APPENDIX XIII

(Regulations 199, 373, 531, and 1071)

List of registers and files to be maintained in various offices.

(1) Office of the Range Deputy Inspector-General.

(The list does not include the registers, etc., prescribed for office routine)

			76	
			Regulation	Period for
	Serial	Name of register or file.	under	which to be
	No	Traine of register of the.	which	preserved.
			kept.	preserveu.
	1.	Jurisdiction lists of police-stations.	10 and	Permanently.
			Appendix	
			II.	
	2.	Jurisdiction maps of Police-station.	10 and	Ditto.
			Appendix	
			II.	
	3.	File of notifications relating to the	10 and	Ditto.
		establishment and changes of	Appendix	
Ė		jurisdiction site or nomenclature of	II.	
		stations.		
	4.	File of <i>Police Gazette</i> (Parts I to V)	74.	Five-years.
	5.	File of Government Orders (Part VI,	74.	Permanently.
	3.	Police Gazette).		r crinalicitity.
	6		7.4	Ditto
	6.	File of Police Order (Part VI, <i>Police</i>	74.	Ditto.
THE REAL PROPERTY.		Gazette).	7.4	T.
	7.	File of Criminal Intelligence Gazette	74.	Five years.
		(Parts I to X)		
	8.	File of Criminal Intelligence Gazette	74.	Ditto.
		(Part XI).		
ě	9.	Files of special and illustrated and	74.	Ditto.
		other supplements to the criminal		
i		Intelligence gazette.		
	10.	Used books of railway and steamer	94 and	Two years.
	1/	warrants (Bengal Forms Nos, 360B	Appendix	
i		and 360C).	III.	
	11.	Used books of omnibus warrants	94 and	Ditto.
		(Bengal Form No. 359).	Appendix	
			III.	A POLICE
	12.	Register of permanent sanctioned		Permanently
į		strength and subsequent additions to		(This register
	9-1	and alterations in the force.		shall be
É		(B. P. Form No. 245).		maintained
1000				in two parts
5				Part I,
	75		1 1	showing the
	1			permanent
				sanctioned
		The state of the s		strength of
	*			the Range
			10	and Part II,
				the strength
	1		1000000	of the force
				in each
				district in the
				Range).
	13	Register of temporary establishment		Permanently.
		sanctioned for each district in the		ATTACH MAN
		Range. (B. P. Form No. 246).		
	14.	File of allotment statements of force.	659.	Until fresh
				lists are
			1	issued.
	15.	List of mobilization Contingents.	663.	Ditto.
8	A STATE	List of moonization contingents.	005.	Ditto.

I	16.	List of Inspectors fit for promotion to	735 and	Ditto.
		the rank of Deputy Superintendent.	Appendix	
	17.	Range approved list of officers fit for	XLII. 738 and	Ditto.
	1	promotion to the rank of Inspector.	Appendix	Ditto.
			XLI.	
	18.	Provincial approved list of officers fit		Ditto.
		for promotion to the rank of Inspector.	Appendix XLIII.	
	19.	List of Assistant Sub-Inspectors and	741.	A mew file to
		head constables fit for promotion to		be opened
		the rank of Sub Inspector. (B. P. Form No. 247)		every year and the old
	*			file destroyed
				when no longer
				required.
	20.	Provincial approved list of head	741 (II0.	Until a fresh
		constables fit for promotion to the rank of Sub-Inspector (Special Armed		list is issued.
		Force).		
	21.	Provincial approved list of head	741 (II).	Ditto.
		constables fit for promotion to the rank of Sub-Inspector (Town Police).	William !	
	22.	Approved list of Accountants fit to be	768.	Ditto.
		head clerks.		
	23.	Approved list of clerks fit to be	768.	Ditto.
	24.	Accountants. Approved list of clerks fit to be reader	768.	Ditto.
		clerks.	700.	Ditto.
	25.	Gradation list of Inspectors and	768.	Until a fresh list is issued
		Sergeants (Provincial list).		(The list is
				printed
	26.	Gradation list of sub-Inspectors		Periodically). Ditto.
	195	(Range list).		
	27.	Gradation list of clerical		Ditto.
		establishments of the offices of Superintendents in the Range.		
	28.	Gradation list of clerical		Until a fresh
		establishments of the offices of the		list is issued.
	29.	Range Deputy Inspectors-General. Register of casual leave. (Bengal	819.	Two years
		Form No 107).	015.	after
	2.0			completion.
	30.	Service books or rolls.	920	For disposal of service
		***		books and
			10	rolls (see
				regulation 922)
	31.	Register of Securities and deposits.	1145.	Until
		(B. P. Form No.		rewritten.
	32.	Register of buildings sanctioned. (B.		Three years.
		P. Form No. 224).		
	33.	Stock book. (Bengal Form NO. 1148)	1280.	Permanently.
	34.	Register of receipt and issue of forms. (Bengal Form NO. 108).	1284.	Two years.
	35.	Register of receipt and issued of	1288	Three years.
		stationery. (Bengal		
1	A STATE OF	Form No. 402)	1 10-01-	3 4 7 7 9 8

		and the second
36.	File of Calcutta Gazette	Three years.
37.	Index registers of files.	When the
		files of the
		year
		concerned are
		sorted, those
		to be
		preserved
		should be
	The second second second	alphabetically
		indexed in a
		separate
100		register and
4		the old ones
		destroyed.

Note- The various accounts register (including cash book) should be preserved for the periods prescribed for similar registers maintained in the Superintendent's office.

(2) Office of the Deputy Inspector- General, Criminal Investigation Department.

	(The list does not include the registers, etc., prescribed for office routine.			
The state of the s	Serial No	Name of register or file.	Regulatio n under which kept.	Period for which to be preserved.
	1	File of Police Gazette (Parts I to V)	74	Five years.
	2.	File of Government Orders (Part VI, Police Gazette).	74.	Permanently.
	3.	File of Police Orders (Part VI, Police Gazette).	74.	Ditto.
	4.	File of Criminal Intelligence gazette (Parts I –X).	74.	Ditto.
	5.	File of Criminal Intelligence Gazette (Part XI).	74.	Ditto.
THE PERSON NAMED IN	6.	File of special and illustrated and other supplements to the <i>Criminal Intelligence gazette</i> .	74.	Ditto.
	7.	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B and 360C).	94 and Appendix III.	Two year.
	8.	Used books of omnibus warrants. (Bengal Form NO. 359)	94 and Appendix III.	Ditto.
	9.	File of personal diaries (B. P. Form No. 136).	623.	One year.
THE RESIDENCE OF THE PARTY OF T	10.	File of special reports.		See remarks against serial No. 66 of the fist of registers, etc., kept in the Superintende nt's office.
日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日	11.	Records of enquiries and investigations in which the Criminal Investigation Department takes part by control or assistance.	629.	To be preserved permanently or destroyed after or

