

MANUAL-6

A statement of the categories of documents that are held by it for under its control

[Section 4(1)(b)(vi)]

Sl. No.	Nature of Record	Details 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	To be destroyed after 10 years from the date of last entry and after ensuring that no entry is required to be preserved.
3.	All Standing Orders& Circular Order (part I &2) as per PPR 22.53 (Register No.III)	Certain instructions/ directions/guidelines on various subjects issued internally to all police personnel/officials by PHQ	All offices/police stations	Part-1 to be revised after 5 years and part II after every 2 years.
4.	Information about absconders and deserters maintained as per PPR-22, 54 (Register No. IV)	Details of all proclaimed offenders and deserters from the army.	All police stations	Continuous record renewed annually, Old register may be destroyed after un-cancelled entries are transferred to a new register.
5.	Correspondence register maintained as per PPR 22.55 (Register No. V) Correspondence file	Details of letters/ reports/orders received/dispatch at police stations and record of summons, warrants, search warrants and orders of proclamation, attachment and injunction	All police stations/offices	To be destroyed after 5 years from the date of last entry
6.	Kalandra and Inquest register maintained as per PPR 22.56 (Register No. VI)	All carbon copies of Kalandras and Inquest report of the Police Station are kept in this register	All police stations	To be destroyed after 7 years from the date of last entry or to destroyed 3 years after all the inquest reports have been by the SDM
7.	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. are also kept in this register. Through this surveillance on criminals is maintained..	All police stations	Permanent. It is confidential and unpublished official record.
8.	Surveillance register maintained as per PPR 22.61 (Register No. X,X-A & X-B)	History sheets of persons habitually addicted to crime made by the ranks not below Inspector after receipt of orders of Supdt. of Police	All Police Stations	Retained upto 2 years after the date of last entry. It is confidential and nothing contained in them may be communicated to any person nor may inspection be allowed or copies given save as provided in police rules. The rights of district

				and ilaqa magistrates to examine such records are governed by rules 1.15 and 1.21.
9.	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 stations	Permanent On completion of the register the entries remaining should be transferred in a new register and the old one destroyed.
10.	Registers of Information Sheets maintained as per PPR-22.63 (Registers No. XII and XII-A)	Information sheets issued by Incharge Police Station. 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.
11.	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 in-charge 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 jail boundaries, imposition and removal of additional Police Posts and constructions of new buildings etc.	All police stations	Permanent record. The register is a confidential and privileged record with the exception of Gazetted Police officers, no one except the Distt. Magistrate and a Sub-Divisional officer specifically authorized under rule 1.20 may enter remarks in it or examine it.
12.	File book of 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 this register.	All police stations	Permanent
13.	Register containing list of village watchmen in the PS jurisdiction, list of police officers, Government properties and land maintained as per PPR-22.67 (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
14.	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.
15.	Arms & Ammunition Receipt book maintained as per	Detail of all arms ammunition or military stores deposited in, or seized and brought to, the	All police stations	Retained upto 5 years after the date of last entry.

	PPR-22.69 (Register No. XVIII)	Police Stations		
16.	Case Property Register (Malkhana 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	After 10 years the date of last entry and only if in all cases final order has been passed provided no appeal/writ petition/D.E. or PE is pending or contemplated.
17.	Accounts register maintained as per PPR-22.71 (Register No. 20)	Detail of entry of all receipts, expenditure, disbursement of pay, TA and permanent	All DCsP offices, Police Lines, and Police Stations	To be destroyed after 5 years from the date of last entry.
18.	Road Certificate maintained as per PPR-22.72 (Register No. XXI)	Issuing/transfer of cash and other store articles through road certificate	All DCsP office/Police Station and Police Lines	After 10 years the date of last entry and only if in all cases sent under the Road certificate, final order have been passed, provided no appeal/writ petition/DE or PE is pending or contemplated..
19.	Printed Cash Receipt maintained as per PPR-22.73 (Register No.XXII)	All sums of money received in a office/police station whether in cash or otherwise on any account whatever, a receipt from this book is issued to remitting party	All DCsP offices/Police Stations	To be destroyed after 4 years from date of last entry.
20.	Copies of all Police gazette, Criminal intelligence gazette and all orders maintained as per PPR-22.74 (Register No. XXIII)	The police gazette, criminal intelligence gazette and all orders contained in the gazette, affecting the officers of the police station as a whole or any individual officer.	All DCsP Offices/Police Stations	To be destroyed after 2 years from date of last entry.
21.	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 DCsP Offices/Police Stations	Permanent record
22.	Transfer/handover 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 his successor	All Police Stations/Offices	Permanent Recors
23.	Missing Person Register	Details of missing person description and action taken is kept in this register	All Police Stations	Maintained as per Circular No. 42/2003 & SO No. 252/2009
24.	MLC Register	Details of all MLC cases are kept in this register	All Police Stations	Maintained as per Circular No. 42/2003
25.	PCR Call / DD entry register	Details of all PCR calls	All Police Stations	Maintained as per Circular No. 42/2003
26.	Crime register of SHO and IOs	Brief of investigation conducted	All Police Stations	Maintained as per Circular No. 42/2003
27.	Arrested persons register	Detail of all arrested persons	All Police Stations	Maintained as per Circular No. 42/2003
28.	Bail Register	Detail of bail granted to accused.	All Police Stations	Maintained as per Circular No. 42/2003
29.	Surety register	Detail of sureties	All Police Stations	Maintained as per Circular No. 42/2003
30.	Cause list register	Detail of cases pending trial	All Police Stations	Maintained as per Circular No. 42/2003

