 The Director General of Police has requested the Government to enhance the strength of the ministerial staff in the Police Department in proportion to the strength of the executive staff as the strength of the latter was enhanced considerably during the last two decades. The Home Department in the Administrative Secretariat as per the orders of the Honourable Chief Minister transferred the file (U.O.(F)No.83204/H2/2011/Home) to Personnel & Administrative Reforms (AR-VI) Department for conducting a work study in the matter. Later, the task of conducting the work study was handed over to the study team in Personnel & Administrative Reforms (AR-7) Department.

1.9 A Preliminary discussion with the Director General of Police regarding the work study was conducted by the study team headed by the Additional secretary on 1.6.2012. At the discussion it was pointed out that the Kerala Police has undergone tremendous changes in the past decade and the strength of the executive has increased and the sphere of activities of the Police force has broadened. However, in the same period, there was hardly any change in the ministerial staff strength. Kerala Police has entered into several new schemes and missions. This has increased the burden of the Police in general including the ministerial staff. The Police Department follows Police Manual for office business which is different

from other Departments. The work of Police is strategically important and has to be completed within the prescribed time limit. Reports and proposals have to be furnished to State Government, Ministry of Home Affairs etc. on short notice. Now the ministerial staff have to work beyond office hours and also during holidays to meet the deadlines. This has increased the stress level of ministerial staff of the police.

1.10 On the basis of the discussion with the DGP, the study team conducted a Pilot study in 5 selected offices of the police Department having different functions to assess the work load of the ministerial staff and to evolve the methodology to be adopted in the data collection and its analysis. The offices selected were the District Police Office, Thiruvananthapuram Rural, CBCID EOW-I, Kollam, Inspector General of Police, Ernakulam Range and two sections viz. G & U in the Police Head Quarters, Thiruvananthapuram. After the pilot study in these sample offices, the Work Study Team submitted a brief report before the Government. On the basis of the report it was decided to conduct a detailed study in the Police Department.

Terms and References of the study

1.11 As per the decision taken during the preliminary discussion, it was decided to conduct a comprehensive work study with reference to the following terms;

i) Examine the present system of processing the file system and to verify whether any modification/alteration in the present system is needed.

ii) Examine the feasibility of sanctioning additional posts if any required as per the work load as revealed from the study.

iii) Re-delegate the powers to the officers of the department and to verify whether the delegation of powers is exercised properly for the smooth functioning of the Department.

iv) Suggest suitable remedial measures for meeting the challenges of

the fast changing society.

1.12 In the light of the Pilot study conducted in the offices mentioned above the Study team is fully convinced that the work load of the ministerial staff in the Police Department has increased manyfold as the strength of the executive staff has been increased many times. Moreover, new schemes came into force and many new laws that have to be implemented by the Police Department were introduced. It may be seen that in most of the seats workload calculated is much more than 1700 man hours which is fixed as the normal work load of a seat as per the existing norms. Hence it is decided to conduct a comprehensive work study to re-fix the staff strength of the ministerial staff.

1.13 Out of the 55 Offices of various levels (in which ministerial staff are working) 29 offices were selected for the detailed work study and data collection. The selection was done according to the category, nature of the work performed and geographical and other peculiarities.

1.14 The Work Study Team selected the Police Head Quarters, 15 District Police Offices, Additional Director General of Police North Zone, Kozhikkode, Office of the Additional Director General of Police, Crimes Thiruvananthapuram and three sub units coming under the Additional Director General of Police, Crimes, Office of the Inspector General of Police, Ernakulam, Thrissur & Kannur Ranges, 4 Battalions viz, Malabar Special Police, Kerala Armed Police Battalions 2nd & 3rd, Rapid Response and Rescue Force, Pandikkad, Office of the S.P. Railways and Kerala Police Academy as sample offices for data collection. Even while studying the overall functions of the Police Department, the work study team gave special emphasis on the functions of the ministerial wing. The details are described in the coming Chapters.

CHAPTER II

METHODOLOGY

2.1 On the basis of the discussion held by the work study team with the Director General of Police, the team decided to conduct a detailed work study of the functioning of the Police Department with special emphasis on the ministerial staff. For this, the team applied all the three components of work study viz. Organisational Analysis, Method Study and Work Measurement.

2.2 The team held discussions with the Director General of Police and staff of Police Department. The duties and activities performed by each employee were identified and the same was analyzed systematically. The team went deep with the objectives, duties, responsibilities and actual performances of all functionaries in the Police Head Quarters and in each of the CPO/DPO/CBCID/KEPA/MSP etc. The registers, files and other connected records maintained in the offices have been relied upon for deciding the annual frequency of each activity.

2.3 The task performed by each functionary related to each activity has been identified and subjected to detailed analysis. Case study of files with specific emphasis on the time factor was also used.

2.4 The base years (Period of study) selected by the team for collecting data on workload related matters were the calendar year 2011 (i.e. 1.1.2011 to 31.12.2011) and 2012 (i.e. 1.1.2012 to 31.12.2012).

2.5 The team studied the procedures followed in performing the various functions and subjected them to critical examination to find whether any change is required in the procedures.

2.6 In the conduct of the study, the team made use of the conventional work study techniques such as time study, analytical estimation etc. and the work study tools such as duty list, activity list, organisation chart, flow

chart, Self-logging, Brainstorming, Case Study, Discussions, Interview, Analysis of Synthetic Data etc. The team also made use of the synthetic data wherever possible, especially with regard to the establishment related works. Standard Timings for carrying out various items of work done by all the functionaries have been arrived at by computing the time taken through Case Studies of field assignments and Analytical Estimation of the various types of activities performed by the Technical and Non-Technical hands of the Department. Personal and Fatigue allowance @ 15% has also been added to the total time for original items of work and routine items of work (except field works). The basic time for different activities taken by various functionaries have been projected on their annual frequency, Personal & Fatigue Allowances (P&F Allowances) added, annual workload arrived, and thereby the manpower requirement has been assessed on the principle that a State Government employee has to work 1700 man hrs/year.

For taking cognizance of the more visually inclined scientific areas of this study, subject charts, graphs, tables, flow charts etc prepared by the Departmental functionaries, in lieu of word lists or phrases have also been considered central to this study. **Based on the observations and findings of the Team, the final Report has been prepared scientifically, aspiring to the fact that a Work Study may not be necessitated in near future, for the optimal and efficient functioning of this Department.**

Chapter-III

ORGANISATIONAL SETUP

3.1 All the functions of the Police Department are controlled and co-ordinated by the **State Police Headquarters**. It has the overall administrative control of the Home Department in Government. It is situated at Vazhuthacaud, near Vellayambalam in Thiruvananthapuram City. It is headed by the State Police Chief/Director General of Police. The Director General of Police is appointed by the Government from among the IPS officers of the State cadre, who are in the rank of DGP, taking into their ability to lead the Police Force in the State, the overall history of Service, professional knowledge and experience. He has the duty to uphold and enforce the law impartially, and to protect life, liberty, property, human rights, and dignity of the people of the State. The Director General of Police, (DGP) is assisted by a number of Staff Officers to help him in the discharge of his duties. The Staff Officers are basically in the rank of ADGP/IGP/DIG/ SP/DySP/AC and various other Subordinate staff. In addition to the Staff Officers, some Special Cells are also functioning in the Police Headquarters (PHQ). Ministerial staff, at various levels, are working as support functionaries to the Staff officers in the discharge of their duties. Proposals for policy decisions are being forwarded to Government from the PHQ.

3.2 This Department has strength of 42,149 executives, serves a population of over 31.8 million residing in five cities, 53 municipal towns, and 1452 villages spread over an area of 38,863 square kilometres with an average population density of 819 per square kilometre. The department keeps the investigation of about 175,000 cases per year. The office of the State Police Chief/Police Head Quarters keep an eye on every part of the State and is liable to answer any problems relating to the security of each and every individual in the State.

3.3 For better administration control of the Police Force and for its effective functioning, into Two Zones. They are the South Zone and North Zone. The Additional Director General of Police is the Head of each Zone.

3.4 For effective administration, Range offices are functioning under each Zonal Office. Inspector General of Police is the Head of the each Range Office. In each Zone, there are two Ranges.

3.5 In the South Zone, Range offices are functioning at Thiruvananthapuram and Ernakulam whereas in the Northern Zone, they are located at Thrissur and Kannur. District offices function under the Range offices. In the five districts, where the district headquarter is a Corporation, there are two District offices, one for the city and the other for rural. Thus, there are 19 District Police Offices. The Head of the District Police Offices is the District Police Chief. District Police Chief is the Superintendent of Police. In the Districts where there are two offices, District Police Chief for the rural areas is the Superintendent of Police, whereas the District Police Chief for the urban areas is the Commissioner of Police.

3.6 The classification of the Department into Zonal offices, Range offices, and District offices is shown in the following table:

Zone	Range	District
South	Thiruvananthapuram	Thiruvananthapuram City
		Thiruvananthapuram Rural
		Kollam City
		Kollam Rural
		Pathanamthitta
	Ernakulam	Alappuzha
		Idukki
		Kottayam
		Kochi City
		Ernakulam Rural

North	Thrissur	Thrissur City
		Thrissur Rural
		Palakkad
		Malappuram
	Kozhikode	Kozhikode City
		Kozhikode Rural
		Wayanad
		Kannur
		Kasaragod

3.7 In addition to the above, some Special Units and Armed Police Battalions function under the administrative control of the State Police Chief. Special Branch CID, Office of the S.P. (Railways), Crime Branch, Police Training College, Kerala Police Academy etc are the special units.

3.8 The Additional Director General of Police (APBn) is the head of the Armed Police Battalions. He is being assisted by Inspector General of Police (APBn), and Deputy Inspector General of Police (APBn). The Additional Director General of Police (APBn) has the control over the entire Battalions viz, Kerala Armed Police I to V, Malabar Special Police, Special Armed Police, Rapid Response and Rescue Force and India Reserve Battalions.

3.9 Another important Special Unit is Training Unit. It functions under the control of the by Additional Director General of Police (Trg.&TP). He controls all the activities in Police Training College, Kerala Police Academy I to V. He is assisted by one Inspector General of Police and one Deputy Inspector General of Police.

Chapter-IV

ORGANISATIONAL ANALYSIS

4.1 Police Department is the most strategically important wing of the State Government. Maintenance of Law and Order, Crime Investigation are the main responsibilities of Police. The Ministerial staff in Police Department is entrusted with the administrative work in Police Department, which may be broadly classified in to two categories viz. 1)Personnel Related and 2) Policing Related.

4.2 Personnel related work includes recruitment ,training appointment, promotion, transfer & postings,preparation of pay bill and allied matters, Provident fund, loans and advance, drawing and disbursement of Travelling allowance, allocation of quarters, framing of rules, conducting of tests, disciplinary action, punishment, appeals, conducting of DPB and DPC, preparation of seniority lists etc.

4.3 Policing related work of the Ministerial staff relates to the maintenance of law and order and crime investigation and also the modernization of police force. 50 % of the ministerial work constitute enforcement of part of Policing such as maintenance of discipline of the force by way of dealing Disciplinary proceedings, Police related matters like petition enquiry reports, NHRC,SHRC,KLA committees for Women and Children, environment, Petitions Committeee, Estimate Committee, Public Accounts Committee and Subject Committee, Sutharyakeralam, Chief Minister's Public Grievances Cell Petitions, Ombudsman, Women's Commission, Lok Ayukta, Police Complaint Authority, Modernization and Planning, Foreigners, Litigations/Writ Petitions, litigation regarding Law & Order, crime related works in Police Offices, Inspections, Crime Case Withdrawals, Summons and Warrants, Arms Act, Explosive Act, Mike permission applications, Elections, LAI, Bill of Cost, Vehicles etc. The Kerala Police has undergone tremendous changes in the past decade. The

police has to face new challenges like cyber crimes, hi-tech crimes and new generation crimes including issues connected with demographic changes etc. Increase in population and increase of road accidents has also increased the burden of the Police in general including the Ministerial Staff.

4.4 In the coming chapters, the functioning of each category of office and its staff requirement are elucidated.

Chapter V

Facts & Analysis I

POLICE HEADQUARTERS

5.1 The Kerala Police Headquarters, situated in Vazhuthacaud in Thiruvananthapuram, is the nerve centre of the Police Force in the State. The State Police Headquarters is the office of the State Police Chief. It controls the functions of the entire Police force in the State.

5.2 The State Police Headquarters has a total strength of 224 ministerial and 126 executive personnel. The strength of the ministerial staff is shown below:

Administrative Assistant	:2
Manager/SS/AO	:7
Junior Superintendent	:20
ISA/HA/SA	: 2
Cashier	: 1
UDC/LDC	: 119
Confidential Assistant	: 19
Fair Copy Superintendent	: 4
SGT/UDT/LDT	: 28
Attender	: 4
Office Attendant	: 18
Total	224

5.3 The Ministerial Wing of the State Police Headquarters consists of 25 Sections. Junior Superintendents are the first level supervisory officers of most sections. In certain sections, Inspecting Store Accountant and Head Accountant are the first level supervisory officers. They are further supervised by Senior Superintendents and then by higher officers like Accounts Officer, Manager etc.

5.4 The Work Study Team gave much emphasis on studying all the aspects of each seat in the Police Headquarters including the supervisory levels.

5.5 Section-wise analysis of the functioning of the ministerial wing of the Police Headquarters is given below:

5.5.1 - A Section

5.5.1.1 The A Section deals with all the establishment and service matters of IPS Officers and all Gazetted Officers including the Ministerial Staff. This Section consists of 8 Clerks under the control of a Junior Superintendent and it is again supervised by a Senior Superintendent. Assistant Inspector General of Police II is the top level supervisor in this Section.

5.5.1.2 The workload of the section is as follows :

Sl. No.	Name of the Seat	File work (in hrs)	Routine Works (in hrs)	Non-file works (in hrs)	P & F Allowances	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	A1	2400	255	135	398	3188	1488
2	A2	1269	209	135	221	1834	134
3	A3	1908	164	135	310	2517	817
4	A4	2079	308	135	358	2880	1180
5	A5	2223	434	135	398	3190	1490
6	A6	1175	241	135	212	1763	63
7	A7	1156	240	135	209	1740	40
8	A8	2052	239	135	343	2769	1069
	Total					19881	6281

5.5.1.3 It is evident from the above table that there is an excess workload of 6281 man-hours in A Section. On the basis of the workload, the study team recommends the creation of 4 posts of clerks in A Section.

5.5.1.4 'A' Section deals with the transfer and postings of all executives of and above the rank of IPS and also each posting should be considered in consultation with the Government, i.e., the Home Department. For the effective handling of these functions, it is inevitable to have the services of a senior officer who has the working experience in Administrative Secretariat. Considering all these aspects, the study team recommends the creation of a *Senior Administrative Officer, an officer from the Administrative Secretariat, not below the rank of a Joint Secretary to Government, may be posted there on deputation basis.*

5.5.2 - B Section

5.5.2.1 B Section deals with all matters relating to the Budget, Recovery and payment of Costs, individual cases of pay fixation anomalies etc. This Section consists of 6 Clerks. Works of this Section is primarily supervised by Junior Superintendent, then it is overlooked by Senior Superintendent and it is supervised by Senior Finance Officer.

5.5.2.2 The estimated work load of the clerks is shown in the following table :

Sl. No	Name of the Seat	File work in hrs	Routine Work in hrs	P & F Allowances	Non-file works	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	B1	1879	249	319	135	2582	882
2	B2	2600	844	516	135	4095	2395
3	B3	1780	395	326	135	2636	936
4	B4	0	0	0	1700	1700	0
5	B5	2160	83	336	135	2714	1014
6	B6	2441	158	390	135	3124	1424
	Total					16851	6651

5.5.2.3 The clerk in B4 seat deals with reconciliation works and treasury work. In the Police Department, cash transactions are comparatively on the higher side. Considering all these aspects, the study team arrived at the inference that this seat may be treated as positional and the status quo may be maintained. Hence the workload in the non-file works category has been taken as 1700 man-hours as far as this seat is concerned.

5.5.2.4 There is an excess workload of 6651 man-hours in this Section. On the basis of work load, the study team recommends to ***create additional 4 posts of clerks in this Section.*** (i.e. $6651/1700 = 3.912352941$)

5.5.3 - C Section

5.5.3.1 This Section deals with the general matters and training, meetings, etc. Four clerks are working in this Section under the supervision of a Junior Superintendent and they are further supervised by a Senior Superintendent. C1, C2 and C3 are under the control of Assistant Inspector General-II and C4 is under the control of Superintendent of Police HQ.

5.5.3.2 The work load of the Clerks in C Section is tabulated and shown below.

Sl.No	Name of the Seat	File work in hrs	Routine in hrs	P & F Allowances	Non-file works	Actual man-hours worked	Excess / Short fall in man-hours on comparison with the std time (1700 hrs/year)
1	C1	1424	262	252	135	2073	373
2	C2	1280	775	308	135	2498	798
3	C3	1262	168	214	135	1779	79
4	C4	1727	127	278	135	2267	567
Total						8617	1817

5.5.3.3 From the above table, it is clear that there is an excess of 1817 man-hours. As per the existing norms, the study team recommends that one post of clerk may be created in this Section. $(1817 \div 1700 = 1.068823529)$.

5.5.4 - D Section

5.5.4.1 'D' Section deals with Crime matters which include the cases under investigation by other Government agencies, giving general instructions on Law and Order, transferring cases to other agencies. This Section has 6 Clerks, supervised by a Junior Superintendent, then a Senior Superintendent, and finally by Assistant Inspector General (PG).

5.5.4.2 The Work load calculated by the Team is shown in the table below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non-file works	Actual man-hours worked	Excess / Short fall in man-hours on comparison with the std time (1700 hrs/year)
1	D1	1561	781	351	135	2828	1128
2	D2	1502	205	256	135	2098	398
3	D3	1235	392	244	135	2006	306
4	D4	1386	415	270	135	2206	506
5	D5	1463	389	278	135	2263	563
6	D6	1520	182	255	135	2092	392
	Total					13493	3293

5.5.4.3 As per the above table, there is an excess workload of 3293 man-hours in D-Section. This necessitates the creation of two additional posts of clerks. $3293 \div 1700 = 1.937058824$) *The study team recommends the creation of two more posts of clerks in this Section.*

5.5.5 - E-Section

5.5.5.1 This Section deals with all the Establishment matters of the Officers and personnel up to the rank of Sub Inspector of Local Police, women Police. It has 5 seats from E1 to E5, supervised by a Junior Superintendent. Senior Superintendent and Assistant Inspector General of Police II are the higher level supervisory officers of this Section.

5.5.5.2 The calculated work load of the Clerks in hours is shown in the table below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non-file works	Actual man-hours worked	Excess / Short fall in man-hours on comparison with the std time (1700 hrs/year)
1	E1	1159	263	213	135	1770	70

2	E2	1242	218	219	135	1814	114
3	E3	1376	177	232	135	1920	220
4	E4	1885	146	304	135	2470	770
5	E5	1309	201	226	135	1871	171
	Total					9845	1345

5.5.5.3 As shown in the above table, there is an excess work load of 1345 man-hours in the E-Section. *The Study team recommends that one more post of clerk may be sanctioned in this Section.*

5.5.6 - F Section

5.5.6.1 This Section deals with the preparation of Salary Bills, Travelling Allowance Bills, LIC Premium payment, Group Insurance Scheme, State Life Insurance Scheme Bills. Here the routing of files is from Clerk to Junior Superintendent, then to Accounts Officer and then to Senior Finance Officer. Since the Section deals with salary and other payment matters, the Clerk has to face so many enquiries from other Police Stations and in the Office itself too. Sometimes, due to the lack of proper speed in the internet connection the Clerk faces so many problems while processing the Bills.

5.5.6.2 The calculated work load of the Section Clerk is given below in hours.

Sl. No.	Name of the Seat	File work in hrs	Routine Work in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	F1	1672	128	270	135	2105	405
2	F2	2240	860	465	135	3700	2000
3	F3	3401	266	550	135	4352	2652
4	F4	3000	90	463	135	3688	1988
5	F5	2244	354	389	135	3122	1422

6	F6	655	123	116	135	1029	-671
	Total					17996	7796

5.5.6.3 Here the Work Study Team found an additional 7796 hours is being spent by the Clerks in the F Branch. *Here as per the norms 5 Clerks are additionally needed in this Section. ($7796 \div 1700 = 4.585882353$).* But in this Section, the Clerk dealing the Family Benefit Scheme has comparatively less work load. The Team found that in other District Police Offices also, the same situation prevails. Considering the fact that Family Benefit Scheme is not applicable to the new entrants, the work load in this seat is expected to further down. Taking into account all these aspects, the Study team recommends that only 4 posts may be additionally created instead of 5.

5.5.7 - G Section

5.5.7.1 This Section has subjects related to the Vigilance Case/enquiries against Officers and Policemen in the Department and also appeal/review/OP, disciplinary proceedings and issuing of periodicals related to the above Subjects. As a large number of Police personnel are facing disciplinary proceedings the work load of the section has increased considerably. This Section comprises 6 Clerks from G1 to G6. It is administrated at the first level by a Junior Superintendent, then by a Senior Superintendent and finally by Additional Inspector General of Police I.

5.5.7.2 The calculated work load of the Section Clerks is given below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	G1	1292	140	215	135	1782	82
2	G2	1938	155	112	135	2518	818
3	G3	2087	155	336	135	2578	878

4	G4	1552	202	264	135	2282	582
5	G5	1965	212	326	135	2503	803
6	G6	1768	188	293	135	2249	549
	Total					13912	3712

5.5.7.3 The Team found an additional work load of 3712 hours in this Section. As per the existing norms, the Study Team recommends to ***create 2 posts of clerks in this Section.***

5.5.8 - H Section

5.5.8.1 This Section is dealing with Purchase, Maintenance etc of the Store items and Modernization and Finance Commission Awards. This Section has to deal with the preparation of Budget estimates relating the purchases done in this Section, correspondence relating to the the write off uniform articles, condemnation of store articles, matters related to issue of Training pamphlets etc. This Section comprises of 5 Clerks from H1 to H5. The file flow of this Section is from Clerk to Junior Superintendent then to Senior Superintendent and then to Assistant Inspector General of Police -I.

5.5.8.2 The details of their work in the base year of the Study is given below.

Sl. No.	Name of the Seat	File work in hrs	Routine Work in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours on comparison with the std time (1700 hrs/year)
1	H1	2732	232	446	135	3545	1845
2	H2	2430	379	421	135	3365	1665
3	H3	1346	233	236	135	1950	250
4	H4	1725	120	276	135	2256	556
5	H5	1335	339	251	135	2060	360
	Total					13176	4676

5.5.8.3 As this Section deals with purchase, every Clerk has to spend

considerable time in discussion, furnishing clarification to officers and preparing the Budget estimate, the workload is high. The Work Study Team found an additional work load of 4676 man hours. That means that an additional post of 3 posts of Clerks ($4676 \div 1700 = 2.750588235$) is necessary in the Section. ***So the Work Study Team recommends the creation of an additional 3 posts of clerks in this Section.***

5.5.9 - Modernization Section

5.5.9.1 The Modernization Section of the Police Head Quarters deals with Purchase under the Modernization Programme, XI and XII FCA and with the implementation of construction works. The Modernization of Police Force itself is a different subject in the entire Police Department; the Team gave special attention in studying the works in this Section.

5.5.9.2 This Section contains 6 Clerks viz H6(A), H6(B), H6(C), H6(D), H7 & H8. This Section is administered by Junior Superintendent, Senior Superintendent and Assistant Inspector General of Police I.

5.5.9.3 The work load of the Clerks in this Section is shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours on comparison with the std time (1700 hrs/year)
1	H6(A)	1664	116	267	135	2182	482
2	H6(B)	1200	190	208	135	1733	33
3	H6(C)	1038	99	171	135	1443	-257
4	H6(D)	1187	212	209	135	1743	43
5	H7	1492	336	274	135	2237	537
6	H8	1162	203	204	135	1704	4
	Total					11042	842

5.5.9.4 The Team found that the excess work load in this Section is just 842 man hours. This is easily manageable. ***So the Team recommends maintaining status quo as far as this section is concerned.***

5.5.10 - J Section

5.5.10.1 This Section deals with all the Construction matters provided for the Store, Budget, Welfare and sports. This Section deals with works relating to the allotment of quarters its water connection & electrification, Building Tax on Police Buildings, Issuance of Identity Certificate to the retired Personnels, transfer of land to other Departments and vice versa. This Section comprises 4 Clerks viz J1, J2, J3 & J4. The first two level supervisors are Junior Superintendent and Senior Superintendent. The seats J1, J2 & J3 are under the control of Superintendent of Police (HQ) and J4 is supervised finally by Assistant Inspector General of Police II.

5.5.10.2 The J4 Seat acts as a Secretary cum Treasurer in the KPWA Central Fund and deals with the Police Club and Welfare Centre, Thiruvananthapuram. J4 has to deal with Direct Appointment and other establishment matters of Sportsmen, Sports & Games by Kerala Police and its establishment matters etc.

5.5.10.3 The work load of the J Section is tabled below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	J1	1178	250	214	135	1777	77
2	J2	2723	195	437	135	3490	1790
3	J3	1139	253	200	135	1727	27
4	J4	2293	145	365	135	2938	1238
	Total					9932	3132

5.5.10.4 Here the Work Study Team found that an additional man hours of 3132 is being spent by the Clerks in the base year. That means that an addition of 2 Clerks ($3132 \div 1700 = 1.842352941$) is necessary in this Section. The Seats J2 and J4 are to be bifurcated. ***The Work Study Team***

recommends creating two more posts of clerks in this Section.

5.5.11 - K Section

5.5.11.1 The K Section primarily deals with all kinds of petitions. This Section itself is again classified into two, K Section, and K Special Cell Section.

K Section

5.5.11.2 The K Section deals with the petitions on the allegations against executives up to the rank of Circle Inspector of Police in the executive category and up to the rank of Senior Superintendent in the ministerial category and other general petitions in both Zones. This Section deals with petitions related to the Petition Committee, Committee for the Welfare of Women, Children and Handicapped, Weekly report of the Superintendent of Police, Women Cell and matters related to the Committee on Environment.

5.5.11.3 The Section consists of 6 Clerks from K1 to K5 and K9. The files in this Section are supervised by Junior Superintendent, then by a Senior Superintendent and thereafter by a Superintendent of Police, Special Cell.

5.5.11.4 The calculated work load of the Clerks in the K Section is detailed below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours on comparison with the std time (1700 hrs/year)
1	K1	1932	528	369	135	2964	1264
2	K2	1934	344	341	135	2754	1054
3	K3	1453	189	246	135	2023	323
4	K4	2175	724	434	135	3468	1768
5	K5	1735	417	322	135	2609	909
6	K9	2960	278	485	135	3858	2158
	Total					17676	7476

5.5.11.5 In this Section, the Work Study Team found an additional workload of 4 Clerks ($7476 \div 1700 = 4.397647059$). ***So the Work Study Team suggest the creation of 4 post of Clerks in this Section.***

K Special Cell Section

5.5.11.6 The K Special Cell Section deals with the petitions from Chief Minister's Office, petitions from Chief Minister's Public Grievances Redressal Cell, Sutharya Keralam Petitions, papers related to the atrocities on persons belonging to SC/ST communities, Scrutiny of FIR, GCR and express reports on crime case registered on the SC/ST petitions, details for the State Advisory Committee meetings for SC/ST, verification of UI Cases and PT cases against SC/ST members. This Section has 6 Clerks viz K6, K6(A), K7, K8, K8(A), K10. The Seats in the works are administered at the primary level by Junior Superintendent, then by Senior Superintendent and finally by Superintendent of Police, Special Cell. Both K Section and K Special Cell are coming under the control of SP, Special Cell. The work load is shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Work in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	K6	1533	560	314	135	2542	842
2	K6(A)	1396	238	245	135	2014	314
3	K7	1384	62	216	135	1797	97
4	K8	1293	230	228	135	1886	186
5	K8(A)	1635	190	273	135	2233	533
6	K10	1257	201	218	135	1811	111
	Total					12283	2083

5.5.11.7 Here the Work Study Team found that there is an additional work load of 2083 manhours. That means that one more clerk is additionally required. there is a necessity of 1 Clerk. ($2083 \div 1700 = 1.225294118$). ***So***

the Team recommends to create one additional post of clerk in this Section.

5.5.12 - L Section

5.5.12.1 This Section deals with the service and establishment matters of AR and AP Battalions up to the ranks of APSIs/RSIs. This Section has 6 Seats from L1 to L6. The primary level supervisory in this Section is the Junior Superintendent, and then it is supervised by Senior Superintendent and final supervision by the Assistant Inspector General of Police II.

5.5.12.2 The details of the work load is shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	L1	1946	244	329	135	2654	954
2	L2	1722	326	307	135	2490	790
3	L3	1904	809	406	135	3254	1154
4	L4	1538	185	258	135	2216	516
5	L5	1324	169	224	135	1852	152
6	L6	1695	157	277	135	2264	564
	Total					14730	4530

5.5.12.3 Here it is found that there is an excess work load of 4530 man hours in this Section. This necessitates the addition of 3 posts of Clerks ($4530/1700 = 2.66$) in this Section. ***So the Work Study Team recommends creating 3 posts of Clerks in this Section.***

5.5.13 - M Section

5.5.13.1 This Section deals with all the establishment matters of ministerial categories. This Section comprises of 5 Clerks from M1 to M5. The works in the Section is primarily supervised by a Junior Superintendent, then by a Senior Superintendent and finally by the

Assistant Inspector General of Police II.

5.5.13.2 The work load in the Section is tabulated below:

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours on comparison with the std time (1700 hrs/year)
1	M1	1187	174	204	135	1700	0
2	M2	1445	203	247	135	2030	330
3	M3	1042	212	188	135	1577	-123
4	M4	1093	615	256	135	2099	399
5	M5	1343	271	242	135	1991	291
	Total					9397	897

5.5.13.3 Here the Team calculated their man hours as $897/1700 = 0.52$.

Though there is an excess work load of 897 man-hours in this Section, it can be managed by re-distributing some works from M2 and M4 seats.

Hence no change is proposed in the staff pattern as far as this Section is concerned.

5.5.14 - N Section

5.5.14.1 This Section deals with House Building Advance, Motor Conveyance Allowance, and General Provident Fund etc. Property Tax to Government Building under the Department etc. This Section contains 5 Clerks from N1 to N5.

5.5.14.2 The work load in the Section is shown below:

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man- hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	N1	1192	85	192	135	1700	0
2	N2	1575	92	250	135	2052	352
3	N3	1095	507	240	135	1977	277

4	N4	1799	395	329	135	2658	958
5	N5	782	334	167	135	1418	-282
	Total					9805	1305

5.5.14.3 Here an additional workload of 1305 hrs in this Section. But this can be managed by rearranging the work distribution. *Some of the works dealt with in N2 and N4 can be reallocated to N1 and N5. So the Team suggests no Change in the strength of Clerks in N Section.*

5.5.15 - P Section

5.5.15.1 This Section deals with Auditing Pay Bills, Family Benefit Scheme Accounts in the DPOs, CPOs, AP Bns and all Special Units. This Section has 4 Clerks from P1 to P4. The first level of supervisory in this Section is Inspecting Store Accountant, then by the Senior Superintendent and finally by Senior Finance Officer. This Section is always engaged in the tour programmes regarding the inspections. On the basis of verification of the files related to the audit and its objections and with an interview with the Section Clerks, the study team arrived at the inference that this Strength is enough to carry out the Inspections. *So the Team suggest maintaining status quo in this Section.*

5.5.16 - R Section

5.5.16.1 This Section deals with the works related to the maintenance of vehicles of the Department, such as consumption of Petrol, Oil, Lubricant etc., matters related to the Central Workshop, repair of Boats, third party insurance of departmental vehicles etc. The number of Clerks in this Section is 5, R1 to R5.

