

## Statement of 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                    | Detail of all proclaimed offenders and deserters from the army   | All Police Stations                              | Permanent   |

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|   | per PPR-22.54 (Register No. IV)   |   |                     |   |
| 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 | All Police Stations | Permanent it is confidential and unpublished official record  |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 maintained as per PPR 22.61 (Register No. X,XA & X-B)       | History sheets of persons habitually addicted to crime Made by the ranks not below Inspector after receipt of orders of Deputy Commissioner of Police.  | All Police Stations | Retained up to 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 |

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|    |  |  |                     | 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  | Details of any matters regarding crime, criminals and maintenance of record  | All police stations | The register is a confidential and privileged record with   |

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|    | as per PPR-22.64 (Register No. XIII)  | 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 jail boundaries, imposition and removal of additional Police Posts and constructions of new buildings etc |                    | 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. |
| 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 PPR- | Detail of village watchmen, police Officers, Govt. properties and land etc in the jurisdiction of P.S,  | All police station | Permanent record   |

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|    | 22.67<br>(Register No. XVI)   |  |                     |   |
| 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. |

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| 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/handover charge register   | On permanent transfer officer incharge have to  | All SPs Offices/Police                             | Permanent |

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|    | maintained as per PPR-22.76 (Register No.XXV) | 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   |



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|    |                                   |  |   | completion of audit, whichever is later   |
| 25 | Parliament/Vidhan Sabha Questions | Parliament/Vidhan Sabha Questions pertaining to Haryana Police | General Administration Branch PHQ/Units | 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 |