destroyed

		(A)	A Part	after three
				years
				according to
				the
				importance
	10		(21 1	of each case.
	12.	Detective warrant-register. (Form a)	631 and	Three years.
			Appendix XXXI.	
	13.	Detective warrant -register. (Form B).	Ditto.	Ditto.
	14.	File of detective warrant certificates. (Forms C and D).	Ditto.	One year.
ł	15.	List of local photographers.	637.	Three years.
	-			
	16.	File of mufassil diaries of experts of the Finger print bureau.	655.	Ditto.
ŧ	17.	Crime Index Register. (B. P. O. Form		Permanently.
	1/:	No. 29, new).		1 cimamentry.
Ī	18.	Statement of daily work in Finger Print		Five years.
		Bureau. (B. P. O. Form No. 14,		
		new).		
	19.	Register of Criminal Investigation		Three years.
		Department references received from		
		police-stations and other sources. (B.		
	20	P. O. Form No. 15 new).		771
f	20.	Register of traced cases. (B. P. O. Form No. 16, new).		Three years.
	21.	File of allotment statements of force.	659.	Until fresh
	21.	The of another statements of force.	039.	lists are
				issued.
	22.	Gradation list of Inspectors and		Until a fresh
		Sergeants (Provincial list).		list is issued
				(The list is
				printed
ł	00	C 14: 1: 4 CC 1 T		Periodically).
	23.	Gradation list of Sub-Inspectors in the Criminal Investigation Department.		Ditto.
į	24.	Gradation list of Assistant Sub-		Ditto.
	Z T .			Ditto.
	25.	Inspectors and head constables. Gradation list of constables.		Ditto.
	25.	Inspectors and head constables. Gradation list of constables.	735 and	
		Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for	735 and Appendix	Until a fresh
	25.	Inspectors and head constables. Gradation list of constables.	735 and Appendix XLII.	
THE RESERVE TO BE A STATE OF THE PARTY OF TH	25.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy	Appendix	Until a fresh
	25. 26.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent.	Appendix	Until a fresh list is issued.
	25. 26.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical	Appendix	Until a fresh list is issued.
	25. 26. 27.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Criminal Investigation Department and	Appendix XLII 733 and Appendix	Until a fresh list is issued. Ditto.
	25. 26. 27.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Criminal Investigation Department and Intelligence Branch fit for promotion	Appendix XLII 733 and	Until a fresh list is issued. Ditto. Until a fresh
	25. 26. 27. 28.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Chiminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector.	Appendix XLII. 733 and Appendix XLIII.	Until a fresh list is issued. Ditto. Until a fresh list is issued.
	25. 26. 27.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Criminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector. Provincial approved list of officers fit	Appendix XLII. 733 and Appendix XLIII. 738 and	Until a fresh list is issued. Ditto. Until a fresh
	25. 26. 27. 28.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Chiminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector.	Appendix XLII. 733 and Appendix XLIII.	Until a fresh list is issued. Ditto. Until a fresh list is issued.
	25. 26. 27. 28.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Chiminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector. Provincial approved list of officers fit for promotion to the rank of	Appendix XLII. 733 and Appendix XLIII. 738 and Appendix Appendix	Until a fresh list is issued. Ditto. Until a fresh list is issued.
	25. 26. 27. 28.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Chiminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector. Provincial approved list of officers fit for promotion to the rank of Inspector.	Appendix XLII. 733 and Appendix XLIII. 738 and Appendix XLIII.	Until a fresh list is issued. Ditto. Until a fresh list is issued. Ditto.
	25. 26. 27. 28.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Chiminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector. Provincial approved list of officers fit for promotion to the rank of Inspector. Approved list of constables fit for	Appendix XLII. 733 and Appendix XLIII. 738 and Appendix XLIII.	Until a fresh list is issued. Ditto. Until a fresh list is issued. Ditto.
	25. 26. 27. 28.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Chiminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector. Provincial approved list of officers fit for promotion to the rank of Inspector. Approved list of constables fit for promotion to the rank of Assistant	Appendix XLII. 733 and Appendix XLIII. 738 and Appendix XLIII.	Until a fresh list is issued. Ditto. Until a fresh list is issued. Ditto. Ditto. One year
	25. 26. 27. 28. 30.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Criminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector. Provincial approved list of officers fit for promotion to the rank of Inspector. Approved list of constables fit for promotion to the rank of Assistant Sub-Inspector.	Appendix XLII. 733 and Appendix XLIII. 738 and Appendix XLIII. 743.	Until a fresh list is issued. Ditto. Until a fresh list is issued. Ditto. Ditto. One year after
	25. 26. 27. 28. 30.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Chiminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector. Provincial approved list of officers fit for promotion to the rank of Inspector. Approved list of constables fit for promotion to the rank of Assistant Sub-Inspector. Register of revolver practice.	Appendix XLII. 733 and Appendix XLIII. 738 and Appendix XLIII. 743.	Until a fresh list is issued. Ditto. Until a fresh list is issued. Ditto. Ditto. One year after completion.
	25. 26. 27. 28. 30.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Chiminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector. Provincial approved list of officers fit for promotion to the rank of Inspector. Approved list of constables fit for promotion to the rank of Assistant Sub-Inspector. Register of revolver practice.	Appendix XLII. 733 and Appendix XLIII. 738 and Appendix XLIII. 743.	Until a fresh list is issued. Ditto. Until a fresh list is issued. Ditto. Ditto. One year after completion. Two years
	25. 26. 27. 28. 30.	Inspectors and head constables. Gradation list of constables. Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent. Gradation list of clerical establishments. List of officers of the Chiminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector. Provincial approved list of officers fit for promotion to the rank of Inspector. Approved list of constables fit for promotion to the rank of Assistant Sub-Inspector. Register of revolver practice.	Appendix XLII. 733 and Appendix XLIII. 738 and Appendix XLIII. 743.	Until a fresh list is issued. Ditto. Until a fresh list is issued. Ditto. Ditto. One year after completion.

ſ	33.	Register of casual leave and brass	819.	Ditto.
		numbers. (B. P. Form No. 159).	A.	
	34.	File of proceedings. (B. P. Form No.	861.	See entry
		164).		against serial
				35 in the list
				of registers,
				etc., kept in the
			* 1	Reserve
				office.
Ì	35.	File of command certificates. (B. P.	909.	Two years.
		Form NO. 10).		
	36.	Order book.	911.	Thirty-eight
				years.
	37.	Register of punishments. (B. P. Form	915.	Three years.
		No 175).	1	
	38.	Register of receipt and issue of	916	Two years.
ļ		clothing. (B. P. Form No. 176).	A ST	
	39.	Leave Register (B. P. Form No. 177)	917	Two years on
ŀ	4.0		000	completion.
	40.	Service books and rolls.	920	For disposal
				of service books and
			NAME OF THE OWNER, OWNE	rolls (see
	* SUPPLY			Regulation
				922).
	41.	Committee report book on clothing.	973	Two years.
		(B. P. From No. 184).		
	42	Clothing Hand Book. (B. P. Form	976.	Until a new
		No. 185).		book is
				issued.
	43.	File of issue forms of clothing. (B. P.	980	Two years.
ļ		Form No. 186).		
	44.	Register of securities and deposits. (B.	1145	Until
ļ	15	P. Form No. 221).	1200	rewritten.
	45.	Stock book. (Bengal form No. 1148).	1280.	Permanently.
	46.	Register of receipt and issue of form.	1284.	Two years.
		(Bengal Form No. 108).		
	47.	Register of receipt and issue of	1288.	Three years.

(3) office of the Superintendent.

stationery. (Bengal

Form No. 402

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
1.	Police jurisdiction lists and maps.	10 and	Permanently.
0.0		Appendix	
		' II.	
2.	File of notifications relating to the	10 and	Ditto.
	establishment and changes of	Appendix	
	jurisdiction or nomenclature of	II.	
	Police –stations.		
3.	Register of comments by courts on	27.	Two years.
	the conduct of Police officers.	The Land	
4.	Index of retired police officers.	34.	Permanently.
5.	File of Sub divisional Police	46(k)	One year.
	Officer's fortnightly reports.		
6.	File of matters to be examined at	51(e).	New files shall
	inspection of police stations.		be opened at