5.5.16.2 The calculated work load is tabulated below:

Sl.No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowance s	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	R1	714	81	120	135	1050	-650
2	R2	1355	249	240	135	1759	59
3	R3	2428	407	425	135	3395	1695
4	R4	1700	218	287	135	2340	640
5	R5	1293	123	212	135	1763	63
	Total					10307	1807

5.5.16.3 As there is an excess work load of 1807 man-hours, an additional post of Clerk is necessary in this Section. ($1807/1700 = 0.63$) *So the Work Study Team suggests creating one post of a Clerk in this Section.*

5.5.17 - S Section

5.5.17.1 The Section deals with Planning Proposals and Special Rules. This Section has 8 Clerks. The works are supervised in the primary level by the Junior Superintendent, then by the Senior Superintendent and finally by the Superintendent of Police HQ.

5.5.17.2 Their workload is calculated and shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowance s	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	S1	2940	75	452	135	3062	1362
2	S2	942	610	232	135	1919	219
3	S3	2850	152	450	135	3587	1887
4	S4	1671	99	265	135	2170	470
5	S5	1058	138	179	135	1510	-190
6	S6	2015	290	345	135	2785	1085
7	S7	1801	67	280	135	2283	583
8	S8	881	497	206	135	1719	19
	Total					19035	5435

5.5.17.3 The Section has an excess work load of 5435 man hours. So it is necessary to have 3 more Clerks in this Section. $(5435/1700 = 3.19)$. ***The Team recommends creating 3 posts of Clerks here.***

5.5.18 - T Section

5.5.18.1 The T Section deals with all confidential Matters. This Section has to deal with papers related to the VVIP Visit, Security to HM/CM/Opposition Leaders, MLAs, Annual Property Returns of IPS Officers, Interpol related Correspondence, convening DPC, printing and issuing of ACR Forms. This Section is engaged in preparing Periodicals on actions taken under the religious institution prevention and misuse Act 1988, Conversion to Islam Law and Order in the State etc. This Section has 8 Clerks from T1 to T8. This Section is supervised primarily by the Junior Superintendent and then files go directly to the Deputy Inspector General of Police (A). Since the files in this Section have utmost importance and confidential in nature, and to avoid delay in the file flow, there is only two tier supervisory level. The Work Study Team spent detailed time in studying the work load of the Staff in this Section. It is found so appreciable that the Clerks are managing files which are having high gravity and highly confidential files.

5.5.18.2 The work load of the Clerks is shown below

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	T1	1742	391	320	135	2588	888
2	T2	1815	225	306	135	2481	781
3	T3	1296	244	231	135	1906	206
4	T4	2053	115	325	135	2628	928
5	T5	3205	307	526	135	4173	2473
6	T6	1610	66	251	135	2062	362
7	T7	1564	105	250	135	2054	354

8	T8	3079	262	501	135	3977	2277
	Total					21869	8269

5.5.18.3 Here the Team found an excess work load of 8269 man hours. The major reason behind this is the Special nature of the Section. Since all matters are of urgency and confidential, no other substitutes from other Sections can be provided. The Section Clerks itself have to do the duties related to the typing of communications, taking photocopies of the Tapals and other papers. Since no Office Attendants are attached in this Section, the Section Clerk has to spend suffer more time in the Section. All clerks in this Section have to spend more time even after office hours and on the holidays. Considering the urgency of the situation, it is not practicable to strictly follow the Work Distribution Order. ***The team suggest to post 5 Clerks in the Section.*** ($8269/1700 = 4.86$)

5.5.19 - U Section

5.5.19.1 This section deals with all matters relating to the enquiry Commission, Motor Vehicles Act, OPs etc. This Section has 5 Clerks from U1 to U5. This Section has a Junior Superintendent, a Senior Superintendent and an Assistant Inspector General of Police (PG).

5.5.19.2 The seat wise workload is shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours on comparison with the std time (1700 hrs/year)
1	U1	928	457	208	135	1728	28
2	U2	1608	257	280	135	2280	580
3	U3	1177	125	195	135	1632	-68
4	U4	1361	190	234	135	1920	220
5	U5	2045	152	330	135	2662	962
	Total					9892	1392

5.5.19.3 Here there is an additional work load of 1722 man hours. ***So the Work Study Team suggests to create one new post of Clerk in this Section ($1722 \div 1700 = 1.01$).***

5.5.20 - V, W, Y, Z & NRI SECTIONS

5.5.20.1 V Section deals with the subjects related to all basic training, refresher courses, Seminars for all ranks conducted by the Police Department within the country and abroad. This section has two seats V1 & V2. This Section comes under the supervision of the Junior Superintendent of U Section. It is again administered by a Senior Superintendent and then by Assistant Inspector General of Police II.

5.5.20.2 The W Section came into existence on 01/07/1996. The Section deals with the matters related to the atrocities against women. It monitors all cases of atrocities against women registered in the State. This Section acts as a Liaison with the Women Forums and volunteer organizations with a view to obtain their help in curbing atrocities against women. The Section takes initiative in organizing training programmes to Police men to make them more sensitive in the issues related to women.

5.5.20.3 There is a welfare wing attached with the Women Cell. The State Women Cell at Thiruvananthapuram has an advisory panel in all districts; a committee was constituted under the Chairmanship of District Police Chiefs to prevent the atrocities against women.

5.5.20.4 This Section has only one Clerk and he deals with the petitions submitted to Women Cell and all correspondence related to the above. The works in this Section are administered by the Superintendent of Police, Women Cell.

5.5.20.5 Y section deals with all the Legislative Assembly Interpellations, Lok Sabha Questions, Rajya Sabha Questions etc. This Section has only one Clerk. The primary Supervisor in this Section is a Junior

Superintendent. Then it has the second and final supervision by Assistant Inspector General of Police II.

5.5.20.6 This Section is earmarked for Inward, Despatch, Records and Press. This Section is controlled primarily by a Senior Superintendent (M & R). Since these posts are positional according to this Office concerned, *the Team suggests no change in this Section.*

5.5.20.7 The NRI Cell deals with all matters related to the NRI Persons. This Section has only one Clerk. He coordinates all matters regarding the Subject. The works in this Section has been controlled by the Superintendent of Police, NRI Cell.

5.5.20.8 *The study team understands that the work load in the V, W, Y, Z Sections & NRI Cell is manageable and the staff available are only the minimum necessary for the proper functioning of those sections. Considering the nature of the subjects handled in the Sections, a kind of positional status may be given to them. Considering this, the Study Team recommends to maintain status quo as far these Sections are concerned.*

5.6 On the basis of the section-wise analysis of the work load of the Clerks, the study team propose to enhance the number of clerical posts from **119 to 160**. As per the existing norms the ratio of Clerks to Junior Superintendents is 6:1. Presently the number of Junior Superintendents in the office is only 20. For maintaining the prescribed ratio, there must be **27** number of posts of Junior Superintendents. Considering this, Study Team recommends that **7** posts of Junior Superintendents may be created in the Police Headquarters for the effective supervision of the Clerks.

5.7 The major recommendations contained in this chapter are the following :

- ▲ One post of Senior Administrative Officer should be created, in which an officer from the Administrative Secretariat, not below the rank of the Joint Secretary to Government may be posted.

- *After evaluating the work load, the work study team recommends the creation of 41 posts of clerks in this office.*
- After the creation of the **41** posts, the total number of Clerks in the office will become **160**. Maintaining the prescribed ratio 6:1, there must be **27** posts of Junior Superintendents. Presently, there are only 20 posts of Junior Superintendents. *In this situation, the study team recommends the creation of 7 additional posts of Junior Superintendents.*
- After effecting the enhancement in the staff, steps may be taken to distribute the work load evenly among all the available clerks. Similarly, the Sections may be bifurcated depending on the number of available posts of Junior Superintendents and Clerks.

Chapter VI

Facts & Analysis II

District Police Offices

6.1 The Director General of Police is the head of the Police Department in whom is vested the administration of the Police throughout the State. He is the adviser to Government in all matters relating to the administration of the Police force. He has the duty to decide or advice the Government on all spheres of Police administration and on the state of crime and all activities having a bearing on law and order. The Police Officer who is in charge of a Zone/Range is a link in the chain of responsibility between the Director General of Police and the related Officers.

6.2 The administration of the Police throughout a district or part thereof is fully vested in the Superintendent/Commissioner of Police. His work is of varied nature. He has to keep the district peaceful and the public satisfied with the security, to keep the force under control, in good discipline, well-trained, efficient and contented. He should maintain cordial relations with the magistracy and other officials and to ensure that the transport, arms and ammunition, stores and buildings belonging to the department are maintained in good condition. The Superintendent of Police should consider it a part of his duty, as far as possible to give the Sub-Divisional Officers the benefit of his personal guidance and instruction whenever necessary.

6.3 The State of Kerala has an area of 38,863 sq. Km and has 14 Revenue Districts. It is being classified again by 63 Taluks, 1452 Villages, 5 Corporations and 52 Municipalities. For the effective, proper and transparent administration, the Police Force was divided in to 19 Police Districts. The District Police Chief is the head of each Police District/District Police Office. The District Police Office which is situated

in the Corporation limit is headed by the Commissioner of Police and the other District Police Offices are headed by the Superintendent of Police. Thus, in the Police Department there exist 14 District Police Offices headed by the Superintendent of Police and 5 District Police Offices headed by the Commissioner of Police.

6.4 During data collection, the Study team had observed that several clerks are working in posts created as supernumerary. But such posts were not present during 2011 & 2012, the base years of the work study. In this situation, the study team did not include the work load of such posts for the purpose of study.

6.5 The details of the Work Study conducted in the District Police Offices are described below:

6.5.1 - DISTRICT POLICE OFFICE, ALAPPUZHA

6.5.1.1 Alappuzha, very well known as the Venice of the East, was formed as Alleppey District on August 17, 1957. The name of the district was officially changed to Alappuzha in 1990. The district is a widely known tourist destination and is well known for its coir factories. Most of Kerala's coir industries are situated in and around Alappuzha. This District has an area of 1,414 Sq. Km. which constitutes 3.64% of the total state area. It has a population of 21, 09,160 persons, ranks the 9th among the districts in population. Population density of the District is 1492 persons per Sq. Km.

6.5.1.2 The District Police Office, Alappuzha started functioning from the early beginnings of the Kerala Police. The District Police Chief, i.e. Superintendent of Police is the head of the District Police Office. He coordinates all the activities bearing on law and orders in the District. The District Police Chief administers and distributes the force, with a view to keep the District peaceful and making the police-public relations smoother. There are 4 Sub-divisions under the District Police Chief. They are Cherthala, Alappuuzha, Chengannur & Kayamkulam. The District Police

Chief, Alappuzha administers all the activities of 12 Offices of Circle Inspectors, 37 Police Stations, 1 Control Room, 4 Traffic Stations, 1 Coastal Police Station, 1 Police Aid Post, District Crime Records Bureau, Special Branch, Narcotics Cell, Crime Detachment and Armed Police Camps in the Alappuzha District. Altogether District Police Office, Alappuzha deals with all the activities of 2521 staff in the Police District.

6.5.1.3 The detailed strength of the ministerial Staff in the Office is shown below:

Senior Administrative Assistant	: 1
Manager	: 1
Accounts Officer	: 1
Junior Superintendent	: 7
Fair Copy Superintendent	: 1
Store Accountant	: 1
Head Clerk	: 1
Cashier	: 2
LDC/UDC	: 50+17 (17 Supernumerary)
Confidential Assistant	: 4
Typist	: 11
Office Attendant	: 5
Total	: 85+17 (17 Supernumerary)

6.5.1.4 The Office comprises of 9 Sections starting from A to H and R. The subjects dealt in each section are described below.

6.5.1.5 The A Section deals with all the establishment matters of the ministerial and executives in the District. It also deals with the Training matters, Pension and other welfare matters. There are 9 Clerks working in this Section. They are A1, A2, A3, A4, A5(A), A5(B), A6(A), A6(B) and A7. The Junior Superintendent is the primary level supervisory officer. Seats A1 to A4 & A7 are coming under Junior Superintendent I. After JS I, they are supervised by Senior Administrative Assistant and then by the District Police Chief. But A6 (A) the middle level supervisor is the Manager. The Seats A5 (A), A5 (B), A6 (B) have primary level supervisor

as JS IV. After the Junior Superintendent the works are again supervised by the Senior Administrative Assistant and finally by the District Police Chief (DPC).

6.5.1.6 The B Section has subjects like preparation of Budget, Allotment of Fund, preparation of T.A Bills, Bus Warrants etc. In the B Section, there are 4 Clerks from B1 to B4. Junior Superintendent (JS II) first level supervisor, since the works in the B Section is related to money, in the middle level, it is supervised by an Accounts Officer. The top level of supervision is by the District Police Chief.

6.5.1.7 The C Section deals with the Contingent matters such as Salary Bills of Part Time Sweepers, Telephone Bills, Electricity Bills, and Petrol Bills & Water Charges. The C Section has 2 section Clerks. Junior Superintendent V is the first level supervisory officer of this Section. As told above, this belongs to money matters, it has an Accounts Officer as the middle level supervisor and the finally by the DPC.

6.5.1.8 The D Section deals with the files regarding Crimes, KAAPA, Preparation of Annual Administration Report, Students Police Cadet, Presidency Passport, Arms Act & Rules etc. The Seat D3 deals with matters regarding the foreigners visiting and staying in the District. The D Section has 5 Clerks viz, D1, D2 (A), D2 (B), D3 & D4. The seats D1, D2 (A) & D2 (B) are supervised by JS III. Since the matters are dealt with crime, it is again administered by the Dy.S.P.(Admn). The Seat D3 is dealing with persons belonging to Foreign Origin and it is directly dealt with by Dy.S.P. (Admn) and D4 is supervised first by Junior Superintendent IV and then by Dy.S.P. (Admn).

6.5.1.9 The E Section deals with purchase matters, its collection and distribution, KPW & A Fund, Auction of usufructs, Bill of Cost and Lease of Land. There are 4 Clerks in E Section. They are E1, E1 (A), E2 & E3. The Seats E1 & E1 (A) are being supervised by Junior Superintendent II.

The Second Supervisor is Manager. The seats E2 & E3 are managed by the Junior Superintendent VI and then Manager. The final supervision is by the DPC. The final supervisory officer for all these four seats is the District Police Chief.

6.5.1.10 The F Section is engaged in the preparation of Pay Bills of all the Staffs which are coming under the District Police Office, which includes executives and the ministerial. There are 7 Clerks engaged in this Section. The flow of supervision for the Seats is from JS IV to Accounts Officer, then the DPC.

6.5.1.11 The G Section deals with subjects like Inspection Remarks & Visiting Remarks, Kerala Police Officers Association Election, Bundobust Arrangements, Police protection, Warrant & summons, Mike Sanction etc. The subjects like Construction matters, repairs and Allocation of Quarters are also dealt here. There are 7 Clerks engaged in this Section. The Seats G1(A), G1(B), G1(C) and G1(D) are coming under JS III. It is then administered by Dy.S.P. (Admn) and finally by DPC. But G2 is supervised by JS V and G3 (A) & G3 (B) are by JS VI. But all the seats in the G Section are fully controlled by the Dy.S.P. (Admn) and finally by DPC.

6.5.1.12 The H Section has the subjects regarding the Punishment Roll of all officers including the ministerial. The seats belonging to H Section are H1 & H2 and are controlled by JS V, then by Dy.S.P. (Admn) himself.

6.5.1.13 The R Section consists of R1, R2 & R3 which are assigned for Records, Inward & Despatch. They are supervised by the Manager himself.

6.5.1.14 The Work Study Team gave great emphasis on studying the work load of the Clerks in this Office. It is shown in detail below.

6.5.1.15 Out of the sanctioned strength of 50 Clerks, 48 Clerks are engaged in this Office and 2 are working in the Divisional Office under

this Unit. So the Team worked out the man hours for 48 Clerks and the 2 Clerks who were working in the sub units may be continued to work as such. While the time of visit of the Team there were 17 posts of Clerks are appointed as Supernumerary. Since 2012 was the base year of the Study, the Team collected data by *excluding these Supernumerary posts as they were not there during the base year of the study.*

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours on comparison with the std time (1700 hrs/year)
1	A1	1222	192	212	135	1761	61
2	A2	1424	226	247	135	2032	332
3	A3	863	177	156	135	1331	-369
4	A4	1866	283	322	135	2606	906
5	A5(A)	2230	666	434	135	3465	1765
6	A5(B)	1369	762	319	135	2585	885
7	A6(A)	1463	87	232	135	1917	217
8	A6(B)	1178	497	251	135	2061	361
9	A7	1297	105	210	135	1747	47
10	B1	663	953	242	135	1933	233
11	B2	1979	187	324	135	2625	925
12	B3	1547	33	237	135	1952	252
13	B4	1499	88	238	135	1960	260
14	C1	1836	392	135	135	2697	997
15	C2	961	261	183	135	1540	-160
16	D1	1358	38	209	135	1740	40
17	D2(A)	1458	184	246	135	2023	323
18	D2(B)	1901	244	321	135	2601	901
19	D3	975	223	179	135	1512	-188
20	D4	215	17	34	135	401	-1299
21	E1	1315	125	216	135	1791	91
22	E1(A)	1503	63	234	135	1935	235
23	E2	2261	288	382	135	3066	1366
24	E3	571	41	100	135	847	-853
25	F1	1250	136	207	135	1728	28
26	F2	1970	112	312	135	2529	829
27	F3(A)	1586	105	253	135	2079	379
28	F3(B)	1386	43	215	135	1779	79
29	F3(C)	1044	35	161	135	1375	-325
30	F4(A)	1216	48	190	135	1589	-111
31	F4(B)	1400	115	228	135	1878	178
32	F4(C)	976	97	160	135	1368	-332

33	F4(D)	400	110	77	135	722	-978
34	F5	2679	385	459	135	3658	1958
35	F6	1024	106	169	135	1434	-266
36	G1(A)	1376	154	230	135	1895	195
37	G1(B)	1524	433	293	135	2385	685
38	G1(C)	1054	144	179	135	1512	-188
39	G1(D)	1430	244	251	135	2060	360
40	G2	1307	210	227	135	1879	179
41	G3(A)	2577	664	486	135	3862	2162
42	G3(B)	2750	33	417	135	3335	1635
43	G3(C)	1967	223	328	135	2653	953
44	H1	1399	183	237	135	1954	254
45	H2	1517	143	250	135	2045	345
46	R1					1700	
47	R2					1700	
48	R3					1700	
	Total					96947	15347

6.5.1.16 In this office, Clerks are working in R1, R2 & R3 seats. The study team considers these three seats are positional and no change is recommended as far as these three seats are concerned. Here in this office, there is an excess work load of of 15347 man hours. ***That is $15347/1700 = 9.0276$, posts of 9 Clerks are additionally required in this office.*** Including these 9 Clerks there will be an increase of Clerks from 48 to 57 (after excluding the two clerks who are working in the the Divisional offices). Otherwise, when we take the total work load of 96947 man hours, it necessitates the existence of 57 Clerks, i.e, an addition of 9 Clerks is required. Considering the ratio 6:1 ie, 1 Junior Superintendent for 6 Clerks, there must have a strength of 9 Junior Superintendents. But this Office has only 7 Junior Superintendents. ***Considering the new strength of 57 Clerks, the Team proposes 2 more post of Junior Superintendents in this Office.*** Including the two Clerks posted in the sub-units, the recommended strength of the office is 59. Since the number of Clerks is being increased, the work load of the Typists will also increase. ***So the Team recommends 1 more post of Typist in this Office. Thus, for this office, the Work Study team recommends to create 9 posts of Clerks, 2 posts of Junior Superintendent and 1 post of Typist in this office.***

6.5.2 - DISTRICT POLICE OFFICE , ERNAKULAM CITY

6.5.2.1 Ernakulam District is the most urbanised District in the state and is known as the commercial capital of Kerala. This district covers an area of 3068 km² located in the Western Coastal Plains of India. The district is also well connected by state highways and other roads. Ernakulam district has much importance in law and order maintenance as the Cochin International Port and Nedumbassery International Airport are also situated in this district. Having a natural harbour has been one of the major reasons why Kochi became an important centre for trade, commerce and culture. Considering these aspects we can understand the strategic importance of the Police force in this District.

6.5.2.2 The Ernakulam City Police Office started functioning on 01.04.1966. This office has total 101 posts of ministerial where 18 Clerks were posted as supernumerary.

6.5.2.3 The strength details of the staff in this office are shown below.

Senior Administrative Assistant	:	1(But the post is vacant)
Manager	:	1
Accounts officer	:	1
Junior superintendent	:	7
Head Clerk	:	1
Store Accountant	:	1
Fair Copy Superintendent	:	1
Cashier	:	2
Confidential Assistant	:	2
Senior Clerk/Clerk	:	51 + (18 Supernumerary)
Typists	:	9 + (3 Supernumerary)
Office Attendant	:	4
Total	:	81+ (21 Supernumerary)

6.5.2.4 The duties and functions of various seats in this office has shown below.

A Section

6.5.2.5 A section consists of 13 seats. This section deals with establishment matters like transfer & posting, promotion, pension, gratuity, recruitment, refresher courses and allied training, deputation maintenance of service books, preparation of select list, Appointment under die-in-

harness scheme, higher grade and pay fixation, department tests, deputation, departmental NOC for new jobs, leave of executive staff and ministerial, issue of identity cards, OPs related to the works allotted to the sections etc. In this Section, A1(a), A1(b), A2(a), A2(b), A3, A6(a)1 & A6(a)2 are primarily supervised by Junior Superintendent-1, then by Senior AA and finally by Commissioner of Police, whereas A4(a), A4(b), A5(a), A5(b), A5(c), A5(d) are controlled by JS-2, then by Senior AA and further supervised by DCP(Admn).

B section

6.5.2.6 This section consists of 4 seats (B1, B2(a), B2(b) & B3). Billing subjects are mainly done in this section. This section deals with preparation of budget, allotment of funds, TA bills, bus warrant, excess and savings Statement, maintenance of TA advance register, Loans and advances etc. This section is supervised by JS-3 and then by Accounts Officer.

C section

6.5.2.7 There are 3 seats in this section, i.e. C1, C2(a), C2(b). Contingent bills are the main subjects dealt with in this section. Preparation of contingent bills, maintenance of contingent and other registers, hire charge of private vehicles, repair and maintenance of Department vehicles, correspondence related to MV Ops etc are done in this section. The Section is supervised primarily by JS-3 and further by Accounts Officer.

D section

6.5.2.8 There are 6 seats in this section, i.e. D1(a), D1(b), D2(a), D2(b), D2(c) & D3. Crime is the main subject of this section. Various types of court cases, cancellation of driving licence, correspondences related to arms, explosive licence, foreigners registration & allied matters, traffic rules, highway police, creation of police outposts, sanction to drive

department vehicles, Annual Administration Report, forged currency notes, sand mining etc are the subjects dealt with in this section. JS-IV is the primary supervisory officer of this Section, and DCP (Admn) is the higher level supervisory officer of this Section.

E section

6.5.2.9 This section comprises 4 seats, i.e. E1, E2(a), E2(b) & E3. Purchase and supply of stationery, store items, arms and ammunitions, condemnation of store items, works related to Departmental vehicles, KPW&A fund and all correspondence, loan applications to be sanctioned of KPHCS and correspondence thereto and recoveries to KPHCS etc are done in this section. All the four seats are primarily supervised by JS-V. The second level supervisory for E1 is Accounts Officer while the second level supervisory for the remaining three seats is Manager.

F section

6.5.2.10 F section consists of 14 seats, i.e. F1(a), F1(b), F1(c), F1(d), F2(a), F2(b), F2(c), F3, F4(a), F4(b), F5(a), F5(b), F5(c) & F5(d). This section mainly deals with billing matters i.e. salary bills of ministerial staff, police officers of local & AR camp, LPC, uniform allowance, leave salary, GIS and GPF, temporary advance, DA arrears, SLI, FBS, recoveries, preparation of GPF temporary advance, works related to Family Benefit Scheme, maintenance of passbook, salary certificate for income tax filing, works related to various type of audit etc. The seats F1(a), F1(b), F1(c), F1(d), F2(a), F2(b), F2(c), F3 are primarily supervised by JS-VI and the remaining seats by the Head Clerk. Accounts Officer is the second level supervisory officer for the entire section.

G section

6.5.2.11 G section consists of 9 seats, i.e. G1(a), G1(b), G1(c), G1(d), G2(a), G2(b) G2(c), G3 and G4. This section handles all general matters, IR & VR, NOC to take Indian passport, RTI Act, Right to Service Act,

NHRC &SHRC, petition against Police & allied matters and all other general matters. All the nine seats are primarily controlled by JS-7. The second level supervisory officer is DCP (Admn) for all the seats except G1(b), whereas for G1(b), it is Manager.

H section

6.5.2.12 H section contains two seats. Appeals, disposal, periodicals related to PRs, special reports, PRs of all categories, OE PRs of AR and all special units, revision and review of PRs are dealt with in this section. H1 & H2 seats are supervised by JS-IV and DCP (Admn).

R section

6.5.2.13 R section consists of 3 seats R1, R2 & R3, dealing with records, inward, despatch works respectively.

6.5.2.14 A consolidated statement showing the workload of various seats in this office is given below.

SL.NO	SEAT	FILE WORKS	ROUTINE WORKS	P&F ALLOWANCE	NON FILE WORKS IN HRS	TOTAL	EXCESS/ SHORT FALL TO STANDARD TIME
1	A1(A)	1733	190	288	135	2346	646
2	A1(B)	1713	284	299	135	2431	731
3	A2	1574	210	267	135	2186	486
4	A3	2014	122	320	135	2591	891
5	A4(A)	2030	131	324	135	2620	920
6	A4(B)	1961	220	327	135	2643	943
7	A5(A)	588	343	139	135	1205	-495
8	A5(B)	1734	232	294	135	2395	695
9	A5(C)	738	140	131	135	1144	-556
10	A5(D)	1150	320	221	135	1826	126
11	A6(A)	443	170	91	135	839	-861
12	A6(B)	1515	143	248	135	2041	341
13	B1	1751	507	338	135	2731	1031
14	B2(A)	1568	211	266	135	2180	480
15	B2(B)	1232	157	208	135	1732	32
16	B3	820	158	146	135	1259	-441
17	C1	1658	157	272	135	2222	522

18	C2(A)	1611	142	262	135	2150	450
19	C2(B)	1152	253	211	135	1751	51
20	D1(A)	1601	203	270	135	2209	509
21	D1(B)	1774	297	310	135	2516	816
22	D2(A)	2301	448	412	135	3296	1596
23	D2(B)	1889	275	324	135	2623	923
24	D3	328	259	88	135	810	-890
25	E1	2076	356	364	135	2931	1231
26	E2(A)	1800	566	354	135	2855	1155
27	E2(B)	1213	102	197	135	1647	-53
28	E3	1592	460	307	135	2494	794
29	F1(A)	1954	207	324	135	2620	920
30	F1(B)	976	121	164	135	1396	-306
31	F1(C)	1010	137	172	135	1454	-246
32	F2(A)	1896	138	305	135	2474	774
33	F2(B)	1873	99	295	135	2402	702
34	F2(C)	901	134	155	135	1325	-375
35	F3	1849	107	293	135	2384	684
36	F4(A)	1366	44	211	135	1756	56
37	F4(B)	813	1050	279	135	2277	577
38	F5(A)	779	83	129	135	1126	-524
39	F5(B)	951	81	154	135	1321	-379
40	F5(C)	765	83	127	135	1110	-590
41	F5(D)	732	258	148	135	1273	-427
42	G1(A)	953	73	153	135	1314	-386
43	G1(B)	1303	353	248	135	2039	339
44	G1(C)	1820	181	300	135	2436	736
45	G1(D)	1260	105	205	135	1705	5
46	G2(A)	1905	252	323	135	2615	915
47	G2(B)	500	98	89	135	822	-878
48	G3	1424	203	244	135	2006	306
49	G4	1221	230	217	135	1803	103
50	H1	1382	194	236	135	1947	247
51	H2	834	122	143	135	1234	-466
	Total					100512	13860

6.5.2.15 Thus, it is evident that there is an excess work load of 13860 man hours. Hence, the Work Study Team suggests creating *8 posts of clerks in this office*, as this office faces excess workload. When the 8 posts of Clerks will be created, the total strength of the Clerks will go up to

59. Considering the ratio 6:1 of Clerks with Junior Superintendent, there must be 9 posts of Junior Superintendents. Hence it is necessary to create 2 more post of Junior Superintendents. Considering the resultant increase in the work load due to the hike in the number of clerks, the work study team recommends to create one post of Typist in this office. The Team also recommends filling up the vacant post of Senior Administrative Assistant in this Office without any delay.

6.5.2.16 The District Police Office, Ernakulam City is situated in the Eleventh floor of Revenue Tower in Marine Drive. It is very difficult for the public to access the Office in case of emergency. *As this Office has much importance, the team suggests shifting the office to an easily accessible place.*

6.5.3 -DISTRICT POLICE OFFICE , ERNAKULAM RURAL

6.5.3.1 Ernakulam District is the highest revenue yielding district in the state. Ernakulam became India's first 'fully literate district' in 1990 and the country's first district having 100 percent banking in 2012. This district covers an area of 3068 km² located in the Western Coastal Plains of India. The district is also well connected by state highways and other roads. Ernakulam district has much importance in law and order maintenance as it is the most urbanised district in Kerala. Moreover the Cochin International Port and Nedumbassery International Airport are also situated in this district.

6.5.3.2 Ernakulam Rural District Police Office was formed on 01.04.1966. Later the office was shifted to Aluva as District Police Office Ernakulam Rural. The permanent office building was inaugurated on 03.01.1984. Service matters of 2337 executive staff are handled in this office. The district has been divided into 3 police sub divisions viz 1) Aluva, 2) Perumbavoor and 3) Muvattupuzha.

6.5.3.3 The presence of foreigners for tourist and business purposes increases the responsibility of police in this district.

6.5.3.4 This office has total of 78 posts of ministerial where 11 Clerks were posted as supernumerary.

6.5.3.5 The strength details of the ministerial staffs in this office are shown below.

Administrative Assistant	:	1
Manager	:	1
Accounts officer	:	1
Junior superintendent	:	6
Fair Copy Superintendent	:	1
Cashier	:	2
Store Accountant	:	1
Confidential Assistant	:	2
Senior Clerk/Clerk	:	42 (+11 supernumerary)
Typists	:	7
Office Attendant	:	3
Total	:	67 (+11 supernumerary)

6.5.3.6 The duties and functions of various seats in this office is shown below.

A Section

6.5.3.7 A section consists of eleven seats. This section deals with establishment matters like transfer & posting, promotion, pension, gratuity, recruitment, refresher courses and allied training, deputation maintenance of Service Books, preparation of select list, Appointment under die-in - harness scheme, higher grade and pay fixation, department tests, deputation, departmental NOC for new jobs, leave of executive staff and ministerial, issue of identity cards, OPs related to the works allotted to the sections etc. Eight seats in A section i.e., A1, A2, A3, A4, A6(a), A6(b)), A7, A8 are primarily controlled by JS-I and other three seats (A5(a), A5(b), A5(c)) are controlled by JS-VI. The second level supervision was done by Administrative Assistant and further supervision by the District Police Chief.

