

Government Of Karnataka
Police Department



RIGHT TO INFORMATION ACT -2005
INFORMATION UNDERS COLUMN 4 (1) (A)& 4 (1) (B)
OF
SUB INSPECTOR OF POLICE
MANKI 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

2020-2021

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.	01-01-2020	C	12.	Crime Register	Metal Rack	-
13.	01-01-2020	E	13.	M.V.Act register	Metal Rack	-
14.	01-01-2020	E	14.	Computer Registers	Metal Rack	-
15.	01-01-2020	F	15.	"B" and C cases Registers	Metal Rack	-
16.	01-01-2020	F	16.	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 Registers	Metal Rack	-

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