

VI) Statement of categories of documents maintained

| Sr.No. | Particular | Period of preservation |
|--------|--|------------------------|
| 1 | 1 M.O. Register | Permanent |
| 2 | Standing Order Book | Permanent |
| 3 | Register of Books supplied to Traffic P.S. | Permanent |
| 4 | Dead Stock Register | Permanent |
| 5 | Inward Records Register | Permanent |
| 6 | Wooden Moveable Chowkey Register | Permanent |
| 7 | Circular Files (pertaining to general Police Work) | 10 years |
| 8 | Inward Register | 10 years |
| 9 | Outward Register | 10 years |
| 10 | Station Diary | 5 years |
| 11 | Traffic Accident Statements | 5 years |
| 12 | Counterfoils of Railway Warrants (After Audit) | 2 years |
| 13 | Miscellaneous Cash Book (After Audit) | 2 years |
| 14 | Voucher Book | 2 years |
| 15 | Challan Receipts (After Audit) | 2 years |
| 16 | Intimation Slips (After Audit) | 2 years |
| 17 | Challan Book (After Audit) | 2 years |
| 18 | Receipts Book (After Audit) | 2 years |
| 19 | Register of Traffic Accidents | 2 years |
| 20 | Muster Roll of Constabulary | 2 years |
| 21 | 41 Indents for stationery (Quarterly) | 2 years |
| 22 | Muddemal Register (if no pending Items) | 2 years |
| 23 | Court Work Register | 2 years |
| 24 | Police Notices (part II and III) | 2 years |
| 25 | Pay Sheets | 2 years |
| 26 | P.I.s Order Book | 1 years |
| 27 | Transit Register | 1 years |