the end of

ď				each year
3				when old files
				shall be
i	17 7			destroyed.
	7.	File of tour diaries of	62.	Two years.
		Superintendents.		
	8.	File of tour diaries of Assistant and	62.	One year.
	0.	Deputy Superintendents.	02.	One year.
	9.	File of Government orders (Part VI,	74.	Permanently.
	9.		/4.	Termanentry.
H	10	Police Gazette).	74	Ditta
	10.	File of Police Order (Part VI, Police	74.	Ditto.
	-	Gazette)	7.4	
1	11.	File of <i>Police Gazette</i> (Parts I to V)	74.	Ditto.
	12.	File of Criminal Intelligence Gazette	74.	Ditto.
		(Parts I to X).	The state of the state of	THE STATE OF THE STATE OF
	13.	File of Criminal Intelligence	74.	Ditto.
	7.00	Gazette (Part XI).		
	14.	Files of special and illustrated other	74.	Ditto.
		supplements to the Criminal		
		Intelligence Gazette.		The second second
	15	Confidential character rolls of	76	See entry
		clerks. (B. P. Form No. 3).	1000	against serial 4
			100000	in the list of
			A STATE OF	registers, etc.,
				THE RESERVE OF THE PARTY OF THE
	K MIN			kept in the
			ALC: NO.	Reserve
	-			Officer.
	16.		94 and	Two years.
		railway and steamer warrants.	appendix	of the second
	4860		III.	
	17.	Counterfoils and statements of	94 and	Ditto.
		omnibus warrants.	Appendix	A CONTRACTOR OF THE PARTY OF TH
			III.	
1	18.	File of procession licenses. (B. P.	136 and	Ditto.
		Form No. 8).	139.	
	19.	Register of procession licenses	an more test	Two years.
	William !	(Bengal Form No. 5307)		
8		1 Delical I office 100		Division
	20			I)1ffo
	20.	File of Muharram and other		Ditto.
		File of <i>Muharram</i> and other festivals.	107 (Note)	
	21.	File of <i>Muharram</i> and other festivals. File of personal diaries of Sergeants.	197 (Note)	One year.
		File of <i>Muharram</i> and other festivals. File of personal diaries of Sergeants. File of hue-and –cry notices, (B. P.	197 (Note) 250	
	21. 22.	File of <i>Muharram</i> and other festivals. File of personal diaries of Sergeants. File of hue-and –cry notices, (B. P. Form No. 28)	250	One year. Ditto.
	21. 22. 23.	File of <i>Muharram</i> and other festivals. File of personal diaries of Sergeants. File of hue-and –cry notices, (B. P. Form No. 28) Register of approvers.	250 386.	One year. Ditto. Permanently.
	21. 22.	File of <i>Muharram</i> and other festivals. File of personal diaries of Sergeants. File of hue-and –cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have	250	One year. Ditto.
	21. 22. 23.	File of <i>Muharram</i> and other festivals. File of personal diaries of Sergeants. File of hue-and –cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction	250 386.	One year. Ditto. Permanently.
	21. 22. 23. 24.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and –cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register.	250 386. 398.	One year. Ditto. Permanently.
	21. 22. 23.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and –cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in	250 386.	One year. Ditto. Permanently.
	21. 22. 23. 24.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and –cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register.	250 386. 398.	One year. Ditto. Permanently. Ditto.
	21. 22. 23. 24.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and –cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in	250 386. 398.	One year. Ditto. Permanently. Ditto.
	21. 22. 23. 24.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and —cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police — stations.	250 386. 398. 408.	One year. Ditto. Permanently. Ditto. Two years.
	21. 22. 23. 24.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and —cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police — stations. File of police-station and court	250 386. 398. 408.	One year. Ditto. Permanently. Ditto. Two years.
	21. 22. 23. 24. 25.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and —cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police — stations. File of police-station and court office each accounts.	250 386. 398. 408. 409 and 548.	One year. Ditto. Permanently. Ditto. Two years. One year.
	21. 22. 23. 24. 25.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and —cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police — stations. File of police-station and court office each accounts. File of daily under-trial case reports from courts.	250 386. 398. 408. 409 and 548.	One year. Ditto. Permanently. Ditto. Two years. One year.
	21. 22. 23. 24. 25. 26.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and —cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police — stations. File of police-station and court office each accounts. File of daily under-trial case reports	386. 398. 408. 409 and 548. 533.	One year. Ditto. Permanently. Ditto. Two years. One year. Ditto.
	21. 22. 23. 24. 25. 26.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and —cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police — stations. File of police-station and court office each accounts. File of daily under-trial case reports from courts.	386. 398. 408. 409 and 548. 533.	One year. Ditto. Permanently. Ditto. Two years. One year. Ditto. Permanently. (To be
	21. 22. 23. 24. 25. 26.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and —cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police — stations. File of police-station and court office each accounts. File of daily under-trial case reports from courts.	386. 398. 408. 409 and 548. 533.	One year. Ditto. Permanently. Ditto. Two years. One year. Ditto. Permanently. (To be maintained in
	21. 22. 23. 24. 25. 26.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and —cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police — stations. File of police-station and court office each accounts. File of daily under-trial case reports from courts.	386. 398. 408. 409 and 548. 533.	One year. Ditto. Permanently. Ditto. Two years. One year. Ditto. Permanently. (To be maintained in the office of
	21. 22. 23. 24. 25. 26.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and —cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police — stations. File of police-station and court office each accounts. File of daily under-trial case reports from courts.	386. 398. 408. 409 and 548. 533.	One year. Ditto. Permanently. Ditto. Two years. One year. Ditto. Permanently. (To be maintained in the office of the
	21. 22. 23. 24. 25. 26.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and —cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police — stations. File of police-station and court office each accounts. File of daily under-trial case reports from courts.	386. 398. 408. 409 and 548. 533.	One year. Ditto. Permanently. Ditto. Two years. One year. Ditto. Permanently. (To be maintained in the office of the Superintendent
	21. 22. 23. 24. 25. 26.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and —cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police — stations. File of police-station and court office each accounts. File of daily under-trial case reports from courts.	386. 398. 408. 409 and 548. 533.	One year. Ditto. Permanently. Ditto. Two years. One year. Ditto. Permanently. (To be maintained in the office of the Superintendent of
こうしょう こうしょう こうしょう こうしょう こうしょう こうしゅうしゅう こうしゅうしゅう こうしゅうしゅう こうしゅうしゅう こうしゅうしゅう こうしゅうしゅう こうしゅうしゅう こうしゅう こう こうしゅう こう こうしゅう こう こうしゅう こう	21. 22. 23. 24. 25. 26.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and —cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police — stations. File of police-station and court office each accounts. File of daily under-trial case reports from courts.	386. 398. 408. 409 and 548. 533.	One year. Ditto. Permanently. Ditto. Two years. One year. Ditto. Permanently. (To be maintained in the office of the Superintendent of Railway
The second secon	21. 22. 23. 24. 25. 26. 27.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and –cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police – stations. File of police-station and court office each accounts. File of daily under-trial case reports from courts. List of railway criminals.	386. 398. 408. 409 and 548. 533.	One year. Ditto. Permanently. Ditto. Two years. One year. Ditto. Permanently. (To be maintained in the office of the Superintendent of Railway Police).
	21. 22. 23. 24. 25. 26.	File of Muharram and other festivals. File of personal diaries of Sergeants. File of hue-and –cry notices, (B. P. Form No. 28) Register of approvers. List of persons whose names have been removed from the conviction register. File of monthly reports of officers in charge of police – stations. File of police-station and court office each accounts. File of daily under-trial case reports from courts. List of railway criminals.	386. 398. 408. 409 and 548. 533.	One year. Ditto. Permanently. Ditto. Two years. One year. Ditto. Permanently. (To be maintained in the office of the Superintendent of Railway
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J		accident and criminal cases		of the second	
		occurring on railway lines.			
	30.	File of allotment statements of force.	659	Until fresh	
Ĭ				lists are	
				issued.	
	31.	Provincial approved list of	768.	Until fresh	
		accountants fit to be head clerks.		lists are	
			A STATE OF THE STATE OF	issued.	
d	32.	Provincial approved list of clerks fit	768.	Ditto.	
		to be accountants.			
	33.	Provincial approved list of clerks fit	768.	Ditto.	
		to be reader clerks.			
Ì	34.	Register of casual leave of clerks	819.	One year or	
i		and other subordinates.		until a new	
	*	(Bengal Form No. 107)		register is	
		(Bengari offir ivo. 107)		opened.	
ł	35.	Register of leave of clerks, (B. P.	826.	Two years.	
d	33.	From No. 177)	020.	i wo years.	
ĺ	36.	File of charge certificates of	839	Two years.	
Ì	30.	Superintendents, Additional	037	I wo years.	
		Superintendents, Assistant and			THE PERSON
	25	Deputy Superintendents.	1066	D:	
	37.	Attendance register of office staff,	1066	Ditto.	
		(Bengal Form No. 48)	10=0		
	38.	File of charge reports of head clerks	1070	Ditto.	
		and accountants and police-station	202and 425		
	- 3	and outposts, and Court, Reserve			
		and Inspectors offices.		to the one the	
	39.	Register of English letters received.	1075	Three years.	
ì		(Bengal Form No. 16)		(Separate	
				registers shall	
				be maintained	
i				for	
ł				confidential	
			*	letters)	
	40.	Register of English letters issued.	1076	Ditto.	
		(Bengal Form No. 19)			
1	41.	Register of papers received in the	1078	Three years.	
		head muharir's section.			
		(Bengal Form No. 16)			
H	42.	Register of papers issued from the	1078	Ditto.	
	12.	head muharir's section.	1070	Bitto.	
		(Bengal Form No. 19)	Ram Patrick		
	43.	Peon book (Bengal Form No. 47)	1079	Two years.	
	44.	Service books of clerks.	1079	Sec regulation	
	44.				The state of the s
	43.	Service rolls of inferior servants.	1083	922.	
	16	Cotologue of healts in the off	1084	I Intil m	
	46.	Catalogue of books in the office	1064	Until re-	
	47	library (B. P. Form No. 202)		written.	
	47.	Register of correction slips (B. P.		Until the last	
	*	Form No. 214)		correction slip	
	18 5		16	in the book is	
				a year old.	
	48.	Town beat maps.	1087.	Revised maps	
	65			to be prepared	
				from time to	
				time as	
				necessity	
			100	arises.	
	49.	Crime maps	1088.	Ten years.	
	50.	Weekly pending list of	1097	One year or	
		correspondence (B. P. Form No.		until the cases	
		203)		are disposed	1
	1			of.	
	51.	File index (B. P. Form No. 204)	1099	Twelve years.	
	1·	1 110 moon (D. 1. 1 01111 110. 207)	10))	1 of the years.	1

	52.	Records of cases, i. e., first	1101	For the periods	
Ė		information reports progress memos,		mentioned in	
		case diaries, etc.		regulation	
	52	Cuparintandant'a nata baala	1104	1101.	
	53. 54.	Superintendent's note book. Pagistar of aggs of minor	1104	Permanently.	
	34.	Register of cases of minor	1106	Three years.	
	55.	misconduct (B. P. Form No. 206)	1106	Three weeks	
	33.	File of misconduct reports	1100	Three years after disposal	
i				of the case.	
	56.	File of annual returns for	1107	Five years.	
	30.	administration repots.	1107	Tive years.	
	57.	File of annual administration reports.	1107	Ditto.	
	58.	File of periodical reports and	1107	Two	
	50.	returns.		years.	
				(Periodical	
į				and	1
				miscellaneous	
į			A STATE OF THE STA	returns from	E
				policestations	
				shall be filed	
				together	
			1000	separately,	
				particulars of	
ì				the returns	
				contained in	÷
				the file being	
			The results	given on an	
				outside docket.	
	59.	File of half-yearly inspection forms	1111.	Two years.	
		(station statistics) showing No. 70)		4	
		the incidence of crime. (B. P. Form		****	
	60.	Inspection register (B. P. Form No.	1112.	Five years.	
Ť		207)	1110		E
	61.	File of daily reports of Circle	1113.	One year.	
	(0)	Inspectors.	1114		
	62.	File of personal diaries of	1114.	Two years.	
	(2	Inspectors.	1115	T	ľ
	63.	Index of crime (B. P. Form No.	1115.	Ten years.	E.
	61	Description of special reports (D. D.		Thinty young	
	64.	Register of special reports (B. P.		Thirty years.	
	65.	Form. No. 209) Files of special reports.	1116.	Files of special	
į	05.	Thes of special reports.	1110.	Files of special reports of	
				dacoity cases	
1				in which there	
				are no	
	75.5		5. 7. 1	absconders	
				shall be	
				destroyed after	
	1			printed brief	
				histories have	
Sec.				been received	6
	5			from the	
				Criminal	
	The same			Investigation	THE STREET
				Department.	
				Those in	
				which there	
				are absconders	
3				shall be	
			The state of the s	destroyed	
	No.	THE RESERVE THE PROPERTY OF THE PARTY OF THE		when the	