31.	Dismissed police personnel register	Detail of dismissed police personnel	All Police Stations	Maintained as per Circular No. 42/2003
32.	Complaint register	Detail of complaint received.	All Police Stations	Maintained as per Circular No. 42/2003
33.	Pairvi of heinous cases	Detail of heinous cases	All Police Stations	Maintained as per Circular No. 42/2003
34.	Ruffian register part-1	Details of ruffian of the area	All Police Stations	Maintained as per Circular No. 42/2003
35.	Ruffian register part-2	Detail of ruffians of the other area	All Police Stations	Maintained as per Circular No. 42/2003
36.	Ruffian register part-3	Bogus surety	All Police Stations	Maintained as per Circular No. 42/2003
37.	Ruffian register part-4	Budding criminals.	All Police Stations	Maintained as per Circular No. 42/2003
38.	Servant verification register	Detail of servants verification	All Police Stations	Maintained as per Circular No. 42/2003
39.	Demolition register	Detail of demolition	All Police Stations	Maintained as per Circular No. 42/2003
40.	Public meeting register	Detail of public meeting	All Police Stations	Maintained as per Circular No. 42/2003
41.	Tenant verification register	Detail of tenant verification	All Police Stations	Maintained as per Circular No. 42/2003
42.	Kalandra register	Detail of kalandra	All Police Stations	Maintained as per Circular No. 42/2003
43.	Case file / challan movement register	Movement of case file	All Police Stations	Maintained as per Circular No. 42/2003
44.	Defect register	Details of defects	All Police Stations	Maintained as per Circular No. 42/2003
45.	Registers of Sanctioned Strength	Details indicating the posts sanctioned in Delhi Police from time to time.	Estt.Branch in PHQ & Distts/Units DCsP offices.	Permanent
46.	Correspondence files pertaining to proposals for creation of posts for various Districts/Units of Delhi Police.	Copies of proposals and sanction orders, if the proposal is sanctioned by the Govt.	Estt.Branch in PHQ & Distts/Units DCsP offices	Three years for ordinary files and permanent for special head files.
47.	Appointments	Appointments in various ranks	Recruitment Cell/PHQ and 2 nd Bn.DAP	Permanent
48.	Promotion & Confirmation	Promotion & Confirmation in various ranks	Estt.Br./Conf. Branch, 'P' Branch of PHQ and Distts/Units	Permanent
49.	Registers of compassionate appointment.	Details and position of cases of compassionate appointment of the dependents of Police Personnel who expired during service and become invalid on medical grounds.	Estt.Branch & P Br. in PHQ & Distts/Units DCsP offices	Permanent
50.	Correspondence files relating to compassionate appointment and framing/amendment of Recruitment Rules	Copies of proposals for framing/amendment of recruitment rules and their gazette notification, if the same are notified. Correspondence /document pertaining to compassionate appointment.	Estt.Branch & P Br. in PHQ & Distts/Units DCsP offices	Three years for ordinary files and permanent for special head files.
51.	Leave	Detail of E.L./C.L. / etc.	Estt. Branch &	3 years in respect of E.L. subject