B section

6.5.3.8 This section consists of 4 seats. Billing subjects are mainly done in this section. This section deals with preparation of budget, allotment of funds, TA bills, bus warrant, excess and savings Statement, maintenance of TA advance register, Loans and advances etc. All the four seats viz. B1, B2, B3 & B4 are supervised by JS-2 and are further supervised by AO then by DPC.

C section

6.5.3.9 There are 3 seats in this section, i.e. C1, C2 & C3. Contingent bills are the main subject in this section. Preparation of contingent bills, maintenance of contingent and other registers, hire charge of private vehicles, repair and maintenance of department vehicles, correspondence related to MV OPs etc are done in this section. All the three seats are supervised by JS-2 and are further supervised by AO then by DPC.

D section

6.5.3.10 There are 5 seats in this section i.e. D1(a), D1(b), D1(c), D2, D3. Crime is the main subject of this section. Various types of court cases, cancellation of driving licence, correspondences related to arms, explosive licence, foreigners registration & allied matters, traffic rules, highway police, creation of police outposts, sanction to drive department vehicles, Annual Administration Report, forged currency notes, sand mining etc are the subjects dealt with in this section. All the seats are supervised primarily by JS-III and are further supervised by DySP (Admn).

E section

6.5.3.11 This section consists of 3 seats, i.e. E1, E2 & E3. Purchase and supply of stationery, store items, arms and ammunitions, condemnation of store items, works related to departmental vehicles,

KPW&A fund and all correspondence, loan applications to be sanctioned by KPHCS and correspondence thereto and recoveries to KPHCS etc are done in this section. E1, E2, E3 seats submit their files to JS-VI. The second level supervisory for E1 & E2 seats is Accounts Officer, whereas for the E3 seat, it is the Manager. Final level of supervisory for all these three seats is the DPC.

F section

6.5.3.12 F section consists of 11 seats. This section mainly deals with billing matters i.e. salary bills of ministerial staff, police officers of local & AR camp, LPC, uniform allowance, leave salary, GIS and GPF temporary advance, DA arrears, SLI, FBS, recoveries, preparation of GPF temporary advance, works related to Family Benefit Scheme, maintenance of passbook, salary certificate for Income Tax filing, works related to various type of audit etc. Out of the eleven seats, nine seats, i.e. F1, F2, F3, F4(a), F4(b), F6(a), F6(b), F7(a), F7(b) seats are primarily supervised by JS-IV whereas F5(a) and F5(b) are by JS-III. Second level supervisory officer is the Accounts Officer.

G section

6.5.3.13 G section consists of 7 seats. This section handles all general matters, IR & VR, NOC to take Indian passport, RTI Act, Right to Service Act, NHRC & SHRC, petition against Police & allied matters and all other general matters. All the seven seats in G section are controlled by JS-5. DySP(Admn) is the second level supervisory officer.

H SECTION

6.5.3.14 H section consists of two seats. Appeals, disposal, periodicals related to PRs, special reports, PRs of all categories, OE PRs of AR and all special units, revision and review of PRs are dealt with in this section. Both the seats in H section are supervised by JS-6 and the DySP(Admn) is the second level supervisor.

R SECTION

6.5.3.15 R section consists of three seats R1, R2 & R3 dealing with records, inward, despatch respectively. First level supervisory officers for these three seats are JS-6, Fair Copy Superintendent and JS-3 respectively. Second level supervisory officer for all the three seats is the Manager.

6.5.3.16 A consolidated table showing the workload of 41 Clerks as per the work distribution is given below. One Clerk in this Office who is attending duties in the Sub Division may be continued to work as such. Hence this seat is excluded from the computation of man-hours.

SL.NO	SEAT	FILE WORKS	ROUTINE WORKS	P&F ALLOWANCE	NON FILE WORKS	TOTAL	EXCESS/ SHORT FALL TO STANDARD TIME
1	A1	1429	179	242	135	1985	285
2	A2	825	333	173	135	1466	-234
3	A3	1157	289	217	135	1798	98
4	A4	1828	482	347	135	2792	1092
5	A5(A)	805	728	230	135	1898	198
6	A5(B)	631	801	215	135	1782	82
7	A6(A)	1450	151	240	135	1976	276
8	A6(B)	918	201	168	135	1422	-278
9	B1	2460	119	387	135	3101	1401
10	B2	1619	480	315	135	2549	849
11	B3	1437	302	261	135	2135	435
12	C1	953	587	408	135	2083	383
13	C2	1509	67	237	135	1948	248
14	D1(A)	1964	439	360	135	2898	1198
15	D1(B)	1603	342	292	135	2372	672
16	D2	1667	264	290	135	2356	656
17	D3	654	197	128	135	1114	-586
18	E1	1620	280	285	135	2320	620
19	E2	1201	402	240	135	1978	278
20	E3	918	130	157	135	1340	-360
21	F1	2017	20	306	135	2478	778
22	F2	1959	4	294	135	2392	692

23	F3	2284	17	345	135	2781	1081
24	F4(A)	2027	199	334	135	2695	995
25	F4(B)	744	71	123	135	1073	-627
26	F5(A)	1497	234	260	135	2126	426
27	F5(B)	1864	388	338	135	2725	1025
28	F6(A)	1451	333	268	135	2187	487
29	F6(B)	1213	286	225	135	1859	159
30	G1(A)	1596	135	260	135	2126	426
31	G1(B)	1834	390	334	135	2693	993
32	G2	971	60	155	135	1321	-379
33	G3	1477	145	243	135	2000	300
34	G4	1235	282	228	135	1880	180
35	G5	1252	111	205	135	1703	3
36	G6	1252	78	200	135	1665	-35
37	H1	1455	197	248	135	2035	335
38	H2	1431	174	241	135	1981	281
39	R1	0	0	0		1700	0
40	R2	0	0	0		1700	0
41	R3	0	0	0		1700	0
Total						84133	14433

6.5.3.17 There is an excess work load of 14433 man hours. On its basis, *the work study team recommends to create 9 posts of clerks in this office.* Now there will be a total of 50 clerical posts working in the office (except the clerk working in the sub-unit) which necessitates 8 Junior Superintendents. But this Office had only 6 Junior Superintendents. To maintain the ratio 6:1, there must be 8 Junior Superintendents. *So Team suggests creating 2 more posts of Junior Superintendents in this Office.*

6.5.3.18 As per the Work Study report in this Department conducted by Personnel & Administrative Reforms Department in 1993, it was recommended in Para 23.1, that the post of Administrative Assistant to be upgraded to the post of Senior Administrative Assistant in those District Police Offices in City and Rural where there is a sanctioned strength of staff exceeds 2000.

6.5.3.19 Hence it is further **recommended to upgrade the post of**

Administrative Assistant in this Office to the post of Senior Administrative Assistant since this Office deals with a strength of 2337 executives and 79 ministerial. On comparison of the work load of the Clerks, it becomes necessary to make an increase in the number of Typists too. ***So the Team proposes to create 1 more post of Typist in this Office.***

6.5.4 - DISTRICT POLICE OFFICE, IDUKKI

6.5.4.1 Idukki, the second largest District of Kerala was formed on 26 January 1972. At the time of formation the district headquarters had been functioning at Kottayam and from there it was shifted to Painavu in June 1976. Idukki has an area of 4,479 Sq. Km. and has a population of 1,107,453. The peculiarity of the topography of the Idukki District is also worth mention in this context. It takes 6-7 hours to reach from one end of the District to the other. This makes the task of the Police force much more difficult. The District Police Officer has the control over all the activities on the Law and Order and Supervision of Investigation of Grave Crimes. There are 3 Police Sub-Divisions under the District Police Office. They are Thodupuzha, Kattappana and Munnar. There are 12 Circle Offices, 26 Police Stations, 1 Traffic Unit at Thodupuzha and 1 Tourism Police wing at Kumily are functioning under this Unit.

6.5.4.2 The District Police Office, Idukki deals with all the administrative and welfare matters of 2116 executives and 64 ministerial staffs in the Department. The Strength of the Ministerial Staffs in the District Police Office, Idukki are given below.

Administrative Assistant	: 1
Manager	: 1
Accounts Officer	: 1
Junior Superintendent	: 5
Cashier	: 2
Store Accountant	: 1
Clerks	: 38
Confidential Assistant	: 4
Fair Copy Superintendent	: 1

Typists : 7
Office Attendant : 3
Total : 64

6.5.4.3 The Team analysed the data collected and calculated the work load of the **36 Clerks in this Office as per the work distribution followed, after excluding the two who were working in the Sub Units.**
The analysed data is shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours hrs/year)
1	A1	1326	327	248	135	2036	336
2	A2	1550	129	251	135	2065	365
3	A3	1565	375	291	135	2366	666
4	A4	1930	92	303	135	2460	760
5	A5(A)	1627	255	282	135	2299	599
6	A5(B)	1259	256	227	135	1877	177
7	A6	1823	149	295	135	2402	702
8	A7	1655	272	289	135	2351	651
9	B1	2270	114	357	135	2876	1176
10	B2(A)	1633	145	266	135	2179	479
11	B2(B)	1781	219	300	135	2435	735
12	B3	1360	295	248	135	2038	338
13	C1	1107	326	215	135	1783	83
14	C2	846	670	227	135	1878	178
15	D1	1635	480	317	135	2567	867
16	D2	1450	451	285	135	2321	621
17	D3	1296	252	232	135	1915	215
18	E1	1237	202	215	135	1789	89
19	E2	1463	210	251	135	2059	359
20	F1	2061	465	378	135	3039	1339
21	F2	1614	252	279	135	2280	580
22	F3	1395	35	214	135	1779	79
23	F3(A)	1490	561	307	135	2493	793
24	F4 (A)	1524	140	250	135	2049	349
25	F4(B)	2016	351	355	135	2857	1157
26	F5	1210	314	228	135	1887	187
27	G1(A)	1391	329	258	135	2113	413
28	G1(B)	1983	497	372	135	2987	1287
29	G2	1244	273	227	135	1879	179
30	G2(A)	1425	311	260	135	2131	431
31	G3	2076	964	456	135	3631	1931
32	G4	1788	350	320	135	2593	893
33	H1	1842	707	382	135	3066	1366
34	H2	1164	817	297	135	2413	713
35	R2					1700	0
36	R3					1700	0
	Total					82293	21093

6.5.4.4 On calculating the work load in hours it is found that, the Section Clerks are spending an additional 21093 hours in the base year. ***So, the Work Study Team strongly recommends creating 13 posts of Clerks in this Office. (21093/1700 = 12.4).*** By including the proposed number of Clerks, the new number of Clerks will be 49 (excluding the two clerks working in the sub-units). So, considering the ratio 6:1, the strength of Junior Superintendents must be 8. But there are only 5 posts of Junior Superintendents in this office. ***Hence, the Team also proposes to create new posts of 3 Junior Superintendents in this Office to maintain the aforesaid ratio.*** As said above in **Para 6.5.3.18** in this report, ***it is recommended to upgrade the post of Administrative Assistant to the post of Senior Administrative Assistant.*** As the work load of Clerks increases, the work load of the Typists also increases. ***So it is recommended to create 2 more posts of Typists in this Office.*** (ie from 7 to 9).

6.5.5 - DISTRICT POLICE OFFICE, KANNUR

6.5.5.1 Kannur district derived its name from the location of its headquarters at Kannur town. This District has a population of 2,412,365 in the area of 2,966 Sq. Km. In Kannur, the District Police Chief is the head of Law and Order in the District. Kannur is one of the most politically sensitive districts in the state. Hence the risk of the Police Force in this District is high. The same reflects in the duties of the Staff including the Ministerial in the District Police Office too.

6.5.5.2 But the Work Study Team regrets to say that the staff in the Kannur District Police Office was not at all co-operative with the conduct of the work study. Supervisory lapse and lack of seriousness to the work study were truly evident. On evaluating the work distribution some clerks have no supervisors. Some of the clerks were hesitant to describe their duties for reasons best known to them alone. Due to want of co-operation

from the staff, the work study team has to spend more time in the collection of data. However the Work Study Team with heavy concentration adopted all the methods of evaluation of their works and analyzed the data collected. This Office deals with all matters related to 2698 executives in the Department. The Details of their work load is given in detail.

6.5.5.3 The Sections in this Office are divided into 9 Sections from A to H and R.

6.5.5.4 The A Section deals with Establishment matters such as promotion, posting, DPB, Preparation of Select List, Recruitment, Training, Deputation, Issue of NOC, Conducting Departmental Test, Seniority etc. A Section also deals with maintenance of Service Books, All kinds of Leave, Leave Surrender etc.

6.5.5.5 The B Section has subjects like Budget, Bill of Cost, Loans and Advances, preparation of Travelling Allowance Bills and its audit. Family Benefit Scheme, State Life Insurance, Medical Reimbursement, Recoveries from Salary. Group Insurance Scheme etc.

6.5.5.6 The Section C deals with all contingent expenditure matters which include Salary of Part Time Sweepers, its audit, contingent Bills like Feeding Charges, Hire Charges etc.

6.5.5.7 The D Section has duties such as Crime Matters, Transfer of Cases to other units, Prosecution Sanction, withdrawal of cases, Legislative Assembly Interpellations, Arms & Explosive Licences, Traffic Matters, Foreigners Registration and its allied matters.

6.5.5.8 The E Section deals with Purchase and Supply of Stationery, Condemnation of Store Articles, Motor Vehicles and its allied matters.

6.5.5.9 The F Section deals with payment of Salary to all regular employees including the executives. The General Provident Fund and its allied matters are also dealt here.

6.5.5.10 The G Section is engaged in the subjects like Bundobust arrangements, Mobilization, Deployment, Warrant & Summons, Issue of Presidency Passport and all kinds of Petitions.

6.5.5.11 The H Section deals with OE and Non OE matters of all categories.

6.5.5.12 The R Section comprises R1, R2 & R3 deals with Inward, Despatch and Records.

6.5.5.13 The details of the Strength of the Ministerial Staff in this Office is given below

Senior Administrative Assistant	: 1
Manager	: 1
Accounts Officer	: 1
Junior Superintendent	: 7
Store Accountant	: 1
Cashier	: 2
Clerks	: 56 (+9 Supernumerary)
Confidential Assistant	: 2
Fair Copy Superintendent	: 1
Typists	: 11
Attender	: 1
Office Attendant	: 4
Total	: 88 (+9 supernumerary)

6.5.5.14 In this Office, 9 posts of Lower Division Clerk are appointed as supernumerary. Since, the supernumerary posts were not existing in the base year, the Work Study Team collected the details from the regular Staff only. But this Office prepared the work distribution for 53 Clerks and 3 Clerks are working in the Sub Division. Status quo may be maintained in the case of those three clerks. After excluding those three clerks, the study team evaluated the work load of the 53 Clerks only. So the Team calculated the work load as per the work distribution.

6.5.5.15 The Work Load of the Clerks is calculated and shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours
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1	A1(A)	1386	249	245	135	2015	315
2	A1(B)	727	133	129	135	1124	-576
3	A2	1532	161	253	135	2081	381
4	A3	1364	67	215	135	1781	81
5	A4(A)	4034	165	629	135	4963	3263
6	A4(B)	2865	127	448	135	3575	1875
7	A5(A)	2187	554	411	135	3287	1587
8	A5(B)	1187	184	205	135	1711	11
9	A5(C)	786	179	144	135	1244	-456
10	A6(A)	1205	81	192	135	1613	-87
11	A6(B)	1200	125	199	135	1659	-41
12	B1	863	161	153	135	1312	-388
13	B2	1896	108	300	135	2439	739
14	B3	834	62	134	135	1165	-535
15	B4	1944	110	308	135	2497	797
16	B5(A)	825	96	138	135	1194	-506
17	B5(B)	2322	180	375	135	3012	1312
18	B5(C)	1371	101	220	135	1827	127
19	C1(A)	2211	249	369	135	2964	1264
20	C1(B)	817	107	138	135	1197	-503
21	C2(A)	2278	190	370	135	2973	1273
22	C2(B)	2446	368	422	135	3371	1671
23	D1	1761	308	310	135	2514	814
24	D2(A)	1264	160	213	135	1772	72
25	D2(B)	1055	241	194	135	1625	-75
26	D3(A)	335	147	72	135	689	-1011
27	D3(B)	332	46	56	135	569	-1131
28	E1	1018	103	168	135	1424	-276
29	E2(A)	1807	205	301	135	2448	748
30	E2(B)	1267	100	205	135	1707	7
31	F1	2899	15	437	135	3486	1786
32	F2	1574	74	247	135	2030	330
33	F3	1116	249	204	135	1704	4
34	F4(A)	1740	29	265	135	2169	469
35	F4(B)	2360	17	356	135	2868	1168
36	F4(C)	1225	100	199	135	1659	-41
37	F5(A)	1246	60	195	135	1636	-64
38	F5(B)	1377	151	229	135	1892	192
39	F5(C)	1196	94	193	135	1618	-82
40	G1(A)	1250	75	199	135	1659	-41
41	G1(B)	1344	125	220	135	1824	124
42	G1(C)	1441	278	257	135	2111	411
43	G2(A)	1438	81	227	135	1881	181
44	G2(B)	2049	119	325	135	2628	928

45	G2(C)	594	91	102	135	922	-778
46	G3(A)	1477	232	256	135	2100	400
47	G3(B)	1687	232	287	135	2341	641
48	G3(C)	1207	208	212	135	1762	62
49	G4	762	158	138	135	1193	-507
50	H1	845	102	142	135	1224	-476
51	H2	719	48	115	135	1017	-683
52	R2					1700	0
53	R3					1700	0
	Total					104876	14776

6.5.5.16 The Work Study Team observed that there is an excess work load of 14776 man hours. It seems necessary to create 9 more posts of Clerks ($14776/1700 = 8.69$) in the District Police Office, Kannur. However, an important observation in this Office is that one clerk is engaged in FBS section. Since *Family Benefit Scheme is not applicable to the new entrants, the work load in this Seat is expected to go down every year. Hence Work Study team proposes to abolish the post of Clerk dealing Family Benefit Scheme.* Considering this, the net increase in the number of Clerks will be only 8. *Hence the study team recommends to create 8 posts of Clerks in this office.* When these 8 posts will be created, the strength of the Clerks actually working in the office will go up to 61 (excluding the three working in sub-units). To maintain the ratio of Clerks to the Junior Superintendents, as 6:1, there must be 10 Junior Superintendents in this Office. *So Team proposes to create new post of 3 Junior Superintendents.*

6.5.6 - DISTRICT POLICE OFFICE, KASARAGOD

6.5.6.1 Kasaragod is the 14th district in Kerala was organised as a separate district on 24th May 1984. Kasaragod became part of Kerala following the reorganisation of states and formation of Kerala in 1st November, 1956. The district, covering an area of around 1992 Km², has a population 1,307,375 as per 2011 Census. The District Police Office Kasargod came in to existence on 05.08.1984.

6.5.6.2 The Strength details of Ministerial Staffs in this Office is given

below.

Administrative Assistant	: 1
Manager	: 1
Junior Superintendent	: 3
Fair Copy Superintendent	: 1
Store Accountant	: 1
Cashier	: 2
Clerks	: 24
Confidential Assistant	: 1
Typists	: 7
Attender	: 3
Office Attendant	: 3
Total	: 47

6.5.6.3 The calculated work load of the Clerks working in this Office is detailed below in the table.

Sl. No.	Name of the Seat	File work in hrs	Routine Work in hrs	Non-file works	P & F Allowances	Actual man- hours worked	Excess / Short fall in man-hours on comparison with the std time (1700 hrs/year)
1	A1	731	652	135	208	1726	26
2	A2	1477	131	135	242	1985	285
3	A3	1725	139	135	280	2279	579
4	A4	1297	298	135	235	1969	269
5	A5	758	42	35	120	1055	-645
6	B1	514	1775	135	343	2767	1067
7	B2	1189	110	135	301	2445	745
8	C1	1171	453	135	243	2002	302
9	D1	1428	217	135	246	2026	326
10	D2	1524	145	135	250	2054	354
11	D3	1425	130	135	233	1923	223
12	D4	1797	392	135	328	2652	952
13	E1	1371	180	135	233	1919	219
14	E2	1423	127	135	232	1917	217
15	F1	1698	453	135	322	2608	908
16	F2	1881	184	135	310	2510	810
17	F3	1453	122	135	236	1946	246
18	F4	588	156	135	112	991	-709

19	G1	1141	259	135	210	1745	45
20	G2	418	198	135	92	843	-857
21	G3	2411	444	135	428	3418	1718
22	H1	912	71	135	147	1265	-435
23	R2					1700	0
24	R3					1700	0
	Total					47445	6645

6.5.6.4 Here the Work Study Team measured the man hours and found out that there is an additional work load of 6645 man-hours in the clerical cadre. ***This necessitates the creation of 4 posts of Clerks.*** When the four posts of Clerks will be created, the clerical staff strength will go up to 28, necessitating 4 posts of Junior Superintendents. But this Office has only 3. ***So the Team proposes to create 1 post of Junior Superintendent in this Office.*** As a lot of work involving financial matters is being attended in this office. But, the Post of Accounts Officer is not available in this Office. In this situation, ***the Work Study Team suggests very strongly to create a post of Accounts Officer in this Office.*** Considering the work load, ***it is also recommended to create one post of Typist in the District Police Office, Kasaragod.***

6.5.7 - DISTRICT POLICE OFFICE , KOLLAM CITY

6.5.7.1 Kollam, the ancient trading town in India and is the fourth largest city in Kerala. This district is well known for Cashew processing and Coir manufacturing. Kollam was the major business and commercial centre in the central Travancore region of Kerala. Kollam district has an area of 2,492 square kilometres. Kollam is administratively divided into five taluks. They are Kollam, Karunagappally, Kunnathur, Kottarakkara, Pathanapuram.

6.5.7.2 Police administration in Kollam is divided into two districts; District Police Office, Kollam Rural and District Police Office, Kollam city. Kollam City Police District was formed by incorporating Kollam and

Karunagappally subdivisions. Later newly formed Chathannur subdivision was added to Kollam City Police Office. These subdivisions are again divided into 7 circles.

6.5.7.3 The District Police Office, Kollam City is headed by District Police Chief, Kollam City in the rank of the Commissioner of Police. He is assisted by Assistant Commissioner of Police (Administration). Administrative Assistant performs the overall supervision of the office. He is assisted by Manager who is in charge of attendance of employees, their casual leave, and inward management. Accounts Officer supervises subjects related with Bill, contingent, store purchase etc.

6.5.7.4 The details of ministerial staffs in this office are given below.

Administrative Assistant :	1
Manager :	1
Accounts officer :	1
Junior superintendent :	6
Fair Copy Superintendent :	1
Cashier :	2
Store Accountant :	1
Confidential Assistant :	3
Senior Clerk/Clerk :	30 + 14 supernumerary
Typists :	5
Office Attendent :	4
Attender :	1
Total :	56 (56+14 supernumerary)

A section

6.5.7.5 A section consists of 7 seats. This section deals with establishment matters like transfer & posting, promotion, leave, pension, gratuity, recruitment, training, deputation etc.

B section

6.5.7.6 This section deals with preparation of budget, allotment of funds, TA bills, bus warrant etc. This section consists of 3 seats. .

C section

6.5.7.7 There are 2 seats in C section. The main subjects deals in the

section are current charges, water charges, telephone charges, preparation of contingent employees pay bills etc.

D section

6.5.7.8 D section consists of 3 seats. Various types of court cases, cancellation of driving licence, correspondences related to arms, explosive license, foreigners registration & allied matters are the main subjects dealt with in this section.

E section

6.5.7.9 This section consists of 3 seats. Purchase and supply of stationery, store items, arms and ammunitions, condemnation of store items, works related to departmental vehicles, additional fuel quota, Audit of ISA, PHQ, KPWAF, Auction etc are done in this section.

F section

6.5.7.10 F section consists of 9 seats. This section mainly deals with billing matters i.e., salary bills of ministerial staff, Police Officers of local & AR camp, LPC, uniform allowance, leave salary, GIS and GPF, temporary advance, DA arrears, SLI, FBS, recoveries etc.

G section

6.5.7.11 G section has 7 seats. This section handles all general matters, IR & VR, NOC to take Indian passport, RTI Act, Right to Service Act, NHRC & SHRC, petition against Police & allied matters and all other general matters.

H SECTION

6.5.7.12 H section contains two seats. Appeals, disposal, periodicals, special reports, PRs of all categories, OE PRs of AR and all special units are dealt in this section.

R SECTION

6.5.7.13 R section consists records, inward, dispatch seats.

6.5.7.14 Out of 30 Clerks, the Office prepared the work distribution for

29 Clerks and hence the Team calculated the work load for 29 Clerks only. A Clerk is working in the Office of ACP Karunagapalli and 14 Supernumerary post of Clerks were excluded from the calculation of the workload. A consolidated table showing the workload of various seats in this office is given below.

SL. N O	SEAT	FILE WORKS	ROUTINE WORKS	P&F ALLOWANCE	NON FILE WORKS	TOTAL	EXCESS/ SHORT FALL TO STANDARD TIME
1	A1	2378	256	395	135	3164	1464
2	A2	760	85	127	135	1107	-593
3	A3	1754	299	308	135	2496	796
4	A4	1778	898	401	135	3212	1512
5	A5	1905	444	352	135	2836	1136
6	A6	819	120	140	135	1214	-586
7	A7	1114	116	184	135	1549	-151
8	B1	1156	402	233	135	1926	226
9	B2	1112	166	191	135	1604	-96
10	B3	1531	527	308	135	2501	801
11	C1	607	508	167	135	1417	-283
12	D1	1016	464	222	135	1837	137
13	D3	1731	174	285	135	2325	625
14	E1	955	326	192	135	1608	-92
15	E2	1017	348	204	135	1704	4
16	F1	1130	376	225	135	1866	166
17	F2	2144	85	334	135	2698	998
18	F3	2283	650	437	135	3509	1809
19	F4	1765	251	302	135	245	-1455
20	F5	2201	393	389	135	3122	1422
21	F6	1076	242	197	135	1650	-50
22	G1	1065	310	206	135	1716	16
23	G2	1052	135	178	135	1505	-195
24	G3(A)	2364	560	439	135	3498	1798
25	G3(B)	1748	635	357	135	2875	1175

26	H1	1220	200	213	135	1768	68
27	H2	1365	120	222	135	1842	142
28	R1					1700	0
29	R2					1700	0
	Total					58478	10894

6.5.7.15 The workload of various seats in this office shows that 7 posts of clerks additionally needed in this office. The work study team recommends to create **7 Posts of Clerks in this Office, thereby raising the strength of the Clerks in this office to 36 (excluding the one post of Clerk working at Karunagappally), necessitating 6 posts of Junior Superintendents are already there. Hence the study team do not propose any change in the strength of Junior Superintendents. It is also proposed to create one post of Typist in the office.**

6.5.8 - DISTRICT POLICE OFFICE, KOLLAM RURAL

6.5.8.1 Earlier, Kollam district was under the control of Kollam District Police Office. District Police, Kollam was bifurcated into Kollam City and Kollam Rural on 05.02.2011. Kollam City is headed by the Commissioner of Police and Kollam Rural Police is headed by District Police Chief in the rank of Superintendent of Police. The head quarters of Kollam Rural is at Kottarakkara. This office started its functioning with effect from 01.03.2011. Kottarakkara and Punalur sub divisions are under the jurisdiction of Kollam Rural Police Office. This office has an administrative control over 900 executives & 49 ministerial staff. Sections are under the supervision of 5 Junior Superintendents.

6.5.8.2 This office has total 63 posts of ministerial personnel where 9 Clerks are posted as supernumerary. The details of the ministerial staff in this office are shown below.

Administrative Assistant	: 1
Manager	: 1
Accounts officer	: 1

Junior Supdt	: 5
Head Clerk	: 1
Cashier	: 2
Clerk/ Senior Clerk	: 29 +9 = 38 (29 Permanent & 9 Supernumerary)
Fair Copy Superintendent	: 1
Confidential Assistant	: 2
LD/UD Typists	: 6
Office Attendant	: 4
Attender	: 1
Total	: 54 (54+9 Supernumerary)

6.5.8.3 The duties and functions of various sections are given below.

A SECTION

6.5.8.4 A section consists of 6 seats. They deal with the establishment matters which include transfer & posting, promotions, deputation, departmental promotion test, NOC, opening and maintenance of Service Book, declaration of probation, promotion, fixation of pay, annual increment, grade, anomalies of pay fixation, sanctioning of leave, pension and connected benefits, reconciliation of income and expenditure etc are done in this section.

B SECTION

6.5.8.5 B section contains 2 seats. Budget estimate, allotment of funds, excess and savings statement, reconciliation of income and expenditure, preparation of bill of cost, sanctioning of HBA, MCA, Computer Advance, Cycle Advance, audit and inspection of AG and finance dept, TA bills of all categories, bus and rail warrants, auditing of TA bills etc are done in this section.

C SECTION

6.5.8.6 C section consists 2 seats. This section deals with contingent matters. Sanctioning of telephone and electricity charges, sanctioning of wages to parttime staff and daily waged employees, payment, audit and

allied matters, preparation of contingent bills, auditing of contingent bills etc. are done in this section.

D SECTION

6.5.8.7 D section consists of 4 seats. Law and order reports, police firing, issue of look out notice, natural calamities and food poison, report of suspicious death and theft cases, expert opinion, chemical examination, hand writing expert opinion, crime investigation, case diary verification, narcotic act and allied matters, special reports, appointment of special prosecutor, arms and explosive licenses, unauthorized sand /clay mining and mud extruding, brick and rock mining, transfer of cases to CBCID and other agencies, issue of presidency passport, prosecution of police officers, judgment of cases, withdrawal of cases, traffic matters, immoral traffic act, civil supplies and food offences, foreigners registration and allied matters, issuing of ID cards, citizenship of foreign nationals and Indian nationals and allied matters are being done in this section.

E SECTION

6.5.8.8 E section consists of 2 seats. Store purchase, receipt and issue of forms, stationeries, computers, furniture etc, maintenance of registers and allied matters, government property register, preparation of annual indent of stores, books, forms, stationeries, works related to motor vehicles, purchase of spares, auction sale of condemned vehicles and spares, sanctioning of additional fund etc are handled by this section.

F SECTION

6.5.8.9 F section contains 5 seats. Preparation of salary bills, uniform allowance, calculation of income tax, merging of DA arrears to GPF, preparation of arrear bills, preparation surrender salary bill, medical reimbursement, issuing of salary certificate, recoveries from salary, GPF, works related to FBS, SLI, PLI, GPAIS, LIC and all allied matters are done in this Section.

G SECTION

6.5.8.10 This section contains 7 seats. It has the subjects related to the Police bandobust arrangements, mobilisation, prisoners escort, meetings and conferences, installation of telephone and internet, fairs and festivals, loud speaker licence, VVIP visits, tour programme of VIPS, LA interpellation, meetings, Monthly Business Statement, summons and warrants, presidency passport, sports, professional tax, stamp sales, police medals and rewards, auction sale, land acquisition, police building, creation of sub division, circle, police stations, OP etc., landed property statement, allotment of police quarters, realisation of rent, building tax, all work related to private fund including KPWA Fund and their audit, Right to Service Act, KLA petitions, Sutharya Keralam petitions, women's and children's petitions, petitions regarding atrocities against SC/ST, military petitions and other allied matters.

H SECTION

6.5.8.11 This section contains 2 seats. This section deals with disciplinary action against police officers, AR police men and officers and of ministerial staff and local policemen, monthly PR review conference etc .

