

Government of Karnataka  
Police Department



RIGHT TO INFORMATION ACT-2005  
INFORMATION UNDERS COLUMN 4(1)(A)&4(1)(B)  
OF  
CIRCLE INSPECTOR OF POLICE  
HALIYAL CIRCLE OFFICE.

**Section 4(1)(a)- Indexing Cataloguing Of all InformationTemplate**

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.	5 ವರ್ಷಗಳ ಕಾಲ ಕಾದಿರಿಸಬೇಕಾದ ದಾಖಲಾತಿ- E
6.	3 ವರ್ಷಗಳ ಕಾಲ ಕಾದಿರಿಸಬೇಕಾದ ದಾಖಲಾತಿ- F
7.	2 ವರ್ಷಗಳ ಕಾಲ ಕಾದಿರಿಸಬೇಕಾದ ದಾಖಲಾತಿ- G
8.	1 ವರ್ಷಗಳ ಕಾಲ ಕಾದಿರಿಸಬೇಕಾದ ದಾಖಲಾತಿ- H

**2018**

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/Cupboard/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	Circle Information book	Metal Rack	-
12.	01-01-2020	C	12	Crime Register of Heinous Crimes	Metal Rack	-
13.	01-01-2020	E	13	M.V. Act. Register	Metal Rack	-
14.	01-01-2020	E	14	Computer Register's	Metal Rack	-
15.	01-01-2020	F	15	"B" and "C" Cases Register's	Metal Rack	-
16.	01-01-2020	F	16	CPI Dairy	Metal Rack	-
17.	01-01-2020	F	17	Monthly Statement	Metal Rack	-
18.	01-01-2020	G	18	Certificate of Transfer of charge	Metal Rack	-
19.	01-01-2020	G	19	In Message Register	Metal Rack	-
20.	01-01-2020	G	20	Out Message Register	Metal Rack	-
21.	01-01-2020	H	21	Orderly Room Register	Metal Rack	-
22.	01-01-2020	H	22	Petition Register's	Metal Rack	-

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