absconders

have been

Š	100 mm	CITIES OF THE SHARE OF THE STATE OF THE STAT	STATE OF STATE	traced no
				AND DESCRIPTION OF THE PARTY OF
				longer wanted
				and the cases
I				finally
			4 000	disposed of.
				Special reports
				of cases other
				than dacoities
j			100	shall be
				THE RESERVE OF THE
		r to		destroyed after
	N. L.			five years if
				there are no
Ĭ				absconders,
i	8 TO 18 TO			while those of
	4			cases in which
			- 12 W V 12 W	there are
				THE RESERVE OF THE PARTY OF THE
				absconders
	4		The second	shall be
i				preserved until
i				they are
				arrested or
			-	declared no
			300	longer wanted.
				longer wanted.
		D ' / C 1 1' CC 1	1110	TT .'1
	66	Register of absconding offenders	1118	Until anew
		(B. P. from No. 210)		register is
				opened.
	67	Brief histories of dacoity cases	1122	Permanently
	68	Criminal history (B. P. From No.	1123	Ditto
ì		211)	1125	Ditto
	(0)		1120	T1::4
	69	Gang register files and index (B. P.	1128	Thirty years.
ě	75.5	From No. 212)	POWN STA	
Ĭ	70	Register showing the results of	Paragraph	Ten years.
į		Criminal Tribes act cases.	93 of the	
į		(B. P. from No. 213)	special	
Ì				
	The second second		Supplement	
ì	1/		Supplement	
	*/		to the	
			to the Criminal	
State of the state			to the Criminal Intelligence	
The state of the s			to the Criminal Intelligence Gazette,	
THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.			to the Criminal Intelligence	
THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.			to the Criminal Intelligence Gazette,	
THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.			to the Criminal Intelligence Gazette, dated the	
The state of the s			to the Criminal Intelligence Gazette, dated the 20th August	
THE RESERVE AND ADDRESS OF THE PARTY OF THE	71	Pay cheques (Rengal From No. 50)	to the Criminal Intelligence Gazette, dated the 20th August 1937.	
THE RESIDENCE OF THE PERSON OF	71	Pay cheques (Bengal From No. 50). Receipt chaques (Pangal Form No.	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137	Five years.
THE RESERVE OF THE PERSON OF T	71 72	Receipt cheques (Bengal Form No.	to the Criminal Intelligence Gazette, dated the 20th August 1937.	
THE RESERVE OF THE PERSON OF T	72	Receipt cheques (Bengal Form No. 39)	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137	Five years. Ditto
	72	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215)	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1137	Five years. Ditto
	72	Receipt cheques (Bengal Form No. 39)	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137	Five years. Ditto
	72	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215)	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1137	Five years. Ditto
	72	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510)	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1137	Five years. Ditto
	72 73 74	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1137	Five years. Ditto Ditto Until re-
	72 73 74 75	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221)	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1138 1139	Five years. Ditto Ditto Until rewritten
	72 73 74 75	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1138 1139 1145	Five years. Ditto Ditto Until re- written Two years
	72 73 74 75	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1138 1139	Five years. Ditto Ditto Until rewritten
	72 73 74 75	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive expenditure and correspondence	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1138 1139 1145	Five years. Ditto Ditto Until re- written Two years
	72 73 74 75	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures.	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1138 1139 1145	Five years. Ditto Ditto Until rewritten Two years
	72 73 74 75	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive expenditure and correspondence	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1138 1139 1145	Five years. Ditto Ditto Until rewritten Two years
	72 73 74 75 76 77	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures.	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1137 1138 1139 1145	Five years. Ditto Ditto Until re-written Two years Three years
	72 73 74 75 76 77	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures. Register of regular contingent charges	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1137 1138 1139 1145	Five years. Ditto Ditto Until re-written Two years Three years
	72 73 74 75 76 77 78	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures. Register of regular contingent charges (Bengal From No. 2401)	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1138 1139 1145 1149 1149	Five years. Ditto Ditto Ditto Until re-written Two years Three years Five years.
	72 73 74 75 76 77	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures. Register of regular contingent charges (Bengal From No. 2401) Register of special contingent	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1137 1138 1139 1145	Five years. Ditto Ditto Until re-written Two years Three years
	72 73 74 75 76 77 78	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures. Register of regular contingent charges (Bengal From No. 2401) Register of special contingent charges	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1138 1139 1145 1149 1149	Five years. Ditto Ditto Ditto Until re-written Two years Three years Five years.
	72 73 74 75 76 77 78	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures. Register of regular contingent charges (Bengal From No. 2401) Register of special contingent charges (Bengal From No. 2401)	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1138 1139 1145 1149 1149	Five years. Ditto Ditto Ditto Until re- written Two years Three years Five years. Ditto.
	72 73 74 75 76 77 78	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures. Register of regular contingent charges (Bengal From No. 2401) Register of special contingent charges	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1138 1139 1145 1149 1149	Five years. Ditto Ditto Ditto Until re-written Two years Three years Five years.
	72 73 74 75 76 77 78	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures. Register of regular contingent charges (Bengal From No. 2401) Register of special contingent charges (Bengal From No. 2401)	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1138 1139 1145 1149 1149	Five years. Ditto Ditto Ditto Until re- written Two years Three years Five years. Ditto.
	72 73 74 75 76 77 78	Receipt cheques (Bengal Form No. 39) Cash book (B. P. From No. 215) Treasury pass book (Bengal Form No. 2510) Register of securities and deposits (B. P. From No. 221) Registers of budget allotments Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures. Register of regular contingent charges (Bengal From No. 2401) Register of special contingent charges (Bengal From No. 2401) Register of contract contingent	to the Criminal Intelligence Gazette, dated the 20th August 1937. 1137 1138 1139 1145 1149 1149	Five years. Ditto Ditto Ditto Until re- written Two years Three years Five years. Ditto.

	81	Register of house rents (B. P. From	1169	Ditto.
		No. 223)		
	82	File of house rent roll for hired	1171	Ditto
	7-2-3	buildings		
×		(B. P. From No. 225)	4.33	
is a	84	Demand and collection register of	1171	Five years
		house rents.		
	85	(B. P. From No. 226) Reward register (B. P. From No.	1172	Ditto.
	83	227)	1172	Ditto.
	86	File of monthly abstract of cost of	1180 and	Two years.
		diet supplied to patients in the Police	1188	
		Hospital. (B. P. From No. 198)		
	87	File of monthly statement of charges	1180 and	Ditto.
		and recoveries on account of patients	1189	and the same of
		in the police hospital (B. P. From		4.00
	0.0	No. 228)	1101	Divi
	88	File of bills for prisoners' diet, etc.	1181	Ditto The
	89	(a) File of combined pay bills and aquittance rolls, where these are	1191	35 years. The bundle should
		maintained separately, of servants of		be sent to the
		the Crown for whom no	THE ST	Magistrate's
	THE WAY	establishment returns are submitted	100000	record room
		and no service books are maintained.		and should be
				a complete
				record of all
É				payments
				(Government
à				order No. 266F.,
9				dated
				24th March
ğ				1933
		(b) File of pay bills of other classes	1191	Six years.
		of servants of the Crown and	* 1	
	1/	acquittance rolls for pay and		
į		allowances (other than traveling		
	00	allowance)	1101	T1
	90	File of traveling allowance bills File of miscellaneous bills	1191	Three years Ditto.
	91	File of infiscential eous offis File of acquittance rolls (other than	1200	35 years. The
	72	traveling allowance) when	1200	bundle should
		maintained separately from pay bills.	Alman Sala	be sent to the
				Magistrate's
				record room
				and should be
	19-54		and the state of	a complete
				record of all
	93	File acquittance rolls of traveling		payments. Three years.
	75	allowance bills.		Tinee years.
	94	File of acquittance rolls of escort		Ditto
		charges.	10	
	95	Acquittance rolls of rewards		Ditto
	96	Register of pay and allowances held	1201	Two years
	San Control	over for future payment. (B. P.		
	0.7	Form No. 232)	1010	0
	97	Register of last pay certificates.	1210	One year
	98	Security bonds of Sub-Inspectors for repayment of advances for purchase	1243	One year after the advances
		of uniform and equipment.		are paid in
		(B. P. Form No. 236)		full.
	99	Register of recoveries (B. P. Form	1245	Six years.
	10	No. 237)		
H	A CONTRACTOR		NAME OF TAXABLE PARTY.	NORTH THE PARTY OF THE PARTY.

