

VI. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR ARE UNDER ITS CONTROL:-

a. A large number of documents pertaining to citizen oriented services and internal administration are held by the different wings of this public authority as below:

1.	Documents common to all offices	Diary and dispatch registers Routine correspondence files.
2.	Documents common to officers	Log books of vehicles
3.	Documents common to all IOs	Files of cases being investigated by them.
4.	Documents held by different offices	As per work distribution orders of H.O.D./H.O.O. of concerned office
	Administration Wing	ACRs of Inspectors, PPS and IPS officers, All confidential record/ service books of Inspectors, HPS and IPS officers.
	Crime wing	1. Copies of enquiry reports conducted by crime wing officers 2. Files concerning extradition matters 3. Replies to questions from parliament/ assembly 4. Periodical crime reports
	Wireless Organisation. (New Wing as Computer and Telecommunication)	Files concerning establishment of Computer and Telecommunication Wing i.e. regarding maintenance of stock, accounts etc. and the following documents of Finger Print Bureau. . FPB register . Dispatch checks . The search slip register . Record slip register . Document entry register . Order Book

b. Categories of documents as per office manual applicable to HP Govt. Offices and PPR 1934: are as under-

DISTRICT POLICE

Police Stations

All Police Stations Registers as HPPR 22.45 are as following:-

- i. FIR note book 22.47 HPR,
- ii. Daily Diary Register 22.48 HPR,
- iii. Standing and Circular order register 22.53 HPR,
- iv. Register of Absconder and deserters 22.54 HPR,
- v. Register of Correspondence (three parts) 22.55 HPR,
- vi. Misc. Register 22.56 HPR,
- vii. Village Crime Register 22.59 HPR,
- viii. Surveillance Register 22.61 HPR,
- ix. Index to History Sheets and Personnel Files 22.62 HPR,
- x. Register of information Sheets 22.63 HPR
- xi. Minutes book of Gazetted Officer 22.64 HPR,
- xii. File Book of Inspection Reports 22.65,
- xiii. The Register of Births & Deaths 22.66 HPR (now discontinued)
- xiv. Register of Govt. Officials & Property 22.67 HPR
- xv. Register of Licenses 22.68 HPR
- xvi. Receipt Book of Arms Ammunition and Military Stores 22.69 HPR
- xvii. The Store Room Register 22.70 HPR
- xviii. Cash Accounts Register 22.71 HPR
- xix. File Book of Road Certificate 22.72 HPR
- xx. Printed Receipt Books 22.73 HPR
- xxi. Police and CI Gazette 22.74 HPR
- xxii. Police Rules 22.75 HPR
- xxiii. Charge Note of Officer Incharge of Police Station 22.76 HPR
- xxiv. Computer Forms i.e. Integrated Investigation Forms.

District Police Office

- a. **As per PPR 11.36 following reregisters are maintained by the distt police office in English Branch & Account Branch:-**
 - i. Place of worship Register 3.3 (2) HPR
 - ii. Govt. Family Quarter Register 3.20 HPR

- iii. Grant of House Rent Allowance to ORs Register 3.21 HPR
- iv. Register of land in possession of police 3.28 HPR
- v. Govt. Horses Register 7.32 (1) HPR
- vi. Conveyance Allowance Register for NGOs 7.32(2) HPR
- vii. Leave account Register 8.13 HPR
- viii. Age Register for ORs 7.17(1) A HPR
- ix. Age Register for NGOs 7.17(1) B HPR
- x. Grant of House Rent Allowance for NGOs 10.76 HPR
- xi. Telephone Register 11.22 HPR
- xii. Diary and Receipt and Dispatch Register 11.24(1) HPR
- xiii. Register of Annual Files 11.28 (1) HPR
- xiv. Annual Station delivery Register 11.32 HPR,
- xv. Stock Register of office Furniture 11.34 HPR,
- xvi. Inventory of store Register 1135(1) HPR
- xvii. Account of English Stationery and Forms 1148(1) HPR
- xviii. Library Register 1158 HPR
- xix. Character Rolls 12.28(1) HPR
- xx. Service Books 12.28(2) HPR
- xxi. Punishment Register 16.14 (1) HPR
- xxii. Register of Inspection of Arms Licenses premises 22.68 A HPR,
- xxiii. Register of Liquor Shops 22.68 B HPR
- xxiv. Register of Explosive Shops 22.68 C HPR
- xxv. Register of Petroleum Shops 22.68 D HPR
- xxvi. Register of Poison Shops 22.68 E HPR
- xxvii. Register of Sarais 22.68 F HPR
- xxviii. Receipt book Accountant 10.14 (6) HPR
- xxix. Register in B.M. Form No. 29 10.5 B.M. File Book of Treasury Receipt 10.19(2) HPR
- xxx. General Police Fund Cash Book 10.27 (1) A HPR
- xxxi. File book Vouchers 10.35(1) HPR
- xxxii. Check Memorandum Book 10.39(6) HPR
- xxxiii. Cash Distribution Register 10.42(1) A HPR
- xxxiv. General Cash Book 10.48(1) HPR