R SECTION

6.5.8.12 R section consists records, inward and despatch.

6.5.8.13 A consolidated table showing the workload of various seats in this office is given below.

SL. NO	SEAT	FILE WORKS	ROUTINE WORKS	P&F ALLOWANCE	NON FILE WORKS	TOTAL	EXCESS/ SHORT FALL TO STANDARD TIME
1	A1	902	223	168	135	1428	-272
2	A2	1540	137	251	135	2063	363
3	A3	926	311	185	135	1557	-143
4	A4	2366	146	376	135	3023	1323
5	A5	1159	142	195	135	1631	-69
6	A6	1272	101	205	135	1713	13

7	B1	1492	742	335	135	2704	1004
8	B2	1569	203	262	135	2172	472
9	C1	1425	144	235	135	1939	239
10	C2	1573	185	263	135	2156	456
11	D1(A)	617	81	104	135	937	-763
12	D1	1634	134	265	135	2168	468
13	D2	1208	253	219	135	1815	115
14	D3	1701	143	276	135	2255	555
15	E1	1766	144	286	135	2330	630
16	E2	2082	439	378	135	3034	1334
17	F1	1662	43	255	135	2095	395
18	F2	2612	75	403	135	3225	1525
19	F3	1318	220	230	135	1903	203
20	F4	610	133	11	135	989	-711
21	F5	230	112	51	135	528	-1172
22	G1(A)	1447	365	271	135	2218	518
23	G1	1341	333	251	135	2060	360
24	G2	1517	285	270	135	2207	507
25	G3(A)	1268	415	252	135	2070	370
26	G3(B)	2048	317	354	135	2854	1154
27	G3(C)	2267	157	363	135	2922	1222
28	H1	288	277	84	135	784	-916
29	H2	400	3	60	135	598	-1102
	Total					57378	8078

6.5.8.14 From the above calculation it is clear that there is an excess work load of 8078 man hours in District Police Office, Kollam Rural. This implies that there is enough work load for creating 5 additional posts of Clerks.

6.5.8.15 However, the Work Study Team suggests to make some internal work distribution changes also. The excess work of A4 seat may be given to D1(A) seat. The excess work of F2 seat may be distributed to F4 & F5 seats. The team also recommends to combine the works of H1 & H2 seat and to abolish H2 seat. By effecting these internal arrangements, the Team finds that only 4 more Clerks are needed additionally in this Office. The Work Study Team suggests to *create 4 additional posts of Clerks in this office and to maintain status quo in the*

case of other posts in this Office.

6.5.9 - DISTRICT POLICE OFFICE, KOTTAYAM

6.5.9.1 The district has its headquarters at Kottayam town. According to the 1991 census, Kottayam has a population of 1,979,451 and it is the first district to achieve 100% literacy rate in India. The Law and Order duties are vested in the District Police Chief. Under the office of the District Police Chief, Kottayam, there are 3 Sub Divisions viz, Kottayam, Pala and Kanjirapalli. The District Police Chief/The Superintendent of Police delegated the powers to the Deputy Superintendent of Police for the control over the subdivisions. Under the administration of the District Police Chief there are 14 Offices of Circle Inspectors, 29 Police Stations and 1 Control Room. The Ministerial Staffs in the District Police Office deals with all the matters which includes the establishment and welfare matter of the 2401 executives and 68 number of ministerials.

6.5.9.2 The Staff details of the Ministerial in this Office is given in detail.

Administrative Assistant	: 1
Manager	: 1
Accounts Officer	: 1
Junior Superintendent	: 6
Fair Copy Superintendent	: 1
Store Accountant	: 1
Head Clerk	: 1
Cashier	: 2
LDC/UDC	: 44+2 (2 Supernumerary)
Confidential Assistant	: 2
SGT/UDT/LDT	: 9
Office Attendant	: 4
Total	: 73 +2 supernumerary

6.5.9.3 The District Police Office, Kottayam comprises 8 Sections.

6.5.9.4 The A Section deals with all matters regarding the Transfer & Posting, Training, Issue of Identity Cards, Confirmation, Pay Fixation, Leave Surrender, Pension and allied matters. The B Section mainly deals with Budget matters, Bill of Cost, Loans & Advances, A.G's Audit, Travelling Allowances etc. The C Section has duties such as Contingent matters such as Posting of Contingent Staffs, their payment, Telephone Charges and auditing of Contingent Bills. The D Section has matters related to Arms Act, Explosives Act, Law & Order matters, withdrawal of Cases, transfer of Cases to other agencies, Criminal Appeals etc. In the D Section the Seat D3 deals with Foreigners Registration. The E Section deals with the Purchase and Supply of Stationery and Fund related matters, Condemnation, Auction of Motor Vehicles etc. The F Section deals with Salary, calculation of Income Tax, Profession Tax, Recoveries, General Provident Fund matters etc. The G Section deals with Summons & Warrants, Sports & Games, Meetings & Conference, Bundobust arrangement, Police Medals, Opening, Change of Jurisdiction, other complaints against Police Officers etc. The H Section comprises H1 & H2 which deals with Disciplinary Action matters. The R Section deals with Records, Inward & Despatch.

6.5.9.5 Here, 2 Clerks of this Office who are working in the Sub Divisions are excluded from the Work Distribution. So the Team evaluated the work load for the rest 42 Clerks. The details of the calculated work load of the employees for the base year is tabled here.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowance	Non File Works in hrs	Actual man- hours worked	Excess / Short fall in man- hours
1	A1	1221	512	260	135	2128	428
2	A2	1519	186	256	135	2096	396
3	A3	769	39	121	135	1064	-636
4	A4(A)	1598	70	250	135	2053	353

5	A4(B)	1462	33	224	135	1854	154
6	A5(A)	1381	242	244	135	2002	302
7	A5(B)	1506	145	247	135	2033	333
8	A5(C)	1551	183	260	135	2129	429
9	A6(A)	1546	123	250	135	2054	354
10	A6	1300	120	213	135	1768	68
11	B1	1658	478	320	135	2591	891
12	B2	1482	480	294	135	2391	691
13	B2(A)	1539	323	279	135	2276	576
14	C1	1425	183	241	135	1984	284
15	C2	1310	135	216	135	1796	96
16	D1	2561	250	421	135	3292	1592
17	D1(A)	1800	284	312	135	2531	831
18	D2	1543	400	291	135	2369	669
19	D2(A)	815	318	170	135	1438	-262
20	D3	660	384	156	135	1335	-365
21	E1	1475	350	273	135	2233	533
22	E2	1550	245	269	135	2199	499
23	F1(A)	1341	158	223	135	1849	149
24	F1(B)	2112	119	334	135	2700	1000
25	F1(C)	2317	199	377	135	3028	1328
26	F1(D)	2622	126	126	135	3295	1595
27	F2	1800	164	294	135	2393	693
28	F3(A)	2068	319	358	135	2880	1180
29	F3(B)	1717	378	314	135	2544	844
30	F4	1903	70	296	135	2404	704
31	F5	974	44	152	135	1305	-395
32	G1	1708	532	336	135	2711	1011
33	G1(A)	1300	115	212	135	1762	62
34	G2	1975	352	349	135	2811	1111
35	G3(A)	2188	397	387	135	3107	1407
36	G3(B)	2524	385	436	135	3480	1780
37	G3(C)	1038	377	212	135	1762	62
38	H1	1894	449	351	135	2829	1129
39	H2	1456	125	237	135	1953	253
40	R1					1700	
41	R2					1700	
42	R3					1700	
	Total					93529	22129

6.5.9.6 On the analysis of the data it is found that there is an excess work load of 22129 man hours for the clerical staff. *So the Work Study Team proposes to create an additional posts of 13 Clerks in this Office. (22129/1700 = 13.01).* After including the 13 new posts as suggested by the Team, the total number of Clerks will become 55 (excluding the 2 working in the sub-divisions). So the total number of Junior Superintendents needed to maintain the 6:1 ratio will be 9. But presently, the number of posts of Junior Superintendents is only 6. *Hence the Study Team recommends to create 3 posts of Junior Superintendents in this*

office. Since this Office deals with matters related to 2401 executives, as said in the **Para 6.5.3.18** in this report, *it is recommended to upgrade the post of Administrative Assistant to the post of Senior Administrative Assistant.* Considering the work load, *it is also suggested to create 2 more post of Typists in this Office.*

6.5.10 - DISTRICT POLICE OFFICE, KOZHICKODE CITY

6.5.10.1 Kozhikkode District was part of the Old Presidency and the Police in Kozhikkode was Madras Police. The head of the office was known as Malabar SP whose jurisdiction laid over Malappuram, Kozhikkode, Kannur, Kasargod and Wayand Districts. Now District Police Office, Kozhikkode City has 16 Police stations, 6 Circle offices, 1 Women Police station, 1 Women cell, 2 L&O Sub divisions, 2 Traffic sub divisions, Special Branch, District Crime Records Bureau, Crime Detachment, Narcotic Cell, Control Room, Dog Squad, Forensic Science Laboratory unit, Coastal Police Station etc.

6.5.10.2 Recruitment of Police Force required for Kozhikkode districe is being done by the Malabar Special Police. On getting transferred from MSP, the whole transferees will report in Kozhikkode City unit. Then they are allotted to City, Rural Armed Reserve according to their willingness after assigning general number to them.

6.5.10.3 The District Police Office have a sanctioned strength of total 2293 staffs including the Ministerial Staffs. This Office deals with 250 vehicles in the District. The details of the strength of the Ministerial Staffs is shown below.

Administative Assistant	: 1
Manager	: 1
Accounts Officer	: 1
Junior Superintendent	: 5
Fair Copy Superintendent	: 1

Store Accountant	: 1
Cashier	: 2
Clerks	: 36+ 19 (Supernumerary - 19)
Confidential Assistant	: 2
Typists	: 7
Attender	: 1
Office Attendant	: 5
Total	: 63 (63 + Supernumerary - 19)

6.5.10.4 The work Study Team collected and analysed the data from the 36 Clerks and excluded the Supernumerary Posts.

Sl. No.	Name of the Seat	File work in hrs.	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	A1	3151	300	517	135	4103	2403
2	A1(A)	1707	311	302	135	2455	755
3	A2	1395	276	250	135	2056	356
4	A3	1402	176	236	135	1739	39
5	A4(A)	1903	154	308	135	2500	800
6	A4(B)	1483	155	245	135	2018	318
7	A5(A)	1380	366	261	135	2142	442
8	A5(B)	1844	417	339	135	2735	1035
9	A6	1265	236	225	135	1861	161
10	B1	1270	665	290	135	2360	660
11	B2	1238	556	269	135	2198	498
12	B3	902	1292	329	135	2658	958
13	C1	1464	357	273	135	2229	529
14	C2	1151	976	319	135	2581	881
15	D1	1609	340	292	135	2376	676
16	D1(A)	1753	203	293	135	2384	684
17	D2	1357	350	256	135	2098	398
18	D3	285	358	96	135	874	-826
19	E1	1089	313	210	135	1747	47
20	E2	1730	307	305	135	2477	777
21	F1	2255	125	357	135	2872	1172
22	F2	2057	225	342	135	2759	1059
23	F3	1122	763	282	135	2302	602
24	F4	745	770	227	135	1887	187
25	F4(B)	1840	299	320	135	2594	894
26	F5	1420	353	265	135	2173	473
27	F6	1330	210	231	135	1906	206
28	F7	1441	391	274	135	2241	541
29	G1	1625	325	292	135	2377	677
30	G2	2004	335	350	135	2827	1127

31	G2(A)	2434	462	434	135	3465	1765
32	G3	2562	561	468	135	3726	2026
33	G3(A)	1594	308	285	135	2322	622
34	H1	1385	186	235	135	1941	241
35	H2	226	102	49	135	512	-1188
36	R1					1700	0
	Total					83195	21995

6.5.10.5 The work study team observed that there is an excess work load of 21995 man hours for the clerks. ***So the Team recommends to create 13 posts of Clerks (21995/1700 =12.93) in the District Police Office, Kozhikkode City.*** When the additional clerical posts are added with the strength of Clerks prevailed there, the total number will become 49. For 49 Clerks, there should have 8 Junior Superintendents. ***So, the Team suggests to create additional post of 3 Junior Superintendents in this Office.*** By comparing the workload of Clerks, ***the Team proposes to create 2 more post of Typists in this Office. The post of Administrative Assistant in this Office should be upgraded to the post of Senior Administrative Assistant*** as said in **Para 6.5.3.18** in this report.

6.5.11 - DISTRICT POLICE OFFICE, MALAPPURAM

6.5.11.1 Malappuram, a municipal town in Kerala has an urban population of 101,330 inhabitants spread over an area of 33.61 Sq. Km. Malappuram was the Military Headquarters for the ancient times. Malappuram is centrally located in the district, so as to get a biggest potential nod of the district. The Law and Order of the District is vested in the District Police Chief. Under the District Police Chief, there are 3 Sub Divisions viz Malappuram, Tirur & Perinthalmanna, which are headed by Deputy Superintendent of Police. There are 12 Police Circles, One Vanitha Cell and 34 Police Stations. In addition to the above, there are one Police Control Room, Traffic Units, Dog Squad, Photographic Units etc. District Police Special Branch, Crime Detachment, District Crime Records Bureau and Narcotic Cells are functioning under the District

Police Office.

6.5.11.2 This Office deals with all the matters of 2305 staff which includes the Executive and the Ministerial. Under the District Police Chief, there are 356 vehicles running in good condition which includes 1 Boat too. Including 30 vehicles that are under the process of condemnation, this office deals with matters regarding a total of 386 vehicles.

6.5.11.3 The ministerial functions of this Office are being supervised by the Administrative Assistant, Manager and Accounts Officer. The details of the staff strength are shown below:

Administrative Assistant	: 1
Manager	: 1
Accounts Officer	: 1
Junior Superintendent	: 5
Fair Copy Superintendent	: 1
Store Accountant	: 1
Cashier	: 2
Clerks	: 39+13 (13 Supernumerary)
Confidential Assistant	: 1
Typists	: 8
Office Attendant	: 4
Attender	: 1
Total	: 65 (65 + Supernumerary - 13)

6.5.11.4 The Work Study Team collected data from the 39 Clerks that are sanctioned in this Office based on the Work Distribution on 2012, since it was the base year. At the time of inspection 13 posts of Clerks working on Supernumerary. The study of the work load of the Clerks excluding the supernumerary is shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowance s	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	A1	1960	543	375	135	3013	1313
2	A2	1323	376	254	135	2088	388

3	A3	603	110	106	135	954	-746
4	A4	1729	159	283	135	2306	606
5	A5(A)	1226	246	220	135	1827	127
6	A5(B)	1771	263	305	135	2474	774
7	A6	1054	102	173	135	1464	-236
8	B1	1304	100	210	135	1749	49
9	B2	1648	186	275	135	2244	544
10	B3	1824	23	277	135	2259	559
11	B4	1346	75	213	135	1769	69
12	C1	1574	435	301	135	2445	745
13	C2	608	291	134	135	1168	-532
14	D1	1292	391	252	135	2070	370
15	D2(A)	1795	252	307	135	2489	789
16	D2(B)	1274	275	232	135	1916	216
17	D4	333	302	95	135	865	-835
18	D5	973	268	186	135	1562	-138
19	E1	577	159	110	135	982	-718
20	E2	1438	196	245	135	2014	314
21	F1	2416	194	391	135	3136	1436
22	F2	2500	57	383	135	3075	1375
23	F3(A)	1487	76	234	135	1932	232
24	F3(B)	1577	209	267	135	2188	488
25	F4(A)	1387	241	244	135	2007	307
26	F4(B)	1288	213	225	135	1861	161
27	F5	1389	251	246	135	2021	321
28	F6	978	596	236	135	1945	245
29	G1	1835	514	352	135	2836	1136
30	G2	865	85	142	135	1227	-473
31	G3(A)	3672	306	596	135	4709	3009

32	G3(B)	3008	259	490	135	3892	2192
33	G4	962	89	157	135	1343	-357
34	G5	1413	215	244	135	2007	307
35	H1	805	140	141	135	1221	-479
36	H2	579	147	108	135	969	-731
37	R1					1700	0
38	R2					1700	0
39	R3					1700	0
	Total					79127	12827

6.5.11.5 It is evident from the above table that there is an excess work load of 12827 man hours. For this, additional manpower of 7 clerks is found necessary. *So the work study team recommends for the creation of new posts of 7 clerks.* As said in Para 6.5.3.18 in this Report, *it is recommended to upgrade the post of Administrative Assistant to the post of Senior Administrative Assistant.* To maintain the ratio Clerks with the Junior Superintendents, the *Work Study Team recommends to create 2 more post of Junior Superintendents in this Office.* While comparing with the increase in work load of Clerks, *the Team proposes to create 2 more post of Typists in this Office.*

6.5.12 - DISTRICT POLICE OFFICE, PALAKKAD

6.5.12.1 Palakkad was a part of the erstwhile Malabar Districts with headquarters at Kozhikkode within Madras State. On the re-organization of states on linguistic basis the entire Malabar became a part of Kerala State. After the formation of the Kerala State on 1.11.1956, Malabar was divided into three districts, viz., Palakkad, Kozhikkode and Kannur. Palakkad district consists Palakkad, Alathur, Chittur, Ottapalam, Mannarkkadu circles, which were taluk headquarters. The district has a vast topographical jurisdiction.

6.5.12.2 The District Police Office, Palakkad comprises 4 Sub Divisional Police Offices, 15 circles, 32 police stations, 3 Out Posts. Apart

from these some special units like District Special Branch, District Crime Record Bureau, Crime Detachment, Narcotic cell, Traffic Police Station, Single Digit Finger Print Bureau, Women Police Cell, Police Control Room, Armed Reserve, Police Hospital, Women and Children Help Desk, District Passport Cell etc are also functioning in this district under the administrative control of the District Police Chief. The details of the ministerial Staffs in this Office is detailed here.

Senior Administrative Assistant	: 1
Manager	: 1
Accounts Officer	: 1
Junior Superintendent	: 8
Fair Copy Superintendent	: 1
Store Accountant	: 1
Head Clerk	: 1
Cashier	: 2
Clerk	: 52
Typist	: 10
Confidential Assistant	: 1
Attender	: 1
Office Attendant	: 4
Total	: 84

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours on comparison with the std time (1700 hrs/year)
1	A1	3020	479	596	135	4230	2530
2	A1(B)	1339	152	223	135	1849	149
3	A2	1459	809	340	135	2743	1043
4	A3	1057	98	173	135	1463	-237
5	A4	1308	93	210	135	1746	46
6	A5	1710	284	299	135	2428	728
7	A6	1313	225	230	135	1903	203
8	A7	1527	284	271	135	2217	517
9	A8	1690	416	315	135	2556	856
10	A8(A)	1712	43	263	135	2153	453
11	B1	1179	600	266	135	2180	480

12	B2	1242	252	224	135	1853	153
13	B3	1423	350	265	135	2173	473
14	B4	1451	150	240	135	1976	276
15	C1	1518	118	245	135	2016	316
16	C2	1058	350	211	135	1754	54
17	C3	644	193	125	135	1097	-603
18	D1	1294	120	212	135	1761	61
19	D1(B)	1297	309	240	135	1981	281
20	D2	926	210	170	135	1441	-259
21	D3	880	324	180	135	1519	-181
22	D4	716	103	122	135	1076	-624
23	E1	1512	102	242	135	1991	291
24	E2	651	215	130	135	1131	-569
25	F1	1745	468	331	135	2679	979
26	F2	1232	959	328	135	2654	954
27	F3	875	254	169	135	1433	-267
28	F4(A)	628	71	104	135	938	-762
29	F4(B)	1180	409	238	135	1962	262
30	F4(C)	1942	319	339	135	2735	1035
31	F4 (D)	1090	207	194	135	1626	-74
32	F5	1564	129	253	135	2081	381
33	F6	1424	97	228	135	1884	184
34	F7	1239	305	231	135	1910	210
35	F9	1190	121	196	135	1642	-58
36	G1(A)	1880	281	324	135	2620	920
37	G1(B)	574	139	106	135	954	-746
38	G2(A)	595	62	99	135	891	-809
39	G2(B)	1300	215	227	135	1877	177
40	G3	1956	244	330	135	2665	965
41	G4	928	221	172	135	1456	-244
42	G5	1634	198	274	135	2241	541
43	G6	1726	144	280	135	2285	585
44	G7	1233	356	238	135	1962	262
45	H1	900	175	161	135	1371	-329
46	H2	1034	131	174	135	1474	-226
47	R1					1700	0
48	R2					1700	0
49	R3					1700	0
	Total					93677	10377

6.5.12.3 The Team calculated the work load for 49 Clerks excluding the 3 Clerks who are working in the Sub Divisional Offices. As per the above work load, *it is found that additional post of 6 Clerks is to be necessary in this Section.* ($10377/1700 = 6.1$). By including this additional number of Clerks to this Office, the total number will become 55 (excluding the three in the sub-divisions). To maintain the ratio 6:1 for

Clerks with Junior Superintendents, 9 Junior Superintendents are needed. *So the Work Study Team proposes to create 1 more post of Junior Superintendent in this Office.* Considering the workload of Clerks, the works of typists are growing higher. In this regard, *the Team suggests to create one more posts of Typist in this Office.*

6.5.13 - DISTRICT POLICE OFFICE, PATHANAMTHITTA

6.5.13.1 Pathanamthitta district is the youngest district located in the southern part of the state of Kerala. The district is surrounded by Kottayam, Idukki, Alappuzha and Kollam districts. According to the Census of India 2001 the population was 1,231,577 making it the third least populous district in Kerala and it has been declared the first polio-free district in India. This District has an area of 2,637 square kilometers.

6.5.13.2 The head of the entire Police Force in this district is the District Police Chief, who is in the rank of the Superintendent of Police . There are three sub Divisions under the District Police Chief, Pathanamthitta and they are Adoor, Pathanamthitta and Thiruvalla. Each of these sub Divisions are under the control of Deputy Superintendent of Police. The other Units in this districts are District Crime Records Bureau, Crime Detachment, Narcotic Cell. There are 11 Offices of Circle Inspectors and 20 Police stations, One Police Control room, Traffic Police Station and Women Police Wing. In addition to the above, there is Armed Reserve Police which is headed by one Assistant Commandant.

6.5.13.3 Sabarimala is a well-known pilgrim center which is situated about 75 KM northeast of Pathanamthitta town. During the Sabarimala season, the ministerial staff in this Office have to work more time regarding the posting of the executives to the duty, disbursement of Travelling and other Allowances to them. In every year considerable time is being spent for this purpose. Since this is a vital work, the Ministerial Staffs works in great enthusiasm without giving any room for complaints.

6.5.13.4 This Office handles the matters of a total 178 of vehicles which are coming under this Unit. All the works related including Repair & Maintenance, Petrol Oil Lubricants to the vehicles are being dealt by the Clerks in this District Police Office.

6.5.13.5 The Work Study Team visited this Office as a Pilot Study in the Police Department. But it is very very important to say that, all the Office Staffs were co-operated very well in such a manner that, each and every one of the Section Clerks and their supervisory Officers described about each work in detail which were done in the base year. They have shown very remarkable interaction with the Team. Only a few offices gave such an interest towards the Work Study Team. This pilot study was very much helpful in studying each work in this office.

6.5.13.6 The strength of the Ministerial Staff in this Office is detailed below :

Administrative Assistant	: 1
Manager	: 1
Accounts Officer	: 1
Junior Superintendent	: 4
Store Accountant	: 1
Cashier	: 1
Clerks	: 28
Typists	: 6
Attender	: 1
Office Attendant	: 4
Total	: 48

6.5.13.7 The A Section deals with the Establishment matters of all categories of Staff including the Ministerials which are coming under this Office. This Section also deals Leave matters, Pension matters and maintenance of Service Books.

6.5.13.8 The B Section has duties regarding the Preparation of Budget, Travelling Allowances to all Officers, and its Auditing too. This sections deals with matters relating to Travelling Allowance of around 10800 staff

including the Ministerial Wing. Posting of Personnels to the Sabarimala Festival, Mandala Season and Makaravilakku Season is a tedious job in this Office. While posting the men for these purposes, the Section Clerk in the B Section has to prepare the Travelling Allowances for these personnels too. It is a major work in this Office during the Season.

6.5.13.9 The C Section has subjects like passing of vouchers relating to the Contingent expenditure including the Petrol Oil Lubricants for departmental Vehicles, Claims towards Telephone, Water Charges etc.

6.5.13.10 The D Section works on Crime matters like reports on suspicious death, thefts, misappropriation of Government money, Judgement on Crime cases and its appeals, State aid, Writ Petitions and MV OP matters. The Seat D3 in this Section deals with matters of foreigners, correspondence related to Citizenship, Issuance of Department NOC etc.

6.5.13.11 The E Section deals with the Store Purchase, Collection and distribution of Stores, KPW & A Fund and auditing of private funds.

6.5.13.12 The F Section is engaged in preparing the Salary Bills, Issue of Last Pay Certificate, Medical Reimbursement matters, subjects related to the General Provident Fund, Family Benefit Scheme, LIC etc.

6.5.13.13 The G Section deals with Summons & Warrants, Police Protection, Escort of Prisoners and money, Bundobust arrangements, Sports & Games, Construction of Building, Quarters and its allied matters. This Section has other subjects like all kinds of petitions, Inspection Remarks and Visiting Remarks.

6.5.13.14 The H Section works on the Punishment Rolls against all Officers including executives and Ministerials which are coming under the jurisdiction of District Police Chief.

6.5.13.15 Being this Office a sample Office in the Pilot Study, the Work Study Team gave utmost importance in calculating and analysing each and

every data received from this Office. The Work Study Team had applied methods like Self-logging, Brainstorming, Case study, Discussions, Interview, Analysis of Synthetic Data etc from the beginning of this Office. The Team had analysed the data received from this Office, with the help of which the Standard Timings for carrying out various items of work done by all the functionaries have been arrived. With the extreme help and co-operation of the Staffs in this Office, the Team calculated the work load in hours for the base year and shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man- hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	A1	1650	120	266	135	2171	471
2	A2	1375	214	238	135	1962	262
3	A3	1900	34	290	135	2359	857
4	A4	2433	134	385	135	3088	1388
5	A5	1410	221	245	135	2011	311
6	A6	1299	120	210	135	1764	64
7	B1	2078	344	363	135	2920	1220
8	B2	2464	135	389	135	3123	1423
9	C1	1628	248	281	135	2292	592
10	C2	1121	289	211	135	1756	56
11	F1	2629	134	414	135	3312	1612
12	F2	2250	346	389	135	3120	1420
13	F3	1821	280	315	135	2551	850
14	F4	1633	91	258	135	2177	477
15	F5	2466	32	374	135	3007	1307
16	F6	1969	41	301	135	2446	746
17	D1	1513	268	267	135	2183	483
18	D2	1906	405	347	135	2793	1093
19	D3	2162	96	339	135	2732	1032
20	E1	1626	159	268	135	2187	487
21	E2	1962	260	333	135	2690	990
22	G1	1327	218	232	135	1912	212
23	G2	1446	85	230	135	1896	196
24	G3	1538	180	258	135	2111	411
25	G3(A)	1728	234	294	135	2391	691
26	G4	1526	107	245	135	2013	313
27	H1	1453	960	362	135	2910	1210
28	H2	1300	155	218	135	1808	108
	Total					65514	20085

6.5.13.16 Here the Work Study Team found that additional man hours of 20085 is being spent by the Section Clerks. ***So the Team proposes to create 12 posts of Clerks in this Office.*** (ie $20085/1700 = 11.84$). For the

creation of 12 more post of Clerks, total number of Clerks will go up to 40. To maintain the ratio of 6:1 for the creation of Junior Superintendents, the ***Work Study Team proposes create 2 more post of Junior Superintendents in this Office.*** Since the work load of the Clerks are being increased, the duty of the Typists will also increase. So comparing with the work load of the Clerks, ***the Team proposes to create 2 more post of Typists in this Office.***

6.5.14 - DISTRICT POLICE OFFICE, THIRUVANANTHAPURAM CITY

6.5.14.1 Thiruvananthapuram, the Capital City of the State of Kerala was the seat of former princely State of Travancore. Thiruvananthapuram is an ancient region with trading traditions dating back to 1000BC. It is believed that the ships of King Solomon landed in a port called Ophir (now Poovar) in Thiruvananthapuram in 1036 BC. The city was the trading post of spices, sandalwood and ivory. However, the ancient political and cultural history of the city was almost entirely independent from that of the rest of Kerala. Thiruvananthapuram was made the capital of Travancore in 1745 after shifting the capital from Padmanabhapuram in Kanyakumari district.

6.5.14.2 Thiruvananthapuram is located on the west coast of India near the extreme south of the mainland. This City is characterized by its undulating terrain of low coastal hills and busy commercial alleys. The city has a population of more than 750,000 inhabitants and a population of around 1.68 million in the urban agglomeration which makes it the fifth most populous urban agglomeration in Kerala. It is a major IT hub of the state with over 80% of the state's software exports. The city contains several Central and State Government Offices and Organizations. Apart from being the political nerve centre of Kerala, it is also a major academic hub and is home to several educational institutions including the

University of Kerala, and to many Science and Technology institutions, the most prominent being the Indian Space Research Organisation (ISRO), Vikram Sarabhai Space Centre (VSSC), College of Engineering Thiruvananthapuram (CET), Sree Chitra Thirunal College of Engineering (SCTCE), Technopark, the Indian Institute of Space Science and Technology (IIST), the Indian Institute of Information Technology and Management, Kerala, Indian Institute of Science, Education and Research (IISER), the Centre for Development Studies, the International Centre for Free and Open Source Software (ICFOSS), the Regional Research Laboratory, the Centre for Earth Science Studies, Rajiv Gandhi Centre for Biotechnology and the Sree Chitira Thirunal Institute for Medical Science and Technology.

6.5.14.3 The control over the Law and Order is vested in the District Police Chief, Thiruvananthapuram City. The District Police Chief, who is in the rank of the Deputy Inspector General of Police known as the Commissioner of Police is the Head of the District Police Office. The City Police Office is the largest Police District in Kerala has its boundary with Thiruvananthapuram Rural District Police Office on all three sides and the Arabian Sea on the West Side. Thiruvananthapuram City Police Office was started functioning on 01.01.1956 with its first Commissioner as Bhaskara Marar IPS. Since Thiruvananthapuram is an important hub for the Politicians, Educational Institutions the Police Force in Thiruvananthapuram has striving hard to maintain peace and harmony in the City Police Limit. The District Police Chief, Thiruvananthapuram City is being assisted by two Deputy Commissioner of Police, Law & Order and Administration & Crimes. There are three Sub Divisions under the jurisdiction of Thiruvananthapuram City. They are Cantonment, Fort & Shanghumugham. There are 10 Circle Offices and 21 Police Stations in Thiruvananthapuram City. An important Office coming under the

Cantonment limit is the Government Secretariat which is the seat of administration of the Government of Kerala. It is the housing of important ministries and bureaucratic offices. It is the highest echelon of state administrative structure offering locus for the exercise of authority by state Government. The Government Secretariat is a popular landmark and located in heart of the Thiruvananthapuram City, in MG Road. Since it is the seat of the total administration in the State of Kerala, the Secretariat always faces with dharnas and picketing by the Politicians, by the Government Employees and even by individuals too. This too makes the City Police Officers strive hard to maintain the peace and harmony of the City.

6.5.14.4 Sree Padmanabha Swamy Temple, located in Thiruvananthapuram is being more popular now a days because of the findings of a great treasure lying inside this temple. This instance makes the City Police Office to make a separate Special Security Wing in the Temple. This makes the duties of the City Police Office including the Ministerial more difficult.

6.5.14.5 A Police Hospital headed by one Assistant Surgeon is also functioning at Nandavanam Armed Reserve camp for providing medical aid to Police Personnel and family.