			Personnel Branch in Distts/Units	to suitable entries made in service record/leave account and C.L. record is destroyed at the end of the year.
52.	Registers of retirees and Ex-gratia payment.	Details indicating the particulars of retirees and particulars to whom Ex-gratia payment has been made.	Estt.Branch in PHQ & Distts/Units DCsP offices	Permanent
53.	Correspondence files relating to finalizing the pension cases of retirees and Ex-gratia payment.	Proposals/Sanction orders of pension cases (PPO) and Ex-Gratia payment.	Estt.Branch in PHQ & Distts/Units DCsP offices	Three years for ordinary files and permanent for special head files.
54.	Posting Registers, Seniority Registers.	Details indicating the particulars of posting and seniority.	Estt., Ch.Roll, CB & P Branch in PHQ & Distts/Units DCsP offices.	Permanent
55.	Correspondence Files of transfer/posting and seniority Grant of NOC for obtaining passport, Grant of Leave to the Gazetted Officers, (UpperSubordinates) taken on deputation in Delhi Police from other departments.	Details indicating the copies/orders/sanction of transfer/posting. NOC for obtaining passport, Leave to the Gazetted Officers, deputation etc.	Estt., Ch.Roll, CB & P Branch in PHQ & Distts/Units DCsP offices.	Three years for ordinary files and permanent for special head files
56.	Registers of financial assistance/loan from the welfare funds.	Details indicating the particulars of financial assistance/Loan granted to the dependents/Police Personnel from Delhi Police Welfare Society, Amenities Fund and Vipati Sahayata Kosh.	Estt.Branch in PHQ & Distts/Units DCsP offices	Permanent
57.	Correspondence files relating to grant of financial assistance/loan.	Copies of sanction of financial assistance/loan and other related documents.	Estt.Branch in PHQ & Distts/Units DCsP offices	Three years for ordinary files and permanent for special head files
58.	Miscellaneous correspondence files	Miscellaneous papers.	All Branch in PHQ & Distts/Units DCsP offices	Three years for ordinary files and permanent for special head files
59.	Stamps Account Register	Details of stamps used in sending the postal data	Acctt.Branch in PHQ & Distts/Units DCsP offices	Five years
60.	Service Books/Character Rolls	History of services of all ranks	All Distts/Units	Permanent
61.	Fauzi Missals	Personal Information in respect of Upper/Lower Subordinates	SIP Branch of All Distts/Units	5 Years after retirement/expired .
62.	Cash Book, Pay Bill Registers & all relevant bills	Transaction of cash, disbursement of salary etc.	Accounts Branch of All Distts/Units	Permanent
63.	Contingency Registers	Details of bill under head MB, O.E, OC, Minor work, M&S, PSS and Discriminatory Grant Fund	Accounts Branch of all Distts/Units	Permanent
64.	Medical & Income Tax calculation register	Details of reimbursement of medical claim/income tax calculation of police personnel	Accounts Branch of all Distts/ Units	Permanent

65.	Recovery of advance	Details of advance taken for HBA, MCA, GPF & Festival	Accounts Branch of all Distts/ Units	Permanent
66.	Audit / Inspections	Reports of Audit conducted of all stocks/budget incurred and other financial matters	All Distts/Units	Till the audit para is finalized/settled.
67.	Court cases, petition, Crl. Writ Suit, Appeal & SLP	Court cases, petition, Crl. Writ Suit, Appeal & SLP	Legal Cell /Punishment Cell of all Distts/Units	Permanent
68.	Stock registers	Entry of General Store/Stationary Store articles purchased or received	General Store and Stationary Store of All Distts/Units	Permanent
69.	Personal Files	Personal files of the rank of ASI and above	All Distts/Units	3 Years in respect of G.Os and 1 year in r/o Non-G.Os after they have ceased to be in service
70.	A.C.Rs	Confidential/assessment repots in respect of police personnel	Confidential Branch/PHQ in respect of Upper Subordinates and Ch .Roll Br. Of Distt./Units in r/o of Lower Subordinates.	Permanent
71.	Departmental Enquiries and Punishment	Departmental Enquiries and Punishment awarded to police personnel	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.
72.	Honorarium/awards	Honorarium /awards granted to police personnel	Accounts /Ch.Roll Branch of all Distts/Units	3 years or 1 year after completion of audit, whichever is later
73.	Parliament /Vidhan Sabha Questions	Parliament/Vidhan Sabha Questions pertaining to Delhi Police	Parliament Cell/Record Branch /PHQ	Admitted & answered 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,
74.	Vigilance Enquiry conducted on the complaints received from various agencies	Detail of Vigilance Enquiries, DE/PE/DI cases and out-come thereto	Vigilance Branch	As per PPR 11.31
75.	PCR Calls	Distress calls received in Police Control Room	Record Branch/PCR	Three years
76.	Arms License Folders	Details of Licensee and weapon (s)	Record Room/License. Branch	Permanent Record
77.	Files regarding issue/grant/renewal/ inspection of Hotels/ Guest Houses/Cinema Halls/Auditoriums/ Arms Ammunition Dealers	Details regarding issue/grant/renewal/inspection of Hotels/ Guest Houses/Cinema Halls/Auditoriums/Arms Ammunition Dealers	Record Room/Lic Branch	Permanent record
78.	Traffic Circle Register	Name & address of hospitals, banks, schools & civic agencies and other vital installation	Traffic Circles office	5 years
79.	Court Challan register	Entry of challan sent to court	Traffic Circles office	5 years
80.	Compounding Challan register	Entry of fine	Traffic Circles office	5 years
81.	Accident Register	Entry of the accident occurred	Traffic Circle office	5 years

