

Government Of Karnataka

Police Department



RIGHT TO INFORMATION ACT -2005

INFORMATION UNDERS COLUMN 4 (1) (A)& 4 (1) (B)

OF

SUB INSPECTOR OF POLICE

HALIYAL POLICE STATION

Section 4(1) (a) Indexing Cataloguing Of all Information Template

| | |
|----|---------------------------------------|
| 1. | ಶಾಶ್ವತ ಕಡತ -A |
| 2. | 25 ವರ್ಷಗಳ ಕಾಲ ಕಾದಿರಿಸಬೇಕಾದ ದಾಖಲಾತಿ-B |
| 3. | 10 ವರ್ಷಗಳ ಕಾಲ ಕಾದಿರಿಸಬೇಕಾದ ದಾಖಲಾತಿ-C |
| 4. | 07 ವರ್ಷಗಳ ಕಾಲ ಕಾದಿರಿಸಬೇಕಾದ ದಾಖಲಾತಿ-D |
| 5. | 05 ವರ್ಷಗಳ ಕಾಲ ಕಾದಿರಿಸಬೇಕಾದ ದಾಖಲಾತಿ- E |
| 6. | 03 ವರ್ಷಗಳ ಕಾಲ ಕಾದಿರಿಸಬೇಕಾದ ದಾಖಲಾತಿ- F |
| 7. | 02 ವರ್ಷಗಳ ಕಾಲ ಕಾದಿರಿಸಬೇಕಾದ ದಾಖಲಾತಿ- G |
| 8. | 01 ವರ್ಷಗಳ ಕಾಲ ಕಾದಿರಿಸಬೇಕಾದ ದಾಖಲಾತಿ- H |

2016-2017

| Sl. No | Date on which opened (files to be listed chronologically) | Category A, B, C, D, E etc. (Alphabetically According to Category) | File No. | Subject of the File | Location of File Door/Cup board/Numbers | Date on Which file can be destroyed /custodian of File |
|--------|---|--|----------|-----------------------------------|---|--|
| 1. | Permanent | A | 1. | GOVERNMENT CIRCULAR FILE | Metal Rack | - |
| 2. | Permanent | A | 2. | DG& IGP CIRCULAR FILE | Metal Rack | - |
| 3. | Permanent | A | 3. | IGP W/R FILE | Metal Rack | - |
| 4. | Permanent | A | 4. | SP ORDER FILE | Metal Rack | - |
| 5. | Permanent | A | 5. | BUILDING FILE | Metal Rack | - |
| 6. | Permanent | A | 6. | STANDING ORDER FILE | Metal Rack | - |
| 7. | Permanent | A | 7. | LAW CIRCULAR FILE | Metal Rack | - |
| 8. | Permanent | A | 8. | Property Register | Metal Rack | - |
| 9. | Permanent | A | 9. | Library Register | Metal Rack | - |
| 10. | Permanent | A | 10. | Superior officers Visiting book | Metal Rack | - |
| 11. | Permanent | A | 11. | Station Information book | Metal Rack | - |
| 12. | 01-01-2013 | C | 12. | Crime Register | Metal Rack | - |
| 13. | 01-01-2013 | E | 13. | M.V.Act register | Metal Rack | - |
| 14. | 01-01-2013 | E | 14. | Computer Registers | Metal Rack | - |
| 15. | 01-01-2013 | F | 15. | "B" and C cases Registers | Metal Rack | - |
| 16. | 01-01-2013 | F | 16. | Dairy | Metal Rack | - |
| 17. | 01-01-2013 | F | 17. | Monthly Statement | Metal Rack | - |
| 18. | 01-01-2013 | G | 18. | Certificate of Transfer of charge | Metal Rack | - |
| 19. | 01-01-2013 | G | 19. | In Message Register | Metal Rack | - |
| 20. | 01-01-2013 | G | 20. | Out Message Register | Metal Rack | - |
| 21. | 01-01-2013 | H | 21. | Orderly Room Register | Metal Rack | - |
| 22. | 01-01-2013 | H | 22. | Petition Registers | Metal Rack | - |

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