6.5.14.6 Kerala Mounted Police Wing is also function in this Unit. A Tourist Police Wing was created in 1997 with the aim to provide help to tourist. The factors which are described above make the duties and responsibilities of each and every staff including the Ministerial in the City Police Office more tensed and pressurising.

6.5.14.7 It is also very important to say that, the Work Study Team faced many hindrances in collecting the data from the staffs in this Office. Majority of the Staffs in this Office showed a hostile mentality to the Work

Study Team. The clerical staff met the Work Study Team on the severe compulsion from the Junior Superintendents and other Supervisory Officers. The members of the Work Study Team had tried a lot to meet the Clerks in this Office to get the available details in the filled performa. But it is so interesting to say that, some Clerks were so tricky and cunning that they sent the filled proforma with the Clerks who were posted as Supernumerary and they avoided the meeting with the Work Study Team tactfully. It is also very relevant to say that, the Work Study Team was forced to visit this Office in two turns to collect the required data. The District Police Office, Thiruvananthapuram City is one of the two Offices in which, Team had to face hardships for the data collection. A grave supervisory lapse is found in this Office. The Team gave instructions to the Supervisory Officers to keep harmony with all the Staff in the Office.

6.5.14.8 The Work Study Team, neglecting their hostile behaviours strived hard to collect the data and analysed it deeply. The Strength of the Ministerial Staffs are detailed below.

Senior Administrative Assistant	: 1
Senior Superintendent	: 1
Manager	: 1
Accounts Officer	: 1
Junior Superintendent	: 8
Fair Copy Superintendent	: 2
Store Accountant	: 2
Head Clerk	: 1
Cashier	: 2
Clerks	: 65+16 (16 Supernumerary)
Confidential Assistant	: 1
Clerk/Typist	: 1
Typist	: 14+1 (1 Supernumerary)
Office Attendant	: 6
Total	: 106 (+17 supernumerary)

6.5.14.9 This Office deals with all the papers regarding the 406 vehicles in the City. This is a big number which enhances the work load of the Clerical Staff and to spend more time on the files related with it.

Like other District Police Offices, the Section and the Subjects allotted are almost same. The details of the works in each Section which are associated is shown below.

6.5.14.10 The A Section deals with establishment matters. This Section comprises 10 Clerks from A1 to A9 and A3(A). The works include Transfer & Postings, Recruitments, Increment, DPC, DPB, Fixation, Training, Surrender of Leave and Maintenance of Service Books.

6.5.14.11 The B Section mainly deals with Budget matters. This Section also works on the Travelling allowance matters of all executives and Ministerial coming under this Office, Loans and Advances of Bicycles and Mosquito net Advance, Bus Warrants, Auction of usufructs, Salary of the Part Time Sweeper and Daily Wages Employees.

6.5.14.12 The C Section has subjects like Contingent Bills, Sports Grant, Flagship Programmes, Audit Report, Tax matters etc.

6.5.14.13 The D Section deals with all Crime Matters and Petitions. This Section comprises 4 Seats D1 to D4. The Seat D3 is meant for the matters dealing with the Foreigners.

6.5.14.14 The E Section deals with purchase and supply of Store articles, Supply of Arms, repairs & maintenance of Department Vehicles, KPWA Fund etc.

6.5.14.15 The F Section is the pay branch like the other Police Offices. There are matters like General Provident Fund, FBS, SLI and its related matters.

6.5.14.16 The G Section has subjects like Construction of Buildings, Allotment of Quarters, Sanction to act in Film & Television, Traffic matters, Petitions against Police, Right to Information matters, Sanction to use Loud Speakers etc.

6.5.14.17 The H Section deals with all kinds of Punishment Rolls.

6.5.14.18 The R Section deals with Despatch, Inward and Records.

6.5.14.19 The Office prepared a work distribution for 60 clerks excluding the 3 Clerks working in the Sree Padmanabha Swamy Temple Security Cell and the 2 working in the Sub Units. The Work Study Team collected the data from the Ministerial Staffs in the Office excluding the Clerks in the Padmanabha Temple Security Cell, in the Sub Units and the Supernumerary Posts. It is very relevant to say that, the Office followed a poor way of work distribution. When a Clerk is transferred to another Seat or when additional charge is assigned, no office order is seen issued. Also an important discrepancy found that 2 Clerks are engaged in a Single Seat. On the query it is found, the Supernumerary Clerks were attached there. But the Team was not made available such Orders leading to the posting of Supernumerary Clerks in an existing Seat to assist them. The Team strived a lot to tally the Clerks along with the work distribution. The Calculated Work Load of the Clerks is shown in the table below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours
1	A1	1781	365	321	135	2602	902
2	A2	1115	173	193	135	1616	-84
3	A3	1276	99	206	135	1716	16
4	A3(A)	1849	81	289	135	2354	654
5	A4	1840	174	302	135	2451	751
6	A5	1621	397	302	135	2455	755
7	A6	831	117	142	135	1225	-475
8	A7	1503	105	241	135	1984	284
9	A8	464	114	86	135	799	-901
10	A9	1314	208	228	135	1885	185
11	A10	880	140	153	135	1308	-392
12	A11	1141	238	206	135	1720	20
13	A12	1000	126	168	135	1429	-271
14	A13	1300	130	214	135	1779	79
15	A14	1310	135	216	135	1796	96
16	A15	1048	81	169	135	1433	-267
17	B1	450	225	101	135	911	-789
18	B2	860	110	145	135	1250	-450
19	B3	2490	86	386	135	3097	1397
20	B4	1408	94	225	135	1862	162

21	B5	665	121	118	135	1039	-661
22	B6	377	107	73	135	692	-1008
23	C1	345	223	85	135	788	-912
24	C2	1257	40	195	135	1627	-73
25	D1	594	168	114	135	1011	-689
26	D2	1296	128	213	135	1772	72
27	D3	1310	135	216	135	1796	96
28	D4	1986	81	310	135	2512	812
29	E1	847	219	160	135	1361	-339
30	E2	1245	110	203	135	1693	-7
31	E3	1691	477	325	135	2628	928
32	E4	1224	66	193	135	1618	-82
33	F1	3198	253	517	135	4103	2403
34	F2	1070	93	174	135	1472	-228
35	F3	5968	454	963	135	7520	5820
36	F4	3605	96	555	135	4391	2691
37	F5	2484	82	385	135	3086	1386
38	F6	1109	253	204	135	1701	1
39	F7	796	138	140	135	1209	-491
40	F8	986	123	166	135	1410	-290
41	F9	753	163	137	135	1188	-512
42	F10	1235	199	215	135	1784	84
43	F11	400	28	64	135	627	-1073
44	F12	684	54	110	135	983	-717
45	F13	2915	295	466	135	3811	2111
46	G1	745	205	142	135	1227	-473
47	G1(A)	912	123	155	135	1325	-375
48	G2	1178	173	203	135	1689	-11
49	G3	1192	504	254	135	2085	385
50	G4	2894	147	456	135	3632	1932
51	G5	625	60	103	135	923	-777
52	G6	815	266	162	135	1378	-322
53	G7	785	117	135	135	1172	-528
54	G8	1832	106	290	135	2363	663
55	H1	282	190	71	135	678	-1022
56	H2	1028	181	181	135	1525	-175

57	H3	292	24	47	135	498	-1202
58	R1					1700	
59	R2					1700	
60	R3					1700	
	Total					111089	9089

6.5.14.20 Here it is found that there is an excess work load of 9089 man hours. This necessitates *the creation of 6 additional posts of Clerks* (i.e. $9089 \div 1700 = 5.35$). The total number of Junior Superintendent in this Office, is 8. But actually for 66 Clerks (including the 6 posts newly proposed to be created), there should have 11 posts of Junior Superintendents. *So the Work Study Team proposes to create 3 more post of Junior Superintendents in this Office.* It is also found that duties of D3 is carried out by a Clerk G7. Since an Office like District Police Office, Thiruvananthapuram City, has to deal with the matters of more number of foreigners, *a Clerk exclusively for D3 is needed. The Work Study Team also proposes to create 2 more post of Typists in this Office,* considering the increase in the work load of the Clerks.

6.5.15 - DISTRICT POLICE OFFICE, THIRUVANANTHAPURAM, RURAL

6.5.15.1 The District Police Office, Thiruvananthapuram Rural is under the administrative control of the District Police Chief, Thiruvananthapuram Rural. There exists 3 Sub Divisions, 14 Offices of Circle Inspectors, 36 Police Stations under the jurisdiction of the District Police Chief. The District Police Chief has an overall control over 2196 Executives and 64 Ministerial Staff in the Unit. The Three Sub Divisions coming under this Unit are Attingal, Nedumangadu and Neyyattinkara. Under the District Police Chief, there are some Special Units like District Women Cell, District Armed Reserve Camp, Control Room, Traffic Control Room and Tourism Control Room.

6.5.15.2 This Office was selected as one of the Sample Office for the Pilot Study.

6.5.15.3 The Strength of the Ministerial Staffs in this Office is shown below.

Administrative Assistant	: 1
Manager	: 1
Accounts Officer	: 1
Junior Superintendent	: 5
Fair Copy Superintendent	: 1
Store Accountant	: 1
Cashier	: 2
Clerks	: 39
Confidential Assistant	: 4
Typists	: 8
Office Attendant	: 3
Total	: 66

6.5.15.4 The A Section deals with the Promotion, Transfer of all categories, preparation of Select List, Grade Promotion, Fixation of Pay, Ratification of anomalies, Sanctioning of Time Bound Higher Grade, Pension related matters, Sanctioning of all kinds of leaves, Issuance of Pensioner's Identity Cards, Maintenance of Service Books etc.

6.5.15.5 The B Section has the subjects like Preparation of Budget, allotment of Funds, Checking and Passing of Travelling Allowances, its audit etc.

6.5.15.6 The C Section is engaged in preparation of Contingent Bills, preparation of Wages bill in respect of Contingent employees, other payments like electricity bills, building Tax and rent etc.

6.5.15.7 The D Section deals with all kinds of Crime matters, Court Cases and OP matters. The Seat D3 has the duty of Foreigner's Registration, correspondence related to citizenship etc. All kinds of petitions are also dealt here.

6.5.15.8 The E Section deals with Stores, Issue and maintenance of connected records, Condemnation of Store articles, works related to the

Annual verification of Stores, maintenance of vehicles and its allied matters.

6.5.15.9 The F Section is known as the Pay Branch. This Section includes all kinds of pay bills, GPF matters, Court attachment and all kinds of recoveries.

6.5.15.10 The G Section is known as the General Branch. This Section works on matters like Summons & Warrants, KPOA & KPA Elections, Sports & Games, Inspection Remarks & Visiting Remarks and all kinds of petitions.

6.5.15.11 The H Section deals with the Punishment Rolls on all categories including Oral Enquiry and non Oral Enquiry.

6.5.15.12 The R Section deals with Inward, Despatch and Records.

6.5.15.13 This Office, being an Office in the Pilot Study, the Team members gave more attention to study and analyze the data from each staff in this Unit. The Team calculated the workload for 36 Clerks and excluded the 3 Clerks who were working in the sub Units under this Office. The work load of the Ministerial Staffs is detailed in the table below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours
1	A1	1322	218	231	135	1906	206
2	A2	1284	145	214	135	1778	78
3	A3	1706	277	297	135	2415	715
4	A4	2527	30	383	135	3075	1375
5	A5	1815	179	299	135	2428	728
6	A5(A)	1891	61	292	135	2379	679
7	A6	1759	113	280	135	2287	587
8	B1	2410	81	372	135	2988	1288
9	B2	2289	87	356	135	2867	1167
10	B3	1741	162	285	135	2323	623
11	C1	1773	94	280	135	2282	582
12	C2	1531	277	271	135	2214	514
13	D1	1281	298	236	135	1950	250
14	D2	1414	144	234	135	1927	227
15	D3	1680	119	269	135	2203	503
16	D4	1473	166	245	135	2020	320
17	E1	2323	120	367	135	2945	1245
18	E2	906	1622	379	135	3042	1342
19	F1	2428	175	390	135	3129	1429
20	F2	1776	832	391	135	3134	1434
21	F3	1931	285	332	135	2684	984

22	F4	1583	237	273	135	2229	529
23	F5	1197	806	300	135	2438	738
24	F6	2152	357	376	135	3021	1321
25	F7	1666	300	294	135	2396	696
26	F8	747	250	149	135	1281	-419
27	G1	1017	488	226	135	1866	166
28	G2	1225	100	199	135	1655	-45
29	G3(A)	1820	259	312	135	2525	825
30	G3(B)	1250	75	199	135	1659	-41
31	G3(C)	1422	48	220	135	1825	125
32	H1	1282	193	221	135	1831	131
33	H2	1143	178	198	135	1655	-45
34	R1					1700	0
35	R2					1700	0
36	R3					1700	0
	Total					81457	20257

6.5.15.14 With this calculation it can be seen that there is an excess work load of Clerks are spending 20257 hours more in the base year. ***So it is recommended to create 12 Post of Clerks in this Office.*** (i.e. $20257/1700 = 11.9$). When 12 more post of Clerks are to be added, the new number of Clerks will be 48. So the new number of Junior Superintendents which are to be created to maintain the ratio will be 8. But this Office had only 5 Junior Superintendents. ***So the Work Study proposes to create 3 more posts of Junior Superintendents in this Office. The Team also proposes to create 2 more post of Typists in this Office due to the increase in work load. It is further recommended that the post of Administrative Assistant may be upgraded to the post of Senior Administrative Assistant as described in Para 6.5.3.18 in this Report.***

6.5.16 - DISTRICT POLICE OFFICE, THRISSUR CITY

6.5.16.1 Thrissur district is situated in the central part of Kerala. The district has an area of about 3,032 km². Thrissur district was formed on July 1, 1949, with the headquarters as Thrissur city. The district is famous for its ancient temples, churches and mosques. Thrissur is known as the cultural Capital of Kerala, and the land of Poorams. Thrissur Pooram is the most colourful and spectacular temple festival in Kerala. Sree Krishna Temple, Guruvayoor, one of the most popular pilgrimage spots in Kerala,

is situated in this district. Kerala Kalamandalam, Kerala Sahitya Academy, Kerala Sangeetha Nadaka Academy, Kerala Lalitha Kala Academy etc are the other important institutions situated in this district.

6.5.16.2 Thrissur City Police started its functioning with effect from 03.03.2011 after the bifurcation of Thrissur Police District into Thrissur City Police and Thrissur Rural Police.

6.5.16.3 Thrissur City Police comprises two sub divisions viz, Thrissur and Guruvayoor and five circles viz, East, West, Ollur, Guruvayoor and Peramangalam. The total area of Thrissur city police limit is 570.79 sq.Km and the total population as per the 2001 census is 9,57,073.

6.5.16.4 The security for Guruvayoor Temple, arrangements for Thrissur pooram and the presence of other religious and cultural centers makes Thrissur City Police an important office for Law and order maintenance in this district.

6.5.16.5 This office has total 54 posts of ministerial and 9 Clerks are posted as supernumerary. The strength details of the staff in this office are shown below.

Administrative Assistant	: 1
Accounts officer	: 1
Manager	: 1
Junior Superintendent	: 5
Head Clerk	: 1
Cashier	: 2
Store Accountant	: 1
Confidential Assistant	: 1
Clerk/ Senior Clerk	: 30 + 9 = 39 (9 supernumerary)
Fair Copy Superintendent	: 1
Typists	: 6
Attender	: 1
Office Attendant	: 3
Total	: 54 (+ 9 supernumerary)

6.5.16.6 The duties and functions of the sections are given below.

A SECTION

6.5.16.7 A section consists of 8 seats. They deal with the establishment matters which include transfer & posting, promotions, deputation, departmental promotion test, NOC, opening and maintain of SB, declaration of probation, promotion fixation of pay, annual increment, grade, anomalies of pay fixation, sanctioning of leave, pension and connected benefits, JS 1 supervises A1 to A5A(a) seats and Administrative Assistant is the second level supervisor. A6 and A7 seats are supervised by Js-2 with the help of manager.

B SECTION

6.5.16.8 B section contains 3 seats. Budget estimate, allotment of funds, excess and savings statement, reconciliation of income and expenditure, computer advance cycle advance audit and inspection of AG and Finance dept, TA bills of all categories, bus and rail warrants, auditing of TA bills etc are done in this section. The files in this section are submitted to JS-3 and then it was checked by Accounts Officer.

C SECTION

6.5.16.9 C section consists of 2 seats. This section deals with contingent matters. Sanctioning of telephone and current charges, sanctioning of wages to parttime staff and daily waged employees, payment, preparation of contingent bills, auditing of contingent bills, maintenance of contingent bill are done in this section. These seats are also under the direct control of JS-3 and Accounts officer as the second level supervisor.

D SECTION

6.5.16.10 D section contains 4 seats. Law and order reports, police firing, issue of look out notice, natural calamities and food poison, report of suspicious death and theft cases, special reports, appointment of special prosecutor, arms and explosive licenses, prosecution of police officers, judgment of cases, withdrawal of cases, traffic matters, immoral traffic act,

civil supplies and food offenses, foreigners registration and allied matters, issuing of ID cards, citizenship of foreign nationals and Indian nationals and allied matters are being done in this section. These seats are supervised by Head Clerk with the help of Assistant Commandant (Admn).

E SECTION

6.5.16.11 E section comprises 2 seats. Purchase and supply of stationeries, computers, furniture etc, issue of forms, preparation of annual indent of stores, books, forms, works related to Department vehicles, purchase of spares, etc are handled in this section. These seats are supervised by JS-2. The files from the E1 seat are again submitted to AO and E2 seat are submitted to the Manager.

F SECTION

6.5.16.12 There are 7 seats in F section. Preparation of salary bills, uniform allowance, calculation of income tax, merging of DA arrears to GPF, preparation of arrear bills, preparation surrender salary bill, medical re- imbursement, issuing of salary certificate, recoveries from salary, GPF, works related to FBS, SLI, PLI, GPAIS, LIC and all allied matters are done in this section. The files in this section are submitted to JS-5 and then to AO.

G SECTION

6.5.16.13 There are 6 seats in this section. This section mainly deals with general matters which includes Police bandobust arrangements, mobilisation, prisoners escort, meetings and conferences, installation of telephone and internet, fairs and festivals, loud speaker licence, VVIP visits, tour programme of VIPS, LA interpellation, meetings, Monthly Business Statement, summons and warrants, presidency passport, sports, professional tax, stamp sales, work down statement, police medals and rewards, auction sale, land acquisition, police building, creation of sub division, circle, police stations, Landed property statement, allotment of

police quarters, realisation of rent, building tax, all work related to private fund including KPWA fund and their audit, Right to Service Act, KLA petitions, Sutharya Keralam petition, women's and children's petitions, military petitions and other allied matters. JS-4 is the immediate supervisor of this section and Assistant Commandant (Admn) is the secondary level supervisor.

H SECTION

6.5.16.14 This section has only one seat. This section deals with disciplinary action and appeal against Police officers, AR Police men and officers and of ministerial staff and local Policemen.

R SECTION

6.5.16.15 R section consists records, inward, despatch seats.

6.5.16.16 A consolidated table showing the workload of various seats in this office is given below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	A1	2579	512	463	135	3689	1989
2	A2	1878	404	342	135	2759	1059
3	A3	888	362	187	135	1572	-128
4	A4	1494	280	266	135	2175	475
5	A5	2248	303	382	135	3236	1536
6	A6	583	110	103	135	931	-769
7	B1	1226	167	208	135	1736	36
8	B2	1614	91	255	135	2095	395
9	B3	1323	98	213	135	1769	69
10	C1	634	137	116	135	1022	-678
11	C2	1031	127	173	135	1466	-234
12	D1	1644	219	274	135	2272	572
13	D2	1531	214	261	135	2141	441
14	D3	1112	396	226	135	1869	169
15	D4	1134	229	204	135	1702	2
16	E1	838	196	155	135	1324	-376

17	E2	1542	566	316	135	2559	859
18	F1	1915	831	411	135	3292	1592
19	F2	1456	309	264	135	2164	464
20	F3	1896	232	319	135	2582	882
21	F4	1362	188	232	135	1917	217
22	F5	1696	204	285	135	2320	620
23	G1	1482	332	272	135	2221	521
24	G2	1251	261	226	135	1873	173
25	G3	2053	269	348	135	2805	1105
26	G4	1460	581	306	135	2482	782
27	H1	817	169	147	135	1268	-432
28	R1					1700	0
29	R2					1700	0
30	R3					1700	0
	Total					62341	11341

6.5.16.17 From the table it is clear that there is an excess work load of 11341 man hours. It necessitates 7 new posts of Clerks in this Office. ($11341/1700 = 6.67$). Including the seven new posts of Clerks, the total number of Clerks will become 37. For this, as per the norms, there must be 6 posts of Junior Superintendents. ***So the Work Study Team suggest to create 7 posts of Clerks and one post of Junior Superintendent in this office. The Team also proposes to create 2 post of Typist in this Office.***

6.5.17 - DISTRICT POLICE OFFICE , THRISSUR RURAL

6.5.17.1 Thrissur District Police Office came into existence on 01.04.1958. Later Thrissur District Police Office was bifurcated into District Police, Thrissur City and District Police Office, Thrissur Rural on 05.02.2011. It functions in the Thrissur Civil station building. It consists of Chalakkudy, Irinjalakkuda and Kunnankulam sub-divisions. The District Police Chief was assisted by 7 DySPs and 1 Woman CI. The sections are supervised by Accounts Officer & Manager and also with the help of 7 Junior Superintendents & a Fair Copy Superintendent. The establishment matters of 65 ministerial and 1206 executive staff are being dealt in this office.

6.5.17.2 The details of ministerial in this office are given below.

Administrative Assistant : 1

Manager	:	1
Accounts officer	:	1
Junior superintendent	:	7
Fair Copy Superintendent	:	1
Cashier	:	1
Head Clerk	:	1
Senior Clerk/Clerk	:	39
Typists	:	9
Office Attendent	:	4
Total	:	65

A Section

6.5.17.3 A section consists of seven seats. This section deals with establishment matters like transfer & posting, promotion, leave, pension, gratuity, recruitment, training, deputation etc.

B Section

6.5.17.4 This section deals with preparation of budget, allotment of funds, TA bills, bus warrant etc. This section consists of 3 seats. AG's and ISA audit are dealt in this Department. As the number of police personnel increases day by day, the work of the preparation of TA Bills also increases. The work load of this seats justify their existence.

C section

6.5.17.5 C section consists of 2 seats. The main subjects deals in the section are electricity charges, water charges, telephone charges, appointment & other service related matters of Part Time Sweepers, new schemes like janamaithri, student police cadet, preparation of contingent employees pay bills etc

D Section

6.5.17.6 D section contains 5 seats. Various types of court cases, cancellation of driving licence, correspondences related to arms, explosive licence, foreigners registration & allied matters are the main subjects dealt with in this section. the work load of d1 seat is high as it deals with so many court cases.

E Section

6.5.17.7 This section comprising of two seats. Purchase and supply of stationery, store items, arms and ammunitions, condemnation of store items, works related to departmental vehicles, additional fuel quota etc are done in this section.

F Section

6.5.17.8 F section consists of 9 seats. This section mainly deals with billing matters i.e., salary bills of ministerial staff, Police Officers of Local & Armed Reserve Camp, Last Pay Certificate, Uniform Allowance, Leave Salary, GIS and GPF, Temporary Advance, DA arrears, SLI, FBS, recoveries etc.

G Section

6.5.17.9 G section consists of 7 seats. This section handles all general matters, IR & VR, NOC to take indian passport, RTI Act, Right to Service Act, NHRC & SHRC, petition against Police & their allied matters and all other general matters.

H Section

6.5.17.10 H section contains two seats. Appeals, disposal, periodicals, special reports, PRs of all categories, OE PRs of Armed Reserve Police personnels and all special units are dealt with in this section.

R Section

6.5.17.11 R section consists records, inward, despatch seats.

6.5.17.12 The Team calculated the workload of Clerks after excluding 1 Clerk who is working in the Sub Unit under the District Police Chief. A consolidated table showing the workload in this office is given below.

SL. NO	SEAT	FILE WORKS	ROUTINE WORKS	P&F ALLOWANCE	NON FILE WORKS	TOTAL	EXCESS/ SHORT FALL TO STANDARD TIME

1	A1	1050	352	210	135	1747	47
2	A2	1777	208	298	135	2418	718
3	A3	1390	74	220	135	1819	119
4	A4	1597	706	346	135	2784	1084
5	A5	1602	148	263	135	2148	448
6	A6	1813	135	292	135	2375	675
7	A7	528	826	203	135	1692	-8
8	B1	1572	219	269	135	2195	495
9	B2	1736	577	347	135	2795	1095
10	B3	1955	413	355	135	2858	1158
11	C1	1014	221	185	135	1555	-145
12	C2	1568	587	323	135	2613	913
13	D1	1312	307	243	135	1997	297
14	D1(A)	1077	233	197	135	1642	-58
15	D2(A)	396	119	77	135	727	-973
16	D2(B)	1666	367	305	135	2473	773
17	D3	516	103	93	135	847	-853
18	E1	708	224	140	135	1207	-493
19	E2	1262	325	238	135	1960	260
20	F1	1505	355	279	135	2274	574
21	F2	1774	399	324	135	2634	934
22	F2(A)	1060	53	167	135	1415	-285
23	F3(A)	2263	230	374	135	3002	1302
24	F3(B)	2067	40	316	135	2558	858
25	F4(A)	653	130	118	135	1036	-664
26	F4(B)	793	257	150	135	1335	-365
27	F5(A)	1916	553	370	135	2974	1274
28	F5(B)	488	47	80	135	750	-950
29	G1(A)	2034	119	323	135	2611	911
30	G1(B)	2054	445	376	135	3010	1310
31	G2(A)	1028	77	166	135	1406	-294
32	G2(B)	2172	378	382	135	3067	1367
33	G3(A)	2109	469	386	135	3099	1399
34	G3(B)	1388	408	269	135	2200	500
35	H1	1794	256	308	135	2493	793
36	H2	1861	57	288	135	2341	641
37	R2					1700	0
38	R3					1700	0
	Total					79457	14857

6.5.17.13 While calculating with the work load of the Clerks, it is found

that there is an additional work load of 14857 man hours. So, it seems necessary to create 9 posts of Clerks ($14857 \div 1700 = 8.73$). Hence ***the work study team suggests to create 9 more posts of Clerks in this office with the following suggestions.*** When the newly proposed posts of Clerks are included, the total number of Clerks will become 47 (excluding the one in the sub-division) which can be managed by the existing 7 posts of Junior Superintendents. Hence the study team do not recommend any change in the number of Junior Superintendents. In order to cope with the increased work load, ***it is recommended that 1 new post of Typist may be created. The Team also suggest creating a post of a Store Accountant in this Office.***

6.5.18 - DISTRICT POLICE OFFICE, WAYANAD

6.5.18.1 Wayanad District in the north-east of Kerala, India, was formed on 1st November, 1980 as the 12th district by carving out areas from Kozhikode and Kannur districts. Kalpetta is the district headquarters as well as the only municipal town in the district. This District has an area of 2132 Sq. Km and has a population of 780,619.

6.5.18.2 There are two sub division coming under the District Police Chief. They are Mananthavady and Kalpetta. There are 6 Circle of Police Offices and 14 Police Stations. Other Special Units like District Special Branch, District Crime Records Bureau, Crime Detachment, Narcotic Cell, Police Control Room etc are controlled by the District Police chief, Wyanad. This Office deals with a total of 144 vehicles in the Department which includes the vehicles waiting for the administrative sanction for condemnation.

6.5.18.3 The strength details of the Ministerial Staffs in this Office is given below.

Administrative Assistant	: 1
Manager	: 1
Junior Superintendent	: 4

Fair Copy Superintendent	:1
Store Accountant	: 1
Head Clerk	:1
Cashier	: 2
Clerks	: 27
Confidential Assistant	:1
Typists	: 8
Office Attendant	:4
Attender	:1
Total	: 52

6.5.18.4 The *Post of Accounts Officer* is not available in this Office. Since, this Office deals with cash transactions with 2 Cashiers and Contingency matters like Telephone Bills, Electricity Bills, Petrol Oil & Lubricants bills are to be sanctioned, **it is very necessary to have an Officer as Accounts Officer to serve the purpose.**

6.5.18.5 The details of the Work Load of the Staff in this Office is tabulated below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours on comparison with the std time (1700 hrs/year)
1	A1	1438	564	300	135	2437	737
2	A2	1226	272	225	135	1858	158
3	A3	1609	45	248	135	2037	337
4	A4	1828	71	284	135	2318	618
5	A5	2052	422	371	135	2980	1280
6	A6	1387	42	214	135	1778	78
7	B1	1217	212	214	135	1778	78
8	B2	1747	210	293	135	2385	685
9	B3	1965	84	307	135	2491	791
10	C1	1645	74	257	135	2111	411
11	C2	1610	295	285	135	2325	625
12	D1	1614	219	274	135	2242	542
13	D2	1846	183	304	135	2468	768

14	D3	657	461	167	135	1420	-280
15	E1	1613	231	276	135	2255	555
16	E2	1238	188	213	135	1774	74
17	F1	1869	79	292	135	2375	675
18	F2	2342	19	354	135	2850	1150
19	F3	1325	37	204	135	1701	1
20	F4	1399	203	240	135	1977	277
21	F4(A)	370	125	74	135	704	-996
22	F5	1780	268	307	135	2490	790
23	F6	1235	69	195	135	1634	-66
24	G1	1472	241	256	135	2104	404
25	G1(B)	2104	245	364	135	2930	1230
26	G2	1703	136	275	135	2249	549
27	G3	1194	237	214	135	1780	80
28	H1	1262	293	233	135	1923	223
29	H2	1382	49	214	135	1780	80
30	R1					1700	
31	R2					1700	
32	R3					1700	
	Total					66254	11854

6.5.18.6 The total work load of the 32 seats (done by 27 clerks) is 66254 man hours. As per the norms there must be 39 clerks ($66254/1700=38.97$). As per the work load *it is recommended to create 12 posts of Clerks*. For the 39 posts of Clerks, there must be 6 posts of Junior Superintendents. Considering this, *the study team recommends to create 1 post of Accounts Officer, 2 posts of Junior Superintendents*. The Team also *suggests creating 1 more post of Typist in this Office* by considering the increasing work load of the Clerks.

6.5.19 - DISTRICT POLICE OFFICE, KOZHIKODE RURAL

6.5.19.1 The work study team did not visit the District Police Office, Kozhikode Rural for the purpose of data collection. Hence on the basis of the data collected from the other offices, a pro rata enhancement of *7 posts of Clerks and 1 post of Typist is recommended for this office*. When 7 posts of Clerks will be created, the total number of Clerks will go up to 39, necessitating 6 posts of Junior Superintendents, whereas the existing number is 4. Hence *the study team recommends to create 2 posts of*

Junior Superintendents for this office.

6.5.19.2 The post of Accounts Officer is also not there in this office. As per the data collected from the other offices, the study team could understand this post is inevitable. Hence ***the team recommends the creation of 1 post of Accounts Officer for the District Police Office, Kozhikode Rural.***

6.6 - Recommendations

6.6.1 Considering all the District Police Offices as a whole, with a view to ensure the smooth functioning of the Department, the work study team makes the following recommendations:

6.6.2 The Post of Administrative Assistant in the Offices of District Police Chief in Ernakulam Rural, Idukki, Kottayam, Kozhikkode City, Malappuram and Thiruvananthapuram Rural may be upgraded to the post of Senior Administrative Assistant.

6.6.3 The Work Study Team also suggests to create the 3 post of Accounts Officer in this District Police Offices viz, Kasaragod, Kozhikkode Rural and Wayanad.

