

## statement of the categories



## RIGHT TO INFORMATION

### PART-6

**A statement of the categories of documents that are held by it for under its control  
[Section 4(1) (b) (VI)]**

Sr. No.	Nature of record	Detail of information available	Unit/Section where available	Retention period where available
1	First Information Report (FIR) maintained as per PPR-22.47 (Register No. I)	Details of crime reported / detected (cognizable offence) and police investigation	All Police Stations	FIR is kept permanently in the Record Room of concerned Police Station as per PPR
2	Daily Diary maintained as per PPR 22.48 (Register No. II)	All the details in r/o criminals arrested and entry of arrival/departure of all enrolled police officers on duty with nature of their duties, duty performed and places Visited etc.	All Police Stations, Police Posts & Police Lines	Daily diaries are retained for two years after the date of the last entry
3	All standing order as per PPR 22.53 (Register III)	Certain instructions/directions/guide line son various subjects issued internally to all police personal/officials by PHQ	All offices/Police Stations	Retained Permanently in all offices/Police stations.
4	Information about absconders and deserters maintained as per PPR-22.54 (Register No. IV)	Detail of all proclaimed offenders and deserters from the army	All Police Stations	Permanent
5	Kalandera and Inquest registered maintained as per PPR 22.56(Register No. VI)	All carbon copies of Kalandras and Inquest report of the Police Stations are kept in this register	All Police Stations	Permanent record
6	Crime Record Register maintained as per PPR-22.59 and PPR-22.60 (Register No. IX)	Details of notes on community, persons of doubtful character Having convicted or suspicious and cognizable cases. The Topography of the area population etc. is also kept in this register. Through this surveillance on criminals is Maintained.	All Police Stations	Permanent it is confidential and unpublished official record
7	Surveillance register	History sheets of persons	All Police	Retained up to

	maintained as per PPR 22.61 (Register No. X, XA & X-B)	habitually addicted to crime Made by the ranks not below Inspector after receipt of orders of Deputy Commissioner of Police.	Stations	2 years after the date of last entry. It is confidential and nothing contained in them may be communicated to any person nor any inspection be allowed or copies given save as Page 4 provided in police rules. The rights of district and ilaqa magistrates to examine such records are governed by rules 1.15 and 1.21.
8	Index to history sheets and personal files in serial order and alphabetical form maintained as per PPR-22.62 (Register No. XI)	Indexing of history sheet and other record is done in this register.	All police station	Permanent
9	Registers of Information Sheets maintained as per PPR- 22.63 (Registers No. XII and XII-A)	Information sheets issued by I/C P.S. as a means of ascertaining the antecedents of persons who have been arrested under section 55 Criminal Procedure Code or of suspicious character or committed an offence	All police stations	Retained upto 7 years after the dispatch or receipt of the last sheet
10	Minute book for G.Os maintained as per PPR- 22.64 (Register No. XIII)	Details of any matters regarding crime, criminals and maintenance of record and P.S. building requiring the attention of the officer incharge of the P.S. which have not been entered in the inspection report and the matters permanently affecting the conditions of the police station e.g. changes in police station or	All police stations	The register is a confidential and privileged record with the exception of Gazetted Police officers, no one except the Distt. Magistrate and a SubDivisional officer specifically

		jail boundaries, imposition and removal of additional Police Posts and constructions of new buildings etc		authorized under rule 1.20 may enter remarks in it or Examine it.
11	File book inspection reports maintained as per PPR - 22.65(Register No.XIV )	Record of inspection (Quarterly /Six Monthly) reports conducted by G.Os are kept in the register.		
12	Register containing list of village watchmen in the PS jurisdiction, list of police officers, Government properties and land maintained as per PPR22.67 (Register No. XVI)	Detail of village watchmen, police Officers, Govt. properties and land etc in the jurisdiction of P.S,	All police station	Permanent record
13	Register for Arms Act licenses, licenses under excise laws, licenses under explosives act, licenses under petroleum act, licenses under poisons act and sarais under Sarais Act maintained as per PPR-22.68 (Register No. XVII)	Record of arms act licenses, licenses under excise laws, licenses under explosives act, licenses are kept in this register	All police stations	Permanent record
14	Arms & Ammunition Receipt book maintained as per PPR-22.69 (Register No. XVIII)	Detail of all arms ammunition or military stores deposited in, or seized and brought to, the Police stations	All Police stations	Permanent record
15	Case Property Register No.XIX maintained as per PPR-22.70.	Detail of entry of all articles placed in the storeroom except articles already included in register No. XVI are made.	All Police Stations	Retained upto 3 years after the date of last entry.
16	Accounts register maintained as per	Detail of the entry of all receipts, expenditure, disbursement of the pay TA and permanent	All SPs offices , Police Line ,and police stations	
17	Road certificate maintained as per PPR -22.72 (register No. XXI )	Issuing /transfer of cash and other store articles through road certificate	All SPs office /police stations	10 years

18	Printed cash receipt maintained as per PPR -22.73 (Register No. XXII )	Printed Cash receipt maintained as per PPR-22.73 (Register No. XXII )	All SPs offices/Police station	10 Years
19	Copies of all, criminal intelligence gazette and all order maintained as per PPR-22.76 (Register No XXIV)	The Police Gazette, criminal intelligence gazette and all orders contained in the officers of the police station as a whole or any individual officers.	All SPs Offices/Police Stations	5 Years
20	Copies of all police rules maintained as per PPR- 22.76 (Register No. XXIV)	Copies of all police rules are kept upto date for the perusal of G.Os	All SPs Offices/Police Stations	Permanent
21	Transfer/hando ver charge register maintained as per PPR-22.76 (Register No.XXV)	On permanent transfer officer incharge have to record a confidential charge note mentioning the character and capacity of members of the staff of the police station and residents of the jurisdiction who are useful to the police as informers for the assistance of the successor	Stations	
22	A.C.Rs	Confidential/assessment reports in respect of police personal	Confidential Branch/PHQ in respect of Upper Subordinates and Ch. Roll Br. Of Distt./Units in r/o of Lower Subordinates	Permanent
23	Departmental Enquiry and Punishment	Departmental Enquiry and Punishment awarded to police personal	Punishment Branch of All Distts./Units and Ch.Roll branch of PHQ	10 Years or 3 years after the final disposal of appeal or final judgment under the normal course of law whichever is later.
24	Honorarium /awards	Honorarium /awards granted to police personal	Accounts/Ch. Roll Branch of all Distt./Units	3 years or 1 year after Page 9 completion of audit, whichever is later
25	Parliament/Vid han Sabha Questions	Parliament/Vidhan Sabha Questions pertainings to	General Administration	Admitted & answered

		Haryana Police	Branch PHQ/Units	discussed questions are retained for 3 years and other i.e. disallowed lapsed or withdrawn for 1 year. However cases great precedent reference value are retained permanently
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