- xxxv. Register of Absentees 10.89 C HPR
- xxxvi. Check Register of Posting of Lower Subordinate 1093(6) HPR
- xxxvii. Register of Permanent Advance 10.108 HPR
- xxxviii. Register of Traveling Allowance Bills of enrolled officers 10.160(5) HPR
- xxxix. Stamp Register 11.33 HPR
 - xl. Stock Register of Printed Forms etc. 11.49 HPR
 - xli. Ordinary correspondence of Police Files Register 11.70(2) HPR
 - xlii. Destruction of Daily Dairies 22.51 HPR
 - xlili. Absconders & Deserters 22.54 A HPR
 - xliv. District Register of Absconders 23.20 HPR
 - xlv. Register of Proclaimed Offenders 23.22(1) & (2) HPR
 - xlvi. Police File Destroyed Register 27.39 (5) HPR
 - xlvii. File of Criminal Intelligence Gazettes 11.55 HPR
 - xlviii. File of Police Gazettes 11.55 A HPR
 - xlix. Military Deserters 11.16(6) HPR
 - I. Leave Account in From A.T. 290 under Fundamental Rule -76, 8.13 HPR
 - ii. Leave Register 8.14 HPR
 - lii. Recruit Register 12.13 HPR
 - liii. Vernacular Personnel File 12.39 HPR
 - liv . List of Vacancy 12.40 HPR
 - Iv. Long Roll 12.41 HPR
 - Ivi. Promotion B-I 13.7 HPR
 - Ivii. Promotion List C-I & C-II 13.08 (1) & (2) HPR
 - Iviii. Promotion List D-I & D-II 13.09 (1) & (2) HPR
 - lix. Orderly Room Register 14.10 HPR
 - lx. Register of Posting 14.16 (1) HPR Public

b. Complaint Branch :-

- i. Daily diary,
- ii. duty roster,
- iii. register with details of cases marked for investigation,
- iv. register about receipt of complaints and marking it for enquiry to NGOs/HCs,
- v. dak receipt/dispatch register,

c. Security Branch:

all circulars and order received from time to time Security Branch

- i. Record about visit of VVIPs/VIPs,
- ii. public functions,
- iii. security provided to VVIPs/VIPs/,
- iv. VIP guards,
- v. Vital installations etc.
- vi. All circulars & standing orders received from time to time,
- vii. Dak receipt/ dispatch register. Police Lines

d. Police Lines :

- i. Daily diary,
- ii. duty roster,
- iii. record about detailing duty for escort of prisoners,
- iv. record about police personnel under suspension,
- v. record about detailing duties of Tear Gas Squad, Band Staff, QRT, Riot Control

Team, Ambulance, Players, Mounted Staff, dog Squad etc. cash receipt/ disbursement register,
all circulars and orders received from time to time, weekly/monthly diaries etc.,

e. M.T. Section :

- i. Daily dairy,
- ii. stock register,
- iii. duty roster,
- iv. Record about purchase and allotment of vehicles, purchase and utilization of motor parts/other equipment,
- v. record about maintenance/service of vehicles, receipt/issue of POL,
- vi. record about disposal of condemned vehicles, all circulars and orders received from time to time, dak receipt/dispatch register, all types of miscellaneous correspondence etc.

f. Traffic Branch

- i. Record about all traffic challans,
- ii. permission for plying of trucks in prohibited areas,
- iii. challans compounded in computerized branch,

- iv. challans sent to court,
- v. vehicles impounded,
- vi. daily diary register,
- vii. duty rosters,
- viii. all circulars and orders received from time to time,
- ix. daily/weekly/ monthly/diaries/reports,
- x. dak receipt/dispatch register. Police

g. Control room

- i. Daily diary,
- ii. duty roster,
- iii. register about receipt of calls at phone No. 100,
- iv. action taken on receipt of such calls,
- v. daily/weekly/monthly diaries/reports,
- vi. all circulars and orders received from time to time,
- vii. dak receipt/dispatch register. Special Crime Units

h. CIA

- i. Daily Diary Register,
- ii. Register No.16,
- iii. File of interrogation reports, Criminal dossiers. EOW

i. Women Cell

- i. Daily diary,
- ii. register about receipt of complaints and marking it for enquiry to NGOs,
- iii. dak receipt/dispatch register,
- iv. Daily/Weekly/ Monthly diaries,
- v. all circulars and orders received from time to time. Proclaimed Offender Staff

- i. Register of Absconders,
- ii. Register of P.Os Prosecution Cell

j. Summon Staff

Register of Summon & Warrants .