6.6.4 The Team recommends creating a total number of 35 Posts of Junior Superintendents, 165 posts of Clerks, 25 posts of Typists for the 19 District Police Offices. In addition to this, one post of a Store Accountant may be created in District Police Office, Thrissur Rural.

Chapter VII

Facts & Analysis III

Other Units

7.1 - Zonal Offices

7.1.1 - North Zone

7.1.1.1 North Zone Office, Kozhikode was started in 1995 as per G.O. (Ms) No. 279/95/Home, Thiruvananthapuram Dated 01.09.1995. The Additional Director General of Police is the head of the Zonal Office. He has the jurisdiction over of 9 Police Districts and 2 Range Offices. He has the overall supervision of Law & Order and administrative control in the above offices. Zonal Office assess all the work of Range Offices, Offices of Superintendent of Police and Commissioner of Police. This Office inspects the subordinate Offices, Road Safety Measures, Welfare Matters, VVIP security matters, police public relations audit of all SDPOs and Armed Reserve Camps etc.

7.1.1.2 This office has total 17 posts of ministerial where in 2 clerks were posted as supernumerary. The Strength details of the ministerial staffs in this Office are shown below.

Junior Superintendent	: 1
Inspecting Store Accountant	: 1
Confidential Assistant	: 1
Clerks	: 4 + 2 (Supernumerary)
Typists	: 1
Office Attendant	: 1
Total	: 9 + 2 (Supernumerary)

7.1.1.3 The Team studied all the details regarding the work and other functions of the ministerial and other Staff working in this Office. It is found that this Office handle a cash transaction of Rs. 41,17,901 in the year 2011-12. It was increasing every year. Here the only drawing and

disbursing Officer is the Head of the Office, ie, the Additional Director General of Police. ***But the Salary Bills and other Cash Bills to the Treasury are being counter signed by the Administrative Assistant of the City Police Office. It is observed as a major drawback in this office.*** The Zonal Office which has the jurisdiction over 9 Police Districts and 2 Ranges, and its power is being delegated to its subordinate office. In this situation, the study team finds that the post of Manager is inevitable in this office.

7.1.1.4 In this situation, the ***study team recommends that one post of Manager may be created in each Zone.***

7.1.1.5 This Office has 3 Sections viz A,B&C. The subjects dealt with in the Sections are detailed below:

7.1.1.6 The A Section deals with the establishment matters including transfer & posting, training & deputation and matters related Right to Information Act, 2005 and other subjects like punishment and appeals, rewards & medals, cases relating to vehicles, Summons & Warrants and other periodicals relating to this Office. All these matters are carried out by 2 Clerks, A1 & A2.

7.1.1.7 The B Section has the duties relating to the Budget, all types of Bills, GPF, SLI, FBS, GIS matters, auditing of bills, matters related to store purchase, inspection remarks & visiting remarks, and other subjects like petitions, general matters, election, sabarimala bundobust arrangement, law & order issues relating to the zone & Scrutiny of IR & VR of this Zone. These duties are carried out by 3 Clerks viz B1, B2 & B3.

7.1.1.8 The C Section has the subjects like prosecution Sanction, Court Matters, Judgement and Crime Matters. It is dealt by a single Clerk C1.

7.1.1.9 In addition to the duties of the Clerks mentioned above, there

exists two post of SIT viz. SIT Wing 1 & 2. The works of these wings are carried by 2 Civil Police Officers. They have subjects like, preparation of Crime Statistics of the zone wherever necessary, preparation of Statements for Senior Officers Conference, Preparation of Statements for Zone Conference, Compilation of District Special Branch reports and initiate action where ever necessary, Review of monthly Crime Conference, monitoring of actions taken by the Districts on the instruction given by DGP/ADGP during the Crime Conferences, Review of CD files, Review of UI Cases of Police Station, KAAPA report analysis, Compilation of Grave Crime occurrence reports received from Sub Divisional Offices, Compilation of various periodicals entrusted by ADGP, Tour Programme of VIP/VVIP, Compilation of bundobust arrangements, in connection with VIP/VVIP Visits, Review of Abkari Act, NDPS Act, PDPP Act cases reported in North Zone, review of combing operations taken by Districts and review of highway patrol performance and Traffic offences.

7.1.1.10 Here the study team observed that, even though six seats are there, the sanctioned strength of the Clerical posts is only 4. However, separate Personal Registers and allied Registers are maintained for the six seats. Recently, two Clerks on supernumerary posts were allotted to this office.

7.1.1.11 The calculated work load of the ministerial Staff excluding the duties of the Civil Police Officers is shown below

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours
1	A1	1500	125	243	135	2003	303
2	A2	1229	110	201	135	1675	-25
3	B1	1350	145	224	135	1854	154
4	B2	1250	118	205	135	1708	8
5	B3	1110	155	190	135	1590	-110

6	C1	1131	78	181	135	1525	-175
	Total					10355	155

7.1.1.12 Here the Work Study Team found that there is excess work load of 155 man hours in this office. The work load justifies the existence of 6 posts of Cleks. *The study team recommends that two posts of Clerks may be additionally created in this office they may be adjusted against the two existing supernumerary posts.*

7.1.2 - South Zone

7.1.2.1 The Study team did not visit the South Zone office for data collection. Similar to the North Zone, the study team recommends that two additional posts of Clerks may be created at the South Zone as well. The posts may be adjusted with the supernumerary posts, if any.

7.1.2.2 To summarise, the major recommendations in respect of the Zonal Offices are given below:

- ▲ The Work Study Team proposes to provide the post of a Manager in both Zones.
- ▲ The Team suggests making an escalation in the number of Clerks from 8 to 12.

7.2 - RANGE OFFICES

7.2.1 Inspector General of Police (IG) is the head of each Ranges. The Inspector General of Police has to look after the Administration of matters of the Police Department of the units of the Department, placed under his charge. The Inspector General of Police exercise all the administrative and financial powers delegated to the Head of the Department, the administration of the Police throughout the State.

7.2.2 The Police Department has 4 Range Offices, in 2 Zones. The Work Study Team visited Range Offices in Ernakulam, Trissur and Kannur for

the study. They are described in the coming paragraphs.

7.2.3 - Office of the Inspector General Of Police, Ernakulam Range

7.2.3.1 The Range Office, the Central Range was formed on 12.04.1972. This Office was headed by Deputy Inspector General of Police. But, later, various reorganizations have undergone and Ernakulam Range came into existence on 23.06.2007. This Range has now been renamed as “Kochi Range”. This Office has an administrative control of 5 Police Districts viz Kochi City, Ernakulam Rural, Alappuzha, Idukki and Kottayam. The Inspector General of Police is the Head of this Office. He is being assisted by a Deputy Superintendent of Police.

7.2.3.2 The Office has strength of 18 ministerial Staff as detailed below :

Administrative Assistant	: 1
Junior Superintendent	: 1
Inspecting Store Accountant	: 1
Clerks	: 11
Confidential Assistant	: 1
Typist	: 2
Peon	: 1
Total	: 18

7.2.3.3 This Office has 3 Sections viz A, B & C. The functions and duties of the Sections are described below :

7.2.3.4 A Section mainly deals the establishment matters including the preparation of seniority lists. This Section has other duties such as preparation of Punishment Roll of all categories, correspondence related to suspension, papers related to appeal petition, review petitions, summons and warrants, preparation of pay bills, pension matters, travelling allowances etc.

7.2.3.5 All kinds of petitions other than service matters, bandobust arrangements, inspections etc are dealt with in B Section. Crime Review

and Crime Conferences, Sports & Games, Festivals and Elections, Inspection Remarks & Visiting Remarks etc.

7.2.3.6 C Section deals with the contingency bills, store, stationary, tappals, despatch and stamp account. The calculated work load is given below :

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours
1	A1	1475	277	263	135	2150	450
2	A2(a)	1338	94	215	135	1782	82
3	A2(b)	1303	92	209	135	1739	39
4	A3	1294	87	207	135	1723	23
5	A4	1823	153	296	135	2407	707
6	A5	1356	121	221	135	1833	133
7	B1	1266	125	208	135	1734	34
8	B2	704	719	213	135	1771	71
9	B3	1415	88	225	135	1863	163
10	C1	1360	289	247	135	2031	331
11	C2	1215	245	219	135	1814	114
	Total					20847	2147

7.2.3.7 Here the Work Study Team found that there is an excess work load of 2147 man hours, necessitating the existence of 12 Clerks. ***So the Team suggests to create One Post of Clerk in this Office. Consequent to the increase in the number of Clerks, the study team recommends that one post of Junior Superintendent may also be created, so that the ratio 6 :1 may be maintained.*** No change is proposed in the case of the remaining posts.

7.2.4 - OFFICE OF THE INSPECTOR GENERAL OF POLICE, THRISSUR RANGE

7.2.4.1 The Office of the Inspector General of Police, Thrissur has jurisdiction over four District Police Offices viz, Thrissur City & Rural, Malappuram and Palakkad. This Office was started functioning wef. 1997 onwards by separating from Ernakulam and Kozhikode Ranges. The head of the office is the Inspector General of Police.

7.2.4.2 This Office has a total ministerial strength is 15 as detailed below:

Administrative Assistant	: 1
Junior Superintendent	: 1
Inspecting Store Accountant	: 1
Clerks	: 9 + (1 Supernumerary)
Typist	: 2
Peon	: 1
Total	: 15

7.2.4.3 This Office has 3 Sections viz, A, B & C. Their works are detailed here.

7.2.4.4 A Section deals with Establishment matters of PC, HC, and ministerial, above the rank of HCs, District Promotion Boards, writ petitions, preparation of seniority list of Armour HCs, PCs, disbursement of monthly salary, GPF, FBS, SLI & GIS, advances and loans, preparation of budget, punishment rolls, appeals, revision, suspension, audit objections, Landed Property Statements, pension matters, Travelling Allowance, Departmental NOC, medals & rewards, deputation, training of IPS and other officers in CDTs and other training, auction of usufructs, allotment of quarters etc. All these works are carried out by 6 Clerks from A1 to A4 and A6 to A7.

7.2.4.5 B Section has duties related to Petitions, Traffic matters, Judgments, Appeals, Presidency passports, Summons and warrants, Right to Information Act, Right to Service Act, Sports & Games, Election Deployment, Bund bust arrangements, Enquiry Commission, transferring case to CB CID, IR & VR. This Section has other subjects like AR Sabha, Installation of Telephone, opening of new Police stations, Police Association matters, Meeting of ministerial staff and Acquisition of land. There are 4 Clerks B1, B2, B3 & B4. They perform all these matters.

7.2.4.6 C Section has duties related to Stores and equipments, stationery articles, Maintenance of all kinds of records and works related to Janamaithri. This Section has a single Clerk C1.

7.2.4.7 The Team calculated the work load of these clerks in hours

and tabulated as follows :

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours
1	A1	1502	200	255	135	2087	387
2	A2	1510	125	245	135	2015	315
3	A3	1227	235	219	135	1816	116
4	A4	1355	125	222	135	1837	137
5	A6	1274	256	229	135	1894	194
6	A7	1267	128	209	135	1739	39
7	B1	1558	203	264	135	2160	460
8	B2	1312	118	214	135	1779	79
9	B3	1266	128	209	135	1738	38
10	B4	1225	240	219	135	1819	119
11	C1	1354	214	235	135	1938	238
	Total					20822	2122

7.2.4.8 Here, the work load of this office justifies the existence of 12 posts of Clerks. Hence *the study team recommends that three new posts of Clerks may be created. It is recommended to create one new post of Junior Superintendent in this office with a view to maintain the prescribed ratio.*

7.2.5 - OFFICE OF THE INSPECTOR GENERAL OF POLICE, KANNUR RANGE.

7.2.5.1 Range Office Kannur is situated in Kannur. It has jurisdiction over 5 Police Districts viz, Kozhikode City, Kozhikode Rural, Wayanad, Kannur and Kasargod. The main functions of this Office are the supervision and giving guidance to SPs/CPs for ensuring Law & Order. The Inspector General of Police is the Head of the Range. The Inspector General of Police Kannur has the duty to Transfer of CIs within the Range, Giving promotion of HCs to ASIs & ASIs to SIs after conducting DPBs duly approved by DGP.

7.2.5.2 The Range Office Kannur has a total strength of 19 ministerial staff as shown below :

Administrative Assistant	: 1
Junior Superintendent	: 1
Inspecting Store Accountant	: 1
Confidential Assistant	: 1

Clerks	: 10
Typist	: 2
Clerk cum typist	: 1
Office Attendants	: 2
Total	: 19

7.2.5.3 This Office comprises 4 Sections viz Sections A, B, C & R. The works are carried out by 10 Clerks and 1 Clerk cum Typist.

7.2.5.4 A Section deals with the establishment matters such as Promotion / Transfer and Establishment matters of General Executive, Preparation of Select lists and convening of DPB for (GE) & (AR) and DPC for Ministerial staff, service matters and OPs / WP(c) etc of GE, Inter district transfer of constabulary and transfer of AP Bn personnel to Dist. AR. transfer and establishment matters of AR, ministerial staff and technical categories, preparation of select list and convening of DPB, Maintenance of list of officers of and above the rank of ASIs (AR) and Technical staff and Opening of Service Book, Annual verification and attestation of Service Books, completion of probation etc. It also includes Provisional appointment of contingent employees and related matters, Appointment under dying in harness, Continuance of temporary posts – conversion of temporary posts in to permanent posts. The Section has other duties such as correspondence relating to punishment (OE & Non-OE) and appeals, Biennial Medical Examination, departmental tests and special tests, re-organization of AR and allied matters, special courses of training, inside and outside the state and maintenance of Deputation Register and Goonda Act (K A A P A Act). There are 4 posts of Clerks in this Section.

7.2.5.5 B Section deals subjects relating to Budget, disbursement of salary, preparation of TA bills and its disbursement and audit, Pensionary claims, lease of Govt. land for cultivation and other purposes, auction sale of usufructs, Allotment of quarters, recovery of penal rent, Water/Electricity charges, Group Insurance/FBS/preparing of bill of cost,

recovery towards KPHCS/HAS and other govt. loans and advances, Pay fixation, grant of increment, Purchase and sale of immovable properties, all matters related to departmental vehicles. drawal of rent, shifting of building, Installation and shifting of Telephones, KPWA & F Fund. The Section has duties related to the issue of Pay Certificates, Sanction of GPF (NRA & TA), Correspondence related to LIC, SLI, issue of LPCs and Medical Re-imbursement claims. All these works are carried out by two clerks B1 & B2.

7.2.5.6 C Section deals with works related to all correspondence relating to crime investigation, prosecution and withdrawal of cases, petitions received under Right to Information Act, 2005, Annual Administration Reports, foreigners passports, traffic matters, Motor Vehicle Act & Rules, Sabarimala bandobust duty, staff meeting and LA Interpellation. This Section has more subjects like all inspection notes and visiting notes of IGP Kannur, Summons, warrants, sports, boys club and rifle club, Correspondence relating to inspection by Arms Inspector and ISA, Rewards, Court matters, correspondence on paper cuttings, President's and CM's Police Medal, Opening of new Police Stations, OPs and construction work related to Modernization of Police Force and issue of NOCs. These works are allotted to two Clerks C1 & C2.

7.2.5.7 The R Section deals with the subjects like Stores and Receipt, Issue and maintenance of connected register, indent for forms and stationary and all correspondence relating to it, maintenance of records as per chapter 12 of MOP, maintenance of stock register and recovery register, RV Register and I V register, Correspondence relating to supply of clothing arms and ammunitions, Maintenance of PHQ circulars, correspondence relating to purchase of books, furniture, and all other items of Govt. properties including repairs and replacements and condemnation and auction of all items of Govt, properties (Except vehicles). The Section

is dealt by one Clerk R1.

7.2.5.8 The Work Study Team calculated the work load which is given below :

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man- hours worked	Excess / Short fall in man-hours
1	A1	2110	214	348	135	2807	1107
2	A2	1393	173	234	135	1935	235
3	A2(A)	1269	135	210	135	1749	49
4	A3	1276	164	216	135	1791	91
5	B1	1810	267	311	135	2523	823
6	B2	1285	270	233	135	1923	223
7	C1	1068	298	204	135	1705	5
8	C2	1070	320	208	135	1733	33
9	C3	1337	216	233	135	1921	221
10	R1	749	168	137	135	1189	-511
	Total					19276	2276

7.2.5.9 The Study Team finds that there is an excess work load of 2276 man hours, necessitating the creation of two additional posts of Clerks. So the work study team *recommends that two more posts of Clerks may be created in this office. Consequent to the enhancement in the Clerical staff strength, it is also proposed to create one more post of Junior Superintendent so that the prescribed ratio of 6:1 may be maintained.* There are two posts of Office Attendants in this office. The study team finds that one post of Office Attendant is sufficient for the discharge of the duties. *Hence it is recommended that the other post may be shifted to Thiruvananthapuram Range office,* where there is no post of Office Attendant at present.

7.2.6 - OFFICE OF THE INSPECTOR GENERAL OF POLICE, THIRUVANANTHAPURAM RANGE.

7.2.6.1 The work study team did not visit the Office of the Inspector General of Police, Thiruvananthapuram Range for the purpose of data collection. However, **on the basis of the data collected from the other**

range offices, a pro rata enhancement for 2 posts of Clerks is recommended for this office also. Since there is a post of Head Clerk in existence in this office, the team considers it not necessary to create another supervisory post. However, considering the fact that after the creation of two posts of Clerks, the total Clerical Strength will go up to 12, it will be desirable to have two posts of Junior Superintendents. **Hence it is recommended that the existing post of Head Clerk may be upgraded to Junior Superintendent.** Status quo may be maintained in respect of the remaining posts.

7.2.7 - Recommendations

7.2.7.1 The important recommendations in respect of the Range Offices are summarised below :

- 8 posts of Clerks are recommended to be created (1 at Ernakulam, 3 at Thrissur, 2 at Kannur and 2 at Thiruvananthapuram)
- The existing supernumerary posts, if any, may be adjusted against the proposed creation of posts.
- 3 posts of Junior Superintendents may be created (one each at Ernakulam, Thrissur and Kannur)
- The existing post of Head Clerk may be upgraded to the post of Junior Superintendent in Thiruvananthapuram Range.
- One post of Office Attendant may be shifted from Kannur Range to Thiruvananthapuram Range.

7.3 - CRIME BRANCH CID

7.3.1 The Crime Branch CID, a specialist unit in the Police Department investigating complicated cases, heinous crimes or sensational cases. It also investigates communal riot cases and cases involving counterfeit currency and passports/visas. The concept of the Crime Branch was conceived in view of the fact that the district police offices are overburdened with a host of duties and thus cannot devote as much time and apply as much professional expertise to the investigation of such cases as they deserve. It is a premier agency in Police Department having its Headquarters at Thiruvananthapuram headed by The Additional Director General of Police. The Selection of the cases to be entrusted to the CBCID is made generally by the DGP (or the CBCID itself), the state government or the High Court. Investigations by the CBCID are characterized by thorough and sustained investigation involving the latest scientific techniques. Nearly 700-800 cases are get transferred to the CBCID every year and on an average 1600-1700 cases will be under investigation by the CBCID every year.

7.3.2 The State Crime Branch CID is headed by the Additional Director General of Police (Crimes). It has its headquarters at Thiruvananthapuram, working in the Office of the State Police Chief. For the effective supervision and administration of the cases which are handed over to Crime Branch CID for investigation, Crime Branch CID is classified in to three subordinate Wings. Each Wing is headed by Central Supervisory Offices (CSO). They are Economic Offence Wing (EOW), Organised Crime Wing (OCW) and Hurt & Homicide Wing (HHW). Inspector General of Police (IGP) is the head of each Central Supervisory Office. Under each CSO there are Head Offices which are headed by Superintendents of Police. There are 10 Head Offices in several districts

and each Head Office is having 2 sub units in which DySP is the controlling officer.

7.3.3 Hurt and Homicide Wing : Hurt and Homicide Wing is a part of Crime Branch which envisages the investigation crime cases involving hurt, homicide etc. It is headed by IGP. Hurt and Homicide Wing has three Central Supervisory Offices, which are located in Thiruvananthapuram, Ernakulam and Kozhikode. HHWI, Thiruvananthapuram has its head quarters at Thiruvananthapuram which is headed by a Superintendent of Police. It has three Head Offices at Thiruvananthapuram, Kollam and Alappuzha, each under the control of Dy.SP. In the same way, HHW II Ernakulam has its office at Ernakulam which is under the control of a Superintendent of Police. HHW II has three subunits at Kottayam, Kollam and Palakkad headed by Dy.SP. Similarly, HHW III Kozhikkode has its headquarters at Kozhikkode under an SP. It has three subunits at Kozhikkode, Wyanad and Kannur and they are controlled by Dy.SPs.

7.3.4 Organized Crime Wing : Organized Crime Wing is a major wing in Police Department, especially in the Crime Branch which deals with the crime cases which are transferred from Local Police. OCW collects information on organised crime, including drug peddling, financial fraud, illicit spirit, real estate, sand and illegal wetland reclamation mafias. The Organised Crime Wing gather intelligence on gangsters, their sponsors and friends. It also collects information on law enforcers suspected to have links with criminals and their middlemen.

7.3.5 It has its headquarters at Thiruvananthapuram and headed by Deputy Inspector General of Police. It has four Central Supervisory Offices at Thiruvananthapuram, Ernakulam, Palakkad and Kannur. OCW I Thiruvananthapuram has its headquarters at Thiruvananthapuram which is headed by an S.P. It has four subunits and they are OCW I

Thiurvananthapuram (General), OCW I Thiurvananthapuram, OCW I Kollam and OCW I Pathanamthitta. OCW I Thiurvananthapuram (General) is headed by an S.P. and other units are controlled by Dy. SP. OCW II Ernakulam, which is headed by an S.P has its head office at Ernakulam and has control over 3 sub units at Kottayam, Idukki and Ernakulam which are headed by Dy.SP. OCW III Palakkad has its headquarters at Palakkad under an S.P. has three subunits at Trissur, Palakkad and Malappuram which are controlled by Dy.SP. OCW IV Kannur which is headed by an S.P. has its head office at Kannur which has control over three subunits Kozhikkode, Kannur and Kasaragod.

7.3.6 Economic Offence Wing : Economic Offence Wing handles cases involving money cheating and other similar matters. It has its headquarters at Thiruvananthapuram under the control of Inspector General of Police. It has three subordinate offices at Kollam, Kottayam and Kozhikkode. EOW I Kollam has its headquarters at Kollam under a Superintendent of Police. It handles cases under three sub units. They are Thiruvanthapuram, Kollam and Pathanamthitta and are headed by Dy.SPs. EOW II Kottayam has its headquarters at Kottayam which is controlled by S.P. It has three subunits at Kottayam, Ernakulam and Palakkad under the control of Dy.SPs. EOW III Kozhikkode has its office at Kozhikkode under the control of Superintendent of Police. It has three sub units at Malappuram, Kozhikkode and Kannur. They are headed by Dy.SP.

7.3.7 The team selected four sample offices in the Crime Branch. They are Office of the Additional Director General of Police, Crime Branch, which is the head office of the Crime Branch, CI CID EOW I Kollam, CBCID, OCW 2 Eranakulam and CB CID HHW III Kozhikkode . The observations in the selected Offices are described in the following paras.

7.3.8 - CRIME BRANCH CID HEADQUARTERS

7.3.8.1 Crime Branch Headquarters co-ordinates all the the functions of 10 CSOs and supervises the progress and developments of the cases investigated by this agency. Additional Director General of Police (Crimes) is the head of CB CID. This office has overall administrative control on each Central Supervisory Office and Head Office. Crime Branch Headquarters handles the transfer and posting of all category of officers in the Central Supervisory Offices and Head Offices, all kinds of leave availed by the officers coming under the Crime Branch.

7.3.8.2 The present staff strength is as follows

Administrative Assistant	:1
Junior Superintendent	:1
Head Clerk	:1
Cashier	:1
Clerks	:8
Fair Copy Superintendent	:1
Confidential Assitant	:1
Typist	:9
Total	:23

7.3.8.3 A section consists of 2 Clerks, A1 & A2. They handle the establishment matters involving the appointments, transfer & posting, Grade promotions, pay fixation, duty arrangements, delegation of powers, pension matter, leave and probation, confirmation, seniority matters, DPC & DPB, deputation, training and courses, and maintenance of Service Books.

7.3.8.4 C section deals with Contingent matters which include the cases of medical reimbursement, Interest Free Medical Advance Claims and preparation of its bills, recurring contingent charges, House Building Advance, MCA etc. C1 Clerk deals with these matters.

7.3.8.5 The E Section deals with matters regarding the Stores, Store Purchase, Non Recurring Contingent Charges and all matters regarding the Departmental vehicles. This Section consists of two Clerks viz E1 & E2.

7.3.8.6 F Section deals with the pay and allowance matters, Budget matters, Audit and Inspections, Family Benefit matters, SLI, GIS, GPF, LIC, Uniform Allowances, issuance of Salary Certificate, NGO Certificate and recoveries from salary. F Section comprises three Clerks viz F1, F2 & F3.

7.3.8.7 The G Section has G1 Clerk deals with LA Interpellations, cases related to Right to Information Act, Conferences & Meetings, Bundobust Arrangements, Elections, Sports & Cultural Affairs, Rewards & Awards and other General Matters.

7.3.8.8 The H Section deals with all kinds of disciplinary action, T.A. and Motor Warrant Claims and its Bills. H1 Clerk does all these works.

7.3.8.9 The team calculated their workload in man hours and is shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours
1	A1	1554	338	284	135	2176	476
2	A2	1597	296	284	135	2312	612
3	C1	982	451	215	135	1783	83
4	E1	1250	75	199	135	1634	-66
5	E2	1214	181	209	135	1730	30
6	F1	1200	125	198	135	1658	-42
7	F2	1323	179	225	135	1862	162
8	F3	495	987	222	135	1839	139
9	G1	1225	100	199	135	1659	-41
10	H1	1175	831	301	135	2442	742
	Total					19095	2095

7.3.8.10 Here the total work load is 19095 man hours necessitating 11 Clerical posts. Presently there are 8 posts of Clerks, attending to the above 10 seats. Hence the Study team recommends that three more posts of Clerks are to be created for attending works mentioned above.

7.3.8.11 The Manager plays a vital role in the Police Offices and he is entrusted with verification of daily Tappals, Log Book, Petrol Oil

Lubricant Bills etc. Being this Office a Head Quarter of the all the Crime Branch Units in the State, the post of Manager is inevitable in this Office. So the Work Study Team suggests ***the creation of the post of Manager in this Office.***

7.3.8.12 During data collection, the work study team observed that executive staff in the rank of ASI, SI etc. are attending to clerical works in seats D1 to D10. The team opines that engaging the highly trained police personnel on whom Government have invested considerable amount of money for training and perks, is sheer wastage of money. ***So it is recommended that they may be substituted by ministerial staff at the earliest.*** . Earlier, the team has recommended for the creation of 3 posts of Clerks. Including these 3 posts ***the work study team recommends that a total of 13 posts of Clerks may be created at this office. Further, it is recommended that the 10 posts of the executives who are attending to clerical works in seats D1 to D10 may be deducted.***

7.3.8.13 Presently, there is no post of Office Attendant in this office. Considering this, the Team recommends ***to create 2 posts of Office Attendants in this Office.***

7.3.9 - CB CID, Economic Offence Wing I Kollam

7.3.9.1 EOW 1(Economic Offence Wing) has its Headquarters at Kollam and it has the administrative control of three districts, Kollam, Thiruvananthapuram and Pathanamthitta. Two unit offices are functioning in Thiruvananthapuram and Pathanamthitta. Salary and other allowances of the officers of those units and their establishment works are done in this office.

7.3.9.2 The Strength details of the Office are shown below

Junior Superintendent	: 1
Clerks	: 3
Typist	: 1
Confidential Assistant	: 1

Total : 6

7.3.9.3 This Office comprises 3 Sections viz A, F & G. The A Sections deals with the Establishment matters which include Transfer and Posting, Grade, Increment, Fixation, Probation, Training and Maintenance of Service Books.

7.3.9.4 The F Section has the duties of preparation of Pay Bills of all Staff including wages of Part Time Sweepers, Contingent Bills such as Fuel Charges, Electricity Charge, Water Charge, Budget matters, GPF Claims, maintenance of SLI, GIS, LIC Pass Books.

7.3.9.5 The G Section is the General Branch. The works allotted to this Section are Inward & Despatch, Travelling Allowances, PR & Appeal cases, Family Benefit Scheme, Bus Warrants, compiling Monthly Business Statements, and Presidency Passport etc.

7.3.9.6 The detailed work load is calculated is shown below

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours
1	A1	1200	125	198	135	1658	-42
2	F1	986	457	217	135	1795	95
3	G1	935	594	229	135	1893	193
	Total					3453	246

7.3.9.7 Here the Work Study Team found that an additional man hours of only 246 man hours. This can be managed by the existing staff themselves. ***Hence no change of Clerks is proposed.***

7.3.9.8 The team found that the only gazetted officer of this office is the Superintendent of Police, who is also the Drawing and Disbursing Officer. He has to lead the office in the main work, i.e investigation of crimes. So he finds it difficult to to attend to the ministerial supervisory works such as verification and attestation of payment bills and other establishment matters. Considering this, the study team finds it inevitable to have a

gazetted supervisory officer from the ministerial cadre, who can be entrusted the establishment works and the duties of the Drawing and Disbursing Officer. Hence the study team *recommends that the existing post of Junior Superintendent may be upgraded to the post of Senior Superintendent in all the 10 Head Offices in the 3 Wings.*

7.3.10 - ORGANIZED CRIME WING II, ERNAKULAM

7.3.10.1 CBCID OCW II, Ernakulam came into existence in 2010 January 1. CB OCW II deals with Organized Crimes including drug peddling, financial fraud, illicit spirit retail and real estate, sand and illegal wetland reclamation mafias in the districts of Kottayam, Idukki and Ernakulam. This unit has a Superintendent of Police with 3 Dy.Suptds of Police in Kottayam, Idukki and Ernakulam. It has 6 Detective Inspectors.

7.3.10.2 The total strength of this unit is as follows:

Junior Superintendent	: 1
Clerks	: 3
Confidential Assistant	: 1
Typist	: 1
Total	: 6

7.3.10.3 The ministerial wing in this unit has been broadly classified in to three sections. They are A1, F1 & G1. The A Section handles establishment subjects which include transfer & posting, increment, Promotion, Time Bound Higher Grade, pension, fixation, departmental NOC, declaration of probation, seniority, training, leave and the maintainance of Service Books also. The F Section has the duties of preparing pay bills, contingent bills, arrear bills, telephone bills, GPF matters, FBS, SLI, GIS, LIC, issuance of Salary Certificate, Uniform Allowance, recovery, and other works regarding the purchase too. This section has to do works in audit, making expenditure and reconciliation Statements. The G Section deals with all general matters, answering the

interpellation, Sabariamala Bundobust Schemes, rewards, identity cards, consolidation of Monthly Business Statements, Punishment Roll and appeal cases, inward and despatch, T.A Bills, Bus Warrants, water/ electricity charges, Stationary etc.