		in the area		
82.	Permit suspension register	Entry of vehicles whose permit suspended	Traffic Circle Office	5 Years
83.	Crane Register	Entry of crane deployed in the area	Traffic Circle Office	5 years
84.	NOC Register	NOC issued to public for carrying out procession etc.	Traffic Circle Office	5 years
85.	Taxi Stand Register	Entry of taxi stands in the area	Traffic Circle Office	5 years
86.	Appointment	Appointment in various ranks	Recruitment Cell NPL, Kingsway Camp	Permanent

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A statement of the categories of documents that are held at Information Technology Centre/PHQ

S.No.	Nature of Record	Details of information available	Unit/section where available	Retention period where available
1.	Personnel Information System	Information ie. Personal Information, Transfer/postings, punishments etc. of all police officers and men of Delhi Police is available on computer.	Information Technology Centre/PHQ	NA
2.	Complaint Monitoring and Tracking System	The status of complaints against Delhi Police personnel/public is available on IntraDP.	In all IntraDP Cell of Units/Distts. and in offices of Sr. Police Officers.	NA
3.	Quarter Allotment System	Information and status of Govt. Quarters is available on computer	Quarter Allotment Cell/PHQ	NA
4.	Court Cases Monitoring System	Information of all courts cases pending in the Supreme Court of India, High Court etc. is available on computer	In all Intra DP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA
5	Telephone Directory	This sections contains the hierarchal table of telephone numbers and addresses of the GOI, Delhi Admin. Delhi Police Officers etc.	In all IntraDP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA
6..	Office Procedure	Provides the complete office procedure look in digital form to the user on his desk	In all IntraDP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA
7..	Press Clippings	Press Clippings relates to the news which is published in the daily news paper and are about the Delhi Police and crime	In all IntraDP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA
8.	GOI Website	Displays the Web-sites addresses of GOI, like President of India, PM of India et.	In all IntraDP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA
9.	Forms	Provides the blank forms regarding advances, Leave, Medical Pension Insurance and Change of Home Town etc. for official use to the police officials on a desk, when required	In all IntraDP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA
10.	Delhi Police Samachar	Delhi Police Samachar is the soft version of Delhi Police Samachar.	In all Intra DP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA
11	Standing Orders	Displays all the Standing Orders issued by all distt./units or officer concerned.	In all IntraDP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA
12..	Circulars	Displays all the circulars issued by all distt./units or officer concerned.	In all Intra DP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA
13.	Medal	Displays the list of Police Officials who received the medals in the current year as well as in previous year	In all Intra DP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA
14.	Asadharan Karya Puruskar	Displays the list of police officials who received the Asadharan Karya Puraskar in the current year as well as in previous years.	In all Intra DP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA
15.	Out of Turn Promoton	Displays the list of police officials who got the out of turn promotion in the current year as well as in previous years.	In all Intra DP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA
16.	Public Utility Numbers	Provides the telephone numbers for public utilities like railways, Delhi Metro, Transport and Airlines inquiry and hospitals, casualties and ambulance services.	In all Intra DP Cell of Units/Distts. And in offices of Sr. Police Officers.	NA