

ANDAMAN AND NICOBAR POLICE

Right to information Act 2005

17 POINT MANUAL

vi) A statement of the categories of documents that are held by it or under its control:

I. Exemption from disclosure of information:-

1. Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence
2. Information, which has been expressly forbidden to be published by a court of law, or tribunal or the disclosure of which may constitute contempt of court.
3. Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature
4. Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party unless the competent authority is satisfied that larger public interest warrants the disclosure of such information.
5. Information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information
6. Information received in confidence from foreign Government
7. Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information

or assistance given in confidence for law enforcement or security purposes.

8. Information, which would impede the process of investigation or apprehension or prosecution of offenders.
9. Cabinet papers including records of deliberation of the Council of Ministers, Secretaries and other officers
10. Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be is satisfied that the larger public interest justifies the disclosure of such information.

II. Records maintained in the offices

1. **Service Books of all Police personnel**
2. **Personal folios of all Police Officers and men.**
3. **Training Register**
4. **Order Book File**
5. **Order Book Register**
6. **Establishment Register**
7. **SC/ST roster**
8. **Bio-data of upper subordinates Register**
9. **Bio-data of lower subordinates Register**
10. **Files for Transfer of upper subordinates**
11. **Files for Transfer of lower subordinate**
12. **File for Compassionate Appointment**
13. **File for framing Recruitment Rules**
14. **File for grant of Conveyance Allowance**
15. **File for Grant of Ration Money**
16. **File for Grant of House Rent Allowance**
17. **ACR Folders of all Police non-Gazetted personnel**
18. **Files index register**
19. **Departmental Enquiry Files**
20. **Writ Files**
21. **Passport verification register**
22. **Pay bill registers of all Police officers and men.**
23. **Receipt Diary**

24. **Despatch Diary**
25. **Casual Leave Register**
26. **Orderly Room Register**
27. **Stock Registers**
28. **Other general files**
29. **TA Advance Register**
30. **LTC Register**
31. **Disbursement Register**
32. **Contingency Bill Register**
33. **Cash Book**
34. **Bill Register**
35. **Files for grant of TA/LTC/Festival/ Leave Salary Advance/ Scooter Advance/House Building Advance/ Computer Adv.**
36. **Verification of Character and antecedents Register**
37. **Correspondence file on SC/ST POA Act**
38. **File on recommendation of Police Reforms Committee**
39. **Complaints files**
40. **File for recommendation of Presidents Police Medal**
41. **File for NHRC correspondence**
42. **Files for proposal for creation of posts**
43. **Plan Files**
44. **Pension records.**

III. Records maintained at Police Stations

Sl. No.	Name	Form No.	Period of retention
1	Secret reward register	7.5 (b)	Permanent
2	Annual Confidential reports of Lower Subordinates	11.8	Permanent
3	Short leave register	11.30	1 year
4	General Diary	12.38	2 years
5	Duty Roster	12.40	3 years
6	Village Roster	12.41	3 years
7	Petty Case Charge-sheet	12.42	3 years
8	Sentry release book	12.43	1 year
9	Reward Register	12.44	2 years
10	Quarterly Crime Abstract	12.45	5 years
11	Memo form book	12.46	3 years
12	Fine Warrant Register	12.47	3 years
13	Arms Licence Register	12.47	3 years
14	Register of Arms Deposited	12.49	3 years
15	Stray Cattle Register	12.50	3 years
16	Correspondence Register	12.51(a)	2 years
17	Cash Book	12.52	30 years

18	Stolen Property Register	12.53(a)	5 years
19	Register of posting	12.54	Permanent
20	Government Property Register	12.55	Permanent
21	Weekly Station Crime Register	12.56	1 year
22	Register of Summon and Warrants	12.57(a)	3 years
23	Weekly Diary of Sub-Inspectors	12.58	3 years
24	Register of cases of section 202 Cr. PC	13.1(b)	3 years
25	FIR of Cognizable cases	13.4(a)	3 yrs after disposal of cases
26	FIR of Non-Cognizable cases	13.7	2 years
27	Notice to complainant under section 137 Cr. PC	13.8 (g)	3 years
28	Case Diary	13.32(c)	3 years after disposal of case.
29	Notice to complainant under section 173 Cr. PC	13.33(c)	3 years
30	Final Report	13.34 (a)	3 years
31	Malkhana Register	14.15 (a)	Permanent
32	FIR of Unnatural Death	15.1	5 years
33	Inquest Report	15.4(a)	5 years
34	Post-mortem Report	15.8 (c)	5 years
35	Final Reports U.D Cases	15.11	5 years
36	List of Property ceased from arrested person	16.11(a)	Permanent
37	House Search List	17.5 (a)	Permanent
38	List of Property ceased in other cases	17.7 (a)	Permanent
39	List of property forwarded to Court Malkhana	17.13 (b)	Permanent
40	Confidential notes on villages	20.4	Permanent
41	Village Crime Sheets	20.5	Permanent
42	Professional Crime Register	20.6	Permanent
43	General Conviction Register	20.7 (a)	Permanent
44	History Sheet	20.8 (a)	Permanent
45	Register of checking of History Sheets	20.8 (e)	Permanent
46	Index to History Sheets	20.8 (g)	1 year
47	Rowdy Sheets	20.9	Permanent

48	B.C. Roll (A)	20.10 (a)	3 years
49	B.C Roll (B)	20.11	3 years
50	List of ex-convicts ordered to notify residence	20.13 (a)	3 years
51	List of persons conditionally released	20.14 (a)	3 years
52	Hue and cry Notice	20.15	3 years

At OUTPOSTS

Sl. No.	Name	Form No.	Period of retention
1	Outpost Crime Register	12.59	Permanent
2	Record of cases reported at Outposts	13.3 (c)	2 years.