

CHAPTER - 6

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

STATEMENT SHOWING THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

Sl. No.	Category of the documents	Name of the documents and its introduction in one line	Procedure to obtain the documents	Held by/Under control of
1.	Official Records :-	a) Service Sheet b) Receipt Cheque c) Pay Cheque d) Cash Book		
2	Files :-	a)Correspondence File b)L. O. A File c)Sanctioned File d)Correspondence File	Superintendent of Police	Superintendent of Police
3	Registers	a) Contingencies Registers b) Bill Register c) Transit Register d) Crime Register		