STATE OF THE PARTY	100	Register of General Provident Fund		Ditto	
	101	Subscribers. Records showing payments on		Thirty years.	
		account of final withdrawal of			
		deposits in the General Provident Fund.			
	102	Register of lands and buildings	1251	Permanently.	
	102	(B. P. Form No. 239)	1260	The state of the s	
	103	Register of new buildings (B. P. Form No. 242)	1269	Three years or until a new	
		(B. 1. Polin No. 242)		register is	
				opened.	
	104	File of —Building and	Paragraph	Permanently.	
	*	Miscellaneous Construction Notes.	309, Police Gazette,		
			dated 3rd	**************************************	
			September		
	105	Measurement books for	Police	Ten years	
	103	departmental works.	order No.	Ten years.	
		(Bengal Form No. 2900)	9 of 1937		
	106	Register of measurement books	Police	Until a new	
			order No. 9 of 1937.	register is opened.	
	107	Register of building contractors	Paragraph	Permanently.	
			806, Police		
			Gazette, dated 17th		
			December		
			1937.		
	108	Stock book (Bengal Form No.	1280	Ditto	
Š	109	Register of receipt and issue of	1284	Two years.	
	109	forms	1204	I wo years.	
		(Bengal Form No. 108)	T		
	110	Register of receipt and issue of	1288	Three years.	
i		stationery. (Bengal Form No. 402)			
	111	Register of receipt and issue of	1289	Two years.	
		service stamps.		4	
	112	(Bengal Form No. 42) Pay cheque books for issue of	1289	Ditto.	
	112	service stamps.	120)	Ditto.	
		(Bengal Form No. 50)		1	
	113	File of standing district circular		Two years	
		orders		after abrogation.	
	114	Gradation list of clerks'	2.1	Until fresh list	
	115	Office and an land		is issued.	
	115 116	Office order book List of places where korbani is		Two years. Permanently.	
	110	usually held.	77	Torritationary.	
	117	Register of rewards granted to		Five years.	
3		dafaders and chaukidars By the	the Union		
	San I	Superintendent.	Board Manual		
			Volume II		
	118	Register of firearms and ammunition	Police	Five years.	
		purchased by the residents of the district. (Bengal Form No. 125A).	Gazette	(This is required for	THE LINE
		district. (Bengai i Offii No. 123A).	217, dated	THE PARTY OF THE P	ALC: UNITED IN
			3rd August	of an annual	CHARLES AND ADDRESS OF THE PARTY OF THE PART
			1928, and	return of arms	THE PERSON NAMED IN
			464, dated	and ammunition	
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5.	Control of the last		The second secon	
į			25th	for submission
Ì			September	to the
			1936.	District
				Magistrate).
	119	File of monthly return of the stock	Paragraph	Ten years.
3		and sales of arms and ammunition.	116,	
		(Bengal Form No. 139).	Chapter III,	
			the Bengal	
			Arms Act	
			Manual.	

(4) Reserve office.

Serial No †	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
1	File of Police Gazette (Parts I to V)	74	Five years.
2	File of Government orders (Parts VI, Police Gazette)	74	Permanently.
3	File of Police orders (Part VI, Police Gazette)	74	Ditto
4	Confidential report books (B. P. Form No. 2).	76	(1) Officers retiring on pension or gratuity- One year after retirement. (2) Officers leaving the force with bad record-Twelve years after discharge. (3) Other officers leaving the (4) Officers who die while in service One year after death.
5	Register of arms held as part of equipment.	88	Until a new register is opened.
6	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B and 360C).	94 and Appendix III	Two years.
7	Used books of omnibus warrants. (Bengal Forms No. 359).	94 and Appendix III	Ditto

Note. Regarding confidential registers and files to be maintained in the office of the Superintendent, see Manual of Rule and Orders for District Intelligence Branch Offices in Bengal.

8	File of personal diaries	197(Notes ii	Two years.
		and iii)	
9	Detective warrant register. (Form	631	Three years.
	B)	Appendix	
		XXXI	
10	File of detective warrant	631 and	One years
	certificates.	Appendix	
75.00	(Forms C and D)	XXXI	
11	List of mobilization contingents	663	Until a new list
	HER THE TANK THE PARTY OF THE P		is issued

orders (B. P. Form No. 139). Roster of duty of guards. (B. P. 695(16) Form No. 141). Register of visiting guards. (B. P. Form No. 143). File of reports of visiting guards. (B. P. Form No. 143). File of reports of visiting guards. (B. P. Form No. 143). Escort requisition. (B. P. Form No. 144) Register of visiting guards. (B. P. Form No. 145). Range approved list of officers fit for promotion to the rank of Inspector. Range approved list of officers fit for promotion to the rank of Inspector. Range approved list of officers fit for promotion to the rank of Sub-Inspector. Provincial approved list of officers fit for promotion to the rank of Sub-Inspector. Provincial approved list of head constables fit for promotion to the rank of Sub-Inspector. List of Assistant Sub-Inspectors. List of candidates for direct recruitment as Sub-Inspectors. File of nomination rolls of candidates for direct recruitment as Sub-Inspectors. Approved list of constables fit for permanent promotion to the rank of Assistant Sub-Inspectors. Approved list of constables fit for permanent promotion to the rank of Assistant Sub-Inspectors. Approved list of constables fit for permanent promotion to the rank of head constables. Approved list of constables fit for permanent promotion to the rank of head constables on the rank of head constables fit for promotion to the rank of head constables on the rank of head constables on the rank of head constables on enlistment. (B. P. Form No. 149). Register of andidates for fit more for constables on enlistment. (B. P. Form No. 150). Register of candidates for fit more for confugent trained annually. Register of andidates for fit more for confugent trained annually. Register of musketry practice (B. P. Form No. 156).		12	File of standing mobilization	663	Ditto.
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32 Register of musketry practice (B. 796 One year after		31	List of officers of the mobilization	795	Two years.
P. Form No. 136). completion.		32		796	
			P. Form No. 156).		completion.

	33	Register of revolver practice (B. P.	797	Ditto.
Ġ		Form No 158).		
	34.	Register of casual leave and brass	819	Two years after
7.16		numbers.		completion.
1	35	Register of leave addresses.	831	Two years.
	36	File of proceeding (B. P. Form	861	(1) Against
		No. 164).	No.	officers who die
			*	while in service
				-To be
				destroyed after
				death.
		The State of Landson		(2) Against
				officers retiring
				on pension or
			A STATE OF THE STATE OF	gratuity-One
				years after
	76			retirement.
				(3) Against
				other officers
				leaving the
				force –Twelve
				years after
Sec.			100	discharge.
	36A	Register of proceedings (B. P.	861A	Three years after
1		Form No. 164A).		all proceeding
-			1 16 1 2 2	entered in the
				register have
				been disposed
				of.
	37	Orderly room register (B. P. form	893	One year after
		No. 166)	0,5	completion.
	38	File of standing district circular	905	Two years after
	30	orders.	703	abrogation.
	40	Peon book	905	Two years.
		(Bengal Form No,47)		Two years.
	41	Stock book.	906	Permanently.
		(B. P. Form No. 169)	300	Termunctiony.
	42	Register of repairable articles in	906	Ditto.
	72	stock	700	Ditto.
	43	Morning report register.	907	Two years.
		(B. P. form No 170)	307	1 wo years.
	44	Roster of daily duties. (B. P.	908	One year after
		Form No. 6).	700	completion.
	45	File of command certificates. (B.	909	Two years.
	13	P. Form No. 10).	909	I wo years.
1	16		010	Two woord
	46	Register of disposition of force. (R. R. Form NO. 171)	910	Two years.
	17	(B. P. Form NO. 171).	011	Thintry sin 1.4
	47	District order book.	911	Thirty-eight
	40	D - 1 4 1 1	011(31)	years.
	48	Register of letters dispatched.	911(Note).	Five years.
	-	(Bengal Form No. 19)	01157	
	49	Book of orders requiring the	911[Note(i)]	One year.
	1000	District Magistrate's approval.		
	50.	Muster roll.	912	Ten years.
100		(B. P. Form No. 172).		
	51	Gradation list.	913	The old list to be
		(B. P. Form No. 173).		destroyed when
				a new list is
			Carl Mark	opened.
	52	Register of casualties. (B. P.	914	One year after
	A. A.	Form No. 174).		completion.
	53	Register of punishments.	915	Three years.
	No. of the last	(B. P. Form No. 175)		
	54	Register of receipt and issue of	916	Two years.
		clothing. B. P. Form No. 176).		
		-6 -1.1 cim 1.0. 170).	A STATE OF THE PARTY OF THE PAR	AND THE RESERVE AS A SECOND CONTRACT OF THE PARTY OF THE

	55.	Leave register. B. P. Form No. 177).	917	Ditto.
	56	Service books and rolls of police	920	For disposal of
		officers and crews of steam launches and boats.		service books and rolls, see
	57	Forward diary	923	Regulation 922. Used diary to be
		(Bengal Form No. 25)		destroyed as soon as all action
				has been taken.
	58	Files of periodical reports and returns.	924	Two years.
	59	File of indents for clothing (B. P.	970	Ditto.
	60	Form No. 183). Committed report book on	973	Ditto.
	61	clothing (B. P. Form No. 184). Clothing hand book. (B. P. Form	976	Till a new book
	01	No. 185).	710	is issued.
	62	File of defect lists of clothing. (B. P. Form No. 187).	978 and 980	Two years.
	63.	File of issue forms of clothing (B. P. Form No. 186)	980	Ditto.
	64	File of requisitions for arms,	987	Ditto.
	65	ammunition and ordnance stores. Committed report book on	994	Ditto.
		ordnance and other stores. (B. P.		
	66	Form No. 190). Register showing sanctioned	999	Three years after
		number and distribution of arms. (B. P. Form No. 188).		completion.
	67	Ammunition account register (B.	1000	Five years after
	68	P. Form No. 191). File of reports of casualties in	1007	completion. Two years.
		small arms ammunition.		
	69	Register of arms and ammunition received form officers proceeding	1015	Until a new register is
		on leave.		opened. (To be
			h	kept at police armoury).
	70	Hospital register (B. P. Form No. 193).	1028	Two years. (To be kept at the
		(B. F. Polifi No. 193).		police hospital).
	71	File of sick reports. (B. P. Form No. 195).	1030	One year.
	72	Register of diet supplied to	1034	Two years. (to
		patients in the police hospital. (B. P. Form No. 197).		be kept at the police
	100		I	hospital.)
	73	Inspection registers. (B. P. Form	1112.	Five years.
	74	No. 207) Muster roll works executed	1266	Three years. (
		through departmental agency.	700	The roll will
				show the names of labourers,
				date and hour of
				attendance and amount paid to
	75	Tiet Communication	1200	each individual).
1	75	List of crown property in the Reserve Office.	1280.	Permanently.
	76	File of — Building and miscellaneous construction notes	Paragraph 309, Police	Ditto.
A STATE OF THE PARTY OF THE PAR		miscenaneous construction notes	Gazette,	
S.			dated 3rd	

		September 1937.	
77	Measurement book for	Police order	To be returned to
	departmental works. (Bengal	No. 9 of	the
	Form No. 2900).	1937.	Superintendent's
	REAL PROPERTY AND ADDRESS.		office on
			completion of
	力以不是一个 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		the work.
78	Register of receipt and issue of	1290	Two years
	forms, stationery and stamps.		
79	Weekly pending list of	170A	One year or until
10	correspondence.		the cases are
A. C.	(B. P. Form No. 203)		disposed of.