7.3.10.4 The Work Study Team calculated the work load of the Clerks in man hours is shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowance s	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours
1	A1	1050	78	169	135	1432	-268
2	F1	1157	289	217	135	1798	98
3	G1	1429	179	242	135	1985	285
	Total					5215	115

7.3.10.5 The work study team found an additional work load of 115 man hours. *Hence the study team does not suggest any change in the staff pattern except the upgradation of the post of Junior Superintendent to Senior Superintendent as mentioned earlier.*

7.3.11 - HURT & HOMICIDE WING III, KOZHICKODE

7.3.11.1 CB CID, HHW-III Kozhikkode deals with the major Hurt and Homicide Crime cases reported in the districts of Kozhikode, Wayand, Kannur, Kasargod and Malappuram. Crime cases registered in connection with the Marad massacre 2003 and its conspiracy, TP Chandrasekharan murder case, Chala Gas tanker blast case etc. are some of the sensational cases investigated in this unit.

7.3.11.2 This unit is headed by the Superintend of Police. 3 Head Offices under the control of Dy. Superintendents are functioning in Wayanad, Kannur and Kozhikode.

7.3.11.3 The total strength of this unit is as follows:

Junior Superintendent	: 1
Clerks	:3
Confidential Assistant	:1
Typist	:1
Total	:6

7.3.11.4 This office comprises three sections viz, A1, F1 and G1.

7.3.11.5 In the A1 Section, the section Clerk handles the establishment matters including Transfer and posting of Officers and Police personnel and ministerial staff. Sanctioning of Increment, fixation of pay, promotion test/courses, promotion DPC/DPB, probation, seniority, training, courses & seminars, deputation, sanctioning of leave, surrender of earned leave, pension/retirement, forwarding & receipt of service books, entries in service book and regularization of promotion.

7.3.11.6 In the F1 Section the Section Clerk deals with Preparation of Salary Bills, all matters related to GPF, GIS, SLI, LIC etc., Medical Reimbursement, Terminal surrender, Supplementary bill, Surrender bill, arrear bill, Increment, grade, fixation, and all kinds of contingency bills, HBA, Repairing of department vehicle, Purchase of spare parts of vehicle, Expenditure statement, Reconciliation statement, Budget, HBA application, Vehicle Statement, Repair of computer and accessories, Purchase of stationary items, Purchase of furniture, LPC issuance, AG's Audit, department audit and internal audit, Repair work of furniture etc.

7.3.11.7 G1 Section deals with sanctioning of Final Tour TA, sanctioning of Tour Advance, sanctioning of Transfer TA, disciplinary proceedings, issuance of identity card, detailing of duty of officers and policemen in connection with the Sabariamala Bandobust Arrangements, issuance of No Objection Certificate, issue of Presidency Passport and correspondence in connection with the ratification, petitions received as per RTI Act in this Unit, Work related to the Band bust arrangements of Local Bodies, Assembly and Loksabha Election, FBS final payment,

matters related to LA Interpellation, Statistics of Malayalam Files, Annual Immovable Property Statement, Payment towards the KSRTC and other Private Bus Warrants, KPA election and KPOA election, reward (GSE & cash reward), recommendation for Chief Minister's police medal, recommendation for President's police medal, recommendation for Badge of Honour, correspondence related to the construction of Govt. buildings, court matters, miscellaneous works, maintenance of stamp accounts, inward, dispatch, conducting Kerala Police Games etc.

7.3.11.8 The calculated work load is shown in the table below:

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours
1	A1	1236	183	212	135	1766	66
2	F1	835	400	185	135	1555	-145
3	G1.	1476	302	266	135	2044	344
	Total					5365	265

7.3.11.9 Excess work load of 265 hrs is found, which can be handled by the existing staff themselves. ***Hence No change is recommended as far as this office is concerned except the up gradation of the post of Junior Superintendent to Senior Superintendent as mentioned earlier.***

7.3.12 - Recommendations

7.3.12.1 The main recommendations made in respect of the Crime Branch Offices is summarised below :

- ▲ A total of one post of Manager, 13 posts of Clerks and 2 posts of Office Attendants are to be created in the Crime Branch Headquarters i.e. Office of the Additional Director General of Police, Crimes. After effecting the enhancement in the Clerical Strength, the 10 executives staff who attending to the ministerial duties, may be substituted by the Clerical staff .
- ▲ The existing post of Junior Superintendent in the 10 Head Offices

may be upgraded to the post of Senior Superintendents.

7.4 - ARMED POLICE BATTALIONS

7.4.1 The Armed Police Battalions serve as Reserve Force which is to be deployed whenever and wherever there is a shortage of manpower for the maintenance of law & order. Whenever they are deployed, they function under the control of the District Police Chiefs and returned to their camps as soon as the requirement is over. Unlike the police officers under the District Police Chief, they are not entitled to take law and order and not to undertake crime investigation work.

7.4.2 The armed police battalions serve as a feeder service for subsequent transfer to the district police. Organizationally, the armed police battalions are maintained on the pattern of infantry battalions anywhere in the world.

7.4.3 There are nine battalions with a total strength of about 6,755 are located at different places in the state. They are: Special Armed Police, Thiruvananthapuram, Malabar Special Police Malappuram, Kerala Armed Police-KAP I, Thrissur, KAP II, Palakkad, KAP III, Adoor, KAP IV, Kannur, KAP V, Maniyar, Rapid Response and Rescue Force, Pandikkad and India Reserve Battalions(IRBN)

7.4.4 Special Armed Police Battalion is located at Thiruvananthapuram. SAP Battalion was formed on 5th August 1958. This is the second Armed Police Battalion of the State. The second Battalion of the SAP was formed in 1963. This force was specially selected and sent to Nagaland to fight insurgency. Within 3 years they succeeded in suppressing the insurgencies and terrorist activities.

7.4.5 Malabar Special Police located at Malappuramt. The Malabar Special Police (MSP) is the paramilitary unit of the Kerala State Police. Their responsibilities include training new recruits, to help the local police units for maintaining the law and order of the state during any emergency.

In case of emergency, this unit also form a riot police platoons which are fully equipped with riot gear. This Police unit is famous for their extraordinary tough training and the best quality of its firing and military drills.

7.4.6 Kerala Armed Police Bn I is located at Ramavarmapuram, Thrissur. The Battalion has a Headquarters company and 6 active companies. 26.03 acres of land is available for the battalion headquarters. The battalion has no permanent detachment camp. The main feature of this camp is the special shape of its barracks. These barracks are 3 storied and is in the shape of 'Z' and 'L'. It was constructed in 1930s. Each building has a total area of 12000 sq ft. There are two entrances to this battalion with sentry post in each of them.

7.4.7 The headquarters of Kerala Armed Police Battalion II is located in the Palakkad District. It was formed on 1977. Nilambur is a detachment camp of KAP II Battalion.

7.4.8 Kerala Armed Police Battalion III was formed at Nilambur. Then the headquarters was shifted to Thiruvananthapuram, then to Alappuzha, Cherthala and Malappuram. Finally the headquarters was fixed at Adoor. The camps here have modern buildings. This is the first Battalion with such buildings constructed after the formation of Kerala.

7.4.9 Kerala Armed Police Battalion IV was formed in 1980 with its headquarters at Aluva. Sri.M.S. BalaKrishnan, IPS was the first Commandant. The KAP-IV camp was originally built for an active company of Malabar Special Police. Later the Battalion Headquarters was shifted to Mangattuparamba, Kannur in 1983. The total area of the camp is 87.78 Acres.

7.4.10 Kerala Armed Police Battalion V was formed in 1983 for providing guard to Hydro Electric Projects and other Vital Installations. This Battalion supports the needs of Kottayam and Idukki Districts. The

detachment camp is at Munnar.

7.4.11 The Rapid Response and Rescue Force (RRAF) Battalion was started at Pandikkad in 1996. The Battalion Headquarters is located at Kolapparamba. The officers are selected on deputation basis from other Battalions. The Rapid Response and Rescue Force was constituted as there is a need for specially trained personals during communal disturbances. Earlier, the name of Rapid Response and Rescue Force is State Rapid Action Force (SRAF).

7.4.12 The ninth Battalion in the Kerala Police is India Reserve Battalion with its Headquarters at Thrissur. With the formation of this Battalion, it became the ninth Battalion.

7.4.13 The Work Study Team selected Malabar Special Police, Malappuram, Kerala Armed Police Battalion II, Palakkad, Kerala Armed Police Battalion III, Adoor and Rapid Response and Rescue Force, Pandikkad as the sample offices. The team gave a special emphasis in studying the activities of the ministerial staff in the camp and studied the overall functions of the camp. The details are given below:

7.4.14 - MALABAR SPECIAL POLICE, MALAPPURAM

7.4.14.1 During the Mappila Revolt in 1921, Malabar witnessed a wave of popular unrest and other law and order problems. Mr. Hitchcock who was then the District Superintendent of Police, South Malabar realized the imperative need to raise a special force, organized, armed and equipped on the lines of an Indian infantry battalion to deal effectively problems which are threatening public peace. This made the formation of forming Malabar Special Police. On the eve of the linguistic reorganization of States in 1956, the MSP was divided into two. One half of the 6 companies and half of the Headquarters company fell to the share of Kerala and the other half allotted to Madras. Hitchcock was the first Commandant MSP. It has its headquarteres at Malappuram. This was the

first Police Organization in the Madras State utilizing wireless for operational purposes. Officers and Policemen of the MSP have won no less than seventeen King's Police, President's Police and Indian Police medals, of which 8 have been for gallantry and 9 for meritorious service.

7.4.14.2 Malabar Special Police played a vital role in suppressing the civil riot which broke out in Nagaland during 1960s. Malabar Special Police, itself is the biggest battalion in Kerala which imparts a large number of training to the Police Personnels. MSP own Higher Secondary and English Medium Schools. The Commandant functions as the Manager of these Schools. MSP has its own hospitals functioning at the detachment camps viz, Malappuram, Areekkode and Klari. The file works regarding these matters are carried out by the ministerial staff of MSP.

7.4.14.3 MSP is still the largest orgainsation in Kerala to impart training to Police Force. Nearly 700 police persons come out of MSP every year. There are still marvellous historical valuables which attract the media and popular attention even today. There are 8 companies, 4 detachment camps, one higher secondary and one secondary English medium school, three hospitals, range workshop and one exclusive fire range under MSP.

7.4.14.4 The office buildings in MSP are in a dilapidated condition. Still two ancient buildings made by British Empire is used as administrative office. These buildings lack the basic amneties to cope with the changing mode of police modernization.

7.4.14.5 - Record Room in MSP

7.4.14.5.1 Record room in MSP which dates back to 1921 is a glorious asset to Kerala Police. Work study team visited the record room and find case files from 1921 are kept in iron boxes in intact stage. For the proper maintence of these marvellous historical treasures, the present strength of one Clerk and one Attender is not sufficient. In the circumstances one post of Clerk, one post of Attender and one post of

Office Attendant should be additionally engaged in this section.

7.4.14.6 The strength details of the Ministerial Staffs are given below.

Administrative Assistant	: 1
Manager	: 1
Junior Superintendent	: 5
Cashier	: 1
<u>Clerk</u>	: <u>28</u>
Confidential Assistant	: 1
Fair Copy Superintendent	: 1
Typist	: 6
Attender	: 1
Office Attendant	: 1
Total	: 46

7.4.14.7 The work Study Team gave great emphasis on the study of the Malabar Special Police. The works of the ministerial are classified into 7 Sections. The work load analysis of the ministerial staff is shown below.

Personnel and Administrative Reforms Department

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours
1	A1	1077	350	214	135	1776	76
2	A2(A)	1135	206	201	135	1667	-33
3	A2	1991	351	351	135	2828	1128
4	A3	1181	229	212	135	1757	57
5	A4	2054	186	336	135	2711	1011
6	A5(A)	1169	150	197	135	1651	-49
7	A5	1511	166	251	135	2063	363
8	A6	869	88	143	135	1235	-465
9	B1	515	341	128	135	1119	-581
10	B2	1527	686	331	135	2679	979
11	B3	1440	663	315	135	2553	853
12	B4	666	34	105	135	940	-760
13	C1	361	921	192	135	1474	-226
14	E1	1945	204	322	135	2606	906
15	E2(A)	1900	329	335	135	2709	1009
16	E2(B)	1683	320	300	135	2438	738
17	F1(A)	1901	251	322	135	2609	909
18	F1(D)	1899	464	354	135	2852	1152
19	F2(A)	2314	205	378	135	3032	1332
20	F2(B)	1983	38	303	135	2459	759
21	F3(A)	844	32	131	135	1142	-558
22	F3(B)	2176	202	356	135	2869	1169
23	F4	1142	341	222	135	1840	140
24	F5	2371	60	364	135	2930	1230
25	G1(A)	1107	458	234	135	1934	234
26	G1(B)	737	89	123	135	1084	-616
27	G2	1272	107	206	135	1720	20
28	H1	617	153	115	135	1020	-680
	Total					57697	10097

7.4.14.8 While analysing the data, it is found that an additional 10097 man hours is spent by the Clerks in the base year. It shows an additional of 5.9 Clerks ($10097/1700 = 5.939411765$) is needed in this office. Hence, new posts of 6 clerks are required in this office for attending the above works. As mentioned earlier in para 7.4.14.5.1, one post each of Clerk, Attender and Office Attendant are to be created. Thus the total additional requirement of Clerks becomes 7.

7.4.14.9 As this office deals with pay bill matters of the executives and ministerials, contingent cases of vehicles and other cash transactions, the study team finds that the post of Accounts Officer is inevitable in this office. The same situation prevails in all the battalions.

7.4.14.10 Thus, the study team recommends that ***one post of Accounts Officer, 7 posts of Clerks, one post of Attender and one post of Office Attendant may be created in the Malabar Special Police, Malappuram.***

7.4.15 - KERALA ARMED POLICE 2ND BATTALION, PALAKKAD.

7.4.15.1 Kerala Armed Police 2nd Battalion was formed in July 1977. The Head Quarters of the Battalion was shifted from Trissur to Muttikulangara in Palakkad District. Till July 1977, Muttikulangara Camp was one of the Detachment Camp of the Malabar Special Police. Malabar Special Police handed over the camp to Kerala Armed Police Battalion II.

7.4.15.2 Sri.C.K Moosa IPS was the first Commandant of the KAP

Personnel and Administrative Reforms Department

2nd Battalion. Sri. C. Sofi KPS is the present Commandant of the Battalion.

7.4.15.3 This office has a strength of 41 ministerial staff working in 8 Sections. The details of the Staff are given below.

Administrative Assistant	: 1
Manager	: 1
Junior Superintendent	: 4
Cashier	: 1
Clerks	: 24
Confidential Asstistant	: 1
Fair Copy Superintendent	: 1
Typists	: 6
Attender	: 1
Office Attendant	: 1
Total	: 41

7.4.15.4 A Section deals with establishment matters which include the promotion, transfer and postings of all executive staff, ministerial staffs, drivers and Camp Followers and the recruitment of PCs, training, opening of Service Books etc. This Section deals with charge arrangement, confirmation, and issuance of sannad, preparation of gradation list, matters regarding the deputation, training & courses etc. pay fixation, sanction of increment, declaration of probation, sanctioning of all kind of leaves of all categories, pension, maintenance of Service Books and annual verification are also done in this Section.

7.4.15.5 B Section deals with preparation of budget, handling of funds, reconciliation, auction of trees and usufructs, sanction of various

Personnel and Administrative Reforms Department

loans and advances, sanctioning and auditing of TA bills of officers & ministerial, bus warrants and railway warrants .

7.4.15.6 C Section has subjects regarding the preparation of contingent bills, preparation of pay bills of pt sweepers, appointment of contingent employees, Camp Followers (on daily wages) auditing of bills.

7.4.15.7 E Section deals with Purchasing of store articles, medicines all correspondence related to store, arms and ammunitions, sanctioning of POL bills, - third party insurance and allied matters, MACT claims of Department vehicles, purchase of spare tyres and tubes. Handling of private funds, KPW & A Fund, canteen fund, sports fund etc. auditing of private fund.

7.4.15.8 F Section deals with matters regarding the preparation of pay Bills, maintenance of long rolls, Issue and receipt of LPCs etc. and auditing of bills. Medical reimbursement claims and auditing of Medical Reimbursement Bills, work relating of Tax of Employees, work related to PF and LIC, work related to Family Benefit Scheme, Group Insurance Scheme, and State Life Insurance etc. are also dealt with in this Section.

7.4.15.9 G Section has the subjects like repair & maintenance of buildings, Monthly Business Statements, allotment of Quarters, granting of House Rent Allowance, recommendation of President's Police Medal, Chief Minister's Police Medal, Rewards etc.

7.4.15.10 H Section has duties in respect of the sanctioning of POL

Personnel and Administrative Reforms Department

Bills, - third party insurance and accident to Departmental Vehicle and allied matters , MACT Claims of dept vehicles, Purchas of Spare tyres and tubes, handling of private funds, KPW & A Fund, Canteen Fund, Sports Fund etc. Auditing of Private Fund.

7.4.15.11 R Section comprises 3 Seats R1, R2 & R3. Their allotted duties are maintenance of closed files, distribution of stationeries to Battalion Office, Inward, Tapal Distribution and Despatch etc.

7.4.15.12 The team calculated the workload of the clerks in man hours, which is shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man- hours worked	Excess / Short fall in man- hours
1	A1	1710	200	286	135	2331	631
2	A2(A)	1323	179	225	135	1862	162
3	A2(B)	1225	153	206	135	1719	19
4	A3	1214	181	209	135	1730	30
5	A4	1282	85	205	135	1707	7
6	A5	1238	85	198	135	1656	-44
7	A6	1259	205	219	135	1818	118
8	B1	1056	328	207	135	1726	26
9	B2	1150	424	236	135	1945	245
10	C1	1325	164	223	135	1847	147
11	E1	1182	300	222	135	1839	139
12	E2	1229	237	220	135	1821	121
13	E3	1228	144	205	135	1712	12
14	F1	1500	210	256	135	2101	401
15	F2	1650	175	273	135	2233	533
16	F3	1425	204	244	135	2008	308
17	F4	1350	253	239	135	1977	277
18	F5	845	165	151	135	1296	-404
19	G1	1334	215	232	135	1916	216
20	G2	1163	266	214	135	1778	78
21 & 22	H1 & H2	1259	257	227	135	1878	178
23	R3	1200	210	211	135	1756	56
	Total					40656	3256

7.4.15.13 Out of the total clerical strength of 24, two Clerks are working in the Police Headquarters on working arrangement basis. From the above table it is clear that the total work load of the Clerical Staff is 40656 man hours. This justifies the existence of 24 posts of Clerks. The actual strength of the Clerks is also 24. Hence no change is proposed in the clerical strength.

7.4.15.14 However, the study team observes that the work distribution in the office is highly skewed. From the above table itself, it is evident that the work load in the seats A1, F1, F2, F3 etc. is very high, whereas in seats F5, H1, H2 etc. the work load is very less. The total work load of H1 and H2 seats can be managed by a single clerk. Considering all the above aspects, the work study team recommends that urgent steps may be taken to effect re-distribution of the subjects so that the Clerks may have more or less equiable work load.

7.4.15.15 As mentioned in the Malabar Special Police, considering the nature of the works handled in this office, *one post of Accounts officer may be created in this office also.*

7.4.16 - KERALA ARMED POLICE BATTALION III, ADOOR

7.4.16.1 The Kerala Armed Police Battalion III, Adoor initially formed with Headquarters at Nilambur. The Headquarters of this Battalion was subsequently re-fixed at Thiruvananthapuram, Later the Headquarters was changed to Alappuzha. The Government shifted the

Personnel and Administrative Reforms Department

Headquarters of the Battalion to Cherthala and steps were taken for acquisition of required land. But the Battalion was temporarily shifted from Thiruvananthapuram to Pandikkadu in Malappuram District and functioned there till February 1988. Again, the Battalion Headquarters was again shifted to Special Armed Police Campus, Thiruvananthapuram in March 1988. Later the Government had issued orders for fixing the Headquarters of this Battalion at Adoor in Pathanamthitta District. The newly constructed Headquarters of the KAP 3 Battalion at Adoor was commissioned on 16/05/2003 by the then Hon'ble Chief Minister of Kerala Sri. A.K.Antony. This is the first Battalion for which a new camp with modern buildings were constructed after the formation of Kerala. This Battalion was started its functions from July 2003 onwards.

7.4.16.2 The Unit Head of this Battalion is a Commandant. Under Commandant, there is a Deputy Commandant, 5 Assistant Commandants, 7 Officers Commanding. It has 7 companies which are functioning under each Officers Commanding. The Battalion has a strength of 46 ministerial staff. The Battalion has 53 no of vehicles of various kinds. The Subsidiary Central Police Canteen of the Pathanamthitta District is functioning in this building. This camp is mainly intended to meet the man power requirement of Police Force for the districts of Kollam, Pathanamthitta and Alappuzha.

7.4.16.3 The staff strength details of the Ministerial wing is shown below :

Administrative Assistant : 1

Personnel and Administrative Reforms Department

Manager	: 1
Junior Superintendent	: 4
Fair Copy Superintendent	: 1
Cashier	: 1
Clerks	: 25 (+2 Supernumerary)
Confidential Assistant	: 1
Typists	: 6
Attender	: 1
Office Attendant	: 1
Total	: 42 (+2 Supernumerary)

7.4.16.4 The ministerial wing of the Kerala Armed Police Battalion III comprises 7 sections as detailed below :

7.4.16.5 A Section deals with establishment matters of executives and ministerial staff, recruitment through employment exchange, havildar cadre course and their promotion test, NOC for PSC Examinations, training of police officers, police personnel and ministerial staff. This section deals with pension matters, fixation of pay, maintenance and annual verification of Service Books.

7.4.16.6 B Section has duties regarding the preparation of Budget, allotment of funds, passing and preparation of House Building Advance, Motor Cycle Advance, preparation of T.A Bills and their advances related to all personnel in the Battalion, and correspondence related to Railway & Bus Warrants.

7.4.16.7 C Section deals with subjects related to the checking and passing of vouchers of the Contingent Bills including telephone and electricity charges, Wages in respect of the daily staff and auditing of

bills.

7.4.16.8 E Section deals with the purchase matters of the store and store articles in the Battalion, condemnation of unserviceable articles and preparation of monthly arms report.

7.4.16.9 F Section is the pay branch of all ministerial, technical staff, drivers, Camp Followers and Officers. This Section deals with audit objection of PHQ, all matters regarding the General Provident Fund, Family Benefit Scheme, GIS, SLIC, LIC, GPAIS and Co-operative Recoveries.

7.4.16.10 G Section deals with L A Interpellation, Inspection Reports, Visiting Remarks, Summons & Warrants, Budobust Arrangements, NOC for Passports, Sports & Games, Right to Information Act, General Elections, Right to Service Act, construction & maintenance, allotment of quarters, auction sale of usufructs, Monthly Business Statements etc.

7.4.16.11 H Sections has been assigned duties related to Punishment Rolls, Appeal Petitions, preparation of return of PR and its appeals.

7.4.16.12 The Work Study Team calculated their workload in man hours and shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours
1	A1	1284	147	214	135	1780	80
2	A2(A)	848	311	173	135	1467	-233
3	A2	1788	123	286	135	2332	632
4	A3	1715	99	272	135	2221	521
5	A4	1464	98	234	135	1931	231
6	A5(A)	518	44	84	135	781	-919

Personnel and Administrative Reforms Department

7	A5(B)	937	149	162	135	1383	-317
8	A6	141	229	55	135	560	-1140
9	B1	891	216	166	135	1408	-292
10	B2	1571	51	243	135	2000	300
11	B3	1340	91	214	135	1780	80
12	C1& C2	1441	126	235	135	1937	237
13	E1	822	86	145	135	1248	-452
14	E2	1180	172	202	135	1689	-11
15	E3	1823	101	288	135	2347	647
16	F1	1620	280	285	135	2320	620
17	F2	1648	149	269	135	2201	501
18	F3	629	61	103	135	928	-722
19	F4	1267	175	215	135	1793	93
20	F5	442	153	89	135	819	-881
21	G1	1303	373	251	135	2062	392
22	G2	1842	86	289	135	2352	652
23	H1 & H2	1178	85	189	135	1587	-113
24	R3	1252	111	205	135	1703	3
	Total					40629	-91

7.4.16.13 In this office, total work load of 40629 man hours is found in the base year. This justifies the existence of 24 posts of Clerks. Hence no change is proposed in the Clerical staff strength. As mentioned earlier in para 7.4.14.9, one post of Accounts Officer is required in this office. ***Hence the study team recommends that one post of Accounts Officer may be created in this office.*** No further change in staff pattern is recommended. However, the above table shows that there is lack of equitable distribution of work load in the office. Hence the study team recommends that urgent steps may be taken to re-distribute the work load with a view to have an equitable work load to all the Clerks.

7.4.16.14 The work study team observed that in the Camp and Battalion offices, there exists sections viz C1 & C2 and H1 & H2. However, H1 & H2 and C1 & C2 are being managed by one single Clerk each. They are

blindly imitating the nomenclature and methodology followed in the District Police Offices. Hence the study team recommends that the subjects' allotted to C2 and H2 may be clubbed with the subjects of C1 and H1 respectively, i.e. there will be only one seat each in C and H Sections.

7.4.17 -RAPID RESPONSE AND RESCUE FORCE, PANDIKKAD

7.4.17.1 RRRF Camp, is a component of Malabar Special Police. After the formation of the Malabar Special Police which is a military police unit of British India Army, they used Rapid Response and Rescue Force Camp for suppressing the native disturbances and revolts prevailed in the areas. Rapid Response and Rescue Force was one of the main training camps of Malabar Special Police. The former name of Rapid Response and Rescue Force was State Rapid Action Force.

7.4.17.2 The office has a total strength of 23 ministerial and they are shown below.

Administrative Assistant	: 1
Junior Superintendent	: 1
Inspecting Store Accountant	: 1
Cashier	: 1
Clerks	: 15
Typists	: 6
Confidential Assistant	: 1
Fair Copy Superintendent	: 1
Attender	: 1
Office Attendant	: 1
Total	: 29

7.4.17.3 There are 7 sections in this office. They are described here.

Personnel and Administrative Reforms Department

A Section deals with establishment matters such as pay fixation, leave, maintenance of Service Books etc. B Section has the duties regarding Budget, allocation of funds, loans and advances, T.A. bills of all categories, railway warrants and preparation of its bills. C Section deals with checking and passing of vouchers relating to the contingencies, preparation of contingent bills, and payment to contingent employees. E Section deals with store matters, motor transport, and maintenance of departmental vehicles, KPW & AF and private funds. F Section deals with salary matters of all permanent employees. G Section deals with the inspection remarks, visiting remarks, meetings & conferences, medals rewards etc. H Section deals with punishment rolls, appeals etc.

7.4.17.4 The Study Team calculated their work load in man hours and shown in the table below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man-hours
1	A1	1129	378	226	135	1868	168
2	A2	758	169	139	135	1195	-505
3	A3	186	17	30	135	368	-1332
4	A4	1147	47	179	135	1508	-192
5	A5	1176	129	195	135	1635	-65
6	A6	1414	84	224	135	1857	157
7	B1	194	165	53	135	547	-1153
8	B2	1698	48	261	135	2142	442
9	B3	263	18	42	135	458	-1242
10	C1	244	18	39	135	436	-1264
11	C2	514	50	84	135	783	-917
12	E1	436	67	75	135	713	-987
13	E2	384	121	75	135	715	-985
14	E3	524	70	89	135	818	-882
15	F1	1451	333	268	135	2187	487
16	F2	1497	234	260	135	2126	426
17	F3	604	322	138	135	1199	-501
18	F4	1171	195	204	135	1705	5
19	G1	1290	140	214	135	1779	79

Personnel and Administrative Reforms Department

20	G2	396	143	80	135	754	-946
21	H1	216	30	40	135	421	-1279
	Total					25214	-10486

7.4.17.5 In this office also, the study team finds that, the staff pattern of the District Police Offices is blindly followed. Even though the sanctioned strength of the office is 15, there are 21 seats as per the work distribution order. The study team recommends that the work distribution order may be revised that there shall be only one seat per sanctioned post of Clerk and the work load may be distributed equally among the Clerks. The same may be done in other offices where such practice is prevalent.

7.4.17.6 Here total work done is 25214 man hours. As per the norms, this justifies the existence of 15 posts of Clerks ($25214/1700 = 14.83$), which is also the sanctioned strength. Hence no change is proposed in the strength of the Clerical staff. However, there is shortage of one post of Junior Superintendent in this office. ***Hence the study team recommends that one post of Junior Superintendent may be created in this office. As mentioned in Para 7.4.14.9, one post of Accounts Officer may also be created in this office.*** No change is proposed in the case of remaining offices.

7.4.17.7 On the basis of the data collected from the sample offices, the study team realised that except in Malabar Special Police, there is no need for enhancement in the Clerical Strength in the remaining battalions. Hence the study team recommends that status quo may be maintained in all the battalions (including those not visited by the study team) except

Personnel and Administrative Reforms Department

Malabar Special Police. However, the study team could find that the 6:1 ratio of Clerks to Junior Superintendents is not maintained in some offices. Hence the study team recommends that the number of posts of Junior Superintendents may be revised so as to maintain the ratio 6:1 in all the offices. Office-wise list is given in the following table :

Name of the office	No. of Clerks proposed	No. of JS posts existing	No. of Junior Superintendents posts proposed	Change in the number of JS posts
SAP, Thiruvananthapuram	24	4	4	0
KAP-I, Thrissur	25	4	4	0
KAP-II, Palakkad	24	4	4	0
KAP-III, Adoor	24	4	4	0
KAP-IV, Kannur	24	4	4	0
KAP-V, Maniyar	24	3	4	1
MSP, Malappuram	35	5	5	0
RRRF, Pandikkad	15	1	2	1
IR Bn, Thrissur	25	4	4	0

7.4.17.8 From the above table, it is clear that one post each of Junior Superintendent may be created in KAP-V, Maniyar and RRRF, Pandikkad. Thus, in total, the work study team *recommends the enhancement of two posts of Junior Superintendents for the Armed Police Battalions.*

7.4.17.9 Further, the study team found out that the post of Accounts Officer is inevitable in all the sample offices under the Armed Police

Battalions. On the basis of this, *the study team recommends that one post each of Accounts Officer may be created in all the nine battalions.*

7.4.18 - Recommendations

7.4.18.1 Taking Battalions as a Unit, the major recommendations of the work study team are summarised below :

- ✧ A total of 9 posts of Accounts Officers (@ one post per office) may be created for the Armed Police Battalions.
- ✧ A total of 2 posts of Junior Superintendents may be created (i.e. One each at KAP-V, Maniyar and RRRF, Pandikkad).
- ✧ Seven posts of Clerks may be created at MSP, Malappuram. No change is proposed in the Clerical strength in the remaining offices.
- ✧ One post each of Attender and Office Attendant may be created at MSP, Malappuram.

7.5 - KERALA POLICE ACADEMY (KEPA), TRISSUR

7.5.1 Kerala Police Academy, (KEPA) was established in 28.02.2000 similar to that of Sardar Vallabhai Patel National Police Academy. It is situated in Kerala Police Academy at Ramavarmapuram, Thrissur. It is headed by Inspector General of Police. He is assisted by Deputy Inspector General of Police. In order to coordinate the Indoor, Outdoor and Technical training of Kerala Police Academy, five assistant directors are there. The first Director was Sri. K. J. Joseph. At present KEPA has its capacity to train 1200 persons at a time. Training is imparted in Indoor subjects like Constitution, Law, Police Science, Modern and

Personnel and Administrative Reforms Department

Scientific Investigation, Human Rights and Behaviour, Criminology, maintenance of Public Order History of India, Police Administration, Public Relation, Computer and Management leadership etc, Outdoor subjects such as Drill, Weapon Field Craft, Tactics, Jungle War Fare, Firing Practice, Mob Control and Disposal, Yoga, Unarmed Combat, Driving, Swimming etc. Every person who joins Kerala Police has to undergo basic training at the Kerala Police Academy. They will be trained to use Computer, to drive Jeep & Motor cycle, drill and musketry, to handle and use wireless set, to write reports, to safeguard the special needs of women and children, to know more about weapons and explosives, to handle traffic secure measures, to be proficient in unarmed combat, to acquire the skills and knowledge about Forensic Sciences, to answer properly on telephone, to swim, to communicate with others in a non offensive manner.