				100
		(5) Court Office.		
	1	File of <i>Police Gazette</i> . (Parts I to V)	74	Five years.
	2	File of Government orders (Part VI,	74	Permanently.
		Police Gazette).		1 crimanentry.
	3	File of Police orders (Part VI, Police	74	Ditto.
		Gazette (Parts I to X).		2100
	4	File of Criminal Intelligence Gazette	74	Five years.
		(Parts I to X).		
	5	File of Criminal intelligence Gazette.	74	Permanently.
	3/3	(Part XI).		
	6	File of special and illustrated and other	74	Ditto.
		supplements to the Criminal		
		Intelligence Gazette.		10 S
	7.	Used books of railway and steamer	94 and	Two years.
		warrants.	Appendix	
		(Bengal Forms Nos. 360B,360C and	III.	A STATE OF
	8.	Used books of omnibus	94 and	Ditto.
	٥.	warrants. (Bengal Form NO.	Appendix	
		359).	III.	
	9	Final memorandum.	445	Three years.
		(B. P. Form No. 88)		Times years.
	10	File of verification rolls of under-trial	454	Three years.
		Prisoners. (B. P Form No. 89).		
	11	Register of processes.	471	To be
		(B. P. Form No. 91)		preserved in
				the Courts of
				Districts and
				sub divisional
				Magistrates for three
				years.
	11A	Search slips.	495(a)	One year.
		(B. P. Form No. 53).		
	12	File of P. R. slips	501	Three years
No. of Street, or other Persons		(B. P. Form No. 95).		after final
	-			action.
	12A	Despatch cheques	, '511	Three years
		(B. P. Form No. 96)		after final
	10			action.
	13	File of jail parade reports	515	Three years.
	1.4	(B. P. Form No. 97) Register of officers attending init	515(2)	Ditto
	14	Register of officers attending jail parade.	515(j)	Ditto.
	15	Malkhana register	526	Twelve years.
To be seen	13	(B. P. Form No. 100)	320	Twelve years.
	16	File of periodical reports and returns	530	Three years.
Contract of		File of standing district circular orders	531	Two years after
1				abrogation.
The same of	18	Peon book	531	Three years.
ø		The state of the s	The second secon	THE RESERVE OF THE PARTY OF THE

(Bengal Form No. 47.

	19	Register of papers received.	532	Ditto.
	THE RESERVE OF THE PERSON NAMED IN		332	Ditto.
H		(Bengal Form No. 16.)		
	20	Register of papers dispatched	532	Ditto.
Y		(Bengal Form No. 19)		
	21	Daily under-trial case report	533 and	Ditto.
1		(B. P. Form No. 101.)	600	
		Register of unidentified persons sent up		Eivo voorg
		AND THE PARTY OF T	534	Five years.
		by the police. (B. P. Form No 98.).	de la companya della companya della companya de la companya della	
		Register of appeals	535	Three years.
		(B. P. Form NO. 102)		(Copies of
				entries
	4			referring to
i				appeals in
Ŧ				cases sent up
Ē				by the
	1		1	Railway
	100		1	Police to be
				sent to the
Ĭ				Superintendent
				pf the
E				Superintendent
	Marie J.		1000	of the Railway
	THE WAY		(Section 1	A STATE OF THE REAL PROPERTY AND ADDRESS OF THE PARTY AND ADDRESS OF TH
			THE PARTY	Police
			THE PARTY	concerned.)
	24.	Magistrate's general register of cases	536	To be sent to
Ì		(Bengal Form No.		the
ř		3817.)		Magistrate's
				record room for
				disposal.
	25	Register of non – G. R.	537	
			331	Ten years.
		cases. (B. P. Form No.		A HOUSE
ĕ		104.		The second
Š	26	Hajat register	538	Three years.
Ħ		(B. P. Form No. 3831)		
		Register of sessions	539	Three years
£		cases (B. P. Form No.	- Delta	(To be kept at
		105)		all headquarters
	•		7.10	court offices.)
P		Bail bond register	540	Permanently
		(B. P. Form No. 106)		3.
	29	Conviction register	541	Thirty years
Ŧ		(B. P. Form No. 107)		after
	23			completion.
				(To be kept at
				CARLES OF SERVICE OF
1				all headquarters
	20		/S- 5713	court office.)
		Index to conviction register	543	Permanently.
		(B. P. Form No. 108)		(To be kept at
	2.77			all headquarters
			The state of	court office).
	31	Khatian register (crime return	545	Tree years.
		compilation sheets).	17	3 1
		(B. P. Form No. 109)	The same of	
		Cash accounts	548	Ditto
		A CONTRACTOR OF THE PARTY OF TH	340	Ditto
		(B. P. Forms Nos. 85 and 112.)	5.40	Divi
		File of receipt cheques	548	Ditto
		(B. P. Form No. 39.)		
	34	Malkhana arms register	529 and	Permanently.
		(B. P. Form No. 114)	Appendix	
			XVI.	
	35	Register of casual leave		One year after
	100			completion.
		(B. P. Form No. 107.)	14年10日	And the Control of th
	1		A STATE OF THE STA	(To be
			STATE OF THE PARTY	kept by the
3	1000		AND WALL	Inspector
an.	Total of Fig.		The state of the s	AND RESIDENCE PROPERTY AND RESIDENCE

			empowered to grant casual leave.)
36	Inspection register	1112	Five years.
1	(B. P. Form No. 207.)		
37	List of Crown property in the Court	1280	Permanently
	office.		
38	Register of receipt and issue of forms,	1290	Two years.
	stationery and stamps.		
39	Weekly pending list of correspondence	170A	One year or
	(B. P. Form No. 203)		until the cases
7.5			are disposed
			of.
39A	Court Police Statistics	546	Three years
			after disposal
			of cases.

	(6) Sub divisional Police Officer's office				
	1	File of Police Gazette (Part I to V)	74	Five years.	
	2	File of Government orders (Part VI,	74	Permanently.	
	TO SE	Police Gazette)			
	3	File of Police orders (Part VI, Police	74	Ditto.	
		Gazette)			
	4	File of Criminal Intelligence Gazettes	74	Five years.	
E		(Part I-X)			
	5	File of Criminal Intelligence Gazettes	74	One years.	
		(Part-XI)			
	6	File of special and illustrated and other	74	Five Years	
		supplements to the Criminal		A NOTE OF	
		Intelligence Gazette		State Barrier	
	7	Register of letters received		Ditto	
Ť		(Bengal Form No. 16)			
	8	Register of letters issued.		Ditto	
	4/	(Bengal Form No. 19)			
	9	Subdivisional order book (To show		Permanently	
	135	punishments and postings, etc.)			
	10	Letter book	46(i)	For long as	
				may be	
				necessary.	
	11	File of correspondence with sub-		Ditto	
	901	headings as required.			
	12	File of special report and misconduct		Ditto	
		cases.		TO A CONTRACT	
	13	Sub divisional note-book	46(k)	Permanently	
	14	File of tour diaries	46(k)	One year.	
Ī	15	File of standing district circular orders		Two years	
		and orders of the Inspector-General and		after	
j		Superintendents.	0.40	abrogation.	
	16	Register of casual leave	819	Three months	
		(Bengal Form No. 107.)		after	
3	17	D: 4: 4 1: 1: 1: 4: 0	1006	companion	
	17	District map and jurisdiction maps of	1086	Permanently.	
	1.0	police stations.	1000	D:#*	
	18	Crime maps List of Crown property in the office	1088	Ditto	
	19	List of Crown property in the office	1280	Ditto	
	20	Register of receipt and issue of forms	1290	Until a new	
		stationery and stamps.		register is opened.	
	21	Secret Abstract and Intelligence Dranch		The Party State of the Land	
	21	Secret Abstract and Intelligence Branch Weekly Report.	1 2 2 3	(vide Manual of Rules and	
		Weekly Report.	1	Orders for	
				district	
	37.00			A STATE OF THE STA	

22	D		Intelligence Branch offices in Bengal)
22	Provincial list of political suspects		Ditto
23	Suspect register (to be kept in a large sized note-book)		Ditto
24	Receipt and issue register of confidential letters. (To be kept in a note book)		(vide Manual of Rules and Orders for District Intelligence Branch offices in Bengal)
25	File of confidential standing orders (To include rules for watching political suspects, for guarding witnesses etc.		Ditto
26	File of confidential correspondence with sub-headings as required. (To include reports received from or sent to the Intelligence Branch)		Ditto
27	Weekly pending list of correspondence (B. P. Form No. 203)	170A	One year or until the cases are disposed of.

	(7) Circle Inspector's office				
1	File of Police Gazettes (Parts I to V)	74	Five years.		
2	File of Government orders (Part VI, <i>Police Gazette</i>)	74	Permanently		
3	Five of Police orders (Part VI, Police Gazette)	74	Ditto		
4	File of Criminal Intelligence Gazettes (Part I to X)	74	Five years		
5	File of Criminal Intelligence Gazette (Part Xi)	74	One year		
6	Files of special and illustrated and other supplements to the Criminal Intelligence Gazettes.	74	Five years		
7	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B and 360C)	94 and Appendix III	Ditto		
9	File of General diaries	191	Ditto		
10	File of mufassal diaries	191	One year		
11	File of case diaries	191	To be sent to the Superintendent's office with the Court officer's final memorandum.		
12	Order book (B. P. Form No. 15)	191	One year		
13	Note book	193	Permanently		
14	Index of crime (B. P. Form No. 14)	194	Five years.		
15.	File of personal diaries. (B. P. Form No. 18).	197	One year.		

	16	File of monthly return of	198 and	Ditto.	
1		inspection (B. P. Form No. 19 for	557		
3		the District Police and B. P. Form	(c).	A VALUE OF THE PARTY OF THE PAR	
		No. 128 for the Railway Police.)	(0).		
	17	List of important surveilles, of		Permanently	
		absconders and of fine defaulters.	199	(Should be	H
ř.			177	corrected	
			91	periodically.)	
	18	Register of letters receive.	199	Three years.	ì
No.		(Bengal Form No. 16).	199		
	19	Register of letters issued.	100	Three years.	
		(Bengal Form No. 19)	199		
	20	File of standing district circular	100	Two years after	
ř		orders	199	abrogation.	
	21	Register of railway accident cases.		For such period as	
		(Bengal Form NO. 5406.)		may be necessary.	ř.
9				(To be maintained	ŧ
			199	by the Circle	Ŀ
				Inspector of the	h
				Railway Police	ì
Ì				only.)	
No.	22	File of standing mobilization		To be preserved	
1		orders.	663	until a new list is	
				issued.	
	23	Register of visiting guards. (B. P.	11000	One year. (To be	-
		Form No. 143)		maintained by the	
			606	Circle Inspector at	i i
			696	sub divisional	
				headquarters	į
	8			only.)	Ì
	24	File of weekly reports of	S. Bree	For so long as the	
Y.		probationary Sub-Inspectors under	701	probationers	
		practical training in districts.	791	remain under	Ē
×				training.	
	25	Register of casual leave.	010	Three months after	100000
		(Bengal Form No. 107.)	819	completion.	
	26	Register of minor punishments		Three years.	
T.		(defaulters' book).	858(a)(6)		
		(B. P. Form No. 163.)		4	
	27	District map and jurisdiction maps		Permanently.	
		of Police-stations.	1086.		
	28	Crime maps.	1088	Ditto.	
	29	Inspection register		Five years.	S. Charles
		(B. P. Form No. 207)	1112	J. J	
	30	List of Crown property in the	1 1 1 1	Permanently.	
	30	office.	1280	Tomanontry.	
	31	Register of receipt and issue of		Until a new	
	31	forms, stationery and stamps.	1290	register is opened.	
	32	Weekly pending list of		One year or until	
	32	Correspondence	170A.	the cases are	
		(B. P. Form No. 203.)	170A.	disposed of.	
10		(2.1. 101111110. 200.)		arbpoold or.	ø

(8) Police station

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
1	Police jurisdiction list.	10and Appendix II.	Permanently.
2	Jurisdiction map of the Policestation	10and Appendix	Ditto.

			II.	
	3	File of notification relating to the	10and	Ditto.
		establishment and changes of jurisdiction, site or nomenclature of Policestations.	Appendix II.	
	4	File of <i>Police Gazette</i> . (Part VI, <i>Police Gazette</i>).	74	Five years.
	5	File of Government	74	Permanently.
		orders (Part VI, Police Gazette).	3.0	
	6	File of Police orders. (Part VI, Police Gazette).	74	Ditto.
	7	File of Criminal Intelligence Gazette. (Parts I to X).	74	Five years.
	8	File of Criminal Intelligence Gazette (Part XI).	74	Permanently.
	9	Files of special and illustrated and other supplements to the <i>Criminal Intelligence Gazette</i> .	74	Ditto.
THE RESERVE THE PARTY OF THE PA	10	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B, 360C and 5073)	94and Appendix III.	Two years.
	11	Used books of omnibus warrants (Bengal Form No. 359)	94and Appendix III.	Ditto.
	12	File of Co-operation meetings	126	To be
				destroyed after all action has
				been taken and
				a new file opened.
	13	Record of routes and hours of	133	Permanently.
	N A	processions and assemblies on festivals and other periodical occasions.		
	14	File of Procession licenses (B.P. Form No. 8)	136	Three years.
	15	File of command certificates. (B.P. Form No. 10.)	163	One year.
	16	Mufassil diary. (B.P. Form No 18.)	209	Two years.
	17	File of discharge slips.	211	Till the persons concerned are
		(B.P. Form No.168).		dead.
	18	File of pound forms C.G. and I (Bengal Forms Nos.211-213)	231	One year.
	19	Register of births (B.P. Form No. 25.)	234	To be sent to the
ALC: NO PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.			JK .	Magistrate's record room.
	20	Register of deaths. (B.P. Form No.26)	234	Ditto.
	21	File of duplicate copies of telegrams dispatched.	242(b)	Those concerned with
				investigation to be filed with case diaries;
	22	First information report of	243	others, 3 years. Counterfoil to
		First information report of cognizable crime.	A STATE OF THE PARTY OF THE PAR	be filed with
	1	-trace		case diary.

	23	Hue and cry notice.	250	Those issued
		(B. P. Form No. 28.)		from the station
			Mark Cart	itself to be filed
	1525			with case diary,
				those from other
				stations, 3 years.
	24	List of bordering districts and		Permanently.
		railway police0-stations and outposts	The second second second second	r crimanentry.
		to which hue and cry notices should	3* /	
		be sent.		
H	25		252	One ween often
	25	File of warning notices to owners		One year after
		and occupiers of land and other		action.
		persons having an interest on such		
		land when a breach of the peace is	and the same	
	26	apprehended.	A Talentine	
		Register of cases in which no first	254	Three years.
		information report is used.		
	27	Register of motor vehicles accidents.	254	Two years.
	200	(B.P. Form No. 34.)		
		Case Diary	263 and 264.	
		(B.P. Form No. 34)		mentioned in
				Regulation
	N. W.		100	1101.
	29	Charge sheet.	272	To be filed with
		(B.P. Form No. 39.)	10 to	case diary.
	30	Final report.	275	Ditto.
		(B.P. Form No. 42)		
		First information of reported cases of	299	Three years.
		unnatural deaths.		
1	-	Register of warrants	323	Permanently.
		of arrests. (B.P. Form	323	i cilitationtry.
		No. 56).		
		File of unexecuted warrants.	323	Until the arrest
	33	The of unexecuted warrants.		is made or the
			T	
				warrants are
	9/2			cancelled or
Ĭ	24	D:11 1 1- C 1: - 4 1	222	withdrawn.
		Bill book for prisoners diet and	333	Two years.
		traveling expenses.		
l	2.5	(B.P. Form No. 58.)	2.42	TC1
	35	Bad character roll A.	343	Three years.
		(B.P. Form No. 59.)		
	36	Bad Character roll B	344	Ditto.
		(B.P. Form No. 60.)		The state of
	37	File of declaration by convicts under	349and	To be destroyed
		section 565, Criminal Procedure		after the period
	4	Code.	XXIV	for which the
			1	residence is to
				be notified is
				over.
	38	Rules for town patrols.	356	Permanently.
	39	Register of attendance of chaukidars	369	Two years.
		(B.P. Form No. 63.)		
	40	District map.	373	Permanently.
		List of unions, members of union	373	Permanently.
	Sarry.	boards and chaukidars and dafaders.	THE RESERVE AND ADDRESS OF THE PARTY OF THE	(Copies of
		(Bengal Forms Nos. 209C,209D and		relevant entries
		209E.)		concerning
	and the	20)1.)		policestation
				will be supplied
	1183			by the
				Subdivisional
	1000	TO DESCRIPTION OF THE PARTY OF		Magistrate.)
	42	List of persons exempted from the	373	Permanently.
		operation of the Arms Act.		
J		The state of the s	A STATE OF THE PARTY OF THE PAR	THE RESERVE AND THE PARTY OF TH