7.5.2 The strength of the ministerial staffs in the Kerala Police Academy is given below

Administrative Assistant	: 1
Junior Superintendent	: 4
Head Clerk	: 1
Cashier	: 1
Clerks	: 15
Typists	: 5
Confidential Assistants	: 3
Total	: 30

7.5.3 Kerala Police Academy has 6 Sections. Apart from other offices in Police Department, it has one section i.e., Training (Trng). It has 2

Personnel and Administrative Reforms Department

clerks and these two clerks do all the activities regarding the training in Kerala Police Academy. Section wise details are given below.

7.5.4 A Section handles establishment matters of executive staffs and ministerial staffs and camp followers. This Section has the duties of maintaining Service Books, sanctioning of increments and surrender of earned leaves. B Section deals with budget matters, reconciliation of receipts and expenditure, preparation of contingent bills, auditing of bills, TA Bills of all categories and Bus warrants. E Section has the duties regarding the store purchase, purchase matters of Q.M., Petrol Oil Lubricant of vehicle, repair and maintenance of vehicles, all matters regarding the MT Section, purchases related to dog training School. F Section deals with pay GIS, FBS, SLI etc. G Section have the duties of Project Advisory Committee and its correspondence, preparation of all projects in KEPA, repair & maintenance of store articles, issuing NOC for passport, Landed Property Statements, construction matters, quarters allotment, Sale of usufruits, building rent and related matters. It has the duties of the Police Association, reply to LAI & RTI, professional tax and rewards & awards. Another Section in this office is Training. It has two clerks. They deal with the training of all offices, Basic & Short Term Courses run by IMG, NCB, BPR&D, SPG, Customs, Central Excise, SPARK, NASSCOM etc. Training of other states police and foreign forces. This section deals with dog training, training related to swimming also.

7.5.5 The team calculated the workload of each clerks in the office

which is shown below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours
1	A1	1525	385	286	135	2331	631
2	A2	1630	161	268	135	2194	494
3	A3	1679	206	282	135	2302	602
4	B1	617	417	155	135	1324	-376
5	B2	1271	190	219	135	1815	115
6	E1	1676	215	283	135	2309	609
7	E2	1806	167	296	135	2404	704
8	F1	1408	232	246	135	2021	321
9	F2	1634	77	216	135	2062	362
10	F3	1428	159	238	135	1960	260
11	G1	573	179	113	135	1000	-700
12	G2	1527	124	247	135	2033	333
13	G3	1209	153	204	135	1705	5
14	Trng1	1686	176	279	135	2276	576
15	Trng2	1795	287	312	135	2529	829
	Total					30625	4765

7.5.6 The Work Study Team found that there is an excess work load of 4765 man hours necessitating 3 additional posts of Clerks (i.e. $4765/1700 = 2.86$). Hence, the study team recommends the creation of three posts of Clerks. With the creation of these three posts, the total number of Clerks will go up to 18. For maintaining the 6:1 ratio, three posts of Junior Superintendents are sufficient, whereas this office has four posts. Hence the study team finds that one post of Junior Superintendent is excess in this office. Thus, the study team ***recommends that three posts of Clerks may be created and one post of Junior Superintendent may be reduced at the KEPA, Thrissur.***

7.5.7 - POLICE TRAINING COLLEGE, THIRUVANANTHAPURAM

7.5.7.1 The nature of the functioning of KEPA and PTC are more or less same. As PTC was not included in the samples taken for work study, the team proposes a pro rata enhancement in the clerical strength for that office. Hence the work study team *recommends that two posts of Clerks may be created at the Police Training College, Thiruvananthapuram. No other change is proposed.*

7.6 - OFFICE OF SUPERINTENDENT OF POLICE, RAILWAYS

7.6.1 Office of the Superintendent of Police, Railways is set up with an intention to give protection to the life and property of rail passengers and to maintain the entire law and order which is vested in the Government Railway Police. The Superintendent of Police, who is in the rank of IPS, is the head of the Office is being under the administrative control of Deputy Inspector General of Police, (CID & Railways).

7.6.2 There are 5 Railway Police Units in the State. They are at Thiruvananthapuram Central, Cochin Harbour Terminus, Shornur, Olavacot, and Kozhikode. Under the control of the Superintendent of Police, Railways, there exists 4 Out Posts at Kollam, Kottayam, Ernakulam South and Kannur. Further, there are 13 Police Stations from Parassala to Kasargod. Just like the Local Police Station, this Railway Police Station includes Woman Civil Police Officers. Since, this is a typical format of functioning in the Police Department, the Civil Police Officers have to perform duties in the Railway Platform and in the trains.

Personnel and Administrative Reforms Department

The Railway Police have to attend all kinds of emergencies of the whole railway passengers. The Railway Police only have the power to register cases when a crime is occurred in either trains or in platforms. Since, the crimes are increasing day by day, the importance of the Railway Police is also increasing. They too have other duties like escorting to Chief Minister and other 'Z' Category VVIPs.

7.6.3 The Office of the Superintendent of Police, Railways have 28 vehicles and 15 Drivers. The strength of the Civil Police Officers, Senior Civil Police Officers and Woman Civil Police Officers is not quite adequate to maintain Law & Order duties of the railway passengers. These executives have to perform duty in the platform and in train in day and night throughout the State. Unlike the other offices of the Police Department, 50% of the expenditure of the GRP is being met by the Railway Board. They are adjusting all the dues from the other State Departments, Corporations and Boards of the State with 50% reimbursable amount to the Police Department.

7.6.4 Since the criminal activities and atrocities against women and children are increasing now a days, the work load of the executive staff increase. This affects the work load of the ministerial staff also.

7.6.5 The Office of the S.P. Railways is functioning in a building owned by the Railways. This Office is so congested that the ministerial staff in this Office are not getting a healthy atmosphere to work. It is also found that in this office building, two rooms are occupied by the civil staff of Railways and that makes inconvenience to the other staffs. The

Personnel and Administrative Reforms Department

Record Room in this Office is so poor. The ministerial staff should get good infrastructure for working in a healthy atmosphere. Hence this Office may be shifted to a Government owned building in Thiruvananthapuram.

7.6.6 The strength of the ministerial staff is detailed here.

Administrative Assistant	: 1
Manager	: 1
Junior Superintendent	: 3
Fair Copy Superintendent	: 1
Cashier	: 1
Clerks	: 20
Confidential Assistant	: 1
Typists	: 7
Office Attendant	: 2
Total	: 37

7.6.7 The calculated work load of the Clerks in the Office, in the base year is given below.

Sl. No.	Name of the Seat	File work in hrs	Routine Works in hrs	P & F Allowances	Non File Works in hrs	Actual man-hours worked	Excess / Short fall in man- hours on comparison with the std time (1700 hrs/year)
1	A1	1210	195	210	135	1750	50
2	A2	1348	180	229	135	1892	192
3	A3	2001	70	310	135	2516	816
4	A4	101	15	17	135	148	-1552
5	B1	853	30	132	135	1150	-550
6	B2	1626	101	259	135	2121	421

Personnel and Administrative Reforms Department

7	C1	1225	87	196	135	1643	-57
8	E1	1600	36	245	135	2016	316
9	E2	1139	105	186	135	1565	-135
10	F1	1378	975	352	135	2840	1140
11	F2	1275	76	202	135	1688	-11
12	F3	964	85	157	135	1341	-359
13	F4	1199	75	191	135	1601	-99
14	F5	1241	134	206	135	1716	16
15	G1	779	143	138	135	1195	-505
16	G2	975	56	154	135	1320	-380
17	H1 & H2	2105	57	324	135	2621	921
	Total					29123	224

7.6.8 From the table, it can be seen that the excess work load is only 224 man hours. That means no need of further Clerks to be posted in this Office. ***So it is recommended to maintain status quo.*** As the work load of the Clerks is not uniform, it is recommended that the subject distribution may be revised.

7.7 The important recommendations contained in this Chapter are summarised below:

- ⌘ 3 posts of Manager, 9 posts of Accounts Officer, 4 posts of Junior Superintendent (5 creation and one reduction), 37 posts of Clerks, one post of Attender and 3 posts of Clerks (a total of 57 posts) are recommended to be created in the “Other Offices”.
- ⌘ One post of Head Clerk in the Thiruvananthapuram Range office is to be upgraded to the post of Junior Superintendent.
- ⌘ One post of Office Attendant is to be shifted from Kannur Range to Thiruvananthapuram Range.
- ⌘ 10 posts of Junior Superintendent in the Head Offices of Crime Branch are to be upgraded to the post of Senior Superintendent.

CHAPTER - VIII

GENERAL RECOMMENDATIONS

8.1 - Canteen Facility

8.1.1 Recently Government have introduced a Welfare Scheme of Police Forces by implementing Canteen facilities to them. But presently, this facility is available to the executive staff only, the ministerial wing are being devoid of its benefits. Canteen facility is a long pending demand of the ministerial wing. In Kerala Police there are more than 50000 executives and 2000 ministerial staff. The establishment matters of the above major are handled by this minor group of employees.

8.1.2 It may be noted that a considerable portion of the ministerial staff have been appointed on compassionate employment scheme and most of them do receive the canteen facilities on the ground that they are dependents of the former executive staff. But the ministerial employees who are got recruited through the PSC are not getting the benefit of this facility. The study team feels that denying the benefits to a section of the employees is a gross injustice and hence the study team recommends that this discrimination may be abolished and the *canteen facility may be extended to all the staff of the Police Department, whether they are executive or ministerial.*

8.2 - The problems of Camp Followers

8.2.1 In the Police Department, about 1000 of low paid employees are

Personnel and Administrative Reforms Department

working and they are generally known as “Camp Followers”. They are working in the Category of Barber, Sweeper, Cook, Dobby etc. The above employees are not recruited through Kerala Public Service Commission and are appointed by the Police Department through the Local Employment Exchanges. In the Police Department the post of Office Attendant is appointed through the Kerala Public Service Commission from the rank list of Last Grade Servants prepared for various Departments and are eligible for getting promotion to the post of Attender. But the Camp Followers have no further promotion and they are retiring from service in the above posts after completing 30 to 35 years of Service. The demand of Camp Followers is that they may be included in the general Seniority List of Last Grade Servants and may be given “by promotion” as Attender along with the Office Attendants, after consulting with the matter with Kerala Public Service Commission.

8.2.2 The work study team has examined the matter in detail. The team recommends that *the administrative department may consider the scope of framing Special Rules for the Camp Followers and handing over the recruitment to such posts to the PSC*. In such a situation, quota could be fixed to the Camp Followers in the promotion to the post of Attenders on the basis of the cadre strength.

8.3 - Engaging Executives staff for clerical work

8.3.1 In most of the District Police Offices, it was seen that the Police Personnel having academic Degree of B.A., B.Sc and above assisting the work of Ministerial Staffs on working arrangement basis. The study team

is of the opinion that engaging the high paid executive staff who are expected to look after their assigned duties, for doing mere clerical work is gross underutilisation of their capabilities' and is sheer wastage of public money. Hence the study team strongly recommends that *the executive staff who are engaged in ministerial work may be replaced with ministerial functionaries.*

8.3.2 For example, in the Office of the Additional Director General of Police (Crimes) at Police Head Quarters Thiruvananthapuram, 10 executive staff not below the rank of Assistant Sub Inspector of Police are working in Seats D1 to D10, doing ministerial work. The study team recommends that these 10 executive staff may be replaced immediately by 10 Clerks.

8.4 - Improving Infrastructure facilities

8.4.1 In the Police Department, iAPS and SPARK are being used. But the speed of the system is very low. It affects the speed of the functionaries and reduces their output. In view of this, the study team recommends that computer system may be upgraded with higher capacity hardware, software and internet connectivity.

8.5 - Rotation of Employees

During data collection, the study team has observed that the most of the Clerks in the A Section, which deals with transfer and posting, performs their file works in an excellent manner. This is truly visible in the District Police Offices Kollam City, Kottayam, Ernakulam City, Kozhikkode City

& Palakkad. The same is visible in the Clerk dealing with the Budget Seat too. But the contradiction is that, some of the Clerks working in the other sections are comparatively less efficient. The subjects dealt with by them include Law and Order reports, Police firing, issue of look out notice Police bandobust arrangements, mobilisation, prisoners escort, meetings and conferences, installation of telephone and internet, fairs and festivals, loud speaker licence, VVIP visits, tour programme of VIPS, Sutharya Keralam petitions, Women's and Children's petitions, SC/ST Atrocities Petition, Military Petitions and other allied matters, that are very vital as far as the functioning of the Police Department is concerned. Considering this, the study team recommends that internal transfer of the clerical staff may be effected at least once in three years, so that all they may get trained in attending all the works of the Department. Moreover, in-service training may be imparted to all the ministerial staff at regular intervals.

8.6 - Inequitable work distribution

8.6.1 On analysing the data collected from various offices, the study team finds that the work distribution is not proper in the Department. While some of the Clerks are having only a little work to attend, some others really reeling under work pressure. Seat-wise figures of the offices visited by the team have been given in this Report. In this connection, the study team recommends that necessary steps may be taken to re-distribute the work load with a view to have equitable

distribution of work among all the Clerks.

8.7 - Maintenance of files and registers

8.7.1 During data collection, the study team observed that Personal Registers are not properly maintained. Most of the Lower Division Clerks/Upper Division Clerks do not even know as to how many columns are there in Personal Registers. All the relevant columns are not filled properly. Carried over Certificate is not seen made in the relevant page of the Register. Inspection schedule, names of officers and the subjects being dealt with in the seat also are not seen entered in the relevant pages of the Personal Registers, in most of the offices. Since the PRs are the basic registers to reflect the basic works done by the Clerical functionaries of a Department, it must be maintained properly. In some other Offices, they have stated that, *iAPS* is being used for file works.

8.7.2 File maintenance in many of offices in the Department is quiet unsatisfactory. No separate Current files and Note files are maintained. Further, the currents as well as the notes are not numbered properly and continuously. Paragraphs are also not numbered. Closed files are not properly docketed and sent to records. Hence the period of retention could not be understood from the disposals. Year-wise stock files are also not maintained.

8.7.3 Considering all the above facts, the study team recommends that the *regarding the maintenance of files and registers, the respective provisions in the Manual of Office Procedure/ Police Manual may be strictly followed strictly. Inspection of the Personal Registers may be*

conducted as per the schedule. Regarding file processing, handling of disposals etc also, the provisions contained in the Manual must be followed scrupulously.

8.8 - Handling of RTI Cases

8.8.1 In the District Police Offices, the Right to Information Act applications are being handled by the 'G' Section Clerk. In order to prepare the reply, the Section Clerk visits the other Section Clerks in those Offices and collects the information from them and prepares the reply. Here, the information is actually furnished to the Clerk of G Section by the Clerks of the respective sections. But no entry is made in their respective Personal Registers. Due to this, responsibility for this reply also could not be fixed on them. In this situation, the study team recommends that the RTI Petitions received by the Clerk in the G-Section may be forwarded to the respective sections for furnishing reply directly to the petitioner within the stipulated time limit. If the information pertains to more than one seats, details may be collected by the G-Section Clerk by issuing U.O. Notes and a final reply may be furnished by the G-Section. In this case also, it must be ensured that tapal numbers are assigned to these the U.O. Notes and they are properly entered in the Personal Registers of the respective Clerks.

8.9 - Maintenance of Attendance Register

8.9.1 During data collection, the study team found that in some offices, controlling officers are not marking their attendances. The controlling officers are expected to monitor the attendances of their subordinates.

Marking of attendance by a controlling officer implies that he is properly supervising the attendances of his subordinates. If any of his subordinates has not marked the attendance, the controlling officer is expected to make a “cross mark”. Hence, the study team ***recommends that all the supervisory officers must see that the staff under their control have marked their attendances and they themselves also must sign the Register.***

8.10 - Dealing with foreigners

8.10.1 In all the 19 District Police Offices, there is a key Section by name 'D3', dealing with all the correspondence/works related to foreigners, application for issuance of Departmental Identity Certificate. There are many rules and regulations applicable to the foreigners. So the Section Clerk has to keep himself up with the frequent changes of rules and regulations in the foreign policies. When a foreigner approaches the Section for registration, the Section Clerk has to verify the genuineness of the documents produced, check the date of arrival, special endorsement in the Visa page, the rules applicable to the foreigner, whether the foreigner is blacklisted or listed in any Security List/Warning List, instruct the foreigners as how to prepare applications, documents to be attached with the application, the head of account for remitting Visa Fee/belated registration fee/Overstay Fine etc. In some cases, the Foreigner Registration Officers call the Section Clerks for clarification on the rules etc. Hence a suitable well qualified Section Clerk having academic Degree with fluency in English should be posted in that

Section. In most of the District Police Offices, this practice is not being followed and the essential registers regarding Foreigners Visit must be maintained. It must be ensured that the C-Forms are properly received from the Hotels where the foreigners are staying. Hence it is recommended to *conduct a Screening Test/Interview by the Unit Chief for selecting the Section Clerk in D3 Section of each District Office. It is also recommended that steps may be taken to provide special allowance to the Clerk posted in this Section.*

8.11 - Furnishing Monthly Business Statement/Quarterly Business Statement on Official Language

8.11.1 In most of the offices in the Police Department, it was found that most of the Clerks are not giving the Monthly Business Statement in time. Most of the Clerks are not even aware of the Quarterly Business Statement on the Official Language. Now, the Government is giving much focus on the implementation of the official language policy and timely disposal of pending files, timely submission of the Monthly Business Statement and quarterly statement is highly important. *Hence the study team recommends that the supervisory officers must ensure that the Monthly Business Statement and Quarterly Statement on Official Language must be furnished in time.*

CHAPTER – IX

COST FACTOR

9.1 The enhancement of posts recommended in the previous chapters of this Report is summarised in this chapter. In this Report, the upgradation of some posts is also recommended. When one post is upgraded, it amounts to the enhancement of one post in the post-upgraded cadre and a reduction of one post in the pre-upgraded cadre. For example, if one post of Junior Superintendent is upgraded as Senior Superintendent, it implies that there will be an increase of one post of Senior Superintendent in the total strength of the Senior Superintendents and a reduction of one post in the total strength of Junior Superintendents. The total enhancement in the number of posts thus worked out is given below

<u>Name of the post</u>	<u>No. Of posts</u>
Senior Administrative Officer	1
Senior Administrative Assistant	6
Administrative Assistant	-6
Manager	3
Senior Superintendent	10
Accounts Officer	12
Junior Superintendent	37
ISA/HA/SA	1
Head Clerk	-1

Personnel and Administrative Reforms Department

Cashier	0
Fair Copy Superintendent	0
Confidential Assistant	0
Clerk	244
Clerk-cum-Typist	0
Typist	27
Attender	1
Office Attendant	3

Total 338

9.2 In the above table, enhancement of some posts are shown as minus (negative numbers). It is due to the reduction in a particular cadre due to the upgradation of such posts.

9.3 The anticipated financial commitment on accounts of the creation/upgradation of posts is given in the following table :

Financial Commitment on account of creation of posts

Sl. No.	Office/post	Basic Pay	Annual financial commitment per post	No. of posts	Total financial commitment
1	Senior Administrative Officer	85000	1204450	1	1204450
2	Senior Administrative Assistant	42500	602225	6	3613350
3	Administrative Assistant	40500	573885	-6	-3443310
4	Manager	35700	505869	3	1517607
5	Senior Superintendent	35700	505869	10	5058690
6	Accounts Officer	35700	505869	12	6070428
7	Junior Superintendent	30700	435019	37	16095703
8	ISA/HA/SA	27800	393926	1	393926

Personnel and Administrative Reforms Department

9	Head Clerk	27800	393926	-1	-393926
10	Cashier	25200	357084	0	0
11	Fair Copy Superintendent	30700	435019	0	0
12	Confidential Assistant	20000	283400	0	0
13	Clerk	19000	269230	244	65692120
14	Clerk/Typist	19000	269230	0	0
15	Typist	19000	269230	27	7269210
16	Attender	17000	240890	1	240890
17	Office Attendant	16500	233805	3	701415
	Total			338	104020553
Financial commitment already incurred for paying salary to the super numerary posts of Clerks					65692120
Net Actual financial commitment					3,83,28433

Note: *In the above table, basic pay is taken at the entry level in the revised pay scale contained in GO(P) 7/16/Fin dated 20-1-2016. Annual financial commitment is worked out as Basic Pay plus DA @ 9% multiplied by 13 (for including leave surrender).*

10 posts of JS have been proposed to be upgraded to SS and as such only 37 posts of JS need be created.

9.4 With a view to keep the financial commitment at minimum, only the most essential posts are recommended to be created/upgraded. The annual financial commitment on account of the creation of the posts is Rs. 10, 5325610/-. But currently 491 posts of clerks are working on supernumerary grounds as per various government orders. Thus the financial commitment after total number of 244 proposed clerks would not arise due to the fact that there are already 491 clerks supernumerarily. Hence the actual financial implication of total proposed posts works out to be Rs. 3,83,28433/-. Police Department which is one of the important

Personnel and Administrative Reforms Department

field Departments in the State, where there is the utmost priority for the maintenance of Law and Order in the State, the Government need not hesitate to find funds to the welfare of the supporting Staff in this Department. Here, a very meticulous study has been made on this matter and all earnest efforts have been taken to keep post creation as minimal as possible, allowing for highly inevitable posts only. Considering the strategic importance of the Police Force in the State, this expenditure need not be viewed as too high.

9.5 The study team was also informed that several important recommendations made by the Study Team in 1993 are still remaining unimplemented. It is a sheer waste of Government money and thousands of manhours of the Study Team officials, which should never be repeated for any reason. Hence it is strongly recommended that the Administrative Department/State Police Chief may take special care to implement those recommendations which are still relevant and useful to the Department from the ones made by the P&ARD Work Study Team in 1993, while implementing recommendations contained in this Report.

CHAPTER-X

SUMMARY OF RECOMMENDATIONS

1. A total of 41 Clerical posts may be created at the Police Headquarters, Thiruvananthapuram, raising the strength from 119 to 160.
(para 5.6 & 5.7.2)
2. A total of 7 posts of Junior Superintendent may be created at the Police Headquarters, Thiruvananthapuram, raising the strength from 20 to 27.
(para 5.7.3)
3. A senior Administrative Officer post may be created at PHQ in the cadre of Joint secretary from Administrative Secretariat to bolster administration
(para 5.5.1.4)
4. Steps may be taken to distribute the work load evenly among all the available clerks. Similarly, the Sections may be bifurcated depending on the number of available posts of Junior Superintendents and Clerks.
(para 5.7.4)
5. 9 posts of Clerks, 2 posts of Junior Superintendent and 1 post of Typist may be created at the District Police Office, Alappuzha
(para 6.5.1.16).
6. 8 posts of Clerks, 2 posts of Junior Superintendents and 1 post of Typist may be created at the District Police Office, Ernakulam City
(para 6.5.2.15).
7. Vacant post of Senior Administrative Assistant may be filled at the

- District Police Office, Ernakulam City **(para 6.5.2.15).**
8. District Police Office, Ernakulam City may be shifted to an easily accessible place **(para 6.5.2.16).**
9. 9 posts of Clerks, 2 posts of Junior Superintendents and 1 post of Typist may be created at the District Police Office, Ernakulam Rural. **(para 6.5.3.17 & 6.5.3.19)**
10. The post of Administrative Assistant may be upgraded as Senior Administrative Assistant in District Police Office, Ernakulam Rural **(para 6.5.3.19)**
11. 13 posts of Clerks, 3 posts of Junior Superintendents and 2 post of Typist may be created at the District Police Office, Idukki **(para 6.5.4.4).**
12. The post of Administrative Assistant may be upgraded as Senior Administrative Assistant in District Police Office, Idukki **(para 6.5.4.4).**
13. 8 posts of Clerks and 3 posts of Junior Superintendents may be created at the District Police Office, Kannur **(para 6.5.5.16).**
14. The post of the Clerk dealing with the Family Benefit Scheme in the District Police Office, Kannur may be abolished **(para 6.5.5.16).**
15. 1 post of Accounts Officer, 1 post of Junior Superintendent, 4 posts of Clerks and 1 post of Typist may be created at the District Police Office, Kasaragod **(para 6.5.6.4).**

Personnel and Administrative Reforms Department

16. 7 posts of Clerks and 1 post of Typist may be created at the District Police Office, Kollam City **(para 6.5.7.15).**
17. In the District Police Office, Kollam Rural, 4 posts of Clerks may be created. **(para 6.5.8.15).**
18. 3 post of Junior Superintendent and 13 posts of Clerks and 2 posts of Typist may be created at the District Police Office, Kottayam **(para 6.5.9.6).**
19. The post of Administrative Assistant may be upgraded to the post of Senior Administrative Assistant at District Police Office, Kottayam **(para 6.5.9.6).**
20. 3 post of Junior Superintendent and 13 posts of Clerks and 2 posts of Typist may be created at the District Police Office, Kozhikode City **(para 6.5.10.5).**
21. The post of Administrative Assistant may be upgraded to the post of Senior Administrative Assistant at District Police Office, Kozhikode City **(para 6.5.10.5).**
22. 2 post of Junior Superintendent, 7 posts of Clerks and 2 posts of Typist may be created at the District Police Office, Malappuram **(para 6.5.11.5).**
23. The post of Administrative Assistant may be upgraded to the post of Senior Administrative Assistant at District Police Office, Malappuram **(para 6.5.11.5).**
24. 1 post of Junior Superintendent, 6 posts of Clerks and 1 post of Typist

Personnel and Administrative Reforms Department

- may be created at the District Police Office, Palakkad **(para 6.5.12.3).**
25. 2 post of Junior Superintendent, 12 posts of Clerks and 2 posts of Typist may be created at the District Police Office, Pathanamthitta
(para 6.5.13.16).
26. 3 posts of Junior Superintendent, 6 posts of Clerks and 2 post of Typist may be created at the District Police Office, Thiruvananthapuram City.
(para 6.5.14.20).
27. 3 posts of Junior Superintendent, 12 posts of Clerks and 2 posts of Typist may be created at the District Police Office, Thiruvananthapuram Rural
(para 6.5.15.14).
28. The post of Administrative Assistant may be upgraded to the post of Senior Administrative Assistant in the District Police Office, Thiruvananthapuram Rural
(para 6.5.15.14).
29. 1 post of Junior Superintendent, 7 posts of Clerks and 2 posts of Typist may be created at the District Police Office, Thrissur City
(para 6.5.16.17).
30. 1 post of Store Accountant, 9 posts of Clerks and 1 post of Typist may be created at the District Police Office, Thrissur Rural
(para 6.5.17.13).
31. One post of Accounts Officer, 2 post of Junior Superintendent, 12 posts of Clerks and 1 post of Typist may be created at the District Police Office, Wayanad
(para 6.5.18.6).
32. 2 posts of Junior Superintendent, 7 posts of Clerks and 1 post of

Typist may be created at the District Police Office, Kozhikode Rural

(para 6.5.19.1).

33. One post of Accounts Officer may be created at District Police Office, Kozhikode Rural **(para 6.5.19.2).**

34. In total, 6 posts of Administrative Assistant may be upgraded to the post of Senior Administrative Assistant in the District Police Offices at Ernakulam Rural, Idukki, Kottayam, Kozhikode City, Malappuram and Thiruvananthapuram Rural **(para 6.6.2).**

35. In total, 3 posts of Accounts Officer, 35 posts of Junior Superintendent, 1 post of Store Accountant 165 posts of Clerks and, 25 posts of Typists for the District Police Offices as a whole **(para 6.6.3 & 6.6.4).**

36. Two posts of Manager in the Grade of Senior Superintendent (one in each zone) may be created the zonal offices **(para 7.1.1.4 & 7.1.2.2).**

37. 4 posts of Clerks (two in each zone) may be created at the zonal offices **(para 7.1.1.12 & 7.1.2.2).**

38. 3 posts of Junior Superintendent and 8 posts of Clerks may be created at the Range offices. The post of Head Clerk at the Thiruvananthapuram Range Office may be upgraded to the post of Junior Superintendent. One post of Office Attendant may be shifted from Kannur Range to Thiruvananthapuram Range **(para 7.2.7.1).**

39. One post of Manager may be created at the office of the ADGP (Crime), Thiruvananthapuram **(para 7.3.8.11).**

Personnel and Administrative Reforms Department

40. 13 posts of Clerks may be created out of which 10 posts may be used for replacing the executive staff who are discharging ministerial duties from seats D1 to D10 at the office of the ADGP (Crimes), Thiruvananthapuram **(para 7.3.8.12).**
41. 2 posts of Office Attendant may be created at the office of the ADGP (Crimes), Thiruvananthapuram **(para 7.3.8.13).**
42. 10 posts of Junior Superintendent may be upgraded to the post of Senior Superintendent in the Head Offices of the Crime Wings **(para 7.3.9.8 & 7.3.12.1)**
43. One post of Accounts Officer, 7 posts of Clerks, one post of Attender and one post of Office Attendant may be created at the Malabar Special Police, Malappuram **(para 7.4.14.10 & 7.4.18.1).**
44. 2 posts of Junior Superintendent may be created (one each at KAP-V, Maniyar and RRRF, Pandikkad) at the Armed Police Battalions **(para 7.4.17.8 & 7.4.18.1).**
45. 9 posts of Accounts Officer (one in each office) may be created at the nine Armed Police Battalions **(para 7.4.17.9 & 7.4.18.1).**
46. 3 posts of Clerks may be created and one post of Junior Superintendent may be recommended to shift from Kerala Police Academy, Thrissur to RRRF, Pandikka **(para 7.5.6).**
47. 2 posts of Clerks may be created at the Police Training College, Thiruvananthapuram **(para 7.5.7.1).**
48. Police Canteen facility may be extended to the Ministerial staff also

(para 8.1.2).

49. The scope of framing Special Rules for the Camp Followers and handing over their recruitment to the PSC may be considered **(para 8.2.2).**

50. Executive staff who are engaged in ministerial work may be replaced with ministerial functionaries **(para 8.3.1).**

51. Computer system used in the Department may be upgraded with higher capacity hardware, software and internet connectivity for the smooth and effective functioning of the Department **(para 8.4.1).**

52. Internal transfer of clerical staff may be effected at least once in three years and in-service training may be imparted to the ministerial staff **(para 8.5.1).**

53. Steps may be taken for having an equitable work load for all the clerical staff **(para 8.6.1).**

54. The provisions of the Police Manual may be followed strictly in the maintenance of files and registers. **(para 8.7.3).**

55. It is recommended that all the supervisory officers must see that the staff under their control have marked their attendances and they themselves also must sign the Register. **(para 8.9.1)**

56. Screening test may be conducted for selecting the Clerk at the D3 section (dealing with foreigners) in the District Police Offices. Steps may be taken for providing Special Allowance to the Clerk posted in that Section **(para 8.10.1).**

57. The study team recommends that the supervisory officers must ensure that the Monthly Business Statement and Quarterly Statement on Official Language must be furnished in time **(para 8.11.1).**

Acknowledgement

The Work study team of Personnel & Administrative Reforms (AR-7) Department expresses the deep felt gratitude for the whole hearted co-operation rendered by the officers and staff of the Police Department for making the work study a success.

**Sd/-
Satyajeet Rajan
Principal Secretary**