superior officers. 50 Peon book (Bengal Form No.47.) 51 File of standing district circular orders abrogation. 52 List of places where korbani is usually held. 53 Register of lands and buildings (B.P. Form No.239.) 54 Register of papers received (Bengal Form No. 16.) 55 Register of papers issued (Bengal Form No. 19.) 56 General diary (B.P. Form No. 65) 57. Register of absconded offenders and escaped convicts. (B.P. Form No. 66.) 58 Register of property stolen and of all property and articles taken charge of by the police. (B.P. Form No.67.) 59 Khatian inspection register. (B.P. Form No. 70 for the District Police and B.P. Form No. 71 for the Railway Police.) 61 List of convicts and suspects residing in the border villages of adjoining Police-stations. 62 Register of persons licensed to carry or possess arms.		The second second	The second secon			
which section 34 of ActV of 1861, the Gambling Act (III of 1887), and any other special Acts or Rules under Acts are in force. List of liquor shops and persons licensed to distil and sell spirits. List of presidents and members of union boards and presidents of panchayats (Where the system exists). Disposition list of officers at the police-station and subordinate posts with dates of posting. Roster of daily duties. (B.P. Form No. 61.) List of reports and returns due to superior officers. Permanently susually held. Register of lands and buildings (B.P. Form No. 16.) Register of papers received (Bengal Form No. 19.) Register of papers issued (Bengal Form No. 19.) Register of papers issued (Bengal Form No. 65) Register of papers susued (Bengal Form No. 66.) Register of papers susued (B.P. Form No. 67.) Register of papers where karbani is usually held. Register of papers received (Bengal Form No. 16.) Register of papers received (Bengal Form No. 16.) Register of papers susued (Bengal Form No. 16.) Register of papers susued (Bengal Form No. 65) Register of papers for papers where kernes and caseaped convicts. (B.P. Form No. 66.) Register of papers where karbani is a stongation of the property and articles taken charge of by the police. (B.P. Form No. 67.) Register of property stolen and of all property and articles taken charge of by the police. (B.P. Form No. 69) Register of station statistics. (B.P. Form No. 69) Register of station statistics. (B.P. Form No. 70 for the District Police and B.P. Form No. 71 for the Railway Police.) List of convicts and suspects residing in the border villages of adjoining Police-stations. Register of presons licensed to carry or possess arms.		43		373	Ditto.	
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63 Register of persons licensed to carry or possess arms. outstanding items. Five years.					CALL THE RESERVE THE PARTY OF T	
63 Register of persons licensed to carry or possess arms.	N. S.	1		The second secon		
or possess arms.						
		63	Register of persons licensed to carry	384	Five years.	
(R P Form No 73)						
(D.1.10III110.75.)	T.		(B.P. Form No.73.)	100	9- 6- 10-	

	64	Register of persons whose	385	Permanently.	
		sentences are remitted or	N. Carlotte		H
		suspended under section 401, Cr		The state of the s	
	65	.P.C. (B.P. Form No. 74.)	296	Darmonantly	ŀ
	65	List of approvers Minute book.	386 387 and	Permanently. Three years or	
	00	(B.P. Form No. 75.)	585	until a new book	
		(B.1.1 offit 140. 75.)	303	is opened.	
	67	Gang record.	388	Permanently.	
Į	07	(Extracts form the Superintendent's	300	Tomanentry.	
		gang register.)			
	68	Enquiry slips.	389	One year.	
		(B.P. Forms Nos. 76 and 77.)			
	69	Crime maps.	390	Permanently.	
	70	Village crime note book, Parts I.V.	391	Ditto.	
		(B.P. Forms Nos.78-83)			
	71	File of periodical reports and returns	407	Three years	
	72	File of monthly cash account.	409	Ditto.	
		(B.P. Form No. 85.)			
		Monthly bundles of receipt vouchers	409	Ditto.	
	74	Counterfoils of receipt cheques	400	Ditto.	
		(Bengal Form No.39)			
	75	Register of arms, ammunition	AND THE RESERVE AND ADDRESS OF THE PARTY OF	One year.	
		and military stores deposited	Appendix		
		at the police-station. (B.P.	XIV.		
ì	76	Form No. 113.)	500	Damas and las	
	76	List of itinerant railway criminals.	582	Permanently.	
i				(To be maintained in	
i				railway police-	
				stations only.)	
	77	Guard file of notifications defining	599	Ditto.	
ì		the jurisdiction of magistrates to	377	Ditto.	h
		whom reports should be made in			
		cases of			
	1/200	railways accident and criminal cases	100	All Aller	
i		occurring on railway lines.			
	78	File of mobilization contingent	663	Permanently.	
	79	Inspection register	1112.	Five years.	
		(B.P. Form No.207.)		4	
	80	Criminal History	1123	To be kept	
		(B.P. Form No .211.)		during the	
	9-1		A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	lifetime of the	
				criminal	
				wherever he resides.	
	81	Gang register (chart).	1128	Permanently.	
	01	(B.P. Form No.212.)	1126	i cilianciniy.	
	82	Muster roll for works executed	1266.	Three	
	13.75	through departmental agency.	1200.	years.(The roll	
				will show the	
			16	names of	
				labourers, the	The state of the s
				date and hours	
				of attendance	
				and the amount	
			-	paid to each	
				individual.)	
	83	File of —Building and		Permanently	
	No.	miscellaneous construction notes	309, Police		
			Gazette,		
			Dated 3 rd		
	1		September		
			1937	THE RESIDENCE AND ADDRESS OF ADDR	h

84	Measurement book for departmental	Police order	To be returned
	works.	No. 9 of	
		A STATE OF THE OWNER, THE PARTY OF THE PARTY	Superintendent's
123013			office on
		***	completion of
			the work.
85	List of Crown property at the police	1280	Permanently
	station		
86	Register of receipt and issue of	1290	Until a new
	forms, stationery and stamps.		register is
	The part of the factors		opened.
87	Weekly pending list of	170A	One year or
	correspondence		until the cases
	(B.P. From No. 203)		are disposed of
87(A)	Register of persons arrested		For 1 year after
			all cases of
			arrests not in the
4		The second	Register have
			been disposed of

(9) outpost (excluding floating outposts).

	(9) outpost (excluding floating outposts).			
1	1	File of command certificates (B.P. Form No. 13.)	163	One year
2	2	Roster of daily duties. (B.P. Form No. 61)	356	Ditto
3	3	Rules for town patrols	356	Permanently (To be kept at each town outpost where a copy in
	1		272	the vernacular shall also be hung up.)
	1	Town beat map	373	Permanently (To be kept at each town outpost
5	5	Disposition list of officers at the out post with dates of posting.	373	Permanently.
6	5	List of bad characters under surveillance with residence, parentage and personal description.	373	Permanently. (To be kept corrected up to date)
7	7	List of absconders residing or having relatives or connections in the outpost jurisdiction with details as to description, relations, etc.	373	Ditto.
8	3	General diary (B.P. Form No. 65)	377(k)	Five years.
9)	Inspection register (B.P. Form No. 207.)	1112	Ditto. (Entries to be recorded by superior officers including Sub-Inspectors of
	1000000000000000000000000000000000000			the parent police station whenever the outpost is visited on duty.)
-	0	List of Crown property at the outpost	1280	Permanently
1	1	Register of receipt and issue of forms, stationery and stamps.	1290	Until a new register is opened.

(10) Floating outpost and patrol launch.

1 File of Police Gazette (Parts I-V)	74	Five years.
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	2	File of Police orders	74	To be kept at the
		(Part VI, Police Gazette)	A STATE OF THE STA	outpost for such
				periods as may be
	1			necessary and the
				transferred to the
				parent police-
			No. of the	station or to the
				Superintendent's
ļ	2		74	office.
	3	File of Government orders (Part VI. Police Cozette)	74	Ditto
	1	(Part VI, Police Gazette)	7.4	r.
	4	File of Criminal Intelligence Gazettes	74	Five years
i	5			Τ
	3	File of standing district circular orders concerning the outpost and	1 1 2 11	Two years after abrogation.
		patrol launch.		aorogation.
I	6	File of Crown Property at the	1280 and	Permanently
		floating outpost and patrol launch.	Appendix	1 Cilitationary
	===	the part and part in inch.	XXV	eres to the se
	7	Stock book of expendable and	Appendix	Permanently (To
		permanent stores.	XXV	be kept in each
			400	launch)
	8	General diary	Appendix	Five years.
		(B.P. Form No. 65)	XXV	
	9	Patrol register	Appendix	Two years on
			XXV	completion.
	10	File of personal diaries of officers	Appendix	One year
		in charge of patrols.	XXV	
	11	Crime map	Appendix	Permanently.
			XXV	
	12	Register of cases reported direct	Appendix	Two years on
		to the floating outpost.	XXV	completion.
	13	Roster of daily duties (B.P. Form	Appendix	One Year
1		No. 61)	XXV	
į	14	File of command certificates (B.P.	163	Ditto
ļ	1	Form No. 10)		
	15	Log books for serangs and drivers	Appendix	One year after
		(Bangal Form Nos. 344 and 345)	XXV	completion (To be
				kept in each lunch)
	16	Daily attendance registers for	Appendix	One year
	14.5	crews	XXV	
	17	Register of papers received	Appendix	Three year
	1.0	(Bangal Form Nos. 16)	XXV	Divi
	18	Register of papers despatched (Rangal Form Nos. 19)	Appendix XXV	Ditto
	10	(Bangal Form Nos. 19) Disposition list of officers at the	AAV	Dormonoutly.
	19	Disposition list of officers at the out post with dares of posting.		Permanently
	20		1112	Five veers
	20	Inspection register. (B.P. Form No. 207)	1112	Five years. (Entries to be
	3	110. 201)	pro pro	recorded by
				superior officers
	300		1	including sub
				inspectors of the
				parent police
				station whenever
			The same	the outpost is
				visited on duty.
	21	Register of receipt and issue of	1290 and	Until a new
	4714			
		forms stationery and stamps	Appendix XXV	register is opened